



**AGENDA  
CITY COUNCIL MEETING  
CITY OF LEANDER, TEXAS**

Pat Bryson Municipal Hall  
201 North Brushy Street - Leander, Texas  
Thursday - October 20, 2022  
Briefing Workshop at 6:00 PM  
Regular Meeting at 7:00 PM



**Mayor – Christine DeLisle**  
**Place 1 – Kathryn Pantalione-Parker**  
**Place 2 – Esme Mattke Longoria**  
**Place 3 – David McDonald**

**Place 4 – Na’Cole Thompson, *Mayor Pro Tem***  
**Place 5 – Chris Czernek**  
**Place 6 – Becki Ross**  
**City Manager – Rick Beverlin**

The meeting will also be live-streamed at the following link: <https://www.leandertx.gov/video>.

**BRIEFING WORKSHOP - CONVENE AT 6:00 PM**

1. Open Meeting.
2. Roll Call.
3. Receive presentation on San Gabriel Park Athletic Complex (CIP Project P.18) from Parkhill.
4. Convene into Executive Session pursuant to Section 551.074, Personnel, to discuss appointments to the Planning & Zoning Commission and Board of Adjustment.

Reconvene into open session and adjourn the briefing workshop.

**REGULAR MEETING – CONVENE AT 7:00 PM**

5. Open Meeting, Invocation and Pledges of Allegiance.
6. Roll Call.
7. Public comments on items not listed in the agenda.

Public comments on items listed in the agenda will be heard at the time each item is discussed by Council.

*[All comments are limited to no more than 3 minutes (6 minutes if translation is needed) per individual.]*

8. Recognitions/Proclamations/Visitors.
  - Breast Cancer Awareness Proclamation (October)
  - Leander Middle School Volleyball Team Recognition

9. Staff Reports  
    • Public Works Update

|                               |
|-------------------------------|
| <b>CONSENT AGENDA: ACTION</b> |
|-------------------------------|

10. Approval of the minutes for meeting held on October 10, 2022.
11. Approval of the annual appointment of independent legal counsel Patty Akers for the Ethics Commission.
12. Approval of an Ordinance repealing the City of Leander Personnel Policy adopted by Ordinance No. 20-040-00; providing for the adoption of the new Personnel Policy; providing for a savings clause; and providing for an effective date.
13. Approval of an Ordinance amending Ordinance No. 21-077-00 adopting the annual budget of the City of Leander for Fiscal Year 2022.
14. Approval of a Resolution authorizing the purchase of City of Leander Police Department vehicles for fiscal year 2023 from the BuyBoard Local Government Cooperative and the Tarrant County Cooperative Purchasing Program; and authorize the City Manager to execute any and all necessary documents.
15. Approval of purchase of two (2) replacement fire vehicles from Siddons Martin Emergency Group, LLC in the amount of \$1,338,597.30 utilizing the HGAC Cooperative Purchase Contract FS12-19; and authorize the City Manager to execute any and all necessary documents.
16. Award of Solicitation S22-029 to JKB Construction Company, LLC for construction services for Eagles Way, Mica Lane, Topaz Lane wastewater services and street repaving (CIP Project WW.16) in the amount of \$1,500,830.40; and authorize the City Manager to execute any and all necessary documents.
17. Award of construction contract to Austin Engineering Co., Inc. for wastewater lift station improvements: Phase 3, (CIP Project WW.44) in the amount of \$568,615.00; and authorize the City Manager to execute any and all necessary documents.
18. Approval of Task Order No. KH-05 with Kimley-Horn and Associates, Inc. for professional services for city-wide traffic signal timing study in the amount of \$103,000.00; and authorize the City Manager to execute any and all necessary documents.
19. Reject all bids for Solicitation S22-033 for the construction of the Northline Town Square.
20. Approval of Ordinance Case 22-OR-003 to amend Appendix A of the Leander Code of Ordinances to update the technology fees associated with the Development Hub, and to provide for related matters; Williamson & Travis Counties, Texas.
21. Approval of the extension of the application expiration for Subdivision Case 21-FP-019 Rosenbusch Ranch Phase 4 Final Plat; more particularly described by Williamson Central Appraisal District Parcel R599344; generally located to the east of the intersection of Vista Ridge Drive and Lakeline Boulevard; Leander, Williamson County, Texas.



22. Approval of the extension of the application expiration for Subdivision Case 21-PICP-017 Rosenbusch Ranch Phase 4 construction plan; more particularly described by Williamson Central Appraisal District Parcel R599344; generally located to the east of the intersection of Vista Ridge Drive and Lakeline Boulevard; Leander, Williamson County, Texas.
23. Approval of the Second Reading of an Ordinance regarding Zoning Case 22-Z-022 to amend the current zoning of SFR-3-B (Single-Family Rural) to adopt the Moon Valley PUD (Planned Unit Development) with a base zoning district of LC-5-D (Local Commercial) and to approve the Development Agreement 22-DA-023 on two (2) parcels of land approximately 8.78 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R319362 and R031223; and more commonly known as 15841 Ronald W. Reagan Boulevard, Leander, Williamson County, Texas.

#### **PUBLIC HEARING: ACTION**

24. Conduct a Public Hearing regarding Special Use Case 22-SU-002 to allow for the temporary residential use of a travel trailer or recreational vehicle for use by owners while building permanent home on site; on one (1) parcel of land approximately 4.72 acres  $\pm$  in size, more particularly described by Travis Central Appraisal District Parcel 513800; and more commonly known as 13201 Vista Rock Drive, Leander, Travis County, Texas.
  - Discuss and consider action regarding Special Use Permit Case 22-SU-002 as described above.
25. Conduct a Public Hearing regarding Zoning Case 22-Z-027 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to adopt the 50 High Gabriel East Addition Minor PUD (Planned Unit Development) with a base zoning of LC-2-A (Local Commercial) on one (1) parcel of land approximately 1.59 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcel R474021; and more commonly known as 50 High Gabriel East, Leander, Williamson County, Texas.
  - Discuss and consider action regarding Zoning Case 22-Z-027 as described above.
26. Conduct a Public Hearing regarding Zoning Case 22-Z-028 to amend the current zoning of T6 (Urban Core Zone) to adopt the Metro Way Medical Center PUD (Planned Unit Development) with the LC-2-A (Local Commercial) on one (1) parcel of land approximately 4.37 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcel R573740; and generally located to the northeast S. US 183 and Metro Drive, Leander, Williamson County, Texas.
  - Discuss and consider action regarding Zoning Case 22-Z-028 as described above.
27. Conduct a Public Hearing regarding Zoning Case 22-Z-029 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to HC-4-D (Heavy Commercial) on two (2) parcels of land approximately 9.111 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R031284 and R324449; and more commonly known as 2967 and 3005 Hero Way, Leander, Williamson County, Texas.
  - Discuss and consider action regarding Zoning Case 22-Z-029 as described above.

#### **REGULAR AGENDA**

28. Receive a presentation regarding the evaluation and proposed recommendations for development process improvements by BerryDunn.
29. Discuss and consider action directing staff on an amendment to the Composite Zoning Ordinance regarding carports on residential properties; Leander, Williamson and Travis Counties, Texas.

30. Discuss and consider action on an Ordinance amending Article 4.05 of the Leander Code of Ordinances and Ordinance No. 17-035-00 to amend regulations for Special Events; providing definitions; requiring applications, permits and fees; providing regulations and prohibitions; providing a penalty clause; and providing for related matters.
31. Discuss and consider action on a Resolution of support to limit consideration of zoning requests that seek to add residential zoning or increase the density of residential land uses in lieu of nonresidential uses; prioritize a desired residential land distribution mix of zero (0%) percent within the Multi-Use, Neighborhood Center, Activity Center, Employment Center, Urban Mixed Use, and Leander Central land use categories identified on the Future Land Use Map; prioritize low-density use components (Single-Family Rural, Single-Family Estate, and Single-Family Suburban) within the Neighborhood Residential land use categories identified on the Future Land Use Map; and continue to encourage conservation actions that will reduce short- and long-term water system demands.
32. Discuss and consider action on authorizing the Brushy Creek Regional Utility Authority (BCRUA) President to execute a Professional Engineering Services Agreement with Walker Partners for the final design of a six-million-gallon clearwell in the amount of \$291,749.00.
33. Discuss and consider action directing staff to amend an Ordinance providing for the name, composition, and the powers and duties of the Public Art Commission.
34. Convene into Executive Session pursuant to Section 551.074, Personnel, to discuss appointments to the Planning & Zoning Commission and Board of Adjustment, if needed.  
  
Reconvene into open session.
35. Discuss and consider action on appointments to the following boards, commissions and committees: Active Adult Advisory Committee, Board of Adjustment, Economic Development Committee, Ethics Commission, Historical Preservation Commission, Public Art Commission, Parks & Recreation Advisory Board, Planning & Zoning Commission, Tax Increment Reinvestment Zone No.1(TIRZ) Board, and the Development Authority Board.
36. Discuss and consider action on ratifying the Mayor's appointments of high school senior(s) as ex-officio(s) to the Ad Hoc Committee to promote beautification, conservation, volunteerism and community engagement in the City of Leander.
37. Discuss and consider action on the appointment/reappointment of a council liaison to the Parks and Recreation Advisory Board; Public Art Commission; Historic Preservation Commission; Active Adult Advisory Committee; and Economic Development Committee.
38. Discuss the recording of board and commission meetings.
39. Council Member Future Agenda Items *[Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.]*
40. Council Member Closing Statements.

41. Executive Session pursuant to:
- (1) Section 551.072, Texas Government Code to deliberate the acquisition of real property and approve a Letter of Intent for acquisition of real property for public facilities; and
  - (2) Section 551.087, Texas Government Code to deliberate proposed economic development incentives for one or more business prospects that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations related to the following project(s): Project Fulcrum and Project Sky Lane.

Reconvene into open session to take action as deemed appropriate in the City Council's discretion regarding:

- (1) acquisition of real property and approve a Letter of Intent for acquisition of real property for public facilities; and
- (2) Project Sky Lane.

42. Adjournment

**CERTIFICATION**

This meeting will be conducted pursuant to the Texas Government Code Section 55 1.001 et seq. At any time during the meeting the Council reserves the right to adjourn into Executive Session on any of the above posted agenda for which state law authorizes Executive Session to be held, including but not limited to Sections 55 1.071 [litigation and certain Consultation with attorney], 551.072 [acquisition of interest in real property], 55 1.073 [prospective gift to city], 55 1.074 [certain personnel deliberations], 551.076 [deployment/implementation of security personnel or devices], or 551.087 [Deliberations regarding Economic Development Negotiations]. The City of Leander is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary at (512) 528-2743 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may call (512) 528-2800. I certify that the above agenda for this meeting of the City Council of the City of Leander, Texas, was posted on the bulletin board at City Hall in Leander, Texas, on the 14 day of October 2022 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.

  
Dara Crabtree, City Secretary, TRMC



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Approval of the minutes for meeting held on October 10, 2022.

**BACKGROUND:**

Attached are minutes for the meeting held on October 10, 2022.

**PRESENTER:**

Dara Crabtree, City Secretary

---

**Attachments**

1. Draft Minutes



**MINUTES  
CITY COUNCIL MEETING  
CITY OF LEANDER, TEXAS**

Pat Bryson Municipal Hall  
201 North Brushy Street - Leander, Texas  
October 10, 2022



**Mayor – Christine DeLisle**  
**Place 1 – Kathryn Pantalion-Parker**  
**Place 2 – Esme Mattke Longoria**  
**Place 3 – David McDonald**

**Place 4 – Na'Cole Thompson, Mayor Pro Tem**  
**Place 5 – Chris Czernek**  
**Place 6 – Becki Ross**  
**City Manager – Rick Beverlin**

The meeting will also be live-streamed at the following link: <https://www.leandertx.gov/video>.

**BRIEFING WORKSHOP - CONVENE AT 5:30 PM**

1. Opened meeting at 5:31 p.m.
2. Roll call reflected all present with exception Mayor Christine was absent; and Councilmember Pantalion-Parker arrived at 5:37 p.m.
3. Meet and Greet with Board and Commission applicants. A total of 16 applicants participated in the Meet and Greet including: Carol Hubbard; Kathy Bonardi; Rich Parker; Gil Debner; Donnie Mahan; James Oliver; Lisa Black; Ron May; Ron Militello; Jennifer Gardner; Lisa Haynes; Steve Kuwitzky; Keysha Bradford; Kim Lockhart; Stephen Cook; Trey Schisser, III; and Stephanie Rand.

Briefing workshop adjourned at 6:45 p.m.

**REGULAR MEETING – CONVENE AT 7:00 PM**

4. Opened meeting at 7:02 p.m., Invocation was provided by Vedant Garg and Mayor Pro Tem Thompson led the Pledges of Allegiance.
5. Roll call reflected all present with exception Mayor Christine was absent.
6. Public comments on items not listed in the agenda.

Public comments on items listed in the agenda will be heard at the time each item is discussed by Council.

*[All comments are limited to no more than 3 minutes (6 minutes if translation is needed) per individual.]*

Stephanie Rand, 413 Star Thistle - thanked City Council for the various cultural events and recognitions.

Pulla Reddy Yeduti, 4422 Cherry Bark Drive - thanked the City Council for recognizing the importance of Dawali.

Pawau Kahol, 2440 Etta May Lane - commented on Dawali Festival of Lights.

Mansi Agarsal, 1620 Shinett Drive - thanked the City Council for recognizing Dawali.

Swaran Mahendru, 9708 Oxas Lane - commented on growth of Indian Community in Leander; and meaning of Dawali.

Lakshmi Sampath, 1800 Gilded Crest Drive - thanked the City Council for recognition and will create awareness among all children.

7. Recognitions/Proclamations/Visitors.
  - Diwali Proclamation (October 24)
8. Staff Reports
  - Public Works Update included BCRUA raw waterline update; support from city department and city partners; returned to Phase 2 on October 3; residents and businesses conserved water during the repair; water usage; repairs completed; and next steps.
  - Development Hub Update included status; partial launch; data conversion October 19-24; and next steps.

|                               |
|-------------------------------|
| <b>CONSENT AGENDA: ACTION</b> |
|-------------------------------|

Mayor Pro Tem Thompson stated Items 32 and 33 were pulled from the consent agenda and will be considered separately as Councilmember Mattke Longoria will be recusing herself from these two (2) items.

Motion by Councilmember Becki Ross, Seconded by Councilmember Esme Mattke Longoria to approve consent agenda items 9 through 31 and 34.

**Vote: 6 - 0**

9. Approval of the minutes for meeting held on September 15, 2022.
10. Ratifying the City Manager's appointment of Emily Truman as City Engineer.
11. Approval of a Resolution adopting an Investment Policy and Strategy for the City of Leander.
12. Approval of a resolution authorizing the submission of grant with the Public Safety Office Criminal Justice Division of the Office of the Governor to solicit grant funding for Leander Police Department Bullet-Resistant Shields Program Fiscal Year 2023.
13. Approval of Funding Agreement by and between the City of Leander and Williamson County Children's Advocacy Center for Fiscal Year 2023 in the amount of \$32,000.00.

14. Approval of Funding Agreement by and between the City of Leander and Opportunities for Williamson & Burnet Counties, Inc. (OWBC) for Fiscal Year 2023 in the amount of \$10,000.00.
15. Approval of purchase of one (1) hydro excavator from Earle Kinlaw & Associates, Inc in the amount of \$52,317.74 utilizing the BuyBoard Co-Op Contract #597-19; and authorize the City Manager to execute any and all necessary documents.
16. Approval of ESRI GIS Enterprise Software license agreement renewal for three (3) years in the annual amount of \$61,000.00, for a total contract amount of \$183,000.00; and authorize the City Manager to execute any and all necessary documents.
17. Acceptance of Public Infrastructure Improvements for the Lost Woods Preserve Phase 3 subdivision.
18. Approval of Amendment 1 to Task Order KH-02 with Kimley-Horn and Associates, Inc. for professional services to run additional model run scenarios on the Transportation Master Plan (TMP) in the amount of \$45,000.00 for a new total amount of \$295,000.00; and authorize the City Manager to execute any and all necessary documents.
19. Award traffic signal construction and traffic intersection improvement projects 20-CIP-003 (CIP T.33) and 21-CIP-006 (CIP T.68) to Austin Underground, Inc. in the amount of \$1,109,231.90; and authorize the City Manager to execute any and all necessary documents.
20. Approval of Task Order HZI-04 with Huitt-Zollars, Inc., in the amount of \$95,145.00, for the design and construction phase services of the renovation of the building and associated garage occupied previously by Williamson County Emergency Services located next to Pat Bryson Municipal Hall (CIP M.23) for the purpose of providing office space for City employees; and authorize the City Manager to execute any and all necessary documents.
21. Approval of a waiver of Article 8.04, Noise, Section 8.04.001(a) (11) to Cadence McShane Construction in the hours of construction to begin at 3:00 a.m. for three (3) concrete pours from October 12 through October 25 (weather dependent) for construction activities for the Blockhouse Creek Farms Apartments project site located at 14951 Ronald Reagan Boulevard; and requiring Cadence McShane Construction to post notifications for nearby tenants at Leander Junction Apartments and residents in Hazlewood Subdivision a minimum of forty-eight (48) hours in advance of the activities.
22. Approval of the extension of the application expiration for Subdivision Case 19-FP-023 Valley Vista Center Final Plat; generally located to the southwest of the intersection of Gabriels Horn Drive, Leander, Williamson County, Texas.
23. Approval of the Second Reading of an Ordinance regarding Zoning Case 22-Z-002 to amend the current zoning of Interim Single-Family Rural to adopt the Creeks Edge PUD (Planned Unit Development) with the base zoning district of SFT-2-A (Single-Family Townhouse) and LO-2-A (Local Office) and to approve Development Agreement 22-DA-019 on one (1) parcel of land approximately 9.977 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R332409; and more commonly known as 14751 Ronald W. Reagan Boulevard, Leander, Williamson County, Texas.

24. Approval of the Second Reading of an Ordinance regarding the 675 Kauffman Loop Annexation Case 22-A-001 regarding the voluntary annexation of 25.025 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R328207 and R555049; and commonly addressed as 675 Kauffman Loop, Leander, Williamson County, Texas.
25. Approval of the Second Reading of an Ordinance regarding Zoning Case 22-Z-005 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to adopt the 675 Kauffman Loop PUD (Planning Unit Development) with the base zoning districts of SFT-2-A (Single-Family Townhouse) and GC-2-A (General Commercial) and to approve the Development Agreement 22-DA-012 on approximately 24.91 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R328207 and R555049; and more commonly known as 675 Kauffman Loop, Leander, Williamson County, Texas.
26. Approval of the Night Owl III License Agreement, Case 22-LA-005, to allow for the installation and maintenance of landscaping and irrigation within portions of the right-of-way of W. Broade Street, Leander, Williamson County, Texas.
27. Acceptance of the Planning & Zoning Commission Progress Report for September 2021 to August 2022.
28. Approval of a Resolution of the City of Leander, Texas accepting a petition for the B Twisted Annexation Case 22-A-005 regarding the voluntary annexation of 12.396 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R605507; and generally located approximately 3,000 feet to the west of intersection of Bagdad Road and CR 281; on the south side of CR 281, Leander, Williamson County, Texas.
29. Authorize the purchase/renewal of antivirus and ransomware prevention software and related professional services from SHI Government Solutions Inc. utilizing Texas DIR contract #DIR-TSO-4056 in the total amount of \$83,745.13; and authorize the City Manager to execute any and all necessary documents and renewals.
30. Authorize the purchase of telephone servers and related professional services from Pivot Technology Services Corporation dba Computacenter utilizing DIR contracts #DIR-TSO-4167 and #DIR-TSO-3763 to replace existing city telephone servers which have reached end of useful life status in the total amount of \$37,575.90; and authorize the City Manager to execute any and all necessary documents.
31. Authorize the purchase of an Uninterruptible Power Supply (UPS) and associated installation services from GTS Technology Solutions, Inc. in the total amount of \$57,226.00 utilizing DIR contract #DIR-CPO-4751; and authorize the City Manager to execute any and all necessary documents.
32. *[Councilmember Matke Longoria recused herself and left the room.]*

Authorize the purchase of computer workstations from Dell Marketing LP utilizing DIR Contract #DIR-TSO-3763 to replace existing desktop computers which have reached end of useful life status in the total amount of \$184,980.00; and authorize the City Manager to execute any and all necessary documents.



Motion by Councilmember Becki Ross, Seconded by Councilmember Kathryn Pantalion-Parker to authorize the purchase of computer workstations from Dell Marketing LP utilizing DIR Contract #DIR-TSO-3763 to replace existing desktop computers which have reached end of useful life status in the total amount of \$184,980.00; and authorize the City Manager to execute any and all necessary documents.

**Vote: 5 - 0**

33. Authorize the purchase of six (6) computer servers from Dell Marketing LP utilizing DIR contract #DIR-TSO-3763 in the total amount of \$70,973.40; and authorize the City Manager to execute any and all necessary documents.

Motion by Councilmember Becki Ross, Seconded by Councilmember Kathryn Pantalion-Parker to authorize the purchase of six (6) computer servers from Dell Marketing LP utilizing DIR contract #DIR-TSO-3763 in the total amount of \$70,973.40; and authorize the City Manager to execute any and all necessary documents.

**Vote: 5 - 0**

*[Councilmember Mattke Longoria returned to the room.]*

34. Authorize the purchase of network switches, network optics, network security systems, and related professional services from Bell IT Services, Inc. utilizing DIR contracts #DIR-TSO-4160 and #DIR-TSO-4288 to replace existing network switches which have reached end of useful life status in the total amount of \$341,511.71; and authorize the City Manager to execute any and all necessary documents.

|                               |
|-------------------------------|
| <b>PUBLIC HEARING: ACTION</b> |
|-------------------------------|

35. Mayor Pro Tem Thompson opened a Public Hearing at 7:36 p.m. regarding Zoning Case 22-Z-022 to amend the current zoning of SFR-3-B (Single-Family Rural) to adopt the Moon Valley PUD (Planned Unit Development) with a base zoning district of LC-5-D (Local Commercial) on two (2) parcels of land approximately 8.78 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R319362 and R031223; and more commonly known as 15841 Ronald W. Reagan Boulevard, Leander, Williamson County, Texas. No one spoke in favor or opposition of the request. The Public Hearing closed at 7:36 p.m.

- Discuss and consider action regarding Zoning Case 22-Z-022 as described above.

Motion by Councilmember Kathryn Pantalion-Parker, Seconded by Councilmember Esme Mattke Longoria to approve Zoning Case 22-Z-022 to amend the current zoning of SFR-3-B (Single-Family Rural) to adopt the Moon Valley PUD (Planned Unit Development) with a base zoning district of LC-5-D (Local Commercial) on two (2) parcels of land approximately 8.78 acres ± in size, more particularly described by Williamson Central Appraisal District Parcels R319362 and R031223; and more commonly known as 15841 Ronald W. Reagan Boulevard, Leander, Williamson County, Texas, following a discussion.

**Vote: 6 - 0**

36. Mayor Pro Tem Thompson opened a Public Hearing at 7:37 p.m. the 50 High Gabriel East Addition Annexation Case 22-A-007 regarding the voluntary annexation of 1.594 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R474021; and generally addressed as 50 High Gabriel East, Leander, Williamson County, Texas. No one spoke in favor or opposition of the request. The Public Hearing closed at 7:37 p.m.

- Discuss and consider action regarding 50 High Gabriel East Addition Annexation Case 22-A-007 as described above.

Motion by Councilmember Chris Czernek, Seconded by Councilmember Kathryn Pantalion-Parker to approve the 50 High Gabriel East Addition Annexation Case 22-A-007 regarding the voluntary annexation of 1.594 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R474021; and generally addressed as 50 High Gabriel East, Leander, Williamson County, Texas.

**Vote:** 6 - 0

## REGULAR AGENDA

37. Discuss and consider action regarding Subdivision Case 21-PP-012 to approve the Garlock Preliminary Plat on one (1) parcel of land approximately 44.662 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R021708; generally located south of Gabriels Horn Road and west of Donetto Drive, Leander, Williamson County, Texas.

Motion by Councilmember Kathryn Pantalion-Parker, Seconded by Councilmember Chris Czernek to approve Subdivision Case 21-PP-012 to approve the Garlock Preliminary Plat on one (1) parcel of land approximately 44.662 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R021708; generally located south of Gabriels Horn Road and west of Donetto Drive, Leander, Williamson County, Texas, following a discussion.

**Vote:** 6 - 0

38. Discuss and consider action on Subdivision Case 22-PP-007 regarding the Wildspring Subdivision Preliminary Plat on one (1) parcel of land approximately 111.57 acres ± in size, more particularly described by Williamson Central Appraisal District parcel R032112; generally located northwest of the intersection of CR 177 and CR 175, Leander, Williamson County, Texas.

Motion by Councilmember Chris Czernek, Seconded by Councilmember Kathryn Pantalion-Parker to approve Subdivision Case 22-PP-007 regarding the Wildspring Subdivision Preliminary Plat on one (1) parcel of land approximately 111.57 acres ± in size, more particularly described by Williamson Central Appraisal District parcel R032112; generally located northwest of the intersection of CR 177 and CR 175, Leander, Williamson County, Texas, following a comment.

**Vote:** 6 - 0

39. Discuss and consider acceptance of the Fiscal Year 2023 Capital Improvement Program (CIP) list of projects approved for funding in the Fiscal Year 2023 Annual Budget.

Motion by Councilmember Chris Czernek, Seconded by Councilmember Kathryn Pantalione-Parker to accept the Fiscal Year 2023 Capital Improvement Program (CIP) list of projects approved for funding in the Fiscal Year 2023 Annual Budget, following a discussion.

**Vote: 5 - 1**

NAY: Councilmember David McDonald

40. Discuss and consider action on a Resolution nominating a qualified individual as a representative member of the Board of Directors of the Travis Central Appraisal District.

No action.

41. *[Mayor Christine arrived at 8:03 p.m.] [Convened into executive session at 8:03 p.m. pursuant to Section 551.071, consult legal counsel on Items 41 and 42 on the posted agenda/ reconvened back into open session at 8:31 p.m.]*

Discuss and consider action on a petition submitted by the Leander Law Enforcement Association pursuant to Texas Local Government Code Section 142.053 requesting recognition as sole and exclusive bargaining agent for police officers excluding the head of the department and exempt employees.

Motion by Councilmember David McDonald, Seconded by Mayor Christine DeLisle to approve a petition submitted by the Leander Law Enforcement Association pursuant to Texas Local Government Code Section 142.053 requesting recognition as sole and exclusive bargaining agent for police officers excluding the head of the department and exempt employees, following a discussion.

**Vote: 7 - 0**

42. Discuss and consider action on a petition submitted by the Leander Professional Fire Fighters Association, Local 4298 pursuant to Texas Local Government Code Section 142.153 requesting recognition as sole and exclusive bargaining agent for fire fighters excluding the head of the department and exempt employees.

Motion by Councilmember David McDonald, Seconded by Councilmember Esme Mattke Longoria to approve a petition submitted by the Leander Professional Fire Fighters Association, Local 4298 pursuant to Texas Local Government Code Section 142.153 requesting recognition as sole and exclusive bargaining agent for fire fighters excluding the head of the department and exempt employees.

**Vote: 7 - 0**

*[Mayor Christine left the meeting at 8:43 p.m.]*

43. Discuss and consider scheduling board and commission interviews.

No action.

44. Received an update on topics discussed at the 2022 Texas Municipal League Annual Conference and Exhibition held October 5-7 in San Antonio including discussion on city attachment; Leander participating in future in categories to be recognized and talk about items important to our City; presentation by Taylor on what they are doing to attract business to their area; and good event to learn and back ideas.
45. Council Member Future Agenda Items *[Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.]* None
46. Council Member Closing Statements.

Kathryn Pantalione-Parker - commented on National Night Out; thanked neighborhoods and staff participating in the event.

Esme Mattke Longoria - commented on it was great to see staff at the TML Conference; and upcoming City-Wide Clean Up on Saturday, October 15.

David McDonald - thanked staff and citizens for all their efforts during the recent BCRUA waterline repair.

Na'Cole Thompson - stated in supporting our initiative to shop locally HEB provided dinner tonight; and HEB has always been a good partner to our community and many organizations in our community.

Chris Czernek - commented look forward to NNO; opportunity to get together and meet each other.

47. Convened into Executive Session at 8:53 p.m. pursuant to:
- (1) Section 551.072, Texas Government Code, to deliberate the acquisition of one (1) or more real properties located in E.D. Harmon Survey, Abstract No. 6, Williamson County, Texas, for the purpose of a utility easement with temporary construction easement for FM 2243 wastewater project (CIP WW.43); and
  - (2) Section 551.087, Texas Government Code to deliberate proposed economic development incentives for one or more business prospects that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations related to the following project(s): Project Fulcrum; and
  - (3) Section 551.072, Texas Government Code to deliberate the acquisition of real property and approve a Letter of Intent for acquisition of real property for public facilities.

Reconvened into open session at 9:45 p.m. to take action as deemed appropriate in the City Council's discretion regarding:

- (1) acquisition of one (1) or more real properties for FM 2243 wastewater project (CIP WW.43); and
- (2) Project Fulcrum; and
- (3) acquisition of real property and approve a Letter of Intent for acquisition of real property for public facilities.

Motion by Councilmember Becki Ross, Seconded by Mayor Pro Tem Na'Cole Thompson (Item 1) to approve the acquisition of one (1) or more properties in E.D. Harman Survey, Abstract 6 to grant a utility easement with a temporary construction easement for CIP Project 44.43; and authorize the Mayor Pro Tem to execute purchase contracts as discussed in executive session.

**Vote:** 6 - 0

(Item 2) No action.

Motion by Councilmember Becki Ross, Seconded by Mayor Pro Tem Na'Cole Thompson (Item 3) to authorize the City Manager and City Attorney to negotiate the Letter of Intent with Northline Leander Development Corporation for the acquisition of real property for public facilities as discussed in executive session.

**Vote:** 6 - 0

48. Adjourned at 9:46 p.m.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY SECRETARY



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Approval of the annual appointment of independent legal counsel Patty Akers for the Ethics Commission.

**BACKGROUND:**

The City Charter requires the Ethics Commission to be advised by independent legal counsel nominated by the city attorney and appointed by City Council.

**PRESENTER:**

Paige Saenz, City Attorney

---

**Attachments**

1. Patty Akers' Bio

## Patty Akers



**Patricia (Patty) L. Akers** has over thirty-five years of legal experience representing cities and local government clients. Her practice focuses upon representing cities as city attorney and in land use development and environmental issues. In addition, she routinely handles economic development issues, zoning, subdivision regulation, annexation, utility development and the review, evaluation and revision of municipal ordinances that are related to such issues. She serves as City Attorney for Marble Falls, Village of the Hills and Double Horn, and was City Attorney for Bee Cave for 16 years. Additionally, she does special project work for various other cities.

## Representative Experience

- Messer, Fort & McDonald, PLLC
  - City Attorney for numerous cities. Represent multiple cities in all areas of municipal practice and attend City Council and Planning & Zoning Commission meetings as City Attorney. Emphasis areas include public/private partnerships, economic development incentive agreements, public finance, land use matters, complex development agreements, ordinance drafting, annexation, charter review, ethics, elections and general governance issues and day to day staff support.
- Lower Colorado River Authority
  - Environmental Law.
- City of Dallas
  - DFW Airport, Municipal and Environmental Law.
- Texas Department of Water Resources (*now the Texas Commission on Environmental Quality*)
  - Environmental Law.

## Licensure

- *State Bar of Texas*
- *US District Court for the Western District of Texas*
- *US District Court for the Northern District of Texas*
- *US Court of Appeals for the 5th Circuit*

## Education

St. Mary's University, J.D., 1979

University of Texas at Austin, B.S. in Education, 1977



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Approval of an Ordinance repealing the City of Leander Personnel Policy adopted by Ordinance No. 20-040-00; providing for the adoption of the new Personnel Policy; providing for a savings clause; and providing for an effective date.

**BACKGROUND:**

The current Personnel Policy was approved on July 2, 2020. The Human Resources Department has made necessary revisions throughout the policies which Legal has reviewed and approved.

**RECOMMENDATION:**

Approval of the City of Leander Personnel Policy revisions.

**PRESENTER:**

Christy Davis, Director of Human Resources

---

**Attachments**

1. Summary
2. Redline
3. Ordinance



## City of Leander Personnel Policy Revisions Summary - 10/20/2022

### Section 1 – General Policies

#### 1.5.1 Diversity, Equity and Inclusion

- **Added** new section

#### 1.7 Equal Employment Opportunity (EEO)

- **Added** one paragraph on pre-employment tests/exams

## Section 2 – Standards of Ethical Conduct and Use of City Resources

### 2.10 Political Activities

- **Removed** "An employee of the fire or police department, while out of uniform and not on active duty, shall not solicit campaign contributions for a candidate other than from members of an employee organization to which that person belongs."
- **Removed** "Discussing any City operations with political candidates is prohibited unless it is approved and permitted ahead of time in writing by the Department Head."

## Section 3 – Employment

### 3.3 Recruitment

- **Revised** paragraph to specifically mention state and federal laws.

#### 3.3.3 Promotions

- **Revised** section to include internal promotion and an opportunity for career ladder and succession planning with proper justification and approvals.
- **Added** background and driving record checks may be required for internal promotions depending on the job requirements. Public safety does their own checks.

#### 3.3.5 External Postings

- **Revised** going back to hire from an applicant pool within 90 days of being posted instead of 6 months.

### 3.4 Applications for Employment

- **Revised** disqualifications and review process.

### 3.5 Hiring Decisions

- **Added** who makes the employment decisions (chain of command) and what the decision is based on.

#### 3.5.1 Hiring Minors

- **Revised** language with follows child labor laws, Texas Labor Code – Chapter 51.

#### 3.5.2 Guidelines for hiring supervisors

- **Removed** entire section since this is covered in detail in the hiring process training.

### 3.6 Conditional Offer of Employment

- **Added** that public safety departments will complete their own offer letters which has always been this way.
- **Added** the required documentation from hiring supervisors when making a selection.

### 3.10 New Employee Orientation

- **Revised** receipt of badges that public safety issues their own which has been this way for a long time.

### 3.11 Introductory Period

- **Removed** that all present employees who transfer or promote to a new job should complete another six month intro period. Note: These employees will begin a new performance evaluation period only.
- **Revised** intro period extension from not to exceed 30 days to 90 days and the requirements and approvals.
- **Added** hold on vacation leave accruals until intro period is completed.

#### 3.11.1 Evaluation during the Introductory Period

- **Added** supervisor requirement to provide new hire with basic expectations upon employment, conduct 3 month informal assessment in NeoGov Perform, and conduct a 6 month anniversary date review in NeoGov Perform indicating successful completion of new employee intro period or request an extension to intro period or lastly terminate employee if necessary.

### 3.12 Transfers and Demotions

- **Removed** employee must stay in position more than six months before consideration to another vacant job.
- **Added** employee must apply and go through hiring process along with other candidates.
- **Added** a demotion is a change from one job title to another job title in a pay group with a lower minimum salary rate.
- **Added** all demotions will be subject to a decrease in pay as determined by supervisor with the approval of Dept. Director, Director of HR, and CM.
- **Added** two exceptions about a layoff/RIF or the employee applied and was selected for another position in a lower pay group.

#### 3.13.1 Resignation

- **Added** an email with a digital signature will be accepted as a written resignation and what is required in the notice.
- **Revised** use of all available leave may be permitted during 2-week notice period IF approved in advance by the immediate supervisor and the Department Director/Chief. Every effort should be made to continue working during this timeframe to ensure a smooth transition of job duties and responsibilities. Employees are still required to return city property and complete exit process with HR on or before last day at work.



- When an employee gives a 2 week notice we expect that you are actually at work during that time period, although a situation may occur that unused leave must be taken, that should be a last resort. Prior approval to take any type of personal leave still must be received during the last 2 weeks of employment otherwise it will be considered an unexcused absence and an employee may not be eligible for rehire.
- If sick leave is taken, a doctor's note may be required unless it is already on file in HR to cover that time period.
- If bereavement leave is required during the last 2 weeks, documentation to support that request must be provided otherwise it will be considered an unexcused absence.
- If a City holiday falls during that 2 week notice, regular, full-time employees will be paid.

➤ **Added**

- See section 6.4.7 Sick Leave Buy Back for eligibility requirements.
- Employees will not be paid for vacation if 6 month intro period hasn't been completed.
- Unused vacation and holiday time will not be paid if termination is the result of malicious, intentional or grossly negligent action on the employee's part.
- Employee must return all city property or it may be deducted from final paycheck or legal action may be filed against the employee.

➤ **Added**

- If you leave employment at any time of the year, any unused holiday hours will be paid based upon the number of holidays that have elapsed during the calendar year up to your termination date. If you leave employment and have used holiday leave that exceeds the number of holidays that have elapsed during the calendar year up to your termination date, then the excess shall be deducted from your vacation leave bank, but in no case shall the deducted amount be more than your vacation leave amount.

- **Added** under Withdraw Resignation must be submitted in writing to the immediate supervisor and Department Director/Chief and both must agree.

### 3.13.6 Discharge (Involuntary Termination)

- **Revised** to include review by immediate supervisor, Dept. Dir./Chief, HR Director, CM and City Attorney.

### 3.13.7 Incapacity

- **Added** the city will pay for a physician approved medical evaluation if the city is requesting it.

### 3.13.10 Exit Interviews

- **Revised** HR will schedule vs employee exit interview.
- **Added** exit interview responses will be shared with Dept. Dir./Chief and CM.
- **Added** HR Benefits Manager will meet with employee.

## Section 4 – Workplace Behavior

### 4.2 Personal Appearance

- **Revised** personal hygiene and business casual attire language so it is conveyed more appropriately.

### 4.6.3 Reporting of Harassment

- **Added** language about Chapter 21 of the Texas Labor Code, sections 21.141 and 21.142 which expanded sexual harassment protection to all employees. Managers, supervisors and shift leaders can be held individually liable for a sexual harassment claim. Employees also have 300 days from the date of a sexual harassment incident to file a claim with the TWC.

### 4.7 Possession of Dangerous Weapons

- **Revised** blade length of a knife from 4½" to 5½" and removed the prohibition of switchblades per the Texas Penal Code.



## Section 5 – Compensation and Pay Administration

### 5.1 Definitions of Pay and Leave Benefits

- **Added** underlined under *Pay Benefits*, "Benefits that are paid to you by the city above and beyond your pay for time worked."
- **Added** reference to military leave in section 6.11.2. (Moved statement from section 5.2)

### 5.2 Definitions of Pay Status

- **Added** under *Inactive Pay Status*, "You will only have the ability to use your accrued Leave Benefits balances."

### 5.7.3 Overtime Hour Calculation

- **Removed** under Police, "This does not include any "special overtime" such as stated in 5.7.3."
- **Revised** under Firefighters, Overtime is paid every 14 days (was 28 days). For 24/48 Firefighters, any hours worked over 106 (was 212) is considered overtime.

### 5.15.6 Final Pay at Termination or Retirement

- **Removed**, can't use paid leave during last pay period.
- **Added**, must have written approval from immediate supervisor and the Dept. Dir./Chief.
- **Added**, "At no time may your pay for certification(s), stipend(s) and/or allowances(s) exceed 24 pay periods in a calendar year."
- **Added**
  - If you leave employment at any time of the year, any unused holiday hours will be paid based upon the number of holidays that have elapsed during the calendar year up to your termination date. If you leave employment and have used holiday leave that exceeds the number of holidays that have elapsed during the calendar year up to your termination date, then the excess shall be deducted from your vacation leave bank, but in no case shall the deducted amount be more than your vacation leave amount.
- **Revised**, If you die while an active employee, and have worked at least 10 years with the City or (was "You die")



## Section 6 – Leave Benefits

### 6.1.1 Unauthorized Absence

- **Revised** - Reduced unapproved leave from 3 working days to 2 working days.

### 6.2 City Holidays

- Added all regular, part-time (20+ hours per week) TMRS eligible employees will earn proportionate holiday leave. For example, a part-time employee works 20 hours per week they will receive 4 hours holiday leave.
- **Added** Day after Christmas.

### 6.3.1 Administrative Emergency Leave

- **Removed**

### 6.3.2 Administrative Professional Leave (with Pay)

- **Removed**

### 6.4.3 Sick Accrual Rate Table

- **Removed** cap on sick leave.

### 6.4.7 Sick Sell Back

- **Added** this completely ends on 12/31/2022.

### 6.4.8 Sick Leave Buy Back

- **Added** sick leave buy back for employees resigning and are eligible for retirement, for a sick leave payout of up to 480 hours. They do not actually have to retire at the time of separation to receive payout.

### 6.9 Military Leave

- **Revised** to comply with current laws.

### 6.13.2 Administrative Leave Inclement Weather Leave

**Added** – The City Manager or designee may grant any amount of administrative leave, depending upon the severity of the weather event, when the City offices close due to inclement weather.

### 6.12 Leave Limitation

- **Added** policy – limits time an employee can be on leave or light duty if unable to perform the essential functions of his/her position as a business necessity.

### 6.13 Catastrophic Leave (This will begin January 2023)

- **Added** policy & catastrophic leave request form – sick leave pool available to employees that donate on a yearly basis and need to apply due to a catastrophic illness/injury and exhaust all their leave.

## Section 7 – Employee Safety and Security

**Removed** programs within the City that were not actual policies.

Moved some policies to the Workers' Compensation section.

## Section 8 – Employee Benefits

**Removed** programs within the City that were not actual policies.

### 8.1 Medical, Dental and Life Insurance

- **Added** Employee Benefits provided by the City.

### 8.2 Retirement Benefits

- **Added** TMRS retirement requirements.

### 8.3 Workers' Compensation

- **Added** the Worker's Compensation rules from section 7.

## Section 9 – General Drug and Alcohol

### 9.2 Prohibited Activities (non-exclusive)

- **Revised** #1 from "The use of cannabis/THC containing compounds. You need to be aware that even though CBD oil may be sold, the use of those products remains prohibited and brings risk of discipline" to the following:
  - You may not report to work while under the influence of illegal drugs or legal drugs used in an illegal manner. You may not report to work while under the influence of marijuana, which can affect your performance and place others in jeopardy. This includes the use of "Cannabidiol" or CBD products. Employees in safety-sensitive positions subject to drug testing under Title 49 of the U.S. Department of Transportation drug testing regulations may not use marijuana at all, including Cannabidiol/CBD products. You may also not report to work while taking any legally prescribed or over-the-counter medication that may adversely affect your performance of safety-sensitive functions.
  - The City may require you to participate in a screening test if you are exhibiting signs and symptoms of being under the influence. Employees who test positive during a screening test will be subject to discipline. This includes positive tests of marijuana resulting from an employee claim of the use of Cannabidiol/CBD products.

## Section 9.10 – DOT Drug and Alcohol

- **Removed** programs within the City that were not actual policies and combined with section 9.

## Section 10 – Coaching and Counseling of Performance Management

**Removed** programs within the City that were not actual policies.

### 10.0 General Purpose

- **Revised** wording

### 10.2 Performance Management

- **Revised** wording for supervisor responsibility
- **Removed** sections that are already under 10.3 Corrective Action

### 10.3 Corrective Action

- **Added** additional language about supervisor responsibilities.

### 10.4 Termination of Employment

- **Added** a timeframe after Department Director/Chief discussed the termination with the employee, not to exceed 36 hours, for the employee to respond in person or in writing if the employee believes the information presented is inaccurate and/or give reason(s) why he/she should not be dismissed.



## Section 11 – Complaints and Grievances

**Removed** programs within the City that were not actual policies.

### 11.4 Grievances

- **Added** additional information and why a grievance would be filed and the appeal process.

#### 11.9.11.1 Complaint Procedure

- **Revised** because it is extremely lengthy and confusing.

## Section 12 – Training and Development

**Removed** programs within the City that were not actual policies.

- **Added** types of core training courses and hiring process training and NeoGov Learn.
- **Added** if traveling to training or conferences overnight is not permitted using city funds if the venue is in the same city that you live in or within an hour drive from your home.



Section 13 – Social Media

***NO CHANGES***

## Section 14 – Telework and Work Alternative Schedules

### 14.1 Purpose and General Guidelines

- Expanded language to reiterate office coverage and ability to contact employees on a telework or work alternative schedule during normal business hours.

### 14.2 Alternative Work Schedules

- **Added** 9/80 schedule for exempt employees only

### 14.3 Employee Telework Eligibility

- **Removed** one year city service as a requirement before being able to telework.
- **Added** must live in the State of Texas and be able to attend on-site meetings within a four hour window, when requested by supervisor. Must complete job training and become familiar with guidelines.

### 14.4 Requesting Telework or an Alternative Work Schedule

- **Added** IT Director approval required on Telework and Alternative Work Schedule form.

---

## 1.0 General Policies

---

Effective Date: 07-02-2020

Revised Date: ~~xx-xx-xx~~(s): 10-20-2022

Your cooperation with all sections of this Personnel Policy is a condition of continued employment.

### Contents

---

|                                                 |   |
|-------------------------------------------------|---|
| 1.1 — PURPOSE .....                             | 1 |
| 1.2 — AUTHORITY.....                            | 1 |
| 1.3 — APPLICABILITY OF PERSONNEL POLICIES ..... | 2 |
| 1.4 — SEVERABILITY .....                        | 2 |
| 1.5 — CORE VALUES .....                         | 2 |
| 1.6 — AT-WILL EMPLOYMENT .....                  | 4 |
| 1.7 — EQUAL EMPLOYMENT OPPORTUNITY (EEO) .....  | 4 |
| 1.8 — REASONABLE ACCOMMODATION (ADA) .....      | 5 |
| 1.9 — NONDISCRIMINATION .....                   | 6 |
| 1.10 — MANAGEMENT FUNCTIONS.....                | 6 |
| 1.11 — A HARMONIOUS WORKING ENVIRONMENT .....   | 6 |
| 1.12 — POLICIES FOR PEOPLE .....                | 7 |
| 1.1 — PURPOSE .....                             | 1 |
| 1.2 — AUTHORITY.....                            | 1 |
| 1.3 — APPLICABILITY OF PERSONNEL POLICIES.....  | 2 |
| 1.4 — SEVERABILITY .....                        | 2 |
| 1.5 — CORE VALUES .....                         | 2 |
| 1.6 — AT-WILL EMPLOYMENT .....                  | 4 |
| 1.7 — EQUAL EMPLOYMENT OPPORTUNITY (EEO) .....  | 4 |
| 1.8 — REASONABLE ACCOMMODATION (ADA) .....      | 5 |
| 1.9 — NONDISCRIMINATION .....                   | 6 |
| 1.10 — MANAGEMENT FUNCTIONS.....                | 6 |
| 1.11 — A HARMONIOUS WORKING ENVIRONMENT .....   | 6 |
| 1.12 — POLICIES FOR PEOPLE .....                | 7 |

## **1.1 Purpose**

The purpose of City of Leander's Personnel Policy Manual (this manual) is to facilitate efficient and economical service to the public and to provide for a consistent and equitable system of personnel management for the City. While these rules and policies include precise statements of policies and procedures, they are not intended to cover every conceivable personnel situation that may arise. The policies are subject to applicable federal and state law, the City Charter, and the Municipal Code of Ordinance Chapter 9, Personnel, Article 9.03 Personnel Policies and Procedures.

It is expected that from time to time amendments to the Personnel Policy are made in the interest of good and efficient business practices and comply with changes in federal, state and local statutes. Therefore, considerable latitude is given to the City Manager to administer this policy.

This policy is not an employment contract and nothing in this manual is intended to change or modify the "at-will" (see Section 1.6 At-Will Employment) status of City employees or to create or grant any property rights or expectations of continued employment to any employee. The City is an at-will employer.

## **1.2 Authority**

With the exception of matters reserved to City Council by statute, charter, or ordinance, the general authority for conduct of employees is vested to the City Manager. The City Council appoints a City Manager to administer the day-to-day operations of the City government, including the power to approve and administer personnel policies and to delegate the administration of these policies to Human Resources Director. No City employee, or representative of the City, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this manual, except as authorized by the City Council consistent with the City Charter. Final authority, in the form of review and approval, resides with the City Manager with regards to all subject matters covered by these regulations, unless specifically delegated. The City Manager has the authority to interpret and implement these policies. The Human Resources Department has the authority to create forms and procedures to implement and administer these policies.

### **1.2.1 Department Rules and Regulations**

This policy also recognizes that Department directors are expected to sustain effective and efficient departments. To that end, a City Department, with the approval of the Department director, may establish additional rules and regulations for their department that are not specifically addressed in the Personnel Policy. A Department director may approve departmental policies that are more restrictive or controlling than policies in this manual. However, the Human Resources Director may require a department policy to be changed or reversed if considered to be in conflict with the Personnel Policy. Department rules and regulations must be consistently applied in a non-discriminatory manner.

### **1.2.2 Clarifications**

In situations not covered specifically by the Personnel Policy, the Human Resource Department, in consultation with the City Manager, may provide an interpretation or clarification based on the perceived intent of the policy. The Human Resources Department also may publish *HR Advisories* on various topics. These HR Advisories are intended to assist with the clarification or interpretation of Personnel Policy, provide guidelines on procedures, provide additional detail or information on a rule, describe best practices or serve as a teaching resource.



### **1.2.3 Scope**

These policies apply to and govern all employees of the city, except where state or federal law preempts the application of these policies.

These policies and amendments supersede all existing personnel policies and are effective and binding on all employees regardless of hire date. Continued employment with the City following adoption of these policies constitutes conclusive acceptance of the terms of the policies.

The failure of the City to follow or comply with any provision of these policies shall not constitute grounds for nor form the basis of any action or cause of action, either civil or criminal, arising from employment with the City. The City reserves the right to change the provisions of these personnel policies and procedures at any time.

### **1.3 Applicability of Personnel Policies**

The personnel policies in this manual apply equally to all employees of the City unless specifically exempted by policy or contract. Personnel policies and this manual are not applicable to the mayor, council members, or an outside vendor or consultant.

This manual is not a contract. Nothing in this manual creates or is intended to create a promise or representation of continued employment. Nothing in this manual is intended to supersede or contradict the at-will nature of City employment. You are required to acknowledge in writing that you are an at-will employee of the City of Leander and that it is your responsibility to read and understand the policies and procedures contained within this manual. You will receive notification of all personnel policy changes and will be required to sign an acknowledgement of the change.

### **1.4 Severability**

In the event that any policy or portion of this policy is in conflict with federal or state law, those laws shall preempt only to the extent of such conflict. If any policy or portion of a policy is invalid, illegal or unenforceable, that policy or portion of the policy will be removed. The remaining portions of the policy will remain intact and continue to be valid and shall remain in full force and effect.

### **1.5 Core Values**

In an ongoing effort to guide growth, while meeting the needs of its citizens, the City pledges the following Core Values:

1. Improve the quality of life in Leander through delivery of outstanding public services.
2. Be responsive to the needs of citizens by providing comprehensive, easy-to-understand policies for doing business with the City.
3. Commit to working smarter.
4. Promote integrity and protect the public trust through honest business practices and open communication.
5. Demonstrate a clear commitment through our actions to these principles.
6. Hire and retain employees who embrace these core values.
7. Be a great team player, make a difference.
8. Be respectful of others, and be accountable.

### **1.5.1 Diversity, Equity and Inclusion**

The City of Leander is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

Our employees are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

The City of Leander's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of the City of Leander have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All new hires and current employees are also required to attend and complete diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with this diversity, equity and inclusion section should seek assistance from a supervisor or the Human Resources Department.



## 1.6 At-Will Employment

You are hired and employed for an indefinite period of time, and either you or the city is free to terminate the employment relationship at will, and at any time, with or without cause. At all times, you may be disciplined, transferred, demoted, or discharged. No management team member is authorized to discharge you without prior review and approval of the City Manager.

No one other than the City Manager is authorized to change an employee's at-will employment or to enter into any agreement of employment for a specified period of time.

These policies do not constitute or create a "contract of employment" and does not change the at-will status of all employees.

## 1.7 Equal Employment Opportunity (EEO)

The City of Leander is committed to making all employment-related decisions in a non-discriminatory manner and solely on the basis of qualifications, experience and ability to effectively perform work assignments. Employment practices and employment-related decisions for you, as a qualified employee and applicants will be made without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, military status, citizenship, work related injury or illness, disability or genetic information.

This policy applies to all aspects of the employment relationship, including, but not limited to recruitment, hiring, training and development, compensation, promotion, upgrade, transfer, disciplinary action, layoff, return from layoff. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Pre-Employment tests or examinations must be job-related and non-discriminatory, i.e., required of all applicants for that posted job position (category). Medical inquiries should be related directly to the essential functions of the job – the "essential functions" are the main reasons for the job to exist, and should be consistent with the job description for the position. Drug tests are not included within the definition of "medical examinations" and may be given at any time.

Responsibility – Each Department Director and supervisor is responsible for the application of this policy within their work area. This includes all supporting programs and practices developed in accordance with this policy. Everyone employed by the City is responsible for cooperating with any reviews, investigations, and other activities initiated within the framework of this policy. To achieve ultimate effectiveness in the application of this policy, the cooperation, support, and commitment of every employee is essential.

You, as an employee, has a shared responsibility and are expected to comply with the City's equal employment opportunity policy and to take appropriate measures to prevent or remedy any conduct that violates these policies. If you believe you have been subjected to, or becomes aware of, a situation involving discrimination or harassment, you are strongly encouraged to notify any member of management or Human Resources, whichever you feel comfortable sharing this information with. Any member of management who receives report of such an issue should report it promptly to Human Resources, who will direct an investigation.



The City will promptly and thoroughly investigate all complaints of discrimination and harassment. If the allegations are substantiated, disciplinary action up to and including termination of employment may be taken. A complaint of discrimination or harassment, the investigation of it, and any corrective action taken will be treated with as much confidentiality as possible. In addition, the City will not permit retaliation of any kind against any employee who makes a good faith complaint of discrimination or harassment or who assists in an investigation of a complaint.

### **1.8 Reasonable Accommodation (ADA)**

As mandated by the Americans with Disabilities Act and Americans with Disabilities Act as Amended (ADAAA), the City of Leander makes every reasonable effort to remove barriers within the City, which prevents qualified individuals with disabilities from receiving the same services, facilities, opportunities and activities that are available to persons without disabilities. If you are seeking a reasonable accommodation for a disability that affects your ability to perform the essential functions of the position, you must submit a written request to your Department Director for consideration.

The City will provide a reasonable accommodation to the known physical or mental impairments to an otherwise qualified individual with a disability if such reasonable accommodation will enable the individual to perform the essential functions and duties of the relevant position. The City will not deny employment opportunities on the basis of the need to provide reasonable accommodation to the individual's physical or mental impairments. In either case, the City will make a concerted effort to provide a reasonable accommodation, unless it would cause an undue hardship to the City, or constitute a threat to the safety of the disabled person or other persons.

- Essential functions as defined in the Act are the basic job duties you must be able to perform, with or without reasonable accommodations.
- Reasonable accommodations will be defined as any accommodation for an individual with a disability that can be made without causing the City undue hardship as defined in the Act.
- Undue hardship is defined as an accommodation that would cause significant difficulty or expense in relation to the size of the employer, the resources available, and the nature of the operation. It is always to be determined on a case-by-case basis by considering whether the accommodation would be unduly costly, extensive, substantial, disruptive, or would fundamentally alter the nature or operation of the business.

Employees who have a complaint involving potential violation of the Americans with Disabilities Act or ADAAA, including but not limited to harassment, discrimination, or failure to provide a reasonable accommodation, must immediately report such complaints as outlined in Section 11.

## **1.9 Nondiscrimination**

The City of Leander will not discriminate against any applicant or you, as an employee, based on race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, military status, citizenship, work related injury or illness, disability or genetic information.

The City of Leander complies with the Genetic Information Nondiscrimination Act (GINA) of 2008 which protects applicants and you, as an employee, from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment.

GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, you, or your family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, you or your family members.

## **1.10 Management Functions**

The City of Leander retains the right to exercise customary managerial functions, including, but not limited to, the right to:

1. Select, hire, assign, supervise, correct and dismiss you
2. Decide and change performance standards and expectations, and evaluate your performance
3. Decide and change reporting times, quitting times and shifts
4. Transfer you within departments or into other departments and other job classifications
5. Decide and change the size and qualifications of the workforce
6. Decide and change the methods by which operations are carried out
7. Manage and control the premises and equipment
8. Assign duties to you according to operational needs and requirements
9. Establish, change and abolish policies, practices, procedures, rules and regulations within their department.

## **1.11 A Harmonious Working Environment**

*This handbook is not a substitute for personal integrity and good judgment.* Each of us must also carry personal responsibility for making these policies and procedures come to life.

We each need to:

- Embrace diversity; accept people from all walks of life
- Take pride in doing a good job
- Respect your fellow employee
- Lend a helping hand to other workers

### 1.12 Policies for People

The critical factors in job performance are our determination, skill and personal involvement. Our policies for people focus on opportunities and incentives for maximum personal growth and are embodied in specific City of Leander objectives to:

- Ensure that earnings reward individuals in direct proportion to performance and skill.
- Ensure that all employment-related decisions are based only on attendance, performance and conduct without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, military status, citizenship, work related injury or illness, disability or genetic information.
- Remain open to suggestions and ideas, encourage you to come forward freely with recommendations, seek prompt solutions to problems and always keep lines of communication open.
- Provide pleasant and safe working conditions and encourage teamwork.
- Keep all of us informed of significant developments.

---

## 2.0 Standards of Ethical Conduct and Use of City Resources

---

Effective Date: 07-02-2020

Revised Date: ~~xx-xx-xx~~(s): 10-20-2022

### Contents

---

|      |                                                    |   |
|------|----------------------------------------------------|---|
| 2.1  | PROFESSIONAL BEHAVIOR.....                         | 2 |
| 2.2  | ETHICS .....                                       | 2 |
| 2.3  | OFFENSES AGAINST PUBLIC ADMINISTRATION.....        | 2 |
| 2.4  | CONFLICT OF INTEREST .....                         | 3 |
| 2.5  | OUTSIDE EMPLOYMENT .....                           | 3 |
| 2.6  | GIFTS AND GRATUITIES.....                          | 4 |
| 2.7  | WHISTLEBLOWER REPORTS .....                        | 4 |
| 2.8  | PUBLIC INFORMATION ACT.....                        | 5 |
| 2.9  | COMMUNICATION WITH PRESS OR MEDIA .....            | 5 |
| 2.10 | POLITICAL ACTIVITIES .....                         | 5 |
| 2.11 | USE OF CITY RESOURCES.....                         | 6 |
| 2.12 | TECHNOLOGY USE .....                               | 6 |
| 2.13 | TELEPHONE AND OTHER COMMUNICATIONS DEVICE USE..... | 7 |
| 2.14 | PROTECTIVE ORDERS.....                             | 8 |
| 2.1  | PROFESSIONAL BEHAVIOR.....                         | 2 |
| 2.2  | ETHICS .....                                       | 2 |
| 2.3  | OFFENSES AGAINST PUBLIC ADMINISTRATION.....        | 2 |
| 2.4  | CONFLICT OF INTEREST .....                         | 3 |
| 2.5  | OUTSIDE EMPLOYMENT .....                           | 3 |
| 2.6  | GIFTS AND GRATUITIES.....                          | 4 |
| 2.7  | WHISTLEBLOWER REPORTS .....                        | 4 |
| 2.8  | PUBLIC INFORMATION ACT.....                        | 5 |
| 2.9  | COMMUNICATION WITH PRESS OR MEDIA .....            | 5 |
| 2.10 | POLITICAL ACTIVITIES .....                         | 5 |
| 2.11 | USE OF CITY RESOURCES.....                         | 6 |
| 2.12 | TECHNOLOGY USE .....                               | 6 |
| 2.13 | TELEPHONE AND OTHER COMMUNICATIONS DEVICE USE..... | 7 |



|      |                         |   |
|------|-------------------------|---|
| 2.14 | PROTECTIVE ORDERS ..... | 8 |
|------|-------------------------|---|

## **2.1 Professional Behavior**

The City of Leander expects the highest standards of professional and ethical conduct from each of you as employees of the City. Our reputation is a valuable asset and we must continually earn the trust, confidence and respect of our constituents, customers, and our community.

This section of the Personnel Policy Manual (this manual) is to provide clear guidance that encourages a productive work environment and set parameters for ethical behavior. Conduct that interferes with operations, discredits the City, or is offensive will not be tolerated.

You are expected to conduct yourself in a positive manner which promotes the best interests of the City and exhibits a high degree of personal integrity at all times. This level of respectability may be demonstrated by using appropriate business principles and modeling professional behavior. You are a representative of the City which means that you are expected to exhibit sincere respect for the rights and feelings of others and refrain from any behavior that might be harmful to yourself, to your co-workers or the City business and personal activities.

All business activities are to be conducted in compliance with the letter and spirit of all applicable laws and regulations. You are expected to understand, respect and comply with all of the laws, regulations, and policies and procedures that apply to you in your position with the City. You are responsible for talking to your supervisor to determine which laws, regulations and policies apply to your position and what training, if any, is necessary to understand and comply with such laws, regulations and policies.

## **2.2 Ethics**

You are expected to act in accordance with the highest of ethical standards. Conducting oneself in such a manner includes obeying the law, policy and administrative rules. It is critical that we, as public employees uphold the public trust. To demonstrate this, you shall faithfully execute your duties and shall refrain from knowingly engaging in any outside matters of interest that could potentially impair your objectivity, exhibit prejudice, and effective performance of your duties.

You should maintain the upmost standards of personal integrity, truthfulness and fairness in carrying out your duties, avoid real or perceived improprieties in your role as a public servant and never use your position or power for personal or professional gain for yourself, a relative or other person living in the same household.

## **2.3 Offenses against Public Administration**

The City of Leander is committed to eliminate any and all forms of public corruption in the City system. It is against City policy to engage in bribery, either in offering or accepting benefits, as consideration for decisions or similar acts by a City employee, party official, or voters, or to influence or attempt to influence City employees or voters by means of coercion. The City prohibits any improper influence of City employees, tampering with witnesses, obstructing justice, retaliating for acts of other City employees or witnesses, or unlawfully accepting honoraria (compensation) and other gifts to public servants.

You are required to report any knowledge you have of possible public corruption to your immediate supervisor, City Manager or the City Attorney. You must report possible public corruption whether you are the intended recipient or victim of the offense or you suspect a fellow employee of engaging in prohibited conduct. Any employee making a good faith report of public corruption will not be subject to any retaliation.



## **2.4 Conflict of Interest**

You shall strive to uphold the Constitution and laws of the United States, and the City Charter and the ordinances of the City of Leander. You must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of City of Leander. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with the City;
- Owning or having a significant financial interest in, or other relationship with, a City, customer or supplier;
- Giving, offering, or promising, directly or indirectly, any services or items of value to any customers or any persons doing business with the City.

You will avoid any action that could create the appearance of:

- Using public office for private gain;
- Giving preferential treatment to any organization or person;
- Impeding government efficiency or economy;
- Losing impartiality of action; or
- Public loss of confidence in the integrity of government.

You will not represent a group or appear in front of the City Council or any other City department, federal and state agency, commission or board on a matter related to your official duties, unless you are representing the best interest of the City and acting in your official capacity.

You will not represent another individual or group in a court of law or any other setting when the issue at hand is related to City business in any way.

This policy in no way prohibits you from expressing your personal views or opinions as an "individual citizen" in front of the Council.

## **2.5 Outside Employment**

You may engage in outside or self-employment, provided you have received written approval for your department head. City of Leander determines whether or not a conflict of interest may occur. Outside employment or self-employment is considered to present a conflict of interest if it may cause an actual or potentially adverse impact on the City.

Any outside employment must not cause an employee to arrive late, leave early or otherwise miss required work functions, events and working hours. Other outside activities such as volunteer activities may also be prohibited, if they similarly distract from your ability to perform your job with the City.

Approval for outside or self-employment as set out in this policy does not authorize or allow you to engage in work outside or self-employment while on FMLA leave, sick leave, disability leave, workers' compensation leave, or an unpaid leave of absence unless expressly authorized in writing by the Department Director and the Human Resources Director.

## **2.6 Gifts and Gratuities**

Vendor Relations- Gifts of any type should never be accepted by you or a relative from a vendor involved in a bid, proposal, or contract during the bid process.

Prohibited gifts – Acceptance of trips, money, sports tickets, and merchandise i.e. per item, having a value of \$50.00, or \$250.00 or more within a 12- month period. Personal services or work to be provided by a City vendor to you personally, and offers of future employment from City vendors, or any similar gift is prohibited (Per City's Ethics Ordinance 9.05).

Acceptable gifts – Gifts that would not ordinarily be interpreted as affecting your impartiality such as an occasional business lunch, potted plants, flowers, boxes of candy or other food for office personnel, advertising office supplies such as pencils, calendars, or pens and other token gifts of minimal value are acceptable.

Vendor lunches – Lunches are often a convenient time for meeting with vendors. Repeated lunches that are paid for by the vendor should be avoided and you may want to consider having the City pay for your lunch, assuming there are available budget funds.

Vendor sponsored training – Attending vendor sponsored training including incidental lunches or refreshments may be appropriate if it helps you do your job more effectively. The City, as part of a department's training budget, should generally pay travel and lodging costs for out-of-town training unless it is part of a contract or bid award. If the vendor pays travel costs, you should carefully consider that the location of the training and the length of the stay do not create an appearance of personal benefit and/or favoritism to the vendor. When in doubt, ask your supervisor.

Certain employees are also subject to the City's Code of Ethics found in Article 9.05 of the Code of Ordinances. In the event of a conflict between the Code of Ethics and this Chapter of the Personnel Policy on Standards of Ethical Conduct, the more restrictive shall control.

## **2.7 Whistleblower Reports**

The City complies with the Texas Government Code, section 554.002. The City is committed to high standards of ethical, moral and legal business conduct. In line with this commitment, and the City's commitment to open communication, this policy aims to provide an avenue for you to raise concerns and reassurance that you will be protected from reprisals or victimization for whistleblowing.

This whistleblowing policy is intended to cover protections for you if you raise concerns regarding matters such as:

- Incorrect financial reporting;
- Unlawful activity;
- Activities that are not in line with the City's policy, including the Code of Business Conduct; or,
- Activities that amount to serious improper conduct.

### **Safeguards**

Harassment or Victimization - Harassment or victimization for reporting concerns under this policy will not be tolerated.

Confidentiality - Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality.

Anonymous Allegations- This policy encourages you to put your name to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to the:

- Seriousness of the issue raised
- Credibility of the concern
- Likelihood of confirming the allegation from alternate sources

Bad Faith Allegations – Allegations made in bad faith may result in disciplinary action.

## **2.8 Public Information Act**

The City of Leander complies with the provisions of the Public Information Act. The Act gives the public the right to request access to public information. The City shall also strive to provide excellent customer service in dealing with requests for public information. Refer to the City Secretary's webpage for additional information regarding the Public Information Act.

## **2.9 Communication with Press or Media**

All inquiries regarding the City of Leander, its employees or its customers, should be referred to the City Manager or City Manager's designee such as a Public Information Officer, or Public Safety Officials, who will respond directly or designate another spokesperson, and who will also help draft or direct an appropriate response if necessary.

This policy covers all forms of responses to the media, and federal or state agencies, including off-the-record and anonymous statements.

## **2.10 Political Activities**

The City of Leander recognizes and appreciates that you have a right to participate in political activities and as a citizen of this state and nation to express your own political opinions. If you choose to exercise your rights as a citizen, you must clearly indicate that you are speaking for yourself and you are not speaking for your department or the city. If you identify yourself as a member of the City staff you must clearly represent the best interest of the City, not express your own opinions.

No employee shall use coercion or prestige of their position for any political candidate or political issue or use City resources for political activity of any nature. While on duty or in city uniform, you shall not participate in political activity of any nature other than casting your vote while in uniform. "In city uniform" means wearing City issued clothing, or any clothing, pin, label, insignia, or other item that identifies employee as City employee.

Examples of prohibited political activity while on duty or in uniform include:

1. Making a public political speech supporting or opposing a candidate;
2. Distributing a card or other political literature relating to the campaign of a candidate;
3. Wearing a campaign button;
4. Circulating or signing a petition for a candidate;
5. Soliciting votes for a candidate; or
6. Soliciting campaign contributions for a candidate.



~~An employee of the fire or police department, while out of uniform and not on active duty, shall not solicit campaign contributions for a candidate other than from members of an employee organization to which that person belongs.~~

~~Discussing any City operations with political candidates is prohibited unless it is approved and permitted ahead of time in writing by the Department Head.~~

#### **2.10.1 ~~2.10.1~~ (c01) Running for or holding an Elective Office or Serving on a Board or Commission**

If you wish to run for or hold an elective office, you must terminate your employment with the City upon filing to become a candidate for an elective City of Leander office. In no case will the City grant a leave of absence for you to be a candidate for an elective public office, hold an elective public office or direct the political campaign of a candidate for elective public office.

If you seek other appointed City positions or non-City elected positions, you shall report your intent to your department head and to the City Manager before applying for the appointment or filing as a candidate. The City Manager will review this activity to determine if potential conflicts of interest, the appearance of a conflict of interest, or other reasons exist that could require you to resign from City employment prior to or during the candidacy.

As an employee, you are not eligible to be a candidate for the office of mayor or councilmember or serve on any city boards or commissions i.e. board of adjustments or Planning & Zoning.

You may hold a non-partisan elective office (e.g., local school board) if (1) there will be no actual or apparent conflict of interest between the public office and your position with the City; and (2) you will be able to perform all job duties while serving in the public office.

### **2.11 Use of City Resources**

The City of Leander is dedicated to ensuring that all City resources used by you are for City business only. No one is permitted to use any City resources or services for personal or political gain.

#### **2.11.1 Inspections of City Property**

You should not presume that personal privacy exists within the workplace concerning City property. All desks, file cabinets, passwords, combinations, lockers, City vehicles, City computers/tables or City provided software, City issued phones, portable drives and other equipment assigned to you throughout your employment remains the property of the City and may be inspected by a Department Director without notice. The City assumes no responsibility for loss of your belongings stored on City property.

The City may choose to equip some or all of its vehicles used by you with GPS devices or internal cameras in order to track and monitor the location of City vehicles, including those assigned to you.

### **2.12 Technology Use**

Communication equipment such as computers, computer files, the e-mail system and software, as with other City assets, are acquired with public funds and furnished to you to transact City business and are the property of the City. They are not intended to be used for personal gain.

All messages composed, sent or received on the e-mail system are and remain the property of the City. You should ensure that no personal correspondence appears to be an official communication of the City therefore; the City prohibits the use of computers and the e-mail system in ways that are disruptive or offensive.

You have no right to privacy with regard to Internet or any computer software product used on City equipment. Management has the ability and right to view your usage patterns and take action to ensure that the Internet resources of the City are devoted to maintaining the highest levels of productivity. The Internet path record is the property of City of Leander.

Public Disclosure: Any information on the City's computer and email system is presumed to be subject to disclosure, upon request, as public information. Therefore, you should use discretion in making use of the system to discuss sensitive matters or matters in litigation. Also, if you choose to use your personal devices for City-related purposes you should understand that such use means the information stored on the device related to City business is subject to public disclosure and there is no longer an expectation of privacy.

City computers or technology devices may not be used for any illegal purpose, including the viewing or transmitting of pornography or other sexually explicit material, or the transmitting of spam emails. Accessing, posting or sharing any racist, sexist, threatening, obscene or otherwise objectionable material (i.e., visual, textual, or auditory entity) is strictly prohibited. The City reserves the right to block certain websites that are deemed inappropriate. City provided Internet access should not be used for any personal monetary interests or gain.

Personal Internet use should not cause the City to incur a direct cost in addition to the general overhead of an Internet connection.

Any use of City Internet facilities that may overload performance of any computer system or network, or to circumvent any system intended to protect the privacy or security of another user is strictly prohibited. Overload of the computer system may include prolonged use of streaming video or music.

You must have explicit permission from your department director and IT Department director before installing copies of any software onto City computers, or copying software from the City's computers to install on any other device.

The City purchases and licenses the use of computer software for business purposes. All license agreements should be strictly followed. Reproduction or unauthorized use of software is not permitted. You should not attempt to access any file or attempt any unauthorized use for which you are not granted permission. You shall not reproduce or download software programs without authorized approval from the City Manager or his designee.

Any violation of this policy will be subject to corrective action, up to and including termination of employment.

### **2.13 Telephone and Other Communications Device Use**

The City, however, recognizes that under certain circumstances your occasional use of the City telephones, computers, facsimile, e-mail, copiers, Internet, and similar resources for personal use may be necessary and on limited basis. However, downloading of non-work related applications (such as ringtones, songs, videos, etc.) that are billed to the City phone number is prohibited and is subject to discipline.



We all must be aware of our surroundings and use good judgment when using communication devices. Your phone usage should not interrupt or disturb others while they are working. Placing or receiving phone calls, texts or other communications during meetings, training or in customer facilities should be avoided except in emergency circumstances.

#### **2.14 Protective Orders**

If you apply for or obtain a protective or restraining order which lists City locations as being protected areas, you must immediately provide to the HR and the Police Department a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. You must also immediately advise HR and your department head of any protective or restraining order issued against you.

---

## 3.0 Employment

---

Effective Date: 07-02-2020

Revised Date: ~~xx-xx-xx~~(s): 10-20-2022

### Contents

|      |                                                 |    |
|------|-------------------------------------------------|----|
| 3.1  | PURPOSE .....                                   | 2  |
| 3.2  | JOB ANALYSIS .....                              | 2  |
| 3.3  | RECRUITMENT .....                               | 2  |
| 3.4  | APPLICATIONS FOR EMPLOYMENT .....               | 4  |
| 3.5  | HIRING DECISIONS .....                          | 5  |
| 3.6  | CONDITIONAL OFFER OF EMPLOYMENT .....           | 6  |
| 3.7  | CRIMINAL BACKGROUND CHECK .....                 | 6  |
| 3.8  | NEPOTISM (EMPLOYMENT OF RELATIVES) .....        | 7  |
| 3.9  | ELIGIBILITY TO WORK IN THE USA (I-9) .....      | 9  |
| 3.10 | NEW EMPLOYEE ORIENTATION .....                  | 10 |
| 3.11 | INTRODUCTORY PERIOD .....                       | 10 |
| 3.12 | TRANSFERS AND DEMOTIONS .....                   | 11 |
| 3.13 | SEPARATION FROM EMPLOYMENT .....                | 12 |
| 3.14 | EMPLOYEE IDENTIFICATION BADGE .....             | 17 |
| 3.15 | REFERENCES AND VERIFICATION OF EMPLOYMENT ..... | 17 |
| 3.16 | PERSONNEL FILES .....                           | 17 |
| 3.17 | NURSING MOTHERS .....                           | 18 |
| 3.1  | PURPOSE .....                                   | 2  |
| 3.2  | JOB ANALYSIS .....                              | 2  |
| 3.3  | RECRUITMENT .....                               | 2  |
| 3.4  | APPLICATIONS FOR EMPLOYMENT .....               | 4  |
| 3.5  | HIRING DECISIONS .....                          | 5  |
| 3.6  | CONDITIONAL OFFER OF EMPLOYMENT .....           | 6  |
| 3.7  | CRIMINAL BACKGROUND CHECK .....                 | 6  |
| 3.8  | NEPOTISM (EMPLOYMENT OF RELATIVES) .....        | 7  |
| 3.9  | ELIGIBILITY TO WORK IN THE USA (I-9) .....      | 9  |
| 3.10 | NEW EMPLOYEE ORIENTATION .....                  | 10 |
| 3.11 | INTRODUCTORY PERIOD .....                       | 10 |
| 3.12 | TRANSFERS AND DEMOTIONS .....                   | 11 |
| 3.13 | SEPARATION FROM EMPLOYMENT .....                | 12 |

|      |                                                 |    |
|------|-------------------------------------------------|----|
| 3.14 | EMPLOYEE IDENTIFICATION BADGE.....              | 17 |
| 3.15 | REFERENCES AND VERIFICATION OF EMPLOYMENT ..... | 17 |
| 3.16 | PERSONNEL FILES .....                           | 17 |
| 3.17 | NURSING MOTHERS.....                            | 18 |



### 3.1 Purpose

This section of the Personnel Policy Manual (this manual) is to describe the employment life cycle and provide guidelines for specific employment related processes. The City seeks to hire and retain competent people who are honest, technically knowledgeable, respectful towards fellow team members, and who appreciate the responsibility that comes with public service.

### 3.2 Job Analysis

Periodically new positions are created or current positions are reviewed to ensure the job description and classification remains up to date. Job analysis is a process that uses a series of interviews, questionnaires, and observations to document the essential functions, description and specifications of the job. From this analysis, the position can be accurately classified in accordance with Fair Labor Standards as exempt (salaried) or non-exempt (hourly). Results of job analysis also enable accurate determination of benefits eligibility (based on part-time or full-time status) and the appropriate compensation level.

### 3.3 Recruitment

~~The City of Leander is committed to a fair recruitment process that ensures equal employment opportunity and encourages a diverse set of qualified candidates to apply for open positions.~~

The City of Leander is an equal opportunity employer the city maintains a policy of nondiscrimination with respect to each employee and applicant for employment pursuant to Title VII of the Civil Rights Act, 42 U.S.C. §§2000e, et seq.; Title I of the Americans with Disabilities Act (ADA), 42 U.S.C. §§12101, et seq.; Age Discrimination in Employment Act (ADEA), 29 U.S.C. §§621, et seq.; Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§4311 et seq.; Texas Labor Code Chapter 21; and related regulations, as they may be amended.

#### 3.3.1 General Hiring Guideline

The City uses valid, job-related selection ~~procedures~~criteria to hire individuals based on ~~the~~their suitability for employment, and ~~job-related factors~~specific position as ~~related to~~defined by the essential functions, minimum qualifications, education, and required certification(s) as stated in the job description.

#### 3.3.2 Internal Postings

The City supports the internal job progression and advancement for current employees. Consequently, depending on business circumstances, HR may post open positions internally or prior to external recruitment. Open positions may be posted internally using various printed and/or electronic methods to notify all employees of opportunities. All internal openings will be posted for a minimum of 53 working days.

#### 3.3.3 Promotions

~~Department Director may promote a current employee to a new position after the competitive recruitment process has been completed. The competitive recruitment includes posting the position so all employees are notified of the opening.~~

~~There is an exception to the above process which permits the Department Director to forego the Promotion posting process. This exception may be elected if the Department Director wished to promote a current employee that has demonstrated excellent performance in job duties, competencies, conduct, and offers leadership and stability to the department. The Director must be cognizant that no other departmental employees possesses the same skills and qualifications. The Director must receive approval~~



~~from the City Manager prior to presenting promotion to the employee. The Director, then will notify Human Resources so a Conditional Offer can be prepared and extended. Various background checks apply (see subsection 3.6).~~

~~There are departments~~When a position vacancy occurs, an opportunity to promote from within may be explored consistent with the goal of filling a position with the most capable individual available. This provides the Department Director's with an opportunity to retain current employees by offering a career ladder opportunity and succession planning. An employee is encouraged to develop qualifications and apply for vacant advancement opportunities for which the employee qualifies. A hiring Department Head may promote from within and may first consider current qualified employees to fill a vacancy, unless outside recruitment is considered to be in the City's best interest.

The Department Director or designee must provide a detailed justification to promote from within to the Director of Human Resources who will review the request and approve or deny. The Director of Human Resources will present to the City Manager for final approval. If approved, then the supervisor may present the promotion to the employee.

~~There are departments, such as Public Safety that may deviate from the Internal Posting and promotion process as defined. This becomes necessary for those departments which require very, that may have other processes in place,~~ specific job-related testing, background check requirements, ~~and/or~~ fitness for duty and other departmental exams for promotions. If an employee is in the process of being promoted to a position that requires driving a city vehicle, a driving record will be requested and reviewed by Human Resources, and possibly the City Attorney, before the promotion is finalized. Depending on the type of position an employee is promoted to, a back ground check may be required, unless a recent background check was already conducted. The background check results will be reviewed by Human Resources and, if applicable, the City Attorney before the promotion is finalized.

Public Safety departments conduct their own background and driving record checks.

### **3.3.4 Internal Postings and Promotions**

Internal postings and promotions are treated virtually the same as the External posting process conducted. Refer to Section 3.4 (below). Employment application submission rules apply as well as the criteria for Review Process Section.

A completed employment application will be required for consideration as a candidate, a new background check (may include driver license check) may be performed by the HR Department. Public Safety departments will be subject to background checks governed by administrative law of the licensing agency and will ~~perform~~be performed by those departments.

### **3.3.5 External Postings**

When job openings are posted to the general public, advertisements will be posted on the City's official website. -For broader exposure, Human Resources will work with the Department Head/assignees to



determine the best advertisement ~~media outlets (e.g., web sites, job boards, newspapers, professional associations) methods~~ to post the open position.

Prior to, or in addition to, posting a job position to the general public, a department head may consider applications submitted for ~~similar position exactly the same job position~~ that ~~werewas~~ submitted within the previous ~~six months~~ 90 days of being posted and hire from that applicant pool if it was a viable pool.

The City Manager may waive the minimum posting time or forego the recruitment process in the best interest of organizational operations.

### 3.4 Applications for Employment

The City will only accept applications for open positions. -Employment applications submitted without connections to any open job posting will be destroyed and not counted in any statistical reports.

All applications must be complete and include all documents requested on the posting or be subject to disqualification. The information that job candidates provide on employment applications is subject to verification.

~~Disqualifications: The following are causes for rejection of an application or disqualification of an applicant, though rejection or disqualification of an application may be based upon causes other than those enumerated below.~~

#### ~~3.4.1 Individuals who falsify or omit significant information~~Disqualifications

- ~~1. An applicant may be disqualified from consideration for the position or, for an employee, you can expect corrective action, upany reasonable grounds relating to and including termination.~~
- ~~2. The application is incomplete.~~
- ~~3. The job requirements or applicant has not met the posted deadline for filing the application.~~

~~The history.~~ An applicant also may be disqualified from consideration, including but not limited to, the following reasons, the applicant:

1. does not meet the qualifications necessary for performance of the duties of the position involved;
2. has made a false statement or an omission of material fact on the application form or supplements, thereto;
3. has committed or attempted to commit a fraudulent act at any stage of the selection process;
4. has failed to submit the application correctly or within the prescribed time limit;
5. is not, or can now show that they are, legally permitted to work in the United States;
- 4.6. is physically or mentally unfit to perform the essential duties of the position, even with reasonable accommodation;
- 5.7. The applicant has been convicted of a crime that could conflict with the duties of the position for which he/she the applicant has applied and/or based on the City's criteria, has an unacceptable criminal history;
- 6.8. All applicants is applying for positions a position requiring operation of a motor vehicle must, does not have a valid Texas drivers' license and minimum liability insurance required by Texas law. Individuals hired who do not possess an appropriate and valid Texas Driver's Drivers' License must, and cannot or does not obtain one within 30 calendars days after being hired;
- 7.9. Failure fails to pass a pre-employment screening test;



~~8.10. Placement is related to a person with hiring authority and placement of the applicant would violate the City's Nepotism Policy.~~

~~9. The applicant is not in compliance with the Immigration Reform Act. Each individual who is seeking employment with the City must be prepared to provide documentation showing their Identity and employment authorization giving ability to work in the United States.~~

### **3.4.2—Review Process**

: All applications are reviewed on the basis of the knowledge, skills and abilities required for required qualifications which may include education, license or certification, the job and applicable experience evaluated against the essential functions and job standards. Only those applicants who meet the required criteria will be considered in the selection process. Depending upon the position vacancy and qualifications required, internal and external candidates may be considered concurrently.

Human Resources may require job-related testing and qualification reviews including but not limited to, criminal background checks, driving record checks, and credit checks. Public Safety departments may conduct their own job-related testing and qualification reviews including background investigations, driving records checks, and fitness for duty exams.

### **3.5 Hiring Decisions**

Employment decisions are made by the Department Director based on job-related factors, including the candidate's suitability recommendations from the Hiring Manager, and qualifications, subject to approval from the Director of Human Resources.

The decision is based on the applicant's education/certification(s), work experience as those traits are related it relates to the essential functions of the job—, interview(s), and reference checks. All hiring decisions will be made objectively in order to prevent favoritism, conflicts of interest, security risks, and unlawful discrimination.

Job descriptions list job-related minimum qualifications for each position. Certain positions may have specific limitations based on statutory requirements or bona fide occupational qualifications (BFOQ). ~~Race/Ethnicity is never a BFOQ.~~

Human Resources shall be notified of anticipated vacancies as far in advance as is reasonably possible to permit sufficient time for creation of job posting, creation of supplement questions and advertising before the posting is released to allow for the selection of qualified candidates on an objective basis.

Persons whose employment has been terminated from the City or who have not provided a two (2) week resignation notice to the City will not be considered for re-employment without City Manager approval.

#### **3.5.1 Hiring Minors**

Although we may hire persons under the age of 18 (minors), the City of Leander strictly follows child labor laws. ~~A minor shall not be permitted to begin working before a waiver, signed by a parent or legal guardian, is on file in Human Resources. If you are a minor you will not be permitted to perform hazardous duties. Examples of hazardous duties may include but are not limited to: driving a motor vehicle; operating power-driven hoisting equipment; operating chain saws, circular saws or guillotine shears; or~~



~~performing roofing or excavation labor. Minors are not eligible to receive benefits as those benefits are reserved for full-time employees age 18 and older, unless otherwise required by law.~~

**Teen Driving on the Job:** ~~Employees 16 years of age and under MAY NOT DRIVE motor vehicles on public roads as part of their jobs — even if they possess a valid state driver's license.~~

~~Employees 17 years of age may drive cars and small trucks on public roads as part of their jobs ONLY in limited circumstances.~~

**Outside Helper:** ~~No employee under 18 years may serve as an outside helper on a motor vehicle. An outside helper is any individual, other than a driver, whose work includes riding on a motor vehicle outside the cab for the purpose of assisting in transporting or delivering goods.~~

### **3.5.2 — Guidelines for hiring supervisors**

- ~~1. Interview only those applicants that meet the minimum qualification~~
  - ~~2. Prepare standardized interviews that will provide insight into the candidates' abilities~~
  - ~~3. Schedule interviews~~
  - ~~4. Verify employment history~~
  - ~~5. Conduct reference checks including but not limited to references provided by the applicant~~
  - ~~6. Verify Education/Certification/Licenses~~
7. Consult with Human Resources ALWAYS, Texas Labor Code - Chapter 51.

### **3.6 Conditional Offer of Employment**

Supervisors may review results of interviews with Human Resources as a part of the decision-making process. Together the hiring supervisor and Human Resources will discuss final selection and starting rate of pay and ensure the selected candidate start date will coincide with the ***beginning of a pay period.*** Human Resources will extend a written conditional offer of employment for all departments, except for the Public Safety departments, as they complete their own offer letters. Offers of employment are always contingent upon successful completion of the required and job-related criminal background and possibly drivers' licenses, reference checks, as well as any physical or medical testing.

Hiring ~~supervisors~~ Managers are responsible for completing job-related applicant screening, optional pre-interviews, interviews, reference checks and selection decisions. ~~If in the supervisor's judgment no job there are not any~~ applicants ~~are~~ suitable to fill the vacant position, (s), Human Resources will work with the supervisor hiring manager to determine:

- If additional recruiting is necessary, and/or
- If the position can be filled at a lower job classification with a lesser qualified person.

### **3.7 Criminal Background Check**

A criminal background check is conducted by the Human Resources Department on selected candidates, after a conditional job offer has been extended. If the background check reveals a criminal history that conflicts with the information that was provided by the candidate or you as the employee, it may result in removal from consideration for the position or, if you are a current employee, possible termination.



The following factors will be considered in any decision to disqualify or terminate an individual based upon their criminal background (*also refer to Section 4.8 Employee ~~arrest~~Arrest for additional information*).

- The nature of conviction(s) as it relates to the position sought;
- Date of the conviction(s);
- Number of convictions(s);
- Indication of rehabilitation or lack of rehabilitation;
- Consistency with information previously provided by candidate;
- Potential liability if the individual is retained or not retained.

A criminal background check will be conducted on all potential candidates ~~to~~ to include current employees, if applicable, temporary workers, volunteer workers (where statute permits), interns, and contract workers. If an outside agency or staffing company has already conducted a criminal background check on its employees who are contracted to work for the City, a criminal background check ~~will~~may still be conducted by the Human Resource ~~Department~~or Public Safety Departments.

Before taking any adverse action based on the report, the City will provide the individual a "Pre-Adverse Action notice" which includes the individual a copy of the background check report and a "Summary of Your Rights" under the Fair Credit Reporting Act. –You will be given five business days to resolve any disputed information before the City takes any adverse action. –If the disputed information is not satisfactorily resolved during the 5 business-day waiting period, Human Resources will send a "Final Adverse Action notice" to the applicant/employee.

Public Safety ~~divisions may~~Departments conduct their own background investigations, testing, and driving record checks ~~and the like~~.

### **3.8 Nepotism (Employment of Relatives)**

The purpose of this section is to avoid actual or the perception of favoritism and cronyism in government. To comply with the Leander City Charter and state law, the City of Leander prevents conflicts of interest arising from defined relationships between employees by limiting employment as stated below.

#### **Relationship with City Council Member or City Manager**

No person may be hired who is related within the third degree by consanguinity (blood) or within second degree affinity (marriage) to any sitting City Council member or the City Manager. Refer to the Nepotism Charts below. ***Second degree also includes the "first degree" circle. Third degree also includes the "second degree" and "first degree" circles.***

#### **Exceptions**

If, you are related to an individual in one of the categories on the charts, you may continue in City employment if you have been employed continuously by the City for a period of 12 months or more prior to the member of City Council or City Manager taking office. If you have been working less than 12 months prior to the member of City Council or City Manager taking office, you must notify Human Resources immediately for further consultation with the City Manager.

#### **Prohibition of Specific Supervisory Relationships**

In the interest of effective management, you will not be hired, promoted or transferred to a position that would result in you supervising or being supervised by an individual within the second degree of consanguinity (blood relation) or the second degree of affinity (relationship by marriage) or dating or in a personal relationship with another employee. If you are being considered for promotion or transfer to another position, at the time of the promotion or transfer, you must disclose the names of any relatives

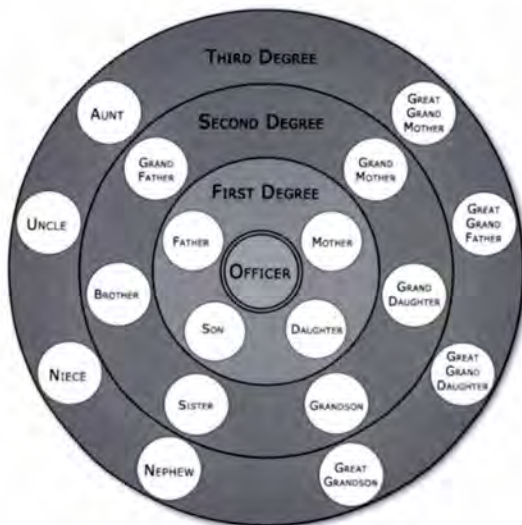


or the name of the person you have a personal (dating, significant other) relationship with that also is currently working for the City when it may cause a conflict with this policy.

You must disclose to your supervisor, if you and another employee, in the same chain of command, become related or members of the same household or begin a dating relationship. Step relationships due to marriage are included and covered by this policy i.e. step father, step brother. The matter must be resolved within a reasonable time, but no longer than six (6) months, by one of the individuals being transferred out of the direct reporting chain. If there is no available position in which to move one of you, then one individual must resign or be separated from employment. You both may have input into the decision of who will be transferred or separated. But the final decision rests with City Manager. Nondisclosure may result in corrective action or termination of employment.

### Nepotism Chart

The chart below shows the relationship by blood and marriage.



**Consanguinity Kinship  
(Relationship by Blood)**



**Affinity Kinship  
(Relationship by Marriage)**

#### 3.8.1 Relationships

The City permits the hiring of your current family member or a related person when such person is the most qualified candidate for a position. However, in an effort to eliminate any actual or perceived conflicts of interest from arising in the workplace, the City does not permit you to be in a position of unequal authority (or rank for public safety) to a family member or related person. As a result, the City shall not hire, transfer, or promote any person if doing so will result you in a position of unequal authority (or rank for public safety) to a current family member or related person.

When there is a change in circumstance during the course of employment that creates a conflict with this policy (e.g., you become related as a result of marriage, dating, living together, or a transfer results in you being in a position of unequal authority (or rank for public safety) to another family member or related person), you must report the potential conflict of interest to your immediate manager or HR, especially if you are the one with seniority. Both you and the affected family members or related persons must take



steps to eliminate the potential or actual conflict, within a reasonable time period but no longer than six (6) months as determined by the City. You may work with your manager and/or HR to consider possible resolutions. If no resolution exists which will eliminate the potential or actual conflict of interest in a manner acceptable to the City, the City has sole discretion to determine the appropriate resolution, including transfer or separation of one or both of the persons involved. At all times, if you are the employee with senior authority (or rank for public safety) to the other family member or related person, you are responsible for disclosing the relationship to your supervisor and HR.

You may request an exception to this policy, including situations in which you are currently in a position of unequal authority (or rank for public safety) to a family member or related person, especially if you are the one with seniority. You must present the request in writing to your manager or HR to review the request. Such request should identify how potential conflicts of interest are mitigated. The City Manager shall make the final decision. -Due to constantly changing circumstances, the City may withdraw any exception at any time.

### **Romantic Relationships:**

Romantic relationships outside of work between employees and direct or indirect managers/employees sometimes create conflict or the appearance of impropriety in the workplace. For that reason, we ask you as an employee and as a manager to assist by avoiding these types of problems before they occur. If a romantic relationship develops outside of work between you and a manager, you and the manager must promptly disclose the relationship in writing to the Director of Human Resources. To further avoid the appearance of impropriety, you/manager are not allowed to supervise dating partners, relatives or cohabitants.

Personal relationships at work have the potential to cause disruption in the workplace, particularly if the relationship ends (this includes relatives as well). If the relationship ends which creates workplace disruption or inappropriate behavior (i.e. relationship violence, stalking, retaliation, bullying or harassment) you or both parties are subject to corrective action up to and including termination and possible law enforcement interaction. All employees are expected to comply with the standards and policies of the City of Leander.

### **3.9 Eligibility to Work in the USA (I-9)**

The City will hire only those individuals who are authorized to work in the United States. As a newly hired employee, you will be required to complete and sign Form I-9, Employment Eligibility Verification. -You will also be required to submit unexpired, original documents as proof of your identity and employment eligibility. -By signing the I-9 Form, you attest that you are eligible to work in the United States and that the documents submitted are genuine.

If you cannot verify your right to work within three days of hire, the City of Leander must terminate your employment. Example: If your hire date is on Monday your employment will be automatically terminated on Thursday if proper documentation has not been submitted to the Human Resources Department.

If you are authorized to work in this country for a limited period of time, you will be required to re-verify employment authorization and documents and complete Section 3 of the Form I-9 before the expiration of the original authorization.



### 3.10 New Employee Orientation

Typically, before starting work at your assigned location, HR will schedule a New Employee Orientation (NEO) session with you. As business circumstances dictate, the orientation may be scheduled before or on your actual start date. ~~New Employee Orientation~~NEO is also required for all rehired employees, as well as individuals moving from a temporary/seasonal status to a regular employee status.

~~Orientation~~NEO provides an overview of the City of Leander, the various city departments, employee policies, and benefits, ~~and during orientation you will be issued your.~~ Most new hires receive their identification/building access badge from the IT Department on their first day or shortly thereafter. Public Safety Departments issue their own badges. All employment documents are completed and checked including those required to verify authorization to work in the United States. You will report to your department after the orientation.

Acknowledging receipt by signing a copy of your job description and Personnel Policy Manual demonstrates that you have accepted the obligation to read and understand your responsibilities as a member of the City of Leander team and your assigned position.

### 3.11 Introductory Period

All new regular, full-time ~~or regular, and~~ part-time employees ~~and all present employees transferred or promoted to a new job should, including rehires, will~~ be carefully monitored and evaluated for an initial introductory period of six (6) months. ~~Your introductory period may be extended by the department manager~~your immediate supervisor, with the approval of the Department Director and the Director of Human Resources, for an additional ~~30 days~~time period, but not to exceed 90 days. Such an extension is communicated to you in person and by memorandum that includes a description of the conduct concerns and/or performance deficiencies and expectations for improvement. The City Manager and City Attorney may be consulted before the extension is approved. The memorandum will be placed in your personnel file. Some departments may have longer introductory periods due to special training requirements.

Regular, full-time employees begin to accrue vacation leave after they have worked a full pay period, but they cannot use any vacation leave until completion of the initial introductory period, or any extended introductory period, unless the department director approves such use during those time periods. Accrued vacation leave will be displayed on your payroll earning statement the following pay period.

Completion of the introductory period is not a guarantee of continued employment. Since Texas is an at-will employer, either party (employer or employee) can terminate the employment relationship at will at any time with or without cause.

Following a successful completion of your Introductory Period your supervisor will conduct a formal performance evaluation. Any opportunities for performance pay increases will be reviewed on a case by case basis and follow applicable compensation policies. ~~Your accrued vacation time will be displayed on your payroll check the following pay period.~~



### **3.11.1 Evaluation during the Introductory Period**

Upon employment, your immediate supervisor will provide you with the basic expectations regarding:

- Assigned duties and responsibilities;
- A performance plan describing performance expectations;
- Required work schedule, including reporting time and attendance expectations; and
- Standards of conduct, including safety and observances of all city policies.

After three (3) months, your immediate supervisor will provide you a documented informal assessment. This assessment includes your performance, compliance with city policies, and other expectations.

Shortly before your six (6) month anniversary date from the date of hire, your immediate supervisor may recommend you as successfully completing the introductory period, seek an extension, or terminate your employment.

To indicate successful completion of your new employee introductory period, your supervisor will complete your six (6) month performance review in accordance with the personnel policy Section 10, *Coaching and Counseling of Performance Management*.

### **3.12 Transfers and Demotions**

Transfers: The City may, at its discretion, initiate or approve your job transfers from one job to another. The City may also transfer you to another department to assist with work load demands on a temporary basis. For these temporary assignments, the City will make every effort to minimize the duration of assignment.

~~If you have more than six months of service in your current position, you~~ You may request consideration to transfer to ~~other jobs as vacancies become available~~ another vacant job, but you must apply and ~~will be considered~~ go through the hiring process along with other applicants.

The current supervisor and the new supervisor will agree on the release/transfer date to the new position. Transfers will be completed as soon as possible based on workload but should not be delayed no more than 30 calendar days beyond the approval date when possible. All transfers must be reviewed and approved by the gaining department manager and Human Resources.

Lateral transfers to a job within the same salary grade may transfer at the existing rate of pay. If your transfer request is approved to a position in a higher salary grade you may be considered for an increase if your current salary is below the new salary range minimum. If your transfer is approved to a position in a lower salary grade your pay rate *may* be adjusted to the appropriate level within the new position's salary range.

Demotions: ~~Demotions:~~ A demotion is a change from one job title to another job title in a pay group with a lower minimum salary rate. Demotions are issued for work performance or job-related conduct that does not meet established standards or for the inability to improve performance. Demotions can be considered for you when you would be successful in a lower position with less responsibility or with lower expectations. If you, to avoid corrective action or even termination, agree not to contest a transfer to a lower position, a ~~memememorandum~~ memorandum should be prepared for your signature. The ~~memememorandum~~ memorandum should explain the reasons for the demotion, your new ~~classification~~ job title and pay rate decrease and that you are not contesting the demotion. All demotions will be subject to a decrease in pay to be



determined by your supervisor with the approval of the Department Director, Director of Human Resources, and the City Manager.

The only exceptions to not reduce a demoted employee's pay is if:

- The demotion was accepted in lieu of a layoff that resulted from a reduction in force. An employee demoted under these circumstances may not receive a pay rate that exceeds the employee's pay rate before the demotion.
- The employee was selected for another position in a lower pay group as a result of applying for the position. An employee under these circumstances may not receive a salary rate that exceeds the maximum rate of the lower pay group.

### **3.13 Separation from Employment**

Your employment terminates upon resignation, discharge, retirement, job abandonment, and medical incapacity, reduction in force (layoff) or death. —Although the City hopes your employment will be a mutually rewarding experience, it understands that varying circumstances may cause you to separate from employment. Employment with the City of Leander is at-will, meaning that either you or the City may end the employment relationship at any time.

#### **3.13.1 Resignation**

##### **Proper Notice**

- If you choose to resign, the City requests that you provide a written notice of separation, or an email with a digital signature, that shall include the requested effective date of the resignation, the reason for resigning, and your signature to your immediate supervisor and to the Human Resources department at least Cityten (10) workingbusiness days in advance. If you do not provide the 2-week notice, you may be prevented from future ~~reemployment~~re-employment with the City. The City reserves the right to release you from any obligation to work the full notice period and is not required to pay for the time not worked since the duty to pay ends on the date the work separation becomes effective.
  - ~~The use of vacation or sick leave is prohibited during the 2-week notice period unless approved by the City Manager.~~
  - ~~You will not be permitted to have your last day of work fall on a holiday unless your regular shift falls on the holiday.~~
- ~~The written resignation shall include the requested effective date of the resignation, the reason for resigning, and your signature.~~
  - The use of available leave (vacation, sick, FLSA OT, compensatory time, holiday leave) may be permitted during the 2-week notice period IF approved in advance by the immediate supervisor and Department Director/Chief. All separating employees should make every effort to continue working during the 2-week notice timeframe so they can ensure a smooth transition of job duties and responsibilities. In addition, employees are still required to return all city property and meet with HR to conduct the exit process and complete necessary paperwork on or before their last physical day at work.



- If you still have an unused balance of vacation (up to twice your annual accrual rate), holiday leave, FLSA overtime and/or compensatory time available it will be paid out to you on your last paycheck on the normal pay date for the pay period.
- If you leave employment at any time of the year, any unused holiday hours will be paid based upon the number of holidays that have elapsed during the calendar year up to your termination date. If you leave employment and have used holiday leave that exceeds the number of holidays that have elapsed during the calendar year up to your termination date, then the excess shall be deducted from your vacation leave bank, but in no case shall the deducted amount be more than your vacation leave amount.
- See Section 6.4.7 Sick Leave Buy Back for eligibility requirements.
- You will not be paid for vacation leave if you haven't completed your six (6) month introductory period.
- You will not be paid for your unused vacation or holiday time if your termination is the result of malicious, intentional or grossly negligent action on your part with respect to the property or assets of the City.
- If the City property issued to you is not returned prior to your departure the City will deduct the value or contents of those items from your last paycheck. Every attempt to return City issued property must be made and coordinated with the Human Resources department or your immediate supervisor. Depending on the value of those items, if not returned in a timely manner or if there is not enough funds available on your last paycheck, the City make seek legal action against you.

#### **(CD1) Oral Resignation**

In the instances where only an oral resignation is tendered, the director shall promptly communicate the facts in writing and an action form to ~~HR~~the Human Resources department for further processing.

#### **Withdraw Resignation**

If you wish to request the withdrawal of your resignation, submit a written statement to your ~~director~~immediate supervisor and Department Director/Chief outlining the basis for the request before the effective date. ~~Your department director and both~~ must agree to the request for final withdrawal.

### **3.13.2 Job Abandonment**

You are considered to have abandoned your job if you:

- Fail to return to work without notice to your supervisor for three (3) consecutive days, or 3 shifts without sufficient cause.
- Fail to return from an approved leave of absence on the date specified by you or the date agreed upon by you and the City.
- If you abandon your job, you will not be eligible for rehire unless the City Manager approves the exception.

### **3.13.3 Resignation in Lieu of Pending Discharge**

A resignation because of pending discharge will be considered as a resignation in lieu of termination and you will not be eligible for rehire.

### **3.13.4 Retirement**

If you are a full-time employee, you are afforded retirement under the Texas Municipal Retirement System (TMRS). If eligible, you may retire from the city service in accordance with applicable programs. Retirement with the City is a voluntary separation and employment is terminated on the effective date of the TMRS retirement. Retirement is a type of voluntary separation and therefore a 2-week, ten (10) business days, written notice is required. You should coordinate the retirement process through the Human Resources department. You will be provided with the necessary forms and informed of any ongoing benefits. Once your retirement has been tendered, it is not reversible, unless approved by the City Manager.

### **3.13.5 Reduction in Force (Layoffs or RIF)**

A reduction in force is a non-disciplinary decrease in the number of authorized positions. In other words, you are not considered to have been terminated for performance or disciplinary reasons. Department(s) reducing their workforce pursuant to a layoff must develop a written layoff plan.

#### **Basis**

The City reserves the right to determine the number and type of personnel required to maintain the functions of the organization. The following are illustrative, but not all inclusive, of the basis for a reduction in force:

- a. A discontinuation of, or reduction in, demand for service
- b. A change in level of source of funding
- c. Technological developments that reduce staffing requirements
- d. Adjustment for changes caused by economic or staffing efficiency
- e. Privatization of service/contracting out
- f. Compliance with state and/or federal laws

#### **Notice of Layoff**

Whenever possible, anyone subject to a RIF will be given at least a 60 working day notice of the imminent loss of employment.

#### **Employee Benefits**

If you are subject to a reduction in force, you have the following benefits:

- You will maintain your full salary during the notice period. You may/may not be allowed to remain on the job during the separation period as appropriate.
- Your benefits will remain in effect until the end of the month following the end of the notice period. If you obtain other employment before the end of the notice period, the benefits will expire at the end of the month.
- During the notice period, you will be allowed reasonable time off with pay to interview for other employment opportunities. The City will provide outplacement assistance, when possible, such as resume preparations or job search strategies.



- During the notice period you will be allowed to apply for open positions for which you may be qualified. If you choose not to accept an offer of transfer or demotion you will be removed from further consideration.

### **Selection Standards**

A Staff Reduction Plan is a document that clearly defines the need for the reduction, the type of reduction (temporary or long-term wage reduction, furloughs, voluntary time off, or voluntary reduction), and a list of individuals to be laid off. The reduction plan is written and contains business-related, non-discriminatory criteria for the managers to apply when deciding who to retain and who to lay-off. The plan will identify the criteria used by managers to identify individuals (i.e. skills needed to best carry the organization forward, past performance, unique skill set, attendance, demonstrated ability to be a team player).

Human Resources will review Staff Reduction Plan and verify compliance with federal and state regulations before employees are given notice. Whenever possible, your reduction from one department may be offset by transfers to suitable positions elsewhere. Such positions will not necessarily be at the same pay rate or grade.

### **Selection Between Two (2) Employees**

When a selection is required from amount two (2) or more employees in the same position, classification, or category, the selection will be determined by seniority. However, a Department Director may request an exemption to allow a more junior employee to remain in their employment. An exemption is allowable only for the following reasons:

- To preserve specialized skills important to the continuing mission of the department
- To retain an employee whose overall performance has demonstrated superior to a more senior employee

### **Process**

- Before disclosing the names of those subject to the reduction in force, Department Director shall submit the names of the selected employees and supporting documentation to the HR Director and the City Manager.
- After review, the Department Director shall contact each selected employee and provide a written explanation of the necessity for the layoff, the selection process and all benefits to be provided.
- A reduction in force is not an applicable or grievable personnel action and if you are separated from the City employment as a result of a reduction in force, you have no right to appeal or grieve such separation.
- The HR Director will provide the Department Directors with a list of options and/or benefits available for employees subject to the layoff.

### **Reemployment following RIF**

If you have completed the initial or extended introductory period prior to your RIF date and you are reemployed by the City as a regular employee within 1 year, any uncompensated leave (sick and vacation) time that had been accrued as of the date of the employment ended will be restored and immediately available to use, in accordance with the policies applicable to the type of leave.

If you are rehired any time after one (1) year following your termination date due to lay off, you will be considered a new hire, with no restoration of leave.

### **3.13.6 Discharge (Involuntary Termination)**

Your discharge is considered to be a very serious situation that requires a thorough review of all facts pertinent to the discharge by ~~Human Resources or your immediate supervisor, the~~ Department Director ~~and /Chief, the Director of Human Resources, the City Manager, and the City Attorney~~. The review will include documentation prepared by the supervisor/Dept. Director and shall include, if applicable, reasons(s) for termination, performance history, corrective efforts taken, policies violated (if applicable) and any additional pertinent information. Accordingly, no supervisor is authorized to cause your discharge without prior review and approval. This review and approval will involve at least one other member of the management team, most typically the supervisor's manager or the ~~HR-Director—~~ of HR. Nothing herein shall be construed to change employees' at-will employment status, and employees may be terminated with or without cause.

If you are involuntarily terminated for non-disciplinary reasons, such as inability to satisfactorily perform the job, or as a layoff, you may be eligible to be considered for ~~reemployment~~ re-employment.

If you are involuntarily terminated for work rule violations (disciplinary reasons), improper resignation notification, resignation in-lieu of pending termination or job abandonment, you ~~may~~ will be ineligible for rehire. You will not be permitted to return to your department or work area, or to any other department other than the Human Resources ~~Department~~ department, without specific approval by your supervisor and the ~~HR-Director~~ of HR.

The Grievance procedure established by the City of Leander is available to you, if you disagree with the ~~decision to discharge~~ decision.

### **3.13.7 Incapacity**

- You may be separated from employment for incapacity due to medical reasons arising from illness, injury, or other medical conditions when you, even with a reasonable accommodation, are unable to perform the essential functions of the job; or continued employment creates a direct threat to the health and safety of you or others.
- It is the supervisor's responsibility to know your ability to perform the essential job functions. Should your ability to physically or mentally perform your duties be questioned, the Department Director, through the ~~HR-Director~~ of HR, may require you to submit to an evaluation performed by a physician approved and paid for by the City. A finding of incapacity shall be made through an individual job-related medical examination by the physician. Separation for incapacity will not be considered disciplinary action.

### **3.13.8 Death**

When a City employee dies, separation pay shall be paid to their estate.

### **3.13.9 Return of City Property/Equipment**

You must return any City-issued property (e.g. access cards, keys, tools, manuals, inclement weather gear, protective gear, uniforms, communication devices) prior to receiving your final pay. —Property not



returned or damaged (other than normal wear and tear) will be valued at fair market prices and subtracted from your final pay in accordance with federal and state law.

All access codes will be canceled on your last day of employment.

### 3.13.10 Exit Interviews

~~You are encouraged to~~The HR department will schedule an exit interview with ~~Human Resources~~you before your last day of employment.- The exit interview is an opportunity for you to give the City direct feedback that may improve the employment experience, working conditions, and address potential workplace issues. ~~Any specific~~All responses will be kept confidential ~~or as a need in the HR department,~~ but the information will be shared with the Department Director/Chief and City Manager so they are aware of why employees are leaving and if any action needs to ~~know basis~~be taken or positive feedback needs to be given. Any internal HR statistics captured will be assembled in the aggregate format. Exit interviews are used to analyze employee turnover and ~~to~~for process ~~benefits for you improvements.~~

~~You~~The HR Benefits Manager will ~~also~~discuss with you the benefits available to you after termination, to include coordinating continuation of insurance through COBRA, retirement accounts, final pay arrangements, change of address, ~~if applicable,~~/email, and contact information.

### 3.13.11 Separation/Termination Pay

See Section 5.15.6 for final pay.

### 3.14 Employee Identification Badge

You will be issued an Employee Identification Badge with a photo and your name and department when you are hired. Contractors who will be working on site, as well as temporary, seasonal and part-time will also be issued identification badges.

The badge is City property. It can only be used for identification purposes and for your access to City buildings. You should wear the badge when dealing with the public. If you lose or damage your badge, immediately notify the ~~IT~~(Information Technology) department for a replacement; for Police and Fire personnel, refer to your supervisor for replacements within your department.

### 3.15 References and Verification of Employment

Information regarding the employment of all current and former City employees shall be verified only by the Human Resources department. Only the following information will be provided unless you provide a written release:

- > ~~Dates~~dates of employment;
- > ~~Position~~position(s) held while employed;
- > ~~Department~~department(s) you worked in; and
- > eligibility for rehire.

### 3.16 Personnel Files

The City of Leander Human Resources department maintains a personnel file for you in locked file cabinets. Benefits and medical records are confidential and kept separately from the personnel file. It is important that accurate, current records be maintained for benefits and employment purposes. Therefore, you are expected to inform your supervisor and HR of any changes in or corrections to



information recorded in your personnel files such as home address, telephone number, person to be notified in case of emergency, or other pertinent information. HR has forms that will need to be completed and signed by you for this purpose.

All information contained in the personnel file is the property of the City of Leander and is not available for review by anyone other than you, your supervisor, and the human resources department.

~~Personnel records, benefits, and medical records are maintained in Human Resources. Benefits and medical records are confidential and kept separately from the personnel files.~~

Some of the information in your personnel file is public information and must be disclosed upon written request pursuant to the law. **You must elect in writing for your home address, telephone number, and family members to be kept private WITHIN 14 DAYS FROM THE FIRST DAY OF YOUR EMPLOYMENT or that information will be deemed public and will be disclosed in response to open records requests.** The exception is police officers, whose addresses and telephone numbers are not public information. A form for designating this information as confidential or public is available in the Human Resources department.

### 3.16.1 Review of Personnel File

You or your representative designated in writing, may examine your personnel file upon request during normal working hours in the HR ~~office(s)-department~~. You may request copies of items or materials in your personnel file but may not remove anything from the file. If you believe that information in your personnel file is incorrect, you must submit a written request to the ~~human resource department~~ Director of Human Resource to change the information. If the request is granted, the human resource department will make the change in the presence of you. If the request is denied, you can ask to place a statement of disagreement in the file. This statement of disagreement will become a permanent part of your file. When a supervisor or department head requests access to the official personnel file of an employee under his or her supervision for the handling of personnel matters, the Director of Human Resources ~~Director~~ will provide access to the specific file(s).

The City considers falsification of personnel records to be a serious offense and upon discovery can lead to disciplinary action up to and including termination. All human resource records are retained as identified by our City's Record Management System, administered by the City Secretary's office.

### 3.17 Nursing Mothers

The City provides ~~you who are~~ nursing mothers a reasonable break time and a private location to express breast milk for a nursing child for one year after the child's birth. ~~You~~ Employees who plan to express milk during work hours need to communicate with ~~your~~ their supervisor regarding the space and scheduling needs.

Supervisors will work with ~~you~~ the employee to provide a regular place, other than a bathroom that is shielded from view and free from intrusion from coworkers and the public ~~for the use of you~~ to express breast milk. Human Resources have established private areas in each of the city's locations for this purpose.

To the extent that is feasible, you should use the amount of time normally allotted for breaks and lunch periods to express breast milk. If you use a break time, this is compensated (considered hours worked). There may occasionally be times when you need more than your usual amount of time to express breast milk. On such occasions supervisors may, depending on the needs of the individual worksite, allow you additional paid time, allow you to make up the additional time at the end of the work day, or use compensatory time, or available leave that can be used for such purposes, i.e. vacation leave, or holiday leave.

---

## 4.0 Workplace Behavior

---

Effective Date: -07-02-2020

Revised Date: ~~xx-xx-xx~~(s): 10-20-2022

### Contents

|                |                                                    |              |
|----------------|----------------------------------------------------|--------------|
| <del>4.1</del> | <del>CHAIN OF COMMAND.....</del>                   | <del>1</del> |
| <del>4.2</del> | <del>PERSONAL APPEARANCE .....</del>               | <del>1</del> |
| <del>4.3</del> | <del>ATTENDANCE AND PUNCTUALITY .....</del>        | <del>2</del> |
| <del>4.4</del> | <del>USE OF TOBACCO PRODUCTS .....</del>           | <del>4</del> |
| <del>4.5</del> | <del>UNACCEPTABLE BEHAVIOR AND CONDUCT .....</del> | <del>4</del> |
| <del>4.6</del> | <del>ANTI-HARASSMENT .....</del>                   | <del>6</del> |
| <del>4.7</del> | <del>POSSESSION OF DANGEROUS WEAPONS .....</del>   | <del>8</del> |
| <del>4.8</del> | <del>EMPLOYEE ARREST .....</del>                   | <del>9</del> |
| 4.1            | CHAIN OF COMMAND.....                              | 1            |
| 4.2            | PERSONAL APPEARANCE .....                          | 1            |
| 4.3            | ATTENDANCE AND PUNCTUALITY .....                   | 2            |
| 4.4            | USE OF TOBACCO PRODUCTS .....                      | 4            |
| 4.5            | UNACCEPTABLE BEHAVIOR AND CONDUCT .....            | 4            |
| 4.6            | ANTI-HARASSMENT .....                              | 6            |
| 4.7            | POSSESSION OF DANGEROUS WEAPONS .....              | 8            |
| 4.8            | EMPLOYEE ARREST .....                              | 9            |



## 4.1 Chain of Command

In order to reduce the possibility of conflicting orders and to improve the efficiency of the workplace, the chain of command should always be respected. If you have questions or concerns, you should address them to your immediate supervisor, unless dealing with improper or illegal activities by the supervisor. In cases when the supervisor is the problem, or the supervisor is unable to address the situation, you may take your concerns beyond your supervisor.

Each department structure may vary but the intent remains the same. For example, some department/organizational structure may be under the direct command of one supervisor who establishes the accountability and the direct chain of command. You are accountable to only one supervisor at any given time in routine operations unless your department director directs his/her staff differently. It is your responsibility to determine your chain of command. You are accountable for the use or the failure to use delegated authority.

The City Manager is responsible to the City Council as a whole.

### 4.1.1 City Council to Staff

City Council members will typically not give orders directly to you or any city employee, except when empowered to do so by an emergency proclamation. All council members normally will deal with, or direct requests through the City Manager unless he/she gives specific guidance to you.

### 4.1.2 Internal Communications

From time to time, you may be given work instructions from or asked questions by a City employee or official outside your normal chain of command. It is your responsibility to notify your immediate supervisor promptly with all information available. Supervisors are responsible for reporting these incidents promptly through the chain of command to the City Manager. Use your best judgment to determine the priority or sense of urgency regarding the request.

## 4.2 Personal Appearance

Your professional appearance promotes a positive, professional work environment and enhances the reputations of the City, our employees, and our work in the community. In order to keep a neat, clean and professional company image, the City of Leander requires all full-time, part-time, seasonal, temporary employees or interns to observe good habits of grooming, personal appearance, and personal hygiene.

**Personal Hygiene:** ~~You should be aware that it is necessary to include daily bathing, the use of deodorant, and the practice of good dental hygiene in your~~Regular personal hygiene habits are required to maintain a clean, non-odorous presence, a good professional appearance and a non-offensive work environment.

**Business Casual Attire:** Business casual dress is the foundation of our personal appearance policy. On normal business days, ~~you at minimum, will wear~~ business casual attire is required. The ~~need to dress more formally in business~~level of professional ~~dress~~attire shall be based on job assignments and duties. Clothing and footwear shall be clean and appropriate and shall be in good condition. Business casual may include slacks or jeans, collared shirts with no tie, or golf or polo shirt or pants at mid-calf length. However, footwear and accessories should reflect the professional image. Dress sandals with a heel strap that do not present a hazard are appropriate.



**Formal Business Attire:** Executive staff and other employees when making presentations at or attending City Council meetings, or attending special events, presentations or when representing the City on special occasions will wear formal business attire such as a suit, or slacks, dress shirt with tie, and sport coat for men, as appropriate. During spring and summer months, men may wear a button down shirt, polo or city logo shirt with a collar, with or without a jacket. Women's formal business attire may be a dress, suit, pant suit, or slacks or skirt with blouse and jacket. Formal business attire is also appropriate wear when representing the City at a public forum either inside or outside of the City, unless casual business attire is called for.

**Uniforms:** You must wear City-issued uniforms as established for your department or position during all scheduled work hours for the City. City uniforms may be worn by public safety employees in connection with outside employment only when authorized by your department director. Wearing a uniform or article of clothing with the City logo should be limited to City-related activities such as work or City sponsored events.

Do not drink or purchase alcohol while in uniform.

**Tattoos:** In order to preserve a professional appearance and promote trust from the public, the City requires that visible tattoos must not promote racism, discrimination, indecency, violence, or sexually explicit materials.

**Inappropriate Attire:** Shoes known as slippers, "Crocs" (or similar plastic clog design), water shoes, beach sandals or flip-flops are not permitted. Inappropriate clothing includes, but is not limited to: halter tops, tank tops, strapless tops, and tops with spaghetti straps, or other revealing clothing; sweatshirts, sweatpants, or pants above mid-calf length; athletic clothing and spandex garments (unless job-related or specifically designated), cut-offs, or any garment with offensive or suggestive messages including tobacco, alcohol or profanity. Undergarments must be covered at all times, and you may not wear clothes that show midriff, chest, upper thighs or buttocks areas. Hair color must appear professional and is appropriate for the position. If in doubt, check with your supervisor.

If you violate this policy you may be sent home to change your attire. If you are sent home, you will be required to use your accrued leave (vacation or Comp time), if available, or will not be paid for time away from work.

## **4.3 Attendance and Punctuality**

### **4.3.1 General**

Absenteeism is a huge burden on overall workplace productivity and employee morale. The purpose of this section is to provide guidance in applying administrative procedures and establishing lines of communication for dealing with your absences. Supervisors should educate you so that you understand the City, and departmental policies and procedures pertaining to time and attendance. This should be done with all new employees and it is advisable to review with all your employees on a regular basis. If a supervisor feels that you may be developing an absenteeism problem, the supervisor should talk to you when a problem is first identified and make sure that you understand the importance of being reliable and the consequences if excessive absenteeism continues.

If absenteeism becomes a problem and impacts work productivity or employee morale, the supervisor should take stronger action, including closely monitoring you and maintaining documentation on the absences, reasons given for the absences and previous discussions with you regarding the absences. ~~Once the problem has been documented, the~~The supervisor ~~should~~may also take other action that is appropriate to the situation, including imposing corrective action, if necessary.

Absenteeism may impact your pay or be the cause of corrective action up to and including termination. Corrective action may result for the following actions:

- Taking excessive or unscheduled absences, or tardiness in reporting for work or returning from lunch or breaks. The definition of unscheduled absences: an absence is unscheduled when you do not give advance notice and receive supervisory approval prior to the scheduled shift start time. Advance notice should be at least 60 minutes prior to your starting time unless of emergency situations or depending upon your department's internal policy.
- Engaging in patterns of similar absences/tardiness situations, such as calling off work without prior authorization, leaving work early without prior authorization, or coming in later on Mondays, Fridays, around holidays, etc.
- Failing to timely notify supervisor of tardiness or absence.
- Being absent without supervisory approval.
- Failing to follow departmental call-off policies or practices.
- If you are absent without communication with the appropriate supervisor for three (3) consecutive days, or if on the 2<sup>nd</sup> twenty-four (24) hour shift, you shall be considered to have voluntarily resigned (job abandonment) as of the last date of active employment and will not be eligible for rehire.

Each department may establish written policies and procedures pertaining to tardiness that are different from this policy, except that the policy governing when sick leave may be used as set forth in this Personnel policy may not be changed. In the absence of a written departmental policy, this policy controls.

Department tardiness policies should clearly address:

- Whom to call (e.g., whether you need to speak directly with a supervisor, whether it is acceptable to text or e-mail, whether it is acceptable to leave a message at a designated number, etc.).
- Calls from friends or relative will be acceptable only if you are unable to communicate. The reason for the absence and the date and time you expect to return to work must be reported at that time, if possible.
- When to call;
- What information to provide;
- Unacceptable patterns of absenteeism/tardiness and;
- Verification (documentation) requirements;
- The consequences for ongoing incidents of violations of the attendance policy, including, but not limited to, unscheduled absenteeism/ tardiness, failure to provide required documentation, etc.



- If you are absent for more than 14 consecutive days due a medical condition, you, or your supervisor must communicate this absence to Human Resources. Additional "Leave" policies can be affected and need to be addressed by HR. Refer to "Section 6. Leave, subsection 6.2" for details.

Time off with pay is an employee benefit and not a right. Your supervisor may deny your request for time off if the absence is likely to have an adverse impact on work or other employees, or if there is a pattern of leave abuse.

Tardiness is another disruptive burden on other employees and planned business operations. You are considered tardy if you report to work after the scheduled starting time.

#### **4.3.2 Giving Notice of an Absence or Late Arrival**

Absence: Advance notice of your absence, should be given to your direct supervisor at least 60 minutes prior to your starting time by phone, email or text unless another method is required by your supervisor barring an emergency situation.

Tardy: If you are going to be tardy and can't report to work as scheduled, you should notify your supervisor no later than 15 minutes before your regular starting time. This notification does not excuse the tardiness but simply notifies your Supervisor that a schedule change may be necessary.

As a department director, you are responsible to track and maintain true and accurate attendance records for your employees. These records may be used to verify payroll and as baselines for performance.

#### **4.4 Use of Tobacco Products**

In keeping with the City's intent to provide a safe and healthy work environment, smoking, smokeless cigarettes, vaping products or the use of any tobacco products (chewing and dipping) is prohibited in the workplace including any City-owned or municipal buildings or in City-owned, rented, or leased vehicles or equipment. Using tobacco products is prohibited while interacting with the public. You may use tobacco products outdoors in designated areas or at least 20 feet from a City building entrance where proper receptacles are available when on a break.

#### **4.5 Unacceptable Behavior and Conduct**

The City of Leander expects you to adhere to the highest standards of job performance and personal conduct. **By accepting employment with the City, you have a responsibility to the City and to fellow employees to adhere to certain rules of behavior and conduct.**

Bad behavior that interferes with operations, creates safety hazards, brings discredit to the City, or is offensive to customers or fellow employees will not be tolerated. You are expected to use common sense and to conduct yourself in a professional manner.

The City of Leander expects you to act in a mature and responsible manner at all times. Some of the more obvious unacceptable activities that may be grounds for corrective action up to and including termination are noted below.



**The following is a non-exclusive list of unacceptable behavior and conduct:**

1. Willful violation of any City rule.
2. Dishonesty; willful falsification or misrepresentation on the application for employment or other work records; lying about paid time away from work or other leave; falsifying the reason for a leave of absence or other data requested by the City; alteration of City records or other City documents.
3. Any absence without notice, including unauthorized absence from the workstation during workday; establishing a pattern of excessive absenteeism or tardiness in reporting for work or returning from lunch or breaks.
4. Disregarding, or violating safety or security regulations and/or failure to wear assigned safety equipment.
5. Unsatisfactory or careless work; failure to meet production or quality standards as explained by the supervisor; mistakes due to carelessness or failure to get necessary instructions.
6. Failure to maintain and/or achieve required job standards such as certification, licensing, etc.; failure to maintain insurability under automobile policies where required as part of job duties.
7. Sleeping on the job without authorization; excessive time spend on non-work activities during work time, including, but not limited to personal conversations, excessive coffee or smoke breaks, personal use of electronic devices or media (i.e., phones, tablets, internet, e-mail, etc.).
8. Insubordination or refusing to obey instructions properly issued by a supervisor pertaining to work; refusal to help out on a special assignment.
9. Obscene or abusive language toward any supervisor, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on City premises.
10. Disclosing, or using for personal gain, information that the City has designated as confidential concerning City business, its employees, or customers.
11. Soliciting or accepting gratuities from customers or vendors.
12. Smoking where prohibited by local ordinance ~~or~~ City rules, or this policy.
13. Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on City premises except medications prescribed by a physician which do not impair work performance (refer to the Drug- and Alcohol-Free Workplace policy).
14. Theft of City property or the property of fellow employees; unauthorized possession or removal of any City property, including documents, from the premises without prior permission from management; unauthorized use of City equipment or property for personal reasons; using City equipment or other resources for profit.
15. Excessive, unnecessary, or unauthorized use of City supplies, particularly for personal purposes, including unauthorized use of telephones, printers, mail system, electronic mail, Internet access or other employer-owned equipment.

16. Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with other employees on the job; willfully restricting work output or encouraging others to do the same, and inappropriate use of social media pursuant to Section 13 Social Media Policy.
17. Boisterous or disruptive activity in the workplace such as throwing things, horseplay, practical jokes or other disorderly conduct which may destroy property or endanger the wellbeing of others or City operations.
18. Engaging in any form of violent or threatening behavior which includes but is not limited to harassment (See Anti-Harassment Policy), bullying, using obscene, profane, abusive, or threatening language or gestures in the workplace.
19. Possession of dangerous or unauthorized materials, explosives or firearms, on City premises or while on City business.
20. A deliberate action that is extreme in nature and is obviously detrimental to the City's efforts; engaging in an act of sabotage; willful or with gross negligence, damaging, defacing, or destroying City property, or the property of fellow employees, customers, suppliers, or visitors.
21. Conducting a lottery or gambling on City premises.
22. Being convicted of a crime that indicates unfitness for a job or presents a threat to the City or its employees in any way.
23. On or Off-the-Job Conduct that would likely impair the trust of the public and adversely affect the workplace or your ability to perform your duties, including public intoxication, illegal drug activity or other criminal activity.
24. Accumulating multiple infractions that, when looked at singly, are minor, but when reviewed together, indicate a pattern of behavior that is unsatisfactory.
25. Sexual conduct or sexual acts on city property, city vehicles, or city facilities.

The examples of unacceptable employee behavior are not intended to be an all-inclusive list. At management's discretion, any violation of City policies or when any conduct, performance, work habits, overall attitude, or demeanor becomes unsatisfactory in the judgment of the City, you will be subject to corrective action, up to and including termination of employment.

#### **4.6 Anti-Harassment**

The City of Leander does not and will not tolerate any type of harassment or abuse of you, applicants for employment, visitors or our customers. The City is committed to a work environment in which all individuals are treated with respect and dignity. You have the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the City expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment. The City encourages you to report all perceived incidents of discrimination or harassment as promptly as possible. The City will investigate all such reports. The City prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.



#### 4.6.1 Definition of Harassment

The City will take all reasonable steps to prevent discrimination and harassment from occurring. Types of harassment include:

**Sexual Harassment** For the purposes of this policy, sexual harassment is defined, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment is a form of discrimination and is illegal under federal, state, and local laws.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the City, regardless of gender or sexual orientation.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- Spoken: unwanted sexual advances or requests for sexual favors, sexual innuendoes, suggestive comments, commentary about an individual's body, sexual prowess or sexual deficiencies, jokes of a sexual nature, whistling, graphic commentaries, suggestive or insulting sounds, sexual propositions, or threats
- Unspoken: sexually suggestive objects or pictures, whistling, leering, or obscene gestures
- Physical: unwanted physical contact, which includes touching, pinching, or brushing against the body

**Non-Sexual Harassment on the basis of any other protected characteristic.** Under this policy, harassment is verbal or physical conduct that belittles or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, military status, citizenship, work related injury or illness, disability or genetic information. Harassment is further defined as (1) having the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) having the purpose or effect to unreasonably interfere with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Harassment based on any protected characteristic is strictly prohibited.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; repeatedly violating someone's "personal space"; bullying, threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed anywhere on the employer's premises or circulated in the workplace.



#### 4.6.2 Application of Harassment Policy

These policies apply to all applicants and you, as an employee, whether related to conduct engaged in by fellow employees or someone not directly connected to the City (e.g. an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

#### 4.6.3 Reporting of Harassment

Should you experience, witness or become aware of sexual or non-sexual harassment, report it immediately to your supervisor and/or Human Resources. Human resources will promptly investigate any claims of harassment and take appropriate action.

The city is responsible for taking prompt and corrective action to address sexual harassment upon learning of the incident that could constitute sexual harassment. However, Chapter 21 of the Texas Labor Code, sections 21.141 and 21.142 have expanded sexual harassment protection to all employees. It is important for managers, supervisors and shift leaders, who manage or supervise employees on behalf of the employer, and potentially others who work in the interest of the employer, to understand that they can be held individually liable for sexual harassment claim.

Employees have 300 days from the date of sexual harassment incident to file a claim with the Texas Workforce Commission is up to 300 days.

Refer to the Policy Manual Section 11, Complaints and Grievances, for grievance additional information and procedures.

#### 4.7 Possession of Dangerous Weapons

This policy does not apply to commissioned police officers.

The City strives to provide a safe and secure working environment for all. Except as provided otherwise in this section, employees may not carry weapons while on duty. Prohibited weapons include, but are not limited to: firearms, clubs, explosive devices, knives with blades exceeding 4 1/2 inches, ~~and switchblades~~. You should not have any expectation of privacy and the City retains the right to search for prohibited weapons on City property.

The City permits employees licensed to carry a handgun under Texas law to carry a handgun into a City facility, in a City vehicle, or stored in their locked personal vehicle that is parked on City property, or on the employee's person while on duty as a City employee, unless otherwise prohibited by state or federal law, subject to the following requirements of this section.

The handgun must be concealed at all times and carried in a holster that completely covers the trigger and entire trigger guard area. If a handgun is carried in a purse, backpack, or briefcase, the purse, backpack, or briefcase must be on or about the holder's person at all times or stored in a locked, secured location. Employees may not use their handgun while performing their official duties and the City is not liable for an employee's conduct involving a handgun. Employees are responsible for complying with all applicable laws, including without limitation, Subchapter H, Chapter 411 of the Texas Government Code and other applicable civil and criminal laws. Employees must maintain their handgun license as valid and in good standing at all times. This policy does not authorize a license holder to carry a handgun in any facility or property where the possession of such is prohibited by state or federal law. In the event the employee's handgun license is revoked, suspended, expired or otherwise invalid for any reason, the employee must immediately cease possessing or carrying a concealed handgun while at work.

Employees are prohibited from the open carry of any handgun while on duty or in City Vehicles.

## **4.8 Employee Arrest**

You are subject to duty restrictions, corrective action and up to and including termination for act(s) prohibited by law and/or resulting in charges being filed, arrest or confinement.

### **4.8.1 Notification**

You are required to notify your supervisor upon being arrested, or when criminal charges are filed against you for a misdemeanor or felony offense within 72 hours of the event. The 72-hour time frame applies even if the event occurs on your days off, including a weekend or holiday. If you fail to report the arrest or criminal charge or if sufficient facts are available to determine that your actions in relation to the arrest or criminal charge violates our general rule of conduct and policies, you may be subject to correction action or up to and including termination.

If you are unable to report to work or timely notify your supervisor because of arrest or incarceration, an adult family member, local law enforcement or your legal representative may report on your behalf. You will be placed on paid administrative leave until notified further.

If you are unable to be released or you have failed to notify your supervisor after three workdays/shifts, you could be considered to have abandoned your position, which may result in a separation from the City.

If you are released, you will need permission to return to work. Contact your supervisor for direction.

### **4.8.2 Reporting of Information**

The following facts shall be provided to the supervisor/Human Resources when reporting the event, if known:

- a. Name of the jurisdiction or authority, such as police or sheriff's department;
- b. Location of alleged offense;
- c. Nature of the alleged offense;
- d. Date and time of arrest or criminal charge;
- e. Release status, such as being held without bail, release pending, or bond posted;
- f. If known, the court date or appearance before a magistrate.



---

## 5.0 Compensation and Pay Administration

---

Effective Date: 07-02-2020

Revised Date: ~~xx-xx-xx~~(s): 10-20-2022

### Contents

|      |                                                               |    |
|------|---------------------------------------------------------------|----|
| 5.1  | DEFINITIONS OF PAY AND LEAVE BENEFITS .....                   | 2  |
| 5.2  | DEFINITIONS OF PAY STATUS.....                                | 2  |
| 5.3  | CLASSIFICATIONS.....                                          | 2  |
| 5.4  | OFFICIAL SCHEDULED WORK TIME.....                             | 5  |
| 5.5  | ATTENDANCE.....                                               | 6  |
| 5.6  | REPORTING TIME.....                                           | 7  |
| 5.7  | OVERTIME PAY/COMPENSATORY TIME.....                           | 7  |
| 5.8  | PAY PROCEDURES.....                                           | 9  |
| 5.9  | WAGE DEDUCTION AUTHORIZATION.....                             | 10 |
| 5.10 | PAY PLAN.....                                                 | 11 |
| 5.11 | JOB DESCRIPTION.....                                          | 11 |
| 5.12 | POSITION-SALARY ANALYSIS PROCESS.....                         | 12 |
| 5.13 | ESTABLISHING PAY RATES.....                                   | 12 |
| 5.14 | PAY RATE CHANGES.....                                         | 13 |
| 5.15 | PAY DURING PERSONNEL ACTIONS.....                             | 14 |
| 5.16 | LONGEVITY PAY.....                                            | 16 |
| 5.17 | CERTIFICATION PAY.....                                        | 17 |
| 5.18 | ON CALL OR SPECIAL CONDITIONS FOR NON-EXEMPT.....             | 17 |
| 5.19 | BREAKS AND MEAL PERIODS.....                                  | 18 |
| 5.20 | OTHER CONDITIONS THAT AFFECT PAY.....                         | 18 |
| 5.21 | CITY VEHICLE USE WHILE ON CALL.....                           | 20 |
| 5.22 | CAR ALLOWANCE.....                                            | 20 |
| 5.23 | MILEAGE REIMBURSEMENT.....                                    | 21 |
| 5.24 | HOURS NOT COUNTED AS TIME WORKED IN OVERTIME COMPUTATION..... | 21 |
| 5.25 | TIME NOT WORKED.....                                          | 21 |
| 5.26 | PAY POLICY DURING DISASTER AND DEPLOYMENTS.....               | 21 |
| 5.1  | DEFINITIONS OF PAY AND LEAVE BENEFITS .....                   | 2  |
| 5.2  | DEFINITIONS OF PAY STATUS.....                                | 2  |
| 5.3  | CLASSIFICATIONS.....                                          | 2  |



|      |                                                                |    |
|------|----------------------------------------------------------------|----|
| 5.4  | OFFICIAL SCHEDULED WORK TIME.....                              | 5  |
| 5.5  | ATTENDANCE.....                                                | 6  |
| 5.6  | REPORTING TIME.....                                            | 7  |
| 5.7  | OVERTIME PAY/COMPENSATORY TIME.....                            | 7  |
| 5.8  | PAY PROCEDURES.....                                            | 9  |
| 5.9  | WAGE DEDUCTION AUTHORIZATION.....                              | 10 |
| 5.10 | PAY PLAN.....                                                  | 11 |
| 5.11 | JOB DESCRIPTION .....                                          | 11 |
| 5.12 | POSITION-SALARY ANALYSIS PROCESS .....                         | 12 |
| 5.13 | ESTABLISHING PAY RATES.....                                    | 12 |
| 5.14 | PAY RATE CHANGES.....                                          | 13 |
| 5.15 | PAY DURING ACTION FORMS.....                                   | 14 |
| 5.16 | LONGEVITY PAY .....                                            | 16 |
| 5.17 | CERTIFICATION PAY .....                                        | 17 |
| 5.18 | ON-CALL OR SPECIAL CONDITIONS FOR NON-EXEMPT.....              | 17 |
| 5.19 | BREAKS AND MEAL PERIODS .....                                  | 18 |
| 5.20 | OTHER CONDITIONS THAT AFFECT PAY .....                         | 18 |
| 5.21 | CITY VEHICLE USE WHILE ON-CALL.....                            | 20 |
| 5.22 | CAR ALLOWANCE.....                                             | 20 |
| 5.23 | MILEAGE REIMBURSEMENT .....                                    | 21 |
| 5.24 | HOURS NOT COUNTED AS TIME WORKED IN OVERTIME COMPUTATION ..... | 21 |
| 5.25 | TIME NOT WORKED .....                                          | 21 |
| 5.26 | PAY POLICY DURING DISASTER AND DEPLOYMENTS .....               | 21 |

The City of Leander complies with federal and state laws or regulations “as amended and the City will use the most current guidance for any interpretations or changes”. In the event of a conflict between applicable federal or state laws and this policy, the applicable state and/or federal law will control. The Fair Labor Standards Act (FLSA) sets the federal minimum wage and also sets the overtime pay standards. FLSA requires employers to pay eligible workers one and a half times their regular pay rate if they work more than 40 hours in a workweek.

It is the policy of the City of Leander to accurately compensate you in compliance with the applicable federal and state laws. Although public employers are exempt from the Texas Payday Law (Chapter 61 of the Texas Labor Code), we support many policies set forth in the law. To ensure that you are properly paid for all time worked and that no improper deductions are made, you are responsible to report all of your work time, review your pay stubs, and report any errors you have identified to the Payroll department. Your inquiry will be reviewed and any errors will be corrected as soon as possible.

## 5.1 Definitions of Pay and Leave Benefits

- Pay Benefits: Benefits that are paid to you by the city above and beyond your pay for time worked. Examples include, but are not limited to pay for: certifications, education, language proficiency, special duty assignment, clothing allowance, phone allowance, car allowance, longevity and stipends.
- Leave Benefits: Paid time off provided to you by the City. Examples include, but are not limited to sick leave, vacation leave and holiday time.
- For Special Holiday Provisions for Commissioned Police, Telecommunications and Uniform Fire Personnel (including cadets and trainees): refer to Section 6.7.1 of Leave Benefits for additional information on the holiday bank.
- For Military leave: refer to section 6.11.2 Military Leave for information on the Military Leave Bank.

## 5.2 Definitions of Pay Status

- *Active Pay Status*: You are considered to be in “Active Pay Status” if you are currently and actively working and fulfilling the conditions that make you eligible to receive pay, accruals and benefits. In this status you will receive Pay Benefits and Leave ~~benefits~~Benefits as defined above.
-  For On-Job Injury: You are considered to be in “Active Pay Status” and will receive the Pay and Leave Benefits as defined above if you are on approved leave for an on-the-job injury or illness.
- *Inactive Pay Status*: You are considered to be in “Inactive Pay Status” if you have not worked at least one hour in twelve consecutive weeks.
-  When in an Inactive Pay Status- your Pay benefits and Leave Benefits will be discontinued until you return to work. You will only have the ability to use your accrued Leave Benefits balances.
-  Longevity pay will be awarded upon your return from Inactive Pay Status, if applicable.
- ~~Military Leave: Refer to Section 6.11 for information concerning Military Leave.~~

### 5.45.3 Classifications

The City classifies employees as full-time, part-time, temporary and as exempt (salaried) or non-exempt (hourly) to assist in compensation administration. In addition, the City may supplement the regular workforce, as needed, with other forms of flexible staffing such as seasonal employment.



#### 5.4.15.3.1 Regular, Full-time Employee

A regular full-time employee is an individual who works a normal 40-hour workweek, or 2080 hours annually in a full-time budgeted position and is hired for an indefinite period and eligible for all City benefits. A full-time employee may be classified as exempt or nonexempt.

#### 5.4.25.3.2 Licensed Police Officers

A full-time officer shall work 80 or more hours in a fourteen (14) day period for fifty-two 52 weeks per year.

#### 5.4.35.3.3 Commissioned Firefighters

A full-time firefighter averages at least ~~5356~~ hours per week ~~or 212 hours per 28-day OT period.~~

#### 5.4.45.3.4 Regular, Part-time Employee

An individual who works less than a 40-hour workweek and is hired for an indefinite period and may be classified as exempt or non-exempt. A part-time employee normally has set scheduled work hours that are less than 40 hours per workweek and typically not eligible for City benefits. Two exceptions may apply:

- Employees which meet the "hours worked threshold" as defined by PPACA are eligible for medical only. No other City benefits apply or,
- Employees that work at least 1,000 hours annually are required to enroll in our retirement system, TMRS.

Refer to Section 8 Benefits for further information.

#### 5.4.55.3.5 Variable Employee

An individual whose average hours worked are unknown at the time of hire.

#### 5.4.65.3.6 Temporary Employee

An individual who is hired through a Temporary Hiring Agency either part-time or full-time for a specified, limited period (no longer than 6 months) and are paid hourly. This person is not considered an employee.

#### 5.4.75.3.7 Temporary Seasonal Employee

A temporary seasonal employee is an employee who is in a position for which the customary annual employment is 6 months or less. Hours worked will be tracked for ACA purposes. Non-exempt (Hourly). The seasonal employees are not eligible for any City benefits, except those required by law, and are required to re-apply each successive year for continued employment consideration.

#### 5.4.85.3.8 Non-exempt (Hourly) Employee

An individual who is covered by minimum wage and overtime provisions of the FLSA. You will be paid overtime or receive compensatory time for each hour worked in excess of 40 hours per week. Non-exempt employees are paid by the hour.



#### 5.4.95.3.9 **Exempt (Salaried) Employee**

An individual who is exempt from (not covered by) the minimum wage and overtime provisions of the FLSA/ or compensatory (comp) time or on-call/call back pay. The Department Director/Head has the authority to occasionally flex your hours for special cases, such as excess time spent on projects, programs or like situations. Federal law provides for exemptions for positions, which meet the criteria for Executive, Administrative and Professional exemptions.

#### 5.4.105.3.10 **Non-Employee**

Individuals that are not considered employees include temporary employee (5.3.6), contractors, volunteers, members of an appointed board or commission, or members of the City Council.

#### 5.4.115.3.11 **Contractor**

An independent entity that agrees to furnish a certain number of goods, material, equipment, personnel, and/or services that meet or exceed stated requirements or specifications, at a mutually agreed upon price and within a specified timeframe to the City. A contractor for the City usually determines their own work schedule, utilizes their own equipment, and the job is temporary, not regular in nature. This individual is not considered an employee.

#### 5.4.125.3.12 **Interns**

From time to time, a department may have a need for a temporary assignment for an Intern. An Intern is a person who works as an apprentice or trainee receiving training for their own educational benefit. This temporary assignment is for a fixed term or to perform a specific task and may be dismissed at will at time any during this temporary period. The student must be at least eighteen (18) years of age. A student intern under age eighteen (18) must be approved by the City Manager and have written permission from a parent or guardian. An internship will not displace regular employees and will be closely supervised. The intern is not necessarily entitled to a position with the City at the conclusion of the internship.

A department seeking an intern shall notify Human Resources to follow the proper procedures for approval of an intern. An intern position can be unpaid or paid depending on City funding and approval by the City Manager.

Interns are considered a temporary seasonal employee for ACA purposes. Hours worked will be tracked. The Interns are not eligible for any City benefits, except those required by law. Refer to [Section 5.3.7, Temporary Seasonal Employee](#).

## 5.5.4 Official Scheduled Work Time

### 5.5.4.1 Normal Business Hours

The hours during which City offices and departments are open for business is determined by the City Manager. The City establishes the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law. All City offices shall remain open continuously from 8:00 a.m. until 5:00 p.m. Monday through Friday, except on designated holidays or when the City Manager's office approves an exception. Whenever possible, offices shall remain open during the lunch period (typically between 11:00 a.m. and 2:00 p.m.) staggering individual lunches according to specified requirements of your department. On rare occasion, the City Manager will close the non-public safety departments during a lunch period. Notification of temporary closure will be posted in advance.

### 5.5.4.2 Work Week

- **Regular Employees** - A workweek consists of 7 consecutive 24-hour periods that equal 168 total hours. The normal workweek begins on Saturdays at 12:00 a.m. through the following Friday 11:59 p.m. and consists of 40 hours for a regular employee. All work schedules are developed with the best interest of the City and protection of the public welfare in mind. Each workweek stands alone and workweeks cannot be averaged. For example, if you work 30 hours one week and 50 hours the next, you must be paid overtime or comp time for the 50-hour week even, though the average between the two weeks is 40 hours a week.
- **Police Officers** - The normal work schedule for Police Officers is eighty (80) hours within a fourteen (14) day work cycle. The work schedule is set by the Police Chief.
- **Telecommunication Personnel** - The normal work schedule varies per shift and week. This is necessary because Telecommunications are open 24/7 through-out the year for responding to 911 calls.
- **24/48 Hour Firefighters** - Under the FLSA Special 7(k) rules of 29 USC 207(k), the City has chosen a 28-day cycle with a 212-hour threshold (with 24-hour shifts) for determining eligibility for overtime for Fire Department personnel engaged in fire protection. This is subject to change to meet the needs of the department as defined by the Fire Chief.

### 5.5.4.3 Work Day

The normal workday is 8, 10, 12 or 24 hours of work within a 24- hour period with an unpaid meal period of at least 30 minutes (See Section 5.19 Breaks and Meal Periods for further information). Each department may determine its typical workday based on the needs of the department.

### 5.5.4.4 Work Schedule

Your Department Director schedules and informs you of your daily work schedule, including meal periods and rest breaks, and of any changes that are considered necessary or desirable by the City. Your Department Head will attempt to provide appropriate notice when changes to your schedule occur.



#### 5-55.4.5 Changes in Work Schedules

Changes to your designated work schedule may be permitted with approval, in writing, by your Department Head. Human Resources will retain the written approval, which shall remain in effect until changed through another written notification. Your supervisor shall notify you of any changes to your work schedule as far in advance as possible.

If you are a full-time employee who begins regularly working fewer than 40 hours per week, you will no longer be eligible for benefits. (One exception may be medical benefits if working 30+ hrs. per week.) Accrued vacation, banked holiday hours and compensatory hours will be paid out at the regular rate of pay upon the effective date of such a change. Sick leave, group insurance and retirement plan contributions will be terminated (with one exception: if PT employee is TMRS eligible position, working 1000 hours in a calendar year, retirement plan contributions will continue for TMRS).

If you change status from temporary or part-time to full-time you will be considered as hired on the date of the change of status for purposes of eligibility for benefits. Retirement benefit eligibility is governed by the terms of the retirement plan.

#### 5-56.4.6 Scheduling Overtime

Department managers may schedule overtime or extra shifts as necessary. You may not work overtime without approval of your supervisor or department manager. If you are a regular non-exempt employee, only hours worked in excess of forty (40) during a workweek will be counted as overtime for the purposes of overtime compensation. For example, if a city holiday falls during the week you will have to "actually work" in excess of 40 hours during the remaining four days of the week for the time beyond 40 hours to be considered OT. Leave time (sick, vacation and holiday, etc.) are not counted in OT calculations.

#### 5-57.4.7 Making Up Time

Department managers, at their discretion, may allow you (non-exempt employees) to make up lost time during a given workweek. However, make up will not be allowed to cross over into the next workweek. You will not be allowed to make up time if the lost time is the result of conditions that you could control, if there is no work you are qualified to do, or if supervision is not available.

#### 5-65.5 Attendance

~~You should regard coming to work on time, working your shift as scheduled and leaving at the scheduled time as essential functions of your job (i.e. good attendance habits are an integral part of everyone's job description). Employees should report to work as scheduled.~~

Accurate records of your attendance (non-exempt) shall be maintained in your department. Excessive unauthorized tardiness and/or absenteeism will not be tolerated, and may lead to corrective action, up to and including unpaid suspension or termination.

~~If you are non~~Non-exempt (hourly), ~~you~~ are expected to work the full work period established.

~~If you are exempt~~Exempt (salaried), ~~you~~ are expected to be at work or accessible at such times as will permit ~~you~~them to perform ~~your~~their duties efficiently and to serve the public and assist co-workers in a timely-manner. ~~Typically, as an exempt employee, it~~

~~Participation in a city sponsored event (i.e. wellness fair, holiday luncheon) is presumed that you will work 40 hours or more~~considered time worked. Supervisor approval is required prior to attending event.



## **5-75.6 Reporting Time**

The City expects you to follow your assigned work schedules unless you have made prior arrangements with your supervisor to work at different times. If you are an hourly employee, you should not clock in prior to your assigned starting times, or out later than your assigned ending times, unless you have been instructed by your supervisor. Likewise, you should not clock in until you are ready and prepared to begin your assigned tasks, and should not clock out unless you are completely finished with your work for the day.

You must fully and accurately record all time that you work each day, without exception, according to the rules and procedures that apply in your department. You may not alter or otherwise modify your time record, record work time for another employee, or alter or modify in any way the time record for another employee, unless specifically instructed by your supervisor. At the end of the pay period, you must document an accurate record of all the time worked during that pay period and that no hours were worked that do not show up in the record. Each department may have different methods for recording the time, so it is your responsibility to follow your departmental procedures.

Any violation of this may lead to corrective action, up to and potentially including termination, depending upon the severity or repeat nature of the offense.

## **5-85.7 Overtime Pay/Compensatory Time**

### **5-8-15.7.1 Compensatory Time Agreement**

Compensatory (e.g. Comp) is the time off received by you when you have worked extra hours instead of receiving overtime pay.

Overtime for a non-exempt individual shall be compensated either in the form of compensatory time off, overtime pay (if included in annual budget) or a combination of both. The acceptance and continuance of City employment is considered consent to receiving overtime compensation in the form of compensatory time. The department head is the final authority for determining the method of compensation used and shall take into account the department's overtime budget and operational demands. Overtime Scheduling

If you anticipate the need for overtime to complete the week's work you must notify your supervisor in advance and obtain approval before working hours that extend beyond your normal schedule. In other words, THERE IS NO OVERTIME WITHOUT PERMISSION.

### **5-8-25.7.2 Special Overtime City Manager Approved**

From time to time, the City Manager will establish a list of various situations or particular events that will be compensated at overtime rates regardless of other hours worked. In these instances, the City Manager is the only one with authority to grant these overtime exceptions; otherwise the city follows FLSA standards.

### **5-8-35.7.3 Overtime Hour Calculation**

Regular non-exempt: Overtime is calculated for hours actually worked in excess of 40 hours in a seven-day workweek. Time not worked will not be considered for the purpose of overtime. The following leave times are examples of time not worked for the purpose of "overtime computation": ~~Vacation~~: vacation, personal leave, ~~Jury duty~~ duty, sick leave, holiday pay, military leave, bereavement leave, or ~~Unpaid Administrative~~unpaid administrative leave.



Your overtime rate is calculated using your regular rate and your "Pay Benefits" as defined in Section 5.1.

Example: Non-exempt John takes vacation on Monday and asks to use 8 hours of vacation leave. He then works 8 hours per day Tuesday through Saturday. In this situation, he is not owed any overtime because he *performed work* for only 40 hours that week. He should be paid all 48 hours at straight time.

However, if John schedules vacation on Monday and asks to use 8 hours of vacation leave, then works 9 hours per day Tuesday through Saturday, he would be owed 5 hours of overtime because he *performed work* for 45 hours that week. He is to be paid 48 hours at straight time and 5 hours at his overtime rate.

Police: Police officers must work more than 80 hours per a 14-day work cycle to be eligible for overtime. This does not include any "special overtime" such as stated in 5.7.3 This is subject to change to meet the needs of the department as defined by the Police Chief.

Firefighters: Overtime is paid every ~~28~~<sup>14</sup> days. For 24/48 Firefighters, any hours worked over ~~212~~<sup>106</sup> is considered overtime. This is subject to change to meet the needs of the department as defined by the Fire Chief. Overtime Rate Calculation

~~Your overtime rate is calculated using your regular rate and your "Pay Benefits" as defined in Section 5.1.~~

#### 5.8.55.7.4 **Compensatory Time Calculation**

Comp time shall be credited at the rate of one and one-half (1.5) hours for each one hour of overtime worked. Your supervisor may require you to use accrued comp time. In addition, the City may choose to pay out accrued comp time at any time.

#### 5.8.65.7.5 **Maximum Compensatory Time Earned**

The City reserves the right to require you to use accumulated Comp Time before using vacation hours. This may become important when a firefighter permanently moves from a ~~2756~~<sup>2912</sup> to 2080 schedule, resulting in a lower vacation accrual rate and, therefore, a lower vacation accrual maximum. When the change in vacation accrual rate would result in a loss of vacation hours, those hours are moved to Comp Time.

#### 5.8.75.7.6 **Scheduling Use of Earned Compensatory Time**

As with other types of accrued leave, your supervisor must approve the use of comp time in advance to ensure such use does not unduly disrupt operations. If you have accrued compensatory time and request use of the time, you shall be permitted to use the time off within a "reasonable period" of time after making the request, if it does not unduly disrupt departmental operations and has prior supervisory approval. (Comp time earned during one pay period is available in your leave bank and is available to use in the following pay period).

If you are reclassified from a non-exempt to an exempt, and have earned comp time but have not taken it, those comp hours will be paid out to you.

#### 5.8.85.7.7 **Time Entry**

Enter your actual time worked accurately; our time entry system will automatically calculate your overtime hours. At the end of each pay period you will need to allocate any overtime as either Compensatory Time or Overtime, as approved by your supervisor. Our payroll system will automatically credit compensatory time at a rate of one and one-half hours for every overtime hour worked.



Example: If you worked 45 hours Monday through Thursday you would need to input those hours into our time-entry program so that the comp time can be accrued. You would earn 7.5 hours of comp time. You would not need to work on Friday, however, if your supervisor approved it as time off. Our payroll system should always reflect what actually happened.

OT form shows 5 hours comp time earned. 7.5 hours will actually show in your Comp bank and will be available for use in the next pay period.

## **5-95.8 Pay Procedures**

The City of Leander is committed to accurately compensating you in compliance with all applicable state and federal laws including the federal Fair Labor Standards Act (FLSA). To ensure that you are properly paid for all time worked and so that no improper deductions are made, you must correctly report all work time and review your pay stub to identify any errors.

### **5-9-15.8.1 Biweekly Payroll Process**

The City normally operates on a bi-weekly payroll system in a manner that complies with state and federal laws and regulations. You will typically be paid by direct deposit on a regular basis every two (2) weeks on Friday for each 14-day period. If the payday falls on a holiday or weekend, deposits will occur on the last working day preceding the holiday or weekend.

If your employment starts in the middle of a pay period, you will be paid for the total actual hours worked during that pay period.

### **5-9-25.8.2 Direct Deposit**

The City utilizes direct deposit for payroll and assumes you have access to a bank account for that purpose. If you are unable to secure one, you will receive a paper check until you obtain a bank account.

A copy of your pay statement showing gross pay, deductions and net pay will be emailed to your City email.

### **5-9-35.8.3 Errors in Pay**

*It is your responsibility to review your paystub every pay period.* By receiving and reviewing your paystub, this is your surety that you were paid properly and for the actual time worked.

This City takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid promptly on the scheduled paydays.

In the unlikely event that there is an error in the amount of the pay, you must promptly bring the discrepancy to the Payroll department so the corrections can be made as quickly as possible. If you have been underpaid, the City will pay you the difference as soon as possible. If you have been paid in excess of what you have earned, the City will recover the overpayment as soon as possible. You are not entitled to retain any pay in excess of the amount you earned according to the agreed-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid.

Pay errors may occur on occasion, but realize that they are not intentional and your understanding is greatly appreciated. If a pay error occurs, please be on notice that it must be corrected.



#### 5.9.45.8.4 **Changes in Status Affecting Payroll**

You are responsible for obtaining, completing, and returning the appropriate forms to communicate any change in your address, family's status, or any other factor affecting your payroll withholding or benefits status. To ensure the most accurate payroll process, you should complete the change documents as soon as possible.

#### 5.9.55.8.5 **Loans/Advances**

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

#### 5.105.9 **Wage Deduction Authorization**

You understand and agree that the City may deduct money from your pay from time to time for reasons that fall into the following categories described below. While some types of deductions are fairly predictable and straightforward, many other kinds of deductions are extremely complex and restricted. The City will make every effort to advise you when an out of the ordinary deduction applies.

All applicable taxes will automatically be deducted. No other deductions will be made unless required by law, required by a court or authorized by you. If you elect to have additional voluntary deductions, you must authorize the deductions in writing. Deductions will be made from your pay as follows, and if applicable:

1. Federal Social Security and Medicaid
2. Federal income taxes
3. Court ordered child support
4. Any other deductions required by law
5. Texas Municipal Retirement System contributions (for regular full-time and covered part-time)
6. Your contribution portion not paid by the City group health/medical, dental, life, or supplemental insurance premiums for you and your dependents as a result of Open Enrollment elections or a life qualifying event
7. Supplemental deferred compensation (i.e. 457, ~~401K~~)
8. Any deductions authorized by you and approved by the City Manager
9. Any overpayment of wages for any reason, repayment of such overpayments to the City
10. The cost of repairing or replacing any supplies, materials, equipment, or other property that you may damage (other than normal wear and tear), lose, fail to return or take without appropriate authorization from the City during employment or upon separation from the City.

#### 5.10.15.9.1 **Exempt Employee Pay/Deductions**

If you are an exempt employee, you are paid a predetermined amount (flat salary rate) because of your positional duties, responsibilities, and level of decision-making authority and are exempt from the overtime provisions of the FLSA. You are expected to work whatever hours are necessary to accomplish the goals and deliverables of your exempt position.

Under principles of public accountability for tax money, the City may dock your pay (if you are an exempt employees) for an absence of less than a day without you losing your exempt employee status, as long as the absence is due to personal or health-related reasons, you are out of paid leave, or you have been denied permission to use the paid leave and you take leave (29 C.F.R 541.710.)

If you are an exempt employee, the City may deduct from your salary for less than a full day for the following:

1. Fees received by you for jury or witness duty or military leave may be applied to offset the pay otherwise due to you for the week. No deductions can be made for failure to work for these reasons, however.
2. Suspension of work imposed as a result of significant safety violations.
3. Unpaid disciplinary suspensions of one or more full days for violations of workplace conduct rules.
4. Deductions for unpaid leave taken in accordance with a legitimate absence under the Family Medical Leave Act.
5. Absences for sickness or personal leaves.

The City may pay a proportionate part of your full salary for the time actually worked in the first and last week of your employment. See 29 CFR 541.602(b) (6).

#### **5.115.10 Pay Plan**

The City Council also adopts the City's operating budget which includes a pay plan covering all City positions. The pay plan provides a complete inventory of all job positions and systematically classifies each job into an appropriate pay grade. Each pay grade has an assigned minimum and maximum salary range. Your salary, typically, should not be greater than the maximum for the pay grade of the position. Conversely, your salary should not be less than the minimum for the pay grade of the position. Exceptions do occur occasionally.

This pay plan is maintained by the Human Resources Department. The City Manager may request HR to render classification reviews of whole departments, of occupational groups located in various departments, or may audit individual positions.

#### **5.125.11 Job Description**

Each position contained on the pay plan has an associated job description. A job description is a document that clearly states the essential job requirements, job duties, job responsibilities.

A job description is a necessary tool which has many uses such as:

- Used to establish titles and pay grades within the pay plan
- Provides the employee with a comprehensive picture of the role
- Is used by management to measure an employee's performance during evaluations
- Provides physicians with job requirements to assist in identifying physical restrictions prior to "return to work" situation
- Useful when crafting potential reasonable accommodations
- Used to advertise open positions

A job description includes:

Job Title, Job Number, Department FLSA Category, Salary Range, Reporting Structure, Essential Duties and Responsibilities, Supervisory Responsibilities (if applicable), Required Education/Experience, Certifications/Licenses, Core Competencies, Physical Demands and Working Environment.



#### **5.12.25.11.1    Reclassification Process**

Each year during the budget process, each department may use this opportunity to make requests for restructuring a current position or a need for a new position. Only on rare occasions will requests be granted outside of the budget process.

1. The reclassification of a position is defined as an existing position that is currently within the pay plan and is placed into a new classification (i.e. moved to a new salary range) due to:
  - a. A change in essential job functions (i.e. duties and responsibilities), or
  - b. A change due to market conditions.
2. A position can be reclassified either up or down the salary structure depending on the addition or reduction of essential job functions and/or market conditions.
3. Individuals in positions that are reclassified to a higher-grade range, shall receive an increase. Exceptions must be approved by the City Manager.
4. If a reclassification study indicates that a position shall be classified at a lower salary range, the individual(s) shall remain at the current salary, until a rate for the pay grade range equals or surpasses their rate, or unless otherwise determined by the City Manager.
5. Title changes and minor changes in job descriptions may not warrant a change in classification.

#### **5.135.12        Position-Salary Analysis Process**

Requests for review will coincide with the annual budget process to ensure any changes to personnel costs can be addressed at that time. If unforeseen circumstances arise during the fiscal year, requests for review will require prior approval from the City Manager before initiating the review.

- The Department Head will submit a request to Human Resources to analyze a position. The request must include: a draft of the job description, comparable job descriptions and salaries and any pertinent information concerning the position. The information submitted must be precise, detailed and up-to-date.
- Human Resources will focus on the actual position and job classification, not the person, personality, or performance. The changes requested must be applicable to not only the current employee but must also serve as minimum requirements for future employees.
- Upon completion of the Analysis, Human Resources will forward a written recommendation to the Department Head. The Department Head will forward the reviewed information to the City Manager for consideration.
- If the recommendation is approved by the City Manager, the Department Head will provide Human Resources with the written approval so a job number can be updated on the job description, the pay plan, and the new position will be updated in other systems.

#### **5.145.13        Establishing Pay Rates**

All compensation policy decisions must take into consideration the City's overall financial condition and competitive position. All compensation decisions must ensure the process is fair, equitable, nondiscriminatory and competitive.



The City Manager has the ultimate authority to approve all compensation decisions. The City Manager may delegate this process to the Department Director with the advice and consent of the Human Resources Director.

**Starting pay rate** –Typically, the starting pay rate is at the minimum rate of the pay range for the position. However, the individual's abilities, experience and training may justify a starting rate below or above the pay range minimum. City Manager's approval is required.

**Part-time, Temporary and Seasonal Pay Rates** - The pay rate for part-time, temporary or seasonal individuals will be established by the Department Director based on pay ranges and current pay rates of similar positions in the current pay plan.

#### 5.15.14 **Pay Rate Changes**

##### 5.15.14.1 **Funding**

Funding for salary plan adjustments are determined by the City Council and the City Manager during the budget process. Finance and Human Resources departments will coordinate the implementation of salary plan adjustments following City Manager's direction.

##### 5.15.14.2 **Cost-of-Living Adjustments**

The entire pay plan may be increased by a specific percentage as approved through the budget process. You will remain in the same pay grade as previously assigned, but the salary for that grade will be increased by the approved amount.

##### 5.15.14.3 **Increase**

An increase adjustment to an individual's base pay while remaining in the same pay grade. This is done to recognize outstanding performance over a sustained period of time. The base pay may not be increased beyond the maximum for the pay grade of the position. An increase in pay decisions are based on the supervisor's recommendation along with the employee's performance evaluation. The City Manager must approve all increases.

##### 5.15.14.4 **Performance Management (Annually)**

Annually, a performance evaluation is given to you by your supervisor. If you receive a satisfactory rating, you will a merit increase. If you receive an unacceptable rating, and subsequently improve your performance, it will be up to your supervisor to determine if your improvement is warranted at that point or you must wait until the following annual evaluation period to be eligible for any additional performance-based increase. Exceptions may be addressed with the City Manager.

##### 5.15.14.5 **Performance - New Employee**

Once you have successfully completed your introductory period with a satisfactory written performance evaluation, you may be eligible to receive an increase, based on your performance (there are no guarantees for an increase). Any increases are determined on a case-by-case basis with the approval of the City Manager.

## **5.16.15 Pay During ~~Personnel Actions~~ Action Forms**

**ALL PAY CHANGES WILL BE EFFECTIVE AT THE BEGINNING OF A PAY PERIOD FOLLOWING THE APPROVAL OF THE CHANGE<sup>1</sup>.**

### **5.16.15.1 Promotions**

You are encouraged to seek advancement opportunities and to obtain promotion and career guidance from your supervisor, department manager, and Human Resources.

Promotional increase – When your duties and responsibilities substantially increase or you are moved into a position in higher salary grade you may receive an applicable base salary increase. Promotional increases are granted without regard to cost-of-living factors or longevity. If you are promoted to a higher range and your current salary is beyond the minimum of the new range, then typically you will receive a % increase.

**All promotions will become effective with the beginning of the pay period after the promotion has been approved.**

### **5.16.25.15.2 Transfers**

The City may require you to make either a temporary or permanent transfer to accommodate the organization's business needs. The City attempts to limit the number and duration of temporary transfers that it requests of you.

When you transfer to a job within the same salary grade, you will continue to receive your existing rate of pay. If you are transferred to a higher salary grade, you will be considered for an increase if the current salary is below the minimum of the new salary range. If you transfer to a lower salary grade, you may continue at your current rate if it is within the limits of the new position's salary range. However, your rate may be reduced to a rate that remains within the new position's salary range.

### **5.16.35.15.3 Demotions (Pay Reductions for Disciplinary Reasons)**

In most cases, a demotion will result in a salary decrease. The pay rate after the demotion is determined based on the reasons for the demotion. Pay rates shall never be reduced below the federal minimum wage.

### **5.16.45.15.4 Reclassification**

If a reclassification of a position results in a promotion, the pay rate increase shall follow the procedure in Section 5.15.1.

### **5.16.55.15.5 Change in Classification Status**

If you are in a full-time position and you move to a part-time position, you will forfeit your sick leave balance. Any accrued holiday or vacation leave will be paid out.

If you were in the part-time position for 1 year or less (after having served in a full-time position):

- The following will be reinstated upon you moving back to a full-time position based upon length of service from your original hire date:
  - The rate of sick leave accrual
  - The sick balance that was forfeited when you moved to the part-time position



- The rate of vacation accrual
- Longevity
- Certification pay if it is appropriate and license is valid
- You will not be able to take vacation during the first 6 months of your new full-time position.

If you were in the Part-time position for over 1 year, there will be no proportional reinstatement as you transfer to the new full-time position for your sick, vacation, longevity and certification pay; you will be classified as a "new hire".

#### ~~5.16.65.15.6~~ **Final Pay at Termination or Retirement**

The City is not obligated to keep you employed through your resignation date. If you quit without notice midway through the workweek you will only be paid for actual time worked. For salaried employees your salary will be prorated based on the number of days you actually work in your final pay period. ~~PaidUnused paid leave, with the exception of official City Holidays, cannot can~~ be used ~~induring~~ your final pay period. ~~If you call in sick or attempt to use with written approval from your vacation time during the last pay period of your employment, you will not be paid for those days missed immediate supervisor and the city reserves the right to terminate you immediately. Department Head/Chief.~~

Your final pay will be paid on the normal pay date for the pay period. Your final check will include:

1. Pay for all hours worked, including any earned overtime
2. All regular "Pay Benefits" (including, but not limited to: certification pay, stipends, and allowances)). ~~At no time may your pay for certification(s), stipend(s) and/or allowance(s) exceed 24 pay periods in a calendar year.~~
3. Pay for any unused compensatory time
4. Pay for any unused vacation time up to twice your annual accrual rate unless
  - a. your termination is the result of malicious, intentional or grossly negligent action on your part with respect to the property or asset of the City
  - b. you have not successfully completed your probationary period
5. Pay for unused holiday time unless your termination is the result of malicious, intentional or grossly negligent action on your part with respect to the property or asset of the City
6. Only for commissioned police officers and uniformed firefighters ~~and communications:~~
  - a. Refer to section 6.7.1 for special provisions of holiday pay when you terminate employment.
  - b. Your longevity payment will be pro-rated based upon the number of months that have elapsed in the current year at the time of your termination of employment.
  - c. ~~If you leave employment at any time of the year, any unused holiday hours will be paid based upon the number of holidays that have elapsed during the calendar year up to your termination date. If you leave employment and have used holiday leave that exceeds the number of holidays that have elapsed during the calendar year up to your termination date, then the excess shall be deducted from your vacation leave bank, but in no case shall the deducted amount be more than your vacation leave amount.~~

~~Maximum sick leave payout is 480 hours. Sick leave is NOT paid upon termination unless you:~~

- ~~You are retiringeligible to retire~~ from TMRS and have ~~submitted your retirement paperwork to HR. If you are retiring you may receive a partial payment of up to 480 hours of unused sick leave if:at least 10 years of service with the City, or~~
- You die ~~while an active employee and have worked at least 10 years with the City, or~~



- You have at least 10 years of service with the City and are granted a retirement or a disability allowance by Texas Municipal Retirement System ("TMRS") or Social Security Administration ("SSA"). ~~The partial payment to you or your beneficiary shall be as follows:-")~~
- ~~An amount equal to thirty percent (30%) of the value of such accrued, unused sick leave will be paid for 10 years of service. Example: a 10-year employee has 100 hours of sick leave. The partial payment of sick leave is calculated as follows: 100 hours of sick leave x 0.30 = 30 hours. Thirty hours of sick leave would be paid at the former employee's pay rate.~~
- ~~The amount to be paid for such unused, accrued sick leave shall increase by 2% for each year of service as an employee of the City, if any, in excess of 10 years, up to a maximum of 480 hours. Example: a 20-year employee has 100 hours of sick leave. The partial payment of sick leave is calculated as follows: 100 hours of sick leave x 0.50 = 50 hours. Fifty hours of sick would be paid at their current pay rate.~~
- ~~Below is a table which illustrates the above example.~~

|                                 |                            |                                     |                                |                                |
|---------------------------------|----------------------------|-------------------------------------|--------------------------------|--------------------------------|
| <del>Worked &lt; 10 years</del> | <del>Worked 10 years</del> | <del>Worked 11 years, 10 + 2%</del> | <del>Worked 12 years, 2%</del> | <del>Worked 13 years, 2%</del> |
| <del>0 sick paid</del>          | <del>30% sick paid</del>   | <del>32% sick paid</del>            | <del>34% sick paid</del>       | <del>36% sick paid</del>       |

~~○ Base of 10 years = 30% + 2% per year for every year worked afterwards~~

The final check will also include required deductions, if applicable, which may include but not be limited to:

1. Garnishments: Any garnishments will be paid according to the schedule documented by the legal entity requiring the garnishment.
2. Child Support/Alimony: These mandatory deductions will be paid according to the schedule documented by the legal entity establishing the child support/alimony deduction.
3. Missing Property: The value of any issued City-owned equipment or property not returned or returned in bad condition, will be deducted from your paycheck at the fair market value of the property.
4. Insurance Deductions: Any remaining deductions to pay your portion of insurance coverage will be deducted.
5. Flex Spending (FSA/DCA): Flex spending deductions for medical and/or childcare are deducted if you are employed on the pay date.
6. Healthcare Spending Account (HSA): HSA employee contributions will be deducted from your final pay.
7. Taxes.

#### 5.175.16 Longevity Pay

In the pay period before Thanksgiving and after the first anniversary of your full-time hire date you will receive a longevity lump sum of \$60 per each full year of continuous service, up to a maximum of 25 years; in other words, you will not receive any longevity your first November because you have not completed a year of service. Longevity pay is based upon your service here at the City only. Longevity payment is also dependent on your pay status. For civilians, if you leave employment before 11/1, you will not receive any longevity pay. If you leave on 11/1 through 12/31 you will receive a full year of longevity. Please refer to Section 5.02, Inactive Pay Status for further information.



*Longevity pay for Commissioned Police Officers and Uniform Fire Personnel* will be paid according to Section 141.032 of the Texas Local Government Code on an annual basis. You will not receive any longevity your first November because you have not completed a year of service. This group receives a lump sum before Thanksgiving just as the rest of the staff. If you leave employment on 1/1 through 10/31, the amount is pro-rated based upon the number of months that have elapsed in the current year at the time of termination. If you leave employment on 11/1 through 12/31 you will receive a full year of longevity.

#### **5.195.17 Certification Pay**

The City encourages you to be a life-long learner and participate in advanced training. Professional development improves your career opportunities and enhances the City's ability to provide effective services. You, as a full-time employee, may have opportunities to earn additional pay for achieving relevant education, certifications or special skills that exceed the minimum requirements for your position. Certification pay will be forfeited if an internal transfer places you in a new position where the previous training is not applicable.

Eligibility for "certification pay" requires the certification to be directly applicable to your work responsibilities, exceed the minimum requirements for the position & must be included in the departmental budget. Your eligibility for "certification pay" may change with changes in your position, and is clearly identified within the departmental policies.

**Certification Pay Process** - To request certification pay you must submit original certification documentation to your Department Director. Your Department Director will verify that you meet criteria before approving certification pay. Your Director must submit a copy of the certification and a signed Action Form to Human Resources for processing.

It is your responsibility to maintain current and valid certifications. Any changes to your certification status must be reported to your Director and Human Resources.

All certification pay and related departmental policies must be approved in advance with the City Manager before certification pay may be authorized or approved. Note that there may be additional requirements not indicated in this policy for Certification pay.

#### **5.205.18 On-Call or Special Conditions for Non-Exempt**

**General:** When you are on-call, you are waiting to be called upon by your supervisor or designee, to perform a task; this is *typically called waiting to be engaged*. Depending on your department's on-call policy, the on-call conditions may vary. Some on-call conditions may require you to have a cell phone or other means of communication at all times. There may be a required response time when called upon. Some conditions may require you to remain on the work premises. Depending on the circumstances some conditions can be non-restricted or restricted, which is generally examined to determine if the on-call time qualifies as hours worked.

The information provided in this Section 5.18 is general and varies based upon specific facts and circumstances of each case. *The general rule of thumb is that if you are required to remain on City premises or so close to City premises that you cannot use your time effectively for your own purposes, you are considered working while on call; if you are not required to remain on City premises but are merely required to be reachable and respond to calls, then you are not working while on call.* Refer to Title **29 C.F.R 785.17** of the Fair Labor Standards Act (FLSA).

## 5-215.19 Breaks and Meal Periods

### Non-exempt Employees

Title 29, Part 785 of the Fair Labor Standards Act (FLSA) does not require you to be given meal or rest breaks. Individual Department Heads may have developed their own break and lunch policies. Those policies must be in writing and on file with the HR Department.

If your department has a written policy, it must be consistent with FLSA guidelines (which generally provide that short breaks lasting about five to 20 minutes, are compensable; yet bona fide meal periods (typically lasting at least 30 minutes, though they may be shorter), serve a different purpose than short rest or snack breaks and are generally not time for which you must be compensated, unless you are required to perform job duties while eating.)

While you do not have a right to breaks and meal periods, consider them a benefit for you and the City, and you may take them only if workload permits and approved by the supervisor. If you are on a rest break, you are not required to clock in and clock out, because this time is considered "time worked" and is compensable. Break time is not accumulated if not taken, and this time cannot be used to alter your work hours unless approved by your supervisor.

If you are not completely relieved of your duties during meal periods or after hours, then that time is considered compensable; examples include eating your lunch while answering the phone, or opening mail, or sorting files or answering emails.

### Exempt Employees

You as an exempt employee, you are paid a weekly salary regardless of the hours you work while accomplishing your goals and deliverables, so you can choose to take breaks as needed so long as they are not disruptive to the workplace or the operations of your Department.

## 5-225.20 Other Conditions That Affect Pay

| Condition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Considered Hours Worked or Not         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>Non-restricted</b> - You are on-call but able to use your time effectively for your own personal use. Ex: mow yard, go shopping, and visit with friends.                                                                                                                                                                                                                                                                                                                                              | Typically, not considered hours worked |
| <b>Restricted</b> - You are on call and unable to effectively use your time for personal use. The determination of whether on call time is compensated is based on the degree of control your employer exercises over you while you are on call. Factors include: you must stay in close geographic proximity; you have quick response requirements (typically 30 minutes); you are required wear a uniform; calls are frequent; you cannot easily trade on-call responsibilities with another employee. | Typically considered hours worked      |





| Condition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Considered Hours Worked or Not |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <p><b>Travel Time 29 C.F.R 785.33</b></p> <p>Travel Time to Classes, Meetings, and Court</p> <p>(a) Home to Work Travel - An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not counted as hours of work.</p> <p>(b) Home to Work on a Special Day Assignment in Another City - An employee who regularly worked at a fixed location in one city is given a special one-day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except the time the employee would normally spend commuting to the regular work site.</p> <p>(c) Travel to Work Sites - Time spend by an employee in travel as part of his/her principal activity, such as travel from job site to job site during the workday, is counted as hours worked.</p> <p>(d) Travel Away from the Community - Travel that keeps an employee away from home overnight is travel away from the community. The time traveling is hours worked except when the employee travels outside the regular working hours as a passenger on an airplane, train, boat, bus or automobile. However, if you are required to drive or perform work, then the time is compensable.</p> | <p>Varies</p>                  |

#### 5.235.21 City Vehicle Use While On-call

If you are assigned to be on-call for the Wastewater (collections) or Water department AND you live no further than 50 miles one way from the city limits, you are permitted to take home a city-owned vehicle to aid in a more- timely response. If you live beyond 50 miles of the city limits or you are on-call for the Water or Wastewater Treatment Plant, you must receive permission from your Department Head.

#### 5.245.22 Car Allowance

The City Manager may approve a personal vehicle car allowance based on your job requirements on a regular basis. Car allowance compensates you for the cost of gasoline, oil, maintenance, depreciation, and insurance. You will not be reimbursed for mileage as it is included in the car allowance. If you receive a car allowance, you must carry your own liability insurance and you may be asked to furnish the HR department with a certificate from the insurance company stating that you have the basic limits of liability as required by the State of Texas.



### **5-255.23 Mileage reimbursement**

You may use your own vehicle for business purposes, with the approval of your Department Head, and may claim reimbursement for mileage, and parking fees. Mileage reimbursement will be paid at the standard rate as set each year by the IRS. The use of tollways should be avoided when possible.

You will not be reimbursed for your normal commute to and from work.

When calculating mileage reimbursement for approved travel, the starting and end point for measuring mileage will be City Hall.

### **5-265.24 Hours not counted as time worked in overtime computation**

29 C.F.R 785.16 does not require payment for time "not worked" i.e. off duty. Unless specific exceptions are approved by the City Manager in writing, time not worked will not be considered for the purpose of overtime. The following leave times are examples of time not worked for the purpose of "overtime computation":

Vacation, Leave of Absence, FMLA, Workers Comp leave, Personal leave, Jury duty, Sick leave, Holiday pay, Military leave, Bereavement leave, Paid or Unpaid Administrative leave. These are considered leave benefits and not regulated by FLSA. These types of benefits are generally a matter of agreement between the City and you.

### **5-275.25 Time Not Worked**

Time not worked for ACA purposes is counted differently than hours not worked for overtime calculations. For ACA, there are special times when an employee does not work, that are still considered "worked" hours for only ACA purposes. These "non-worked" hours are included in the calculation to determine if an employee is full time benefit eligible. These times include: vacation, personal leave, jury duty, sick leave, holiday pay, military leave, bereavement leave and Emergency Paid or Unpaid Administrative leave.

### **5-285.26 Pay Policy during Disaster and Deployments**

#### **5-28-15.26.1 Eligibility for Compensation under this Policy**

- You are requested or required to respond from the Federal, State or local government entity to another jurisdiction and assist with the response, stabilization or mitigation of a major event that exceeds current mutual aid agreements shall be compensated according to this policy; and
- The request for you to deploy and assist must be in compliance with State Law and City Ordinance for mutual aid assistance.
- No self-dispatch or unrequested assistance will be compensated under this policy.
- To be deployed does not mean back-filling assignments in the City required as a result of other employees being deployed to another jurisdiction.

#### **5-28-25.26.2 Calculation of Hours**

*If you are a nonexempt employee, your portal to portal hours will be counted as time worked. Portal to Portal means hours are calculated from the time you leave for assignment until the time your return to the normal location of assignment or home after being demobilized and released from the deployment assignment.*

For firefighter on a 24/48 schedule, your pay rate will be changed to an 80- hour pay rate upon deployment. During deployment your overtime will be calculated based on an 80-hour threshold. Upon return from deployment you will be returned to your 24/48 schedule and pay rate and corresponding overtime threshold.

*If you are an exempt employee, you will have hours counted during the assigned operational periods. Even if deployed away from home, you as an exempt employee, will be paid for the time you are working, but not for the time you are sleeping or not assigned.*

#### **5.28.35.26.3 Rate and Overtime Calculations**

While you are working under this policy, you will receive compensation at your current hourly rate without regard to the assignment. There will be no change in accrual rates for benefit time during deployments.

*If you are a nonexempt employee, you will receive your regular overtime rate when the hours you work meet the hourly requirement according to the City of Leander policy and federal law. Hours worked under this policy will be counted with any hours worked during normal job duties for the pay period in which they fall according to the City of Leander pay cycle. See subsection 5.7.4, Overtime Hour Calculation, for further details.*

*If you are an exempt employee, you will receive your regular hourly rate for all hours worked, including those over the normal 40 hours scheduled work week, during the pay periods that occur during the deployed or disaster assignment. Hours worked under this policy will be counted with any hours worked during normal job duties for the pay period in which they fall according to the City of Leander pay cycle. The extra event hours will be compensated at a regular straight hourly rate, not at an overtime rate.*

#### **5.28.45.26.4 Holiday Time**

City holidays that occur while you are deployed will be paid at straight time equal to your hourly rate unless you qualify for a holiday bank. See Section 6.7.1 for information on holiday banks.



---

## 6.0 Leave Benefits

---

Effective Date: 07-02-2020

Revised Date: ~~xx-xx-xx~~(s): 10-20-2022

### Contents

|      |                                                                                       |    |
|------|---------------------------------------------------------------------------------------|----|
| 6.1  | GENERAL .....                                                                         | 1  |
| 6.2  | ABSENCE .....                                                                         | 1  |
| 6.3  | ADMINISTRATIVE LEAVE .....                                                            | 2  |
| 6.4  | LEAVE OF ABSENCE (LOA) .....                                                          | 2  |
| 6.5  | BEREAVEMENT LEAVE .....                                                               | 3  |
| 6.6  | BREAK IN SERVICE .....                                                                | 4  |
| 6.7  | CITY HOLIDAYS .....                                                                   | 4  |
| 6.8  | VOLUNTARY LEAVE DONATION PROGRAM .....                                                | 3  |
| 6.9  | FAMILY MEDICAL LEAVE (FMLA) 29 CFR PART 825 .....                                     | 4  |
| 6.10 | JURY DUTY, VOTING AND COURT SUBPOENAS .....                                           | 16 |
| 6.11 | MILITARY LEAVE- USERRA- UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT ... | 18 |
| 6.12 | SICK LEAVE .....                                                                      | 23 |
| 6.13 | VACATION .....                                                                        | 30 |
| 6.1  | GENERAL .....                                                                         | 1  |
| 6.2  | CITY HOLIDAYS .....                                                                   | 2  |
| 6.3  | VACATION .....                                                                        | 4  |
| 6.4  | SICK LEAVE .....                                                                      | 6  |
| 6.5  | FAMILY MEDICAL LEAVE (FMLA) .....                                                     | 8  |
| 6.6  | BEREAVEMENT LEAVE .....                                                               | 16 |
| 6.7  | BREAK IN SERVICE .....                                                                | 16 |
| 6.8  | CIVIC LEAVE .....                                                                     | 17 |
| 6.9  | MILITARY LEAVE- USERRA- UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT ... | 17 |
| 6.10 | LEAVE OF ABSENCE (LOA) .....                                                          | 22 |
| 6.11 | RETURN TO WORK – TEMPORARY MODIFIED DUTY .....                                        | 23 |
| 6.12 | LEAVE LIMITATION .....                                                                | 25 |
| 6.13 | ADMINISTRATIVE LEAVE .....                                                            | 26 |
| 6.14 | CATASTROPHIC LEAVE .....                                                              | 26 |



## 6.1 General

This section provides general guidelines regarding leave benefits including leave accruals, use of leaves and the administration of different types of leave available to ~~you, as a City employee~~employees.

If ~~you~~the employee misuse or abuse any leave benefit, ~~you are~~they will be subject to appropriate corrective action, up to and including termination.

### Definitions

Leave Accrual: Leave accrued at the end of each pay period for use in the next pay period (unless you have reached your maximum balance).

Leave Availability: The leave that is available for your use is included on your most current pay stub and shown in your leave bank. For example, if you want to use 8 hours of sick leave, the leave must be in your sick bank.

Leave Time: The time during working hours in which you do not engage in the performance of your job duties. Leave time may be either paid or unpaid.

Pay Status: Your "pay status" will define when you are eligible or ineligible for Leave Benefits and Pay Benefits. Refer to Section 5.2 Definitions of Pay Status to determine your eligibility.

## 6.2—Absence

An approved absence permits you to be away from work on an authorized short-term basis for illness or injury.

An Extended Absence is any absence or illness that results in more than 14 consecutive calendar days of missed time. All extended absences must be reported to Human Resources immediately to verify the reason of the absence. You will also be required to have certification forms completed to substantiate your extended absence. See HR for further directions.

When you are scheduling a planned medical treatment, please discuss with your supervisor and Human Resources prior to scheduling.

Scheduling a Planned Medical Treatment—when you intend to take leave for a planned medical treatment for yourself or for your spouse, child or parent, it is ordinarily expected that you consult with your supervisor and schedule the treatment so as not to unduly disrupt the City's operations. This should be done prior to the scheduling of treatment in order to work out a treatment schedule that best suits the needs of both you and the City. Asking the doctor to document questions below will provide information for your supervisor to plan the workload accordingly. These questions may include:

- Do you expect this to be a continued, ongoing circumstance?
- How long will I be unable to work?
- What restrictions, if any, will I have upon returning to work?
- Will I need physical treatments (PT) and what would be the schedule and duration?



#### **6.2.16.1.1 Unauthorized Absence**

At any time during ~~your~~ employment, ~~you~~the employee may not be absent from work without permission from ~~your~~their department head or designee. The City reserves the right ~~to~~ not to pay ~~you~~ for unauthorized absences and ~~any~~ unapproved time. ~~Your~~An unapproved absence may result in corrective action up to and including termination. Unauthorized or unapproved leave from work for 32 working days ~~or more may~~will be considered ~~by the City Manager as~~ a voluntary resignation. ~~Unless the City Manager determines otherwise, the resignation is not in good standing,~~ and you ~~are~~will not be eligible for reemployment.

### **6.3 Administrative Leave**

~~The City Manager is the only one who may authorize administrative leave, with or without pay, when not otherwise provided for in these policies. You should indicate on your timesheet, with a notation at the bottom, the type of absence being compensated. (Professional Development, type of Special Absence, or Administrative Leave.)~~

#### **6.3.1 Administrative Emergency Leave**

An emergency is defined as an "unforeseen situation that calls for immediate action". From time to time you may need a day for personal emergencies which does not normally fall in the designated leave categories. The City may provide for a maximum of two (2) days per calendar year of emergency leave at the discretion of the Department Director and approved by the City Manager. This type of leave is not to be considered a guarantee.

#### **6.3.2 Administrative Professional Leave (with Pay)**

A department head may grant you special leave with pay and actual expenses when you are away from your job site but are performing a function related to your job. Examples include but are not limited to: attending a professional conference, conventions or training course or to visit other cities in the interest of the City, as authorized by the City Manager.

#### **6.3.3 Administrative Leave-Corrective Action**

If you are suspected of a violation of state, federal or local law, a rule, departmental regulation, or these policies, you may be subject to corrective action up to and including termination. You may be placed on administrative leave with or without pay pending the outcome of any related investigation.

### **6.4.1 Leave of Absence (LOA)**

If you find yourself in a situation where you may need of a Leave of Absence (LOA), you will need to contact Human Resources concerning your situation and steps that you may take for consideration.

#### **6.4.16.1.1 Types of Leaves of Absence**

There are two types of Leave of Absences that may be available to you and which will be considered on a case by case basis:

- ~~Medical Leave of Absence; and~~
- ~~Non-medical Leave of Absence.~~

~~The City adheres to the relevant laws when making considerations regarding leaves of absences.~~



Please be on notice that if you are approved for any leave of absence, your benefits may be affected.

Under this section, a family member is defined as a wife, husband, mother, father, grandmother; grandfather, brother, sister, son, daughter, grandson, and granddaughter.

#### **6.4.26.1.1 Guidelines under Leaves of Absence**

With both of these types of leaves, the following applies:

- Refer to Section 5; section 5.2 Definitions to determine your eligibility per pay status.
- The use of accrued sick leave must meet guidelines for proper use as described in section 6.12 Sick Leave.
- All requests for leave of absence must be approved by the City Manager. Any extensions of the LOA must be approved by the City Manager and will be reviewed in no more than one month intervals.
- A leave of absence may be revoked upon receipt of evidence submitted that the cause for granting the leave was misrepresented or has ceased to exist.

#### **6.4.36.1.1 Reinstatement after LOA**

- If you fail to return from leave and have failed to contact your immediate supervisor or HR on the scheduled date of return, this will be considered a voluntary resignation.
- Exception-Key Employees: If you are on leave of absence and are salaried and among the highest paid ten percent of City employees, and keeping the job open for you would result in substantial disruption to City operations, reinstatement to the position may be denied. You may be given an opportunity to return to work, however, in a different job for which you are qualified.
- Reinstatement Benefits: Your benefits may be reinstated, or you may be required to re-elect benefits. This will depend upon the carrier's requirements upon your return. Regardless, your benefits will begin at the beginning of the month following your return to work.

#### **6.56.1 Bereavement Leave**

You as a "full time employee" may be granted bereavement leave for "end of life care", to handle end of life legal paperwork such as a will or probate hearings, to settle the estate, to attend the funeral and/or to bereave the death of your family member. If you are part-time, you may be granted bereavement leave without pay. For bereavement leave, a family member is defined as a wife, husband, mother (including step), father (including step), grandmother; grandfather, brother (including step), sister (including step), son (including step), daughter (including step), grandson, and granddaughter. If you wish to use bereavement leave, please notify your Supervisor at once so that arrangements can be made to cover your duties.

Bereavement leave is paid at your normal rate of pay. Bereavement leave will not be charged against your sick, vacation or holiday leave banks. The amount of paid bereavement leave allowable is as follows and the days used do not necessarily need to be used consecutively:

- If you are a full-time regular employee (including Police personnel), your bereavement leave may not exceed 5 working days for family deaths of a parent (including step), child (including step), husband or wife.
- If you are a full-time regular employee (including Police personnel), your bereavement leave may not exceed 3 working days for family deaths of grandparent, sibling (including step) or grandchild.
- If you are a 24/48-hour Firefighter, your leave may not exceed (2) 24-hour shifts.



~~Your Department Director may grant additional time base on extenuating circumstances or extreme traveling distances. You may also use accrued compensatory time, holiday leave, vacation leave and sick leave in that order for additional time if necessary. Each level of leave must be exhausted before moving to the next level.~~

~~You will be required to provide proof of funeral (funeral home service announcement, handout as evidence of attendance, written statement from you as to what is your relationship to the deceased; end of life care (document concerning hospice), or paperwork from attorney when dealing with wills and probate, settle estate for the family member.~~

~~Any exceptions to this section may be considered on a case by case basis and must be approved by the City Manager.~~

### ~~6.66.1 Break in Service~~

#### ~~6.6.16.1.1 Breaks of less than one year~~

~~If you separate from full-time employment from the City and you are rehired within one year of your termination date, the following will be reinstated based to the accrual rate that you were accruing at termination:~~

- ~~• Restore sick balance that was forfeited~~
- ~~• Restore vacation accrual rate~~
- ~~• Restore longevity status~~
- ~~• Restore certification pay, if it is appropriate and valid~~
- ~~• This is limited to only a one-time reinstatement.~~

~~However, you will not be able to take the vacation for the first 6 months upon your return.~~

~~Any exceptions must be approved by the City Manager~~

#### ~~6.6.26.1.1 Breaks of greater than one year/proportional reinstatement~~

~~There is no proportional reinstatement. If you separate employment from the City for one or more years, your leave accruals and longevity would reset as a new hire.~~

### ~~6.76.2 City Holidays~~

~~It is the policy of the~~The City ~~to designate~~designates and ~~observe~~recognizes certain ~~days~~paid holidays each year ~~as City holidays, which are paid to you as a full-time,~~. All regular employee. All full-time employees will earn eight (8) hours of holiday leave for a designated City. All regular, part-time (20+ hours per week) TMRS eligible employees will earn proportionate holiday leave. For example, a part-time employee works 20 hours per week they will receive four (4) hours holiday leave. For Public Safety, refer to section 6.72.1 Holiday Bank: Special Provisions for Commissioned Police, Uniform Fire Personnel and Telecommunication Personnel (including cadets and trainees)).

The following are official City holidays:

|                                    |                                    |
|------------------------------------|------------------------------------|
| <u>New Year's Day</u>              | <u>January 1<sup>st</sup></u>      |
| <u>Martin Luther King, Jr. Day</u> | <u>Third Monday in January</u>     |
| <u>Good Friday</u>                 | <u>Friday before Easter Sunday</u> |

Memorial Day

Juneteenth

Independence Day

Labor Day

~~New Year's Day~~ \*September 11<sup>th</sup>

~~Martin Luther King, Jr. Veteran's~~  
Day

~~Good Friday~~ Thanksgiving Day

~~Memorial Day~~ after Thanksgiving

Christmas Eve ~~Independence Day~~  
~~(July 4<sup>th</sup>)~~

~~Labor~~ Christmas Day

Day after Christmas

Last Monday in May

June 19<sup>th</sup>

July 4<sup>th</sup>

First Monday in September

~~September 11~~ (\*Only for Fire Trainees & Uniform Fire & Police Cadets & Commissioned Police)

~~Veterans Day~~ November 11<sup>th</sup>

~~Thanksgiving~~ Fourth Thursday in November

Friday ~~following~~ Following Thanksgiving Day

December 24th ~~Christmas Eve~~

~~Christmas Day~~ December 25<sup>th</sup>

December 26th



When a holiday occurs on a weekend, the following alternative schedule applies:

- A holiday that occurs on a Saturday shall be observed on the Friday before the holiday;
- A holiday that occurs on a Sunday shall be observed on the following Monday.

**If ~~you work~~ employee works on a holiday**

- With ~~your~~ supervisor's approval ~~you~~the employee may flex ~~the~~ holiday hours within the pay period.
- ~~If you are unable to flex the holiday, the hours will roll into your vacation bank or, for you new hires in your introductory period, the hours will roll into your comp bank.~~

**If ~~you are~~ employee is on some type of leave on a holiday**

- ~~Refer to Section 5.1 and 5.2 Compensation & Pay to determine eligibility of Pay & Leave Benefits and Pay Status.~~
- ~~You~~The employee must be in "Active Pay Status" to earn the Holiday Leave.
- If ~~you call~~employee calls in sick or ~~are~~is otherwise absent without leave before or after a holiday, ~~your~~the supervisor may request a doctor's note. Lack of acceptable documentation regarding the absence may result in the denial of Holiday pay.

**Observing a religious holiday other than a city holiday**

- ~~If you wish to observe religious or other holidays not listed above, you should request time off from your immediate supervisor based upon your department's policy for requesting time off. Any approved time off will be time charged to your vacation, comp or holiday leave time, if available.~~

**6.2.1 ~~6.7.1~~ Holiday Bank: Special Provisions for Commissioned Police, Uniform Fire Personnel and Telecommunication Personnel (including cadets and trainees)**

Due to the 24-hour staffing of these departments a holiday bank will allow ~~you~~the employee to use holiday time as approved by ~~your~~the department throughout the year.

At the beginning of each calendar year, ~~the following~~holiday hours are placed in ~~your~~the employees Holiday bank:

- Police (~~12~~14 hour/shift) and Fire Emergency Operations (24/48-hour shift) = ~~12~~14 hours \* 12 day = ~~144~~168 hours
- All other uniformed Police and Fire = 8 hours \* ~~12~~14 days = ~~96~~112 hours.
- All Telecommunications personnel = 8 \* ~~11~~13 days = ~~88~~104 hours (not eligible for 9-11 holiday).
- Exception for New hires: In your first calendar year, you will only accrue the hours for holidays that occur after your date of hire.

Holiday time does not roll over and any time not used before the end of the calendar year will be lost. ~~However, new~~New hires will be allowed to roll over any unused time ~~at the end of your first December 31.~~

~~If you~~Employees who leave employment at any time of the year, any unused holiday hours will be paid based upon the number of holidays that have elapsed during the calendar year up to ~~your~~their termination date. ~~If you~~Employees who leave employment and have used holiday leave that exceeds the number of holidays that have elapsed during the calendar year up to ~~your~~their termination date, then the excess shall be deducted from ~~your~~their vacation leave bank, but in no case shall the deducted amount be more than ~~your~~their vacation leave amount.

The Fire Chief or Police Chief may request approval from the City Manager to have his/her department opt out of the Holiday Bank provision and have department employees accrue holiday leave as other City employees.

## **6.8 — Voluntary Leave Donation Program**

~~You may donate vacation leave directly to another employee (full or part time) who has a personal or family medical emergency and who has exhausted or expected to exhaust his or her available paid leave (which includes comp time, holiday leave, vacation leave and sick leave).~~

### **Definitions**

~~Medical Emergency:~~ A medical emergency is a medical condition of either you or your family member (see below) that is likely to require you to be absent from work duty for a prolonged period and to result in a substantial loss of income because of your lack of "available paid leave".

~~Note:~~ the threshold for "substantial loss of income" is absence (or expected absence) from work duty without available paid leave for at least one (1) pay period.

~~Family Member:~~ An immediate family member is defined as a wife, husband, mother, father, grandmother, grandfather, brother, sister, son, daughter, grandson, and granddaughter.

### **6.8.1 — Guidelines**

- ~~• Only donation of vacation hours is permitted.~~



### **~~6.3 Vacation may be donated in 1-hour increments.~~**

- ~~• If the recipient is receiving Short or Long Term Disability, the use of the donated leave must comply with the disability policy; not to exceed 100% of your normal pay.~~
- ~~• The recipient must be in good standing, i.e., not under a Performance Improvement Plan, corrective action-probation, corrective action-administrative leave or has poor performance issues.~~
- ~~• Donated vacation can be used over multiple pay periods.~~
- ~~• Payroll will use a special activity code of DL (donated leave) to reflect "non-work hours" for the recipient.~~
- ~~• There is no limit on the amount of donated vacation leave a recipient may receive from the leave donor(s).~~

### **6.8.2 Application**

If you would like to apply for a leave donation, you or your supervisor, should submit a written request to HR.

Note: Medical certification will be required, if it is not already on file. When you are applying to be a recipient to care for a family member, HR may require you to document your relationship with that family member.

### **6.8.3 Approval or disapproval of application**

HR will review submission with appropriate documentation and will notify you of the approval or disapproval of the submission within 5 working days. HR will provide a written notification of the determination.

### **6.8.4 Use of leave as a donated leave recipient**

- ~~• Donated Leave—A leave recipient may use donated leave only for purposes related to the medical emergency for which the leave recipient was approved. Donated leave may NOT be transferred to another leave recipient.~~
- ~~• Holiday leave—Any holiday that falls during your absence will be considered observed, i.e., the hours will be used during that pay period.~~
- ~~• Sick and Vacation—Any sick and vacation leave hours earned during your absence do not have to be used, but you may choose to use them as necessary.~~

### **6.8.5 Restoration of unused donated leave**

If any donated leave remains when the recipient either returns to work or separates from the City, the unused hours will be returned to the donor's vacation account on a pro rata basis.

Once transferred leave is restored to a leave donor's vacation account, the leave is treated the same as other vacation leave in the account and is subject to the 2x accrual limit. Refer to Section 6.13.6.

## **6.9 Family Medical Leave (FMLA) 29 CFR Part 825**

### **6.9.16.3.1 General**

The City provides Vacation Leave with pay to a regular employee of the City in accordance with the provisions of this policy.



### **6.3.2 Maximum use of vacation**

Employee cannot use more than 15 consecutive calendar days of vacation in one event, without written approval from the department director.

### **6.3.3 Paid City holiday while on vacation**

In the event that a City-observed holiday occurs while the employee is on an approved vacation leave, the hours for the holiday will not count against vacation leave.

### **6.3.4 Operational Needs and Scheduling**

Supervisors must approve all vacation requests in advance. This approval will necessarily balance the needs of the City and the employee needs. When there are conflicting requests, the supervisor will distribute the vacation fairly among the requesting employees (i.e. employees should take turns.)

Department heads are responsible to monitor vacation schedules to ensure that an adequate work force is available. Based on operational needs and staffing levels available, an employee may be asked to explain the circumstances of their requested leave. The department head will then be better prepared to make an informed decision regarding approval of the leave. Employee leave may be denied if requested information or documentation is not provided. A department head may rescind previously approved vacation leave because of work issues. The supervisor will consider the impact on employee (prepaid travel expenses, family issues, employee morale) compared to the operational needs of the department in deciding whether to deny or rescind requested leave.

### **6.3.5 Going Negative in Vacation Bank**

Employees may only request time off if they have the associated leave time available. On a very limited basis, with the written approval of the department head, an employee may use un-accrued vacation time. In those instances, accruals calculated with each pay period will be used to replenish the deficit until vacation leave bank is positive. A vacation bank cannot go negative beyond a 40-hour deficit! An employee provides written consent along with the department head's approval, to be attached to the timesheet. Employee's vacation bank must be replenished before being permitted any additional vacation time. If the employee separates employment from the City prior to a positive leave bank balance; the deficit balance will be deducted from their last pay check.

### **6.3.6 Vacation Cap or Maximum Vacation Accrual**

Vacation accrual will be **capped at two times (2x) your annual accrual** based upon employee years of service regardless of when that cap is reached within the year. When holiday hours go unused and are converted to vacation they are not treated differently. That is, when the vacation balance is at the maximum (whether from unused vacation or holidays), **accruals will stop** until some vacation time is used. The City Manager may grant exceptions.

### **6.3.7 Vacation Accrual Chart for full-time employees**

#### **Vacation Leave Accruals for all full-time Department Heads**

| <u>Years of Service</u>             | <u>Hours Accrued Per Pay Period</u> | <u>Hours/ Days Accrued Per Year</u> |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <u>Up to 9</u>                      | <u>4.62</u>                         | <u>120 Hours / 15 days</u>          |
| <u>At least 9, but less than 14</u> | <u>5.54</u>                         | <u>144 Hours / 18 days</u>          |
| <u>14 or more</u>                   | <u>6.46</u>                         | <u>168 Hours / 21 days</u>          |



#### **Vacation leave for all full-time employees (40 Hour Shift)**

| <b><u>Years of Service</u></b>      | <b><u>Hours Accrued Per Pay Period</u></b> | <b><u>Hours (Days) Accrued per Year</u></b> |
|-------------------------------------|--------------------------------------------|---------------------------------------------|
| <u>Less than 4</u>                  | <u>3.69</u>                                | <u>96 Hours/ 12 days</u>                    |
| <u>At least 4, but less than 9</u>  | <u>4.62</u>                                | <u>120 Hours/ 15 days</u>                   |
| <u>At least 9, but less than 14</u> | <u>5.54</u>                                | <u>144 Hours/ 18 days</u>                   |
| <u>14 or more</u>                   | <u>6.46</u>                                | <u>168 Hours/ 21 days</u>                   |

#### **Vacation leave for Licensed Peace Officers and Commissioned Fire Protection (80 Hour Shift)**

| <b><u>Years of Service</u></b> | <b><u>Hours Accrued Per Pay Period</u></b> | <b><u>Hours (Days) Accrued per Year</u></b> |
|--------------------------------|--------------------------------------------|---------------------------------------------|
| <u>Less than 1</u>             | <u>3.69</u>                                | <u>96 Hours/ 12 days</u>                    |
| <u>1 but less than 9</u>       | <u>4.62</u>                                | <u>120 Hours/ 15 days</u>                   |
| <u>9 but less than 14</u>      | <u>5.54</u>                                | <u>144 Hours/ 18 days</u>                   |
| <u>14 or more</u>              | <u>6.46</u>                                | <u>168 hours/ 21 days</u>                   |

#### **Vacation leave for Commissioned Fire Protection (24/48 Shift) \***

| <b><u>Years of Service</u></b> | <b><u>Hours Accrued Per Pay Period</u></b> | <b><u>Hours (Shifts) Accrued per Year</u></b> |
|--------------------------------|--------------------------------------------|-----------------------------------------------|
| <u>Less than 1</u>             | <u>5.54</u>                                | <u>144 Hours/ 12 Days/6 Shifts</u>            |
| <u>1 but less than 9</u>       | <u>6.92</u>                                | <u>180 Hours/ 15 Days/7.5 Shifts</u>          |
| <u>9 but less than 14</u>      | <u>8.31</u>                                | <u>216 Hours/ 18 Days/9 Shifts</u>            |
| <u>14 or more</u>              | <u>9.69</u>                                | <u>252 Hours/ 21 Days/10.5 Shifts</u>         |

**\*Commissioned Fire Protection Employees and Licensed Peace Officers accrue at a higher rate than other full-time employees as required by Local Government Code 142.0013.**

The City has established this policy in compliance with the Family and Medical Leave Act of 1993 ("FMLA"), 29 U.S.C. §§2601 et seq., as amended, and related regulations to enable an employee to receive time away from work without pay for limited periods to attend to specified family needs with job protection and no loss of accumulated service.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law, policy, or collective bargaining agreement (e.g., meet and confer agreement) that provides greater family or medical leave rights.

## **6.4 Sick Leave**

### **6.4.1 General**

It is the policy of the City to provide sick leave with pay to a regular full-time employee. Sick leave benefits are a privilege granted by the City in accordance with the provisions of this policy. Nothing in this policy is intended to conflict with the provisions of the Family and Medical Leave Act ("FMLA").



New employees – An employee will earn sick leave with the completion of one full pay period. There is no waiting period to utilize accrued sick leave.

#### **6.4.2 Usage**

Sick Leave may be allowed under the following circumstances:

- Personal illness or physical incapacity of an employee
- Caring for the employee's spouse, parent or child who has an illness or physical incapacity
- Appointment with doctor, including appointment for the employee or employee's spouse, parent or child
- Caring for an employee's child within the first year following his/her birth or placement for adoption or foster care with the employee

#### **6.4.3 Sick Accrual Rate Table**

| <u>All Full Time (40 Hour Shift)</u> | <u>24 HR Shift Employees</u>        |
|--------------------------------------|-------------------------------------|
| <u>Per Pay Period</u>                | <u>Per Pay Period</u>               |
| <u>3.69 or (96 hours per year)</u>   | <u>5.54 or (144 hours per year)</u> |

#### **6.4.4 Suspended Sick Leave Accruals**

Sick leave accrual may be suspended during certain extended absences. Refer to definitions in Section 5 Compensation and Pay - Active and Inactive pay status for details.

Abuse or Overuse of Sick Leave: Using sick leave for purposes other than those authorized by this policy is just cause for corrective action up to and including termination of employment. Abuse or overuse includes:

- Consistently using sick leave as, it is earned or failing to accumulate sick leave,
- Evidence of inappropriate patterns of sick leave usage,
- Failure to comply with departmental procedure for the notification and scheduling of sick leave,
- Continuous use of sick leave indicates an inability to successfully perform the essential job functions of the position.

Department Director's may require employees to submit a doctor's statement in support of illness with each absence. For example, if a department head has counseled an employee on their excessive absenteeism, they may be required to submit a doctor's note even if the employee only missed one day. If an employee fails to present the doctor's note, leave may be recorded as "unauthorized leave without pay" and corrective action initiated.

#### **6.4.5 Return to Work Documentation**

An employee who is absent due to illness or injury **for three (3) consecutive days or more**, may be required to produce a doctor's statement supporting the time of absence, and a written doctor's release notated when able to return to work.

A 24/48 Fire employee, may be required to provide a doctor's statement supporting the time of absence, and a release from the doctor in writing on the 2<sup>nd</sup> twenty-four (24) hour shift.

In all cases, failure to provide such a doctor's statement may result in corrective action.



#### **6.4.6 Calling in To Report Your Absence**

In order to receive compensation while on sick leave, an employee must contact their immediate supervisor or designee within the **one hour** prior to the time set for them to begin their daily duties or as required by the department. Employees must call their supervisor each subsequent day they will be out on sick leave unless other arrangements are made. Failure to give such notification, except in emergency or unusual circumstances, will cause their absence to be recorded at "unauthorized leave without pay" and corrective action may be initiated.

#### **6.4.7 Sick Sell Back (This completely ends on 12/31/2022.)**

You shall have the option to sell back a portion of your accrued sick leave. Payroll will distribute the Sell Back form yearly. You must complete the form and return it to Payroll. **The maximum of twenty-four (24) hours may be purchased back by the city based upon the following provisions:**

- You must have completed one year of employment
- If you have used any sick time during the calendar year, you may sell back twenty-four (24) less the amount of sick time taken. Example, if you have taken 16 hours, you may only sell back 8 hours.

#### **6.4.8 Sick Leave Buy Back**

The City shall buy back unused sick leave, at the time such employee terminates employment from the City, if employee is eligible to retire from City service under TMRS, provided the employee has ten (10) years of continuous service prior to separation of employment. Payment shall be made at the current, non-temporary rate of pay the employee earns at separation, up to 480 hours.

An employee may not be hired back within one year after separation of service and buy back sick leave time.

Death or Disability: The City shall buy back unused sick leave balance of a regular full-time employee if, at a time when he/she is a regular full-time employee, he/she dies of any cause and is eligible to retire from the City service under TMRS or becomes totally and permanently disabled, as defined and determined by TMRS. Payment shall be in a lump sum at the rate of pay being paid at the time of death or disability.

#### **6.4.9 Sick Pay When Firefighter Assigned to 40 Hour Workweek**

The City recognizes that non-exempt full-time Firefighter assigned to suppression duties accrue sick leave at a higher rate than other City employees because of their 53-hour average workweek cycle. When a Firefighter is permanently assigned to a position with a 40-hour work schedule, the firefighter will begin accruing sick leave at the same rate as other 40 hour per week City employees. When a Firefighter on a 40-hour workweek returns to a regular 53-hour average workweek cycle, sick leave will accrue in accordance with other 53-hour employees.

### **6.5 Family Medical Leave (FMLA)**

#### **6.5.1 General**

The Family and Medical Leave Act (FMLA) allows ~~you~~employee, if eligible, to take job protected leave for specified family and medical reasons. FMLA leave is not paid, but ~~you~~employees are allowed to use ~~your~~their available paid leave while on FMLA. The City observes a "calendar" year ~~for rolling~~ 12-month period measured backwards from the ~~purposedate~~ of any FMLA. ~~This period resets leave usage January 1st of each calendar year.~~



~~You~~Employee are also ~~are~~ entitled to take Military Caregiver Leave, as appropriate.

Applicable other types of paid leave must be used concurrently with FMLA leave unless none is available. This is done so ~~you~~an employee will continue to be paid while on FMLA leave. Other leave categories may include Workers Compensation, Disability Leave or any other leave as defined by policy. Any time ~~you do~~ not ~~work~~worked will be counted against ~~your~~ FMLA leave entitlement.

#### 6.9.26.5.2 **Eligibility Requirements**

~~You are~~Employee is entitled to take FMLA leave if ~~you~~they:

- Have worked for the City for at least 12 months, and
- Have at least 1,250 hours of service for the City during the 12-month period before taking leave.

#### 6.9.36.5.3 **FMLA Leave Entitlement**

~~You may take up to 12 workweeks of leave (480 hours) in a 12-month calendar year beginning January 1 for one or more of the following reasons:~~

An eligible employee shall be granted family or medical leave consisting of unpaid leave, and when appropriate, accrued paid leave, for a combined total of up to 12 weeks. In order to qualify for FMLA leave under this provision, the employee must take leave for one of the following reasons:

- The birth of ~~a son or daughter~~child or placement of a ~~son or daughter~~child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for a spouse, ~~son, daughter~~child, or parent (but not ~~a parent~~-in-law) who has a serious health condition ~~(for definition of a family members, refer to subsection 6.9.12);~~
- For a serious health condition that makes you unable to perform the essential functions of your job. Refer to the FMLA 29 CFR Part 825.113 ~~for an explanation of "what is a serious health condition" and "what is NOT a serious health condition";~~
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status; provide leave orders;
- A spouse is entitled to FMLA leave if needed to care for a pregnant spouse who is incapacitated or if needed to care for her during her prenatal care, or if needed to care for her following the birth of a child if she has a serious health condition. See 29 CFR Part 825.124.

#### 6.9.46.5.4 **Military Caregiver Leave**

~~You, if eligible, are entitled to take up to 26 workweeks of unpaid FMLA in a single 12-month calendar year beginning January 1st to care for a covered servicemember with a serious injury or illness if you are a spouse, son, daughter, parent, or next of kin of the servicemember. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A serious injury or illness is one that was incurred by a service member in the line of duty or active duty that may render the service member medically unfit to perform the duties of their office, grade, rank, or rating. The single 12-month period for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the twelve (12) month period established by the City for other types of FMLA leave. As an eligible employee, you are limited to a combined total of twenty-six (26) work weeks of leave for any FMLA-qualifying reason during the single 12-month period. (Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member).~~



Eligible employees who are the spouse, child, parent, or next of kin of a covered service member are entitled to up to 26 weeks of leave during a single 12-month service member period (for a total of 26 weeks if combined with other FMLA leave), to care for such service member who incurred or aggravated a serious injury or illness in the line of active duty in the Armed Forces. Available leave not taken during the 12-Month service member period, which begins on the first day leave is taken, will be forfeited. No more than 26 weeks of leave may be taken in a single 12-Month service member period, and no additional extended leaves may be taken in other years for the same injury or illness.

Spouses employed by the same employer are limited to a combined total of twenty-six (26) work weeks in a single 12-month period if the leave is to care for a covered service member with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness.

Notice and Certification Requirements—~~If you are:~~ Employees seeking to use military caregiver leave, ~~you~~ must provide thirty (30) days advance notice of the need to take FMLA leave for planned medical treatment for a serious injury or illness of a covered service member. If leave is foreseeable but thirty (30) days advance notice is not practical, ~~you~~ it must be provide ~~notice~~ as soon as practical – generally, either the same or next business day. When the need for military family leave is not foreseeable, ~~you must provide~~ notice must be provided to the City as soon as practical under the facts and circumstances of the particular case. Generally, it should be practical to provide notice for unforeseeable leave within the time prescribed by the City's usual and customary notice requirement.

The City requires the completed WH-385 Certification for Serious Injury or Illness for Military Family Leave. Please submit to Human Resources.

#### **6.9.56.5.5 Qualifying Exigency Leave**

The City must grant ~~you~~ employees, if eligible, up to a total of twelve (12) work weeks of unpaid leave during the normal 12-month period established by the City for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the regular armed forces.

Qualifying Exigencies Include:

- Issues arising from a covered military member's short notice deployment (i.e., deployment in seven (7) or less days of notice) for a period of seven (7) days from the date of notification;
- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;



- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
- Making or updating financial and legal arrangements to address a covered military member's absences;
- ~~Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;~~
- ~~Taking up to fifteen (15) days of leave to spend time with a covered military member who is on short term temporary, rest and recuperation leave during deployment;~~
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
- Any other event that the employee and the City agree is a qualifying exigency.

Certification: The City will require ~~you~~ an employee to complete the WH-384 for obtaining qualifying exigency certification. The City may also request a copy of the military member's active duty orders or other such orders as the Rest and recuperation orders, or other documentation confirming the dates of the member's leave.

#### 6.9.66.5.6 Requesting FMLA Leave

~~Notify—Employee should notify~~ HR as soon as ~~you are~~ their aware of a potential need for FMLA. ~~You~~ Employee must provide the City with at least 30-day notice if possible. If a 30-day notice is not possible ~~you, employee~~ must notify the City as soon as ~~you~~ they become aware of ~~your~~ an upcoming absence. HR will provide ~~to you~~ the employee the DOL Notice of Eligibility and Rights & Responsibilities and will request additional information such as a medical certification from the medical provider so HR can determine if the leave qualifies for FMLA protection. ~~Sufficient information could include informing HR that you will be unable to perform your job function, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. If the certification is incomplete, HR will indicate in writing what additional information is required.~~

~~NOTE: The City will not request a certification for leave to bond with a healthy newborn child or a child placed for adoption for foster care. However, the City may request documentation to confirm the family relationship.~~



Leave may begin upon ~~your~~the requested date ~~for the of~~ leave or when the City initiates FMLA leave. The City will initiate FMLA leave if ~~you have~~employee has been out of work due to an illness or other apparent qualifying condition but have not given notice of the need for FMLA leave, and if ~~you have~~employee has been absent for ~~15 calendar~~14 days or more due to an eligible FMLA qualifying reason. Supervisors and Directors must report to HR any time ~~you miss~~an employee misses work for ~~15~~14 or more ~~calendar~~days because of ~~your~~their own illness or injury or that of a spouse, child or parent.

HR will designate in writing whether ~~you~~an employee's FMLA leave is approved, or is in need of additional clarification on the certification and whether ~~you~~they are in an active or inactive pay status.

**Working a 2<sup>nd</sup> job:** If ~~you are~~employee is on FMLA leave, ~~you~~they may not work a secondary employment, or engage in any activity that is inconsistent with restrictions as prescribed by the FMLA certification.

#### 6.9.76.5.7 **Intermittent FMLA Leave 29 CFR Part 825.202-205**

In all circumstances, ~~you~~employees must notify HR for the need for Intermittent FMLA Leave. Under some circumstances, ~~you~~an employee may take FMLA leave on an intermittent or reduced schedule basis. That means ~~you~~employee may take leave in separate blocks of time or by reducing ~~the work~~time ~~you work~~each day or week for a single qualifying reason. When leave is needed for planned medical treatment, ~~you~~employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the department's operations.

If ~~you are~~employee is taking intermittent leave, ~~you~~they are required to comply with ~~your~~their department's call-in procedures before taking unscheduled intermittent leave, except in certain emergency cases.

#### **Examples of intermittent leave (non-exclusive):**

- ~~• A pregnant employee takes leave intermittently for prenatal examinations or for her own condition, such as for periods of severe morning sickness.~~
- ~~• An employee who is recovering from a serious health condition that is not strong enough to work a full-time schedule.~~
- ~~• Intermittent leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.~~
- ~~• An employee's intermittent leave is necessary to care for a family member or covered servicemember includes not only a situation where the condition of the family member or covered servicemember itself is intermittent, but also where the employee is only needed intermittently i.e. such as where other care is normally available, or care responsibilities are shared with another member of the family or a third party.~~
- ~~• Parents needing to care for a child with a serious health condition.~~
- ~~• An expectant mother who has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.~~
- ~~• An employee who provides care or psychological comfort to a covered family member with a serious health condition or a covered servicemember with a serious injury or illness.~~
- ~~• **Healthy Baby:** After a birth or placement of a healthy child **ONLY** if you have scheduled in advance and your department director approves. For example, you and the department head may agree to a part-time work schedule after the birth or placement for bonding purposes. However, the leave must conclude within 12 months after the birth or placement 29 CFR Part 825.120(b), 825.202(c).~~
- ~~• FMLA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member.~~



**Notice** ~~You~~Employee must obtain written approval from ~~you~~their Department Head and indicate the reasons why the intermittent or reduced leave schedule is necessary and of the schedule for treatment, if necessary.

**Scheduling Planned Medical Treatment** When ~~you intend~~employee intends to take leave for planned medical treatment for ~~yourself~~their self or ~~for~~their your spouse, child or parent, it is ordinarily expected that ~~you~~they consult with ~~you~~their supervisor and try to schedule the treatment so as not to unduly disrupt the City's operations. This should be done prior to the scheduling of treatment in order to work out a treatment schedule that best suites the needs of both ~~you~~employee and the City.

**Temporary Transfer** The City may temporarily transfer ~~you~~an employee to an alternative position (with equivalent pay and benefits, but not necessarily equivalent duties) in order to better accommodate ~~you~~their intermittent or reduced leave schedule. ~~You are~~Employee is entitled to be reinstated to ~~you~~their former position, or equivalent, once the reduced or intermittent work schedule and/or temporary reassignment has ended.

**Exempt Employees** If ~~you are~~employee is using unpaid intermittent or reduced schedule FMLA leave, ~~you~~they may be docked for absences of less than a day without jeopardizing ~~you~~their exempt status under the Fair Labor Standards Act (FLSA). This special exception to the "salary basis" requirement for the FLSA's exemptions extends only to an eligible employee's use of leave required by the FMLA.

~~**Accruals & Other Leave Benefits** Refer to the definition of "Active Pay Status" and "Inactive Pay Status" at the beginning of Section 5.2 Definitions of Pay Status to determine if accruals and other benefits are earned.~~

**Increment of hours** FMLA leave will be in no less than 1-hour increments.

**Notify HR weekly** Contact Human Resources weekly to report the hours that ~~you~~is "actually worked". The balance of the hours for the week will be hours counted against ~~you~~employee FMLA entitlement. **This is especially important when ~~you are~~employee is on Worker's Compensation Leave as TML requires the hours for calculation of ~~your~~ TIBS.**

#### ~~6.9.36.5.8~~ **When Both Spouses Work for the City**

If spouses are employed by the City, and each wishes to take leave, the combined total leave that the spouses can take for the birth or adoption of a child, placement of a child in foster care, ~~or to care for a parent (but not a parent "in-law")~~ with a serious health condition, is limited to 12 weeks. This limitation does not apply to leave for either spouse's own serious health condition or the serious health condition of a child.

- If the baby is healthy, you and your spouse may only take a combined total of 12 weeks of leave.
- If the baby has a serious health condition, you may EACH take 12 weeks of FMLA if needed to care for your newborn during the applicable 12-month leave period (825.120(6)).

If both spouses work for the City and each wish to take leave to care for a covered injured or ill military service member, the spouses may only take a combined total of 26 weeks of leave.

#### ~~6.9.96.5.9~~ **Benefits during Leave**

While ~~you are~~ on leave, the City will continue ~~you~~employee health benefits during the leave period at the same level and under the same conditions as if ~~you~~an employee had continued to work. Depending upon the circumstances, Human Resources will communicate a payment arrangement with ~~you~~the employee.



However, if a payment arrangement has not been made and ~~you choose~~the employee chooses not to return to work for reasons other than ~~your~~their own continued serious health condition or ~~your~~their family member serious health condition or a circumstance beyond ~~your~~their control, the City will require ~~you~~the employee to reimburse the City the amount it paid for the health insurance premium during the leave period.

~~You are~~The employee is required to pay for ~~your~~their share of the voluntary benefit premiums (i.e. medical, dental, disability, life, flexible spending, etc.).

**Paid Leave** While on *paid leave*, the City will continue to make payroll deductions to collect ~~your~~employee share of the premiums.

**Unpaid Leave** While on *unpaid leave*, ~~you an~~employee must continue to make ~~this~~their payment, either in person, by mail or auto debit. The payment must be received in the Human Resources Department by the 25<sup>th</sup> day of current month for the upcoming month's coverage. If the payment is more than 30 days late, ~~your~~their benefit coverage may be dropped for the duration of the leave. The City will provide 15 days' notification prior to ~~your~~ loss of coverage. If for some reason the City maintains coverage, the City may recover the costs incurred for paying ~~your~~employee share of any premiums, whether or not ~~you~~returnemployee returns to work.

#### ~~6.9.10~~6.5.10 **FMLA Leave Exhaustion**

If ~~you are an~~employee is unable to return to work from a serious illness or injury, ~~you~~they may request a Medical LOA after FMLA leave is exhausted. HR will review each request on a case-by-case basis before making a determination about whether the request for Medical LOA is applicable and reasonable. Refer to subsection 6.410 for further information about LOA.

#### ~~6.9.11~~6.5.11 **Return-to-Work Certification**

~~As a condition of restoring you back to work when you have been on FMLA as a result of your own serious health condition that made you unable to perform your job, the City may require you to obtain and present a certification from your health care provider, at your expense, stating you are able to resume work. Additionally, the City may require that the certification specifically address your ability to perform the essential functions of the job. In order to require such a specific certification, the City will provide your job description and the City will indicate in the designation notice that the certification must address your ability to perform those essential functions. You will be required to provide a certification from your health care provider stating you can perform all of the identified essential functions of his or her job.~~

~~You have the same obligations to participate and cooperate (including providing a complete and sufficient certification or providing sufficient authorization to the health care provider to provide the information directly to the City) in the fitness-for-duty certification process as in the initial certification process.~~

An employee returning from leave which was due to his/her own serious health condition shall provide a written release from his/her health care provider to assure that the employee is again fit for work.

**Certification Situations:** If ~~you an~~employee's doctor certifies in writing releasing ~~you~~them back to duty WITH restrictions, it is ~~your~~the employees' responsibility to share ~~your~~the certification with ~~your~~their supervisor and HR. ~~Your supervisor~~The Supervisor will review ~~your~~the restrictions in relation to ~~your~~the job description to determine ~~your if~~the restrictions can be accommodated.

Each situation is unique and while one situation lends itself for an accommodation, another job may not be appropriate for an accommodation. Each case stands on its own merit based upon the facts of injury and the type of position held.



Restrictions Accommodated: If ~~your~~ restrictions can be accommodated, ~~you~~employees will need to bring the doctor's note each time ~~you~~they have a follow-up appointment as well as the certification releasing ~~them~~ back to full duty.

~~Accommodations can vary from small changes in your work schedule to small changes in your work environment, or perhaps you working on an intermittent schedule (such as can only work 4 hours per day).~~

Follow-up appointments ~~Use your available sick~~Sick or vacation time can be used for follow-up appointments.

Restrictions Can't Be Accommodated: If ~~your~~ doctor's restrictions can't be accommodated, or the accommodations offered can't be followed by ~~you~~the employee 1) ~~you~~ Employee will remain on FMLA and can only return to work ~~once your doctor~~with a doctors releases ~~you~~ to full duty, or 2) ~~your~~ FMLA becomes exhausted. If ~~your~~ FMLA becomes exhausted, ~~you need to review~~see section 6.410 Leave of Absence.

~~Examples, which are not exclusive, of when you can't follow the doctor's restrictions, therefore, you will remain on FMLA until your restrictions have been lifted and you can return to full duty:~~

- ~~• The doctor's note states you can work 4 hours per day. However, your injury becomes too painful to operate a motor vehicle~~
- ~~• The doctor's note states you must take pain medications that alter your judgment~~
- ~~• The doctor's note states you can work half days, however, your car was totaled and carpooling with a co-worker won't work because he/she can't accommodate your half day schedule.~~

~~Another common situation when you are about to be released back to duty is that your doctor indicates you need to attend physical therapy (PT), the doctor should document a tentative schedule and duration.~~

~~For time entry purposes, you will use your paid leave time for PT. Those hours used will be tracked and applied against your eligible FMLA hours for the calendar year.~~

~~To minimize the disruption on the department due to your absence, you should make every effort to obtain PT appointments or doctor's follow-up visits at the beginning of your workday, lunchtime or at the end of the work day.~~

#### 6.9.126.5.12 **FMLA Definition of Family Members**

**Spouse:** Spouse means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a same-sex marriage or common law marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state.

**Parent:** Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."

**Son or Daughter:** Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.



**In Loco Parentis:** The FMLA regulations define in loco parentis as including those with day-to-day responsibilities to care for or financially support a child. Employees who have no biological or legal relationship with a child may, nonetheless, stand in loco parentis to the child and be entitled to FMLA leave. Similarly, an employee may take leave to care for someone who, although having no legal or biological relationship to the employee when the employee was a child, stood in loco parentis to the employee when the employee was a child, even if they have no legal or biological relationship.

## **6.6 Bereavement Leave**

Jury Duty, Voting Full-Time employees may be granted bereavement leave for "end of life care", to handle end of life legal paperwork such as a will or probate hearings, to settle the estate, to attend the funeral and/or to bereave the death of immediate family. Part-time employees may be granted bereavement leave without pay.

Immediate Family: For the purpose of this policy, immediate family is defined as the employee's spouse, son, daughter, mother, father, brother, and sister, grandparents, and grandchildren, or the "step and in-law" versions of these relationships.

To use bereavement leave, please notify employee supervisor, that arrangements can be made to cover employee duties. Bereavement leave is paid at employee normal rate of pay. Bereavement leave will not be charged against sick, vacation or holiday leave banks. The amount of paid bereavement leave allowable is as follows and the days used do not necessarily need to be used consecutively:

- Full-time regular employee (including Police personnel), bereavement leave may not exceed 5 working days for family deaths of a parent (including step/in-law), child (including step/in-law), husband or wife.
- Full-time regular employee (including Police personnel), bereavement leave may not exceed 3 working days for family deaths of grandparent (including step/in-law), sibling (including step/in-law) or grandchild, (including step).
- A 24/48-hour Firefighter, leave may not exceed (2) 24-hour shifts.

Department Director may grant additional time based on extenuating circumstances or extreme traveling distances. Accrued compensatory time, holiday leave and vacation leave may be used in that order for additional time if necessary. Each level of leave must be exhausted before moving to the next level.

A Supervisor may require proof of funeral attendance, (funeral home service announcement, handout as evidence of attendance, written statement) relationship to the deceased; end of life care (document concerning hospice), or paperwork from attorney when dealing with wills and probate, settle estate for the family member.

## **6.7 Break in Service**

### **6.7.1 Breaks of less than one year**

Employees who separate from full-time employment with the City, and are rehired within one year of their termination date, the following will be reinstated based on the accrual rate which they were accruing at termination:

- Restore sick balance that was forfeited



- Restore vacation accrual rate from previous service time, but not vacation Eligibility (hours); any of their previously accrued vacation hours were paid out at the time of separation.
- Restore longevity status
- Restore certification pay, if it is appropriate and valid
- This is limited to only a one-time reinstatement.

Employees will not be able to take vacation for the first 6 months upon return. Any exceptions must be approved by the City Manager.

#### 6.7.2 Breaks of greater than one year/proportional reinstatement

There is no proportional reinstatement. ~~Court Subpoenas~~ Employees who separate employment from the City for one or more years, leave accruals and longevity would reset as a new hire.

#### 6.106.8 Civic Leave

**Jury Duty:** Jury duty is a civic responsibility and ~~you~~employees are urged to perform this service to ~~your~~their community. ~~If you are~~When an employee is summoned for jury duty ~~you~~they must provide a copy of the summons to ~~your~~their supervisor as soon as possible. If ~~you~~they are required to return to Jury service after ~~your~~the initial summons date, ~~you~~they must provide a release from Jury service notice upon ~~your~~their return to work. ~~If you are a full~~Full-time, part-time, or introductory ~~employee~~employees called to jury duty on a regularly schedule work day ~~you~~ may use jury duty leave. Only full-time employees will be compensated "with pay". Jury duty pay is to cover the time required to be away from work during jury selection or while serving on a jury. Employees should return to work once they are released from jury duty/jury selection, either in the middle of a workday for employees on a Monday through Friday schedule, or during the middle of a shift for those on shift schedule.

~~If your~~When summons to jury duty falls within a scheduled vacation period, the vacation period may be extended by a corresponding number of days, or ~~you~~ may be reschedule ~~your vacation~~ for another time.

**Voting:** ~~You~~Employees' will ~~also~~ be allowed time off (with pay ~~if you are a~~for regular full-time employee) to vote in elections. If ~~you vote~~voting during working hours, make every attempt to do so where it minimizes departmental operations.

**Court Duty:** ~~If you~~Employees' that are subpoenaed ~~or, who~~ must attend Court or legal proceedings for a City-related legal matter, ~~you~~ will be compensated "with pay" for the time spent attending court proceedings.

~~If you are~~An employee appearing in any matter unrelated to ~~your~~their City employment, or appearing voluntarily as an adversary witness against the City, ~~you will not receive~~ wages for answering a subpoena or testifying in court.

~~If you~~Employees' who are required to attend any administrative or judicial proceeding for personal business, ~~you~~ may use ~~any~~their vacation or comp time accrued ~~for such purposes.~~

In all instances stated above, ~~you~~an employee shall provide their supervisor with a copy of the summons, appearance letter or court statement confirming attendance.

#### 6.9 Military Leave- USERRA- Uniformed Services Employment and Reemployment Rights Act

Title 38 US Code, Chapter 43, Sections 4301-4335 and 20 C.F.R Part 1002



Military Leave (USERRA) protects individuals performing, or who performed, uniformed service from adverse employment discrimination on the basis of their uniformed service, and provides for their prompt restoration to civilian employment when they return to civilian life. **The city supports uniformed service with a variety of benefits to make the transition into military service as smooth as possible.**

#### 6.9.1 Who is covered?

~~your supervisor with a copy of the summons, appearance letter or court statement confirming attendance.~~

### ~~6.116.1 Military Leave USERRA Uniformed Services Employment and Reemployment Rights Act~~

~~Title 38 US Code, Chapter 43, Sections 4301-4335 and 20 C.F.R. Part 1002~~

~~Military Leave (USERRA) protects individuals performing, or who performed, uniformed service from adverse employment discrimination on the basis of their uniformed service, and provides for their prompt restoration to civilian employment when they return to civilian life.~~

#### 6.11.16.1.1 Who is covered?

This policy is for ~~you~~employees that work for the City but are also performing ~~your~~their military duty, voluntarily or involuntarily, in the Uniformed Services. This includes the:

- Army
- Navy
- Marine Corps
- Air Force
- Coast Guard
- Public Health commissioned corps under the federal Public Health Security & Bioterrorism Response Act of 2002, certain disaster response work-search and rescue teams (and authorized training for such work)
- Reserve components of each of these services
- Federal training or service in the Army National Guard and Air National Guard

Military Leave~~This includes the:~~

- ~~Army~~
- ~~Navy~~
- ~~Marine Corps~~
- ~~Air Force~~
- ~~Coast Guard~~
- ~~Public Health commissioned corps under the federal Public Health Security & Bioterrorism Response Act of 2002, certain disaster response work-search and rescue teams (and authorized training for such work)~~
- ~~Reserve components of each of these services~~
- ~~Federal training or service in the Army National Guard and Air National Guard~~



### **6.11.2 Military Leave**

#### **6.9.2 Those of you Bank**

At the beginning of each fiscal year (October 1 through September 30), an employee will accrue 15 days or equivalent (for PD and Fire) of military leave. Salaried employee, do not need to use any of their leave banks for absences of less than one week. Unused hours do not roll over at the end of the fiscal year.

The following hours are placed into employee military bank:

- Civilian, Telecommunications, other Police and Fire = 8 hrs per day \* 15 days = 120 hours.
- Police (12 hour shift) and Fire Emergency Operations (24/48 hour shift) = 12 hours \* 15 days = 180 hours.

#### **6.9.3 Military Leave**

Employees that are members of the Texas military forces, a reserve component of the armed forces, or a member of a state or federally authorized urban search and rescue team are entitled to a paid leave of absence from ~~your~~their duties on a day on which ~~you~~they are engaged in authorized training or duty ordered or authorized by proper authority for up to 15 workdays per fiscal year.

Military duties include service and training conducted in connection with the Armed Forces Reserves and the National Guard. This includes active duty, active duty for training, and initial active duty for training, inactive duty training, full-time National Guard duty, absence for an examination to determine fitness for duty, and absences for performing funeral honor duties. Both voluntary and involuntary duty is covered. These type of training are considered to be necessary for professional development or for completion of skill training or retraining. In cases where military duties covered by federal and state law both apply, paid leave under state law will run concurrently with (and not in addition to) paid leave for federal military duty.

~~Military duties include service and training conducted in connection with the Armed Forces Reserves and the National Guard. This includes active duty, active duty for training, and initial active duty for training, inactive duty training, full-time National Guard duty, absence for an examination to determine fitness for duty, and absences for performing funeral honor duties. Both voluntary and involuntary duty is covered. In cases where military duties covered by federal and state law both apply, paid leave under state law will run concurrently with (and not in addition to) paid leave for federal military duty.~~

When ~~you take~~taking paid military leave, ~~you an~~employee may request a statement of the number of workdays for which ~~you~~they claimed paid leave in that fiscal year.

Departments may request documentation, such as duty orders, or ~~you~~employee "Leave and Earnings Statement (LES) to substantiate the use of military leave.

#### **6.11.36.9.4 Military Leave of less than 31 days12 weeks**

• During ~~your~~ military leave of less than ~~31 days, you~~12 weeks, an employee will continue ~~to receive~~receiving the following:

- ~~Your elected benefits will continue during this time.~~
- ~~You will be~~The continuation of benefit coverage as determined by benefit type and current provider contracts. Contact HR for more information.
- Any paid ~~any~~ hours worked prior to ~~this~~the leave.
- ~~You may use any~~Any available days of military pay. If that amount has been exhausted, ~~you~~ may use ~~your~~ accrued vacation, accrued comp time or go unpaid.



- ~~You~~Employee will continue to accrue ~~you~~their "Leave Benefits" i.e. sick, vacation and holidays missed during this timeframe.
- Employee will continue to receive "Pay Benefits" as appropriate, such as certifications, education, language proficiency, special duty assignment, clothing allowance, phone allowance, car allowance and longevity (Police and Fire will be paid longevity according to §141.032 of the Texas Local Government Code).

#### Guidelines

- Employee's Responsibilities:
- ~~You~~ will continue to receive "Pay Benefits" as appropriate, such as certifications, education, language proficiency, special duty assignment, clothing allowance, phone allowance, car allowance and longevity (Police and Fire will be paid longevity according to §141.032 of the Texas Local Government Code).

#### Guidelines

- ~~Employee's Responsibilities:~~
  - ~~You should provide your~~Provide military orders to ~~you~~their supervisor and HR
- Return to Work after Completion of Weekend drill military leave:
  - ~~You need to~~Employee will return to work by the beginning of the next regularly scheduled work period on the first full day following release from service and expiration of an 8-hour rest period following safe transportation home. For example, if ~~you return employee~~returns home at 10 p.m. the City cannot require ~~you~~them to report to work 2.5 hours later at 12:30 a.m. However, the City can require ~~you~~them to report for the 6 a.m. shift, or scheduled work period, the next morning (after reasonable commute from military duty to home followed by 8-hours). Included in the 8-hour period is time for rest and the commute to work.
  - ~~shift, or scheduled work period, the next morning (after reasonable commute from military duty to home followed by 8-hours). Included in the 8-hour period is time for rest and the commute to work.~~

#### 6.11.46.9.5 Military Leave of 3112 or more consecutive daysweeks

During your Active pay status will be maintained for the first 12 consecutive weeks of military leave of 31 or more days, the following will be "inactivated":

- ~~Your elected benefits,~~
- ~~Your "Leave Benefits" i.e. sick, vacation and holidays, (Seniority based benefits that accrue),~~
- ~~Your "Pay Benefits" as appropriate, such as certifications, education, language proficiency, special duty assignment, clothing allowance, phone allowance, car allowance and longevity (Police and Fire. After 12 weeks have elapsed, pay status will be paid longevity according "inactive". Refer to §141.032 of the Texas Local Government Code).~~

~~For use of Vacation during your deployment, you have multiple options for your accumulated vacation leave. You can use some or all of your vacation leave to receive regular paychecks, you can receive a payout of some or all of your vacation leave on your final check before deployment, or you can leave your vacation in your vacation bank~~Section 5.2 for when you return~~further details.~~

#### Guidelines

- Employee's Responsibilities:



## Guidelines

- ~~Employee's Responsibilities:~~

- ~~Prior to deployment:~~ Unless precluded by military necessity, the Department Director and Human Resources requires advanced notice. It can be either orally or in writing. Valid Military Orders can serve as documentation for the City which can be used to establish basic eligibility for protection under USERRA. ~~Your Department Director and Human Resources requires advanced notice. It can be either orally or in writing. Valid Military Orders can serve as documentation for the City which can be used to establish basic eligibility for protection under USERRA.~~ If you employee cannot provide satisfactory documentation for military service, the City may contact the military unit, if necessary.

- ~~Benefits:~~

- ~~At the end of the month following the last day you worked benefits will be inactivated.~~ Benefit Options:

- During this extended leave, an employee has options for continuation of their coverages.
- City Benefit Coverage: The continuation of City benefit coverage is determined by benefit type and current provider contracts. Contact HR for more information.
- COBRA: You Once eligibility for City-provided health coverage (medical, dental and vision) as an employee expires (see Section 8.19). An employee may elect to continue group health coverage for yourselfthemselves and eligible dependents for up to 24 months following separation of employment or until yourtheir reemployment rights expire, whichever event occurs first. Should youemployee elect COBRA, youthey will be required to pay the entire premium for coverage up to 102% of the cost of the plan. Coverage will cease if you failemployee fails to make premium payments as scheduled. Military
- Military health coverage: During military leave, an employee may elect to discontinue their City provided health coverage and enroll in military-provided healthcare such as, provided that they follow the qualifying life event guideline of the military health plan, such as Tricare is available to you and your dependents as well. The products offered may come with a monthly premium.

- Return to Work after extended military leave of absence

- ~~Return to Work after extended military leave of absence~~

- When ~~you are~~ on military leave between 31 to 180 days, ~~your~~ application for reinstatement must be submitted to Human Resources no later than 14 consecutive days after completion of military duty.
- When ~~you are~~ on military leave between 181 or more days, ~~your~~ application for reinstatement must be submitted to Human Resources no later than 90 consecutive days after completion of military duty.
- The deadline for reinstatement may be extended for up to 2 years, if ~~you are~~ convalescing due to a disability incurred or aggravated during military service, and the City will make reasonable efforts to accommodate the disability.

### 6.9.6 Use of Paid Leave

Employee has multiple options for using accrued vacation, holiday or compensatory time while on military leave. An employee can use some or all of their accrued leave to receive regular paychecks; they can receive a payout of some or all of their leave on their final check before deployment, or can leave their leave banks for when they return.



## 6.9.7 Reemployment Rights

### ~~6.11.56.1.1~~ Reemployment Rights

In general, ~~if you have~~an employee who has been absent from the City by reason of service in the Uniformed Services, ~~you~~ will be eligible for reemployment under USERRA by meeting the following criteria:

- ~~You~~They must have given the City advance notice of the need for military leave;
- ~~Your period of military service cannot exceed five years; exceptions to the five year limit include training where you are unable to obtain a release from service/training before the expiration of the five year period or in instances where it has been determined and certified by the Secretary of Service to be necessary for professional development or for completion of skills training or retraining.~~
- ~~You~~There is a 5-year cumulative service limit on the amount of voluntary military leave that can be used and still retain reemployment rights. The 5-year total does not include such activities as: inactive duty training (drills); annual training; involuntary recall or retention on active duty.
- Release must be ~~released~~ under honorable conditions; and
- ~~You~~Employee must have returned and applied for reinstatement as defined above

If ~~your~~ leave was more than 30 consecutive days, the City requires ~~that you~~employee to provide documentation to establish the re-employment. The documentation can include:

- DD214
- Orders carrying an endorsement indicating completion
- Letter from the commanding officer
- Discharge certificate showing branch of service
- Please contact HR about the reemployment process

## 6.10 Leave of Absence (LOA)

An employee needing to take a Leave of Absence (LOA), shall contact Human Resources concerning their situation and steps that they may take for consideration.

### 6.10.1 Types of Leaves of Absence

There are two types of Leave of Absences that may be available for consideration on a case by case basis:

- Medical Leave of Absence; and
- Non-medical Leave of Absence.

The City adheres to the relevant laws when making considerations regarding leaves of absences.

~~The documentation can include:~~

- ~~DD214~~
- ~~Orders carrying an endorsement indicating completion~~
- ~~Letter from the commanding officer~~
- ~~Discharge certificate showing branch of service~~
- ~~Please contact HR about the reemployment process~~



## 6.126.1 Sick Leave

### 6.12.16.1.1 General

You will receive sick leave if approved for any leave of absence, benefits may be affected.

## 6.10.2 Guidelines under Leaves of Absence

With both of these types of leaves, the following applies:

- The use of accrued sick leave must meet guidelines for proper use as described in section 6.4 Sick Leave.
- All requests for leave of absence must be approved by the City Manager. Any extensions of the LOA must be approved by the City Manager and will be reviewed in no more than one-month intervals.
- A leave of absence may be revoked upon receipt of evidence submitted that the cause for granting the leave was misrepresented or has ceased to exist.

## 6.10.3 Reinstatement after LOA

- If you fail to return from leave and have failed to contact your immediate supervisor or HR on the scheduled date of return, this will be considered a voluntary resignation.
- if you are a "regular full-time Exception-Key Employees: If a salaried employee" (see Section 5 Pay for definition of is on a leave of absence and is among the highest paid ten percent of City employees, and keeping the job open for them would result in substantial disruption to City operations, reinstatement to the position may be denied. Employee Types). You will begin accruing may be given an opportunity to return to work, however, in a different job for which they are qualified.

## 6.11 Return to Work – Temporary Modified Duty

### 6.11.1 General Guidelines

Full-time or part-time employees, may be eligible to request temporary, limited/modified duty assignment as a result of their injury, illness or disability, and they are unable to perform their regular job duties but are capable of performing alternative duty assignments. Use of this type of assignment can provide an opportunity to remain productive while recovering. Modified duty may also provide a work option that will not risk employee health and safety or the safety of others.

The City is not required to, nor will it create a new position for the sole purpose to accommodate a request for modified duty. If a limited/modified position is available, and an employee has qualified skills, they may be assigned to a modified duty position until they can return to their previous position; assignments could change at any time, and the position may be transferred or removed from a modified duty assignment at any time, as deemed necessary.

Modified duty assignments may not be appropriate for all and such assignments will be made on a case by case basis where appropriate for the benefit of the City and employee. Modified duty work should be necessary, constructive, rehabilitative and supportive of the City's overall operations.



The modified duties shall, where possible, relate to the duties of the employees' position for which they were hired and must have the qualifications to perform the modified duties. If no modified duties are available in your department, an employee may be required work in a different department and perform duties different from their current job duties and based upon their knowledge, skills and abilities. An employee shall maintain the same rate of pay and benefits while on modified duty. However, if there is no modified duty available, an employee may use accrued paid leave while on FMLA (if eligible) or request a leave of absence. Refer to those sections for guidelines.

Employees are prohibited from engaging in any outside employment that requires the same duties or tasks as their regularly assigned position at the City.

**Duration:** A limited duty assignment is temporary and will be reviewed every 30 days by your department head and HR.

### **6.11.2 Medications**

Before taking any prescription medication during an assignment, it is the employees' responsibility to ascertain from their doctor whether the medication may affect their ability to perform assigned tasks. An employee must submit a written statement from their doctor regarding the manner in which the drug could affect them. The statement should **only** include medication that is being prescribed as a result of injury or illness. This statement must be communicated to only Human Resources prior to employee assignment. Depending on the type of medication and how it relates to the employees' ability to work, it may prevent them from obtaining a limited/modified duty assignment. The types of medications that need to be reported include:

- A narcotic, stimulant, or hallucinogen, or
- medication which cause drowsiness, alters mental capabilities, or reduced motor functions, or
- medication which is accompanied by labels or warnings regarding the use of operation of heavy equipment or automobiles

Any information received under this provision will be kept confidential except to the extent it may be shared with individuals who are in need-to-know position, such as an immediate supervisor. HR may ask the employee to sign a written authorization for such disclosure indicating that it is okay to disclose to the immediate supervisor or such individuals who may need to know in cases of emergency.

Any medications that are legally available over-the-counter are excluded from reporting unless such use results in a state of intoxication or impairment that is clearly a hazard to safety.

### **6.11.3 Job Assignment**

1. The Department head, or assignee, will be every effort to keep the same work schedule as possible.
2. Priority will be given to work related injuries
3. Modified duty assignments are considered temporary and shall not be a long term solution.
4. The provisions of the City's personnel policy relating to vacation, holiday and sick leave ~~after~~shall apply to you ~~have worked awhile~~ on modified duty.
5. While assigned to modified duty, employees are expected to work at their highest level of productivity and meet the expectations set of the position. The supervisor in the modified duty role will provide guidance, training, and regular feedback regarding employee performance.



6. While assigned to modified duty, an employee will not be receiving a formal performance evaluation until such time they return to their position for which they were hired for and have performed a sufficient length of time in that position to be evaluated.

#### **6.11.4 Return to Duty**

- Throughout recovery, an employee is required to keep HR informed on all changes in their status. An employee shall contact HR immediately after each physician visit or treatment to provide timely updates and discuss how that affects their ability to return to regular or modified duty.
- An employee must provide the doctor's status report after each doctor's visit. Before they are released to regular duty, the status report must certify that they are able to return to work and perform the essential functions of their job.
- If the employee is not cleared by their doctor to return to their regular position to perform their essential duties within a reasonable timeframe, Human Resources will meet with the employee to engage an interactive discussion about their situation.

### **6.12 Leave Limitation**

#### **6.12.1 Policy**

An employee may be terminated from employment as a business necessity due to Limitation of Leave policy when the employee is unable to perform the essential functions of his/her position with or without reasonable accommodation for a specific period of time.

#### **6.12.2 Procedure/Rule**

With the exception of leave of absence for military duty, no leave of absence or other period of inability or failure to perform full-duty work, by itself or in combination with other periods of leave, may last longer than 26 weeks or 1040 (1378 – fire) hours. Any employee who for any reason or combination of reasons misses a total of 26 calendar weeks 1,040 regular hours, or (1378 fire) of full-pay period and can use any accrued sick leave-duty work in a 12-month period, shall be separated from employment due to unavailability for work. Any employee so separated shall normally be eligible for rehire and shall be able to apply for available job openings, depending upon qualifications. An employee shall be considered unavailable for work if the employee cannot perform the essential functions of the job, with or without reasonable accommodation.

~~Good attendance habits are an integral part of everyone's~~ As an integral part exception of everyone's this policy, an employee who has more than 26 calendar weeks of accrued paid leave shall be allowed to exhaust such time prior to termination of employment under this policy.

If an employee is involved in a catastrophic on the job; that means coming injury and the employee is unable to return to work on time, after 26 calendar weeks, the City Manager can extend leave. A review of the leave will follow every 30 days by the City Manager. Additional leave should not exceed 26 additional calendar weeks.

This policy shall not be read or implemented so as to conflict with or modify the City's obligations under the Americans with Disabilities Act (ADA).



### **6.12.3 Unauthorized Absence**

At any time during your employment, you may not be absent from work without permission from your department head or designee. The City reserves the right to not pay you for unauthorized absences and any unapproved time. Your unapproved absence may result in corrective action up to and including termination. Unauthorized or unapproved leave from work for 2 working your shift as scheduled and leaving days or more may be considered by the City Manager as scheduled, a voluntary resignation. Unless the City Manager determines otherwise, the resignation is not in good standing, and you are not eligible for reemployment.

## **6.13 Administrative Leave**

### **6.13.1 Administrative Leave**

The City Manager is the only one who may authorize administrative leave, with or without pay, when not otherwise provided for in these policies. You should indicate on your timesheet, with a notation at the bottom, the type of absence being compensated.

### **6.13.2 Inclement Weather Leave**

The City Manager or designee may grant any amount of administrative leave, depending upon the severity of the weather event, when the City offices close due to inclement weather. Regular, full and part time employees are eligible to receive inclement weather administrative leave. Employees on personal leave on the day(s) for which administrative leave is granted due to inclement weather will not have to take their personal leave as planned. The administrative leave will be used in lieu of personal leave.

If an exempt or non-exempt employee is able to work remotely during an inclement weather event they will not receive administrative leave for the time frame they were able to work. Exempt or non-exempt employees who actually physically come in to work during an inclement weather event may receive compensatory and/or FLSA overtime, which may have a "use by" deadline or it may be paid directly to the employee, as determined by the City Manager and contingent upon available city funds.

## **6.14 Catastrophic Leave**

It is the policy of the City to offer eligible participating employees who have exhausted all available leave balances the opportunity to receive additional leave benefits from a Catastrophic Leave bank for extended absences in the case of catastrophic illness or injury to the employee or eligible family member.

### **6.14.1 Eligibility**

All regular full-time employees are eligible to participate. Participation in the program is voluntary. Only employees contributing at least eight (8) sick leave hours during the Open Enrollment Period are eligible to receive paid leave from the Catastrophic Leave bank in the following twelve (12) months.

### **6.14.2 Enrollment**

Eligible employees may only enroll during the Open Enrollment Period (September 1- September 30 of each year) by completing an enrollment form available at the Human Resources Department. Participation in the Catastrophic Leave bank becomes effective October 1.



#### **6.14.3 Minimum Contribution**

Employees wishing to participate may contribute a minimum of eight (8) hours of accrued sick leave time each year. Contributions will be credited to the Catastrophic Leave bank on the first full pay period which begins after October 1. Employees electing to participate must contribute hours from the sick accrual account.

Employees contributing to the Catastrophic Leave bank, must have a combined leave (sick, vacation leave and compensatory time) balance of 80 hours after the contribution.

#### **6.14.4 Maximum Contribution**

The maximum annual contribution to the Catastrophic Leave bank is forty (40) hours per employee.

#### **6.14.5 Rules**

- Contribution to the Catastrophic Leave Bank may not be designated for use by any specific employee.
- Time donated by an employee may not be recovered or recaptured.

#### **6.14.6 Definition**

Catastrophic Illness or Injury: Catastrophic illness or injury is defined as a serious health condition that affects the employee, or the employee's spouse, child or parent, which is unanticipated, non-job related, not self-inflicted, and requires an employee's absence without pay for a period of at least two weeks after all leave balances have been exhausted. This is further defined as those illnesses or accidents which require confinement in a hospital or accidents which require extensive medical care of an unforeseeable nature. Examples include life threatening injury or illness, cancer, AIDS, heart surgery, stroke, etc. Catastrophic illnesses shall not include elective surgery nor unforeseeable medical care rendered as a result of something other than injury or disease.

#### **6.14.7 Administration**

All requests for Catastrophic Leave shall be reviewed by the Human Resources Department. A representative from the Human Resources Department will act as the primary administrator and contact for the program.

#### **6.14.8 Leave Request Process**

Application for Catastrophic Leave must be made on the standard form provided by the Human Resources Department. Each application must include the standard FMLA form with a health care provider's signed statement. The request must include the health care provider's name, address and phone number. The forms shall be submitted to the Human Resources Department.

The maximum hours of catastrophic leave that may be request and be granted is 480 in a 12-month period. The guidelines set forth in *Leave Limitation Policy* of the Cedar Park Human Resources Policy Manual continue to be applicable. The total (unpaid and/or paid) leave permitted is 1,040 hours.

#### **6.14.9 Application Review**

The Human Resources Department will review each application and ensure that each of the following conditions have been met:

- Employee is enrolled as a participant in the Catastrophic Leave bank;



- Employee's entire accumulated leave (holiday, sick, vacation, comp time, etc.) has been exhausted;

#### **~~6.12.2 Proper Use of Sick Leave and Approval~~**

~~Sick Leave shall **not** be considered as a right which you may use at your discretion or at any time. Your supervisor or designee must approve all absences, one hour prior to your scheduled start time, barring an emergency or unusual circumstance. To ensure the department has adequate personnel coverage, your supervisor or designee may not approve your requested sick leave. If denial is communicated, you must report to work at the time your supervisor advises you. Failure to report to duty as advised by your supervisor will cause your absence to be charged as an unauthorized absence as stated in section 6.2.1.~~

~~You may use sick leave:~~

- ~~• For your illness or injury that prevents you from working~~
- ~~• To receive medical care from a physician, dentist or other healthcare provider~~
- ~~• To care for or provide assistance in receiving medical care for your spouse or a dependent child (includes step children) (under age 26), your mother or father or your spouse's mother or father, or other legal dependent of yours or your spouse's (i.e. a grandchild per IRS regulations, you will need to sign a statement claiming the grandchild as a dependent on your income tax and you will be asked to provide a copy of your tax return displaying the name and date of birth as a dependent.~~
- ~~• Exceptions to the list above are limited in scope, and must be consistently applied and documentation approved through your Department Director and routed HR for their records. is complete and is provided in a timely manner; and~~

#### **~~6.12.36.1.1 Sick Accrual Rate Table~~**

| <del>All Full Time (40 Hour Shift)<br/>Per Pay Period</del> | <del>24 HR Shift Employees<br/>Per Pay Period</del> | <del>Maximum Hours Capped<br/>For All Employees</del> |
|-------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------|
| <del>3.69 or (96 hours per year)</del>                      | <del>5.54 or (144 hours per year)</del>             | <del>480</del>                                        |

#### **~~6.12.4 Maximum Sick Leave Accrual~~**

~~You may accumulate up to a maximum of 480 hours. Accruals stop at 480 hours and resume if you use any sick leave.~~



#### ~~6.12.56.1.1~~ **Suspended Sick Leave Accruals**

~~Your accrual of sick leave may be suspended during certain extended absences. Refer to definitions in Section 5 Compensation and Pay Active and Inactive pay status for details.~~

~~Abuse or Overuse of Sick Leave: Using sick leave for purposes other than those authorized by this policy is just cause for corrective action up to and including termination of employment. Abuse or overuse includes:~~

- ~~• Consistently using your sick leave as, it is earned or failing to accumulate sick leave;~~
- ~~• Evidence of inappropriate patterns of sick leave usage;~~
- ~~• Failure to comply with departmental procedure for the notification and scheduling of sick leave;~~
- ~~• Continuous use of sick leave indicates an inability to successfully perform the essential job functions of the position.~~

~~Your Department Director may require you to submit a doctor's statement in support of illness with each absence. For example, if your department head has counseled you on your excessive absenteeism, you may be required to submit a doctor's note even if you have missed only one day. If you fail to present the doctor's note, your leave may be recorded as "unauthorized leave without pay" and corrective action initiated. Extended Absences More Than Consecutive 14 days: Refer to Section 6.2 (Absence) for details.~~

#### ~~6.12.66.1.1~~ **Return to Work Documentation**

~~If you are absent due to illness or injury for three (3) consecutive days or more, you may be required to produce a doctor's statement supporting the time of absence, and a written doctor's release notated when able to return to work.~~

~~If you are a 24/48 Fire employee, you may be required to provide a doctor's statement supporting the time of absence, and a release from the doctor in writing on the 2<sup>nd</sup> twenty-four (24) hour shift.~~

~~In all cases, failure to provide such a doctor's statement may result in corrective action.~~

#### ~~6.12.76.1.1~~ **Calling in To Report Your Absence**

~~In order to receive compensation while on sick leave, you must contact your immediate supervisor or designee within the **one hour** prior to the time set for you to begin your daily duties or as required by your department. You must call your supervisor each subsequent day you will be out on sick leave unless other arrangements are made. Failure to give such notification, except in emergency or unusual circumstances, will cause your absence to be recorded at "unauthorized leave without pay" and corrective action may be initiated.~~

#### ~~6.12.8~~ **Sick Sell Back**

~~You shall have the option to sell back a portion of your accrued sick leave. Payroll will distribute the Sell Back form yearly. You must complete the form and return it to Payroll. **The maximum of twenty four (24) hours may be purchased back by the city based upon the following provisions:**~~

- ~~• You must have completed one year of employment~~
- ~~• If you have used any sick time during the calendar year, you may sell back twenty four (24) less the amount of sick time taken. Example, if you have taken 16 hours, you may only sell back 8 hours.~~



#### ~~6.12.96.1.1 Sick Pay When Firefighter Assigned to 40 Hour Workweek~~

~~The City recognizes that non-exempt full-time Firefighter assigned to suppression duties accrue sick leave at a higher rate than other City employees because of their 53-hour average workweek cycle. When a Firefighter is permanently assigned to a position with a 40-hour work schedule, the firefighter will begin accruing sick leave at the same rate as other 40-hour per week City employees. When a Firefighter on a 40-hour workweek returns to a regular 53-hour average workweek cycle, sick leave will accrue in accordance with other 53-hour employees.~~

#### ~~6.136.1 Vacation~~

##### ~~6.13.16.1.1 General~~

~~You will receive vacation leave if you are a “regular full-time employee” (see Section 5 Compensation and Pay for definition of Employee Types). You will begin accruing vacation leave after you have worked a full pay period, but you cannot use any vacation leave until you have completed your initial introductory period, or any extended introductory period, unless your department director approves such use during the initial or extended introductory period. Also refer to Section 5 Pay definitions for accruals and other benefits affecting pay.~~

##### ~~6.13.2 Maximum use of vacation~~

~~You cannot use more than 15 consecutive calendar days of vacation in one event, without written approval from your department director.~~

##### ~~6.13.36.1.1 Paid City holiday while on vacation~~

~~In the event that a City-observed holiday occurs while you on are approved vacation leave, the hours for the holiday will not count against your vacation leave.~~

##### ~~6.13.46.1.1 Operational Needs and Scheduling~~

~~Your supervisor must approve all vacation requests in advance. This approval will necessarily balance the needs of the City and your needs. When there are conflicting requests, the supervisor will distribute the vacation fairly among the requesting employees (i.e. employees should take turns.)~~

~~Department heads are responsible to monitor vacation schedules to ensure that an adequate work force is available. Based on operational needs and staffing levels available, you may be asked to explain the circumstances of your requested leave. The department head will then be better prepared to make an informed decision regarding approval of the leave. Your leave may be denied if you don't provide requested information or documentation. In rare circumstances, a department head may rescind previously approved vacation leave because of work issues. The supervisor will consider the impact on you (prepaid travel expenses, family issues, employee morale) compared to the operational needs of the department in deciding whether to deny or rescind requested leave.~~



#### ~~6.13.56.1.1 Going Negative in Vacation Bank~~

~~You may only request time off if you have the associated leave time available. On a very limited basis, with the written approval of your department head, you may use un-accrued vacation time. In those instances, your accruals calculated with each pay period will be used to replenish the deficit until your vacation leave bank is positive. Your vacation bank cannot go negative beyond a 40-hour deficit! You must provide written consent along with your department head's approval and must be attached to your timesheet. Until you have replenished your bank, you will not be permitted any additional vacation time. Should you leave the employment of the City prior to positive leave bank balance; the deficit balance will be deducted from your last pay check.~~

#### ~~6.13.66.1.1 Vacation Cap or Maximum Vacation Accrual~~

~~Your vacation accrual will be **capped at two times (2x) your annual accrual** based upon your years of service regardless of when that cap is reached within the year. When holiday hours go unused and are converted to vacation they are not treated differently. That is, when your vacation balance is at the maximum (whether from unused vacation or holidays), **your accruals will stop** until you use some vacation time. The City Manager may grant exceptions.~~

#### ~~6.13.76.1.1 Vacation Accrual Chart for full-time employees~~

##### ~~Vacation Leave Accruals for all full-time Department Heads~~

| <del>Years of Service</del>             | <del>Hours Accrued Per Pay Period</del> | <del>Hours/ Days Accrued Per Year</del> |
|-----------------------------------------|-----------------------------------------|-----------------------------------------|
| <del>Up to 9</del>                      | <del>4.62</del>                         | <del>120 Hours / 15 days</del>          |
| <del>At least 9, but less than 14</del> | <del>5.54</del>                         | <del>144 Hours / 18 days</del>          |
| <del>14 or more</del>                   | <del>6.46</del>                         | <del>168 Hours / 21 days</del>          |

##### ~~Vacation leave for all full-time employees (40 Hour Shift)~~

| <del>Years of Service</del>             | <del>Hours Accrued Per Pay Period</del> | <del>Hours (Days) Accrued per Year</del> |
|-----------------------------------------|-----------------------------------------|------------------------------------------|
| <del>Less than 4</del>                  | <del>3.69</del>                         | <del>96 Hours/ 12 days</del>             |
| <del>At least 4, but less than 9</del>  | <del>4.62</del>                         | <del>120 Hours/ 15 days</del>            |
| <del>At least 9, but less than 14</del> | <del>5.54</del>                         | <del>144 Hours/ 18 days</del>            |
| <del>14 or more</del>                   | <del>6.46</del>                         | <del>168 Hours/ 21 days</del>            |

##### ~~Vacation leave for Licensed Peace Officers and Commissioned Fire Protection (80 Hour Shift)~~

| <del>Years of Service</del>   | <del>Hours Accrued Per Pay Period</del> | <del>Hours (Days) Accrued per Year</del> |
|-------------------------------|-----------------------------------------|------------------------------------------|
| <del>Less than 1</del>        | <del>3.69</del>                         | <del>96 Hours/ 12 days</del>             |
| <del>1 but less than 9</del>  | <del>4.62</del>                         | <del>120 Hours/ 15 days</del>            |
| <del>9 but less than 14</del> | <del>5.54</del>                         | <del>144 Hours/ 18 days</del>            |
| <del>14 or more</del>         | <del>6.46</del>                         | <del>168 hours/ 21 days</del>            |



~~Vacation leave for Commissioned Fire Protection (24/48 Shift) \*~~

| <u><del>Years of Service</del></u>   | <u><del>Hours Accrued Per Pay Period</del></u> | <u><del>Hours (Shifts) Accrued per Year</del></u> |
|--------------------------------------|------------------------------------------------|---------------------------------------------------|
| <u><del>Less than 1</del></u>        | <u><del>5.54</del></u>                         | <u><del>144 Hours/ 12 Days/6 Shifts</del></u>     |
| <u><del>1 but less than 9</del></u>  | <u><del>6.92</del></u>                         | <u><del>180 Hours/ 15 Days/7.5 Shifts</del></u>   |
| <u><del>9 but less than 14</del></u> | <u><del>8.31</del></u>                         | <u><del>216 Hours/ 18 Days/9 Shifts</del></u>     |
| <u><del>14 or more</del></u>         | <u><del>9.69</del></u>                         | <u><del>252 Hours/ 21 Days/10.5 Shifts</del></u>  |

- ~~\*Commissioned Fire Protection Employees and Licensed Peace Officers accrue at a higher rate than other full-time employees as required by Local Government Code 142.0013. Requesting employee has a qualifying catastrophic illness or injury.~~

The Human Resources Department will inform the applicant of their decision in writing within five (5) days after the receipt of the application.

**6.14.10 Rules During Catastrophic Leave**

- While an employee is receiving benefits from the Catastrophic Leave bank, he or she will not continue to accrue vacation time, compensatory time, or sick leave.
- Catastrophic Leave granted and not used by the employee will be returned to the Catastrophic Leave Bank.
- If a separation of employment occurs while an employee is utilizing Catastrophic Leave, the employee may not receive payment for the remaining balance of their Catastrophic Leave.

**6.14.11 Ineligibility**

A participating employee shall lose the right to obtain benefits from the Catastrophic Leave bank by:

- Termination of employment, including resignation, involuntary termination and retirement;
- Refusal to comply with the policies and procedures set forth in the Human Resources Manual and/or this policy; or
- Determination of permanent disability by the U.S. Social Security Administration.

**6.14.12 Appeal Process**

An employee whose request for Catastrophic Leave benefits is denied by the Human Resources Department may appeal the denial to the Catastrophic Leave Committee, but must do so in writing within five (5) days of receiving notification that the request was denied. The Committee will convene no later than five (5) days from the time an appeal is submitted to the Human Resources Department. The Catastrophic Leave Committee's decision is final.

**6.14.13 Catastrophic Leave Committee**

The purpose of the committee is to provide an annual review of the Catastrophic Leave Policy and hear appeals of denied catastrophic leave requests. The committee will be comprised of five (5) employees appointed by the City Manager. Decisions rendered by the Catastrophic Leave Committee require a majority vote and will be final.





---

## 7.0 Employee Safety and Security

---

Effective Date: 07-02-2020

Revised Date: ~~xx-xx-xx~~(s): 10-20-2022

### Contents

|                                                                             |               |
|-----------------------------------------------------------------------------|---------------|
| <del>7.1</del> <del>ROLES AND RESPONSIBILITIES</del> .....                  | <del>1</del>  |
| <del>7.2</del> <del>CITY VEHICLES</del> .....                               | <del>3</del>  |
| <del>7.3</del> <del>DRIVING QUALIFICATIONS</del> .....                      | <del>8</del>  |
| <del>7.4</del> <del>ACCIDENTS/INCIDENTS, COLLISIONS AND DAMAGES</del> ..... | <del>9</del>  |
| <del>7.5</del> <del>ON THE JOB INJURY</del> .....                           | <del>11</del> |
| <del>7.6</del> <del>LIMITED/MODIFIED DUTY (NON- WORKERS COMP)</del> .....   | <del>21</del> |
| <del>7.1</del> <del>PROMOTING A SECURE WORKPLACE</del> .....                | <del>1</del>  |
| <del>7.2</del> <del>USE OF CITY PROPERTY AND ACCIDENT REPORTING</del> ..... | <del>4</del>  |
| <del>7.3</del> <del>CITY VEHICLE OPERATOR STANDARDS</del> .....             | <del>13</del> |
| <del>7.4</del> <del>NOTIFICATION TO SUPERVISOR</del> .....                  | <del>6</del>  |

## **7.1— Roles and Responsibilities**

### **7.1 ~~The success of the City's Safety Program depends upon the effective use of resources to maintain high quality services for the citizens of our community. Our most important resource is you, our employee. To protect this resource, we are~~ Promoting a Secure Workplace**

#### **Policy**

~~A City is committed to providing~~maintaining a safe and healthy work place ~~for you by establishing and maintaining an effective safety and accident prevention program. Safety is, and will continue to be, a fundamental part of our organization's operations.~~

~~The responsibility for safety resides within you and you are challenged to stay informed and to take responsibility for your own safety and the safety of your co-workers. To ensure the success of the safety process, you must give your full participation and support to the safety policies and procedures.~~

#### **7.1.1— Management Safety Responsibilities**

Safety responsibilities for managers include:

- ~~1. Provide leadership and direction concerning safety activities.~~
- ~~2. Participate actively in the evaluation of the safety program.~~
- ~~3. Set goals concerning safety performance within the department.~~
- ~~4. Review losses for potential trends on a regular basis.~~
- ~~5. Enforce all safety rules.~~
- ~~6. Participate in facility and worksite audits.~~
- ~~7. Participate in and support all accident investigation activities.~~
- ~~8. Review accident reports and recommend corrective actions.~~

#### **7.1.2— Supervisor Safety Responsibilities**

~~In addition to the responsibilities of managers, the safety responsibilities of supervisors include:~~

- ~~9. Knowing, understanding, and enforcing safety rules and regulations consistently for activities on City work sites and in City facilities.~~
- ~~10. Ensuring hazards are reported and corrected. Operating under known hazardous conditions will not be tolerated.~~
- ~~11. Ensuring environment for employees are properly trained and instructed in the use of power tools, machinery, and complex equipment.~~
- ~~12. Ensuring tools, equipment, and machinery being used in the and preventing workplace are in proper working condition.~~
- ~~13. Ensuring that proper personal protective equipment (PPE) is available and utilized by your staff when necessary violence. Creating or required.~~
- ~~14. Setting a good example in safety practices, such as wearing the proper personal protective equipment as well as and following policies and procedures.~~
- ~~15. Ensuring that your staff has access to a copy of the department's safety policy if applicable.~~
- ~~16. Encouraging safety suggestions from your staff.~~
- ~~17. Obtaining prompt first aid for injured employees.~~
- ~~18. Participating in accident or incident investigations.~~



~~19. Conducting audits of all work areas and facilities as needed in an effort to improve housekeeping, eliminate contributing to an unsafe conditions and encourage safe work practices.~~

~~20. Ensuring that their assigned staff is trained and instructed on safety policies, standards, regulations, rules, procedures, and processes and commonly accepted safe work practices. This also includes training all employees to properly use required safety tools, equipment, and personal protective equipment (PPE).~~

### **~~7.1.3 — Role and Responsibilities~~environment by presenting direct or indirect acts of Employees**

~~It is your responsibility to conduct all tasks in a safe and efficient manner while complying with local, state and federal safety and health regulations. You must observe and follow safety policies, standards, regulations, rules, procedures, processes and commonly accepted safe work practices.~~

~~Your responsibilities include:~~

~~21. Obeying safety rules~~

~~22. Following safe job procedures; no short cuts~~

~~23. Maintaining valid operator's license and required insurance coverages for assigned vehicles and equipment~~

~~24. Keeping work areas clean and free from slipping physical or tripping hazards~~

~~25. Using prescribed personal protective equipment and work clothing required for safe job performance~~

~~26. Using safety equipment, apparatuses and devices provided for safe job performance~~

~~27. Maintaining assigned equipment according to recommended maintenance instructions and maintenance schedules~~

~~28. Immediately reporting all malfunctions and unsafe conditions to a supervisor~~

~~29. Using care when lifting and verbal violence against an employee, visitor or other individual on City property, at service locations or in the course of carrying objects; lift with your legs not your back out City business shall not be tolerated.~~

### **7.1.1 Procedure/Rule**

**7.1.2 Applicability – This policy covers each employee and agent of the City.**

**7.1.3 Workplace Violence Prohibited - Prohibited acts of workplace violence include, but are not limited to, threats, physical attacks or property damage. For the purpose of this policy, the following definitions shall apply:**

**7.1.3.1 Threat – A “threat” is the expression of intent or desire to cause physical harm or property damage. The definition shall include jokes about violence or threats of violence.**

**7.1.3.2 Physical Attack – A “physical attack” is, without limitation, unwanted or hostile physical contact such as hitting, pushing, kicking, shoving, throwing of objects or fighting.**

**7.1.3.3 Property Damage – “Property Damage” is intentional damage to or destruction of property owned by the City or its employees, vendors, or the general public.**

**7.1.4 Possession of Dangerous Weapons – This policy does not apply to commissioned Police Officers.**



The City strives to provide a safe and secure working environment for all. Except as provided otherwise in this section, employees may not carry weapons while on duty. Prohibited weapons include, but are not limited to: firearms, clubs, explosive devices, knives with blades exceeding 3½ inches, and switchblades. You should not have any expectation of privacy and the City retains the right to search for prohibited weapons on City property.

The City permits employees licensed to carry a handgun under Texas law to carry a handgun into a City facility, in a City vehicle, or stored in their locked personal vehicle that is parked on City property, or on the employee while on duty as a City employee, unless otherwise prohibited by state or federal law, subject to the following requirements of this section.

The handgun must be concealed at all times and carried in a holster that completely covers the trigger and entire trigger guard area. If a handgun is carried in a purse, backpack, or briefcase, the purse, backpack, or briefcase must be on or about the holder's person at all times or stored in a locked, secured location. Employees may not use their handgun while performing their official duties and the City is not liable for an employee's conduct involving a handgun. Employees are responsible for complying with all applicable laws, including without limitation, Subchapter H, Chapter 411 of the Texas Government Code and other applicable civil and criminal laws. Employees must maintain their handgun license as valid and in good standing at all times. This policy does not authorize a license holder to carry a handgun in any facility or property where the possession of such is prohibited by state or federal law. In the event the employee's handgun license is revoked, suspended, expired or otherwise invalid for any reason, the employee must immediately cease possessing or carrying a concealed handgun while at work.

~~30. Reporting Observing restricted areas and all warning signs~~

~~31. Knowing emergency procedures~~

~~32. Promptly reporting every accident and injury to your supervisor~~

~~33. Following the care prescribed by the attending physician when treated for an injury or illness (refer to "on the job injury" in later in this section.)~~

~~34. Attending all employee safety meetings~~

~~35. Notifying your supervisor of any threats you have witnessed, or received or have been told by another employee~~

Failure to observe these guidelines may result in corrective action up to and including termination.

## **7.2 — City Vehicles**

**Purpose:** ~~The purpose of this policy is to establish the rules and procedures governing the assignment, and use of City vehicles including take-home vehicles.~~

~~7.1.5 **General:** You must operate any City vehicle with due care and caution in a safe, efficient and effective manner at all times. The City's philosophy is that you should arrive safely at your designation and operate the vehicles in manner where you are able~~Workplace Violence – An employee who believes he/she has been the target of workplace violence or an employee who observes an incident of workplace violence shall **immediately** report the incident to his/her supervisor, Department Head or Human Resources. In emergency situations, call the Police \_\_\_\_\_ Department \_\_\_\_\_ by \_\_\_\_\_ dialing "9-1-1".



A Supervisor or Department Head is responsible for responding in a prompt and effective fashion, either when notified of an alleged incident of workplace violence, or when he/she observes workplace violence, and shall contact Human Resources for guidance and assistance in handling such a situation in the workplace. In emergency situations, a supervisor or Department Head shall call the Police Department.

A Human Resources representative or a member of the Police Department designated by the Chief of Police shall conduct a full and prompt investigation. An employee found to have violated this policy shall be subject to disciplinary action, up to and including termination of employment. The City shall follow up with a victim and any witness to an incident of workplace violence.

7.1.6 The City encourages every employee to be alert to the possibility of violence on the part of employees, former employees, vendors, or strangers. The City shall handle the report of violence in a confidential manner to the extent permitted by law and policy, and shall release information related to such reports only on a need-to-know basis.

7.1.7 The City prohibits retaliation against or harassment of an individual who acts in good faith by reporting real or perceived violent behavior or violations of this policy.

## **7.2 Use of City Property and Accident Reporting**

### **Policy**

It is the policy of the City to provide each employee with adequate tools, uniforms, equipment and vehicles for the City job being performed and to expect each employee to use such items properly, safely, courteously, and in compliance with all local, state and federal regulations.

### **Procedure/Rule**

7.2.1 Personal Use Prohibited - No personal use of any City property, materials, supplies, tools, equipment, or vehicles is permitted unless written authorization is obtained from the Department Head. Violation may result in disciplinary action up to, and including, termination of employment or criminal prosecution, if appropriate.

7.2.2 Use of Vehicles and Motorized Equipment – An employee who is assigned or permitted to use a City vehicle or motorized equipment by his/her department, or an employee who uses a personal vehicle to perform official City business, is responsible for proper use and maintenance of the vehicle and/or motorized equipment.

7.2.3 Valid Driver's License – An operator of a City vehicle or motorized equipment or an employee who drives his/her own privately owned vehicle on City business is required to have a current valid State of Texas driver's license necessary to operate that vehicle or piece of equipment and to keep his/her supervisor informed of any change in status of his/her license. (Also refer to *City Vehicle Operator Standards Policy*.)

7.2.3.1 Suspension or revocation of the driver's license or failure to maintain control. Operators of City vehicles shall at all times obey all applicable traffic laws and practice safety procedures as may be set out by this section and laws.



~~**Police Department Policies:** Due to rules and regulations which govern police activities, Police departmental policies are far more restrictive than city wide Personnel policies. Therefore, police personnel will refer to their departmental policies for guidance on this topic.~~

#### **7.2.1 — Use of City Vehicles**

~~City owned or leased vehicles may only be driven by authorized City employees. If you drive a personal vehicle, or a City owned, rented or leased vehicle on the job or while carrying out City related business, you must comply with the following:~~

- ~~1. You must have a valid State of Texas driver's license appropriate for the vehicle operated, must maintain a satisfactory/an acceptable driving record, and must immediately inform your supervisor AND Human Resources in writing of any change in status (expires, lapses or is suspended).~~
- ~~2. You must maintain your own personal auto insurance coverage.~~
- ~~3. Always observe all posted laws and speed limits.~~
- ~~4. It is your responsibility to pay traffic violations including parking tickets. Failure to resolve such traffic violations will may result in corrective/disciplinary action, up to and including termination of employment.~~
- ~~5. Always wear seat belts when the vehicle is in operation.~~
- ~~6. No passengers other than City employees or others on City business may ride in a City vehicle unless otherwise approved in advance by the Department Director or City Manager.~~
- ~~7. Personal use of a city vehicle is strictly prohibited without prior authorization from your Department Head. Our risk management company allows the members to set their policy concerning the use of city vehicles. Coverage is provided according to the terms of our Liability coverage.~~
- ~~8. Report any broken, missing, or worn parts, tires, etc., or any needed maintenance of City vehicles to the appropriate supervisor immediately.~~
- ~~9. Drivers covered by Department of Transportation (DOT) regulations must comply with the DOT regulations at all times.~~
- ~~10. At no time may you drive a City vehicle or a personal vehicle while conducting City business while under the influence of alcohol, or certain medications which alter your abilities or with illegal drugs in your system. No alcoholic beverages are allowed in the City vehicles.~~
- ~~11. Smoking/tobacco/e-cigarettes use of any kind is not allowed in City vehicles.~~
- ~~12. The assignment of the City vehicle belongs with the position and NOT with the individual employee~~
- ~~13. All employees, including full time, part time and seasonal are considered City employees and are allowed to operate a City vehicle. This does not include contracted employees or temporary employees by an outside agency.~~

#### **7.2.2 — City Take Home Vehicles**

~~Public Safety departments may assign vehicles to commissioned personnel as they are on call 24/7.~~



~~Non-public safety departments may assign a vehicle when it is more economical than payment of a car allowance or mileage reimbursement or because you respond to frequent emergency calls with specialized equipment or are on call back or standby status. To be eligible for assignment of a take-home vehicle, you must be subject to emergency call back during off duty hours to locations other than your normal work station.~~

~~If you live outside the city limits, and are subject to on-call status, you shall reside within a reasonable response time as defined by the department director.~~

~~If you are authorized by your department director to take a vehicle home, you will adhere to good stewardship practices and common sense pertaining to responsible use of the vehicle. You must adhere to the following general rules:~~

- ~~• In order to minimize potential theft or damage of property, take home cars should be parked in a drive-way, not on the street, if possible.~~
- ~~• You cannot be receiving a car allowance.~~

~~The City reserves the right to review the continuing need for any vehicle assignment and withdraw or reassign such vehicle at any time.~~

~~If you damage or total a vehicle in an accident for which it was your fault, you may forfeit the privilege of being assigned a take home vehicle.~~

~~City vehicle usage will not be negotiated as part of an employment package without prior approval from the City Manager.~~

#### **7.2.3 — Maintenance and Reporting**

~~It is your responsibility to ensure the City vehicle is in full operational condition before and after each use. You will need to notify your supervisor or Public Works of any exceptions to the vehicle's condition.~~

~~You must report any accident, theft, damage, breakdown, or mechanical problem involving a city vehicle regardless of the extent of damage or lack of injuries to your supervisor. These reports must be made as soon as possible but no later than 24 hours after the incident. You are expected to cooperate fully with authorities in the event of an accident.~~

#### **7.2.4 — Use of Personal Automobile**

~~The City Manager may approve a car allowance for some employees that use their personal vehicle for approved business purposes, other than a City take-home vehicle. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. The use of toll ways should be avoided when possible; review the **purchasing policy for guideline on reimbursement for tolls.**~~

~~If you receive a car allowance, you must carry your own liability insurance and you may be asked to furnish the HR department with a certificate from the insurance company stating that you have the basic limits of liability as required by the State of Texas.~~

~~**Liability Insurance: The City carries liability insurance if you are using your personal vehicle for work related travel. Liability insurance covers damage you do to others' person or property but DOES NOT cover your property. In the event of accident while you are driving your personal vehicle on City business, you are responsible for filing a claim with your personal auto insurance carrier.**~~



- 7.2.4 Cell Phone Use While Driving – No employee shall use a City-issued Smart Phone or a personal smart phone for City purposes while driving, unless the employee is using the Smart Phone with hands-free technology.
- 7.2.5 Accident Reporting – An employee operating a City vehicle, personal vehicle on City business, or piece of City motorized equipment shall report any vehicular or equipment accident, regardless of how minor, and any property damage or liability claim to his/her supervisor or designee at the time of the accident. The employee's supervisor shall notify the Department Head, Human Resources and Finance immediately. (Also refer to *Worker's Compensation* policy)  
The employee shall notify the appropriate police department of all accidents except those involving no other parties or property, and resulting in no more than a minor dent or ding to City property. If the employee is unable to notify a police department due to a medical emergency, then the supervisor shall ensure that the appropriate police department is notified.  
If a Police report is taken by the Leander, the Police Department shall notify the respective Department Head involved by forwarding a copy of any accident report involving City equipment or vehicles as soon as the investigation is completed.
- 7.2.6 Drug Testing Following an Accident Involving a Vehicle or Motorized Equipment – If the accident results in the loss of human life or results in the issuance of a citation to the employee for a moving violation arising from the accident, the employee driving the vehicle or operating the equipment shall be tested for the presence of alcohol and controlled substances.  
If the accident involves an employee holding a CDL and operating a commercial motor vehicle at the time of the accident, alcohol and controlled substance testing will further be required if the accident involved bodily injury requiring medical treatment away from the scene of the accident or damage to one or more vehicles requiring the vehicle(s) to be transported by tow truck or another vehicle.  
The alcohol test required by this Section shall be administered within two (2) hours of the accident, if possible, or in any event, within eight (8) hours of the accident. The controlled substance test required by this Section shall be administered as soon as practicable, and no later than thirty-two (32) hours after the accident.  
A driver or operator who is subject to post-accident testing shall remain readily available for testing if medically possible. A driver who is subject to post-accident testing and who does not remain readily available for testing for reasons other than his own or others' medical emergency need may be deemed by the City to have refused to submit to testing.
- 7.2.7 Equipment and Uniforms – The City may issue appropriate equipment and tools required for a job and/or issue uniforms to employees required to wear them. Such City-issued equipment, tools, and uniforms are considered to be City property and shall be returned to the supervisor upon separation from employment. If equipment, tools and/or uniforms are not returned, the replacement cost may be deducted from the employee's final payment, unless otherwise approved by the City Manager.



#### **7.2.57.2.8 Mileage Reimbursement**

If you do not receive a car allowance, and you are using your personal vehicle for City business, you will be reimbursed for mileage based on the rate dictated by IRS. All mileage is based on the round trip from Leander City Hall. This reimbursement rate is intended to compensate you for all costs related to the operation of your personal vehicle on company business. This reimbursement also pertains to when you attend a city related conference out of town and take your family. When using your own vehicle for business purposes, with the approval of your department head, parking fees are reimbursable.

### **7.3—Driving Qualifications**

#### **Driving Records Checks**

~~If you are required to drive a vehicle or operate a piece of equipment that requires a valid driver's license as part of your job duties, you must maintain a satisfactory driving record to be eligible to operate a City vehicle. The City may check a prospective candidate's driving record as a condition of employment. The City reserves the right to examine your driving records if you operate City vehicles and/or whose position requires driving for City-related business as needed. You will be disqualified from using a City vehicle if at any time you become uninsurable or license is suspended or revoked.~~

#### **7.3.1—Disqualification from Driving**

~~You may not be considered qualified to operate any vehicle for the City if convicted or placed on deferred adjudication or disposition for any of the following violations in the immediately previous three (3) years:~~

- ~~1. Driving while intoxicated~~
- ~~2. Driving under the influence of alcohol or drugs, including prescription drugs~~
- ~~3. Negligent homicide arising out of the use of motor vehicle or gross negligence~~
- ~~4. Operating a motor vehicle while a driver's license is suspended or revoked~~
- ~~5. Operating a motor vehicle when failure to maintain up-to-date minimum insurance coverage~~
- ~~6. Using a motor vehicle for the commission of a felony~~
- ~~7. Aggravated assault with a motor vehicle~~
- ~~8. Operating a motor vehicle without the owner's authority~~
- ~~9. Reckless driving~~
- ~~10. Leaving a scene of an accident involving bodily injury or property damage~~

~~If you are required to drive as an essential function of your job and receive notice that your license to drive has been suspended or revoked or you fail to renew an expired license, you must report this to your supervisor no later than the beginning of the first workday following receipt of the notice of suspension or revocation or knowledge of the expiration. If you properly report the suspension, revocation, you may be reassigned to a non-driving position for the period of the suspension or revocation or until the license is renewed, if such a position exists; or you may be discharged. Reassignment, will require you to fully qualify for the new position at the position's minimum salary range, and must be in the best interest of the City. If no such position exists, you may be subject discharge.~~

~~If you fail to report this violation, which is later discovered or reported, you may be subject to corrective action up to and including termination of employment.~~



## **7.4—Accidents/Incidents, Collisions and Damages**

### **7.4.1—Traffic Accidents**

Accidents will vary in scope and damage. It is impossible to provide details for every incident. Our risk management company will investigate each accident on a case basis. Temporary employees or contracted employees from an outside agency are not allowed to drive a City vehicle.

In case of an accident:

11. Stop immediately and phone for an ambulance if anyone appears to be in need of emergency medical service. Keep the accident from becoming worse by warning other drivers, when possible. Render reasonable assistance to injured persons.
12. Immediately report the accident to law enforcement and your supervisor.
13. You should not leave the scene of the accident until instructed by a police officer or your supervisor.
14. Do not make any comments or statement other than that required by the police officer.
15. Exchange name and address with drivers of other vehicles involved and obtain the name, phone number and policy numbers of the other driver's insurance company.
16. Activate your emergency flashers
17. If possible, take photographs showing visible damage to all vehicles and position of the vehicles. If it is not possible, request the responding police officer take pictures of the scene.
18. The supervisor will comply the drug/alcohol policy and determine if a drug/alcohol testing is required as per the matrix or other applicable policy.
19. You and your supervisor are to complete the 1) Incident report 2) submit the CR-3 (when required); include pictures when possible.
20. Notify HR by the next business day and route all the paperwork to HR within 3 business days.

### **7.4.2—Obligation to report**

You must report any accident, theft, damage, breakdown, or mechanical problem involving the City vehicle or personal vehicle used on City business regardless of the extent of damage or extent of injuries as soon as possible after the incident to your supervisor. In case of an accident, while driving a City vehicle or using a personal vehicle on City business, you shall immediately call the law enforcement agency in the jurisdiction and your supervisor. You should not leave the scene of the accident (unless the extent of your injury requires it), until after law enforcement has released you. If it is determined you are at fault, the City may file any damages with your personal insurance and you may be subject to corrective action up to and including termination.



### 7.4.3 — Accident/Incident Assessment Matrix

The assessment matrix below can help you or your supervisor determine which situations require certain actions on your part when an accident/incident, a collision, or property damage occurs while you are operating City equipment, or City-owned or leased vehicle, or personal vehicle while on City-related business (this includes take home vehicles). You may be required to take a drug or alcohol test under another applicable section of this policy, including Sections 9 and 9.10:

| Class | Description                                                                                                                                                                                                       | Always Report to Supervisor | Drug/Alcohol Testing of Employee is required | Call PD if issue occurs on a road or in ROW involving any registered motor vehicle. CR-3 from Police | Issue occurs on Private property; need internal incident report | Take Pictures as Support Evidence |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------|
| A     | Collisions in which the City vehicle was parked or was otherwise standing in a position where it had a legal right to be standing                                                                                 | *                           |                                              | *                                                                                                    | *                                                               | *                                 |
| B     | Collisions where the City vehicle was in motion but it can be determined that the collision was clearly and absolutely caused by an animal running into the roadway and was beyond the control of the City driver | *                           |                                              | *                                                                                                    | *                                                               | *                                 |
| C     | Damage to small hand equipment & electronics                                                                                                                                                                      | *                           |                                              |                                                                                                      |                                                                 |                                   |
| D     | City driver operating a registered motor vehicle; damages occurred to City or Non-City property                                                                                                                   | *                           | *                                            | *                                                                                                    | *                                                               | *                                 |
| E     | City driver operating other drivable motor equipment; damage occurred to City or Non-City property                                                                                                                | *                           | *                                            | *                                                                                                    | *                                                               | *                                 |
| F     | Fatality                                                                                                                                                                                                          | *                           | *                                            | *                                                                                                    | *                                                               | *                                 |

#### Matrix Examples:

- Class A Example: A City driver is parked or idling and is struck by another motor vehicle or your take home vehicle is parked in your driveway and it is damaged or vandalized.
- Class C Example: If you are operating a piece of hand equipment such as a chainsaw, Weed Wacker and hit an object and cause damage or loss to the equipment, report this to your supervisor. This could include damage to a City laptop; City issued phone or other City Electronics.



- ~~Class D Example: A City driver operating a registered vehicle comes into contact with another vehicle or property such as a fence, mailbox, telephone pole, guardrail, tree, an inside wall or other structure and the like; backing up a trailer and hit another object.~~
- ~~Class E Example: A City driver is operating drivable motorized equipment, and comes into contact with another vehicle, equipment or other property that causes damage: i.e. driving a mower in the ROW and mower throws a rock and hits a vehicle or a window; driving a backhoe, tractor, or lift bucket and hits fence, light pole or other object.~~

#### **Matrix Definitions:**

CR-3: ~~Is a police crash report that is prepared by Law Enforcement when an accident occurs on a road or right of way. It contains location, vehicle, driver & other persons, charges issued, damage, Commercial vehicle, contributing factors, narrative and diagram.~~

Internal Incident Report: ~~Contains pertinent information for all incidents and details when a CR-3 is not used.~~

#### **7.4.4 — Citizen Claims Process**

~~When damage occurs to a citizen's property and they wish to file a claim as a result of City action, have them contact Human Resources. HR will collect all pertinent information for filing a liability claim with our risk management organization.~~

## **7.5 — On the Job Injury**

### **7.5.1 — General**

~~The City strives to provide you with a safe work environment that is as free as practicable from recognized hazards. When you are injured in the course and scope of performing your job, the City provides you support and assistance toward the goal of returning to work as healthy and as quickly as possible.~~

~~You shall be covered by and entitled to the benefits provided for a work-related injury by Texas Workers' Compensation Act which is a division of Texas Department of Insurance, the State of Texas agency, authorized by the Texas Legislature to implement and enforce the Texas Workers' Compensation Act in Texas. You will not be retaliated against for filing a workers compensation claim as stated in Chapter 451 of the Texas Labor Code.~~

### **7.5.2 — Role of Supervisors and Managers**

~~When notified by you that an injury has occurred, supervisors and managers must complete the Employer's First Report of Injury form (DWC-1) the same day of the injury or at the beginning of the next shift. Notification by you may be either verbal or in writing. The supervisor or manager must submit the DWC-1 to Human Resources by the close of the second business day.~~

~~Supervisors and managers will make every effort to provide limited duty assignments to you, if such assignments are available, and meet your doctor's restrictions. If no limited duty is available, you will be placed on on-the-job injury leave.~~



### 7.5.3 — Employees Responsibility

You are responsible for conducting your work activities in a manner that is protective of your own health and safety, as well as of other employees. You must report every on-the-job injury or accident no matter how minor, to your supervisor within twenty-four (24) hours.

Failure to report an on-the-job injury or accident, no matter how minor, is grounds for corrective action.

You must report immediately any conditions that, in your judgment, threaten the health and safety of employees or visitors to your supervisor. You are encouraged to make suggestions to your supervisor for improvements that would make the City workplace safer or more healthful.

#### **Employee's Responsibility Continued: Medical Care**

It is your responsibility to obtain from your doctor, a completed and signed DWC-73 "Work Status Report" and provide a copy to your supervisor and Human Resources following each medical examination visit to a workers' compensation examining doctor. The DWC-73 is not required when you are taken to a hospital emergency room or are admitted to a hospital. However, a medical release from the hospital that specifies your work status is required in place of the DWC-73.

21. If you are injured on the job, you should promptly seek medical treatment as necessary. Ensure that you indicate to the medical facility that this is a Workers' Compensation Injury paid through Texas Municipal League (TML). DO NOT OFFER YOUR CITY MEDICAL INSURANCE CARD.

"The Alliance" is a network of treating doctors approved to treat all job-related injuries, illnesses or medical conditions. Since Texas Municipal League Intergovernmental Risk Pool (TML IRP) is part of this network you must obtain treatment from these approved doctors. Your supervisor or Human Resources can help you find approved providers by searching on <http://www.pswca.org> or visit the Occupational Medicine facility used by the City.

All medical coverage as a result of an on-the-job injury is paid by our Workers' Compensation organization, TMLIRP. With the exception of emergencies, if you are treated from a doctor who does not participate in the Alliance Network (see above link), your workers' compensation benefits may be denied resulting in a non-payment of claims and possible loss of income benefits. On-the-job injuries range from minor to emergencies which include:

- Minor injuries are small cuts, abrasions, bruises, insect bites, poison ivy, etc.
- Major Injuries may require you to be transported to an appropriate medical facility or occupational medicine facility.
- Emergencies are severe injuries that should be treated as such and require you to be transported to the nearest emergency medical facility or hospital.

22. If you need a prescription filled for a work-related injury or illness, TML & HR can provide you with the TML's network pharmacy which will fill the prescription at no cost to you. HR will provide you with the temporary Prescription Card. Most pharmacies, including all major chains, such as Walgreens, CVS, and Walmart are included in the network. To find a network pharmacy, call 877.229.0649 or contact Human Resources.



23. The treating physician will provide you with a Workers' Compensation Work Status Report (DWC-73). It will be your responsibility to provide that status report to HR and your supervisor as soon as reasonably practical but within 24 hours of injury. If you are not able to do so, you or your representative must call your supervisor or HR.
24. The workers' compensation insurance doctor will make all determinations regarding the nature of the injury and report it on work status report.
25. You must undergo drug and alcohol testing if you are involved in an "on the job accident". The medical facility will provide the results of the drug and alcohol tests to Human Resources so your eligibility to return to work can be determined. Should you test positive for either drugs or alcohol, you may be placed on administrative leave with pay until completion of an investigation.
26. If you are injured because of the negligence or wrong doing by a third party AND seek medical attention, TML is entitled to subrogate against the third party to the extent of all payments made as a result of the injury.

#### **7.5.4 — Doctor's Status Report (DWC-73)**

No Restrictions: If the injury only requires minimal first aid and the release/DWC-73 indicates you may return to work with no restrictions, you are expected back to duty immediately or at the next scheduled shift (if injury took place at the end of a shift). ***A copy of the doctor's release must be provided to HR on the next business day.***

With Restrictions-Modified Duty: If the work status report indicates restrictions, you are expected to contact HR and your department head immediately to discuss the situation and follow the requirements documented in the ***Modified Duty*** section of this policy.

When Unable to Perform any Work: If the work status report indicates you are not capable of performing any work at this point of the injury, you must contact your department head/supervisor immediately regarding your work status and provide them with a copy of the work status report. HR should receive a copy of the work status report on the next business day, if at all possible, but no longer than the 2<sup>nd</sup> business day.

#### **7.5.5 — Date of Injury Definition**

**7.3 Day of Injury:** ~~For purposes of calculating when time missed begins, Workers Comp and the city will use the next day after the injury date, even if this date fall on a day you are not scheduled to work.~~ **City Vehicle Operator Standards**

#### **Policy**

It is the policy of the City to encourage safe use of vehicles and equipment and establish minimum standards for the qualification of employees and applicants to operate City vehicles or motorized equipment.

#### **Procedure/Rule**



7.3.1 Conviction. "Conviction" or "convicted" in this policy means an adjudication of guilt, a conviction, a plea of guilty or *nolo contendere* (no contest), probation, deferred adjudication, pretrial intervention, or any other imposition of sentence for an alleged criminal offense.

7.3.2 This policy applies to:

- a. An employee who drives a City vehicle or his/her private vehicle (being reimbursed for mileage) for City business;
- b. An employee receiving a monthly car allowance;
- c. An applicant for a position that requires the operation of a City vehicle or equipment; and
- d. An applicant or employee subject to the performance of any driving duties as assigned.

7.3.3 An employee or applicant shall meet the following minimum criteria to be considered for the privilege of driving on City-related business, including driving a City or personal vehicle:

- a. Have a current and valid Texas driver's license in the appropriate class as related to the position;
- b. Be at least eighteen (18) years of age; and
- c. Provide to the department, evidence of liability insurance as required by State law if he/she is required by his/her department to drive a personal vehicle on City business.

7.3.4 Applicant. A prospective employee is not eligible to be hired to operate a City vehicle or drive a personal vehicle for City business if he/she:

- a. Has a license that is currently under suspension or revocation;
- b. Has been convicted of four or more moving traffic violations within the preceding three years;
- c. Has been involved in two or more traffic accidents where he/she has been determined to be at fault within the preceding three years;
- d. Has been convicted of or involved in some combination of four or more moving traffic violations and at fault accidents within the preceding three years;
- e. Is not able to obtain a Texas driver's license;
- f. Has been convicted of a driving while intoxicated (DWI) or driving under the influence (DUI) within the preceding three years;
- g. Has been cited to appear and answer in an administrative hearing as a habitual violator of traffic laws; or
- h. Has refused to take a breath or blood alcohol level test within the last three years, depending on the circumstances of the refusal.

7.3.5 Current Employee. Because of the serious liability implications for the City, if an employee who is required to drive for purposes of City business is convicted of DWI or another alcohol

or drug-related offense and/or it is found that the employee is convicted of traffic violations, the following policy guidelines are established.

7.3.5.1 A current employee may have his/her privilege to drive a City vehicle, personal vehicle for City business or operate motorized equipment suspended or terminated, and is subject to disciplinary action, up to and including termination of employment, if it is found that the employee:

- a. Has a driver's license that is currently under suspension or revocation;
- b. Has been convicted of four or more moving traffic violations within the preceding three years;
- c. Has been involved in two or more traffic accidents where he/she has been determined to be at fault within the preceding three years;
- d. Has been convicted of or involved in some combination of four or more moving traffic violations and at fault accidents within the preceding three years;
- e. Is not able to obtain a Texas driver's license;
- f. Has been cited to appear and answer in an administrative hearing as a habitual violator of traffic laws;
- g. Has refused to take a breath or blood alcohol level test within the last three years, depending on the circumstances of the refusal; or
- h. Has been convicted of a driving while intoxicated (DWI) or driving under the influence (DUI) or another alcohol or drug-related offense within the past three years.

7.3.5.2 Driving Privileges Upon Charge. An employee arrested for or otherwise charged with DWI or DUI shall have his/her driving privileges immediately suspended pending the outcome of the charge.



7.3.5.3 Conviction. If an employee who is required to drive for City business is convicted of a DWI or DUI offense, he/she is subject to disciplinary action, up to and including termination of employment. In most cases termination shall result. Limited exceptions may occur when driving is not a central duty to the employee's job, and removing the driving duty for an extended period of time will not cause hardship or disruption to City operations. Should an employee not be terminated from employment, his/her driving privileges shall be suspended for one year from the date the City is made aware of the conviction, as a minimum. The employee's driving record shall be reviewed prior to the end of the suspension to determine whether driving privileges should be reinstated. The City may require completion of a specified accident/citation-free period of time and completion of an appropriate defensive driving course at the expense of the employee.

7.4 Notification to Supervisor. An employee is required to **immediately** advise his/her supervisor or designee of any DWI, DUI or alcohol or drug-related arrest, charge or conviction and within 24 hours of being arrested or otherwise charged or convicted.

An employee shall notify his/her supervisor of any moving traffic violations, at fault accidents, or driver's license suspension or revocation during the employee's next duty shift.

#### ~~7.5.6 Reporting When on Injury Leave~~

~~While on leave because of a work-related injury, you MUST do the following:~~

- ~~• **Reports:** Each time you see a physician for consultation or treatment, you must provide the completed DWC-73 to Human Resources.~~
- ~~• **Call In:** In addition, you must follow your department's calling in procedures to report your status condition.~~
- ~~• **Endorse TIBs Check:** Each week you must endorse (sign) your TML check and turn it into HR. You will receive your payroll check through direct deposit on the regularly scheduled payroll cycle. This will ensure your normal, approved deductions (such as insurance premiums) are not interrupted.~~
- ~~• **Weekly Check In:** Throughout your absence due to a work-related injury, you must check in with HR on a weekly basis. This is the perfect time to turn in your TML Injury check to HR. Should your injury prevent you from the weekly HR visits, then you are expected to contact HR by phone for a weekly update and make arrangements for endorsement and delivery of checks.~~



You are solely responsible for getting to and from any doctor visits and HR check-in meetings until you are given a release from your physician. If you have previously scheduled vacation time during the first 30 days of your absence due to a work-related injury, your vacation bank will not be reduced. You must make arrangements with HR to document vacation time.

Failure to provide the required medical status reports, contact the supervisor on the schedule required by your department, or provide HR with update and TML check(s) are grounds for corrective action up to and including termination.

#### **7.5.7 — Other Leaves Running Concurrently**

If you are eligible for FMLA, your FMLA leave will run concurrently with your injury leave. FMLA will begin on the 61<sup>st</sup> day of the injury and will run concurrently with the workers comp leave for 12 weeks. The assumption is that the first 60 days you are adjusting to the injury and is obtaining all the facts about the injury, diagnosis and treatment plan.

At some point your Worker's Comp treating doctor may certify you are able to return to work in a modified duty position. If the City offers such duty, you are permitted, but not required to accept the duty. As a result, you may no longer qualify for compensation from the TML workers' compensation benefit plan, but you are entitled to continue on unpaid FMLA leave until it is exhausted. You may continue to use your paid leave. See §825.207(e).

#### **7.5.8 — Pay during On-the-Job Injury Leave**

When your injury is serious, resulting in lost time from work beyond the day of injury, you must contact HR by the next business day following an accident:

- For HR to ensure "On the Job" injury paperwork can be processed;
- For HR to explain your rights and responsibilities during your recuperation time away from work.

#### **Temporary Income Benefit (TIBs)**

If you are a full or part-time employee and your injury is serious and results in lost time beyond the day of injury, Human Resources must be advised at once of the injury. You become eligible for Temporary Income Benefit (TIBs) on the eighth (8<sup>th</sup>) day of disability. Benefits are not paid by TML for the first seven (7) days of lost wages, defined as the "waiting period" unless disability lasts for 14 or more days, then the TIBs are retroactive back to the first (1<sup>st</sup>) day of injury. TIBs are equivalent to 70% of your gross weekly income. TIBs are mailed to your home weekly. You will be required to sign over your weekly TIBs checks to the City weekly.

#### **Your City Compensation**

For the first 30 days the City will compensate you for any lost normal wages. On the 31<sup>st</sup> day, you may choose to use any of your available leave to supplement your TML benefit. TMRS and your elected deductions will be deducted from your wages while on leave.



### **Your Direct Deposit Notice**

During the first 30 days of your absence, you will see any hours missed listed as WC 30 on your notices. The amount paid to you by the WC 30 benefit will be your wages missed less the total amount of any TML checks you turned in during the pay period. The total amount of TML checks you are being credited is listed on your direct deposit notice as TML TIB. After the first 30 days, you will continue to see TML TIB on your notice for any checks you have turned in, as well as the number of leave hours you have chosen to use to supplement your TML TIB.

### **W2**

The W2 from the City contains only the amount that you earn through such items as hours worked, City paid WC 30 wages, paid sick, vacation, holiday, and overtime. These amounts are placed on your W2 because they are taxable items. The 70% you receive from TML is non-taxable and not reported on your W2. It is your responsibility to keep copies of the TML check stubs should you need them for the future. Please note: The TML check stubs have a "paid to date" section. If you have any questions on the WC payments, contact your adjuster at TML.

### **How This All Works:**

**Days 1-7:** During the first seven calendar days that you are absent from work, the City will pay your normal shift hours or salary. TMRS contributions, voluntary paid benefits, and standard payroll deductions will be deducted normally.

**Days 8-30:** If you are absent from work for more than seven calendar days, on the eighth calendar day, TML will pay a calculation that estimates 70% of your weekly salary and the City will supplement the difference of your normal shift or salary. TMRS contributions, voluntary paid benefits, and standard payroll deductions will be deducted normally.

**If you are absent from work for 14 or more days, TML will reimburse you 70% back to day 1 of your injury.**

**Days 31-ongoing:** If you are absent from work for more than 30 calendar days, beginning on the thirty-first calendar day, TIBs will continue and you can supplement the difference with your accrued paid leave. The City will deduct TMRS contributions, voluntary paid benefits, and standard payroll deductions normally.

**Fire Emergency Operations ONLY:** Starting on the 31<sup>st</sup> day, you will be switched to 2080 hours per year, the associated pay rate, and admin stipend, however; your sick and vacation accruals rates will not change.

### **7.5.9 — Benefits**

The continuation of your City benefits will be determined on whether your On-the-Job injury is running concurrently with FMLA or a Leave of absence as well the timeframes required by carriers. This is reviewed on a case by case basis. You would be offered COBRA (continuation of some benefits) should your benefits be inactivated.

### **7.5.10 — Working a Second Job during Leave**

You are not authorized to work any other job while on a work-related injury. The prohibition to work during workers' comp leave extends to, but is not limited to work in another organization for pay, as a volunteer, or as self-employment, unless expressly authorized in writing by the City Manager or designee.



#### **7.5.11 Maximum Medical Improvement (MMI)**

In certain injuries there is a point, based upon reasonable medical probability, that further recovery from the injury can no longer reasonably be anticipated based upon the certifying doctor appointed by the Texas Department of Insurance, Division of Workers' Compensation. The certifying doctor will assign an impairment rating. This impairment rating is a number expressed as a percentage that is intended to represent the degree of your impairment.

Once an impairment rating has been assigned, TIBs will be discontinued and you will begin receiving Impairment Income Benefits (IIBs) compensation from TML, if you are eligible for some period. TML uses a formula based upon your impairment rating to determine the compensation amount and for how long. Your TML claims adjuster can provide additional questions about IIBs.

- If, after you have reached MMI, your treating doctor/OCC Med doctor determines you are unable to return to work due to the injury, see **Inability to Perform Essential Job Functions: Employment Options** further in this section.
- If, after you have reached MMI, your treating doctor/OCC Med doctor releases you to return to work full duty with no restrictions, see Return to Work section.
- If, after you have reached MMI, your treating doctor/OCC Med doctor determines you are able to return to work but with restrictions, see Return to Work section.

#### **7.5.12 Limited/Modified Duty Release**

If you are released by your treating doctor with restrictions, your Department Head and HR will review your job description against your restrictions and determine if the department can accommodate your restrictions for a short period of time. If your department is not able to accommodate a modified duty assignment, other inquiries may be with other departments which meet your restrictions and qualifications that you may perform for a short period. If no other department has an assignment, you will remain on Workers Comp injury leave until you are able to report to duty with a full release.

A modified/limited duty assignment is temporary and will be reviewed every 30 days by your department head and HR. Once you are working in a limited capacity, your TML TIBs will be suspended.

You will receive the same rate of pay plus all benefits received before the injury and regardless if you are assigned to a different position during your recovery period.

For those of you that are on shift work (such as police and fire personnel), the department head, or assignee will make every effort to keep you on the same work schedule in an effort to minimize the impact on sleep schedules, family responsibilities and workload that would otherwise fall onto others. If the department is unable to provide a workable solution, then it may be determined that you will remain "off duty" until the WC doctor's provides additional information for the department and HR to further review work options.



### **7.5.13 Absences during Modified Duty or after Return to Work**

~~When you are still under the care of the Workers Comp doctor yet have been released back to your regular position with restrictions or you are on modified duty, you may have future scheduled doctor's appointments until you are fully released. You may schedule your appointments during the work day without using your paid leave. However, you must make every effort to schedule the appointment times that will minimize the disruption of your department's work schedule due to your absence. You must also notate the time you are away from your worksite on Time Entry under the WC-APPT; this visit will not decrease your paid leave banks.~~

~~When you are no longer under the care of the Workers Comp doctor but use an outside doctor for additional treatment, this is considered not in compliance with the Workers Comp system, so you will be required to use your sick or vacation bank to cover the time from your worksite.~~

~~Time off for non-injury reasons will require the use of available paid time. For example, a vacation schedule during your modified duty assignment would require use of your vacation time. Time taken off to care for a sick child would require the use of your sick leave.~~

### **7.5.14 Return to Work**

The City's return to work process assists you to return to the workforce as soon as you are physically and medically able. You must return to work after approval of your attending doctor. Failure to return to work when directed may result in appropriate corrective action. Upon receipt of your release to return to work, Human Resources will notify TML and your TIBs will be suspended.

Below are items you need to be aware of upon returning to work.

#### **Doctor's Work Status Report**

Your treating doctor must prepare the DWC-73 documenting your work status, any restrictions and timeframe. This status is required to return to work in a full status, limited status or after a MMI rating has been performed. The "return to work" certification must specifically address your ability to perform essential functions of your job.

#### **Benefits**

If your benefits have been inactivated and you have been offered COBRA during your leave, your benefits will be reinstated at the beginning of the month following your return to work and at the same levels as provided prior to your leave; new selections will be provided if Open Enrollment has occurred.

#### **Drugs affecting your Fitness**

If you have been released to return to work but are taking a prescription drug prescribed by your treating doctor that adversely affects your job performance or the safety of yourself or others:

- ~~You must inform your supervisor and Human Resources. A decision will be made as to whether it is possible to reasonably accommodate you in a way that might allow you to continue to safely work while using the medication.~~



- If no reasonable accommodation is available, you will not be permitted to return to work. You may be asked to provide a drug screening to ensure the medication is out of your system before you will be permitted to return.
- You may be required to cover your absence by using unused paid leave.
- If you do not have any unused paid leave, you may request an unpaid leave of absence through HR.
- Any unauthorized absence may result in corrective action, up to and including termination. See 6.2 Unauthorized Absences in Section 6, Leave.

### **Full Duty Release**

Upon your return from injury leave, you will be returned to the same position you held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

#### **7.5.15 Inability to Perform Essential Job Duties; Employment Options**

When you return to work following an injury, you must be able to perform the essential functions of your job. If you are unable to perform the essential functions of the job with or without an accommodation, the following options are assessed:

Human Resources will meet with you to engage an interactive discussion about your situation as described in the Section 1 ADA. In the meeting, options will be explored such as a possibility of an alternate placement into a vacant position for which you meet the minimum qualifications and can perform all the essential functions of the job, either with or without a possible accommodation.

The City is not required to create a position nor is the city required to dislocate a current employee for his/her position in order to accommodate your disability. If a suitable alternative position is identified, you will be placed in the alternative position at the appropriate pay level of that position based on your qualifications and experience.

If another position is not available, or if you do not meet the qualifications of the position or you cannot perform the essential functions of the position, your employment with the City will be terminated.

#### **7.5.16 Scheduling and Pay for Employee Contested Case Hearing**

If you file a contested case hearing, and you attend (by phone or in person), you can only use vacation leave.

### **7.6 Limited/Modified Duty (NON- WORKERS COMP)**

#### **7.6.1 General Guidelines**

As a full-time or part-time employee, you may be eligible to request temporary, limited/modified duty assignment as a result of your injury, illness or disability, and you are unable to perform your regular job duties but are capable of performing alternative duty assignments. Use of this type of assignment can provide you with an opportunity to remain productive while recovering. Modified duty may also provide a work option that will not risk your health and safety or the safety of others.



The City is not required to nor will it create a new position for the sole purpose to accommodate your request for modified duty. If a limited/modified position is available, and you have qualified skills, you may be assigned to modified duty position until you can return to your previous position; assignments could change at any time, and you may be transferred or removed from a modified duty assignment at any time, as deemed necessary.

Modified duty assignments may not be appropriate for all and such assignments will be made on a case by case basis where appropriate for the benefit of the City and you. Modified duty work should be necessary, constructive, rehabilitative and supportive of the City's overall operations.

The modified duties shall, where possible, relate to the duties of your position for which you were hired and you must have the qualifications to perform the modified duties. If no modified duties are available in your department you may be required work in a different department and perform duties different from your current job duties and based upon your knowledge, skills and abilities. You shall maintain your same rate of pay and benefits while on modified duty. However, if there is no modified duty available, you may use accrued paid leave while on FMLA (if you are eligible) or request a leave of absence. Refer to those sections for guidelines.

You are prohibited from engaging in any outside employment that requires the same duties or tasks as your regularly assigned position at the City. If you are unable to perform tasks at the City you are prohibited from performing them with any other employer.

**Duration:** A limited duty assignment is temporary and will be reviewed every 30 days by your department head and HR.

#### 7.6.2 — Medications

Before taking any prescription medication during an assignment, it is your responsibility to ascertain from your doctor whether the medication may affect your ability to perform assigned tasks. If so, you must submit a written statement from your doctor regarding the manner in which the drug could affect you. The statement should **only** include medication that is being prescribed as a result of injury or illness. This statement must be communicated to only Human Resources prior to your assignment. Depending on the type of medication and how it relates to your ability to work, it may prevent you from obtaining a limited/modified duty assignment. The types of medications that need to be reported include:

- a narcotic, stimulant, or hallucinogen, or
- medication which cause drowsiness, altered mental capabilities, or reduced motor functions, or
- medication which is accompanied by labels or warnings regarding the use or operation of heavy equipment or automobiles

Any information received from you under this provision will be kept confidential except to the extent it may be shared with individuals who are in need to know position, such as your immediate supervisor. HR may ask you to sign a written authorization for such disclosure indicating that it is okay to disclose to the immediate supervisor or such individuals who may need to know in cases of emergency.

Any medications that are legally available over the counter are excluded from reporting unless such use results in a state of intoxication or impairment that is clearly a hazard to safety.



### **7.6.3 — Job Assignment**

- ~~1. The Department head, or assignee, will be every effort to keep you on the same work schedule as possible.~~
- ~~2. Priority will be given to work related injuries~~
- ~~3. Modified duty assignments are considered temporary and shall not be a long term solution.~~
- ~~4. The provisions of the City's personnel policy relating to vacation, holiday and sick leave shall apply to you while on modified duty.~~
- ~~5. While you are assigned to modified duty, you are expected to work at your highest level of productivity and meet the expectations set of the position. Your supervisor in the modified duty role will provide guidance, training, and regular feedback regarding your performance.~~
- ~~6. While you are assigned to modified duty, you will not be receiving a formal performance evaluation until such time you return to your position for which you were hired for and have performed a sufficient length of time in that position to be evaluated.~~

### **7.6.4 — Return to Duty**

- ~~• Throughout your recovery you are required to keep HR informed on all changes in your status. You should talk with HR immediately after each physician visit or treatment to provide timely updates and discuss how that affects your ability to return to regular or modified duty.~~
- ~~• You must provide the doctor's status report after each doctor's visit. Before you are released to regular duty, the status report must certify that you are able to return to work and perform the essential functions of your job.~~
  - ~~• If you are not cleared by your doctor to return to your regular position to perform your essential duties within a reasonable timeframe, Human Resources will meet with you to engage an interactive discussion about your situation.~~



---

## 8.0 Employee Benefits

---

Effective Date: 07-02-2020

Revised Date: ~~xx-xx-xx~~(s): 10-20-2022

### Contents

|      |                                         |   |
|------|-----------------------------------------|---|
| 8.1  | DISCLOSURE OF BENEFITS.....             | 1 |
| 8.2  | GENERAL BENEFITS INFORMATION.....       | 1 |
| 8.3  | EMPLOYEE MEDICAL.....                   | 1 |
| 8.4  | DENTAL.....                             | 4 |
| 8.5  | VISION.....                             | 4 |
| 8.6  | LIFE INSURANCE.....                     | 4 |
| 8.7  | DISABILITY.....                         | 5 |
| 8.8  | VOLUNTARY CANCER INSURANCE.....         | 5 |
| 8.9  | VOLUNTARY ACCIDENT INSURANCE.....       | 5 |
| 8.10 | RETIREMENT PLANS.....                   | 5 |
| 8.11 | SOCIAL SECURITY COVERAGE.....           | 6 |
| 8.12 | WORKERS' COMPENSATION.....              | 6 |
| 8.13 | UNEMPLOYMENT INSURANCE.....             | 6 |
| 8.14 | EMPLOYEE ASSISTANCE PROGRAM (EAP).....  | 6 |
| 8.15 | BENEFITS EFFECTIVE DATE.....            | 6 |
| 8.16 | ELECTING AND CHANGING BENEFITS.....     | 7 |
| 8.17 | PROOF OF DEPENDENT ELIGIBILITY.....     | 7 |
| 8.18 | WELLNESS.....                           | 7 |
| 8.19 | BENEFITS AFTER TERMINATION.....         | 8 |
| 8.1  | MEDICAL, DENTAL AND LIFE INSURANCE..... | 1 |
| 8.2  | RETIREMENT BENEFITS.....                | 9 |
| 8.3  | WORKER'S COMPENSATION.....              | 9 |



### **8.1—Disclosure of Benefits**

The City of Leander provides you with various forms of indirect compensation designed to protect you and your family's financial and physical well-being. These benefits include insurance plans, retirement plans, vacation leave, sick leave, holidays, and leaves of absence. Information and summaries intended to explain these benefit plans will be furnished to you, or available upon request. In all cases, the terms of the plan documents or applicable law supersede the summaries contained in this handbook when there is a conflict between the plan documents and/or applicable law and this handbook.

- Your eligibility for benefits will depend upon the specific requirements of each benefit plan.
- You, your spouse and your dependents may be covered by the City's health benefit plan and you will be notified, when appropriate, of the opportunity to continue your health care coverage, at your own expense, in certain specified situations, including termination, reduction of hours or a qualifying event. You and anyone covered through your plan will be provided, when required, with a certificate of prior health coverage from the insurance carrier when there is a loss of coverage under the health benefit plan. Typically, that notice will be mailed out to you within 30 days of the loss of coverage. Should the carrier not provide such document, the Human Recourse Department may supply a similar document.
- The Human Resource Director serves as the administrator of the City's benefit plans. The Administrator is responsible for all communications and disclosures concerning City benefits and for compliance with all applicable laws and regulations.
- Participant contributions to benefit plans normally will be deducted from your paycheck as you authorize the deduction.

### **8.2—General Benefits Information**

The City contributes toward the cost of some benefits, such as retirement, medical, dental, life insurance, and the Employee Assistance Program (EAP). In addition, the City makes other benefits available to you, although the City does not contribute toward the cost. Examples of these types of benefits include vision, disability insurance, voluntary life, accident and cancer insurance.

More complete information regarding available benefits can be obtained by contacting the Human Resources Department or by consulting available benefits guides and plan summaries, and the HR webpage. Benefits information is provided to you at new hire orientation.

The City can make changes to its benefit offerings at any time; these changes could include, and not limited to, discontinuing benefit programs or changing the rates at which the City contributes toward benefit costs.

### **8.3—Employee Medical**

The group medical plan provides coverage for qualified doctor visits, hospital stays, and pharmaceuticals.

The City may contribute to your employee-only medical premium, and you may also be required to contribute. You and the City both contribute to the cost of spouse and dependent participation. You may pay co-pays, deductibles and coinsurance amounts depending on which plan option you elect.



If you are eligible to participate in the health insurance plan, you may add your spouse and/or qualified dependents during open enrollment and you will pay your portion of the premiums for the additional coverage. If you can verify enrollment as a dependent under your spouse's group plan or can provide proof of equivalent or better coverage under an individual insurance policy, you may waive enrollment in the City's plan by signing the election form acknowledging the waiver of participation. If your outside health insurance coverage terminates you must notify the Human Resources within thirty (30) days of termination of coverage.

### **8.3.1 — Health Savings Account**

If you enroll in the City's high-deductible health plan (HDHP), you may enroll in a Health Savings Account (HSA) that can be used to pay eligible health care expenses such as medical, dental and vision. The City may contribute to your HSA in an amount determined by the City each year, and you may also make contributions. Your contributions may be deducted on a "pre-tax" basis and are subject to maximum contribution limits set by the federal government. The portion amount contributed by the City and you will be divided over the balance of the pay periods (typically 24) for the plan year. Contact a professional for assistance with tax-related questions.

The HSA belongs to you and can be taken with you on termination or retirement. Unused balances can accumulate over time and can be carried forward from year to year. There is no "Use it or Lose it" provision. However, the following restrictions apply:

- ~~In order to open a HSA account you must be covered by the city's HDHP~~
- ~~You cannot participate in a traditional Flexible Spending Account.~~
- ~~You cannot participate in a HSA if you are claimed as a dependent on someone else's tax return~~
- ~~You cannot be covered by another health insurance plan that is not a qualified HDHP including: a spouse's medical plan, Medicare, and Tricare.~~
- ~~As a general rule, to meet IRS eligibility, you must stay on the HDHP/HSA for 2 open enrollment cycles or you may be subject to federal income tax and other taxes on the amount of the contributions.~~

### **8.3.2 — Flexible Spending and Dependent Care Accounts**

The Flexible Spending Account (FSA) Plan allows you to set up an account to pay for certain eligible medical expenses using pre-tax dollars. The FSA Plan is governed by Section 125 of the Internal Revenue Code. If participating in the FSA Plan, you will designate an amount up to a specified limit to be deducted from wages pre-tax and placed into the account for use in paying for certain health care claims and adoption-related expenses. The portion you contribute will be divided over the balance of pay periods (typically 24) for the plan year.

Eligible expenses normally must be incurred during the plan year (October 1st through September 30th) but you have a 2.5-month extension to incur and be reimbursed for claims by December 15th. If the entire balance of the account is not exhausted by claims for reimbursement submitted before the deadline, the remaining balance in the account will be forfeited.

- ~~You cannot participate in the FSA if you have a High-Deductible Health Plan (HDHP).~~
- ~~This is a "Use it or Lose it" account.~~



The Dependent Care Account (DCA) Plan gives you the ability to pay for child care or day care services with pre-tax dollars. The IRS sets the maximum amount you can elect. The amount you elect will be divided over the balance of the pay periods (typically 24) for that plan year. You may elect DCA with either the FSA or HSA. FSA and HSA are for medical expenses and DCA is strictly for paying child care. The annual amount is NOT placed into your account as a lump sum. Only the amount per pay period is deposited.

### **8.3.3 — Federal Patient Protection and Affordable Care Act**

In accordance with the federal Patient Protection and Affordable Care Act (PPACA) if you work an average of 30 hours for that Measurement Period, you are eligible to participate in the City's medical insurance only. Work hours are calculated during the Initial Measurement Period. If you meet the threshold work hours, you will be eligible for health benefits (medical) during the ensuing "stability period".

- Measurement Period: is an evaluation period used to determine eligibility for all non-full-time employees (\*variable, season, scheduled part-time, etc.). Measurement period and look back period are synonymous terms. The City will use the "look-back method" to measure & track hours worked.
- Initial Measurement Period: The measurement periods are used by the City to determine full-time status for new hires and existing employees in regard to offering health coverage. It is based upon the date of hire, or the first of the month following date of hire. The initial measurement period is 12 months long.
- Stability Period: Is the trailing interval of time that an employee maintains eligibility/ineligibility for coverage as determined by the results of the preceding measurement period. This is the period in which an employee, after being evaluated over the measurement period, must either remain on the employer-sponsored health plan (if determined to be eligible, and elects coverages) or must be ineligible (if determined to be ineligible due to averaging less than 30/hours per week over the measurement period). The stability period is 12 months long.
- Administrative Period: Is period during which the Human Resources department will calculate the number of hours worked during a Measurement Period. The Administrative Period is 30 days for new hires.

### **8.3.4 — Full-time employees**

Full-time employees are generally eligible to participate in the full health insurance benefits package subject to the terms, conditions and limitations of the group medical plan. (See Summary Plan Document)

### **8.3.5 — Regular Part-time Employees**

If you are a part-time employee who works less than 30 hours per week during the initial Measurement Period, you will NOT be eligible for any City benefits during the ensuing "stability period" under the provisions of the federal Patient Protection and Affordable Care Act (PPACA). (Note: Department Heads should monitor all hours worked to ensure part-time positions remain within the established guidelines.)

If you are a part-time employee who works on an average of more than 30 hours per week during the initial Measurement Period, you will be eligible for medical coverage during the ensuing "stability period" under the provisions of the federal Patient Protection and Affordable Care Act (PPACA).

### **8.3.6 — Variable Employees**

A variable employee is an hourly individual which the City cannot determine whether the employee is reasonably expected to work an average of at least 30 hours per week during the initial measurement period because the hours vary.



If it is determined during the initial Measurement Period that as a variable employee, you have worked an average of more than 30 hours per week, you will be eligible for health benefits (medical) and the City contribution toward premiums during ensuing "stability period" under the provisions of the federal Patient Protection and Affordable Care Act (PPACA).

If it is determined during the initial Measurement Period that as a variable employee, have worked less than 30 hours per week, you will NOT be eligible for health benefits (medical) during the ensuing "stability period" under the provisions of the federal Patient Protection and Affordable Care Act (PPACA). Your work hours will continue to be tracked.

### **8.3.7 — Temporary Seasonal Employee**

You are considered a seasonal employee if you are scheduled to work for no longer than six (6) months in a year. If you are a seasonal employee you are generally not eligible for health insurance. You are also not eligible to participate in other benefits programs or the retirement plan. A seasonal employee is not considered "full time" or benefits eligible even if they are expected to work 30 or more hours per week.

- The period of employment should generally begin in the same part of the year each year (e.g. summer or winter).
- An employee can still be considered seasonal if the employment period extends beyond customary duration e.g., a lifeguard for the summer).
- The City will use the "look-back method" to measure & track hours worked.
- For ACA purposes, when the employee's season comes to a close, the employee will be terminated.
- After termination, if the employee has a period of at least 13 weeks during which no hours of service were credited, that employee will be treated as a new hire and their initial measurement period will start over.

### **8.4 — Dental**

You are eligible to participate in the City's group dental insurance plan if you are a full-time employee. Your spouse or dependents may also participate in the dental plan and you will be responsible to pay your portion of the full premium for covered dependents. The City may contribute a portion to that premium as budget allows.

### **8.5 — Vision**

You are eligible to participate in the City's group vision plan if you are a full-time employee. You, your spouse or dependents may also participate. However, the City does not contribute to the premium.

### **8.68.1 and Life Insurance**

#### **Basic: You are eligible Policy**

A regular full-time employee is provided the opportunity to participate in the City's group medical, dental, and life insurance plan if you are a full-time employee. This coverage provides basic life insurance for you. This premium is paid programs sponsored by the City.

**Voluntary:** You and your spouse and dependents may also participate in the City's group voluntary life insurance plan if you are a full-time employee. The City does not contribute to the cost. Depending upon enrollment timeframe, you may be subject to evidence of insurability and carrier approval is required.



## **8.7—Disability**

~~You are eligible to participate in the City's short and long term disability plan if you are full-time employee. You may purchase one or both for yourself. While on short term disability, you receive 60% with a cap of the weekly salary after a 14 day waiting period; for long term disability, you receive 60% with a cap, of your monthly earnings. The City does not contribute to the cost of the premiums. Depending upon enrollment timeframe, you may be subject to evidence of insurability restrictions and carrier approval is required. When claims are approved, short term and long term disability benefits are paid by the carrier.~~

### **Voluntary Cancer Procedure/Rule**

#### **8.88.1.1 Medical and Dental Insurance**

~~This policy pays you directly in the event you are diagnosed and treated with certain forms of cancer. The City does not contribute to the cost of premiums for voluntary cancer insurance.~~

## **8.9—Voluntary Accident Insurance**

~~This policy pays benefits direct to you in the~~A regular full-time employee is provided the opportunity to participate in City-sponsored medical and dental insurance beginning the first day of the month following employment or as insurance contract(s) allows. Specific coverage information for the employee and his/her dependent(s) is provided prior to the beginning of each plan year and upon employment. The City's level of participation in paying for specific coverage shall be decided by the City Council annually as part of the annual budget process.

8.1.1.1 For purposes of determining who is a full-time employee under the Patient Protection and Affordable Care Act (PPACA), the City will use the "look-back" method

8.1.1.1.1 For a newly hired employee, the initial measurement period will begin on the first day of the month following the date of hire and will continue for 12 months.

8.1.1.1.2 For existing employees, the standard stability period will begin November 1 and continue for 12 months.

8.1.1.2 An employee may elect to cover his/her eligible dependent(s) for medical and dental insurance protection. If the employee elects to cover eligible dependent(s) for medical or dental insurance coverage, the employee shall contribute toward the cost of the coverage as provided for in the current plan documents. Participant contribution normally shall be deducted from the employee's payroll payment.

~~8.1.1.3 In the event of termination, reduction in force, separation, divorce or other qualifying event of a, an employee, spouse, and/or dependent covered accident to help cover out of pocket expenses associated with having an accident. The City does not contribute to the cost of accident premiums.~~

## **8.10—Retirement Plans**

~~You are by the City's medical and/or dental insurance plan shall be notified of the opportunity to continue his/her medical insurance coverage as required to enroll in the Texas Municipal Retirement System as a condition of your employment if you are in a position that requires at least 1,000 hours of service annually. The City Manager will need to approve part-time positions that exceed 1000 hours per calendar year. Temporary employees and independent contractors are not eligible to enroll in TMRS.~~



### **~~8.10.1 Contributions and Matching~~**

~~You will contribute to the retirement plan, through payroll deduction, 7% of your gross wages before taxes. The City matching ratio is 2:1 (or as determined by City Council ordinance) at retirement. Retirement eligibility is based on the member with 20 years of service credit at any age, or vested after 5 years of service and age 60.~~

### **~~8.10.2 Separation Before Retiring~~**

~~If you separate from the service of the City, for any reason, before reaching retirement eligibility, you may withdraw the amount of deposits you have made to TMRS plus credited interest, subject to the rules and regulations of TMRS. Before actually retiring, if you cash out your TMRS account, the withdrawal will not include the City's matching funds. All withdrawals from TMRS are subject to applicable taxes as determined by the IRS.~~

### **~~8.10.3 Deferred Compensation/457 Plan~~**

~~The Deferred Compensation Plan is a tax-deferred, supplemental retirement program open to you as a full time employee. Participants must provide written authorization (Enrollment Form). The City does not make any contributions. If you elect this benefit, the elected amount is payroll deducted.~~

### **~~8.11 Social Security Coverage~~**

~~The Social Security Act provides a plan for benefits to workers and their survivors. In accordance with this plan, the City makes contributions on your behalf to a federal fund that may pay benefits in the event of your death, retirement, or disability. You are also subject to FICA.~~

### **~~8.12 Workers' Compensation~~**

~~All employees of the City are covered by the workers' compensation insurance program. Detailed information about workers' compensation benefits is found in Section 7 Health and Safety".~~

### **~~8.13 Unemployment Insurance~~**

~~The City pays a percentage of its payroll to the unemployment compensation fund in accordance with state law. Should you become unemployed through no fault of your own, you may be eligible for unemployment compensation benefits. The Unemployment Compensation Act is administered by the Texas Workforce Commission and applications for benefits are made available through TWC.~~

### **~~8.14 Employee Assistance Program (EAP)~~**

~~The City offers an employee assistance program to you and your qualified dependents. The EAP offers individuals the opportunity to consult with professional service providers to help resolve personal problems. Services under the EAP are limited to a specified number of appointments per year. Ongoing assistance beyond the EAP limits may be available as part of the City's medical benefits depending on the situation.~~

### **~~8.15 Benefits Effective Date~~**

~~Benefit coverages, (if elected) begins~~



- on the 1st of the month following your first day of work at the City, or
- on the effective date of a "life-changing event". (See *Electing and Changing Benefits* below for information on changes in coverage.)

Most benefit coverages end at the end of the month of termination, unless special provisions are made for the coverage to continue. (See *Benefits after Employment Termination* below for more information on continuing coverage after termination.)

### **8.16 Electing and Changing Benefits**

As part of the new hire orientation process, you are informed of all available benefit programs. You must make your benefit selections within 2 business days of orientation.

All City benefits operate on a "plan year" that runs from October 1<sup>st</sup> through September 30<sup>th</sup>. After initial selection, benefits can generally only be changed during the designated annual open-enrollment period, during which a participant elects their benefit options for the following plan year.

However, there are changes that can be made outside of the open-enrollment period if a "life-changing event" occurs. Examples of "life-changing events" include marriage, divorce, birth or adoption of a child, death of a dependent, loss of outside group health coverage, and change in employment status.

You may revise your some or all of your benefit coverages depending on the nature of the due to a life changing event. Any changes must be notified and changed by Human Resources within thirty (30) days of the event.

### **8.17 Proof of Dependent Eligibility**

Proof of eligibility must be provided in order to enroll a dependent in any benefit. In addition, the City reserves the right to periodically perform audits to ensure that all enrolled dependents meet eligibility criteria. Proof of eligibility may be required in connection with this type of audit. Proof of eligibility may include social security numbers, birth certificates, hospital certificates of live birth, divorce decrees, adoption papers, guardianship papers, income tax returns, marriage licenses, or other reasonable documentation as requested by the City, or its audit representative.

### **8.18 Wellness**

The City places importance on your health and wellness and the costs associated with chronic preventable diseases. The City's strategy to help you reduce health costs for both you and the City is through annual health screenings. These screenings can provide you with valuable insight on your current and potential risk factors and seek medical assistance. Knowledge gives you power. Our screenings are confidential between you and our medical provider. Simple life changes today will pay off later in life. The screenings are free to those covered under the City's medical plan. The City does reserve the right to assess a Wellness fee for those of you who do not participate in annual screenings.

The City makes every attempt to make the health screenings as non-disruptive to your work schedule. If you are attending a training event, or vacation or another situation that prevents you from attending the Onsite screening event, contact HR for alternatives.

If your appointment is outside your normal worktime, work with your supervisor to flex your time for that day. If you are unable to flex your schedule, contact HR for alternative.

There will be NO overtime for this event.



## **8.19 ~~Benefits after Termination~~**

The City's benefit coverages end at the end of the month of termination.

Upon separating from the City, you may be eligible to elect continue receiving COBRA-eligible products through COBRA. ~~(See section *Continuation of Benefits (COBRA)* below for further details.)~~

### **8.19.1 ~~Continuation of Benefits (COBRA)~~**

~~The Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides you with the option to continue your medical, dental, FSA and vision insurance coverage, under specified conditions. If you choose to continue your health or dental or vision coverage under COBRA you may be required to pay the entire premium for coverage up to 102 percent of the cost to the plan. You will receive more information about continuation of these benefits following your separation of employment. (COBRA), U.S.C 1161, et seq., as amended and by Texas Insurance Code Chapter 1251, as amended.~~

### **8.19.2 ~~State Continuation of Group Coverage~~**

~~If you meet certain criteria, Texas law requires your group plan to allow you to continue medical coverage for six months. The six-month "continuation period" begins after any federal COBRA extension period ends. Therefore, if you are eligible and opt for COBRA coverage, you may have a total of 24 months to find new health care coverage. Qualified individuals may be required to pay the entire premium for coverage up to 102 percent of the cost to the plan. The City may change or discontinue certain benefits at any time.~~

### **8.19.3 ~~Retirement~~**

~~When you retire, you and any qualified dependents are eligible for the City group medical policy until you become Medicare Eligible. Upon reaching that eligibility, the retiree and dependents are no longer eligible for the City's group medical policy. The City does not make any premium contributions toward a retiree's medical premium at any time.~~

~~In order to elect retiree medical, you and your dependents must be on the current medical plan prior to you retiring.~~

- ~~• If you drop retiree coverage, you can never reenroll in the future.~~
- ~~• It is recommended that you notify Human Resources at least 60 days prior to your effective date of retirement to allow for a smooth transition.~~

### **8.19.48.1.2 Life Insurance, Accidental Death and Dismemberment**

~~The City-provided basic and voluntary provides group term life, accidental death and dismemberment insurance coverage generally ends on for a regular full-time employee. The benefit amount and the month City's level of your termination. You can convert your participation in paying for specific coverage shall be decided by the City Council annually as part of the annual budget process.~~

8.1.2.1 In the event of the death of an employee from any cause, at any time or place, while insured, the life insurance policy to an individual policy in order to continue coverage is



payable to the beneficiary designated by the employee. Specific coverage is defined by the policy.

8.1.2.2 Each employee is responsible for maintaining proper beneficiary designation and to notify the Human Resources Department of any changes.

## **8.2 Retirement Benefits**

### **Policy**

The City participates in the Texas Municipal Retirement System (TMRS) and its Supplemental Death Benefits Fund to provide future security for its regular full-time employees and for employees who work more than 1,000 hours in a calendar year.

### **Procedure/Rule**

8.2.1. Participation - Each employee who works, or whose position is budgeted to work, more than 1,000 hours per year shall be a member of the Texas Municipal Retirement System.

An employee whose position is budgeted for 1,000 hours or less per calendar year is not eligible for participation in TMRS. Employees shall make contributions as required by the federal government for Social Security and Medicare benefits. The City makes a matching contribution.

8.2.2 A Participating employee shall contribute to TMRS at the rate of seven (7%) of his/her annual salary per calendar year. The City contributes to TMRS an amount based on actuarial calculations to ensure that benefits are provided on a sound basis, which is equivalent to the City contributing at a rate of 2 to 1 (the City contributes 2% for every 1% of salary the employee contributes). An employee is vested after terminating from the City. You must call the life insurance provider to discuss the conversion process and pricing. 5 years of service.

Deferred 8.2.3 Benefits are payable in accordance with the rules and regulations of Texas Municipal Retirement System. An employee may receive a retirement benefit at any time after 20 years or service or at age 60 and 5 years of service.

## **8.19.58.3 Worker's Compensation Plan after Termination (457 Plan)**

If you are enrolled in the City's deferred compensation (i.e., 457 Plan) prior to termination, you have three options with respect to existing account balance:

- Leave the money in the current 457 account(s);
- Rollover all or a portion of the funds to an individual retirement account (IRA) or to another employer's plan (if permitted); or,
- Take a distribution (withdrawal) from the account(s), subject to any applicable tax and penalty.

You should contact the 457 plan third-party administrator to ensure completion of all required paperwork prior to your separation date.



### **Transfer of Paid Leave**

~~If you are participating in the 457 Plan, you may request that all or a portion of your "leave pay" that is eligible to be paid, be deposited into the 457 account upon termination of employment. In order for you to transfer your unused paid leave, you would simply complete a contribution form stating the specific amount that will be rolled in. Keep in mind that the amount cannot exceed your 457 yearly limits. The contribution form must be received by the Human Resources prior to the effective date of your separation from the City. Failure to timely submit a request will result in its rejection.~~

### **8.19.6 Flexible Spending Account**

~~If you are currently participating in the Flexible Spending Account (FSA) Plan at the time of termination from the City, you can continue to incur eligible expenses chargeable to or reimbursable from your flexible spending account(s) through the effective date of termination.~~

~~If you elect to continue your healthcare FSA (not DCA) participation through COBRA, you will be able to pay for eligible expenses with your FSA funds. You will be required, however, to continue paying your monthly deduction amount, losing the advantage of pre-tax dollars.~~

### **8.19.7 Other Voluntary Benefits**

~~To continue coverage for other voluntary benefits after termination, you must contact each benefit provider prior to termination to arrange for alternate billing and costs.~~**Policy**

An employee who receives an occupationally related injury or illness may be eligible for benefits under the Texas Worker's Compensation Act (the "Act"), Title 5 of the Texas Labor Code, as amended, and related regulations

### **Procedure/Rule**

8.3.1 The Human Resources Department is responsible for the overall oversight, coordination and implementation of the City's Workers' Compensation Program through the designated insurance carrier. Any question relative to the specific application of the Act should be directed to the Human Resources Department.

8.3.2 The Act applies to a City employee who occupies a full-time or part-time position. The Act applies only to physical injuries and occupational diseases that arise out of and in course and scope of employment as defined by the Act.

8.3.3 Reporting – Failure to report an incident that results in an occupational injury or illness in a timely manner may (1) cause a delay in payment of benefits; (2) subject the City to monetary penalties; and (3) cause an employee to forfeit rights to all benefits under the Act.

8.3.3.1 An employee injured in the course of his/her employment with the City shall report any injury or illness to his/her immediate supervisor as soon as the incident occurs.

8.3.3.2 A supervisor shall conduct an initial investigation of the incident and then complete an Accident and Investigation Reporting form.

8.3.3.3 A supervisor shall immediately submit complete Accident and Investigation Reports to Human Resources.

8.3.3.4 A Department Head or designee should review any Accident and Investigation Report and take appropriate, corrective action to minimize the reoccurrence of such accidents.



8.3.4 Benefits – A City employee injured in the course and scope of his/her employment with the City may be entitled to receive full medical services and cash benefits for temporary disabilities and for permanent disabilities in accordance with the provisions of the Act. A surviving spouse and dependent of an employee killed in an industrial accident as part of his/her employment are entitled to death benefits in accordance with the Act.

8.3.4.1 Employee is eligible for injury leave with pay for a maximum of 26 calendar weeks (in alignment with the City's Leave Limitation policy). If the injured employee is receiving income benefits through worker's compensation, the employee shall turn over any worker's compensation check to the City, or the City shall reduce its compensation to the employee to offset the income being received through worker's compensation.

If employee falls under exception to the Leave Limitation policy, (i.e. Catastrophic work related injury or exhausting accrued leave), the employee's worker's compensation income benefits may be supplemented by using accrued paid leave to provide a salary up to, but not greater than, the salary received by the employee before being incapacitated.

8.3.4.2 City Paid Benefits Coverage During Leave – If an employee is on unpaid leave, he/she has not returned to work in a full-time capacity, and Family and Medical Leave (FMLA) expires or the employee is not eligible for FMLA, the City-paid health insurance benefit shall end. An employee may elect to continue health insurance programs at his/her cost through COBRA. Once an employee returns to a full-time status, City-paid benefits shall be reinstated.

8.3.5 Temporary Modified Duty – If an employee is unable to perform the essential functions of his/her position due to a temporary disability caused by an on-the-job injury or illness, the employee may be eligible for temporary modified duty. Such assignment is evaluated on a case by case basis.

8.3.6 It is a violation of City policy and state law for any employee, supervisor or manager of the City to terminate or retaliate or discriminate against an employee of the City because the employee files a worker's compensation claim in good faith, hires an attorney to represent the employee in a worker's compensation claim, or testifies or is about to testify in a proceeding under the Texas Worker's Compensation Act.



---

## 9.0 General Drug and Alcohol

---

Effective Date: 07-02-~~2020~~2022

Revised Date: ~~xx-xx-xx~~(s): 10-20-2022

### Contents

|     |                                                     |    |
|-----|-----------------------------------------------------|----|
| 9.1 | GENERAL PURPOSE                                     | 1  |
| 9.2 | PROHIBITED ACTIVITIES (NON-EXCLUSIVE)               | 1  |
| 9.3 | COLLECTIONS & TESTING CIRCUMSTANCES                 | 3  |
| 9.4 | TEST RESULTS                                        | 9  |
| 9.5 | CONSEQUENCES                                        | 10 |
| 9.6 | PRESCRIPTION AND OVER THE COUNTER (OTC) MEDICATIONS | 10 |
| 9.7 | CONFIDENTIALITY                                     | 11 |
| 9.8 | RECORD RETENTION                                    | 11 |
| 9.9 | DEFINITIONS (AS USED IN THIS POLICY)                | 11 |
| 9.1 | GENERAL PURPOSE                                     | 1  |
| 9.2 | PROHIBITED ACTIVITIES (NON-EXCLUSIVE)               | 1  |
| 9.3 | COLLECTIONS & TESTING CIRCUMSTANCES                 | 3  |
| 9.4 | CONSEQUENCES OF VIOLATION                           | 8  |
| 9.5 | PRESCRIPTION AND OVER THE COUNTER (OTC) MEDICATIONS | 10 |
| 9.6 | CONFIDENTIALITY                                     | 11 |
| 9.7 | DEFINITIONS                                         | 11 |



## 9.1 General Purpose

~~The City recognizes that alcohol and/or drug use increases risk of accidents, places others' safety at risk, decreases productivity, and increases medical expenditures. In order to achieve a safe and harmonious work environment, those of you who are involved in use, abuse, or trafficking, on or off the job, may have an adverse impact both on the health, safety and welfare of our citizens, the workplace and fellow employees; and may impair the City's ability and efforts to maintain a safe work environment that is free from the effects of drugs.~~

~~You are prohibited from reporting to work or work related activities under the influence of prohibited drugs, alcohol, over the counter & prescription drugs that may adversely affect your ability to perform your job safely.~~

It is the policy of the City to provide a work environment that is free from the use, consumption, sale, distribution, or possession of controlled or illegal substances or alcohol. An employee is required to report to work in appropriate mental and physical condition to perform their job in order to deliver service in a safe, efficient, and conscientious manner. Nothing contained in this policy is intended to prohibit, limit or restrict the lawful operations of the City of Leander Police Department.

The City reserved the right to take corrective action, up to and including termination, in the event your off duty involvement with controlled substances or alcohol is damaging to the City's reputation or business and/or is inconsistent with your job duties, or when such off duty conduct results in impairment of your job performance.

This policy applies to ~~you and job applicants. No part all employees~~ of this policy is intended to conflict in any way with the City.

City positions requiring a commercial driver's license (CDL) are also subject to specific regulations set forth by the U.S. Department of Transportation (DOT). If there is a conflict, DOT employees are responsible to follow the city's DOT policy in section 9.10 DOT Drug and Alcohol) and Federal Motor Carrier Safety Administration (FMCSA), 49 C.F.R. Parts 40 and 382, as amended. To the extent of any conflict between this policy and the federal regulations, the federal regulations shall control as to such employees. Employees are encouraged to contact the Human Resources Department with any questions regarding these federal regulations.

## 9.2 Prohibited Activities (non-exclusive)

The following acts are prohibited:

- ~~1. The use of cannabis/THC containing compounds. You need to be aware that even though CBD oil may be sold, the use of those products remains prohibited and brings risk of discipline.~~
1. You may not report to work while under the influence of illegal drugs or legal drugs used in an illegal manner. You may not report to work while under the influence of marijuana, which can affect your performance and place others in jeopardy. This includes the use of "Cannabidiol" or CBD products. Employees in safety-sensitive positions subject to drug testing under Title 49 of the U.S. Department of Transportation drug testing regulations may not use marijuana at all, including Cannabidiol/CBD products. You may also not report to work while taking any legally prescribed or over-the-counter medication that may adversely affect your performance of safety-sensitive functions.
2. The City may require you to participate in a screening test if you are exhibiting signs



- and symptoms of being under the influence. Employees who test positive during a screening test will be subject to discipline. This includes positive tests of marijuana resulting from an employee claim of the use of Cannabidiol/CBD products.
- ~~2. The use, unauthorized use, possession, manufacture, distribution, dispersion or sale of illegal drugs on City premises, in City supplied vehicles, or during working hours~~
3. ~~Unauthorized use, possession, manufacture, distribution, dispensation or sale of~~ or ~~controlled substance, dangerous drugs or alcohol on City premises, or while on City business, in City supplied vehicles, or during normal working hours;~~
- ~~4. Storing in a locker, desk, automobile or other repository on City premises or property, any illegal drug, controlled substance, or alcohol; refusing to submit to a search or inspection under the provisions of this policy;~~
- ~~5. Having an unauthorized controlled substance or illegal drug in one's system while on City premises or City business, in City supplied vehicles, or during working hours or being under the influence of alcohol and not reporting such to the immediate supervisor or, absent such supervisor, to any available supervisor;~~
- ~~6.4. Switching or adulterating any urine sample submitted for testing; Employees found to have tampered with the specimen will be subject to disciplinary action up to and including termination;~~
- ~~7.5.~~ Refusing to report for testing immediately upon notification to do so by any supervisor, or refusing to consent to testing or to submit a urine sample when requested by a supervisor or management;
- ~~8.6.~~ Refusing to submit to an inspection when requested by any supervisor or management personnel;
- ~~9.7.~~ Failure ~~by you~~ to notify the HR Director, or the City Manager of your arrest or conviction of such, or with respect to, the illegal use, possession, control, sale or manufacture of any controlled substance, drug or alcohol, within five days after the arrest or conviction;
- ~~10.8.~~ Failure to report to the supervisor the use of any drug, prescription, non-prescription medication, or alcohol, by you or another employee, which may affect the job performance or safety, e.g. alter the behavior or diminish or impair your or other employees' physical or mental capabilities;
- ~~11.9.~~ Refusing to sign a statement agreeing to abide by the City's drug abuse policy;
- ~~12.10.~~ Refusal to complete ~~a medical questionnaire and consent form prior to testing;~~ all forms pertaining to drug and alcohol testing at the testing and collection facility.
- ~~13. Refusal to complete the toxicology chain of custody form after submission of a urine specimen;~~
- ~~14.11.~~ The City reserves the right to test ~~you~~ employees for drug use and/or relieve ~~you~~ them from ~~your~~ their job duties, when, in the opinion of the City, the use of drugs, legal or illegal, or alcohol, may be affecting the performance ~~your~~ their job duties.

~~15-12.~~ Abuse or misuse of prescription or over the counter (OTC) medication.

~~16-13.~~ Consumption of alcohol:

- a. Has an alcohol concentration of 0.04 or greater
- b. While on duty (includes hours worked and breaks)
- c. Four (4) hours prior to reporting to work
- d. Eight (8) hours following an accident (or until tested)
- e. During on-call status
- f. While wearing City apparel or uniforms

~~17. Operating a City vehicle or equipment or conducting City business while impaired by drugs or under the influence of alcohol~~

~~18. The use or possess of alcohol or illegal drugs in a City vehicle (whether on or off duty)~~

14. Employees holding a CDL required for their positions are further prohibited from using prohibited drugs while on-call or within four hours prior to reporting for work requiring performance of a safety-sensitive function.

### 9.3 Collections & Testing Circumstances

The City's uses a collection facility to conduct drug and alcohol testing. Drug collection is conducted by analyzing your urine specimen and alcohol testing will be conducted by breath analysis.

Circumstances (why) which facilitates drug and alcohol testing includes:

Pre-Employment

Random (Safety Sensitive Positions and DOT)

Post Incident

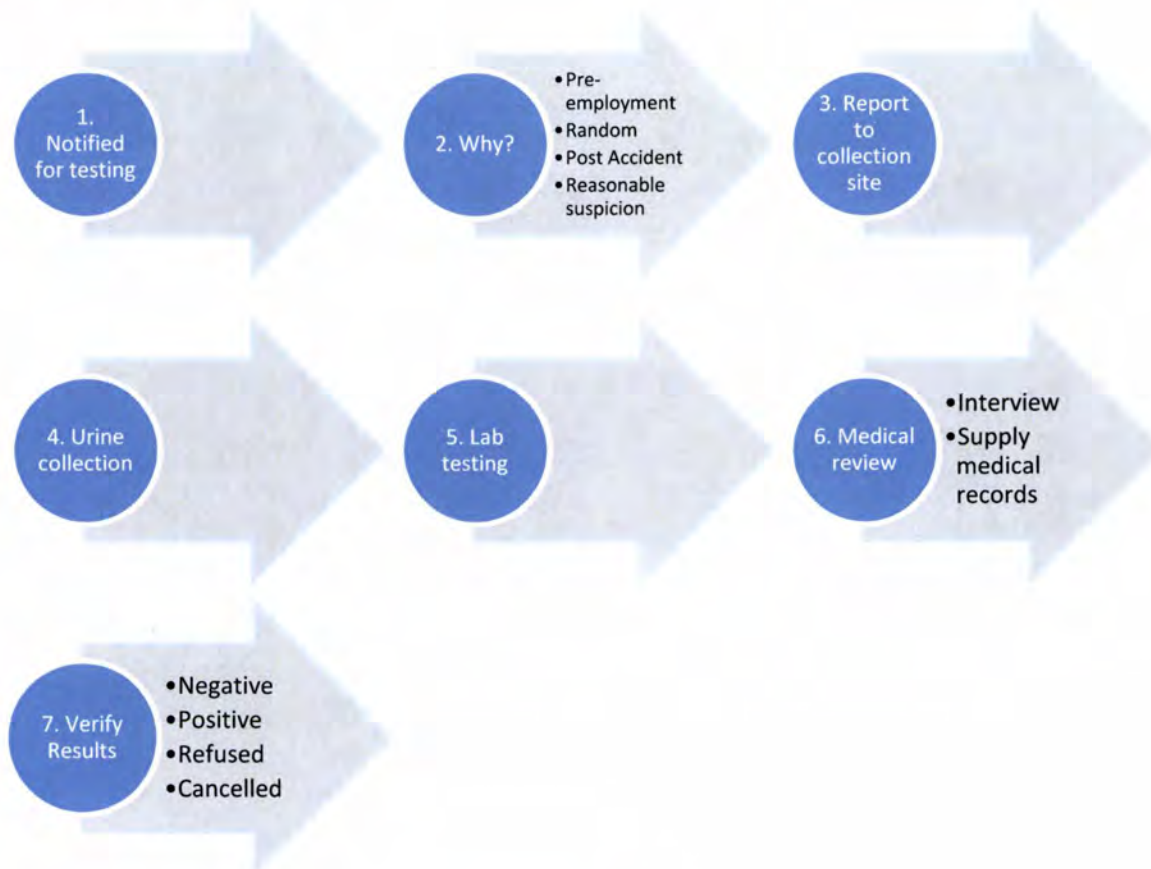
Reasonable Suspicion

The following drugs will be tested for:

- |                           |                        |                           |                         |
|---------------------------|------------------------|---------------------------|-------------------------|
| • Cannabinoid<br>(THC)    | • Phencyclidine (PCP)  | • Barbiturate<br>(BAR)    | (MTP)                   |
| • Opiate<br>(OPI200<br>0) | • Cocaine<br>(COC)     | • Benzodiazepine<br>(BZO) | • Methaqualone<br>(MET) |
|                           | • Amphetamine<br>(AMP) | • Methadone               | • Propoxyphene (PPX)    |



## Drug Testing Flow Chart



1. You are notified to submit for a drug test.
2. Why am I being tested?
3. You need to report immediately to the collection site.
4. Your urine will be tested
5. The lab will analyze the specimen & notify the Medical Review Officer (MRO).
6. MRO will review information; if test is positive, MRO will contact you for additional information.
7. MRO verifies final outcome as either negative, positive, refusal or cancelled.

### 9.3.1 Pre-Employment Testing

The City reserves the right to test applicants for employment, after the job offer has been made but before the position is taken, or as an applicant who drives commercial vehicles and covered by the U.S. Department of Transportation Regulations.

Any applicant who refuses the pre-employment test or yields a "positive" result will not be considered for employment. If a pre-employment test is canceled by a Medical Review Officer (MRO) for any reason, the applicant will be required to take another one with a verified negative result within twenty-four (24) hours. Applicants, who were tested more than 90 days prior but were not hired, must have new pre-employment test performed with a verified negative result.

~~Pre-employment tests may be performed also required when you are promoted, demoted, or transferred~~An employee who transfers into a position which requires a CDL shall be tested before the employee may perform any safety-sensitive position function.

### 9.3.2 Random Testing

~~If you are~~Employees performing a city safety-sensitive function or ~~operate~~operating a motor vehicle that is regulated by the U.S. Department of Transportation (DOT) 49 CFR Part 40, (possess a valid commercial driver's license), ~~you~~ may be subject to random testing without advance notice. The selection of employees for random controlled substance and alcohol testing will be made by a scientifically valid method by the third-party collection site. Under the selection process, ~~you~~employees will have an equal chance of being tested each time selections are made. ~~If you are~~When selected for testing, ~~you an~~employee will proceed to the collection site immediately. If ~~you are~~employee is off work at the time selections are made, the city has the option of selecting another employee for testing.

~~Dates and times for random testing are unannounced and are spread reasonably throughout the calendar year.~~ Human Resources will notify Supervisors when you have been randomly selected. Upon notification, the supervisor will ensure ~~you proceed~~the employee proceeds to the collection site as soon as possible. ~~If you are not available for testing, i.e. on a planned vacation, at a training seminar or on emergency leave, your name will be returned to the selection pool so that you remain subject to random testing in the future.~~

~~Your refusal~~Refusal to submit to the random test when notified, or failure to report to the collection facility within one (1) hour, will be considered a test refusal. ~~You~~Employee will be immediately removed from ~~your~~their safety sensitive position and may receive corrective action and/or termination.

#### 9.3.2.1 ReferAdditional Provisions for Employees Holding Required CDL's.

The following shall apply only to ~~Section 9.10, DOT~~an employee holding a CDL required for their positions:

**Return-to-Duty Testing.** The City will test any employee returning to duty after a violation of any provision of this policy ~~for~~ and completion of any required substance abuse professional evaluation, referral, and/or education/treatment process, in accordance with FMSCA regulations.

**Follow-Up Testing.** The City will perform follow-up testing of any employee returning to duty under the Return-to-Duty Testing procedures, who has been identified by a substance abuse professional as needing further ~~details concerning~~ DOT operators assistance, in accordance with FMSCA regulations.



**Testing Procedures.** All ~~positions which are deemed safety sensitive and CDL tests~~ pursuant to this policy of employees holding a CDL required for their positions ~~will be included on a matrix. Contact HR for further information.~~ shall comply with all FMSCA standards and procedures.

### 9.3.3 Reasonable Suspicion

Reasonable suspicion shall mean suspicion based upon observation and/or fact, which would lead a reasonably prudent person to believe it is likely that the employee in question is under the influence of prohibited drugs or prescription or over the counter drugs which have an adverse effect on the employee's performance or behavior.

Whenever a trained supervisor reasonably suspects that ~~you~~an employees work performance or on the job behavior is affected in any way by drugs or alcohol, ~~you, as~~ an employee, ~~are~~is subject to reasonable suspicion testing. The supervisor or designated person will transport ~~you~~the employee to a collection site for testing. Under no circumstances will the employee be allowed to drive. The supervisor or designated person shall stay with the employee being tested and upon returning to the worksite, and shall arrange for the employee to be driven home. A written record of the observations will be made by the supervisor who made the observation. ~~You~~The employee will not be permitted to perform city defined safety-sensitive functions until 24 hours have elapsed.

Reasonable suspicion must be based on specific observations concerning the appearance, behavior, speech, and/or body odors. ~~Refer to the Definitions within the section for further information.~~ such as, but not limited to:

- Slurred speech;
- Unusual drowsiness, irritability, or jumpiness;
- Odor of alcoholic beverage or illegal drug on or about the person, including on their breath;
- Inability to concentrate or complete tasks;
- Overall disorientation;
- Physical impairment;
- Pattern or repetitive series of accidents; and/or
- Discovery of drug paraphernalia or detectable amount of prohibited drug in employee's possession or area of control.

**Administrative Leave with Pay:** While waiting for the results of a reasonable suspicion test, ~~you~~an employee may be placed on paid administrative leave pending the outcome of the tests and any investigation. ~~You~~The employee will not return to the workplace until ~~you~~they have been authorized to do so by Human Resources or the Department Head.

**Refusal to Test:** If ~~you refuse~~employee refuses to submit to a reasonable suspicion test, ~~you~~they will be considered insubordinate ~~(refer to the Test Results section for more information).~~ If ~~you~~ An employee ~~may~~ request ~~the option~~ to resign prior to taking a reasonable suspicion alcohol/drug test, ~~you may be allowed to do so.~~ However, ~~you~~they will not be considered for re-employment.

**Coordination with Law Enforcement Agencies:** The sale, use, purchase, transfer or possession of an illegal drug is a violation of the law. The City can report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials.

### 9.3.4 Post-Accident Testing

~~If you are~~An employee involved in a motor vehicle, equipment or injury incident while in the course and scope of ~~your~~their employment, ~~you are~~is subject to post accident drug/alcohol testing-see *Employee Safety Section 7*. ~~You~~Employee must remain ~~readily~~ available for testing after an accident. If ~~you refuse~~employee refuses to submit to a post-accident alcohol/drug test, ~~you~~they will be considered insubordinate.



Post-accident testing may be delayed while ~~you assist an employee assists~~ in resolution of the accident or receive medical attention following the accident. For additional information when testing is required, refer to Section 7. Assessment Matrix.

Voluntary Reporting: ~~If you have reported~~An employee who reports an alcohol or drug problem voluntarily, prior to notification of requiring testing or prior to pending disciplinary action for conduct related to alcohol or drugs, ~~you~~ may be allowed to take accrued leave to seek and obtain substance abuse or alcoholism treatments provided by a health care provider under Family Medical Leave Act. Resources are available through the city's Employee Assistance Program (EAP). ~~You~~An employee may not provide a "voluntary disclosure" upon being notified that ~~you~~they must submit to a drug or alcohol test. If ~~you~~they are returning to duty in safety sensitive position following voluntary drug or alcohol treatment, ~~you~~they may be subject to periodic drug or alcohol testing for a period of at least twelve months or as determined by the Director of Human Resources, subject to applicable law. A positive test result will result in immediate termination. Confidentiality test results may be released only to ~~you~~the employee, the City, EAP, laboratory officials and a Medical Review Officer. They cannot be released to others without the written consent ~~by you of the employee~~. All test results will be kept in a secure location with limited access.

#### **9.3.5 — Testing Time Limits**

~~For post-accident and reasonable suspicion, testing will be limited to the following timeframes:~~

~~Alcohol Testing Time Limits — Testing for alcohol must be administered as soon as practicable within 2 hours of event but no later than eight (8) hours after the event; otherwise attempts to administer the test will cease and the reasons why the test was not administered will be documented.~~

~~Drug Testing Time Limits — Testing for drug must be administered up to 32 hours from time of event; otherwise attempts to administer the test will cease and the reasons why the test was not administered will be documented.~~

#### **9.4 Under both situations Consequences of Violation.**

~~The City shall consider any undocumented/unsubstantiated reasons for "not testing immediately" will be considered a refusal to test. You will not be allowed to drive a city vehicle until the test results have been confirmed to be negative.~~



#### 9.4 — Test Results

The collection site will administer the alcohol and drug testing. The drug specimen will be received and processed by the certified testing laboratory. A positive drug test will be reviewed by the MRO who will contact you and conduct an interview to determine if there is an alternative medical explanation for the positive test result. If you provide violation of this policy to constitute sever misconduct, and shall take appropriate documentation and the MRO determines there is a legitimate medical use of the substance, the test result will be reported to the City as negative.

Upon validation of the test results, typically, the collection site may notify the City through Human Resources.

Test results will be classified as Negative, Positive, or Test Refusal:

- ~~Negative — Verified negative results are acceptable for drug testing. For alcohol, a verified test result below 0.02 is acceptable. The presence of alcohol between 0.02 and 0.399, **disciplinary action against an employee** will be sent home unpaid. The next day when the lab opens, the employee will report to the collection lab for another alcohol test.~~
- ~~Positive — All final determination of tests producing positive results will result in corrective action and/or up to termination. The following test results will constitute positive results:~~
  - ~~Verified positive result for drugs~~
  - ~~Verified BAC (Breath Alcohol Concentration) equal to or greater than 0.04~~
- ~~Test Refusal — a refusal to submit to appropriate testing will be considered insubordination. Test refusals are considered as positive test results and may result in termination of employment. You will be deemed to have refused to take an alcohol/drug test if:~~
  - ~~You fail to appear for a test within the time stated in the policy~~
  - ~~You fail to remain at the testing site until the testing process is complete~~
  - ~~You fail to provide a breath or urine specimen as required~~
  - ~~You fail to provide a sufficient amount of volume with no valid medical explanation~~
  - ~~You fail or decline to take an additional drug/alcohol test as directed by the city or collector~~
  - ~~You fail to undergo a medical exam or evaluation when required~~
  - ~~You fail to cooperate with any part of the testing process \*i.e., refusals to empty pockets, wash hands, remove hat, etc.)~~
  - ~~The MRO reports the presence of a verified adulterated or substituted test result~~
  - ~~You refuse to sign the Alcohol Test Form~~
  - ~~You leave the scene of an accident without just cause prior to submitting to a test.~~
- ~~Cancellation — A cancellation maybe caused by errors in the specimen collection process such as failure in the chain of custody.~~



## 9.5—Consequences

~~Section 9.2 provides examples of prohibited activities. If you commit these types of acts, you shall be subject to corrective action~~who violates this policy, up to and including termination- from employment.

~~In cases where conduct does not result in immediate termination of your employment, the City will review your position, tenure, prior work performance, rehabilitation efforts and evaluation by a Substance Abuse Professional (SAP). These factors will be taken into consideration as a “last chance” agreement in determining the appropriate level of discipline.~~

### 9.5.19.4.1 Employee Assistance Program (EAP)

Upon a confirmed determination that ~~you~~an employee has have been under the influence of drugs or alcohol in violation of the city’s policy, the City reserves the right to refer ~~you~~the employee to one or more qualified drug and alcohol abuse programs (i.e. EAP) for assessment, counseling, and rehabilitation. For participation in any such abuse program, ~~you~~the employee is are responsible for the cost of treatment, counseling or rehabilitation from EAP referral or if applicable, ~~your~~their health insurance.

~~Your~~An employee’s corrective action is not forgiven ~~by your~~by their participation in an abuse program.

~~Your~~An employee’s progress shall be evaluated by a Substance Abuse Professional (SAP) to determine if ~~you~~they have properly followed the rehabilitation program.

~~You~~Employee shall be subject to unannounced follow-up alcohol and/or drug test administered by the City following ~~your~~their return-to-duty. The number and frequency of the test shall be directed by the SAP and consist of at least six (6) tests in the first twelve (12) months following return-to-duty. Follow-up testing will be up to sixty (60) months and can be eliminated after one year if the SAP determines that such testing is no longer necessary.

EAP related activities, such as referral appointments, will be treated on the same basis as other health matters with regards to use of paid leave.

### 9.69.5 Prescription and over the Counter (OTC) Medications

~~Some prescriptions~~The legal, authorized and ~~OTC medications may adversely affect your~~intended use of prescribed drugs or over-the-counter medication is permitted on the job only if it does not impair an employee’s ability to perform your job safely. You arethe essential functions of the job effectively and in a safe manner that does not endanger others.. An employee is responsible for discussing ~~your~~their job duties with ~~your~~their physician. The physician is responsible for evaluating ~~your~~their ability to safely perform ~~your~~their job duties. If ~~your~~the doctor deems ~~you~~them medically disqualified from performing ~~your~~their job duties while taking medication, ~~you~~they will immediately notify ~~your~~their supervisor. ~~You~~Employees are required to notify ~~your~~their supervisor when taking any prescription or non-prescription medication that may interfere with the safe performance of ~~your~~their job duties. The supervisor will require ~~you~~the employee to take paid leave or ~~you~~they will need to cease taking the medication while on duty. Failure to comply may result in corrective action up to and including termination.

~~You should read all warning labels for OTC medications and should seek alternatives to those that indicate they affect mental functioning, motor skills, or judgment. You are encouraged to seek assistance from your physician or pharmacist in identifying alternative medications or treatments. You should never misuse OTC medicines by taking them longer or in higher doses than the label recommends.~~



~~Some medicines may interact with food and beverages, as well as with health conditions such as diabetes, kidney disease, and high blood pressure. You must read the warning labels to find out what foods or situations to avoid when taking the medication. If you are taking more than one (1) OTC medication, you should compare the active ingredients. You should not take two (2) medicines with the same active ingredients unless instructed by your physician or other healthcare professional.~~

#### **9.79.6 Confidentiality**

All information relating to alcohol or drug testing will be protected by the city as confidential unless disclosure is otherwise authorized by law or authorized in writing by ~~you~~the employee. All results will be maintained in a confidential file with the Human Resources Department.

#### **9.8 — Record Retention**

~~Drug/Alcohol testing results will be maintained under this City's record retention or federal law, whichever is the longest.~~

#### **9.99.7 Definitions ~~(as used in this policy)~~**

**City of Leander premises or facilities** means all property of the, including but not limited to offices, buildings and surrounding areas on City-owned or leased property, parking lots, and storage areas. The term also includes City-owned or leased vehicles and equipment wherever located. It also includes any premise where the City performs contract services.

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

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

~~**Breath Alcohol Technician (BAT)** is a technician who instructs and assists individuals in the alcohol testing process and operates an EBT.~~



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

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

**Evidential breath testing device (EBT)** means a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath for prohibited concentrations of alcohol in your system.

**Illegal drug** means any drug in any detectable amount which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy.

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

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

**Performing a safety-sensitive function** means an employee, who during their course and scope of work, are performing a safety-sensitive function, ready to perform, just completed performing, or are required to be in readiness to work (i.e., during on-call status) until the time the employee is relieved from all responsibility for performing the safety-sensitive function.

**Possession** is also meant to include the presence in the body system of any detectable amount of drug, or in the case of alcohol, a test result of 0.04 or greater for those NOT governed by DOT.

~~Reasonable Suspicion means a belief that the actions, appearance or conduct of a person are indicative of the use of a controlled substance or alcohol. Such a belief is based on objective, articulated facts. A reasonable cause or "for cause" situation is any situation in which your job performance is in conflict with established job standards relating to safety and efficiency. The term includes accidents, near accidents, erratic conduct suggestive of drug or alcohol use, any unsafe performance behaviors, and unexplained deviation from productivity. Physical symptoms may include such as glassy or bloodshot eyes, slurred speech, unsteady gait, poor coordination or reflexes, odor of alcohol, marijuana, or other illegal substances or direct observation of alcohol/drug use or possession.~~

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

- ~~8. fail to provide adequate breath for testing without a valid medical explanation after you have received notice of the requirement for breath testing in accordance with DOT regulations,~~
- ~~9. fail to provide adequate urine for controlled substances testing without a valid medical explanation after receiving notification of the testing requirements, and/or~~
- ~~10. Engage in conduct that clearly obstructs the testing process.~~

**Substance Abuse Professional (SAP)** means a licensed physician (MD or DO), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (NAADACCC certified) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

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



**This section is being removed from the Personnel Policy to the  
CDL/DOT training program.**

---

## **9.10 DOT Drug and Alcohol**

---

Effective Date: 07-02-2020

Revised Date: ~~xx-xx-xx~~(s): 10-20-2022

### **Contents**

|                                                                                                                    |           |
|--------------------------------------------------------------------------------------------------------------------|-----------|
| <b>9.10.1 OVERVIEW .....</b>                                                                                       | <b>1</b>  |
| <b>9.10.2 PARTICIPATION AS A REQUIREMENT OF EMPLOYMENT .....</b>                                                   | <b>1</b>  |
| <b>9.10.3 REQUIRED HOURS OF COMPLIANCE .....</b>                                                                   | <b>1</b>  |
| <b>9.10.4 CONDUCT PROHIBITED BY THE REGULATIONS .....</b>                                                          | <b>2</b>  |
| <b>9.10.5 CIRCUMSTANCES FOR TESTING .....</b>                                                                      | <b>2</b>  |
| <b>9.10.6 BEHAVIOR THAT CONSTITUTES A REFUSAL TO SUBMIT TO A TEST .....</b>                                        | <b>3</b>  |
| <b>9.10.7 REFERRAL, EVALUATION AND TREATMENT .....</b>                                                             | <b>3</b>  |
| <b>9.10.8 TESTING PROCEDURES UNDER GUIDELINES OF PART 40 .....</b>                                                 | <b>4</b>  |
| <b>9.10.9 CIRCUMSTANCES UNDER WHICH A DRIVER WILL BE TESTED FOR ALCOHOL AND/OR CONTROLLED<br/>SUBSTANCES .....</b> | <b>4</b>  |
| <b>9.10.10 ALCOHOL TESTING .....</b>                                                                               | <b>5</b>  |
| <b>9.10.11 CONTROLLED SUBSTANCE TESTING .....</b>                                                                  | <b>6</b>  |
| <b>9.10.12 ALCOHOL .....</b>                                                                                       | <b>6</b>  |
| <b>9.10.13 MARIJUANA .....</b>                                                                                     | <b>7</b>  |
| <b>9.10.14 COCAINE .....</b>                                                                                       | <b>8</b>  |
| <b>9.10.15 OPIATES .....</b>                                                                                       | <b>9</b>  |
| <b>9.10.16 AMPHETAMINES .....</b>                                                                                  | <b>10</b> |
| <b>9.10.17 PHENCYCLIDINE (PCP) .....</b>                                                                           | <b>11</b> |
| <b>9.10.18 RELEASE OF INFORMATION FROM PREVIOUS EMPLOYER .....</b>                                                 | <b>12</b> |
| <b>9.10.19 CONFIDENTIALITY OF RESULTS .....</b>                                                                    | <b>12</b> |
| <b>9.10.20 DEFINITIONS .....</b>                                                                                   | <b>12</b> |

[CB1]

---

## 10.0 ~~Coaching and Counseling of~~ Performance Management and Corrective Action

---

Effective Date: 07-02-2020

Revised Date: ~~xx-xx-xx~~(s): 10-20-2020

### Contents

|                 |                                        |              |
|-----------------|----------------------------------------|--------------|
| <del>10.1</del> | <del>General Purpose .....</del>       | <del>1</del> |
| <del>10.2</del> | <del>Performance Management.....</del> | <del>1</del> |
| <del>10.3</del> | <del>Corrective Action .....</del>     | <del>3</del> |
| <del>10.4</del> | <del>Discharge.....</del>              | <del>6</del> |
| 10.1            | General Purpose .....                  | 1            |
| 10.2            | Performance Management.....            | 1            |
| 10.3            | Corrective Action .....                | 3            |



## 10.1 General Purpose

~~It is the intent of the Coaching and Counseling Procedure is to establish, communicate and enforce your attendance, performance and conduct standards. It is also to safeguard your rights, to ensure that your actions are judged by fair and impartial standards, and to require that all rules are applied on an equitable basis.~~

~~A statement of reasons for corrective action, up to and including termination, is intended to benefit you in assisting you in retaining your employment or to improve performance and is not intended to, nor does it, create a contract, either expressed or implied, in your continued employment.~~

~~The difference between coaching and counseling is the perspective and focus.~~

### Coaching

- ~~Future focused~~
- ~~Solution focused~~
- ~~Outcomes Driven~~
- ~~Helps the individual find their own solutions to meet their goal~~

### Counseling

- ~~Past focused~~
- ~~Problem focused~~
- ~~Gives advice, recommendations and directives, at times, forcefully~~
- ~~States: Why you must change~~
- ~~Gives the individual a diagnosis and treatment or solution to fix the problem.~~

~~Coaching and Counseling consists of three parts:~~

- ~~Performance Management~~
- ~~Corrective Action~~
- ~~Discharge~~

It is the policy of the City, when appropriate, to resolve problems and conflicts utilizing reasonable means through an informal process between the supervisor and employee. Furthermore, it is the intent to provide the employees and supervisors a framework for correcting and improving employee behavior and performance and if necessary, administering discipline, in a manner that is fair and consistent. Some employee behavior or work performance will result in immediate termination. Other problems are more appropriately handled by coaching, counseling, warnings, additional trainings, or written reprimands, which will lead to terminations if improvement is not shown.

## 10.2 Performance Management

Performance management is the process used to strengthen ~~you~~employee knowledge, skill and abilities to ~~perform your~~assist them in performing their job satisfactorily. It may include more training and guidance. Ongoing dialogues with ~~your~~a supervisor about ~~your~~performance should occur continuously. This exchange of information should reinforce ~~your~~good performance and establish or reset the performance expectations by ~~you~~the supervisor when ~~you fall~~employee falls short.



## Supervisory Responsibility:

~~All of you that have the authority to~~ To supervise, lead, and direct ~~other~~ employees under ~~your control~~, ~~shall their authority, to~~ administer policies and procedures within ~~your~~ their scope of authority; document ~~your subordinates' employees~~ job performance, conduct, and behavior as appropriate; ~~properly~~ Properly conduct evaluations of ~~subordinates employees~~ in a timely manner; discipline ~~your subordinates employees~~ as required under ~~your~~ departmental and/or city policies, ~~but in a professional manner,~~ as the purpose is to resolve issues at the lowest possible supervisory level.

~~During the year, you as the supervisor are responsible for tracking your direct reports' performance which may include positive and negative aspects. If and when the need presents itself, there could be times when a staff member's performance is not meeting your expectations thereby you will need to bring the deficiency to the employee's attention. The method by which you present the issue may include but not limited to the following approaches:~~

### **On the Spot Counseling, Performance Problem, PIP and Evaluation**

~~On the Spot Counseling~~ is when your supervisor immediately observes your poor performance and gives you an opportunity to correct it.

~~Performance Problem~~ is when you continuously fail to address and correct the issue discussed by your supervisor at the "on the spot counseling" session, thereby, neglecting to meet your supervisor's expectations.

~~PIP (Performance Improvement Plan~~ is a plan to help you succeed. Your supervisor considers your performance problems as severe and creates a plan to re-establish your goals, communicates the expected standards of performance, establishes measures, conducts review sessions and charts your progress. The hope is for you to attain a desired level of performance. If you are on a PIP, you are not eligible for a merit increase.

**Performance Evaluations** are conducted yearly. It is a formal assessment in which ~~your manager the immediate supervisor~~ evaluates ~~you~~ employee work performance, identifies strengths and weaknesses, and offers feedback, and set goals for the future. The content of annual review should ~~not be a surprise to you but rather it should be a wrap up of your performance which has been brought to your attention~~ be consistent with the ongoing performance evaluations provided by a supervisor through-out the year.

~~You~~ The supervisor will provide ~~you with~~ a copy of the evaluation to the employee and ~~together you will~~ review it. ~~You with the employee. Employees~~ will be asked to sign ~~the their~~ evaluation document. ~~Your documents. An employee~~ signature indicates ~~your both~~ acknowledgement and receipt of the evaluation; it does not ~~necessarily indicate you are that the employee is~~ in agreement with its contents. ~~You~~ Employees may submit comments related to ~~your their~~ evaluation within 5 (five) business days from the date of receipt. Comments may be written directly on the form, or ~~you can submit on~~ additional sheets, ~~which will be attached to the document for filing into your. Any comments provided by employees will be filed in that employee's~~ personnel file.



### 10.3 Corrective Action

Corrective action<sub>2</sub> is a process of changing youemployee behavior through teaching. It provides the opportunity to inform youemployees of ~~the~~ behavioral shortcomings and explain how to correct those shortcomings in a respectable and confidential manner. ~~When a supervisor exercises corrective action, both the content and presentation of the corrective action should be influenced by the City values i.e. delivery of outstanding customer (public) service, harmonious working environment, accountability, promoting integrity and accountability, diversity, safety and mutual respect. Supervisors should meet privately with employee to discuss the behavior problems when they first arise.~~

Supervisors must decide the appropriate corrective action to take for the situation. Factors to consider include:

- Severity of problem or degree of negligence;
- Number and nature of previous disciplinary actions;
- Whether previous corrective actions were imposed for similar reasons;
- Frequency of previous problems (including the time lapse between corrective actions)); and
- YourEmployee work-record.

Note: If you have employee has an injury or illness and receive receives a corrective action, the injury or illness does not stop the corrective process, but the action may be delayed or deferred until you are the employee is released to return back to work.

~~Supervisors should meet privately with you to discuss the behavior problems when they first arise.~~

**Documentation:** ~~All forms of corrective action, other than oral warnings, must be documented and will be placed in your personnel file. In the event you are to be discharged, your supervisor shall forward a copy of the documentation to the Director of Human Resources.~~

- Corrective action may be sequential, out of order, or repetitive. Nothing in this policy states that corrective action must be progressive in nature. Supervisors are not required to impose a lower level of corrective action before progressing to a higher level of corrective action. Corrective matters are evaluated individually, and the level of corrective action is imposed based on the circumstance of each situation.

The types of corrective action a supervisor may take are, in order of severity (from least severe to most):

- a. **Coaching and Counseling** - ~~During a coaching~~ Coaching and ~~counseling session~~ Counseling sessions may be done informally with you, yourthe supervisor ~~is not required to place this session into your personnel file however, you are meeting with the employee to be certain that the employee realizes that his/her behavior or work performance is unsatisfactory and understand what is expected. The supervisor should note the date of the session and other necessary information for any future use, and the employee is required to sign and date as acknowledgment of the conversation. The supervisor Such note will maintain notes of the meeting with you. This is a pre-corrective or non-corrective action. be kept in the employee's file within the department.~~



- b. **Oral Warning (Documented Counseling)** - Oral warnings are issued for minor policy, procedural and conduct infractions. Infractions of this type would not endanger the health or welfare of any employee or citizen, or the overall operations of a department. The supervisor should document the oral warning, including its date, a brief summary of the conversation, and any understandings reached with the employee about future conduct, and keep such record in the employee's file within the department.
- c. **Written Warning** - Written warnings are issued for policy, procedural, or conduct infractions or when an oral warning (~~documented counseling~~) has already been given and an infraction occurred again or when the nature of the offense requires more than an oral warning (~~documented counseling~~). The supervisor shall prepare a written summary of the performance/conduct problem, and such document shall be reviewed and approved by the Department Head or designee. The supervisor and/or other supervisory staff member shall present the written warning to the employee and discuss its contents, which should include a description of specific performance problems(s), references to any previous warnings, and actions(s) the employee needs to take to improve performance to a satisfactory level, a general time frame allowed for improvement (when appropriate-most warnings should expect immediate and sustain improvement), and a notice that continuation of the performance problems shall result in a most severe disciplinary action, up to and including termination of employment. The supervisor and employee should sign the written warning. The employee's signature indicates receipt of the written warning only, not necessarily agreement with the contents. A copy of the written warning shall be forwarded to Human Resources for placement in the employee's personnel file.
- d. **Corrective Action Meeting** - A corrective action meeting should be scheduled prior to the imposition of a suspension, demotion or ~~discharge-termination~~. The employee will be given advance notice of the meeting. The Department Director may ask another supervisor and/or HR to accompany ~~you~~them during the Corrective Action meeting. ~~During the meeting, you,~~The employee will be given an opportunity to present an explanation of ~~the~~their conduct leading up to the proposed disciplinary action. ~~You will be given advance notice of the meeting. You~~Employee may, in the city's sole discretion, be placed on administrative leave prior to, during, or after the corrective action meeting. ~~You~~The Employee will be notified of the City's determination following the meeting.
- e. **Administrative Leave** - During an investigation into alleged offenses or violations of City policies, the City may, in its sole discretion, place ~~you~~an employee on administrative leave. The leave may be with or without pay.

**Note: All suspensions, demotions and ~~discharge~~terminations must be approved by the City Manager.**

**Suspensions—**



- f. **Suspensions** – The employee's supervisor may make a recommendation to the Department Head for a suspension without pay. The Department Head shall review the circumstances and supporting documentation and has the authority to authorize the suspension. Human Resources shall be consulted prior to administration of all suspensions. All suspensions must be approved by the City Manager. The contents of the document informing the employee of the suspension should follow the guidelines listed under Written Warnings, and shall include the length of the suspension, including beginning and ending dates. Suspension without pay for ten or fewer working days is issued for serious rule violations, gross negligence, misconduct or insubordination or when less severe discipline has previously been given or if the incident is too severe for a warning but not egregious enough for more severe discipline. ~~Typically, you are not suspended for more than five days without pay; however, supervisors can suspend you for up to ten days.~~ The supervisor determines what days are used. ~~If workloads make it problematic for the work team or severely lessen productivity, the suspension may be delayed.~~ Multiple days without pay may be spread over several weeks, if deemed appropriate.

If the employee is suspended and later is determined not at fault, he/she may be reinstated to his/her same duties, classification and rate of pay.

Note: Special circumstances pertaining to exempt employees for suspensions without pay for increments of less than one full day under FLSA. Refer to Section 5.7: Exempt employee pay and deductions.

- g. **Corrective Probation Performance Improvement Plan (PIP)** - ~~Corrective probation~~ PIP's are issued for very serious performance, behavior or attendance deficiencies. ~~It~~ When an employee is a very serious corrective action. ~~When you are on~~ disciplinary probation, ~~you~~they are possibly one step from termination. Supervisors must give serious consideration before placing ~~you an employee on~~ corrective probation a PIP. The supervisor must outline the provisions of the probation in writing. For performance issues, the use of a PIP form is recommended.

~~The supervisor~~ Supervisors can establish a ~~corrective probationary~~ PIP period from one to ~~a maximum of~~ six (6) months maximum. When deciding the duration, the supervisor should consider factors like the severity and number of violations, time between earlier violations, work record, evaluations, other relevant documented information, and whether the problem is habitual (which would suggest that a lengthier period is needed). The supervisor should identify the behavioral changes that must take place and explain the consequences of failure to improve and to perform in an acceptable manner.

Supervisors must meet periodically with ~~you employees~~ during ~~your~~the probation to provide feedback on ~~your~~their progress. The supervisor must meet with ~~you employee~~ at the end of the ~~probation~~ PIP to evaluate and discuss ~~your~~their progress and what action, if any, to take next. The supervisor should prepare and file meeting notes, and ~~if possible,~~ obtain ~~you employee~~ acknowledgement on the information discussed.

~~You are~~ Employee is not guaranteed employment for the duration of the ~~disciplinary probation~~ PIP. If during the ~~corrective probation~~ PIP it becomes obvious ~~you~~they cannot or will not change behavior or improve job performance, the supervisor can initiate a termination action.



- h. **Demotion** — The employee's supervisor may make a recommendation to the Department Head for an employee's demotion. Demotions are issued for work performance or job-related conduct that does not meet established standards or for the inability to improve performance. Demotions can be considered for ~~you~~employees, who would be successful in a lower position with less responsibility or with lower expectations. The Department Head shall review the circumstances and supporting documentation and consult with Human Resources. The City Manager shall approve authorize a demotion prior to its being effected. A pre-demotion meeting must be held to prior to the demotion.

If you, to avoid corrective action, agree not to contest a transfer into a lower position, a memo should be prepared for your signature. The memo should explain the reasons for the demotion, your new classification and pay rate and that you are not contesting the demotion.

#### **10.4 Discharge**

- i. **DismissalTermination of Employment-** The employee's supervisor may make a recommendation to the Department Head for an employee termination of employment. Termination normally occurs only when other disciplinary ~~action has~~actions have failed to achieve the needed results.

A written summary of the reason(s) for recommendation for termination shall be prepared by the supervisor and reviewed with the Department Head and Human Resources before a termination decision may be made. The City Manager must approve all terminations prior to it being effected.

Prior to ~~dismissal~~termination, the Department Director should ensure that ~~you have~~the employee has been properly counseled in writing concerning any deficiencies in behavior, given sufficient time to correct these deficiencies, and informed that failure to correct them may result in termination. However, this policy should in no way prevent the Department Director from taking immediate action when the nature of the offense warrants such action. ~~The Department Director will furnish the Director of Human Resources with a written statement indicating the reasons for dismissal. The City Manager must approve all discharges.~~

Prior to termination, the Department Head will discuss the reason(s) for termination with the employee. The Department Head will allow ample time (not to exceed 36 hours) for the employee to respond in person or in writing if the employee believes any information presented is inaccurate and/or give reason(s) why he/she should not be dismissed.

The following are examples of reasons that could result in immediate dismissal:

- 1. Use or possession of alcohol or illegal use or possession of inhalants or controlled substances while on duty or in the workplace
- 2. Falsification of official City records
- 3. Theft, willful damage and/or unauthorized use of City property
- 4. Willful failure to follow established safety guidelines when such failure could result in injury to you, co-worker, or other persons
- 5. Violation of the Weapons Policy
- 6. Acts and/or threats of violence, stalking, threatening behavior and/or intimidating or harassing behavior, which occur in the workplace and/or that, are work-related or relevant to your job.



~~You~~An employee may file a grievance contesting ~~your dischargea dismissal~~ as outlined in ~~the grievance policy~~ 11.0 Complaints and Grievances. If the results of an investigation support ~~youremployee~~ grievance, ~~youemployee~~ shall be reinstated with full recovery of back pay and benefits, or other action as determined by the City Manager.

---

# 11.0 Complaints and Grievances

---

Effective Date: 07-02-2020  
Revised Date: ~~xx-xx-xxxx~~(s): 10-20-2020

**Contents**

|             |                                          |          |
|-------------|------------------------------------------|----------|
| <u>11.1</u> | <u>OBJECTIVE .....</u>                   | <u>2</u> |
| <u>11.2</u> | <u>COMPLAINTS .....</u>                  | <u>2</u> |
| <u>11.3</u> | <u>COMPLAINT PROCEDURE:.....</u>         | <u>5</u> |
| <u>11.4</u> | <u>GRIEVANCES .....</u>                  | <u>7</u> |
| <u>11.5</u> | <u>GRIEVANCE PROCEDURE.....</u>          | <u>7</u> |
| <u>11.6</u> | <u>BUSINESS/WORKING DEFINITION .....</u> | <u>9</u> |
| <u>11.7</u> | <u>CONFIDENTIALITY .....</u>             | <u>9</u> |
| <u>11.8</u> | <u>RETALIATION PROHIBITED .....</u>      | <u>9</u> |
| <u>11.9</u> | <u>PRINCIPLES OF THE POLICY .....</u>    | <u>9</u> |



|       |                                                                |   |
|-------|----------------------------------------------------------------|---|
| 11.1  | OBJECTIVE .....                                                | 1 |
| 11.2  | WHAT IS A COMPLAINT? .....                                     | 1 |
| 11.3  | WHAT IS A GRIEVANCE? .....                                     | 2 |
| 11.4  | OTHER DEFINITIONS .....                                        | 2 |
| 11.5  | CONFIDENTIALITY .....                                          | 2 |
| 11.6  | YOUR TREATMENT DURING THE COMPLAINT OR GRIEVANCE PROCESS ..... | 2 |
| 11.7  | RETALIATION PROHIBITED .....                                   | 3 |
| 11.8  | PRINCIPLES OF THE POLICY .....                                 | 3 |
| 11.9  | COMPLAINT PROCEDURE .....                                      | 4 |
| 11.10 | GRIEVANCES .....                                               | 5 |
| 11.11 | GRIEVANCE PROCEDURE .....                                      | 5 |

## 11.1 Objective

~~The It is the policy of the City of Leander strives to create~~anticipate and maintain a harmonious working environment in which people are treated with courtesy, integrity and respect. You should be able to work and learn in a safe, yet challenging atmosphere. For that reason, the City will provide fair and prompt consideration to ~~all~~avoid the occurrence of valid workplace complaints and grievances.

~~to promptly address those that may arise.~~ This policy provides an avenue for you to report complaints and grievances and applies to you as a full or part-time ~~every~~ employee, either management or non-management to actively seek resolution to problems, disagreements, grievances, and other conflicts that occur in the workplace utilizing the chain of command.

~~This policy distinguishes between complaints and grievances and provides different procedures within each subsection.~~

### **~~What constitutes a complaint or grievance as defined in Sections 11.2 and 11.3?~~**

~~The complaint process is generally reserved to resolve matters related to your duties, your hours, pay and/or working conditions. If you are dissatisfied with some aspect of your job related to your duties, your hours, your pay, and your working conditions, you should first go to your immediate supervisor and talk it over and try to resolve the matter. If, for some reason, you are not satisfied with the outcome of these informal discussions, you can use the complaint procedure outlined in Section 11.2 to resolve the matter. Complaints are generally resolved with the Supervisor and Department Head and/or Human Resources.~~

~~The grievance procedure is generally used to appeal decisions related to discipline and to address reports of discrimination, harassment, retaliation, or other violations of law. You, regardless of your employment status, are encouraged to promptly bring concerns of discrimination, harassment, retaliation, or other violations of law to the attention of your immediate supervisor. Supervisors are required to report any claims of discrimination, harassment, retaliation, or other violations of law to Human Resources. Grievances are ultimately appealable to the City Manager, unless the City Manager is the subject of the grievance.~~

~~The City provides an employee assistance program (EAP) for you. It is a confidential counseling service for you to discuss an incident confidentially or seek information and advice of a personal nature. The role of the EAP in such cases will be limited to personal counseling and treatment for the person who is then an EAP client. Contacting the EAP will not qualify as notification to the City of a complaint or grievance. A complaint or grievance may be filed with the City according to the procedures set out in this section.~~

## **~~11.2 What Is a Complaint?~~**

~~A complaint is a dissatisfaction which you feel concerning:~~

### **11.2 Complaints**

The complaint process is generally reserved to resolve matters related to the following:

1. Job, job assignments, working conditions which are perceived as unfair
2. Wages, hours of work, performance evaluations, merit raises
3. Unjust or inequitable procedures



4. Problems with co-workers and supervisors
5. Misinterpretation or misapplication of City policy, State or Federal Law
6. Job Classification
7. Pay Grade or Rate of Pay

~~Note: For Police and Fire Personnel: The police and fire departments may have additional rules, processes and regulations that govern the investigation of complaints against police officers and firefighters. In the event of a conflict between this policy and the police or fire department's policy governing investigation of a complaint, the police or fire department's policy, as applicable, shall control; provided that nothing herein or in a policy of the police or fire department shall be construed to change the at-will employment status of a member of the police or fire department.~~

### **11.3 What is a Grievance?**

~~A grievance may be filed for the following:~~

- ~~1. To appeal an adverse employment action such as a written reprimand, demotion, suspension, disciplinary leave, or termination~~
- ~~2.1. To report harassment, discrimination or retaliation~~
- ~~3.1. To object to departmental reorganizations~~
- ~~4.1. To report a violation of a City policy or a state or federal law~~
- ~~5.1. Failure to provide a reasonable accommodation under the ADA~~
- ~~6.1. Reduction of force or layoffs (RIF)~~

### **11.4 Other Definitions**

~~"Business/Working Days, as referenced in this section, means the scheduled work days of the person responsible for initiating an action in this policy for which a time limit is established. A fire shift (24 hours) is equivalent to 2 working days for this section only. Time limits begin the working day following the incident, event, hearing, or notice. The deadline is close of business (5 pm) for timeframes stated in the policy.~~

#### **11.511.1 Confidentiality**

~~During the complaint and grievance process, the confidentiality of the information received, the privacy of the individuals involved and the wishes of the complaining/grieving person will be protected to as great a degree as is possible. Human Resources will keep all expressions of concern, the results of fact-finding and the terms of the resolution confidential to the extent possible. In the course of fact-finding and resolving the matter, some dissemination of information to others may be necessary or appropriate to investigate the complaint or grievance. Please also be aware that City records are subject to the Texas Public Information Act (TPIA), and certain records associated with employee complaints and grievances will be considered public information under the TPIA.~~



## **~~11.6 Your Treatment during the Complaint or Grievance Process~~**

~~The City will treat any person who uses the complaint or grievance procedure courteously. The City will handle all complaints and grievances methodically and promptly to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint or grievance will in no way be used against you or have an adverse impact on your employment status. Because of the potential damaging nature of a complaint or grievance on the entire workforce, you are strongly urged to use this procedure for the intent it serves, not for petty situations. False and malicious complaints or grievances, as opposed to complaints or grievances, which if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.~~

~~For grievances of discrimination, harassment, or retaliation of wrongdoing against your supervisor, or another person in your chain of command, you may be assigned to another supervisor pending the outcome of the investigation.~~

### **~~11.711.1 Retaliation Prohibited~~**

~~No City employee will be subject to retaliation for filing a complaint or a grievance under this policy.~~

### **~~11.811.1 Principles of the Policy~~**

~~The City will observe the following additional principles in processing complaints and grievances:~~

- ~~7. The City will make every effort to deal with complaints and grievances as quickly as possible, at the appropriate management level.~~
- ~~8. No decisions on the outcome of a formal complaint or grievance will be made before the matter has been reviewed.~~
- ~~9. Formal complaints and grievances must be submitted in writing. The City reserves the right to investigate verbal allegations of discrimination, harassment, or retaliation. Grievances of violation of state or federal law may be referred to appropriate law enforcement authority.~~
- ~~10. During the complaint or grievance procedure, the complainant, and any person against whom a grievance has been submitted, will have the opportunity to present his/her side before any decision is made.~~
- ~~11. If you request to record a meeting related to a complaint or grievance proceeding, you may do so, and in such event, the City shall record the meeting as well and keep the recording with the City's records.~~
- ~~12. You may be permitted an attorney or a "moral support" person to accompany you to at a meeting during the complaint or grievance process; however, the attorney or the "moral support" person will not be allowed to speak on your behalf, but can be there to advise you.~~
- ~~13.1. You may request an accommodation for a disability or language barrier, if needed.~~
- ~~14.1. If at any time the meeting organizer determines the employee's representative is disruptive or uncooperative, the representative may be asked to leave, or the meeting may be terminated.~~
- ~~15. If you fail to appeal from one level to the next level within the time limits set forth in this policy, the matter will be considered settled on the basis of the last decision, and the problem will not be subject to further consideration.~~
- ~~16. Because problems are best resolved on an individual basis, the procedure may be initiated by you.~~



~~17.1. The City reserves the right to impose appropriate corrective action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of corrective action may also vary, depending on factors such as the nature of the offense, whether it is repeated, your work record and the impact of the conduct on the organization.~~

### **11.911.3 Complaint Procedure**

The City has established the following procedure for lodging a complaint.

~~18. You may initiate the complaint in the two ways: Informally or formally.~~

~~19.1. **Informal:** You Employees are encouraged to discuss your concernconcerns with yourtheir immediate supervisor within 5 business days, or as soon as possible after the event(s) that caused the concern. Upon discussing your issue with yourThe supervisor, he/she should address the issue within 5 business days. -If that concern is not resolved with yourthe supervisor, you the employee may bring the issue to Human Resources. The HR Director of HR will mediate and attempt to facilitate a solution satisfactory to all parties. If the parties cannot reach a satisfactory conclusion, youthe employee may file a formal complaint with HR. HR will notify all parties if it appears that a satisfactory conclusion is not likely.~~

~~20.2. **Formal:** Prior to filing a formal complaint, youExcept as provided in 11.3.12 below, employees must make every effort to resolve the issue with yourtheir supervisor first. When filing aA formal complaint, itMUST be in writing and submitted to Human Resources. -Human Resources may provide you with a "Complaint Form" or youan employee may create yourtheir own document. The document the employee uses must include the all of the following:~~

- ~~a. A description of the issue(s) with specific facts, include personnelnames of all individuals involved, witness(es)~~
- ~~b. ✓ Events and datespotential witnesses.~~
- ~~c. ✓ WhatList the event(s), date(s), time(s), and location(s).~~
- ~~d. ✓ Indicate the steps you have taken to resolve the issue(s).~~
- ~~e. ✓ How it affected youthe employee or the workplace and suggestions on ways to resolve the problem.~~
- ~~f. ✓ Whether yourthe employees management provided a response, and, if so, the response.~~

~~21. Upon receiving a formal complaint or being advised by a supervisor or Department Head of a formal complaint, HR will notify the City Manager.~~

~~22.3. The Human Resources Director of HR is responsible for the review of formal complaints. The HR Director, and may request thatathe complainant take the complaintcomplaint to the Department Head for resolution, if the Department Head has not been previously notified of the complaint. - The respondent's direct supervisor will be included in the resolution and any investigation of the complaint.~~

~~23.4. Within 5 business days of receiving the written complaint, HR will notify, in writing, to the person(s) charged [hereafter referred to as "respondent(s)"] of a complaint.~~

- ~~a. -Complaints alleging a misinterpretation of policy will be investigated to determine whether complaint should be sustained or denied using the procedures set forth in subsections 7-8 of this Section below. this policy. Complaints requiring an investigation of the facts will be conducted in accordance with this policy.~~



- ~~a.b.~~ Complaints for which an investigation is not required because the interpretation of policy is clear will be resolved ~~with~~ by communicating the policy or legal requirements in writing to the complainant and the respondent. ~~Complaints requiring an investigation of the facts will be conducted in accordance subsections 7-8 of this Section.~~
- ~~b.c.~~ For complaints about a matter other than a misinterpretation of policy or law, Human ResourcesHR will assist the complainant in resolving the complaint, ~~including, as appropriate by,~~ arranging meetings with appropriate persons to discuss resolution to the complaint.
- ~~24.5.~~ During the investigation, the Department Head may place the respondent on administrative leave (with pay), pending the investigation. HR together with possible legal counsel assistance, investigative assistance, and/or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
- ~~25.6.~~ Within 30 days ~~(or longer depending on the type of allegation being filed),~~ HR or other person(s) conducting the investigation will conclude the investigation, or provide a justification for an extension with City Manager approval, and submit a written report of ~~his or her~~the findings to HR ~~and the City Manager.~~
- ~~26.7.~~ If it is determined a misapplication or misinterpretation of this ~~personnel~~ policy or law has occurred, the HR Director, in consultation with the respondents' supervisor and the Department Head, will recommend appropriate resolution. The appropriate action will depend on the following factors: a) the severity, frequency and extent of the misapplication or misinterpretation of the policy or law; b) prior complaints made by the complainant; c) prior complaints made against the respondent; and d) the quality of the evidence (e.g., first-hand knowledge, credible corroboration).
- ~~27.8.~~ If the investigation is inconclusive or if it is determined that there has been no misapplication or misinterpretation of policy or law, but potentially problematic conduct may have occurred, HR may recommend appropriate preventive action.
- ~~28.9.~~ Within 5 business days after the investigation is concluded, HR will meet with the complainant and the respondent separately ~~(or together if determined appropriate),~~ notify them of the findings of the investigation, and inform them of the action being recommended.
- ~~29.10.~~ Appealing the resolution:
- a. The complainant and the respondent may submit statements to the Director of HR ~~director~~ challenging the factual basis of the findings. Any such statement must be submitted no later than 5 business days after the meeting with the Director of HR ~~director~~ in which the findings of the investigation are discussed.
  - b. Within 15 business days from the date HR meets with the complainant and respondent, the City will begin reviewing the investigative report and any statements submitted by the complainant or respondent. A decision of what action, if any, will be taken ~~after approval by the City Manager.~~ HR will report the City's decision to the complainant, the respondent and the appropriate management assigned to the department(s) in which the complainant and the respondent work. The City's decision will be in writing and will include findings of fact and a statement for or against corrective action. If corrective action is to be taken, the respondent will be informed of the nature of the corrective action and how it will be executed.
- ~~30.11.~~ Extensions may be requested ~~as long as they are~~ in writing ~~and have been presented~~ prior to the documented timeframes described in this policy.



12. Employees alleging complaints against their direct supervisor do not have to make an effort to resolve their complaint with that manager as part of the formal complaint process. They may go up through their chain of command, go to the Human Resources, or directly to the City Manager.

#### 11.10 **11.4**      **Grievances**

The Human Resources Department will be responsible for the coordination of the grievance and appeal procedures ~~and for the maintenance and control of grievance records.~~ The grievance process is generally used to appeal decisions related to discipline and to address reports of discrimination, harassment, retaliation, or other violations of law.

Employees, regardless of their employment status, are encouraged to promptly bring concerns of discrimination, harassment, retaliation, or other violations of law to the attention of their immediate supervisor.

Supervisors are required to report any claims of discrimination, harassment, retaliation, or other violations of law to Human Resources. Grievances are ultimately appealable to the City Manager, unless the City Manager is the subject of the grievance.

A grievance may be filed for the following:

1. To appeal an adverse employment action such as a written reprimand, demotion, suspension, disciplinary leave, or termination
2. To report harassment, discrimination or retaliation
3. To object to departmental reorganizations
4. To report a violation of a City policy or a state or federal law
5. Failure to provide a reasonable accommodation under the ADA
6. Reduction of force or layoffs (RIF)

#### 11.11 **11.5**      **Grievance Procedure**

##### **11.11.1 General**

~~You~~The City has established the following procedure for lodging a grievance.

1. Employee shall have 10 business days from the date the incident occurred or ~~from which you could have become~~when the employee became knowledgeable of the incident, to present to ~~you~~their supervisor a written grievance. The grievance shall contain the following information:
  - a. ✓ Significant times, dates and actions taken relative to the grievance;
  - b. ✓ Facts upon which the grievance is based;
  - c. ✓ Specific wrongful act and harm done; and
  - d. ✓ Remedy or adjustment sought.
2. ~~You~~The supervisor has 10 business days to resolve the matter orally and in writing to ~~you~~the employee.
3. ~~If you~~If the supervisor does not respond within 10 business days ~~from receipt of your grievance, you~~the allotted time, the employee may present the written grievance to ~~you~~the Department Head and a copy ~~to~~ to Human Resources within 5 business days of the date ~~after the deadline date~~ for ~~you~~the supervisor's response.



3. ~~If you wish to appeal the decision of your supervisor, you~~An employee may appeal your  
supervisor's decision ~~within 5 business days of receipt of your supervisor's response by~~  
~~presenting your appeal in writing~~ to the Department Head, with a copy to Human  
Resources ~~within 5 business days after receiving the decision.~~
4. The Department Head shall respond in writing within 10 business days of receipt of the  
appeal.
5. If the appeal is unanswered within the specified time limit ~~or you wish to~~, The employee  
may ~~appeal the decision of the Department Head, you may, and~~ file an ~~the~~ appeal to the  
City Manager ~~by presenting a written appeal to the City Manager, with a, and~~ copy to  
Human Resources, within 5 business days of the deadline for the Department Head's  
response or within 5 business days of the date of receipt of the Department Head's  
response, whichever is sooner.
6. If the Department Head is ~~your~~the immediate supervisor, ~~you will file your appeal of your~~  
~~supervisor's decision~~should be filed to the City Manager, with a copy to Human Resources.
7. Employees filing a grievance against their director or supervisor do not have to not have  
to report that grievance to their manager. Employees alleging grievances that sexual in  
nature may report their complaint in writing or verbally to any member of management  
or HR that they feel comfortable with. The receiving supervisor or an HR team member  
will guide the reporting employee through the necessary steps in the grievance process.

#### **11.11.211.5.1 Appeal to City Manager**

- The City Manager or designee shall hear the grievance within 5 business days ~~designate himself~~  
~~or another assignee, to hear the grievance.~~
- The City Manager or assigned designee shall review the grievance and may contact ~~you~~the  
employee to discuss the grievance. The City Manager or the assigned designee will render a  
written decision within 30 days after receiving the grievance, unless an extension of time is  
required in order to gather additional information.
- The decisions of the City Manager are final.

#### **11.11.3 Additional Procedures for Grievances for Discrimination, Harassment, Retaliation, or Violation of the Law**

~~If you have a grievance against your supervisor for discrimination, harassment, retaliation, or violation of law, the grievance should be presented to the Department Head and Human Resources. If your supervisor is the Department Head, the grievance shall be presented to the Human Resources Department, who shall promptly notify the City Manager of the grievance.~~

~~Grievances for discrimination, harassment, retaliation, or violation of law against the Human Resources Department Head shall be presented to the City Manager.~~

~~Grievances for discrimination, harassment, retaliation, or violation of law against the City Manager shall be presented to the Human Resources Department, who shall promptly report the grievance to the City Attorney and the Mayor. Decisions regarding the outcome of an investigation against the City Manager will be made by the City Council.~~

~~The City may use a trained investigator, from inside or outside the organization, to conduct or assist with the investigation into the grievance. The City will take appropriate disciplinary action, up to and including termination, for sustained grievances. Decisions related to the outcome of the investigation may be appealed in accordance with the grievance procedures.~~



Note: For Police and Fire Personnel: The police and fire departments may have additional rules, processes and regulations that govern the investigation of complaints against police officers and firefighters. In the event of a conflict between this policy and the police or fire department's policy governing investigation of a complaint, the police or fire department's policy, as applicable, shall control; provided that nothing herein or in a policy of the police or fire department shall be construed to change the at-will employment status of a member of the police or fire department.

## **11.6 Business/Working Definition**

Business/Working Days: the scheduled work days of the person responsible for initiating an action in this policy for which a time limit is established. A fire shift (24 hours) is equivalent to 2 working days for this section only. Time limits begin the working day following the incident, event, hearing, or notice. The deadline is close of business (5 pm) for timeframes stated in the policy.

## **11.7 Confidentiality**

During the complaint and grievance process, the confidentiality of the information received, the privacy of the individuals involved and the wishes of the complaining/grieving person will be protected to as great a degree as is possible. Human Resources will keep all expressions of concern, the results of fact-finding and the terms of the resolution confidential to the extent possible. In the course of fact finding and resolving the matter, some dissemination of information to others may be necessary or appropriate to investigate the complaint or grievance. Please also be aware that City records are subject to the Texas Public Information Act (TPIA), and certain records associated with employee complaints and grievances will be considered public information under the TPIA.

## **11.8 Retaliation Prohibited**

No employee shall take or threaten to take any act of reprisal against another employee because of exercising or expressing an intention to exercise the right to participate in the conflict and grievance process. Disciplinary action shall not be taken against an employee for using the conflict and grievance process in good faith.

## **11.9 Principles of the Policy**

The City will observe the following additional principles in processing complaints and grievances:

1. An employee may request to record a meeting related to a complaint or grievance proceeding, and in such event, the City shall record the meeting as well and keep the recording with the City's records.
2. An employee may be permitted an attorney or a "moral support" person to accompany them to at a meeting during the complaint or grievance process; however, the attorney or the "moral support" person will not be allowed to speak on their behalf, but can be there to advise them.
3. An employee may request an accommodation for a disability or language barrier, if needed.
4. If at any time the meeting organizer determines the employee's representative is disruptive or uncooperative, the representative may be asked to leave, or the meeting may be terminated.

5. If an employee fails to appeal from one level to the next level within the time limits set forth in this policy, the matter will be considered settled on the basis of the last decision, and the problem will not be subject to further consideration.
6. The City reserves the right to impose appropriate corrective action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of corrective action may also vary, depending on factors such as the nature of the offense, whether it is repeated, your work record and the impact of the conduct on the organization.

#### 11.11.411.9.1 Timeframes

The time frames for response by the City are subject to modification on a case-by-case basis due to operational requirements, travel away from the City, in-depth investigations, etc. The City Manager shall have final authority to resolve any disputes regarding the implementation of this Grievance Procedure, including overruling the determination of the appropriate decision makers, ~~except for grievances made against the City Manager under Section 11.11.3.~~



---

# 12.0 Training and Development

---

Effective Date: 07-02-2020

Revised Date: ~~xx-xx-xx~~(s): 10-20-2022

**Contents**

|                 |                                                        |                          |
|-----------------|--------------------------------------------------------|--------------------------|
| 12.1            | PURPOSE .....                                          | 1                        |
| 12.2            | POLICY .....                                           | 1                        |
| <del>12.3</del> | <del>DEFINITIONS .....</del>                           | <del>1</del> <u>12.3</u> |
|                 | <del>PROCEDURE/RULE .....</del>                        | <del>1</del> <u>1</u>    |
| <del>12.4</del> | <del>TRAINING OPPORTUNITIES .....</del>                | <del>2</del> <u>12.4</u> |
|                 | <del>TYPES OF TRAINING .....</del>                     | <del>1</del> <u>1</u>    |
| <del>12.5</del> | <del>TYPES OF TRAINING .....</del>                     | <del>2</del> <u>2</u>    |
| <del>12.6</del> | <del>DOCUMENTATION AND CONTACT INFORMATION .....</del> | <del>4</del> <u>4</u>    |

### 12.1 Purpose

To communicate policy and procedures regarding the Employee Training and Development Program administered by the Human Resources Department (HR).

### 12.2 Policy

~~You are eligible to participate in the Employee Training and Development Program without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status.~~

It is the policy of the City of Leander to support your professional development by providing you with access to the highest quality training. In support of this policy, the Employee Training and Development Program is designed to:

- Educate you in specific areas as a best practice;
- Provide you with training on City policies and procedures;
- Prepare you to deal with new technologies and legal developments;
- Foster the development of additional work capabilities; and
- Increase your technical and professional competences.

With the exception of City Council mandates, the City assumes no obligation to guarantee that you receive training of any type or in any amount. However, the City ensures that applicable employees have access to federally-mandated personal protective equipment (PPE) and safety training. You are responsible for ensuring you receive all mandatory training in a timely manner.

Your participation in City provided training is considered time worked. Supervisor approval is always required prior to attending a training session.

### ~~12.3 Definitions~~

~~**Attendance Confirmation Form** — A form used by you to record your participation in external training courses. If you desire to have your participation in job-related external training documented on your training record, then you must provide HR with a copy of your course completion certificate upon successful completion of training.~~

~~**Core Training Requirements** — Courses to be completed by you and all City employees that deal with best practice, ensure compliance with federal and/or state mandates, and/or deal with critical City policies and procedures as identified by the HR Department and approved by the City Manager.~~

~~**External Training** — Any training event provided by an external vendor that is not coordinated by the HR staff.~~

~~**Internal Training** — Any training event taught or coordinated by HR staff.~~

~~**Training Evaluation Form** — Form completed by you after attending a training event to provide feedback about the effectiveness of training.~~



#### **12.4 Training Opportunities**

~~The Employee Training and Development Program includes the full range of training as identified in the Employee Training and Development Program Manual located with HR and part of our Learning Management System (LMS). It encompasses training delivered through a variety of media to include self-paced (i.e., DVD, webcast, webinar) and in-person, instructor-led. Fee-based training opportunities are contingent upon available funding from the department and/or HR.~~

#### **12.3 Procedure/Rule**

- The City shall provide appropriate training for a City employee, subject to available funding and resources. A department shall maximize its training budget by ensuring training is aligned with City and departmental goals and needs and certification requirements for a specific job.
- Training should be pre-approved by the Supervisor and/or Department Head.
- With approval of the Department Head or designee, a supervisor may grant leave with pay when the employee is attending a professional conference, convention or training activity.
- If training is determined to be a significant cost, an employee may be required to sign a reimbursement agreement prior to attending training to ensure the City's return on investment. Full or pro-rated reimbursement may be required if the employee fails to attend all or part of the training, does not pass testing related to the training or voluntarily leaves employment of the City within six months of completion of the training.

#### **12.512.4 Types of Training**

Effective training can help promote a culture of compliance with the law and ethical business practices. Training shall include, but is not limited to, job duties and responsibilities, policies, regulations, rules, procedures, laws and best practices.

#### **12.5-112.4.1 Core training**

Core training consists of courses to be completed by you and all City employees that deal with best practice, ensure compliance with federal and/or state mandates, and/or deal with critical City policies and procedures as identified by the HR Department and approved by the City Manager.

The City will provide specific core training to you. If you are a new employee, you must receive core training no later than 30 days after your date of hire. Typically, this training is conducted during New Hire Orientation and it is required that you complete the training every two years after your date of hire.

~~You can refer to the HR LMS for detailed information on the following:~~

- ~~• Core Training for New Employees~~
- ~~• Core Training for Current Employees~~
- ~~• Core Training for Managers/Supervisors~~

#### ~~12.5.2~~12.4.2 **Technical training**

Technical training consists of courses that satisfy technical knowledge and skill requirements for effective job performance in a specific job title, such as:

- **Computer-Related** – basic and advanced courses for desktop applications, as well as advanced courses for power users and information technology professional;
- **Staff Development** – courses that satisfy general knowledge and skill requirements for effective job performance in diverse job title series; and
- **Management Development** – courses that satisfy knowledge and skill requirements for effective job performance in supervisory, managerial and executive positions.

#### ~~12.5.3~~ **Out-of-City Staff Development**

~~Out-of-City staff development includes, but is not limited to, workshops, seminars, institutes, training sessions, college courses, and other programs or activities offered either within or outside of the Leander city limits.~~

#### ~~12.5.4~~12.4.3 **Internet-Based Training**

The city provides Internet-based training opportunities that include staff-developed and vendor-provided courses. Objectives of Internet-based training include:

- reducing costs, including price per participant, travel costs, and other related expenses;
- maximizing efficiency

#### ~~12.5.5~~12.4.4 **Staff-Developed Training**

HR partners with subject matter experts from program areas to design, develop, deliver, and evaluate training.

#### ~~12.5.6~~12.4.5 **Vendor-Provided Training**

HR will initiate contracts/agreements with external vendors to provide additional training opportunities to employees.



## **~~12.6 Documentation and Contact Information~~**

~~Upon completion of the training, you are required to sign a statement verifying your completion of the specific training session. HR will file the statement in your personnel file and update the Employee Training records which contains, at a minimum, the following:~~

- ~~1. date(s) training was provided~~
- ~~2. title of the training session~~
- ~~3. a brief description or agenda of the training~~
- ~~4. type of training (e.g., instructor-led, webinar)~~
- ~~5. duration of the training session~~
- ~~6. name of the employee attending the training~~
- ~~7. name of the entity or person providing the training~~
- ~~8. location of training~~

## **Contact Information**

### **12.4.6 If you have any questions regarding training policies and procedures, as well as requests for specific training events, contact HR-Traveling for Training**

Employees attending training, including conferences/symposiums, in the city they live in or within an hour drive from their home will not receive City funds or reimbursed by the City to pay for lodging. It is the employee's financial responsibility to pay their own lodging expenses.

---

## 13.0 Social Media

---

Effective Date: 07-02-2020

Revised Date(s): 10-20-2022

### Contents

|      |                             |   |
|------|-----------------------------|---|
| 13.1 | PURPOSE .....               | 1 |
| 13.2 | USE BY CITY EMPLOYEES ..... | 1 |
| 13.3 | PROHIBITED ACTIVITY .....   | 1 |
| 13.4 | PUBLIC COMMENTS .....       | 2 |
| 13.5 | GENERAL GUIDELINES .....    | 3 |
| 13.6 | RECORDS RETENTION .....     | 4 |
| 13.7 | DEFINITIONS.....            | 4 |
| 13.8 | VIOLATION OF POLICY .....   | 5 |



### **13.1 Purpose**

The City of Leander (City) uses social media to send and receive messages about city announcements, services and related programs with community stakeholders, including employees, vendors, citizens, media and other members of the public. The City manages the list of social media pages.

The intent of this policy is to provide clear and concise guidelines for social media use. Anyone who participates in social media on behalf of the City should understand and follow approved guidelines and policies, which are subject to change as new technology and networking tools emerge.

This policy applies to any current or proposed social media websites or accounts created by City employees within the scope of their employment, and on which the public is encouraged to interact with the City.

The primary benefits of social media use by the City include:

- Engage in one-on-one communication with Leander residents and stakeholders.
- Promote city government programs and services in a timely manner.
- Respond to public questions or concerns in a timely manner.
- Expand and target media reach to a diverse set of community audiences.

### **13.2 Use by City Employees**

- You must adhere to applicable federal, state and local regulations while managing content on a City social media account, including those specific to computer use, electronic communications, workplace behavior, professionalism, records management, and all other applicable City policies and procedures.
- You are responsible for content you author or publish from a City social media account.
- The City Secretary and Public Information Officer are responsible for the archival and retention of content published from a City social media account in accordance with the Texas Public Information Act.
- This policy does not extend to personal social media accounts managed by you. However, you may be subject to corrective action for violating City policies and procedures by publishing content that could negatively affect public confidence in either City operations or your capacity to serve as a City employee.
- While connections to City social media accounts from your personal accounts are permitted, the content of personal accounts should not be published in such a way as to cause users to believe the content is administered or endorsed by the City, including unauthorized use of City logos and trademarks.

### **13.3 Prohibited Activity**

You are not permitted to:

1. Create a social media page representing the City or one of its departments, affiliates, boards or committees unless authorized by the City Manager and Public Information Officer in writing.

2. Link City contact information to a personal social media account (i.e. City addresses, names, phone numbers, emails) unless authorized by the City Manager or Public Information Officer in writing.
3. Use personal social media accounts while at work when it violates the City's code of conduct policy or any other City policies or procedures, or if it involves unlawful or unauthorized commercial, political or other prohibited activities.
4. Publish content on a City social media account that contains any of the following:
  - a. Misleading or derogatory information about the City or its employees, officials, policies or procedures.
  - b. Actual or potential claims and litigation involving the government.
  - c. Known copyrighted work or intellectual property of others without written permission.
  - d. Personal, sensitive or confidential information.
  - e. Pornography or any sexually explicit content or comments.
  - f. Racist, sexist or disparaging language about any ethnic, religious or social group.
  - g. Threatening, harassing or defamatory comments.
  - h. Political campaign materials or comments.
  - i. Information that is not public in nature.
  - j. Content that violates applicable City policies and procedures and/or other laws (i.e. discrimination, harassment, sexual harassment, hostile work environment, retaliation, ethics, professional work environment, copyright, etc.)

Administrators of City social media accounts intended for public access and comments are prohibited from blocking users of those accounts except under limited circumstances as defined by Section 4.c. of this document.

#### **13.4 Public Comments**

1. City social media accounts are intended for public access and comments and considered to be limited forums where the public may comment on content posted by representatives of the City.
2. All public comments on City social media accounts will be monitored.
3. City social media account administrators reserve the right to remove public comments if they contain any of the following prohibited content:
  - a. Vulgar, physically threatening or harassing language.
  - b. Content that promotes, fosters, or perpetuates discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, military status, citizenship, work related injury or illness, disability or genetic information, or other protected status under applicable law.
  - c. Inappropriate sexual content or similar links.
  - d. Private or otherwise confidential information.
  - e. Content that promotes illegal activity or encouragement of actions that may compromise public safety.
  - f. Content that violates a legal ownership interest of any other party.
  - g. Comments not topically related to the original article or post.
  - h. Organized political activity, or comments in support of or opposition to political candidates, campaigns or ballot measures.



- i. Promoting or advertising a commercial transaction, organization or event that is not sponsored or in direct relationship with the City.
  - j. Information that may compromise safety or security of the public or public systems.
- 4. All questions or other requests from news media should be directed to the Public Information Officer.
- 5. In the case of identical or similar posts on a topic, the first submission will be used.
- 6. Anonymous postings are prohibited. Commenters should use their full names when applicable and may be contacted to verify authenticity.
- 7. Communications made from any social media platform will in no way constitute a legal or official notice or comment to the City or any City official for any purpose. City social media accounts are in no way meant to replace or circumvent existing City processes and procedures. For example, a comment that asks for public records will not be considered an official request unless sent through the proper channels and processes (i.e. by a direct email or website form submission).

### 13.5 General Guidelines

1. Be transparent – Your honesty will be quickly noticed in the social media environment. If you are blogging about your work, use your real name and identify that you work for (or on behalf of) the City of Leander. And be clear about your role. If you have a vested interest in something, be the first to point it out.
2. Be judicious – Make sure your efforts to be transparent do not violate any applicable legal guidelines for external communication. Get permission to publish or report on conversations that are meant to be private or internal to the City or any other public entities. What is published is widely accessible, not easily retractable, and will be around for a long time, so consider the content carefully. Also, be aware that the social media account and anything published on that social media account may be subject to the Public Information Act.
3. Be knowledgeable – Write in first-person and make sure to stick to your areas of expertise, especially related to the City and your assignments. If you are writing about a topic that the City is involved with, but you are not an expert on the topic, you should make this clear to your readers. If you publish to a website outside of the City, please use a disclaimer such as: "The comments on this site are my own and do not necessarily represent City of Leander statements or opinions." If you have any questions about complying with brand, trademark, copyright, fair use, confidentiality, or financial disclosure laws, see a City legal representative.
4. Be perceptive – In online social networks, the lines between public and private, personal and professional are often blurred. By identifying yourself as an official of the City, you are creating perceptions about your expertise and the City. Be sure that all content associated with you is consistent with your work and with the City's values and professional standards.
5. Be conversational – Talk to your readers like you would talk to people in professional situations. Avoid overly "composed" language. Bring in your own personality and say what is on your mind. Consider content that is open-ended and invites response. Encourage comments. Broaden the conversation by citing others who are commenting about the same topic and allow your content to be shared.
6. Be excited – The City is making important contributions to the community, state and nation, as well as to public dialogue on a broad range of issues. Our activities are focused on providing services and innovation that benefits citizens and stakeholders. Share what Leander is learning and doing, and open up social media channels to learn from others.

7. Be valuable – There is a lot of written content in the social media environment. The best way to reach an audience is to write about things that they value. Social communication from the City should help citizens, partners and families. It should be thought-provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses, do their jobs, solve problems, or understand the City better, then it is adding value.
8. Be responsible – What you write is ultimately your responsibility. Pause. If you are about to publish something that makes you even the slightest bit uncomfortable, do not publish. Take a minute to review these guidelines and determine what is bothering you, and then fix it. If you are still unsure, you might want to check with a City public information officer, department head or legal representative. Ultimately, what you publish is yours, but so is the responsibility and potential consequence.
9. Mistakes happen – If you make a mistake, admit it. Be upfront and quick with your correction. If you are posting to a blog, you could choose to modify an earlier post. Make it clear that you have done so.

### 13.6 Records Retention

- City social media accounts may create public records. Any content (messages, posts, photographs, videos, etc.) created or received using a social media account may be considered a record.
- Social media content administered by City employees and intended for public access and comments will follow a minimum retention period of two years, as established by the Texas State Library and Archives Commission.
- When applicable, the City will use a software-assisted social media capture tool to obtain and archive an authentic copy of monitored content.

### 13.7 Definitions

For the purposes of this policy, unless otherwise stated, the following definitions apply:

**Comment** – a message posted by site visitors, either in response to an existing topic or introducing a new topic. In general, the content of comments is controlled solely by the user, but often can be deleted, accepted or rejected prior to publishing by the site or page administrator.

**Connections** – Any deliberate links between a user and a social media channel or page, whether it is initiated by the individual or by the site moderator. Terms used by various sites to describe a connection include friend, fan, follower or subscriber.

**Employee** – Any individual who performs services for the City of Leander. This may include, but is not limited to, full- or part-time staff and interns.

**Limited forum** – a public forum created by the government voluntarily for expressive activity that may be restricted as to subject matter or class of speaker. Forum restrictions must be able to withstand strict judicial scrutiny of its effect on First Amendment rights.

**Post** – In relation to social media accounts or online activity, anything published in an online forum or social media account.

**Social media** – Internet based third-party platforms that facilitate interaction and engagement among individuals in a network or virtual community. Social media offers a participatory environment and includes user-generated content such as videos, photos, videos, blogs, and wikis.



### **13.8 Violation of Policy**

- The City of Leander reserves the right to restrict or remove any content deemed in violation of the terms of this policy.
- Any content removed based on these guidelines will attempt to be retained, including the time, date and identity of content and authors when possible.
- Employees determined to have violated these terms of use may be subject to corrective action up to and including termination.

### **13.1 Policy Updates**

The City of Leander reserves the right to update these terms of use at any time.

---

## 14.0 Telework and Alternative Work Schedules

---

Effective Date: 07-02-2020

Revised Date: ~~xx-xx-xx~~(s): 10-20-2022

### Contents

|                  |                                                                   |              |
|------------------|-------------------------------------------------------------------|--------------|
| <del>14.1</del>  | <del>PURPOSE AND GENERAL GUIDELINES</del>                         | <del>1</del> |
| <del>14.2</del>  | <del>ALTERNATIVE WORK SCHEDULES</del>                             | <del>1</del> |
| <del>14.3</del>  | <del>EMPLOYEE TELEWORK ELIGIBILITY</del>                          | <del>3</del> |
| <del>14.4</del>  | <del>REQUESTING TELEWORK OR AN ALTERNATIVE WORK SCHEDULE</del>    | <del>3</del> |
| <del>14.5</del>  | <del>IMPLEMENTATION</del>                                         | <del>4</del> |
| <del>14.6</del>  | <del>MANAGEMENT GUIDELINES</del>                                  | <del>4</del> |
| <del>14.7</del>  | <del>TELEWORK PROTOCOL</del>                                      | <del>4</del> |
| <del>14.8</del>  | <del>INFORMATION TECHNOLOGY FOR TELEWORK</del>                    | <del>5</del> |
| <del>14.9</del>  | <del>SAFETY FOR TELEWORK</del>                                    | <del>6</del> |
| <del>14.10</del> | <del>SECURITY AND CONFIDENTIALITY FOR TELEWORK</del>              | <del>6</del> |
| <del>14.11</del> | <del>TELEWORK AND THE AMERICANS WITH DISABILITIES ACT (ADA)</del> | <del>6</del> |
| <del>14.12</del> | <del>TELEWORK AND THE FAMILY AND MEDICAL LEAVE ACT (FMLA)</del>   | <del>6</del> |
| 14.1             | PURPOSE AND GENERAL GUIDELINES                                    | 1            |
| 14.2             | ALTERNATIVE WORK SCHEDULES                                        | 1            |
| 14.3             | EMPLOYEE TELEWORK ELIGIBILITY                                     | 3            |
| 14.4             | REQUESTING TELEWORK OR AN ALTERNATIVE WORK SCHEDULE               | 3            |
| 14.5             | IMPLEMENTATION                                                    | 4            |
| 14.6             | MANAGEMENT GUIDELINES                                             | 4            |
| 14.7             | TELEWORK PROTOCOL                                                 | 4            |
| 14.8             | INFORMATION TECHNOLOGY FOR TELEWORK                               | 5            |
| 14.9             | SAFETY FOR TELEWORK                                               | 6            |
| 14.10            | SECURITY AND CONFIDENTIALITY FOR TELEWORK                         | 6            |
| 14.11            | TELEWORK AND THE AMERICANS WITH DISABILITIES ACT (ADA)            | 6            |
| 14.12            | TELEWORK AND THE FAMILY AND MEDICAL LEAVE ACT (FMLA)              | 6            |



## 14.1 Purpose and General Guidelines

The telework option and alternative work schedules are privileges extended to eligible, regular full-time employees so you have a flexible work arrangement. Both options provide alternatives to the traditional 8 a.m. to 5 p.m., Monday through Friday, workweek schedule, but still must maintain business functions.

Your supervisor is responsible for determining which jobs can accommodate telework and/or an alternative work schedule without any adverse effect on the City's services to the public, work productivity, or work environment. Office coverage within each department must be available Monday through Friday from 8 a.m. – 5 p.m., unless the city manager has approved other arrangements. **Not every job can be adapted to teleworking or an alternative work schedule, nor can every department necessarily participate. You cannot demand or expect to telework or have an alternative work schedule.**

Certain conditions, such as meetings, training, staffing shortages, and other conditions may require a temporary or permanent return to a traditional work schedule. **Your supervisor may elect to discontinue your telework or alternative work schedule at any time and require you to return to the office and work hours specified by your supervisor.**

Telework is not a substitute for childcare or other dependent family members' care. If you are approved to telework, you must be available and able to work during agreed telework hours and adjust telework days and/or hours as necessary to meet the City's business needs. Internal and external customers must know your work schedule and be able to reach you to conduct City business. All employees who telework/work alternative schedule must be available by phone, email and/or in person to meet that business need if an employee or customer needs to reach you. City business needs during normal business hours come first and must be handled timely and professionally. Remember, telework and work alternative schedules are a privilege and should not be abused. Supervisors must ensure telework/work alternative schedule employees are accessible during core business hours even if their actual work schedule differs.

**The City of Leander may elect to reevaluate, suspend, modify, or terminate the telework and alternative work schedules at any time based on City operational needs and efficiency.**

## 14.2 Alternative Work Schedules

Two types of alternative work hour schedules are available, unless your supervisor and the department head approve other arrangements:

1. **Flex Time** maintains the Monday through Friday workweek, but allows flexible starting and ending times. For example, you may choose to work from 7 a.m. to 4 p.m. or from 9 a.m. to 6 p.m. You must discuss the appropriate schedule with your supervisor to ensure business operations are covered throughout the department.



2. **Compressed Work Hours** alter the Monday through Friday workweek, as well as the daily work hour schedule. Under this option, you may choose to work a four-day ~~(4/10/40) or~~ a four and one-half day ~~(4/9/4/40) workweek, or a 9/80 (exempt employees only – not eligible for overtime) work schedule.~~ For example, you may choose to work 10-hour days Monday, Tuesday, Thursday, Friday and take off on Wednesday or you may choose to work 9-hour days Monday, Tuesday, Thursday, Friday and then work 4 hours on Wednesday. Either way, you must work a total of 40 hours per week or take approved personal leave, if applicable. Only exempt employees may choose to work a 9/80 compressed work schedule. In a 9/80 work schedule, there is a two-week cycle where the employee works nine hours a day (usually Monday through Thursday) and eight hours a day on the last day of the first week (Friday). Then, during the second week, employees work nine hours a day again (Monday through Thursday) and get an additional day off entirely (Friday). This schedule works out to 80 hours over two weeks, but employees have two three-day weekends a month.

If you work a compressed work schedule and the city manager needs to shut down a particular building(s) due to maintenance, natural disaster, emergency, etc. or all city buildings/facilities need to be completely shut down and you're work location is ~~effected~~affected by the closure and you are:

- Not normally scheduled to work on a day when administrative leave is granted, you will not receive administrative leave for that day.
- Scheduled to work fewer hours than the number of hours of administrative leave granted, you will only receive administrative leave for the hours of the day you are normally scheduled to work.
  - Example: You are scheduled to work 4 hours on a Friday and 5 hours administrative leave is granted that day, you will only receive 4 hours of administrative leave.
- Scheduled to work more hours than the number of hours of administrative leave granted, you will only receive the number of administrative leave hours granted. You must either adjust your workweek or take the difference in accrued personal leave, except for sick leave.
  - Example: You are scheduled to work 9 hours on a Thursday and 8 hours of administrative leave is granted for that day. You will only receive 8 hours of administrative leave. You will have to make-up the 1 hour during the same workweek or take personal accrued leave.

#### 14.2.1 Holidays

If you are on a compressed work schedule during a holiday week, you can choose to revert to a traditional workweek or adjust your workweek to take the difference in accrued leave, except for sick leave.

Example: 4/10/40 schedule – You typically work ten-hour days, Tuesday – Friday. A holiday falls on Monday, so you only need to work 32 hours Tuesday – Friday since you get the 8-hours of holiday for Monday.

Other scenarios are available depending on your work schedule. You should contact your supervisor or HR to determine the correct option.



### 14.3 Employee Telework Eligibility

You may participate in the telework arrangement at the discretion of your supervisor and department head.

Some positions at the City do not lend themselves to effective telework. Supervisors and department heads will determine whether a specific job may be performed effectively off-site. You must be able to perform the essential job functions at your home office as you would while working on city premises. Positions with job tasks requiring on-site activity, such as face-to-face interactions with customers or other employees, or activities with data, equipment, vehicles, etc., are not suitable for telework. Department Head's may also limit the number of telework positions within the department.

If you are seeking to telework, you must ~~have worked for~~live in the ~~City~~State of ~~Leander~~for Texas AND must be able to attend on-site meeting(s) within a minimum of one yearfour hour window, when requested by your supervisor.

If you are seeking to telework, you must complete your department's job training and have received an overall rating of "Meets Job Requirements" on a current performance appraisal become familiar with guidelines set forth by your supervisor. Training and guidelines will vary from position/department.

If you have received a performance-based corrective action or conduct-based disciplinary actions within the previous twelve months you are not eligible to telework.

If you are selected for telework, you should have established skills and work habits that will contribute to an effective telework arrangement, such as:

- dependable work performance and productivity;
- effective communication, both verbal and written, with supervisors, coworkers, and customers;
- success at working independently;
- consistent adherence to city policies and procedures, and
- excellent organizational skills.

You must be available to attend scheduled meetings and participate in other required office activities on city premises or other designated locations, as necessary.

The objectives of being able to telework are to:

- Improve overall productivity of the city;
- Recruit and retain a diverse, well-qualified workforce;
- Help employees manage long commutes and other work/life issues;
- Increase job satisfaction;
- Optimize the use of city office facilities and equipment, and
- Reduce absenteeism.

### 14.4 Requesting Telework or an Alternative Work Schedule

To request to telework or an alternative work schedule, you must consult with your supervisor to develop a schedule based on your job duties and supervision requirements. You must complete the Telework and Alternative Work Schedule form, which is available in HR, and then give it to your supervisor who will get approval from the department head, the IT Director, and then route the form to ~~Human Resources (HR)~~. Schedules are implemented only after all approvals are received and the form is reviewed by HR.



## 14.5 Implementation

Once authorized, your telework or alternative work schedule remains constant unless you, through your supervisor, request to end this arrangement or request a schedule change by completing the Telework and Alternative Work Schedule form. Occasional variations to the schedule are permissible upon approval by your supervisor without the completion and approval of a new form. It is recommended, that variations be authorized for operational or work-related reasons only.

You are responsible for recording your time accurately and communicating any problems to your supervisor. **Approved telework and alternative work schedules may be revoked by your supervisor, department head, human resources, or the city manager at any time.**

## 14.6 Management Guidelines

All department heads must ensure that applicable phones are answered and all city services to the public must be offered between the hours of 8 a.m. and 5 p.m., Monday through Friday, unless other arrangements have been approved. Supervisors must ensure employees on a work alternative schedule or teleworking are accessible during core business hours even if their actual work schedule differs.

Your supervisor and the department head's approval of your telework or an alternative work schedule is a certification that the quality of work, turnaround times for key processes, and the successful completion of project goals, objectives, and other commitments will not be hindered.

Supervisors are required to assess telework and alternative work schedule requests fairly and non-discriminatorily as consistent with normal HR personnel policies, taking into account the city's overall business needs and the needs of the department.

Performance standards for telework employees are the same performance standards as for onsite employees. Your participation in telework alone will not limit consideration of a salary actions or promotional opportunities. If you are promoted to a new position, you may have to end your telework arrangement or work alternative schedule.

Supervisors are encouraged to be flexible in arranging employee schedules, but must recognize that this option may not be viable for all departments or individual employees.

Your supervisor is responsible for ensuring that you and other employees on telework or work alternative schedules observe work hours, documentation requirements (e.g., Telework Activity Log, if required by your supervisor or department head), and proper timekeeping procedures. Supervisors must maintain records of telework or alternative work schedule participation and efficiency, including work quality and quantity, attendance, and general work habits.

## 14.7 Telework Protocol

To ensure that business operations will not suffer during telework, you must:

- Comply with all City of Leander policies, procedures, values and instructions as if you were working at the city location.
- Have an adequate internet connection, if needed, to support your work with a secure and reliable internet provider.



- Dedicate your full attention to your job duties during working hours, which are Monday through Friday from 8:00 a.m. to 5:00 p.m., unless other approved arrangements have been made and approved by your immediate supervisor. You will remain accessible and productive during your scheduled telework hours.
- Obtain supervisor written approval, if you are a nonexempt employee, (eligible for overtime), prior to working unscheduled overtime hours.
- Record all hours worked, meal periods and breaks taken on the Telework Activity Log (if required by your supervisor or department head), sign the log and get it approved in writing by your supervisor. Both you and your supervisor should keep a copy.
- Adhere to break and attendance schedules agreed upon with your supervisor and per the city personnel policy.
- Understand that supervisors are responsible for keeping telework employees updated and should communicate frequently to discuss progress and results. This may cause an increase in email communication.
- Be available by phone for conference calls or to communicate with co-workers and your supervisor during regular business hours which are Monday through Friday from 8:00 a.m. to 5:00 p.m., unless other arrangements have been approved.
- Get prior approval before removing city documents from city facilities to telework. You must complete the City Document(s) Removal from Premises form and get it approved by your supervisor. A copy of the form must be submitted to the City Secretary's office by the next business day.

#### **14.8 Information Technology for Telework**

IT provides several ways for you to work remotely upon receipt of all required approvals:

- Virtual Private Network (VPN) – virtual desktops provide full desktop computer capabilities with access to City resources. This is not needed for all employees to telework. If you will need access, you will have to coordinate with the IT Department.
- Laptops – IT maintains a very small number of loaner laptops.

The equipment that the city provides to you is city property. You must keep it safe from theft or damage. Specifically, you must:

- Use the city owned equipment for official city business only.
- Keep passwords protected.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading suspicious, unauthorized or illegal software on city owned equipment.
- Not let anyone, other than yourself, use the City of Leander equipment and only for business-related work. You will not make any changes to security or administrative setting on city owned equipment.
- Protect the city tools and resources from theft or damage. You must immediately report any theft or damage to your supervisor.
- Comply with the city policies and expectations regarding information security.

#### **14.9 Safety for Telework**

Your home or remote work location is an approved workspace; the Texas Workers' Compensation Act for on-the-job injuries or illnesses covers you. You are responsible for maintaining a clean, professional, and safe work environment. You should review the safety information available in Section 7 – Safety and Security of the City personnel policy. In addition, you are required to promptly report any injuries or illnesses that occur during work hours in accordance with Section 7 of the personnel policy.

#### **14.10 Security and Confidentiality for Telework**

You are responsible for maintaining the security and confidentiality of information used or handled in the course of performing your job duties. You must comply with all applicable city policies and procedures, including, but not limited to, the use of city property, use of the Internet and e-mail systems, information security, and the Public Information Act. You are required to return all city-owned equipment, software, data, and information to the city upon ending the telework arrangement.

#### **14.11 Telework and the Americans with Disabilities Act (ADA)**

The City HR department may consider telework on a case-by-case basis as a reasonable accommodation to an employee who meets both the eligibility requirements of the city's Americans with Disabilities Act and Americans with Disabilities Act as Amended (ADAAA) policy and the telework policy. If you are seeking to telework as a result of a disability, you should consult with the HR Director and refer to Section 1.8 Reasonable Accommodation, under Section 1 General Policies in the personnel policy. The HR Director has approval authority for telework requests under the ADA.

#### **14.12 Telework and the Family and Medical Leave Act (FMLA)**

As a general matter, if you are on leave pursuant to the personnel policy Section 6 Leave, Subsection 6.9 Family and Medical Leave (FMLA) 29 CFR Part 825, you may not telework as a substitute for using FMLA leave. If you are on FMLA and requesting to work at home, even temporarily, you must obtain approval in accordance with this policy prior to beginning to telework. This type of telework schedule would be on an intermittent basis.



**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS, REPEALING THE CITY OF LEANDER PERSONNEL POLICY ADOPTED BY ORDINANCE NO. 20-040-00; PROVIDING FOR THE ADOPTION OF A NEW PERSONNEL POLICY; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary and reasonable for the City of Leander to provide, modify and amend policies, rules, regulations and procedures governing the terms of employment, benefits, advancement, service and discipline of the officers, employees and personnel of the City; and

**WHEREAS**, the City Charter provides that the council shall from time to time, after having heard the city manager's recommendations, establish personnel policies and regulations; and,

**WHEREAS**, the new personnel policy attached hereto and incorporated in as Exhibit A (the "Personnel Policy") addresses changes in state and federal laws, as amended, and provides more details on City processes and procedures that have developed since the existing policy was adopted; and

**WHEREAS**, after discussion and consideration the City Council finds that the adoption of the Personnel Policy is necessary to ensure the continuance of fair and equal employment practices concerning the terms and conditions of employment and to further the orderly administration of the City.

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

**SECTION 1.** That Ordinance No 20-040-00, passed by the City Council on July 2, 2020, providing for the adoption of the City of Leander Personnel Policy, also known as the Employee Handbook, be and the same is hereby repealed.

**SECTION 2.** The Personnel Policy attached hereto and incorporated in as Exhibit A is hereby adopted.

**SECTION 3.** Any and all personnel actions currently pending under the City of Leander Personnel Policy, also known as the Employee Handbook, approved prior to the effective date of this Ordinance, shall remain in full force and effect for those pending matters.

**SECTION 4.** The personnel policies and procedures, rules and regulations of the City shall never be construed or interpreted to create or result in any contract for employment, or to create, establish or result in any officer or employee of the City having or obtaining a property interest in any job, position, employment or future benefit with the City. The City of Leander is an at-will employer and it is the policy of the City of Leander that all officers and employees of the City shall be employees at-will. Save and except for a written contract executed by and between the City and an individual officer or employee, if any, which written contract is approved by majority vote of the City Council, acting at a duly noticed public meeting, with the advice and counsel of the city attorney, no officer or employee of the City shall have and obtain, by implication or otherwise, any employment contract with the City.

**SECTION 5.** The personnel policies and procedures, rules and regulations of the City, as approved by resolution or ordinance from time to time, shall be interpreted and construed consistent with this ordinance and in a manner consistent with the City being and remaining an at-will employer and with the City Charter. This ordinance shall not affect specific policies adopted by ordinance for specific to departments within the City unless expressly provided. Where a conflict exists between a policy governed by this ordinance and a policy adopted by ordinance for a specific department, the more restrictive policy shall govern.

**SECTION 6.** Should any section or part of this ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

**SECTION 7.** This Ordinance shall become effective from and after its date of passage in accordance with law.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS THIS 20 day of October, 2022.**

**APPROVED:**

---

Christine DeLisle, Mayor

**ATTEST:**

---

Dara Crabtree, City Secretary





## **Personnel Policies**

**Revised on October 20, 2022**

---

## 1.0 General Policies

---

Effective Date: 07-02-2022

Revised Date(s): 10-20-2022

### Contents

|      |                                          |   |
|------|------------------------------------------|---|
| 1.1  | PURPOSE .....                            | 1 |
| 1.2  | AUTHORITY.....                           | 1 |
| 1.3  | APPLICABILITY OF PERSONNEL POLICIES..... | 2 |
| 1.4  | SEVERABILITY .....                       | 2 |
| 1.5  | CORE VALUES .....                        | 2 |
| 1.6  | AT-WILL EMPLOYMENT .....                 | 4 |
| 1.7  | EQUAL EMPLOYMENT OPPORTUNITY (EEO) ..... | 4 |
| 1.8  | REASONABLE ACCOMMODATION (ADA) .....     | 5 |
| 1.9  | NONDISCRIMINATION .....                  | 5 |
| 1.10 | MANAGEMENT FUNCTIONS.....                | 6 |
| 1.11 | A HARMONIOUS WORKING ENVIRONMENT .....   | 6 |
| 1.12 | POLICIES FOR PEOPLE .....                | 6 |



## **1.1 Purpose**

The purpose of City of Leander's Personnel Policy Manual (this manual) is to facilitate efficient and economical service to the public and to provide for a consistent and equitable system of personnel management for the City. While these rules and policies include precise statements of policies and procedures, they are not intended to cover every conceivable personnel situation that may arise. The policies are subject to applicable federal and state law, the City Charter, and the Municipal Code of Ordinance Chapter 9, Personnel, Article 9.03 Personnel Policies and Procedures.

It is expected that from time to time amendments to the Personnel Policy are made in the interest of good and efficient business practices and comply with changes in federal, state and local statutes. Therefore, considerable latitude is given to the City Manager to administer this policy.

This policy is not an employment contract and nothing in this manual is intended to change or modify the "at-will" (see Section 1.6 At-Will Employment) status of City employees or to create or grant any property rights or expectations of continued employment to any employee. The City is an at-will employer.

## **1.2 Authority**

With the exception of matters reserved to City Council by statute, charter, or ordinance, the general authority for conduct of employees is vested to the City Manager. The City Council appoints a City Manager to administer the day-to-day operations of the City government, including the power to approve and administer personnel policies and to delegate the administration of these policies to Human Resources Director. No City employee, or representative of the City, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this manual, except as authorized by the City Council consistent with the City Charter. Final authority, in the form of review and approval, resides with the City Manager with regards to all subject matters covered by these regulations, unless specifically delegated. The City Manager has the authority to interpret and implement these policies. The Human Resources Department has the authority to create forms and procedures to implement and administer these policies.

### **1.2.1 Department Rules and Regulations**

This policy also recognizes that Department directors are expected to sustain effective and efficient departments. To that end, a City Department, with the approval of the Department director, may establish additional rules and regulations for their department that are not specifically addressed in the Personnel Policy. A Department director may approve departmental policies that are more restrictive or controlling than policies in this manual. However, the Human Resources Director may require a department policy to be changed or reversed if considered to be in conflict with the Personnel Policy. Department rules and regulations must be consistently applied in a non-discriminatory manner.

### **1.2.2 Clarifications**

In situations not covered specifically by the Personnel Policy, the Human Resource Department, in consultation with the City Manager, may provide an interpretation or clarification based on the perceived intent of the policy. The Human Resources Department also may publish *HR Advisories* on various topics. These HR Advisories are intended to assist with the clarification or interpretation of Personnel Policy, provide guidelines on procedures, provide additional detail or information on a rule, describe best practices or serve as a teaching resource.

### **1.2.3 Scope**

These policies apply to and govern all employees of the city, except where state or federal law preempts the application of these policies.

These policies and amendments supersede all existing personnel policies and are effective and binding on all employees regardless of hire date. Continued employment with the City following adoption of these policies constitutes conclusive acceptance of the terms of the policies.

The failure of the City to follow or comply with any provision of these policies shall not constitute grounds for nor form the basis of any action or cause of action, either civil or criminal, arising from employment with the City. The City reserves the right to change the provisions of these personnel policies and procedures at any time.

### **1.3 Applicability of Personnel Policies**

The personnel policies in this manual apply equally to all employees of the City unless specifically exempted by policy or contract. Personnel policies and this manual are not applicable to the mayor, council members, or an outside vendor or consultant.

This manual is not a contract. Nothing in this manual creates or is intended to create a promise or representation of continued employment. Nothing in this manual is intended to supersede or contradict the at-will nature of City employment. You are required to acknowledge in writing that you are an at-will employee of the City of Leander and that it is your responsibility to read and understand the policies and procedures contained within this manual. You will receive notification of all personnel policy changes and will be required to sign an acknowledgement of the change.

### **1.4 Severability**

In the event that any policy or portion of this policy is in conflict with federal or state law, those laws shall preempt only to the extent of such conflict. If any policy or portion of a policy is invalid, illegal or unenforceable, that policy or portion of the policy will be removed. The remaining portions of the policy will remain intact and continue to be valid and shall remain in full force and effect.

### **1.5 Core Values**

In an ongoing effort to guide growth, while meeting the needs of its citizens, the City pledges the following Core Values:

1. Improve the quality of life in Leander through delivery of outstanding public services.
2. Be responsive to the needs of citizens by providing comprehensive, easy-to-understand policies for doing business with the City.
3. Commit to working smarter.
4. Promote integrity and protect the public trust through honest business practices and open communication.
5. Demonstrate a clear commitment through our actions to these principles.
6. Hire and retain employees who embrace these core values.
7. Be a great team player, make a difference.
8. Be respectful of others, and be accountable.



### **1.5.1 Diversity, Equity and Inclusion**

The City of Leander is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

Our employees are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

The City of Leander's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of the City of Leander have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All new hires and current employees are also required to attend and complete diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with this diversity, equity and inclusion section should seek assistance from a supervisor or the Human Resources Department.

## **1.6 At-Will Employment**

You are hired and employed for an indefinite period of time, and either you or the city is free to terminate the employment relationship at will, and at any time, with or without cause. At all times, you may be disciplined, transferred, demoted, or discharged. No management team member is authorized to discharge you without prior review and approval of the City Manager.

No one other than the City Manager is authorized to change an employee's at-will employment or to enter into any agreement of employment for a specified period of time.

These policies do not constitute or create a "contract of employment" and does not change the at-will status of all employees.

## **1.7 Equal Employment Opportunity (EEO)**

The City of Leander is committed to making all employment-related decisions in a non-discriminatory manner and solely on the basis of qualifications, experience and ability to effectively perform work assignments. Employment practices and employment-related decisions for you, as a qualified employee and applicants will be made without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, military status, citizenship, work related injury or illness, disability or genetic information.

This policy applies to all aspects of the employment relationship, including, but not limited to recruitment, hiring, training and development, compensation, promotion, upgrade, transfer, disciplinary action, layoff, return from layoff. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Pre-Employment tests or examinations must be job-related and non-discriminatory, i.e., required of all applicants for that posted job position (category). Medical inquiries should be related directly to the essential functions of the job – the "essential functions" are the main reasons for the job to exist, and should be consistent with the job description for the position. Drug tests are not included within the definition of "medical examinations" and may be given at any time.

Responsibility – Each Department Director and supervisor is responsible for the application of this policy within their work area. This includes all supporting programs and practices developed in accordance with this policy. Everyone employed by the City is responsible for cooperating with any reviews, investigations, and other activities initiated within the framework of this policy. To achieve ultimate effectiveness in the application of this policy, the cooperation, support, and commitment of every employee is essential.

You, as an employee, has a shared responsibility and are expected to comply with the City's equal employment opportunity policy and to take appropriate measures to prevent or remedy any conduct that violates these policies. If you believe you have been subjected to, or becomes aware of, a situation involving discrimination or harassment, you are strongly encouraged to notify any member of management or Human Resources, whichever you feel comfortable sharing this information with. Any member of management who receives report of such an issue should report it promptly to Human Resources, who will direct an investigation.



The City will promptly and thoroughly investigate all complaints of discrimination and harassment. If the allegations are substantiated, disciplinary action up to and including termination of employment may be taken. A complaint of discrimination or harassment, the investigation of it, and any corrective action taken will be treated with as much confidentiality as possible. In addition, the City will not permit retaliation of any kind against any employee who makes a good faith complaint of discrimination or harassment or who assists in an investigation of a complaint.

### **1.8 Reasonable Accommodation (ADA)**

As mandated by the Americans with Disabilities Act and Americans with Disabilities Act as Amended (ADAAA), the City of Leander makes every reasonable effort to remove barriers within the City, which prevents qualified individuals with disabilities from receiving the same services, facilities, opportunities and activities that are available to persons without disabilities. If you are seeking a reasonable accommodation for a disability that affects your ability to perform the essential functions of the position, you must submit a written request to your Department Director for consideration.

The City will provide a reasonable accommodation to the known physical or mental impairments to an otherwise qualified individual with a disability if such reasonable accommodation will enable the individual to perform the essential functions and duties of the relevant position. The City will not deny employment opportunities on the basis of the need to provide reasonable accommodation to the individual's physical or mental impairments. In either case, the City will make a concerted effort to provide a reasonable accommodation, unless it would cause an undue hardship to the City, or constitute a threat to the safety of the disabled person or other persons.

- Essential functions as defined in the Act are the basic job duties you must be able to perform, with or without reasonable accommodations.
- Reasonable accommodations will be defined as any accommodation for an individual with a disability that can be made without causing the City undue hardship as defined in the Act.
- Undue hardship is defined as an accommodation that would cause significant difficulty or expense in relation to the size of the employer, the resources available, and the nature of the operation. It is always to be determined on a case-by-case basis by considering whether the accommodation would be unduly costly, extensive, substantial, disruptive, or would fundamentally alter the nature or operation of the business.

Employees who have a complaint involving potential violation of the Americans with Disabilities Act or ADAAA, including but not limited to harassment, discrimination, or failure to provide a reasonable accommodation, must immediately report such complaints as outlined in Section 11.

### **1.9 Nondiscrimination**

The City of Leander will not discriminate against any applicant or you, as an employee, based on race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, military status, citizenship, work related injury or illness, disability or genetic information.

The City of Leander complies with the Genetic Information Nondiscrimination Act (GINA) of 2008 which protects applicants and you, as an employee, from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment.

GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, you, or your family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, you or your family members.

### **1.10 Management Functions**

The City of Leander retains the right to exercise customary managerial functions, including, but not limited to, the right to:

1. Select, hire, assign, supervise, correct and dismiss you
2. Decide and change performance standards and expectations, and evaluate your performance
3. Decide and change reporting times, quitting times and shifts
4. Transfer you within departments or into other departments and other job classifications
5. Decide and change the size and qualifications of the workforce
6. Decide and change the methods by which operations are carried out
7. Manage and control the premises and equipment
8. Assign duties to you according to operational needs and requirements
9. Establish, change and abolish policies, practices, procedures, rules and regulations within their department.

### **1.11 A Harmonious Working Environment**

*This handbook is not a substitute for personal integrity and good judgment.* Each of us must also carry personal responsibility for making these policies and procedures come to life.

We each need to:

- Embrace diversity; accept people from all walks of life
- Take pride in doing a good job
- Respect your fellow employee
- Lend a helping hand to other workers

### **1.12 Policies for People**

The critical factors in job performance are our determination, skill and personal involvement. Our policies for people focus on opportunities and incentives for maximum personal growth and are embodied in specific City of Leander objectives to:

- Ensure that earnings reward individuals in direct proportion to performance and skill.
- Ensure that all employment-related decisions are based only on attendance, performance and conduct without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, military status, citizenship, work related injury or illness, disability or genetic information.
- Remain open to suggestions and ideas, encourage you to come forward freely with recommendations, seek prompt solutions to problems and always keep lines of communication open.
- Provide pleasant and safe working conditions and encourage teamwork.
- Keep all of us informed of significant developments.



---

## 2.0 Standards of Ethical Conduct and Use of City Resources

---

Effective Date: 07-02-2020

Revised Date(s): 10-20-2022

### Contents

---

|      |                                                    |   |
|------|----------------------------------------------------|---|
| 2.1  | PROFESSIONAL BEHAVIOR .....                        | 1 |
| 2.2  | ETHICS .....                                       | 1 |
| 2.3  | OFFENSES AGAINST PUBLIC ADMINISTRATION .....       | 1 |
| 2.4  | CONFLICT OF INTEREST .....                         | 2 |
| 2.5  | OUTSIDE EMPLOYMENT .....                           | 2 |
| 2.6  | GIFTS AND GRATUITIES .....                         | 3 |
| 2.7  | WHISTLEBLOWER REPORTS .....                        | 3 |
| 2.8  | PUBLIC INFORMATION ACT.....                        | 4 |
| 2.9  | COMMUNICATION WITH PRESS OR MEDIA .....            | 4 |
| 2.10 | POLITICAL ACTIVITIES .....                         | 4 |
| 2.11 | USE OF CITY RESOURCES.....                         | 5 |
| 2.12 | TECHNOLOGY USE .....                               | 5 |
| 2.13 | TELEPHONE AND OTHER COMMUNICATIONS DEVICE USE..... | 6 |
| 2.14 | PROTECTIVE ORDERS .....                            | 7 |

## **2.1 Professional Behavior**

The City of Leander expects the highest standards of professional and ethical conduct from each of you as employees of the City. Our reputation is a valuable asset and we must continually earn the trust, confidence and respect of our constituents, customers, and our community.

This section of the Personnel Policy Manual (this manual) is to provide clear guidance that encourages a productive work environment and set parameters for ethical behavior. Conduct that interferes with operations, discredits the City, or is offensive will not be tolerated.

You are expected to conduct yourself in a positive manner which promotes the best interests of the City and exhibits a high degree of personal integrity at all times. This level of respectability may be demonstrated by using appropriate business principles and modeling professional behavior. You are a representative of the City which means that you are expected to exhibit sincere respect for the rights and feelings of others and refrain from any behavior that might be harmful to yourself, to your co-workers or the City business and personal activities.

All business activities are to be conducted in compliance with the letter and spirit of all applicable laws and regulations. You are expected to understand, respect and comply with all of the laws, regulations, and policies and procedures that apply to you in your position with the City. You are responsible for talking to your supervisor to determine which laws, regulations and policies apply to your position and what training, if any, is necessary to understand and comply with such laws, regulations and policies.

## **2.2 Ethics**

You are expected to act in accordance with the highest of ethical standards. Conducting oneself in such a manner includes obeying the law, policy and administrative rules. It is critical that we, as public employees uphold the public trust. To demonstrate this, you shall faithfully execute your duties and shall refrain from knowingly engaging in any outside matters of interest that could potentially impair your objectivity, exhibit prejudice, and effective performance of your duties.

You should maintain the upmost standards of personal integrity, truthfulness and fairness in carrying out your duties, avoid real or perceived improprieties in your role as a public servant and never use your position or power for personal or professional gain for yourself, a relative or other person living in the same household.

## **2.3 Offenses against Public Administration**

The City of Leander is committed to eliminate any and all forms of public corruption in the City system. It is against City policy to engage in bribery, either in offering or accepting benefits, as consideration for decisions or similar acts by a City employee, party official, or voters, or to influence or attempt to influence City employees or voters by means of coercion. The City prohibits any improper influence of City employees, tampering with witnesses, obstructing justice, retaliating for acts of other City employees or witnesses, or unlawfully accepting honoraria (compensation) and other gifts to public servants.

You are required to report any knowledge you have of possible public corruption to your immediate supervisor, City Manager or the City Attorney. You must report possible public corruption whether you are the intended recipient or victim of the offense or you suspect a fellow employee of engaging in prohibited conduct. Any employee making a good faith report of public corruption will not be subject to any retaliation.



## **2.4 Conflict of Interest**

You shall strive to uphold the Constitution and laws of the United States, and the City Charter and the ordinances of the City of Leander. You must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of City of Leander. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with the City;
- Owning or having a significant financial interest in, or other relationship with, a City, customer or supplier;
- Giving, offering, or promising, directly or indirectly, any services or items of value to any customers or any persons doing business with the City.

You will avoid any action that could create the appearance of:

- Using public office for private gain;
- Giving preferential treatment to any organization or person;
- Impeding government efficiency or economy;
- Losing impartiality of action; or
- Public loss of confidence in the integrity of government.

You will not represent a group or appear in front of the City Council or any other City department, federal and state agency, commission or board on a matter related to your official duties, unless you are representing the best interest of the City and acting in your official capacity.

You will not represent another individual or group in a court of law or any other setting when the issue at hand is related to City business in any way.

This policy in no way prohibits you from expressing your personal views or opinions as an "individual citizen" in front of the Council.

## **2.5 Outside Employment**

You may engage in outside or self-employment, provided you have received written approval for your department head. City of Leander determines whether or not a conflict of interest may occur. Outside employment or self-employment is considered to present a conflict of interest if it may cause an actual or potentially adverse impact on the City.

Any outside employment must not cause an employee to arrive late, leave early or otherwise miss required work functions, events and working hours. Other outside activities such as volunteer activities may also be prohibited, if they similarly distract from your ability to perform your job with the City.

Approval for outside or self-employment as set out in this policy does not authorize or allow you to engage in work outside or self-employment while on FMLA leave, sick leave, disability leave, workers' compensation leave, or an unpaid leave of absence unless expressly authorized in writing by the Department Director and the Human Resources Director.

## **2.6 Gifts and Gratuities**

Vendor Relations- Gifts of any type should never be accepted by you or a relative from a vendor involved in a bid, proposal, or contract during the bid process.

Prohibited gifts – Acceptance of trips, money, sports tickets, and merchandise i.e. per item, having a value of \$50.00, or \$250.00 or more within a 12- month period. Personal services or work to be provided by a City vendor to you personally, and offers of future employment from City vendors, or any similar gift is prohibited (Per City's Ethics Ordinance 9.05).

Acceptable gifts – Gifts that would not ordinarily be interpreted as affecting your impartiality such as an occasional business lunch, potted plants, flowers, boxes of candy or other food for office personnel, advertising office supplies such as pencils, calendars, or pens and other token gifts of minimal value are acceptable.

Vendor lunches – Lunches are often a convenient time for meeting with vendors. Repeated lunches that are paid for by the vendor should be avoided and you may want to consider having the City pay for your lunch, assuming there are available budget funds.

Vendor sponsored training – Attending vendor sponsored training including incidental lunches or refreshments may be appropriate if it helps you do your job more effectively. The City, as part of a department's training budget, should generally pay travel and lodging costs for out-of-town training unless it is part of a contract or bid award. If the vendor pays travel costs, you should carefully consider that the location of the training and the length of the stay do not create an appearance of personal benefit and/or favoritism to the vendor. When in doubt, ask your supervisor.

Certain employees are also subject to the City's Code of Ethics found in Article 9.05 of the Code of Ordinances. In the event of a conflict between the Code of Ethics and this Chapter of the Personnel Policy on Standards of Ethical Conduct, the more restrictive shall control.

## **2.7 Whistleblower Reports**

The City complies with the Texas Government Code, section 554.002. The City is committed to high standards of ethical, moral and legal business conduct. In line with this commitment, and the City's commitment to open communication, this policy aims to provide an avenue for you to raise concerns and reassurance that you will be protected from reprisals or victimization for whistleblowing.

This whistleblowing policy is intended to cover protections for you if you raise concerns regarding matters such as:

- Incorrect financial reporting;
- Unlawful activity;
- Activities that are not in line with the City's policy, including the Code of Business Conduct; or,
- Activities that amount to serious improper conduct.

### **Safeguards**

Harassment or Victimization - Harassment or victimization for reporting concerns under this policy will not be tolerated.

Confidentiality - Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality.



Anonymous Allegations- This policy encourages you to put your name to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to the:

- Seriousness of the issue raised
- Credibility of the concern
- Likelihood of confirming the allegation from alternate sources

Bad Faith Allegations – Allegations made in bad faith may result in disciplinary action.

## **2.8 Public Information Act**

The City of Leander complies with the provisions of the Public Information Act. The Act gives the public the right to request access to public information. The City shall also strive to provide excellent customer service in dealing with requests for public information. Refer to the City Secretary's webpage for additional information regarding the Public Information Act.

## **2.9 Communication with Press or Media**

All inquiries regarding the City of Leander, its employees or its customers, should be referred to the City Manager or City Manager's designee such as a Public Information Officer, or Public Safety Officials, who will respond directly or designate another spokesperson, and who will also help draft or direct an appropriate response if necessary.

This policy covers all forms of responses to the media, and federal or state agencies, including off-the-record and anonymous statements.

## **2.10 Political Activities**

The City of Leander recognizes and appreciates that you have a right to participate in political activities and as a citizen of this state and nation to express your own political opinions. If you choose to exercise your rights as a citizen, you must clearly indicate that you are speaking for yourself and you are not speaking for your department or the city. If you identify yourself as a member of the City staff you must clearly represent the best interest of the City, not express your own opinions.

No employee shall use coercion or prestige of their position for any political candidate or political issue or use City resources for political activity of any nature. While on duty or in city uniform, you shall not participate in political activity of any nature other than casting your vote while in uniform. "In city uniform" means wearing City issued clothing, or any clothing, pin, label, insignia, or other item that identifies employee as City employee.

Examples of prohibited political activity while on duty or in uniform include:

1. Making a public political speech supporting or opposing a candidate;
2. Distributing a card or other political literature relating to the campaign of a candidate;
3. Wearing a campaign button;
4. Circulating or signing a petition for a candidate;
5. Soliciting votes for a candidate; or
6. Soliciting campaign contributions for a candidate.

### **2.10.1 Running for or holding an Elective Office or Serving on a Board or Commission**

If you wish to run for or hold an elective office, you must terminate your employment with the City upon filing to become a candidate for an elective City of Leander office. In no case will the City grant a leave of absence for you to be a candidate for an elective public office, hold an elective public office or direct the political campaign of a candidate for elective public office.

If you seek other appointed City positions or non-City elected positions, you shall report your intent to your department head and to the City Manager before applying for the appointment or filing as a candidate. The City Manager will review this activity to determine if potential conflicts of interest, the appearance of a conflict of interest, or other reasons exist that could require you to resign from City employment prior to or during the candidacy.

As an employee, you are not eligible to be a candidate for the office of mayor or councilmember or serve on any city boards or commissions i.e. board of adjustments or Planning & Zoning.

You may hold a non-partisan elective office (e.g., local school board) if (1) there will be no actual or apparent conflict of interest between the public office and your position with the City; and (2) you will be able to perform all job duties while serving in the public office.

### **2.11 Use of City Resources**

The City of Leander is dedicated to ensuring that all City resources used by you are for City business only. No one is permitted to use any City resources or services for personal or political gain.

#### **2.11.1 Inspections of City Property**

You should not presume that personal privacy exists within the workplace concerning City property. All desks, file cabinets, passwords, combinations, lockers, City vehicles, City computers/tables or City provided software, City issued phones, portable drives and other equipment assigned to you throughout your employment remains the property of the City and may be inspected by a Department Director without notice. The City assumes no responsibility for loss of your belongings stored on City property.

The City may choose to equip some or all of its vehicles used by you with GPS devices or internal cameras in order to track and monitor the location of City vehicles, including those assigned to you.

### **2.12 Technology Use**

Communication equipment such as computers, computer files, the e-mail system and software, as with other City assets, are acquired with public funds and furnished to you to transact City business and are the property of the City. They are not intended to be used for personal gain.

All messages composed, sent or received on the e-mail system are and remain the property of the City. You should ensure that no personal correspondence appears to be an official communication of the City therefore; the City prohibits the use of computers and the e-mail system in ways that are disruptive or offensive.

You have no right to privacy with regard to Internet or any computer software product used on City equipment. Management has the ability and right to view your usage patterns and take action to ensure that the Internet resources of the City are devoted to maintaining the highest levels of productivity. The Internet path record is the property of City of Leander.



Public Disclosure: Any information on the City's computer and email system is presumed to be subject to disclosure, upon request, as public information. Therefore, you should use discretion in making use of the system to discuss sensitive matters or matters in litigation. Also, if you choose to use your personal devices for City-related purposes you should understand that such use means the information stored on the device related to City business is subject to public disclosure and there is no longer an expectation of privacy.

City computers or technology devices may not be used for any illegal purpose, including the viewing or transmitting of pornography or other sexually explicit material, or the transmitting of spam emails. Accessing, posting or sharing any racist, sexist, threatening, obscene or otherwise objectionable material (i.e., visual, textual, or auditory entity) is strictly prohibited. The City reserves the right to block certain websites that are deemed inappropriate. City provided Internet access should not be used for any personal monetary interests or gain.

Personal Internet use should not cause the City to incur a direct cost in addition to the general overhead of an Internet connection.

Any use of City Internet facilities that may overload performance of any computer system or network, or to circumvent any system intended to protect the privacy or security of another user is strictly prohibited. Overload of the computer system may include prolonged use of streaming video or music.

You must have explicit permission from your department director and IT Department director before installing copies of any software onto City computers, or copying software from the City's computers to install on any other device.

The City purchases and licenses the use of computer software for business purposes. All license agreements should be strictly followed. Reproduction or unauthorized use of software is not permitted. You should not attempt to access any file or attempt any unauthorized use for which you are not granted permission. You shall not reproduce or download software programs without authorized approval from the City Manager or his designee.

Any violation of this policy will be subject to corrective action, up to and including termination of employment.

### **2.13 Telephone and Other Communications Device Use**

The City, however, recognizes that under certain circumstances your occasional use of the City telephones, computers, facsimile, e-mail, copiers, Internet, and similar resources for personal use may be necessary and on limited basis. However, downloading of non-work related applications (such as ringtones, songs, videos, etc.) that are billed to the City phone number is prohibited and is subject to discipline.

We all must be aware of our surroundings and use good judgment when using communication devices. Your phone usage should not interrupt or disturb others while they are working. Placing or receiving phone calls, texts or other communications during meetings, training or in customer facilities should be avoided except in emergency circumstances.

## **2.14 Protective Orders**

If you apply for or obtain a protective or restraining order which lists City locations as being protected areas, you must immediately provide to the HR and the Police Department a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. You must also immediately advise HR and your department head of any protective or restraining order issued against you.



---

## 3.0 Employment

---

Effective Date: 07-02-2020

Revised Date(s): 10-20-2022

### Contents

|      |                                                 |    |
|------|-------------------------------------------------|----|
| 3.1  | PURPOSE .....                                   | 1  |
| 3.2  | JOB ANALYSIS .....                              | 1  |
| 3.3  | RECRUITMENT .....                               | 1  |
| 3.4  | APPLICATIONS FOR EMPLOYMENT .....               | 2  |
| 3.5  | HIRING DECISIONS .....                          | 3  |
| 3.6  | CONDITIONAL OFFER OF EMPLOYMENT .....           | 4  |
| 3.7  | CRIMINAL BACKGROUND CHECK .....                 | 4  |
| 3.8  | NEPOTISM (EMPLOYMENT OF RELATIVES).....         | 5  |
| 3.9  | ELIGIBILITY TO WORK IN THE USA (I-9) .....      | 7  |
| 3.10 | NEW EMPLOYEE ORIENTATION .....                  | 7  |
| 3.11 | INTRODUCTORY PERIOD .....                       | 8  |
| 3.12 | TRANSFERS AND DEMOTIONS .....                   | 9  |
| 3.13 | SEPARATION FROM EMPLOYMENT .....                | 9  |
| 3.14 | EMPLOYEE IDENTIFICATION BADGE.....              | 14 |
| 3.15 | REFERENCES AND VERIFICATION OF EMPLOYMENT ..... | 15 |
| 3.16 | PERSONNEL FILES .....                           | 15 |
| 3.17 | NURSING MOTHERS.....                            | 16 |

### **3.1 Purpose**

This section of the Personnel Policy Manual (this manual) is to describe the employment life cycle and provide guidelines for specific employment related processes. The City seeks to hire and retain competent people who are honest, technically knowledgeable, respectful towards fellow team members, and who appreciate the responsibility that comes with public service.

### **3.2 Job Analysis**

Periodically new positions are created or current positions are reviewed to ensure the job description and classification remains up to date. Job analysis is a process that uses a series of interviews, questionnaires, and observations to document the essential functions, description and specifications of the job. From this analysis, the position can be accurately classified in accordance with Fair Labor Standards as exempt (salaried) or non-exempt (hourly). Results of job analysis also enable accurate determination of benefits eligibility (based on part-time or full-time status) and the appropriate compensation level.

### **3.3 Recruitment**

The City of Leander is an equal opportunity employer the city maintains a policy of nondiscrimination with respect to each employee and applicant for employment pursuant to Title VII of the Civil Rights Act, 42 U.S.C. §§2000e, et seq.; Title I of the Americans with Disabilities Act (ADA), 42 U.S.C. §§12101, et seq.; Age Discrimination in Employment Act (ADEA), 29 U.S.C. §§621, et seq.; Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§4311 et seq.; Texas Labor Code Chapter 21; and related regulations, as they may be amended.

#### **3.3.1 General Hiring Guideline**

The City uses valid, job-related selection criteria to hire individuals based on their suitability for employment, and specific position as defined by the essential functions, minimum qualifications, education, and required certification(s) as stated in the job description.

#### **3.3.2 Internal Postings**

The City supports the internal job progression and advancement for current employees. Consequently, depending on business circumstances, HR may post open positions internally or prior to external recruitment. Open positions may be posted internally using various printed and/or electronic methods to notify all employees of opportunities. All internal openings will be posted for a minimum of 3 working days.

#### **3.3.3 Promotions**

When a position vacancy occurs, an opportunity to promote from within may be explored consistent with the goal of filling a position with the most capable individual available. This provides the Department Director's with an opportunity to retain current employees by offering a career ladder opportunity and succession planning. An employee is encouraged to develop qualifications and apply for vacant advancement opportunities for which the employee qualifies. A hiring Department Head may promote from within and may first consider current qualified employees to fill a vacancy, unless outside recruitment is considered to be in the City's best interest.

The Department Director or designee must provide a detailed justification to promote from within to the Director of Human Resources who will review the request and approve or deny. The Director of



Human Resources will present to the City Manager for final approval. If approved, then the supervisor may present the promotion to the employee.

There are departments, such as Public Safety, that may have other processes in place, specific job-related testing, background check requirements, and/or fitness for duty and other departmental exams for promotions. If an employee is in the process of being promoted to a position that requires driving a city vehicle, a driving record will be requested and reviewed by Human Resources, and possibly the City Attorney, before the promotion is finalized. Depending on the type of position an employee is promoted to, a background check may be required, unless a recent background check was already conducted. The background check results will be reviewed by Human Resources and, if applicable, the City Attorney before the promotion is finalized.

Public Safety departments conduct their own background and driving record checks.

### **3.3.4 Internal Postings and Promotions**

Internal postings and promotions are treated virtually the same as the External posting process conducted. Refer to Section 3.4 (below). Employment application submission rules apply as well as the criteria for Review Process Section.

A completed employment application will be required for consideration as a candidate, a new background check (may include driver license check) may be performed by the HR Department. Public Safety departments will be subject to background checks governed by administrative law of the licensing agency and will be performed by those departments.

### **3.3.5 External Postings**

When job openings are posted to the general public, advertisements will be posted on the City's official website. For broader exposure, Human Resources will work with the Department Head/assignees to determine the best advertisement methods to post the open position.

Prior to, or in addition to, posting a job position to the general public, a department head may consider applications submitted for exactly the same job position that was submitted within the previous 90 days of being posted and hire from that applicant pool if it was a viable pool.

The City Manager may waive the minimum posting time or forego the recruitment process in the best interest of organizational operations.

## **3.4 Applications for Employment**

The City will only accept applications for open positions. Employment applications submitted without connections to any open job posting will be destroyed and not counted in any statistical reports.

All applications must be complete and include all documents requested on the posting or be subject to disqualification. The information that job candidates provide on employment applications is subject to verification.

### **3.4.1 Disqualifications**

An applicant may be disqualified from consideration for any reasonable grounds relating to job requirements or applicant history. An applicant also may be disqualified from consideration, including but not limited to, the following reasons, the applicant:

1. does not meet the qualifications necessary for performance of the duties of the position involved;
2. has made a false statement or an omission of material fact on the application form or supplements, thereto;
3. has committed or attempted to commit a fraudulent act at any stage of the selection process;
4. has failed to submit the application correctly or within the prescribed time limit;
5. is not, or can now show that they are, legally permitted to work in the United States;
6. is physically or mentally unfit to perform the essential duties of the position, even with reasonable accommodation;
7. has been convicted of a crime that could conflict with the duties of the position for which the applicant has applied and/or based on the City's criteria, has an unacceptable criminal history;
8. is applying for a position requiring operation of a motor vehicle, does not have a valid Texas Drivers' License, and cannot or does not obtain one within 30 calendars days after being hired;
9. fails to pass a pre-employment screening test;
10. is related to a person with hiring authority and placement of the applicant would violate the City's Nepotism Policy.

**Review Process:** All applications are reviewed on the basis of the knowledge, skills and abilities required for the job and evaluated against the essential functions and job standards. Only those applicants who meet the required criteria will be considered in the selection process. Depending upon the position vacancy and qualifications required, internal and external candidates may be considered concurrently.

Human Resources may require job-related testing and qualification reviews including but not limited to, criminal background checks, driving record checks, and credit checks. Public Safety departments may conduct their own job-related testing and qualification reviews including background investigations, driving records checks, and fitness for duty exams.

### **3.5 Hiring Decisions**

Employment decisions are made by the Department Director based on recommendations from the Hiring Manager, and subject to approval from the Director of Human Resources.

The decision is based on the applicant's education/certification(s), work experience as it relates to the essential functions of the job, interview(s), and reference checks. All hiring decisions will be made objectively in order to prevent favoritism, conflicts of interest, security risks, and unlawful discrimination.

Job descriptions list job-related minimum qualifications for each position. Certain positions may have specific limitations based on statutory requirements or bona fide occupational qualifications (BFOQ).

Human Resources shall be notified of anticipated vacancies as far in advance as is reasonably possible to permit sufficient time for creation of job posting, creation of supplement questions and advertising before the posting is released to allow for the selection of qualified candidates on an objective basis.

Persons whose employment has been terminated from the City or who have not provided a two (2) week resignation notice to the City will not be considered for re-employment without City Manager approval.



### 3.5.1 Hiring Minors

Although we may hire persons under the age of 18 (minors), the City of Leander strictly follows child labor laws, Texas Labor Code - Chapter 51.

### 3.6 Conditional Offer of Employment

Supervisors may review results of interviews with Human Resources as a part of the decision-making process. Together the hiring supervisor and Human Resources will discuss final selection and starting rate of pay and ensure the selected candidate start date will coincide with the ***beginning of a pay period***. **Human Resources will extend a written conditional offer of employment for all departments except for the Public Safety departments, as they complete their own offer letters.** Offers of employment are always contingent upon successful completion of the required and job-related criminal background and possibly drivers' licenses, reference checks, as well as any physical or medical testing.

Hiring Managers are responsible for completing job-related applicant screening, optional pre-interviews, interviews, reference checks and selection decisions. If there are not any applicants suitable to fill the vacant position(s), Human Resources will work with the hiring manager to determine:

- If additional recruiting is necessary, and/or
- If the position can be filled at a lower job classification with a lesser qualified person.

### 3.7 Criminal Background Check

A criminal background check is conducted by the Human Resources Department on selected candidates, after a conditional job offer has been extended. If the background check reveals a criminal history that conflicts with the information that was provided by the candidate or you as the employee, it may result in removal from consideration for the position or, if you are a current employee, possible termination.

The following factors will be considered in any decision to disqualify or terminate an individual based upon their criminal background (*also refer to Section 4.8 Employee Arrest for additional information*).

- The nature of conviction(s) as it relates to the position sought;
- Date of the conviction(s);
- Number of convictions(s);
- Indication of rehabilitation or lack of rehabilitation;
- Consistency with information previously provided by candidate;
- Potential liability if the individual is retained or not retained.

A criminal background check will be conducted on all potential candidates, to include current employees if applicable, temporary workers, volunteer workers (where statute permits), interns, and contract workers. If an outside agency or staffing company has already conducted a criminal background check on its employees who are contracted to work for the City, a criminal background check may still be conducted by the Human Resource or Public Safety Departments.

Before taking any adverse action based on the report, the City will provide the individual a "Pre-Adverse Action notice" which includes the individual a copy of the background check report and a "Summary of Your Rights" under the Fair Credit Reporting Act. You will be given five business days to resolve any disputed information before the City takes any adverse action. If the disputed information is not

satisfactorily resolved during the 5 business-day waiting period, Human Resources will send a "Final Adverse Action notice" to the applicant/employee.

Public Safety Departments conduct their own background investigations, testing, and driving record checks.

### **3.8 Nepotism (Employment of Relatives)**

The purpose of this section is to avoid actual or the perception of favoritism and cronyism in government. To comply with the Leander City Charter and state law, the City of Leander prevents conflicts of interest arising from defined relationships between employees by limiting employment as stated below.

#### **Relationship with City Council Member or City Manager**

No person may be hired who is related within the third degree by consanguinity (blood) or within second degree affinity (marriage) to any sitting City Council member or the City Manager. Refer to the Nepotism Charts below. *Second degree also includes the "first degree" circle. Third degree also includes the "second degree" and "first degree" circles.*

#### **Exceptions**

If, you are related to an individual in one of the categories on the charts, you may continue in City employment if you have been employed continuously by the City for a period of 12 months or more prior to the member of City Council or City Manager taking office. If you have been working less than 12 months prior to the member of City Council or City Manager taking office, you must notify Human Resources immediately for further consultation with the City Manager.

#### **Prohibition of Specific Supervisory Relationships**

In the interest of effective management, you will not be hired, promoted or transferred to a position that would result in you supervising or being supervised by an individual within the second degree of consanguinity (blood relation) or the second degree of affinity (relationship by marriage) or dating or in a personal relationship with another employee. If you are being considered for promotion or transfer to another position, at the time of the promotion or transfer, you must disclose the names of any relatives or the name of the person you have a personal (dating, significant other) relationship with that also is currently working for the City when it may cause a conflict with this policy.

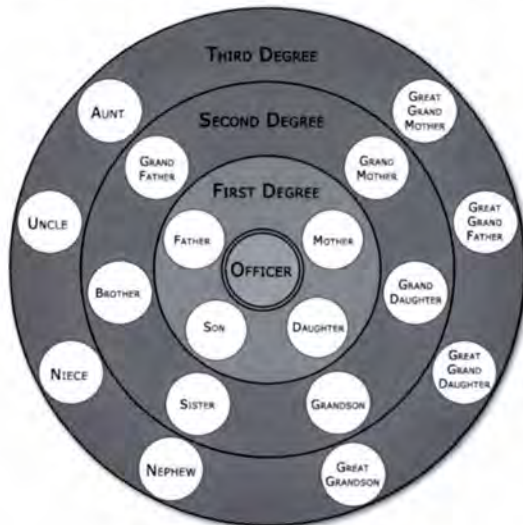
You must disclose to your supervisor, if you and another employee, in the same chain of command, become related or members of the same household or begin a dating relationship. Step relationships due to marriage are included and covered by this policy i.e. step father, step brother. The matter must be resolved within a reasonable time, but no longer than six (6) months, by one of the individuals being transferred out of the direct reporting chain. If there is no available position in which to move one of you, then one individual must resign or be separated from employment. You both may have input into the



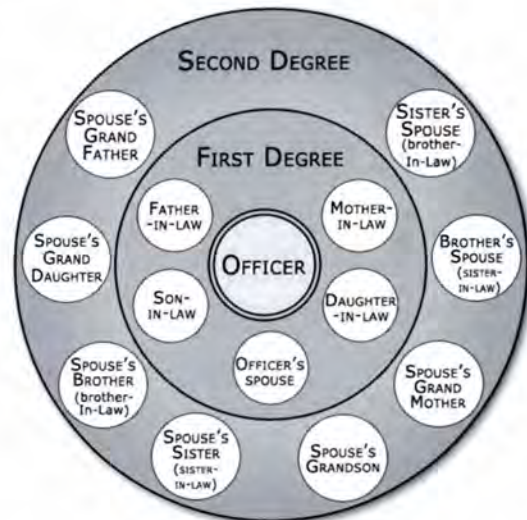
decision of who will be transferred or separated. But the final decision rests with City Manager. Nondisclosure may result in corrective action or termination of employment.

### **Nepotism Chart**

The chart below shows the relationship by blood and marriage.



**Consanguinity Kinship  
(Relationship by Blood)**



**Affinity Kinship  
(Relationship by Marriage)**

### **3.8.1 Relationships**

The City permits the hiring of your current family member or a related person when such person is the most qualified candidate for a position. However, in an effort to eliminate any actual or perceived conflicts of interest from arising in the workplace, the City does not permit you to be in a position of unequal authority (or rank for public safety) to a family member or related person. As a result, the City shall not hire, transfer, or promote any person if doing so will result you in a position of unequal authority (or rank for public safety) to a current family member or related person.

When there is a change in circumstance during the course of employment that creates a conflict with this policy (e.g., you become related as a result of marriage, dating, living together, or a transfer results in you being in a position of unequal authority (or rank for public safety) to another family member or related person), you must report the potential conflict of interest to your immediate manager or HR, especially if you are the one with seniority. Both you and the affected family members or related persons must take steps to eliminate the potential or actual conflict, within a reasonable time period but no longer than six (6) months as determined by the City. You may work with your manager and/or HR to consider possible resolutions. If no resolution exists which will eliminate the potential or actual conflict of interest in a manner acceptable to the City, the City has sole discretion to determine the appropriate resolution, including transfer or separation of one or both of the persons involved. At all times, if you are the

employee with senior authority (or rank for public safety) to the other family member or related person, you are responsible for disclosing the relationship to your supervisor and HR.

You may request an exception to this policy, including situations in which you are currently in a position of unequal authority (or rank for public safety) to a family member or related person, especially if you are the one with seniority. You must present the request in writing to your manager or HR to review the request. Such request should identify how potential conflicts of interest are mitigated. The City Manager shall make the final decision. Due to constantly changing circumstances, the City may withdraw any exception at any time.

### **Romantic Relationships:**

Romantic relationships outside of work between employees and direct or indirect managers/employees sometimes create conflict or the appearance of impropriety in the workplace. For that reason, we ask you as an employee and as a manager to assist by avoiding these types of problems before they occur. If a romantic relationship develops outside of work between you and a manager, you and the manager must promptly disclose the relationship in writing to the Director of Human Resources. To further avoid the appearance of impropriety, you/manager are not allowed to supervise dating partners, relatives or cohabitants.

Personal relationships at work have the potential to cause disruption in the workplace, particularly if the relationship ends (this includes relatives as well). If the relationship ends which creates workplace disruption or inappropriate behavior (i.e. relationship violence, stalking, retaliation, bullying or harassment) you or both parties are subject to corrective action up to and including termination and possible law enforcement interaction. All employees are expected to comply with the standards and policies of the City of Leander.

### **3.9 Eligibility to Work in the USA (I-9)**

The City will hire only those individuals who are authorized to work in the United States. As a newly hired employee, you will be required to complete and sign Form I-9, Employment Eligibility Verification. You will also be required to submit unexpired, original documents as proof of your identity and employment eligibility. By signing the I-9 Form, you attest that you are eligible to work in the United States and that the documents submitted are genuine.

If you cannot verify your right to work within three days of hire, the City of Leander must terminate your employment. Example: If your hire date is on Monday your employment will be automatically terminated on Thursday if proper documentation has not been submitted to the Human Resources Department.

If you are authorized to work in this country for a limited period of time, you will be required to re-verify employment authorization and documents and complete Section 3 of the Form I-9 before the expiration of the original authorization.

### **3.10 New Employee Orientation**

Typically, before starting work at your assigned location, HR will schedule a New Employee Orientation (NEO) session with you. As business circumstances dictate, the orientation may be scheduled before or on your actual start date. NEO is also required for all rehired employees, as well as individuals moving from a temporary/seasonal status to a regular employee status.

NEO provides an overview of the City of Leander, the various city departments, employee policies and benefits. Most new hires receive their identification/building access badge from the IT Department on their first day or shortly thereafter. Public Safety Departments issue their own badges. All employment



documents are completed and checked including those required to verify authorization to work in the United States. You will report to your department after the orientation.

Acknowledging receipt by signing a copy of your job description and Personnel Policy Manual demonstrates that you have accepted the obligation to read and understand your responsibilities as a member of the City of Leander team and your assigned position.

### **3.11 Introductory Period**

All new regular, full-time and part-time employees, including rehires, will be carefully monitored and evaluated for an initial introductory period of six (6) months. Your introductory period may be extended by your immediate supervisor, with the approval of the Department Director and the Director of Human Resources, for an additional time period, but not to exceed 90 days. Such an extension is communicated to you in person and by memorandum that includes a description of the conduct concerns and/or performance deficiencies and expectations for improvement. The City Manager and City Attorney may be consulted before the extension is approved. The memorandum will be placed in your personnel file. Some departments may have longer introductory periods due to special training requirements.

Regular, full-time employees begin to accrue vacation leave after they have worked a full pay period, but they cannot use any vacation leave until completion of the initial introductory period, or any extended introductory period, unless the department director approves such use during those time periods. Accrued vacation leave will be displayed on your payroll earning statement the following pay period.

Completion of the introductory period is not a guarantee of continued employment. Since Texas is an at-will employer, either party (employer or employee) can terminate the employment relationship at will at any time with or without cause.

Following a successful completion of your Introductory Period your supervisor will conduct a formal performance evaluation. Any opportunities for performance pay increases will be reviewed on a case by case basis and follow applicable compensation policies.

#### **3.11.1 Evaluation during the Introductory Period**

Upon employment, your immediate supervisor will provide you with the basic expectations regarding:

- Assigned duties and responsibilities;
- A performance plan describing performance expectations;
- Required work schedule, including reporting time and attendance expectations; and
- Standards of conduct, including safety and observances of all city policies.

After three (3) months, your immediate supervisor will provide you a documented informal assessment. This assessment includes your performance, compliance with city policies, and other expectations.

Shortly before your six (6) month anniversary date from the date of hire, your immediate supervisor may recommend you as successfully completing the introductory period, seek an extension, or terminate your employment.

To indicate successful completion of your new employee introductory period, your supervisor will complete your six (6) month performance review in accordance with the personnel policy Section 10, *Coaching and Counseling of Performance Management*.

### **3.12 Transfers and Demotions**

Transfers: The City may, at its discretion, initiate or approve your job transfers from one job to another. The City may also transfer you to another department to assist with work load demands on a temporary basis. For these temporary assignments, the City will make every effort to minimize the duration of assignment.

You may request consideration to transfer to another vacant job, but you must apply and go through the hiring process along with other applicants.

The current supervisor and the new supervisor will agree on the release/transfer date to the new position. Transfers will be completed as soon as possible based on workload but should not be delayed no more than 30 calendar days beyond the approval date when possible. All transfers must be reviewed and approved by the gaining department manager and Human Resources.

Lateral transfers to a job within the same salary grade may transfer at the existing rate of pay. If your transfer request is approved to a position in a higher salary grade you may be considered for an increase if your current salary is below the new salary range minimum. If your transfer is approved to a position in a lower salary grade your pay rate *may* be adjusted to the appropriate level within the new position's salary range.

Demotions: A demotion is a change from one job title to another job title in a pay group with a lower minimum salary rate. Demotions are issued for work performance or job-related conduct that does not meet established standards or for the inability to improve performance. Demotions can be considered for you when you would be successful in a lower position with less responsibility or with lower expectations. If you, to avoid corrective action or even termination, agree not to contest a transfer to a lower position, a memorandum should be prepared for your signature. The memorandum should explain the reasons for the demotion, your new job title and pay rate decrease and that you are not contesting the demotion. All demotions will be subject to a decrease in pay to be determined by your supervisor with the approval of the Department Director, Director of Human Resources, and the City Manager.

The only exceptions to not reduce a demoted employee's pay is if:

- The demotion was accepted in lieu of a layoff that resulted from a reduction in force. An employee demoted under these circumstances may not receive a pay rate that exceeds the employee's pay rate before the demotion.
- The employee was selected for another position in a lower pay group as a result of applying for the position. An employee under these circumstances may not receive a salary rate that exceeds the maximum rate of the lower pay group.

### **3.13 Separation from Employment**

Your employment terminates upon resignation, discharge, retirement, job abandonment, and medical incapacity, reduction in force (layoff) or death. Although the City hopes your employment will be a mutually rewarding experience, it understands that varying circumstances may cause you to separate from employment. Employment with the City of Leander is at-will, meaning that either you or the City may end the employment relationship at any time.



### 3.13.1 Resignation

#### Proper Notice

- If you choose to resign, the City requests that you provide a written notice of separation, or an email with a digital signature, that shall include the requested effective date of the resignation, the reason for resigning, and your signature to your immediate supervisor and to the Human Resources department at least ten (10) business days in advance. If you do not provide the 2-week notice, you may be prevented from future re-employment with the City. The City reserves the right to release you from any obligation to work the full notice period and is not required to pay for the time not worked since the duty to pay ends on the date the work separation becomes effective.
  - The use of available leave (vacation, sick, FLSA OT, compensatory time, holiday leave) may be permitted during the 2-week notice period **IF** approved in advance by the immediate supervisor and Department Director/Chief. All separating employees should make every effort to continue working during the 2-week notice timeframe so they can ensure a smooth transition of job duties and responsibilities. In addition, employees are still required to return all city property and meet with HR to conduct the exit process and complete necessary paperwork on or before their last physical day at work.
  - If you still have an unused balance of vacation (up to twice your annual accrual rate), holiday leave, FLSA overtime and/or compensatory time available it will be paid out to you on your last paycheck on the normal pay date for the pay period.
  - If you leave employment at any time of the year, any unused holiday hours will be paid based upon the number of holidays that have elapsed during the calendar year up to your termination date. If you leave employment and have used holiday leave that exceeds the number of holidays that have elapsed during the calendar year up to your termination date, then the excess shall be deducted from your vacation leave bank, but in no case shall the deducted amount be more than your vacation leave amount.
  - See Section 6.4.7 Sick Leave Buy Back for eligibility requirements.
  - You will not be paid for vacation leave if you haven't completed your six (6) month introductory period.
  - You will not be paid for your unused vacation or holiday time if your termination is the result of malicious, intentional or grossly negligent action on your part with respect to the property or assets of the City.
  - If the City property issued to you is not returned prior to your departure the City will deduct the value or contents of those items from your last paycheck. Every attempt to return City issued property must be made and coordinated with the Human Resources department or your immediate supervisor. Depending on the value of those items, if not returned in a timely manner or if there is not enough funds available on your last paycheck, the City may seek legal action against you.

### **Oral Resignation**

In the instances where only an oral resignation is tendered, the director shall promptly communicate the facts in writing and an action form to the Human Resources department for further processing.

### **Withdraw Resignation**

If you wish to request the withdrawal of your resignation, submit a written statement to your immediate supervisor and Department Director/Chief outlining the basis for the request before the effective date and both must agree to the request for final withdrawal.

### **3.13.2 Job Abandonment**

You are considered to have abandoned your job if you:

- Fail to return to work without notice to your supervisor for three (3) consecutive days, or 3 shifts without sufficient cause.
- Fail to return from an approved leave of absence on the date specified by you or the date agreed upon by you and the City.
- If you abandon your job, you will not be eligible for rehire unless the City Manager approves the exception.

### **3.13.3 Resignation in Lieu of Pending Discharge**

A resignation because of pending discharge will be considered as a resignation in lieu of termination and you will not be eligible for rehire.

### **3.13.4 Retirement**

If you are a full-time employee, you are afforded retirement under the Texas Municipal Retirement System (TMRS). If eligible, you may retire from the city service in accordance with applicable programs. Retirement with the City is a voluntary separation and employment is terminated on the effective date of the TMRS retirement. Retirement is a type of voluntary separation and therefore a 2-week, ten (10) business days, written notice is required. You should coordinate the retirement process through the Human Resources department. You will be provided with the necessary forms and informed of any ongoing benefits. Once your retirement has been tendered, it is not reversible, unless approved by the City Manager.

### **3.13.5 Reduction in Force (Layoffs or RIF)**

A reduction in force is a non-disciplinary decrease in the number of authorized positions. In other words, you are not considered to have been terminated for performance or disciplinary reasons. Department(s) reducing their workforce pursuant to a layoff must develop a written layoff plan.

#### **Basis**

The City reserves the right to determine the number and type of personnel required to maintain the functions of the organization. The following are illustrative, but not all inclusive, of the basis for a reduction in force:

- a. A discontinuation of, or reduction in, demand for service
- b. A change in level of source of funding
- c. Technological developments that reduce staffing requirements



- d. Adjustment for changes caused by economic or staffing efficiency
- e. Privatization of service/contracting out
- f. Compliance with state and/or federal laws

### **Notice of Layoff**

Whenever possible, anyone subject to a RIF will be given at least a 60 working day notice of the imminent loss of employment.

### **Employee Benefits**

If you are subject to a reduction in force, you have the following benefits:

- You will maintain your full salary during the notice period. You may/may not be allowed to remain on the job during the separation period as appropriate.
- Your benefits will remain in effect until the end of the month following the end of the notice period. If you obtain other employment before the end of the notice period, the benefits will expire at the end of the month.
- During the notice period, you will be allowed reasonable time off with pay to interview for other employment opportunities. The City will provide outplacement assistance, when possible, such as resume preparations or job search strategies.
- During the notice period you will be allowed to apply for open positions for which you may be qualified. If you choose not to accept an offer of transfer or demotion you will be removed from further consideration.

### **Selection Standards**

A Staff Reduction Plan is a document that clearly defines the need for the reduction, the type of reduction (temporary or long-term wage reduction, furloughs, voluntary time off, or voluntary reduction), and a list of individuals to be laid off. The reduction plan is written and contains business-related, non-discriminatory criteria for the managers to apply when deciding who to retain and who to lay-off. The plan will identify the criteria used by managers to identify individuals (i.e. skills needed to best carry the organization forward, past performance, unique skill set, attendance, demonstrated ability to be a team player).

Human Resources will review Staff Reduction Plan and verify compliance with federal and state regulations before employees are given notice. Whenever possible, your reduction from one department may be offset by transfers to suitable positions elsewhere. Such positions will not necessarily be at the same pay rate or grade.

### **Selection Between Two (2) Employees**

When a selection is required from amount two (2) or more employees in the same position, classification, or category, the selection will be determined by seniority. However, a Department Director may request an exemption to allow a more junior employee to remain in their employment. An exemption is allowable only for the following reasons:

- To preserve specialized skills important to the continuing mission of the department
- To retain an employee whose overall performance has demonstrated superior to a more senior employee

## Process

- Before disclosing the names of those subject to the reduction in force, Department Director shall submit the names of the selected employees and supporting documentation to the HR Director and the City Manager.
- After review, the Department Director shall contact each selected employee and provide a written explanation of the necessity for the layoff, the selection process and all benefits to be provided.
- A reduction in force is not an applicable or grievable personnel action and if you are separated from the City employment as a result of a reduction in force, you have no right to appeal or grieve such separation.
- The HR Director will provide the Department Directors with a list of options and/or benefits available for employees subject to the layoff.

### Reemployment following RIF

If you have completed the initial or extended introductory period prior to your RIF date and you are reemployed by the City as a regular employee within 1 year, any uncompensated leave (sick and vacation) time that had been accrued as of the date of the employment ended will be restored and immediately available to use, in accordance with the policies applicable to the type of leave.

If you are rehired any time after one (1) year following your termination date due to lay off, you will be considered a new hire, with no restoration of leave.

#### 3.13.6 Discharge (Involuntary Termination)

Your discharge is considered to be a very serious situation that requires a thorough review of all facts pertinent to the discharge by your immediate supervisor, the Department Director/Chief, the Director of Human Resources, the City Manager, and the City Attorney. The review will include documentation prepared by the supervisor/Dept. Director and shall include, if applicable, reasons(s) for termination, performance history, corrective efforts taken, policies violated (if applicable) and any additional pertinent information. Accordingly, no supervisor is authorized to cause your discharge without prior review and approval. This review and approval will involve at least one other member of the management team, most typically the supervisor's manager or the Director of HR. Nothing herein shall be construed to change employees' at-will employment status, and employees may be terminated with or without cause.

If you are involuntarily terminated for non-disciplinary reasons, such as inability to satisfactorily perform the job, or as a layoff, you may be eligible to be considered for re-employment.

If you are involuntarily terminated for work rule violations (disciplinary reasons), improper resignation notification, resignation in-lieu of pending termination or job abandonment, you will be ineligible for rehire. You will not be permitted to return to your department or work area, or to any other department other than the Human Resources department, without specific approval by your supervisor and the Director of HR.

The Grievance procedure established by the City of Leander is available to you, if you disagree with the discharge decision.



### **3.13.7 Incapacity**

- You may be separated from employment for incapacity due to medical reasons arising from illness, injury, or other medical conditions when you, even with a reasonable accommodation, are unable to perform the essential functions of the job; or continued employment creates a direct threat to the health and safety of you or others.
- It is the supervisor's responsibility to know your ability to perform the essential job functions. Should your ability to physically or mentally perform your duties be questioned, the Department Director, through the Director of HR, may require you to submit to an evaluation performed by a physician approved and paid for by the City. A finding of incapacity shall be made through an individual job-related medical examination by the physician. Separation for incapacity will not be considered disciplinary action.

### **3.13.8 Death**

When a City employee dies, separation pay shall be paid to their estate.

### **3.13.9 Return of City Property/Equipment**

You must return any City-issued property (e.g. access cards, keys, tools, manuals, inclement weather gear, protective gear, uniforms, communication devices) prior to receiving your final pay. Property not returned or damaged (other than normal wear and tear) will be valued at fair market prices and subtracted from your final pay in accordance with federal and state law.

All access codes will be canceled on your last day of employment.

### **3.13.10 Exit Interviews**

The HR department will schedule an exit interview with you before your last day of employment. The exit interview is an opportunity for you to give the City direct feedback that may improve the employment experience, working conditions, and address potential workplace issues. All responses will be kept confidential in the HR department, but the information will be shared with the Department Director/Chief and City Manager so they are aware of why employees are leaving and if any action needs to be taken or positive feedback needs to be given. Any internal HR statistics captured will be assembled in the aggregate format. Exit interviews are used to analyze employee turnover and for process improvements.

The HR Benefits Manager will discuss with you the benefits available to you after termination, to include coordinating continuation of insurance through COBRA, retirement accounts, final pay arrangements, change of address/email, and contact information.

### **3.13.11 Separation/Termination Pay**

See Section 5.15.6 for final pay.

## **3.14 Employee Identification Badge**

You will be issued an Employee Identification Badge with a photo and your name and department when you are hired. Contractors who will be working on site, as well as temporary, seasonal and part-time will also be issued identification badges.

The badge is City property. It can only be used for identification purposes and for your access to City buildings. You should wear the badge when dealing with the public. If you lose or damage your badge,

immediately notify the Information Technology department for a replacement; for Police and Fire personnel, refer to your supervisor for replacements within your department.

### **3.15 References and Verification of Employment**

Information regarding the employment of all current and former City employees shall be verified only by the Human Resources department. Only the following information will be provided unless you provide a written release:

- dates of employment;
- position(s) held while employed;
- department(s) you worked in; and
- eligibility for rehire.

### **3.16 Personnel Files**

The City of Leander Human Resources department maintains a personnel file for you in locked file cabinets. Benefits and medical records are confidential and kept separately from the personnel file. It is important that accurate, current records be maintained for benefits and employment purposes. Therefore, you are expected to inform your supervisor and HR of any changes in or corrections to information recorded in your personnel files such as home address, telephone number, person to be notified in case of emergency, or other pertinent information. HR has forms that will need to be completed and signed by you for this purpose.

All information contained in the personnel file is the property of the City of Leander and is not available for review by anyone other than you, your supervisor, and the human resources department.

Some of the information in your personnel file is public information and must be disclosed upon written request pursuant to the law. **You must elect in writing for your home address, telephone number, and family members to be kept private WITHIN 14 DAYS FROM THE FIRST DAY OF YOUR EMPLOYMENT or that information will be deemed public and will be disclosed in response to open records requests.** The exception is police officers, whose addresses and telephone numbers are not public information. A form for designating this information as confidential or public is available in the Human Resources department.

#### **3.16.1 Review of Personnel File**

You or your representative designated in writing, may examine your personnel file upon request during normal working hours in the HR department. You may request copies of items or materials in your personnel file but may not remove anything from the file. If you believe that information in your personnel file is incorrect, you must submit a written request to the Director of Human Resource to change the information. If the request is granted, the human resource department will make the change in the presence of you. If the request is denied, you can ask to place a statement of disagreement in the file. This statement of disagreement will become a permanent part of your file. When a supervisor or department head requests access to the official personnel file of an employee under his or her supervision for the handling of personnel matters, the Director of Human Resources will provide access to the specific file(s).

The City considers falsification of personnel records to be a serious offense and upon discovery can lead to disciplinary action up to and including termination. All human resource records are retained as identified by our City's Record Management System, administered by the City Secretary's office.



### **3.17 Nursing Mothers**

The City provides nursing mothers a reasonable break time and a private location to express breast milk for a nursing child for one year after the child's birth. Employees who plan to express milk during work hours need to communicate with their supervisor regarding the space and scheduling needs.

Supervisors will work with the employee to provide a regular place, other than a bathroom that is shielded from view and free from intrusion from coworkers and the public to express breast milk. Human Resources have established private areas in each of the city's locations for this purpose.

To the extent that is feasible, you should use the amount of time normally allotted for breaks and lunch periods to express breast milk. If you use a break time, this is compensated (considered hours worked). There may occasionally be times when you need more than your usual amount of time to express breast milk. On such occasions supervisors may, depending on the needs of the individual worksite, allow you additional paid time, allow you to make up the additional time at the end of the work day, or use compensatory time, or available leave that can be used for such purposes, i.e. vacation leave, or holiday leave.

---

## 4.0 Workplace Behavior

---

Effective Date: 07-02-2020

Revised Date(s): 10-20-2022

### Contents

|     |                                         |   |
|-----|-----------------------------------------|---|
| 4.1 | CHAIN OF COMMAND .....                  | 1 |
| 4.2 | PERSONAL APPEARANCE .....               | 1 |
| 4.3 | ATTENDANCE AND PUNCTUALITY .....        | 2 |
| 4.4 | USE OF TOBACCO PRODUCTS .....           | 4 |
| 4.5 | UNACCEPTABLE BEHAVIOR AND CONDUCT ..... | 4 |
| 4.6 | ANTI-HARASSMENT .....                   | 6 |
| 4.7 | POSSESSION OF DANGEROUS WEAPONS .....   | 8 |
| 4.8 | EMPLOYEE ARREST .....                   | 9 |



## **4.1 Chain of Command**

In order to reduce the possibility of conflicting orders and to improve the efficiency of the workplace, the chain of command should always be respected. If you have questions or concerns, you should address them to your immediate supervisor, unless dealing with improper or illegal activities by the supervisor. In cases when the supervisor is the problem, or the supervisor is unable to address the situation, you may take your concerns beyond your supervisor.

Each department structure may vary but the intent remains the same. For example, some department/organizational structure may be under the direct command of one supervisor who establishes the accountability and the direct chain of command. You are accountable to only one supervisor at any given time in routine operations unless your department director directs his/her staff differently. It is your responsibility to determine your chain of command. You are accountable for the use or the failure to use delegated authority.

The City Manager is responsible to the City Council as a whole.

### **4.1.1 City Council to Staff**

City Council members will typically not give orders directly to you or any city employee, except when empowered to do so by an emergency proclamation. All council members normally will deal with, or direct requests through the City Manager unless he/she gives specific guidance to you.

### **4.1.2 Internal Communications**

From time to time, you may be given work instructions from or asked questions by a City employee or official outside your normal chain of command. It is your responsibility to notify your immediate supervisor promptly with all information available. Supervisors are responsible for reporting these incidents promptly through the chain of command to the City Manager. Use your best judgment to determine the priority or sense of urgency regarding the request.

## **4.2 Personal Appearance**

Your professional appearance promotes a positive, professional work environment and enhances the reputations of the City, our employees, and our work in the community. In order to keep a neat, clean and professional company image, the City of Leander requires all full-time, part-time, seasonal, temporary employees or interns to observe good habits of grooming, personal appearance, and personal hygiene.

**Personal Hygiene:** Regular personal hygiene habits are required to maintain a clean, non-odorous presence, a good professional appearance and a non-offensive work environment.

**Business Casual Attire:** Business casual dress is the foundation of our personal appearance policy. On normal business days business casual attire is required. The level of professional attire shall be based on job assignments and duties. Clothing and footwear shall be clean and appropriate and shall be in good condition. Business casual may include slacks or jeans, collared shirts with no tie, or golf or polo shirt or pants at mid-calf length. However, footwear and accessories should reflect the professional image. Dress sandals with a heel strap that do not present a hazard are appropriate.

**Formal Business Attire:** Executive staff and other employees when making presentations at or attending City Council meetings, or attending special events, presentations or when representing the City on special occasions will wear formal business attire such as a suit, or slacks, dress shirt with tie, and sport coat for men, as appropriate. During spring and summer months, men may wear a button down shirt, polo or city logo shirt with a collar, with or without a jacket. Women's formal business attire may be a dress, suit, pant suit, or slacks or skirt with blouse and jacket. Formal business attire is also appropriate wear when representing the City at a public forum either inside or outside of the City, unless casual business attire is called for.

**Uniforms:** You must wear City-issued uniforms as established for your department or position during all scheduled work hours for the City. City uniforms may be worn by public safety employees in connection with outside employment only when authorized by your department director. Wearing a uniform or article of clothing with the City logo should be limited to City-related activities such as work or City sponsored events.

Do not drink or purchase alcohol while in uniform.

**Tattoos:** In order to preserve a professional appearance and promote trust from the public, the City requires that visible tattoos must not promote racism, discrimination, indecency, violence, or sexually explicit materials.

**Inappropriate Attire:** Shoes known as slippers, "Crocs" (or similar plastic clog design), water shoes, beach sandals or flip-flops are not permitted. Inappropriate clothing includes, but is not limited to: halter tops, tank tops, strapless tops, and tops with spaghetti straps, or other revealing clothing; sweatshirts, sweatpants, or pants above mid-calf length; athletic clothing and spandex garments (unless job-related or specifically designated), cut-offs, or any garment with offensive or suggestive messages including tobacco, alcohol or profanity. Undergarments must be covered at all times, and you may not wear clothes that show midriff, chest, upper thighs or buttocks areas. Hair color must appear professional and is appropriate for the position. If in doubt, check with your supervisor.

If you violate this policy you may be sent home to change your attire. If you are sent home, you will be required to use your accrued leave (vacation or Comp time), if available, or will not be paid for time away from work.

## **4.3 Attendance and Punctuality**

### **4.3.1 General**

Absenteeism is a huge burden on overall workplace productivity and employee morale. The purpose of this section is to provide guidance in applying administrative procedures and establishing lines of communication for dealing with your absences. Supervisors should educate you so that you understand the City, and departmental policies and procedures pertaining to time and attendance. This should be done with all new employees and it is advisable to review with all your employees on a regular basis. If a supervisor feels that you may be developing an absenteeism problem, the supervisor should talk to you when a problem is first identified and make sure that you understand the importance of being reliable and the consequences if excessive absenteeism continues.



If absenteeism becomes a problem and impacts work productivity or employee morale, the supervisor should take stronger action, including closely monitoring you and maintaining documentation on the absences, reasons given for the absences and previous discussions with you regarding the absences. The supervisor may also take other action that is appropriate to the situation, including imposing corrective action, if necessary.

Absenteeism may impact your pay or be the cause of corrective action up to and including termination. Corrective action may result for the following actions:

- Taking excessive or unscheduled absences, or tardiness in reporting for work or returning from lunch or breaks. The definition of unscheduled absences: an absence is unscheduled when you do not give advance notice and receive supervisory approval prior to the scheduled shift start time. Advance notice should be at least 60 minutes prior to your starting time unless of emergency situations or depending upon your department's internal policy.
- Engaging in patterns of similar absences/tardiness situations, such as calling off work without prior authorization, leaving work early without prior authorization, or coming in later on Mondays, Fridays, around holidays, etc.
- Failing to timely notify supervisor of tardiness or absence.
- Being absent without supervisory approval.
- Failing to follow departmental call-off policies or practices.
- If you are absent without communication with the appropriate supervisor for three (3) consecutive days, or if on the 2<sup>nd</sup> twenty-four (24) hour shift, you shall be considered to have voluntarily resigned (job abandonment) as of the last date of active employment and will not be eligible for rehire.

Each department may establish written policies and procedures pertaining to tardiness that are different from this policy, except that the policy governing when sick leave may be used as set forth in this Personnel policy may not be changed. In the absence of a written departmental policy, this policy controls.

Department tardiness policies should clearly address:

- Whom to call (e.g., whether you need to speak directly with a supervisor, whether it is acceptable to text or e-mail, whether it is acceptable to leave a message at a designated number, etc.).
- Calls from friends or relative will be acceptable only if you are unable to communicate. The reason for the absence and the date and time you expect to return to work must be reported at that time, if possible.
- When to call;
- What information to provide;
- Unacceptable patterns of absenteeism/tardiness and;
- Verification (documentation) requirements;
- The consequences for ongoing incidents of violations of the attendance policy, including, but not limited to, unscheduled absenteeism/ tardiness, failure to provide required documentation, etc.

- If you are absent for more than 14 consecutive days due a medical condition, you, or your supervisor must communicate this absence to Human Resources. Additional "Leave" policies can be affected and need to be addressed by HR. Refer to "Section 6. Leave, subsection 6.2" for details.

Time off with pay is an employee benefit and not a right. Your supervisor may deny your request for time off if the absence is likely to have an adverse impact on work or other employees, or if there is a pattern of leave abuse.

Tardiness is another disruptive burden on other employees and planned business operations. You are considered tardy if you report to work after the scheduled starting time.

#### **4.3.2 Giving Notice of an Absence or Late Arrival**

Absence: Advance notice of your absence, should be given to your direct supervisor at least 60 minutes prior to your starting time by phone, email or text unless another method is required by your supervisor barring an emergency situation.

Tardy: If you are going to be tardy and can't report to work as scheduled, you should notify your supervisor no later than 15 minutes before your regular starting time. This notification does not excuse the tardiness but simply notifies your Supervisor that a schedule change may be necessary.

As a department director, you are responsible to track and maintain true and accurate attendance records for your employees. These records may be used to verify payroll and as baselines for performance.

#### **4.4 Use of Tobacco Products**

In keeping with the City's intent to provide a safe and healthy work environment, smoking, smokeless cigarettes, vaping products or the use of any tobacco products (chewing and dipping) is prohibited in the workplace including any City-owned or municipal buildings or in City-owned, rented, or leased vehicles or equipment. Using tobacco products is prohibited while interacting with the public. You may use tobacco products outdoors in designated areas or at least 20 feet from a City building entrance where proper receptacles are available when on a break.

#### **4.5 Unacceptable Behavior and Conduct**

The City of Leander expects you to adhere to the highest standards of job performance and personal conduct. **By accepting employment with the City, you have a responsibility to the City and to fellow employees to adhere to certain rules of behavior and conduct.**

Bad behavior that interferes with operations, creates safety hazards, brings discredit to the City, or is offensive to customers or fellow employees will not be tolerated. You are expected to use common sense and to conduct yourself in a professional manner.

The City of Leander expects you to act in a mature and responsible manner at all times. Some of the more obvious unacceptable activities that may be grounds for corrective action up to and including termination are noted below.



**The following is a non-exclusive list of unacceptable behavior and conduct:**

1. Willful violation of any City rule.
2. Dishonesty; willful falsification or misrepresentation on the application for employment or other work records; lying about paid time away from work or other leave; falsifying the reason for a leave of absence or other data requested by the City; alteration of City records or other City documents.
3. Any absence without notice, including unauthorized absence from the workstation during workday; establishing a pattern of excessive absenteeism or tardiness in reporting for work or returning from lunch or breaks.
4. Disregarding, or violating safety or security regulations and/or failure to wear assigned safety equipment.
5. Unsatisfactory or careless work; failure to meet production or quality standards as explained by the supervisor; mistakes due to carelessness or failure to get necessary instructions.
6. Failure to maintain and/or achieve required job standards such as certification, licensing, etc.; failure to maintain insurability under automobile policies where required as part of job duties.
7. Sleeping on the job without authorization; excessive time spend on non-work activities during work time, including, but not limited to personal conversations, excessive coffee or smoke breaks, personal use of electronic devices or media (i.e., phones, tablets, internet, e-mail, etc.).
8. Insubordination or refusing to obey instructions properly issued by a supervisor pertaining to work; refusal to help out on a special assignment.
9. Obscene or abusive language toward any supervisor, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on City premises.
10. Disclosing, or using for personal gain, information that the City has designated as confidential concerning City business, its employees, or customers.
11. Soliciting or accepting gratuities from customers or vendors.
12. Smoking where prohibited by local ordinance, City rules, or this policy.
13. Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on City premises except medications prescribed by a physician which do not impair work performance (refer to the Drug-and Alcohol-Free Workplace policy).
14. Theft of City property or the property of fellow employees; unauthorized possession or removal of any City property, including documents, from the premises without prior permission from management; unauthorized use of City equipment or property for personal reasons; using City equipment or other resources for profit.
15. Excessive, unnecessary, or unauthorized use of City supplies, particularly for personal purposes, including unauthorized use of telephones, printers, mail system, electronic mail, Internet access or other employer-owned equipment.

16. Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with other employees on the job; willfully restricting work output or encouraging others to do the same, and inappropriate use of social media pursuant to Section 13 Social Media Policy.
17. Boisterous or disruptive activity in the workplace such as throwing things, horseplay, practical jokes or other disorderly conduct which may destroy property or endanger the wellbeing of others or City operations.
18. Engaging in any form of violent or threatening behavior which includes but is not limited to harassment (See Anti-Harassment Policy), bullying, using obscene, profane, abusive, or threatening language or gestures in the workplace.
19. Possession of dangerous or unauthorized materials, explosives or firearms, on City premises or while on City business.
20. A deliberate action that is extreme in nature and is obviously detrimental to the City's efforts; engaging in an act of sabotage; willful or with gross negligence, damaging, defacing, or destroying City property, or the property of fellow employees, customers, suppliers, or visitors.
21. Conducting a lottery or gambling on City premises.
22. Being convicted of a crime that indicates unfitness for a job or presents a threat to the City or its employees in any way.
23. On or Off-the-Job Conduct that would likely impair the trust of the public and adversely affect the workplace or your ability to perform your duties, including public intoxication, illegal drug activity or other criminal activity.
24. Accumulating multiple infractions that, when looked at singly, are minor, but when reviewed together, indicate a pattern of behavior that is unsatisfactory.
25. Sexual conduct or sexual acts on city property, city vehicles, or city facilities.

The examples of unacceptable employee behavior are not intended to be an all-inclusive list. At management's discretion, any violation of City policies or when any conduct, performance, work habits, overall attitude, or demeanor becomes unsatisfactory in the judgment of the City, you will be subject to corrective action, up to and including termination of employment.

#### **4.6 Anti-Harassment**

The City of Leander does not and will not tolerate any type of harassment or abuse of you, applicants for employment, visitors or our customers. The City is committed to a work environment in which all individuals are treated with respect and dignity. You have the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the City expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment. The City encourages you to report all perceived incidents of discrimination or harassment as promptly as possible. The City will investigate all such reports. The City prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.



#### 4.6.1 Definition of Harassment

The City will take all reasonable steps to prevent discrimination and harassment from occurring. Types of harassment include:

**Sexual Harassment** For the purposes of this policy, sexual harassment is defined, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment is a form of discrimination and is illegal under federal, state, and local laws.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the City, regardless of gender or sexual orientation.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- Spoken: unwanted sexual advances or requests for sexual favors, sexual innuendoes, suggestive comments, commentary about an individual's body, sexual prowess or sexual deficiencies, jokes of a sexual nature, whistling, graphic commentaries, suggestive or insulting sounds, sexual propositions, or threats
- Unspoken: sexually suggestive objects or pictures, whistling, leering, or obscene gestures
- Physical: unwanted physical contact, which includes touching, pinching, or brushing against the body

**Non-Sexual Harassment.** Under this policy, harassment is verbal or physical conduct that belittles or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, military status, citizenship, work related injury or illness, disability or genetic information. Harassment is further defined as (1) having the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) having the purpose or effect to unreasonably interfere with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Harassment based on any protected characteristic is strictly prohibited.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; repeatedly violating someone's "personal space"; bullying, threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed anywhere on the employer's premises or circulated in the workplace.

#### **4.6.2 Application of Harassment Policy**

These policies apply to all applicants and you, as an employee, whether related to conduct engaged in by fellow employees or someone not directly connected to the City (e.g. an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

#### **4.6.3 Reporting of Harassment**

Should you experience, witness or become aware of sexual or non-sexual harassment, report it immediately to your supervisor and/or Human Resources. Human resources will promptly investigate any claims of harassment and take appropriate action.

The city is responsible for taking prompt and corrective action to address sexual harassment upon learning of the incident that could constitute sexual harassment. However, Chapter 21 of the Texas Labor Code, sections 21.141 and 21.142 have expanded sexual harassment protection to all employees. It is important for managers, supervisors and shift leaders, who manage or supervise employees on behalf of the employer, and potentially others who work in the interest of the employer, to understand that they can be held individually liable for sexual harassment claim.

Employees have 300 days from the date of sexual harassment incident to file a claim with the Texas Workforce Commission is up to 300 days.

Refer to the Policy Manual Section 11, Complaints and Grievances, for additional information and procedures.

#### **4.7 Possession of Dangerous Weapons**

This policy does not apply to commissioned police officers.

The City strives to provide a safe and secure working environment for all. Except as provided otherwise in this section, employees may not carry weapons while on duty. Prohibited weapons include, but are not limited to: firearms, clubs, explosive devices, knives with blades exceeding 5 ½ inches. You should not have any expectation of privacy and the City retains the right to search for prohibited weapons on City property.

The City permits employees licensed to carry a handgun under Texas law to carry a handgun into a City facility, in a City vehicle, or stored in their locked personal vehicle that is parked on City property, or on the employee's person while on duty as a City employee, unless otherwise prohibited by state or federal law, subject to the following requirements of this section.



The handgun must be concealed at all times and carried in a holster that completely covers the trigger and entire trigger guard area. If a handgun is carried in a purse, backpack, or briefcase, the purse, backpack, or briefcase must be on or about the holder's person at all times or stored in a locked, secured location. Employees may not use their handgun while performing their official duties and the City is not liable for an employee's conduct involving a handgun. Employees are responsible for complying with all applicable laws, including without limitation, Subchapter H, Chapter 411 of the Texas Government Code and other applicable civil and criminal laws. Employees must maintain their handgun license as valid and in good standing at all times. This policy does not authorize a license holder to carry a handgun in any facility or property where the possession of such is prohibited by state or federal law. In the event the employee's handgun license is revoked, suspended, expired or otherwise invalid for any reason, the employee must immediately cease possessing or carrying a concealed handgun while at work.

Employees are prohibited from the open carry of any handgun while on duty or in City Vehicles.

#### **4.8 Employee Arrest**

You are subject to duty restrictions, corrective action and up to and including termination for act(s) prohibited by law and/or resulting in charges being filed, arrest or confinement.

##### **4.8.1 Notification**

You are required to notify your supervisor upon being arrested, or when criminal charges are filed against you for a misdemeanor or felony offense within 72 hours of the event. The 72-hour time frame applies even if the event occurs on your days off, including a weekend or holiday. If you fail to report the arrest or criminal charge or if sufficient facts are available to determine that your actions in relation to the arrest or criminal charge violates our general rule of conduct and policies, you may be subject to correction action or up to and including termination.

If you are unable to report to work or timely notify your supervisor because of arrest or incarceration, an adult family member, local law enforcement or your legal representative may report on your behalf. You will be placed on paid administrative leave until notified further.

If you are unable to be released or you have failed to notify your supervisor after three workdays/shifts, you could be considered to have abandoned your position, which may result in a separation from the City.

If you are released, you will need permission to return to work. Contact your supervisor for direction.

##### **4.8.2 Reporting of Information**

The following facts shall be provided to the supervisor/Human Resources when reporting the event, if known:

- a. Name of the jurisdiction or authority, such as police or sheriff's department;
- b. Location of alleged offense;
- c. Nature of the alleged offense;
- d. Date and time of arrest or criminal charge;
- e. Release status, such as being held without bail, release pending, or bond posted;
- f. If known, the court date or appearance before a magistrate.

---

## 5.0 Compensation and Pay Administration

---

Effective Date: 07-02-2020

Revised Date(s): 10-20-2022

### Contents

|      |                                                                |    |
|------|----------------------------------------------------------------|----|
| 5.1  | DEFINITIONS OF PAY AND LEAVE BENEFITS .....                    | 1  |
| 5.2  | DEFINITIONS OF PAY STATUS .....                                | 1  |
| 5.3  | CLASSIFICATIONS .....                                          | 1  |
| 5.4  | OFFICIAL SCHEDULED WORK TIME .....                             | 4  |
| 5.5  | ATTENDANCE .....                                               | 5  |
| 5.6  | REPORTING TIME .....                                           | 6  |
| 5.7  | OVERTIME PAY/COMPENSATORY TIME .....                           | 6  |
| 5.8  | PAY PROCEDURES .....                                           | 8  |
| 5.9  | WAGE DEDUCTION AUTHORIZATION .....                             | 9  |
| 5.10 | PAY PLAN .....                                                 | 10 |
| 5.11 | JOB DESCRIPTION .....                                          | 10 |
| 5.12 | POSITION-SALARY ANALYSIS PROCESS .....                         | 11 |
| 5.13 | ESTABLISHING PAY RATES .....                                   | 11 |
| 5.14 | PAY RATE CHANGES .....                                         | 12 |
| 5.15 | PAY DURING ACTION FORMS .....                                  | 12 |
| 5.16 | LONGEVITY PAY .....                                            | 15 |
| 5.17 | CERTIFICATION PAY .....                                        | 15 |
| 5.18 | ON-CALL OR SPECIAL CONDITIONS FOR NON-EXEMPT .....             | 16 |
| 5.19 | BREAKS AND MEAL PERIODS .....                                  | 16 |
| 5.20 | OTHER CONDITIONS THAT AFFECT PAY .....                         | 17 |
| 5.21 | CITY VEHICLE USE WHILE ON-CALL .....                           | 18 |
| 5.22 | CAR ALLOWANCE .....                                            | 18 |
| 5.23 | MILEAGE REIMBURSEMENT .....                                    | 19 |
| 5.24 | HOURS NOT COUNTED AS TIME WORKED IN OVERTIME COMPUTATION ..... | 19 |
| 5.25 | TIME NOT WORKED .....                                          | 19 |
| 5.26 | PAY POLICY DURING DISASTER AND DEPLOYMENTS .....               | 19 |



The City of Leander complies with federal and state laws or regulations “as amended and the City will use the most current guidance for any interpretations or changes”. In the event of a conflict between applicable federal or state laws and this policy, the applicable state and/or federal law will control. The Fair Labor Standards Act (FLSA) sets the federal minimum wage and also sets the overtime pay standards. FLSA requires employers to pay eligible workers one and a half times their regular pay rate if they work more than 40 hours in a workweek.

It is the policy of the City of Leander to accurately compensate you in compliance with the applicable federal and state laws. Although public employers are exempt from the Texas Payday Law (Chapter 61 of the Texas Labor Code), we support many policies set forth in the law. To ensure that you are properly paid for all time worked and that no improper deductions are made, you are responsible to report all of your work time, review your pay stubs, and report any errors you have identified to the Payroll department. Your inquiry will be reviewed and any errors will be corrected as soon as possible.

### **5.1 Definitions of Pay and Leave Benefits**

- **Pay Benefits:** Benefits that are paid to you by the city above and beyond your pay for time worked. Examples include, but are not limited to pay for: certifications, education, language proficiency, special duty assignment, clothing allowance, phone allowance, car allowance, longevity and stipends.
- **Leave Benefits:** Paid time off provided to you by the City. Examples include, but are not limited to sick leave, vacation leave and holiday time.
- **For Special Holiday Provisions for Commissioned Police, Telecommunications and Uniform Fire Personnel (including cadets and trainees):** refer to Section 6.7.1 of Leave Benefits for additional information on the holiday bank.
- **For Military leave:** refer to section 6.11.2 Military Leave for information on the Military Leave Bank.

### **5.2 Definitions of Pay Status**

- **Active Pay Status:** You are considered to be in “Active Pay Status” if you are currently and actively working and fulfilling the conditions that make you eligible to receive pay, accruals and benefits. In this status you will receive Pay Benefits and Leave Benefits as defined above.
- **For On-Job Injury:** You are considered to be in “Active Pay Status” and will receive the Pay and Leave Benefits as defined above if you are on approved leave for an on-the-job injury or illness.
- **Inactive Pay Status:** You are considered to be in “Inactive Pay Status” if you have not worked at least one hour in twelve consecutive weeks.
- **When in an Inactive Pay Status-** your Pay benefits and Leave Benefits will be discontinued until you return to work. You will only have the ability to use your accrued Leave Benefits balances.
- **Longevity pay** will be awarded upon your return from Inactive Pay Status, if applicable.

### **5.3 Classifications**

The City classifies employees as full-time, part-time, temporary and as exempt (salaried) or non-exempt (hourly) to assist in compensation administration. In addition, the City may supplement the regular workforce, as needed, with other forms of flexible staffing such as seasonal employment.

#### **5.3.1 Regular, Full-time Employee**

A regular full-time employee is an individual who works a normal 40-hour workweek, or 2080 hours annually in a full-time budgeted position and is hired for an indefinite period and eligible for all City benefits. A full-time employee may be classified as exempt or nonexempt.

#### **5.3.2 Licensed Police Officers**

A full-time officer shall work 80 or more hours in a fourteen (14) day period for fifty-two 52 weeks per year.

#### **5.3.3 Commissioned Firefighters**

A full-time firefighter averages at least 56 hours per week.

#### **5.3.4 Regular, Part-time Employee**

An individual who works less than a 40-hour workweek and is hired for an indefinite period and may be classified as exempt or non-exempt. A part-time employee normally has set scheduled work hours that are less than 40 hours per workweek and typically not eligible for City benefits. Two exceptions may apply:

- Employees which meet the "hours worked threshold" as defined by PPACA are eligible for medical only. No other City benefits apply or,
- Employees that work at least 1,000 hours annually are required to enroll in our retirement system, TMRS.

Refer to Section 8 Benefits for further information.

#### **5.3.5 Variable Employee**

An individual whose average hours worked are unknown at the time of hire.

#### **5.3.6 Temporary Employee**

An individual who is hired through a Temporary Hiring Agency either part-time or full-time for a specified, limited period (no longer than 6 months) and are paid hourly. This person is not considered an employee.

#### **5.3.7 Temporary Seasonal Employee**

A temporary seasonal employee is an employee who is in a position for which the customary annual employment is 6 months or less. Hours worked will be tracked for ACA purposes. Non-exempt (Hourly). The seasonal employees are not eligible for any City benefits, except those required by law, and are required to re-apply each successive year for continued employment consideration.

#### **5.3.8 Non-exempt (Hourly) Employee**

An individual who is covered by minimum wage and overtime provisions of the FLSA. You will be paid overtime or receive compensatory time for each hour worked in excess of 40 hours per week. Non-exempt employees are paid by the hour.



#### **5.3.9 Exempt (Salaried) Employee**

An individual who is exempt from (not covered by) the minimum wage and overtime provisions of the FLSA/ or compensatory (comp) time or on-call/call back pay. The Department Director/Head has the authority to occasionally flex your hours for special cases, such as excess time spent on projects, programs or like situations. Federal law provides for exemptions for positions, which meet the criteria for Executive, Administrative and Professional exemptions.

#### **5.3.10 Non-Employee**

Individuals that are not considered employees include temporary employee (5.3.6), contractors, volunteers, members of an appointed board or commission, or members of the City Council.

#### **5.3.11 Contractor**

An independent entity that agrees to furnish a certain number of goods, material, equipment, personnel, and/or services that meet or exceed stated requirements or specifications, at a mutually agreed upon price and within a specified timeframe to the City. A contractor for the City usually determines their own work schedule, utilizes their own equipment, and the job is temporary, not regular in nature. This individual is not considered an employee.

#### **5.3.12 Interns**

From time to time, a department may have a need for a temporary assignment for an Intern. An Intern is a person who works as an apprentice or trainee receiving training for their own educational benefit. This temporary assignment is for a fixed term or to perform a specific task and may be dismissed at will at time any during this temporary period. The student must be at least eighteen (18) years of age. A student intern under age eighteen (18) must be approved by the City Manager and have written permission from a parent or guardian. An internship will not displace regular employees and will be closely supervised. The intern is not necessarily entitled to a position with the City at the conclusion of the internship.

A department seeking an intern shall notify Human Resources to follow the proper procedures for approval of an intern. An intern position can be unpaid or paid depending on City funding and approval by the City Manager.

Interns are considered a temporary seasonal employee for ACA purposes. Hours worked will be tracked. The Interns are not eligible for any City benefits, except those required by law. Refer to Section 5.3.7, Temporary Seasonal Employee.

## **5.4 Official Scheduled Work Time**

### **5.4.1 Normal Business Hours**

The hours during which City offices and departments are open for business is determined by the City Manager. The City establishes the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law. All City offices shall remain open continuously from 8:00 a.m. until 5:00 p.m. Monday through Friday, except on designated holidays or when the City Manager's office approves an exception. Whenever possible, offices shall remain open during the lunch period (typically between 11:00 a.m. and 2:00 p.m.) staggering individual lunches according to specified requirements of your department. On rare occasion, the City Manager will close the non-public safety departments during a lunch period. Notification of temporary closure will be posted in advance.

### **5.4.2 Work Week**

- **Regular Employees** - A workweek consists of 7 consecutive 24-hour periods that equal 168 total hours. The normal workweek begins on Saturdays at 12:00 a.m. through the following Friday 11:59 p.m. and consists of 40 hours for a regular employee. All work schedules are developed with the best interest of the City and protection of the public welfare in mind. Each workweek stands alone and workweeks cannot be averaged. For example, if you work 30 hours one week and 50 hours the next, you must be paid overtime or comp time for the 50-hour week even, though the average between the two weeks is 40 hours a week.
- **Police Officers** - The normal work schedule for Police Officers is eighty (80) hours within a fourteen (14) day work cycle. The work schedule is set by the Police Chief.
- **Telecommunication Personnel** - The normal work schedule varies per shift and week. This is necessary because Telecommunications are open 24/7 through-out the year for responding to 911 calls.
- **24/48 Hour Firefighters** - Under the FLSA Special 7(k) rules of 29 USC 207(k), the City has chosen a 28-day cycle with a 212-hour threshold (with 24-hour shifts) for determining eligibility for overtime for Fire Department personnel engaged in fire protection. This is subject to change to meet the needs of the department as defined by the Fire Chief.

### **5.4.3 Work Day**

The normal workday is 8, 10, 12 or 24 hours of work within a 24- hour period with an unpaid meal period of at least 30 minutes (See Section 5.19 Breaks and Meal Periods for further information). Each department may determine its typical workday based on the needs of the department.

### **5.4.4 Work Schedule**

Your Department Director schedules and informs you of your daily work schedule, including meal periods and rest breaks, and of any changes that are considered necessary or desirable by the City. Your Department Head will attempt to provide appropriate notice when changes to your schedule occur.



#### **5.4.5 Changes in Work Schedules**

Changes to your designated work schedule may be permitted with approval, in writing, by your Department Head. Human Resources will retain the written approval, which shall remain in effect until changed through another written notification. Your supervisor shall notify you of any changes to your work schedule as far in advance as possible.

If you are a full-time employee who begins regularly working fewer than 40 hours per week, you will no longer be eligible for benefits. (One exception may be medical benefits if working 30+ hrs. per week.) Accrued vacation, banked holiday hours and compensatory hours will be paid out at the regular rate of pay upon the effective date of such a change. Sick leave, group insurance and retirement plan contributions will be terminated (with one exception: if PT employee is TMRS eligible position, working 1000 hours in a calendar year, retirement plan contributions will continue for TMRS).

If you change status from temporary or part-time to full-time you will be considered as hired on the date of the change of status for purposes of eligibility for benefits. Retirement benefit eligibility is governed by the terms of the retirement plan.

#### **5.4.6 Scheduling Overtime**

Department managers may schedule overtime or extra shifts as necessary. You may not work overtime without approval of your supervisor or department manager. If you are a regular non-exempt employee, only hours worked in excess of forty (40) during a workweek will be counted as overtime for the purposes of overtime compensation. For example, if a city holiday falls during the week you will have to "actually work" in excess of 40 hours during the remaining four days of the week for the time beyond 40 hours to be considered OT. Leave time (sick, vacation and holiday, etc.) are not counted in OT calculations.

#### **5.4.7 Making Up Time**

Department managers, at their discretion, may allow you (non-exempt employees) to make up lost time during a given workweek. However, make up will not be allowed to cross over into the next workweek. You will not be allowed to make up time if the lost time is the result of conditions that you could control, if there is no work you are qualified to do, or if supervision is not available.

### **5.5 Attendance**

Employees should report to work as scheduled.

Accurate records of your attendance (non-exempt) shall be maintained in your department. Excessive unauthorized tardiness and/or absenteeism will not be tolerated, and may lead to corrective action, up to and including unpaid suspension or termination.

Non-exempt (hourly), are expected to work the full work period established.

Exempt (salaried), are expected to be at work or accessible at such times as will permit them to perform their duties efficiently and to serve the public and assist co-workers in a timely-manner.

Participation in a city sponsored event (i.e. wellness fair, holiday luncheon) is considered time worked. Supervisor approval is required prior to attending event.

## 5.6 Reporting Time

The City expects you to follow your assigned work schedules unless you have made prior arrangements with your supervisor to work at different times. If you are an hourly employee, you should not clock in prior to your assigned starting times, or out later than your assigned ending times, unless you have been instructed by your supervisor. Likewise, you should not clock in until you are ready and prepared to begin your assigned tasks, and should not clock out unless you are completely finished with your work for the day.

You must fully and accurately record all time that you work each day, without exception, according to the rules and procedures that apply in your department. You may not alter or otherwise modify your time record, record work time for another employee, or alter or modify in any way the time record for another employee, unless specifically instructed by your supervisor. At the end of the pay period, you must document an accurate record of all the time worked during that pay period and that no hours were worked that do not show up in the record. Each department may have different methods for recording the time, so it is your responsibility to follow your departmental procedures.

Any violation of this may lead to corrective action, up to and potentially including termination, depending upon the severity or repeat nature of the offense.

## 5.7 Overtime Pay/Compensatory Time

### 5.7.1 Compensatory Time Agreement

Compensatory (e.g. Comp) is the time off received by you when you have worked extra hours instead of receiving overtime pay.

Overtime for a non-exempt individual shall be compensated either in the form of compensatory time off, overtime pay (if included in annual budget) or a combination of both. The acceptance and continuance of City employment is considered consent to receiving overtime compensation in the form of compensatory time. The department head is the final authority for determining the method of compensation used and shall take into account the department's overtime budget and operational demands. Overtime Scheduling

If you anticipate the need for overtime to complete the week's work you must notify your supervisor in advance and obtain approval before working hours that extend beyond your normal schedule. In other words, THERE IS NO OVERTIME WITHOUT PERMISSION.

### 5.7.2 Special Overtime City Manager Approved

From time to time, the City Manager will establish a list of various situations or particular events that will be compensated at overtime rates regardless of other hours worked. In these instances, the City Manager is the only one with authority to grant these overtime exceptions; otherwise the city follows FLSA standards.

### 5.7.3 Overtime Hour Calculation

Regular non-exempt: Overtime is calculated for hours actually worked in excess of 40 hours in a seven-day workweek. Time not worked will not be considered for the purpose of overtime. The following leave times are examples of time not worked for the purpose of overtime computation: vacation, personal leave, jury duty, sick leave, holiday pay, military leave, bereavement leave, or unpaid administrative leave.

Your overtime rate is calculated using your regular rate and your "Pay Benefits" as defined in Section 5.1.



Example: Non-exempt John takes vacation on Monday and asks to use 8 hours of vacation leave. He then works 8 hours per day Tuesday through Saturday. In this situation, he is not owed any overtime because he *performed work* for only 40 hours that week. He should be paid all 48 hours at straight time.

However, if John schedules vacation on Monday and asks to use 8 hours of vacation leave, then works 9 hours per day Tuesday through Saturday, he would be owed 5 hours of overtime because he *performed work* for 45 hours that week. He is to be paid 48 hours at straight time and 5 hours at his overtime rate.

Police: Police officers must work more than 80 hours per a 14-day work cycle to be eligible for overtime. This is subject to change to meet the needs of the department as defined by the Police Chief.

Firefighters: Overtime is paid every 14 days. For 24/48 Firefighters, any hours worked over 106 is considered overtime. This is subject to change to meet the needs of the department as defined by the Fire Chief.

#### **5.7.4 Compensatory Time Calculation**

Comp time shall be credited at the rate of one and one-half (1.5) hours for each one hour of overtime worked. Your supervisor may require you to use accrued comp time. In addition, the City may choose to pay out accrued comp time at any time.

#### **5.7.5 Maximum Compensatory Time Earned**

The City reserves the right to require you to use accumulated Comp Time before using vacation hours. This may become important when a firefighter permanently moves from a 2912 to 2080 schedule, resulting in a lower vacation accrual rate and, therefore, a lower vacation accrual maximum. When the change in vacation accrual rate would result in a loss of vacation hours, those hours are moved to Comp Time.

#### **5.7.6 Scheduling Use of Earned Compensatory Time**

As with other types of accrued leave, your supervisor must approve the use of comp time in advance to ensure such use does not unduly disrupt operations. If you have accrued compensatory time and request use of the time, you shall be permitted to use the time off within a "reasonable period" of time after making the request, if it does not unduly disrupt departmental operations and has prior supervisory approval. (Comp time earned during one pay period is available in your leave bank and is available to use in the following pay period).

If you are reclassified from a non-exempt to an exempt, and have earned comp time but have not taken it, those comp hours will be paid out to you.

#### **5.7.7 Time Entry**

Enter your actual time worked accurately; our time entry system will automatically calculate your overtime hours. At the end of each pay period you will need to allocate any overtime as either Compensatory Time or Overtime, as approved by your supervisor. Our payroll system will automatically credit compensatory time at a rate of one and one-half hours for every overtime hour worked.

Example: If you worked 45 hours Monday through Thursday you would need to input those hours into our time-entry program so that the comp time can be accrued. You would earn 7.5 hours of comp time. You would not need to work on Friday, however, if your supervisor approved it as time off. Our payroll system should always reflect what actually happened.

OT form shows 5 hours comp time earned. 7.5 hours will actually show in your Comp bank and will be available for use in the next pay period.

## **5.8 Pay Procedures**

The City of Leander is committed to accurately compensating you in compliance with all applicable state and federal laws including the federal Fair Labor Standards Act (FLSA). To ensure that you are properly paid for all time worked and so that no improper deductions are made, you must correctly report all work time and review your pay stub to identify any errors.

### **5.8.1 Biweekly Payroll Process**

The City normally operates on a bi-weekly payroll system in a manner that complies with state and federal laws and regulations. You will typically be paid by direct deposit on a regular basis every two (2) weeks on Friday for each 14-day period. If the payday falls on a holiday or weekend, deposits will occur on the last working day preceding the holiday or weekend.

If your employment starts in the middle of a pay period, you will be paid for the total actual hours worked during that pay period.

### **5.8.2 Direct Deposit**

The City utilizes direct deposit for payroll and assumes you have access to a bank account for that purpose. If you are unable to secure one, you will receive a paper check until you obtain a bank account.

A copy of your pay statement showing gross pay, deductions and net pay will be emailed to your City email.

### **5.8.3 Errors in Pay**

*It is your responsibility to review your paystub every pay period.* By receiving and reviewing your paystub, this is your surety that you were paid properly and for the actual time worked.

This City takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid promptly on the scheduled paydays.

In the unlikely event that there is an error in the amount of the pay, you must promptly bring the discrepancy to the Payroll department so the corrections can be made as quickly as possible. If you have been underpaid, the City will pay you the difference as soon as possible. If you have been paid in excess of what you have earned, the City will recover the overpayment as soon as possible. You are not entitled to retain any pay in excess of the amount you earned according to the agreed-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid.

Pay errors may occur on occasion, but realize that they are not intentional and your understanding is greatly appreciated. If a pay error occurs, please be on notice that it must be corrected.



#### **5.8.4 Changes in Status Affecting Payroll**

You are responsible for obtaining, completing, and returning the appropriate forms to communicate any change in your address, family's status, or any other factor affecting your payroll withholding or benefits status. To ensure the most accurate payroll process, you should complete the change documents as soon as possible.

#### **5.8.5 Loans/Advances**

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

### **5.9 Wage Deduction Authorization**

You understand and agree that the City may deduct money from your pay from time to time for reasons that fall into the following categories described below. While some types of deductions are fairly predictable and straightforward, many other kinds of deductions are extremely complex and restricted. The City will make every effort to advise you when an out of the ordinary deduction applies.

All applicable taxes will automatically be deducted. No other deductions will be made unless required by law, required by a court or authorized by you. If you elect to have additional voluntary deductions, you must authorize the deductions in writing. Deductions will be made from your pay as follows, and if applicable:

1. Federal Social Security and Medicaid
2. Federal income taxes
3. Court ordered child support
4. Any other deductions required by law
5. Texas Municipal Retirement System contributions (for regular full-time and covered part-time)
6. Your contribution portion not paid by the City group health/medical, dental, life, or supplemental insurance premiums for you and your dependents as a result of Open Enrollment elections or a life qualifying event
7. Supplemental deferred compensation (i.e. 457)
8. Any deductions authorized by you and approved by the City Manager
9. Any overpayment of wages for any reason, repayment of such overpayments to the City
10. The cost of repairing or replacing any supplies, materials, equipment, or other property that you may damage (other than normal wear and tear), lose, fail to return or take without appropriate authorization from the City during employment or upon separation from the City.

#### **5.9.1 Exempt Employee Pay/Deductions**

If you are an exempt employee, you are paid a predetermined amount (flat salary rate) because of your positional duties, responsibilities, and level of decision-making authority and are exempt from the overtime provisions of the FLSA. You are expected to work whatever hours are necessary to accomplish the goals and deliverables of your exempt position.

Under principles of public accountability for tax money, the City may dock your pay (if you are an exempt employee) for an absence of less than a day without you losing your exempt employee status, as long as the absence is due to personal or health-related reasons, you are out of paid leave, or you have been denied permission to use the paid leave and you take leave (29 C.F.R 541.710.)

If you are an exempt employee, the City may deduct from your salary for less than a full day for the following:

1. Fees received by you for jury or witness duty or military leave may be applied to offset the pay otherwise due to you for the week. No deductions can be made for failure to work for these reasons, however.
2. Suspension of work imposed as a result of significant safety violations.
3. Unpaid disciplinary suspensions of one or more full days for violations of workplace conduct rules.
4. Deductions for unpaid leave taken in accordance with a legitimate absence under the Family Medical Leave Act.
5. Absences for sickness or personal leaves.

The City may pay a proportionate part of your full salary for the time actually worked in the first and last week of your employment. See 29 CFR 541.602(b) (6).

### **5.10 Pay Plan**

The City Council also adopts the City's operating budget which includes a pay plan covering all City positions. The pay plan provides a complete inventory of all job positions and systematically classifies each job into an appropriate pay grade. Each pay grade has an assigned minimum and maximum salary range. Your salary, typically, should not be greater than the maximum for the pay grade of the position. Conversely, your salary should not be less than the minimum for the pay grade of the position. Exceptions do occur occasionally.

This pay plan is maintained by the Human Resources Department. The City Manager may request HR to render classification reviews of whole departments, of occupational groups located in various departments, or may audit individual positions.

### **5.11 Job Description**

Each position contained on the pay plan has an associated job description. A job description is a document that clearly stated the essential job requirements, job duties, job responsibilities.

A job description is a necessary tool which has many uses such as:

- Used to establish titles and pay grades within the pay plan
- Provides the employee with a comprehensive picture of the role
- Is used by management to measure an employee's performance during evaluations
- Provides physicians with job requirements to assist in identifying physical restrictions prior to "return to work" situation
- Useful when crafting potential reasonable accommodations
- Used to advertise open positions

A job description includes: Job Title, Job Number, Department FLSA Category, Salary Range, Reporting Structure, Essential Duties and Responsibilities, Supervisory Responsibilities (if applicable), Required Education/Experience, Certifications/Licenses, Core Competencies, Physical Demands and Working Environment.



#### **5.11.1 Reclassification Process**

Each year during the budget process, each department may use this opportunity to make requests for restructuring a current position or a need for a new position. Only on rare occasions will requests be granted outside of the budget process.

1. The reclassification of a position is defined as an existing position that is currently within the pay plan and is placed into a new classification (i.e. moved to a new salary range) due to:
  - a. A change in essential job functions (i.e. duties and responsibilities), or
  - b. A change due to market conditions.
2. A position can be reclassified either up or down the salary structure depending on the addition or reduction of essential job functions and/or market conditions.
3. Individuals in positions that are reclassified to a higher-grade range, shall receive an increase. Exceptions must be approved by the City Manager.
4. If a reclassification study indicates that a position shall be classified at a lower salary range, the individual(s) shall remain at the current salary, until a rate for the pay grade range equals or surpasses their rate, or unless otherwise determined by the City Manager.
5. Title changes and minor changes in job descriptions may not warrant a change in classification.

#### **5.12 Position-Salary Analysis Process**

Requests for review will coincide with the annual budget process to ensure any changes to personnel costs can be addressed at that time. If unforeseen circumstances arise during the fiscal year, requests for review will require prior approval from the City Manager before initiating the review.

- The Department Head will submit a request to Human Resources to analyze a position. The request must include: a draft of the job description, comparable job descriptions and salaries and any pertinent information concerning the position. The information submitted must be precise, detailed and up-to-date.
- Human Resources will focus on the actual position and job classification, not the person, personality, or performance. The changes requested must be applicable to not only the current employee but must also serve as minimum requirements for future employees.
- Upon completion of the Analysis, Human Resources will forward a written recommendation to the Department Head. The Department Head will forward the reviewed information to the City Manager for consideration.
- If the recommendation is approved by the City Manager, the Department Head will provide Human Resources with the written approval so a job number can be updated on the job description, the pay plan, and the new position will be updated in other systems.

#### **5.13 Establishing Pay Rates**

All compensation policy decisions must take into consideration the City's overall financial condition and competitive position. All compensation decisions must ensure the process is fair, equitable, nondiscriminatory and competitive.

The City Manager has the ultimate authority to approve all compensation decisions. The City Manager may delegate this process to the Department Director with the advice and consent of the Human Resources Director.

**Starting pay rate** –Typically, the starting pay rate is at the minimum rate of the pay range for the position. However, the individual's abilities, experience and training may justify a starting rate below or above the pay range minimum. City Manager's approval is required.

**Part-time, Temporary and Seasonal Pay Rates** - The pay rate for part-time, temporary or seasonal individuals will be established by the Department Director based on pay ranges and current pay rates of similar positions in the current pay plan.

## **5.14 Pay Rate Changes**

### **5.14.1 Funding**

Funding for salary plan adjustments are determined by the City Council and the City Manager during the budget process. Finance and Human Resources departments will coordinate the implementation of salary plan adjustments following City Manager's direction.

### **5.14.2 Cost-of-Living Adjustments**

The entire pay plan may be increased by a specific percentage as approved through the budget process. You will remain in the same pay grade as previously assigned, but the salary for that grade will be increased by the approved amount.

### **5.14.3 Increase**

An increase adjustment to an individual's base pay while remaining in the same pay grade. This is done to recognize outstanding performance over a sustained period of time. The base pay may not be increased beyond the maximum for the pay grade of the position. An increase in pay decisions are based on the supervisor's recommendation along with the employee's performance evaluation. The City Manager must approve all increases.

### **5.14.4 Performance Management (Annually)**

Annually, a performance evaluation is given to you by your supervisor. If you receive a satisfactory rating, you will a merit increase. If you receive an unacceptable rating, and subsequently improve your performance, it will be up to your supervisor to determine if your improvement is warranted at that point or you must wait until the following annual evaluation period to be eligible for any additional performance-based increase. Exceptions may be addressed with the City Manager.

### **5.14.5 Performance - New Employee**

Once you have successfully completed your introductory period with a satisfactory written performance evaluation, you may be eligible to receive an increase, based on your performance (there are no guarantees for an increase). Any increases are determined on a case-by-case basis with the approval of the City Manager.

## **5.15 Pay During Action Forms**

**ALL PAY CHANGES WILL BE EFFECTIVE AT THE BEGINNING OF A PAY PERIOD FOLLOWING THE APPROVAL OF THE CHANGE.**



### **5.15.1 Promotions**

You are encouraged to seek advancement opportunities and to obtain promotion and career guidance from your supervisor, department manager, and Human Resources.

Promotional increase – When your duties and responsibilities substantially increase or you are moved into a position in higher salary grade you may receive an applicable base salary increase. Promotional increases are granted without regard to cost-of-living factors or longevity. If you are promoted to a higher range and your current salary is beyond the minimum of the new range, then typically you will receive a % increase.

**All promotions will become effective with the beginning of the pay period after the promotion has been approved.**

### **5.15.2 Transfers**

The City may require you to make either a temporary or permanent transfer to accommodate the organization's business needs. The City attempts to limit the number and duration of temporary transfers that it requests of you.

When you transfer to a job within the same salary grade, you will continue to receive your existing rate of pay. If you are transferred to a higher salary grade, you will be considered for an increase if the current salary is below the minimum of the new salary range. If you transfer to a lower salary grade, you may continue at your current rate if it is within the limits of the new position's salary range. However, your rate may be reduced to a rate that remains within the new position's salary range.

### **5.15.3 Demotions (Pay Reductions for Disciplinary Reasons)**

In most cases, a demotion will result in a salary decrease. The pay rate after the demotion is determined based on the reasons for the demotion. Pay rates shall never be reduced below the federal minimum wage.

### **5.15.4 Reclassification**

If a reclassification of a position results in a promotion, the pay rate increase shall follow the procedure in Section 5.15.1.

### **5.15.5 Change in Classification Status**

If you are in a full-time position and you move to a part-time position, you will forfeit your sick leave balance. Any accrued holiday or vacation leave will be paid out.

If you were in the part-time position for 1 year or less (after having served in a full-time position):

- The following will be reinstated upon you moving back to a full-time position based upon length of service from your original hire date:
  - The rate of sick leave accrual
  - The sick balance that was forfeited when you moved to the part-time position
  - The rate of vacation accrual
  - Longevity
  - Certification pay if it is appropriate and license is valid
- You will not be able to take vacation during the first 6 months of your new full-time position.

If you were in the Part-time position for over 1 year, there will be no proportional reinstatement as you transfer to the new full-time position for your sick, vacation, longevity and certification pay; you will be classified as a "new hire".

#### **5.15.6 Final Pay at Termination or Retirement**

The City is not obligated to keep you employed through your resignation date. If you quit without notice midway through the workweek you will only be paid for actual time worked. For salaried employees your salary will be prorated based on the number of days you actually work in your final pay period. Unused paid leave can be used during your final pay period with written approval from your immediate supervisor and the Department Head/Chief.

Your final pay will be paid on the normal pay date for the pay period. Your final check will include:

1. Pay for all hours worked, including any earned overtime
2. All regular "Pay Benefits" (including, but not limited to: certification pay, stipends, and allowances). At no time may your pay for certification(s), stipend(s) and/or allowance(s) exceed 24 pay periods in a calendar year.
3. Pay for any unused compensatory time
4. Pay for any unused vacation time up to twice your annual accrual rate unless
  - a. your termination is the result of malicious, intentional or grossly negligent action on your part with respect to the property or asset of the City
  - b. you have not successfully completed your probationary period
5. Pay for unused holiday time unless your termination is the result of malicious, intentional or grossly negligent action on your part with respect to the property or asset of the City
6. Only for commissioned police officers and uniformed firefighters and communications:
  - a. Refer to section 6.7.1 for special provisions of holiday pay when you terminate employment.
  - b. Your longevity payment will be pro-rated based upon the number of months that have elapsed in the current year at the time of your termination of employment.
  - c. If you leave employment at any time of the year, any unused holiday hours will be paid based upon the number of holidays that have elapsed during the calendar year up to your termination date. If you leave employment and have used holiday leave that exceeds the number of holidays that have elapsed during the calendar year up to your termination date, then the excess shall be deducted from your vacation leave bank, but in no case shall the deducted amount be more than your vacation leave amount.

Maximum sick leave payout is 480 hours. Sick leave is NOT paid upon termination unless:

- You are eligible to retire from TMRS and have at least 10 years of service with the City, or
- You die while an active employee and have worked at least 10 years with the City, or
- You have at least 10 years of service with the City and are granted a retirement or a disability allowance by Texas Municipal Retirement System ("TMRS") or Social Security Administration ("SSA")

The final check will also include required deductions, if applicable, which may include but not be limited to:

1. Garnishments: Any garnishments will be paid according to the schedule documented by the legal entity requiring the garnishment.



2. Child Support/Alimony: These mandatory deductions will be paid according to the schedule documented by the legal entity establishing the child support/alimony deduction.
3. Missing Property: The value of any issued City-owned equipment or property not returned or returned in bad condition, will be deducted from your paycheck at the fair market value of the property.
4. Insurance Deductions: Any remaining deductions to pay your portion of insurance coverage will be deducted.
5. Flex Spending (FSA/DCA): Flex spending deductions for medical and/or childcare are deducted if you are employed on the pay date.
6. Healthcare Spending Account (HSA): HSA employee contributions will be deducted from your final pay.
7. Taxes.

### **5.16 Longevity Pay**

In the pay period before Thanksgiving and after the first anniversary of your full-time hire date you will receive a longevity lump sum of \$60 per each full year of continuous service , up to a maximum of 25 years; in other words, you will not receive any longevity your first November because you have not completed a year of service. Longevity pay is based upon your service here at the City only. Longevity payment is also dependent on your pay status. For civilians, if you leave employment before 11/1, you will not receive any longevity pay. If you leave on 11/1 through 12/31 you will receive a full year of longevity. Please refer to Section 5.02, Inactive Pay Status for further information.

*Longevity pay for Commissioned Police Officers and Uniform Fire Personnel* will be paid according to Section 141.032 of the Texas Local Government Code on an annual basis. You will not receive any longevity your first November because you have not completed a year of service. This group receives a lump sum before Thanksgiving just as the rest of the staff. If you leave employment on 1/1 through 10/31, the amount is pro-rated based upon the number of months that have elapsed in the current year at the time of termination. If you leave employment on 11/1 through 12/31 you will receive a full year of longevity.

### **5.17 Certification Pay**

The City encourages you to be a life-long learner and participate in advanced training. Professional development improves your career opportunities and enhances the City's ability to provide effective services. You, as a full-time employee, may have opportunities to earn additional pay for achieving relevant education, certifications or special skills that exceed the minimum requirements for your position. Certification pay will be forfeited if an internal transfer places you in a new position where the previous training is not applicable.

Eligibility for "certification pay" requires the certification to be directly applicable to your work responsibilities, exceed the minimum requirements for the position & must be included in the departmental budget. Your eligibility for "certification pay" may change with changes in your position, and is clearly identified within the departmental policies.

**Certification Pay Process** - To request certification pay you must submit original certification documentation to your Department Director. Your Department Director will verify that you meet criteria before approving certification pay. Your Director must submit a copy of the certification and a signed Action Form to Human Resources for processing.

It is your responsibility to maintain current and valid certifications. Any changes to your certification status must be reported to your Director and Human Resources.

All certification pay and related departmental policies must be approved in advance with the City Manager before certification pay may be authorized or approved. Note that there may be additional requirements not indicated in this policy for Certification pay.

#### **5.18 On-Call or Special Conditions for Non-Exempt**

General: When you are on-call, you are waiting to be called upon by your supervisor or designee, to perform a task; this is *typically called waiting to be engaged*. Depending on your department's on-call policy, the on-call conditions may vary. Some on-call conditions may require you to have a cell phone or other means of communication at all times. There may be a required response time when called upon. Some conditions may require you to remain on the work premises. Depending on the circumstances some conditions can be non-restricted or restricted, which is generally examined to determine if the on-call time qualifies as hours worked.

The information provided in this Section 5.18 is general and varies based upon specific facts and circumstances of each case. *The general rule of thumb is that if you are required to remain on City premises or so close to City premises that you cannot use your time effectively for your own purposes, you are considered working while on call; if you are not required to remain on City premises but are merely required to be reachable and respond to calls, then you are not working while on call.* Refer to Title **29 C.F.R 785.17** of the Fair Labor Standards Act (FLSA).

#### **5.19 Breaks and Meal Periods**

##### **Non-exempt Employees**

Title 29, Part 785 of the Fair Labor Standards Act (FLSA) does not require you to be given meal or rest breaks. Individual Department Heads may have developed their own break and lunch policies. Those policies must be in writing and on file with the HR Department.

If your department has a written policy, it must be consistent with FLSA guidelines (which generally provide that short breaks lasting about five to 20 minutes, are compensable; yet bona fide meal periods (typically lasting at least 30 minutes, though they may be shorter), serve a different purpose than short rest or snack breaks and are generally not time for which you must be compensated, unless you are required to perform job duties while eating.)

While you do not have a right to breaks and meal periods, consider them a benefit for you and the City, and you may take them only if workload permits and approved by the supervisor. If you are on a rest break, you are not required to clock in and clock out, because this time is considered "time worked" and is compensable. Break time is not accumulated if not taken, and this time cannot be used to alter your work hours unless approved by your supervisor.

If you are not completely relieved of your duties during meal periods or after hours, then that time is considered compensable; examples include eating your lunch while answering the phone, or opening mail, or sorting files or answering emails.



You as an exempt employee, you are paid a weekly salary regardless of the hours you work while accomplishing your goals and deliverables, so you can choose to take breaks as needed so long as they are not disruptive to the workplace or the operations of your Department.

| Condition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Considered Hours Worked or Not                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Non-restricted</b> - You are on-call but able to use your time effectively for your own personal use. Ex: mow yard, go shopping, and visit with friends.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Typically, not considered hours worked                                                                                                               |
| <b>Restricted</b> - You are on call and unable to effectively use your time for personal use. The determination of whether on call time is compensated is based on the degree of control your employer exercises over you while you are on call. Factors include: you must stay in close geographic proximity; you have quick response requirements (typically 30 minutes); you are required wear a uniform; calls are frequent; you cannot easily trade on-call responsibilities with another employee.                                                                                                                                                                                                                                                                                                                                                         | Typically considered hours worked                                                                                                                    |
| <p><b>Training Programs</b> - If you are non-exempt, under the 29 C.F.R. 785.27, if you attend a lecture, meeting, or a training program, it is not counted as working time if the following <u>four</u> criteria are met:</p> <ul style="list-style-type: none"> <li>a) Attendance is outside of your regular working hours</li> <li>b) Attendance is, in fact, voluntary</li> <li>c) The course, lecture, or meeting is not directly related to your job, and</li> <li>d) You do not perform any productive work during such attendance.</li> </ul> <p>NOTE: if all four criteria are <u>not</u> met, the time so spent will be considered compensable.</p> <p><u>If you are exempt</u>, and the required training falls on a holiday, you are compensated for this as normal, however, you may request another workday off to offset your worked holiday.</p> | <p>Four Criteria must be met to be considered hours <u>not</u> worked</p> <p>Typically considered hours worked and may flex another workday off.</p> |

| Condition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Considered Hours Worked or Not |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <p><b>Travel Time 29 C.F.R 785.33</b></p> <p>Travel Time to Classes, Meetings, and Court</p> <p>(a) Home to Work Travel - An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not counted as hours of work.</p> <p>(b) Home to Work on a Special Day Assignment in Another City - An employee who regularly worked at a fixed location in one city is given a special one-day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except the time the employee would normally spend commuting to the regular work site.</p> <p>(c) Travel to Work Sites - Time spend by an employee in travel as part of his/her principal activity, such as travel from job site to job site during the workday, is counted as hours worked.</p> <p>(d) Travel Away from the Community - Travel that keeps an employee away from home overnight is travel away from the community. The time traveling is hours worked except when the employee travels outside the regular working hours as a passenger on an airplane, train, boat, bus or automobile. However, if you are required to drive or perform work, then the time is compensable.</p> | <p>Varies</p>                  |

### 5.21 City Vehicle Use While On-call

If you are assigned to be on-call for the Wastewater (collections) or Water department AND you live no further than 50 miles one way from the city limits, you are permitted to take home a city-owned vehicle to aid in a more- timely response. If you live beyond 50 miles of the city limits or you are on-call for the Water or Wastewater Treatment Plant, you must receive permission from your Department Head.

### 5.22 Car Allowance

The City Manager may approve a personal vehicle car allowance based on your job requirements on a regular basis. Car allowance compensates you for the cost of gasoline, oil, maintenance, depreciation, and insurance. You will not be reimbursed for mileage as it is included in the car allowance. If you receive a car allowance, you must carry your own liability insurance and you may be asked to furnish the HR department with a certificate from the insurance company stating that you have the basic limits of liability as required by the State of Texas.



### **5.23 Mileage reimbursement**

You may use your own vehicle for business purposes, with the approval of your Department Head, and may claim reimbursement for mileage, and parking fees. Mileage reimbursement will be paid at the standard rate as set each year by the IRS. The use of tollways should be avoided when possible.

You will not be reimbursed for your normal commute to and from work.

When calculating mileage reimbursement for approved travel, the starting and end point for measuring mileage will be City Hall.

### **5.24 Hours not counted as time worked in overtime computation**

29 C.F.R 785.16 does not require payment for time "not worked" i.e. off duty. Unless specific exceptions are approved by the City Manager in writing, time not worked will not be considered for the purpose of overtime. The following leave times are examples of time not worked for the purpose of "overtime computation":

Vacation, Leave of Absence, FMLA, Workers Comp leave, Personal leave, Jury duty, Sick leave, Holiday pay, Military leave, Bereavement leave, Paid or Unpaid Administrative leave. These are considered leave benefits and not regulated by FLSA. These types of benefits are generally a matter of agreement between the City and you.

### **5.25 Time Not Worked**

Time not worked for ACA purposes is counted differently than hours not worked for overtime calculations. For ACA, there are special times when an employee does not work, that are still considered "worked" hours for only ACA purposes. These "non-worked" hours are included in the calculation to determine if an employee is full time benefit eligible. These times include: vacation, personal leave, jury duty, sick leave, holiday pay, military leave, bereavement leave and Emergency Paid or Unpaid Administrative leave.

### **5.26 Pay Policy during Disaster and Deployments**

#### **5.26.1 Eligibility for Compensation under this Policy**

- You are requested or required to respond from the Federal, State or local government entity to another jurisdiction and assist with the response, stabilization or mitigation of a major event that exceeds current mutual aid agreements shall be compensated according to this policy; and
- The request for you to deploy and assist must be in compliance with State Law and City Ordinance for mutual aid assistance.
- No self-dispatch or unrequested assistance will be compensated under this policy.
- To be deployed does not mean back-filling assignments in the City required as a result of other employees being deployed to another jurisdiction.

#### **5.26.2 Calculation of Hours**

*If you are a nonexempt employee, your portal to portal hours will be counted as time worked. Portal to Portal means hours are calculated from the time you leave for assignment until the time your return to the normal location of assignment or home after being demobilized and released from the deployment assignment.*

For firefighter on a 24/48 schedule, your pay rate will be changed to an 80- hour pay rate upon deployment. During deployment your overtime will be calculated based on an 80-hour threshold. Upon return from deployment you will be returned to your 24/48 schedule and pay rate and corresponding overtime threshold.

*If you are an exempt employee, you will have hours counted during the assigned operational periods. Even if deployed away from home, you as an exempt employee, will be paid for the time you are working, but not for the time you are sleeping or not assigned.*

#### **5.26.3 Rate and Overtime Calculations**

While you are working under this policy, you will receive compensation at your current hourly rate without regard to the assignment. There will be no change in accrual rates for benefit time during deployments.

*If you are a nonexempt employee, you will receive your regular overtime rate when the hours you work meet the hourly requirement according to the City of Leander policy and federal law. Hours worked under this policy will be counted with any hours worked during normal job duties for the pay period in which they fall according to the City of Leander pay cycle. See subsection 5.7.4, Overtime Hour Calculation, for further details.*

*If you are an exempt employee, you will receive your regular hourly rate for all hours worked, including those over the normal 40 hours scheduled work week, during the pay periods that occur during the deployed or disaster assignment. Hours worked under this policy will be counted with any hours worked during normal job duties for the pay period in which they fall according to the City of Leander pay cycle. The extra event hours will be compensated at a regular straight hourly rate, not at an overtime rate.*

#### **5.26.4 Holiday Time**

City holidays that occur while you are deployed will be paid at straight time equal to your hourly rate unless you qualify for a holiday bank. See Section 6.7.1 for information on holiday banks.



---

## 6.0 Leave Benefits

---

Effective Date: 07-02-2020

Revised Date(s): 10-20-2022

### Contents

|      |                                                                                       |    |
|------|---------------------------------------------------------------------------------------|----|
| 6.1  | GENERAL .....                                                                         | 1  |
| 6.2  | CITY HOLIDAYS .....                                                                   | 1  |
| 6.3  | VACATION .....                                                                        | 2  |
| 6.4  | SICK LEAVE .....                                                                      | 4  |
| 6.5  | FAMILY MEDICAL LEAVE (FMLA) .....                                                     | 6  |
| 6.6  | BEREAVEMENT LEAVE .....                                                               | 11 |
| 6.7  | BREAK IN SERVICE .....                                                                | 11 |
| 6.8  | CIVIC LEAVE .....                                                                     | 12 |
| 6.9  | MILITARY LEAVE- USERRA- UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT ... | 12 |
| 6.10 | LEAVE OF ABSENCE (LOA) .....                                                          | 15 |
| 6.11 | RETURN TO WORK – TEMPORARY MODIFIED DUTY .....                                        | 16 |
| 6.12 | LEAVE LIMITATION .....                                                                | 18 |
| 6.13 | ADMINISTRATIVE LEAVE .....                                                            | 19 |
| 6.14 | CATASTROPHIC LEAVE .....                                                              | 19 |

## **6.1 General**

This section provides general guidelines regarding leave benefits including leave accruals, use of leaves and the administration of different types of leave available to City employees.

If the employee misuse or abuse any leave benefit, they will be subject to appropriate corrective action, up to and including termination.

### **6.1.1 Unauthorized Absence**

At any time during employment, the employee may not be absent from work without permission from their department head or designee. The City reserves the right not to pay for unauthorized absences and unapproved time. An unapproved absence may result in corrective action up to and including termination. Unauthorized or unapproved leave from work for 2 working days will be considered a voluntary resignation and you will not be eligible for reemployment.

## **6.2 City Holidays**

The City designates and recognizes certain paid holidays each year. All regular, full-time employees will earn eight (8) hours of holiday leave. All regular, part-time (20+ hours per week) TMRS eligible employees will earn proportionate holiday leave. For example, a part-time employee works 20 hours per week they will receive four (4) hours holiday leave. For Public Safety, refer to section 6.2.1 Holiday Bank: Special Provisions for Commissioned Police, Uniform Fire Personnel and Telecommunication Personnel (including cadets and trainees).

The following are official City holidays:

|                             |                                                                            |
|-----------------------------|----------------------------------------------------------------------------|
| New Year's Day              | January 1 <sup>st</sup>                                                    |
| Martin Luther King, Jr. Day | Third Monday in January                                                    |
| Good Friday                 | Friday before Easter Sunday                                                |
| Memorial Day                | Last Monday in May                                                         |
| Juneteenth                  | June 19 <sup>th</sup>                                                      |
| Independence Day            | July 4 <sup>th</sup>                                                       |
| Labor Day                   | First Monday in September                                                  |
| *September 11 <sup>th</sup> | *Only for Fire Trainees, Uniform Fire, Police Cadets & Commissioned Police |
| Veteran's Day               | November 11 <sup>th</sup>                                                  |
| Thanksgiving Day            | Fourth Thursday in November                                                |
| Day after Thanksgiving      | Friday Following Thanksgiving Day                                          |
| Christmas Eve               | December 24 <sup>th</sup>                                                  |
| Christmas Day               | December 25 <sup>th</sup>                                                  |
| Day after Christmas         | December 26 <sup>th</sup>                                                  |



When a holiday occurs on a weekend, the following alternative schedule applies:

- A holiday that occurs on a Saturday shall be observed on the Friday before the holiday;
- A holiday that occurs on a Sunday shall be observed on the following Monday.

**If employee works on a holiday**

- With supervisor's approval the employee may flex holiday hours within the pay period.

**If employee is on some type of leave on a holiday**

- The employee must be in "Active Pay Status" to earn the Holiday Leave.
- If employee calls in sick or is otherwise absent without leave before or after a holiday, the supervisor may request a doctor's note. Lack of acceptable documentation regarding the absence may result in the denial of Holiday pay.

**6.2.1 Holiday Bank: Special Provisions for Commissioned Police, Uniform Fire Personnel and Telecommunication Personnel (including cadets and trainees)**

Due to the 24-hour staffing of these departments a holiday bank will allow the employee to use holiday time as approved by the department throughout the year.

At the beginning of each calendar year, holiday hours are placed in the employees Holiday bank:

- Police (14 hour/shift) and Fire Emergency Operations (24/48-hour shift) = 14 hours \* 12 day = 168 hours
- All other uniformed Police and Fire = 8 hours \* 14 days = 112 hours.
- All Telecommunications personnel = 8 \* 13 days = 104 hours (not eligible for 9-11 holiday).
- Exception for New hires: In your first calendar year, you will only accrue the hours for holidays that occur after your date of hire.

Holiday time does not roll over and any time not used before the end of the calendar year will be lost. New hires will be allowed to roll over any unused time.

Employees who leave employment at any time of the year, any unused holiday hours will be paid based upon the number of holidays that have elapsed during the calendar year up to their termination date. Employees who leave employment and have used holiday leave that exceeds the number of holidays that have elapsed during the calendar year up to their termination date, then the excess shall be deducted from their vacation leave bank, but in no case shall the deducted amount be more than their vacation leave amount.

The Fire Chief or Police Chief may request approval from the City Manager to have his/her department opt out of the Holiday Bank provision and have department employees accrue holiday leave as other City employees.

## **6.3 Vacation**

### **6.3.1 General**

The City provides Vacation Leave with pay to a regular employee of the City in accordance with the provisions of this policy.

### **6.3.2 Maximum use of vacation**

Employee cannot use more than 15 consecutive calendar days of vacation in one event, without written approval from the department director.

### **6.3.3 Paid City holiday while on vacation**

In the event that a City-observed holiday occurs while the employee is on an approved vacation leave, the hours for the holiday will not count against vacation leave.

### **6.3.4 Operational Needs and Scheduling**

Supervisors must approve all vacation requests in advance. This approval will necessarily balance the needs of the City and the employee needs. When there are conflicting requests, the supervisor will distribute the vacation fairly among the requesting employees (i.e. employees should take turns.)

Department heads are responsible to monitor vacation schedules to ensure that an adequate work force is available. Based on operational needs and staffing levels available, an employee may be asked to explain the circumstances of their requested leave. The department head will then be better prepared to make an informed decision regarding approval of the leave. Employee leave may be denied if requested information or documentation is not provided. A department head may rescind previously approved vacation leave because of work issues. The supervisor will consider the impact on employee (prepaid travel expenses, family issues, employee morale) compared to the operational needs of the department in deciding whether to deny or rescind requested leave.

### **6.3.5 Going Negative in Vacation Bank**

Employees may only request time off if they have the associated leave time available. On a very limited basis, with the written approval of the department head, an employee may use un-accrued vacation time. In those instances, accruals calculated with each pay period will be used to replenish the deficit until vacation leave bank is positive. A vacation bank cannot go negative beyond a 40-hour deficit! An employee provides written consent along with the department head's approval, to be attached to the timesheet. Employee's vacation bank must be replenished before being permitted any additional vacation time. If the employee separates employment from the City prior to a positive leave bank balance; the deficit balance will be deducted from their last pay check.

### **6.3.6 Vacation Cap or Maximum Vacation Accrual**

Vacation accrual will be ***capped at two times (2x) your annual accrual*** based upon employee years of service regardless of when that cap is reached within the year. When holiday hours go unused and are converted to vacation they are not treated differently. That is, when the vacation balance is at the maximum (whether from unused vacation or holidays), **accruals will stop** until some vacation time is used. The City Manager may grant exceptions.



### 6.3.7 Vacation Accrual Chart for full-time employees

#### Vacation Leave Accruals for all full-time Department Heads

| <i>Years of Service</i>      | <i>Hours Accrued Per Pay Period</i> | <i>Hours/ Days Accrued Per Year</i> |
|------------------------------|-------------------------------------|-------------------------------------|
| Up to 9                      | 4.62                                | 120 Hours / 15 days                 |
| At least 9, but less than 14 | 5.54                                | 144 Hours / 18 days                 |
| 14 or more                   | 6.46                                | 168 Hours / 21 days                 |

#### Vacation leave for all full-time employees (40 Hour Shift)

| <i>Years of Service</i>      | <i>Hours Accrued Per Pay Period</i> | <i>Hours (Days) Accrued per Year</i> |
|------------------------------|-------------------------------------|--------------------------------------|
| Less than 4                  | 3.69                                | 96 Hours/ 12 days                    |
| At least 4, but less than 9  | 4.62                                | 120 Hours/ 15 days                   |
| At least 9, but less than 14 | 5.54                                | 144 Hours/ 18 days                   |
| 14 or more                   | 6.46                                | 168 Hours/ 21 days                   |

#### Vacation leave for Licensed Peace Officers and Commissioned Fire Protection (80 Hour Shift)

| <i>Years of Service</i> | <i>Hours Accrued Per Pay Period</i> | <i>Hours (Days) Accrued per Year</i> |
|-------------------------|-------------------------------------|--------------------------------------|
| Less than 1             | 3.69                                | 96 Hours/ 12 days                    |
| 1 but less than 9       | 4.62                                | 120 Hours/ 15 days                   |
| 9 but less than 14      | 5.54                                | 144 Hours/ 18 days                   |
| 14 or more              | 6.46                                | 168 hours/ 21 days                   |

#### Vacation leave for Commissioned Fire Protection (24/48 Shift) \*

| <i>Years of Service</i> | <i>Hours Accrued Per Pay Period</i> | <i>Hours (Shifts) Accrued per Year</i> |
|-------------------------|-------------------------------------|----------------------------------------|
| Less than 1             | 5.54                                | 144 Hours/ 12 Days/6 Shifts            |
| 1 but less than 9       | 6.92                                | 180 Hours/ 15 Days/7.5 Shifts          |
| 9 but less than 14      | 8.31                                | 216 Hours/ 18 Days/9 Shifts            |
| 14 or more              | 9.69                                | 252 Hours/ 21 Days/10.5 Shifts         |

**\*Commissioned Fire Protection Employees and Licensed Peace Officers accrue at a higher rate than other full-time employees as required by Local Government Code 142.0013.**

The City has established this policy in compliance with the Family and Medical Leave Act of 1993 ("FMLA"), 29 U.S.C. §§2601 et seq., as amended, and related regulations to enable an employee to receive time away from work without pay for limited periods to attend to specified family needs with job protection and no loss of accumulated service.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law, policy, or collective bargaining agreement (e.g., meet and confer agreement) that provides greater family or medical leave rights.

## **6.4 Sick Leave**

### **6.4.1 General**

It is the policy of the City to provide sick leave with pay to a regular full-time employee. Sick leave benefits are a privilege granted by the City in accordance with the provisions of this policy. Nothing in this policy is intended to conflict with the provisions of the Family and Medical Leave Act ("FMLA").

New employees – An employee will earn sick leave with the completion of one full pay period. There is no waiting period to utilize accrued sick leave.

### **6.4.2 Usage**

Sick Leave may be allowed under the following circumstances:

- Personal illness or physical incapacity of an employee
- Caring for the employee's spouse, parent or child who has an illness or physical incapacity
- Appointment with doctor, including appointment for the employee or employee's spouse, parent or child
- Caring for an employee's child within the first year following his/her birth or placement for adoption or foster care with the employee

### **6.4.3 Sick Accrual Rate Table**

| <b>All Full Time (40 Hour Shift)</b> | <b>24 HR Shift Employees</b> |
|--------------------------------------|------------------------------|
| <b>Per Pay Period</b>                | <b>Per Pay Period</b>        |
| 3.69 or (96 hours per year)          | 5.54 or (144 hours per year) |

### **6.4.4 Suspended Sick Leave Accruals**

Sick leave accrual may be suspended during certain extended absences. Refer to definitions in Section 5 Compensation and Pay - Active and Inactive pay status for details.

Abuse or Overuse of Sick Leave: Using sick leave for purposes other than those authorized by this policy is just cause for corrective action up to and including termination of employment. Abuse or overuse includes:

- Consistently using sick leave as, it is earned or failing to accumulate sick leave,
- Evidence of inappropriate patterns of sick leave usage,
- Failure to comply with departmental procedure for the notification and scheduling of sick leave,
- Continuous use of sick leave indicates an inability to successfully perform the essential job functions of the position.



Department Director's may require employees to submit a doctor's statement in support of illness with each absence. For example, if a department head has counseled an employee on their excessive absenteeism, they may be required to submit a doctor's note even if the employee only missed one day. If an employee fails to present the doctor's note, leave may be recorded as "unauthorized leave without pay" and corrective action initiated.

#### **6.4.5 Return to Work Documentation**

An employee who is absent due to illness or injury ***for three (3) consecutive days or more***, may be required to produce a doctor's statement supporting the time of absence, and a written doctor's release notated when able to return to work.

A 24/48 Fire employee, may be required to provide a doctor's statement supporting the time of absence, and a release from the doctor in writing on the 2<sup>nd</sup> twenty-four (24) hour shift.

In all cases, failure to provide such a doctor's statement may result in corrective action.

#### **6.4.6 Calling in To Report Your Absence**

In order to receive compensation while on sick leave, an employee must contact their immediate supervisor or designee within the ***one hour*** prior to the time set for them to begin their daily duties or as required by the department. Employees must call their supervisor each subsequent day they will be out on sick leave unless other arrangements are made. Failure to give such notification, except in emergency or unusual circumstances, will cause their absence to be recorded at "unauthorized leave without pay" and corrective action may be initiated.

#### **6.4.7 Sick Sell Back (This completely ends on 12/31/2022.)**

You shall have the option to sell back a portion of your accrued sick leave. Payroll will distribute the Sell Back form yearly. You must complete the form and return it to Payroll. ***The maximum of twenty-four (24) hours may be purchased back by the city based upon the following provisions:***

- You must have completed one year of employment
- If you have used any sick time during the calendar year, you may sell back twenty-four (24) less the amount of sick time taken. Example, if you have taken 16 hours, you may only sell back 8 hours.

#### **6.4.8 Sick Leave Buy Back**

The City shall buy back unused sick leave, at the time such employee terminates employment from the City, if employee is eligible to retire from City service under TMRS, provided the employee has ten (10) years of continuous service prior to separation of employment. Payment shall be made at the current, non-temporary rate of pay the employee earns at separation, up to 480 hours.

An employee may not be hired back within one year after separation of service and buy back sick leave time.

**Death or Disability:** The City shall buy back unused sick leave balance of a regular full-time employee if, at a time when he/she is a regular full-time employee, he/she dies of any cause and is eligible to retire from the City service under TMRS or becomes totally and permanently disabled, as defined and determined by TMRS. Payment shall be in a lump sum at the rate of pay being paid at the time of death or disability.

#### **6.4.9 Sick Pay When Firefighter Assigned to 40 Hour Workweek**

The City recognizes that non-exempt full-time Firefighter assigned to suppression duties accrue sick leave at a higher rate than other City employees because of their 53-hour average workweek cycle. When a Firefighter is permanently assigned to a position with a 40-hour work schedule, the firefighter will begin accruing sick leave at the same rate as other 40 hour per week City employees. When a Firefighter on a 40-hour workweek returns to a regular 53-hour average workweek cycle, sick leave will accrue in accordance with other 53-hour employees.

### **6.5 Family Medical Leave (FMLA)**

#### **6.5.1 General**

The Family and Medical Leave Act (FMLA) allows employee, if eligible, to take job protected leave for specified family and medical reasons. FMLA leave is not paid, but employees are allowed to use their available paid leave while on FMLA. The City observes a "rolling" 12-month period measured backwards from the date of any FMLA leave usage.

Employee are also entitled to take Military Caregiver Leave, as appropriate.

Applicable other types of paid leave must be used concurrently with FMLA leave unless none is available. This is done so an employee will continue to be paid while on FMLA leave. Other leave categories may include Workers Compensation, Disability Leave or any other leave as defined by policy. Any time not worked will be counted against FMLA leave entitlement.

#### **6.5.2 Eligibility Requirements**

Employee is entitled to take FMLA leave if they:

- Have worked for the City for at least 12 months, and
- Have at least 1,250 hours of service for the City during the 12-month period before taking leave.

#### **6.5.3 FMLA Leave Entitlement**

An eligible employee shall be granted family or medical leave consisting of unpaid leave, and when appropriate, accrued paid leave, for a combined total of up to 12 weeks. In order to qualify for FMLA leave under this provision, the employee must take leave for one of the following reasons:

- The birth of child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for a spouse, child, or parent (but not in-law) who has a serious health condition;
- For a serious health condition that makes you unable to perform the essential functions of your job. Refer to the FMLA 29 CFR Part 825.113;
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status; provide leave orders;
- A spouse is entitled to FMLA leave if needed to care for a pregnant spouse who is incapacitated or if needed to care for her during her prenatal care, or if needed to care for her following the birth of a child if she has a serious health condition. See 29 CFR Part 825.124.



#### **6.5.4 Military Caregiver Leave**

Eligible employees who are the spouse, child, parent, or next of kin of a covered service member are entitled to up to 26 weeks of leave during a single 12-month service member period (for a total of 26 weeks if combined with other FMLA leave), to care for such service member who incurred or aggravated a serious injury or illness in the line of active duty in the Armed Forces. Available leave not taken during the 12-Month service member period, which begins on the first day leave is taken, will be forfeited. No more than 26 weeks of leave may be taken in a single 12-Month service member period, and no additional extended leaves may be taken in other years for the same injury or illness.

Spouses employed by the same employer are limited to a combined total of twenty-six (26) work weeks in a single 12-month period if the leave is to care for a covered service member with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. FMLA leave may be taken intermittently whenever medically necessary to care for a covered service member with a serious injury or illness.

**Notice and Certification Requirements:** Employees seeking to use military caregiver leave, must provide thirty (30) days advance notice of the need to take FMLA leave for planned medical treatment for a serious injury or illness of a covered service member. If leave is foreseeable but thirty (30) days advance notice is not practical, it must be provided as soon as practical – generally, either the same or next business day. When the need for military family leave is not foreseeable, a notice must be provided to the City as soon as practical under the facts and circumstances of the particular case. Generally, it should be practical to provide notice for unforeseeable leave within the time prescribed by the City's usual and customary notice requirement.

The City requires the completed WH-385 Certification for Serious Injury or Illness for Military Family Leave. Please submit to Human Resources.

#### **6.5.5 Qualifying Exigency Leave**

The City must grant employees, if eligible, up to a total of twelve (12) work weeks of unpaid leave during the normal 12-month period established by the City for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the regular armed forces.

Qualifying Exigencies Include:

- Issues arising from a covered military member's short notice deployment (i.e., deployment in seven (7) or less days of notice) for a period of seven (7) days from the date of notification;
- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;

- Making or updating financial and legal arrangements to address a covered military member's absences;
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
- Taking up to fifteen (15) days of leave to spend time with a covered military member who is on short term temporary, rest and recuperation leave during deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
- Any other event that the employee and the City agree is a qualifying exigency.

**Certification:** The City will require an employee to complete the WH-384 for obtaining qualifying exigency certification. The City may also request a copy of the military member's active duty orders or other such orders as the Rest and recuperation orders, or other documentation confirming the dates of the member's leave.

#### **6.5.6 Requesting FMLA Leave**

Employee should notify HR as soon as their aware of a potential need for FMLA. Employee must provide the City with at least 30-day notice if possible. If a 30-day notice is not possible, employee must notify the City as soon as they become aware of an upcoming absence. HR will provide the employee the DOL Notice of Eligibility and Rights & Responsibilities and will request additional information such as a medical certification from the medical provider so HR can determine if the leave qualifies for FMLA protection.

Leave may begin upon the requested date of leave or when the City initiates FMLA leave. The City will initiate FMLA leave if employee has been out of work due to an illness or other apparent qualifying condition but have not given notice of the need for FMLA leave, and if employee has been absent for 14 days or more due to an eligible FMLA qualifying reason. Supervisors and Directors must report to HR any time an employee misses work for 14 or more days because of their own illness or injury or that of a spouse, child or parent.

HR will designate in writing whether an employee's FMLA leave is approved, or is in need of additional clarification on the certification and whether they are in an active or inactive pay status.

**Working a 2<sup>nd</sup> job:** If employee is on FMLA leave, they may not work a secondary employment, or engage in any activity that is inconsistent with restrictions as prescribed by the FMLA certification.

#### **6.5.7 Intermittent FMLA Leave 29 CFR Part 825.202-205**

In all circumstances, employees must notify HR for the need for Intermittent FMLA Leave. Under some circumstances, an employee may take FMLA leave on an intermittent or reduced schedule basis. That means employee may take leave in separate blocks of time or by reducing work time each day or week for a single qualifying reason. When leave is needed for planned medical treatment, employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the department's operations.

If employee is taking intermittent leave, they are required to comply with their department's call-in procedures before taking unscheduled intermittent leave, except in certain emergency cases.

**Notice** Employee must obtain written approval from their Department Head and indicate the reasons why the intermittent or reduced leave schedule is necessary and of the schedule for treatment, if necessary.



**Scheduling Planned Medical Treatment** When employee intends to take leave for planned medical treatment for their self or their your spouse, child or parent, it is ordinarily expected that they consult with their supervisor and try to schedule the treatment so as not to unduly disrupt the City's operations. This should be done prior to the scheduling of treatment in order to work out a treatment schedule that best suites the needs of both employee and the City.

**Temporary Transfer** The City may temporarily transfer an employee to an alternative position (with equivalent pay and benefits, but not necessarily equivalent duties) in order to better accommodate their intermittent or reduced leave schedule. Employee is entitled to be reinstated to their former position, or equivalent, once the reduced or intermittent work schedule and/or temporary reassignment has ended.

**Exempt Employees** If employee is using unpaid intermittent or reduced schedule FMLA leave, they may be docked for absences of less than a day without jeopardizing their exempt status under the Fair Labor Standards Act (FLSA). This special exception to the "salary basis" requirement for the FLSA's exemptions extends only to an eligible employee's use of leave required by the FMLA.

**Increment of hours** FMLA leave will be in no less than 1-hour increments.

**Notify HR weekly** Contact Human Resources weekly to report the hours that is "actually worked". The balance of the hours for the week will be hours counted against employee FMLA entitlement. **This is especially important when employee is on Worker's Compensation Leave as TML requires the hours for calculation of TIBS.**

#### **6.5.8 When Both Spouses Work for the City**

If spouses are employed by the City, and each wishes to take leave, the combined total leave that the spouses can take for the birth or adoption of a child, placement of a child in foster care, with a serious health condition, is limited to 12 weeks. This limitation does not apply to leave for either spouse's own serious health condition or the serious health condition of a child.

- If the baby is healthy, you and your spouse may only take a combined total of 12 weeks of leave.
- If the baby has a serious health condition, you may EACH take 12 weeks of FMLA if needed to care for your newborn during the applicable 12-month leave period (825.120(6)).

If both spouses work for the City and each wish to take leave to care for a covered injured or ill military service member, the spouses may only take a combined total of 26 weeks of leave.

#### **6.5.9 Benefits during Leave**

While on leave, the City will continue employee health benefits during the leave period at the same level and under the same conditions as if an employee had continued to work. Depending upon the circumstances, Human Resources will communicate a payment arrangement with the employee.

However, if a payment arrangement has not been made and the employee chooses not to return to work for reasons other than their own continued serious health condition or their family member serious health condition or a circumstance beyond their control, the City will require the employee to reimburse the City the amount it paid for the health insurance premium during the leave period.

The employee is required to pay for their share of the voluntary benefit premiums (i.e. medical, dental, disability, life, flexible spending, etc.).

**Paid Leave** While on *paid leave*, the City will continue to make payroll deductions to collect employee share of the premiums.

**Unpaid Leave** While on *unpaid leave*, an employee must continue to make their payment, either in person, by mail or auto debit. The payment must be received in the Human Resources Department by the 25<sup>th</sup> day of current month for the upcoming month's coverage. If the payment is more than 30 days late, their benefit coverage may be dropped for the duration of the leave. The City will provide 15 days' notification prior to loss of coverage. If for some reason the City maintains coverage, the City may recover the costs incurred for paying employee share of any premiums, whether or not employee returns to work.

#### **6.5.10 FMLA Leave Exhaustion**

If an employee is unable to return to work from a serious illness or injury, they may request a Medical LOA after FMLA leave is exhausted. HR will review each request on a case-by-case basis before making a determination about whether the request for Medical LOA is applicable and reasonable. Refer to subsection 6.10 for further information about LOA.

#### **6.5.11 Return-to-Work Certification**

An employee returning from leave which was due to his/her own serious health condition shall provide a written release from his/her health care provider to assure that the employee is again fit for work.

**Certification Situations:** If an employee's doctor certifies in writing releasing them back to duty WITH restrictions, it is the employees' responsibility to share the certification with their supervisor and HR. The Supervisor will review the restrictions in relation to the job description to determine if the restrictions can be accommodated.

Each situation is unique and while one situation lends itself for an accommodation, another job may not be appropriate for an accommodation. Each case stands on its own merit based upon the facts of injury and the type of position held.

Restrictions Accommodated: If restrictions can be accommodated, employees will need to bring the doctor's note each time they have a follow-up appointment as well as the certification releasing them back to full duty.

Follow-up appointments Sick or vacation time can be used for follow-up appointments.

Restrictions Can't Be Accommodated: If doctor's restrictions can't be accommodated, or the accommodations offered can't be followed by the employee 1) Employee will remain on FMLA and can only return to work with a doctor's release to full duty, or 2) FMLA becomes exhausted. If FMLA becomes exhausted, see section 6.10 Leave of Absence.

#### **6.5.12 FMLA Definition of Family Members**

**Spouse:** Spouse means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a same-sex marriage or common law marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state.

**Parent:** Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."

**Son or Daughter:** Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.



**In Loco Parentis:** The FMLA regulations define in loco parentis as including those with day-to-day responsibilities to care for or financially support a child. Employees who have no biological or legal relationship with a child may, nonetheless, stand in loco parentis to the child and be entitled to FMLA leave. Similarly, an employee may take leave to care for someone who, although having no legal or biological relationship to the employee when the employee was a child, stood in loco parentis to the employee when the employee was a child, even if they have no legal or biological relationship.

## **6.6 Bereavement Leave**

Full-Time employees may be granted bereavement leave for “end of life care”, to handle end of life legal paperwork such as a will or probate hearings, to settle the estate, to attend the funeral and/or to bereave the death of immediate family. Part-time employees may be granted bereavement leave without pay.

Immediate Family: For the purpose of this policy, immediate family is defined as the employee’s spouse, son, daughter, mother, father, brother, and sister, grandparents, and grandchildren, or the “step and in-law” versions of these relationships.

To use bereavement leave, please notify employee supervisor, that arrangements can be made to cover employee duties. Bereavement leave is paid at employee normal rate of pay. Bereavement leave will not be charged against sick, vacation or holiday leave banks. The amount of paid bereavement leave allowable is as follows and the days used do not necessarily need to be used consecutively:

- Full-time regular employee (including Police personnel), bereavement leave may not exceed 5 working days for family deaths of a parent (including step/in-law), child (including step/in-law), husband or wife.
- Full-time regular employee (including Police personnel), bereavement leave may not exceed 3 working days for family deaths of grandparent (including step/in-law), sibling (including step/in-law) or grandchild, (including step).
- A 24/48-hour Firefighter, leave may not exceed (2) 24-hour shifts.

Department Director may grant additional time based on extenuating circumstances or extreme traveling distances. Accrued compensatory time, holiday leave and vacation leave may be used in that order for additional time if necessary. Each level of leave must be exhausted before moving to the next level.

A Supervisor may require proof of funeral attendance, (funeral home service announcement, handout as evidence of attendance, written statement) relationship to the deceased; end of life care (document concerning hospice), or paperwork from attorney when dealing with wills and probate, settle estate for the family member.

## **6.7 Break in Service**

### **6.7.1 Breaks of less than one year**

Employees who separate from full-time employment with the City, and are rehired within one year of their termination date, the following will be reinstated based on the accrual rate which they were accruing at termination:

- Restore sick balance that was forfeited
- Restore vacation accrual rate from previous service time, but not vacation Eligibility (hours); any of their previously accrued vacation hours were paid out at the time of separation.

- Restore longevity status
- Restore certification pay, if it is appropriate and valid
- This is limited to only a one-time reinstatement.

Employees will not be able to take vacation for the first 6 months upon return. Any exceptions must be approved by the City Manager.

#### **6.7.2 Breaks of greater than one year/proportional reinstatement**

There is no proportional reinstatement. Employees who separate employment from the City for one or more years, leave accruals and longevity would reset as a new hire.

### **6.8 Civic Leave**

**Jury Duty:** Jury duty is a civic responsibility and employees are urged to perform this service to their community. When an employee is summoned for jury duty they must provide a copy of the summons to their supervisor as soon as possible. If they are required to return to Jury service after the initial summons date, they must provide a release from Jury service notice upon their return to work. Full-time, part-time, or introductory employees called to jury duty on a regularly schedule work day may use jury duty leave. Only full-time employees will be compensated "with pay". Jury duty pay is to cover the time required to be away from work during jury selection or while serving on a jury. Employees should return to work once they are released from jury duty/jury selection, either in the middle of a workday for employees on a Monday through Friday schedule, or during the middle of a shift for those on shift schedule.

When summons to jury duty falls within a scheduled vacation period, the vacation period may be extended by a corresponding number of days, or may be reschedule for another time.

**Voting:** Employees' will be allowed time off (with pay for regular full-time employee) to vote in elections. If voting during working hours, make every attempt to do so where it minimizes departmental operations.

**Court Duty:** Employees' that are subpoenaed, who must attend Court or legal proceedings for a City-related legal matter, will be compensated "with pay" for the time spent attending court proceedings.

An employee appearing in any matter unrelated to their City employment, or appearing voluntarily as an adversary witness against the City, **will not receive** wages for answering a subpoena or testifying in court.

Employees' who are required to attend any administrative or judicial proceeding for personal business, may use their vacation or comp time accrued.

In all instances stated above, an employee shall provide their supervisor with a copy of the summons, appearance letter or court statement confirming attendance.

### **6.9 Military Leave- USERRA- Uniformed Services Employment and Reemployment Rights Act Title 38 US Code, Chapter 43, Sections 4301-4335 and 20 C.F.R Part 1002**

Military Leave (USERRA) protects individuals performing, or who performed, uniformed service from adverse employment discrimination on the basis of their uniformed service, and provides for their prompt restoration to civilian employment when they return to civilian life. The city supports uniformed service with a variety of benefits to make the transition into military service as smooth as possible.



### **6.9.1 Who is covered?**

This policy is for employees that work for the City but are also performing their military duty, voluntarily or involuntarily, in the Uniformed Services. This includes the:

- Army
- Navy
- Marine Corps
- Air Force
- Coast Guard
- Public Health commissioned corps under the federal Public Health Security & Bioterrorism Response Act of 2002, certain disaster response work-search and rescue teams (and authorized training for such work)
- Reserve components of each of these services
- Federal training or service in the Army National Guard and Air National Guard

### **6.9.2 Military Leave Bank**

At the beginning of each fiscal year (October 1 through September 30), an employee will accrue 15 days or equivalent (for PD and Fire) of military leave. Salaried employee, do not need to use any of their leave banks for absences of less than one week. Unused hours do not roll over at the end of the fiscal year.

The following hours are placed into employee military bank:

- Civilian, Telecommunications, other Police and Fire = 8 hrs per day \*15 days = 120 hours.
- Police (12 hour shift) and Fire Emergency Operations (24/48 hour shift) = 12 hours \* 15 days = 180 hours.

### **6.9.3 Military Leave**

Employees that are members of the Texas military forces, a reserve component of the armed forces, or a member of a state or federally authorized urban search and rescue team are entitled to a paid leave of absence from their duties on a day on which they are engaged in authorized training or duty ordered or authorized by proper authority for up to 15 workdays per fiscal year.

Military duties include service and training conducted in connection with the Armed Forces Reserves and the National Guard. This includes active duty, active duty for training, and initial active duty for training, inactive duty training, full-time National Guard duty, absence for an examination to determine fitness for duty, and absences for performing funeral honor duties. Both voluntary and involuntary duty is covered. These type of training are considered to be necessary for professional development or for completion of skill training or retraining. In cases where military duties covered by federal and state law both apply, paid leave under state law will run concurrently with (and not in addition to) paid leave for federal military duty.

When taking paid military leave, an employee may request a statement of the number of workdays for which they claimed paid leave in that fiscal year.

Departments may request documentation, such as duty orders, or employee "Leave and Earnings Statement (LES) to substantiate the use of military leave.

### **6.9.4 Military Leave of less than 12 weeks**

During military leave of less than 12 weeks, an employee will continue receiving the following:

- The continuation of benefit coverage as determined by benefit type and current provider contracts. Contact HR for more information.
- Any paid hours worked prior to the leave.
- Any available days of military pay. If that amount has been exhausted, may use accrued vacation, accrued comp time or go unpaid.
- Employee will continue to accrue their "Leave Benefits" i.e. sick, vacation and holidays missed during this timeframe.
- Employee will continue to receive "Pay Benefits" as appropriate, such as certifications, education, language proficiency, special duty assignment, clothing allowance, phone allowance, car allowance and longevity (Police and Fire will be paid longevity according to §141.032 of the Texas Local Government Code).

#### **Guidelines**

- Employee's Responsibilities:
  - Provide military orders to their supervisor and HR
- Return to Work after Completion of military leave:
  - Employee will return to work by the beginning of the next regularly scheduled work period on the first full day following release from service and expiration of an 8-hour rest period following safe transportation home. For example, if employee returns home at 10 p.m. the City cannot require them to report to work 2.5 hours later at 12:30 a.m. However, the City can require them to report for the 6 a.m. shift, or scheduled work period, the next morning (after reasonable commute from military duty to home followed by 8-hours). Included in the 8-hour period is time for rest and the commute to work.

#### **6.9.5 Military Leave of 12 or more consecutive weeks**

Active pay status will be maintained for the first 12 consecutive weeks of military leave. After 12 weeks have elapsed, pay status will be "inactive". Refer to Section 5.2 for further details.

#### **Guidelines**

- Employee's Responsibilities:
  - Prior to deployment: Unless precluded by military necessity, the Department Director and Human Resources requires advanced notice. It can be either orally or in writing. Valid Military Orders can serve as documentation for the City which can be used to establish basic eligibility for protection under USERRA. If employee cannot provide satisfactory documentation for military service, the City may contact the military unit, if necessary.
- Benefit Options:
  - During this extended leave, an employee has options for continuation of their coverages.
  - City Benefit Coverage: The continuation of City benefit coverage is determined by benefit type and current provider contracts. Contact HR for more information.
  - COBRA: Once eligibility for City-provided health coverage (medical, dental and vision) as an employee expires (see Section 8.19). An employee may elect to continue group health coverage for themselves and eligible dependents for up to 24 months following separation of employment or until their reemployment rights expire, whichever event occurs first. Should employee elect COBRA, they will be required to pay the entire premium for coverage up to 102% of the cost of the plan. Coverage will cease if employee fails to make premium payments as scheduled.



- Military health coverage: During military leave, an employee may elect to discontinue their City provided health coverage and enroll in military-provided healthcare, provided that they follow the qualifying life event guideline of the military health plan, such as Tricare. The products offered may come with a monthly premium.
- Return to Work after extended military leave of absence
  - When on military leave between 31 to 180 days, application for reinstatement must be submitted to Human Resources no later than 14 consecutive days after completion of military duty.
  - When on military leave between 181 or more days, application for reinstatement must be submitted to Human Resources no later than 90 consecutive days after completion of military duty.
  - The deadline for reinstatement may be extended for up to 2 years, if convalescing due to a disability incurred or aggravated during military service, and the City will make reasonable efforts to accommodate the disability.

#### **6.9.6 Use of Paid Leave**

Employee has multiple options for using accrued vacation, holiday or compensatory time while on military leave. An employee can use some or all of their accrued leave to receive regular paychecks; they can receive a payout of some or all of their leave on their final check before deployment, or can leave their leave banks for when they return.

#### **6.9.7 Reemployment Rights**

In general, an employee who has been absent from the City by reason of service in the Uniformed Services, will be eligible for reemployment under USERRA by meeting the following criteria:

- They must have given the City advance notice of the need for military leave;
- There is a 5-year cumulative service limit on the amount of voluntary military leave that can be used and still retain reemployment rights. The 5-year total does not include such activities as: inactive duty training (drills); annual training; involuntary recall or retention on active duty.
- Release must be under honorable conditions; and
- Employee must have returned and applied for reinstatement as defined above

If leave was more than 30 consecutive days, the City requires employee to provide documentation to establish the re-employment. The documentation can include:

- DD214
- Orders carrying an endorsement indicating completion
- Letter from the commanding officer
- Discharge certificate showing branch of service
- Please contact HR about the reemployment process

#### **6.10 Leave of Absence (LOA)**

An employee needing to take a Leave of Absence (LOA), shall contact Human Resources concerning their situation and steps that they may take for consideration.

##### **6.10.1 Types of Leaves of Absence**

There are two types of Leave of Absences that may be available for consideration on a case by case basis:

- Medical Leave of Absence; and

- Non-medical Leave of Absence.

The City adheres to the relevant laws when making considerations regarding leaves of absences.

If approved for any leave of absence, benefits may be affected.

#### **6.10.2 Guidelines under Leaves of Absence**

With both of these types of leaves, the following applies:

- The use of accrued sick leave must meet guidelines for proper use as described in section 6.4 Sick Leave.
- All requests for leave of absence must be approved by the City Manager. Any extensions of the LOA must be approved by the City Manager and will be reviewed in no more than one-month intervals.
- A leave of absence may be revoked upon receipt of evidence submitted that the cause for granting the leave was misrepresented or has ceased to exist.

#### **6.10.3 Reinstatement after LOA**

- If you fail to return from leave and have failed to contact your immediate supervisor or HR on the scheduled date of return, this will be considered a voluntary resignation.
- Exception-Key Employees: If a salaried employee is on a leave of absence and is among the highest paid ten percent of City employees, and keeping the job open for them would result in substantial disruption to City operations, reinstatement to the position may be denied. Employee may be given an opportunity to return to work, however, in a different job for which they are qualified.

### **6.11 Return to Work – Temporary Modified Duty**

#### **6.11.1 General Guidelines**

Full-time or part-time employees, may be eligible to request temporary, limited/modified duty assignment as a result of their injury, illness or disability, and they are unable to perform their regular job duties but are capable of performing alternative duty assignments. Use of this type of assignment can provide an opportunity to remain productive while recovering. Modified duty may also provide a work option that will not risk employee health and safety or the safety of others.

The City is not required to, nor will it create a new position for the sole purpose to accommodate a request for modified duty. If a limited/modified position is available, and an employee has qualified skills, they may be assigned to a modified duty position until they can return to their previous position; assignments could change at any time, and the position may be transferred or removed from a modified duty assignment at any time, as deemed necessary.

Modified duty assignments may not be appropriate for all and such assignments will be made on a case by case basis where appropriate for the benefit of the City and employee. Modified duty work should be necessary, constructive, rehabilitative and supportive of the City's overall operations.



The modified duties shall, where possible, relate to the duties of the employees' position for which they were hired and must have the qualifications to perform the modified duties. If no modified duties are available in your department, an employee may be required work in a different department and perform duties different from their current job duties and based upon their knowledge, skills and abilities. An employee shall maintain the same rate of pay and benefits while on modified duty. However, if there is no modified duty available, an employee may use accrued paid leave while on FMLA (if eligible) or request a leave of absence. Refer to those sections for guidelines.

Employees are prohibited from engaging in any outside employment that requires the same duties or tasks as their regularly assigned position at the City.

**Duration:** A limited duty assignment is temporary and will be reviewed every 30 days by your department head and HR.

#### **6.11.2 Medications**

Before taking any prescription medication during an assignment, it is the employees' responsibility to ascertain from their doctor whether the medication may affect their ability to perform assigned tasks. An employee must submit a written statement from their doctor regarding the manner in which the drug could affect them. The statement should **only** include medication that is being prescribed as a result of injury or illness. This statement must be communicated to only Human Resources prior to employee assignment. Depending on the type of medication and how it relates to the employees' ability to work, it may prevent them from obtaining a limited/modified duty assignment. The types of medications that need to be reported include:

- A narcotic, stimulant, or hallucinogen, or
- medication which cause drowsiness, alters mental capabilities, or reduced motor functions, or
- medication which is accompanied by labels or warnings regarding the use of operation of heavy equipment or automobiles

Any information received under this provision will be kept confidential except to the extent it may be shared with individuals who are in need-to-know position, such as an immediate supervisor. HR may ask the employee to sign a written authorization for such disclosure indicating that it is okay to disclose to the immediate supervisor or such individuals who may need to know in cases of emergency.

Any medications that are legally available over-the-counter are excluded from reporting unless such use results in a state of intoxication or impairment that is clearly a hazard to safety.

#### **6.11.3 Job Assignment**

1. The Department head, or assignee, will be every effort to keep the same work schedule as possible.
2. Priority will be given to work related injuries
3. Modified duty assignments are considered temporary and shall not be a long term solution.
4. The provisions of the City's personnel policy relating to vacation, holiday and sick leave shall apply to you while on modified duty.
5. While assigned to modified duty, employees are expected to work at their highest level of productivity and meet the expectations set of the position. The supervisor in the modified duty role will provide guidance, training, and regular feedback regarding employee performance.

6. While assigned to modified duty, an employee will not be receiving a formal performance evaluation until such time they return to their position for which they were hired for and have performed a sufficient length of time in that position to be evaluated.

#### **6.11.4 Return to Duty**

- Throughout recovery, an employee is required to keep HR informed on all changes in their status. An employee shall contact HR immediately after each physician visit or treatment to provide timely updates and discuss how that affects their ability to return to regular or modified duty.
- An employee must provide the doctor's status report after each doctor's visit. Before they are released to regular duty, the status report must certify that they are able to return to work and perform the essential functions of their job.
- If the employee is not cleared by their doctor to return to their regular position to perform their essential duties within a reasonable timeframe, Human Resources will meet with the employee to engage an interactive discussion about their situation.

### **6.12 Leave Limitation**

#### **6.12.1 Policy**

An employee may be terminated from employment as a business necessity due to Limitation of Leave policy when the employee is unable to perform the essential functions of his/her position with or without reasonable accommodation for a specific period of time.

#### **6.12.2 Procedure/Rule**

With the exception of leave of absence for military duty, no leave of absence or other period of inability or failure to perform full-duty work, by itself or in combination with other periods of leave, may last longer than 26 weeks or 1040 (1378 – fire) hours. Any employee who for any reason or combination of reasons misses a total of 26 calendar weeks 1,040 regular hours, or (1378 fire) of full-duty work in a 12-month period, shall be separated from employment due to unavailability for work. Any employee so separated shall normally be eligible for rehire and shall be able to apply for available job openings, depending upon qualifications. An employee shall be considered unavailable for work if the employee cannot perform the essential functions of the job, with or without reasonable accommodation.

As an exception of this policy, an employee who has more than 26 calendar weeks of accrued paid leave shall be allowed to exhaust such time prior to termination of employment under this policy.

If an employee is involved in a catastrophic on the job injury and the employee is unable to return to work after 26 calendar weeks, the City Manager can extend leave. A review of the leave will follow every 30 days by the City Manager. Additional leave should not exceed 26 additional calendar weeks.

This policy shall not be read or implemented so as to conflict with or modify the City's obligations under the Americans with Disabilities Act (ADA).

#### **6.12.3 Unauthorized Absence**

At any time during your employment, you may not be absent from work without permission from your department head or designee. The City reserves the right to not pay you for unauthorized absences and any unapproved time. Your unapproved absence may result in corrective action up to and including termination. Unauthorized or unapproved leave from work for 2 working days or more may be considered by the City Manager as a voluntary resignation. Unless the City Manager determines otherwise, the resignation is not in good standing, and you are not eligible for reemployment.



## **6.13 Administrative Leave**

### **6.13.1 Administrative Leave**

The City Manager is the only one who may authorize administrative leave, with or without pay, when not otherwise provided for in these policies. You should indicate on your timesheet, with a notation at the bottom, the type of absence being compensated.

### **6.13.2 Inclement Weather Leave**

The City Manager or designee may grant any amount of administrative leave, depending upon the severity of the weather event, when the City offices close due to inclement weather. Regular, full and part time employees are eligible to receive inclement weather administrative leave. Employees on personal leave on the day(s) for which administrative leave is granted due to inclement weather will not have to take their personal leave as planned. The administrative leave will be used in lieu of personal leave.

If an exempt or non-exempt employee is able to work remotely during an inclement weather event they will not receive administrative leave for the time frame they were able to work. Exempt or non-exempt employees who actually physically come in to work during an inclement weather event may receive compensatory and/or FLSA overtime, which may have a "use by" deadline or it may be paid directly to the employee, as determined by the City Manager and contingent upon available city funds.

## **6.14 Catastrophic Leave**

It is the policy of the City to offer eligible participating employees who have exhausted all available leave balances the opportunity to receive additional leave benefits from a Catastrophic Leave bank for extended absences in the case of catastrophic illness or injury to the employee or eligible family member.

### **6.14.1 Eligibility**

All regular full-time employees are eligible to participate. Participation in the program is voluntary. Only employees contributing at least eight (8) sick leave hours during the Open Enrollment Period are eligible to receive paid leave from the Catastrophic Leave bank in the following twelve (12) months.

### **6.14.2 Enrollment**

Eligible employees may only enroll during the Open Enrollment Period (September 1- September 30 of each year) by completing an enrollment form available at the Human Resources Department. Participation in the Catastrophic Leave bank becomes effective October 1.

### **6.14.3 Minimum Contribution**

Employees wishing to participate may contribute a minimum of eight (8) hours of accrued sick leave time each year. Contributions will be credited to the Catastrophic Leave bank on the first full pay period which begins after October 1. Employees electing to participate must contribute hours from the sick accrual account.

Employees contributing to the Catastrophic Leave bank, must have a combined leave (sick, vacation leave and compensatory time) balance of 80 hours after the contribution.

### **6.14.4 Maximum Contribution**

The maximum annual contribution to the Catastrophic Leave bank is forty (40) hours per employee.

#### **6.14.5 Rules**

- Contribution to the Catastrophic Leave Bank may not be designated for use by any specific employee.
- Time donated by an employee may not be recovered or recaptured.

#### **6.14.6 Definition**

Catastrophic Illness or Injury: Catastrophic illness or injury is defined as a serious health condition that affects the employee, or the employee's spouse, child or parent, which is unanticipated, non-job related, not self-inflicted, and requires an employee's absence without pay for a period of at least two weeks after all leave balances have been exhausted. This is further defined as those illnesses or accidents which require confinement in a hospital or accidents which require extensive medical care of an unforeseeable nature. Examples include life threatening injury or illness, cancer, AIDS, heart surgery, stroke, etc. Catastrophic illnesses shall not include elective surgery nor unforeseeable medical care rendered as a result of something other than injury or disease.

#### **6.14.7 Administration**

All requests for Catastrophic Leave shall be reviewed by the Human Resources Department. A representative from the Human Resources Department will act as the primary administrator and contact for the program.

#### **6.14.8 Leave Request Process**

Application for Catastrophic Leave must be made on the standard form provided by the Human Resources Department. Each application must include the standard FMLA form with a health care provider's signed statement. The request must include the health care provider's name, address and phone number. The forms shall be submitted to the Human Resources Department.

The maximum hours of catastrophic leave that may be request and be granted is 480 in a 12-month period. The guidelines set forth in *Leave Limitation* Policy of the Cedar Park Human Resources Policy Manual continue to be applicable. The total (unpaid and/or paid) leave permitted is 1,040 hours.

#### **6.14.9 Application Review**

The Human Resources Department will review each application and ensure that each of the following conditions have been met:

- Employee is enrolled as a participant in the Catastrophic Leave bank;
- Employee's entire accumulated leave (holiday, sick, vacation, comp time, etc.) has been exhausted;
- Proper documentation is complete and is provided in a timely manner; and
- Requesting employee has a qualifying catastrophic illness or injury.

The Human Resources Department will inform the applicant of their decision in writing within five (5) days after the receipt of the application.

#### **6.14.10 Rules During Catastrophic Leave**

- While an employee is receiving benefits from the Catastrophic Leave bank, he or she will not continue to accrue vacation time, compensatory time, or sick leave.
- Catastrophic Leave granted and not used by the employee will be returned to the Catastrophic Leave Bank.



- If a separation of employment occurs while an employee is utilizing Catastrophic Leave, the employee may not receive payment for the remaining balance of their Catastrophic Leave.

#### **6.14.11 Ineligibility**

A participating employee shall lose the right to obtain benefits from the Catastrophic Leave bank by:

- Termination of employment, including resignation, involuntary termination and retirement;
- Refusal to comply with the policies and procedures set forth in the Human Resources Manual and/or this policy; or
- Determination of permanent disability by the U.S. Social Security Administration.

#### **6.14.12 Appeal Process**

An employee whose request for Catastrophic Leave benefits is denied by the Human Resources Department may appeal the denial to the Catastrophic Leave Committee, but must do so in writing within five (5) days of receiving notification that the request was denied. The Committee will convene no later than five (5) days from the time an appeal is submitted to the Human Resources Department. The Catastrophic Leave Committee's decision is final.

#### **6.14.13 Catastrophic Leave Committee**

The purpose of the committee is to provide an annual review of the Catastrophic Leave Policy and hear appeals of denied catastrophic leave requests. The committee will be comprised of five (5) employees appointed by the City Manager. Decisions rendered by the Catastrophic Leave Committee require a majority vote and will be final.

---

## 7.0 Employee Safety and Security

---

Effective Date: 07-02-2020

Revised Date(s): 10-20-2022

### Contents

|     |                                                  |   |
|-----|--------------------------------------------------|---|
| 7.1 | PROMOTING A SECURE WORKPLACE .....               | 1 |
| 7.2 | USE OF CITY PROPERTY AND ACCIDENT REPORTING..... | 2 |
| 7.3 | CITY VEHICLE OPERATOR STANDARDS .....            | 4 |
| 7.4 | NOTIFICATION TO SUPERVISOR.....                  | 6 |



## **7.1 Promoting a Secure Workplace**

### **Policy**

A City is committed to maintaining a safe and healthy work environment for employees and preventing workplace violence. Creating or contributing to an unsafe work environment by presenting direct or indirect acts of physical or verbal violence against an employee, visitor or other individual on City property, at service locations or in the course of carrying out City business shall not be tolerated.

#### **7.1.1 Procedure/Rule**

7.1.2 **Applicability** – This policy covers each employee and agent of the City.

7.1.3 **Workplace Violence Prohibited** - Prohibited acts of workplace violence include, but are not limited to, threats, physical attacks or property damage. For the purpose of this policy, the following definitions shall apply:

7.1.3.1 **Threat** – A “threat” is the expression of intent or desire to cause physical harm or property damage. The definition shall include jokes about violence or threats of violence.

7.1.3.2 **Physical Attack** – A “physical attack” is, without limitation, unwanted or hostile physical contact such as hitting, pushing, kicking, shoving, throwing of objects or fighting.

7.1.3.3 **Property Damage** – “Property Damage” is intentional damage to or destruction of property owned by the City or its employees, vendors, or the general public.

7.1.4 **Possession of Dangerous Weapons** – This policy does not apply to commissioned Police Officers.

The City strives to provide a safe and secure working environment for all. Except as provided otherwise in this section, employees may not carry weapons while on duty. Prohibited weapons include, but are not limited to: firearms, clubs, explosive devices, knives with blades exceeding 3½ inches, and switchblades. You should not have any expectation of privacy and the City retains the right to search for prohibited weapons on City property.

The City permits employees licensed to carry a handgun under Texas law to carry a handgun into a City facility, in a City vehicle, or stored in their locked personal vehicle that is parked on City property, or on the employee while on duty as a City employee, unless otherwise prohibited by state or federal law, subject to the following requirements of this section.

The handgun must be concealed at all times and carried in a holster that completely covers the trigger and entire trigger guard area. If a handgun is carried in a purse, backpack, or briefcase, the purse, backpack, or briefcase must be on or about the holder’s person at all times or stored in a locked, secured location. Employees may not use their handgun while performing their official duties and the City is not liable for an employee’s conduct involving a handgun. Employees are responsible for complying with all applicable laws, including without limitation, Subchapter H, Chapter 411 of the Texas Government Code and other applicable civil and criminal laws. Employees must maintain their handgun license as valid and in good standing at all times. This policy does not authorize a license holder to carry a handgun in any facility or property where the possession of such is prohibited by state or federal law. In the event the employee’s handgun license is revoked, suspended, expired or otherwise invalid for any reason, the employee must immediately cease possessing or carrying a concealed handgun while at work.

- 7.1.5 Reporting Workplace Violence – An employee who believes he/she has been the target of workplace violence or an employee who observes an incident of workplace violence shall **immediately** report the incident to his/her supervisor, Department Head or Human Resources. In emergency situations, call the Police Department by dialing “9-1-1”.

A Supervisor or Department Head is responsible for responding in a prompt and effective fashion, either when notified of an alleged incident of workplace violence, or when he/she observes workplace violence, and shall contact Human Resources for guidance and assistance in handling such a situation in the workplace. In emergency situations, a supervisor or Department Head shall call the Police Department.

A Human Resources representative or a member of the Police Department designated by the Chief of Police shall conduct a full and prompt investigation. An employee found to have violated this policy shall be subject to disciplinary action, up to and including termination of employment. The City shall follow up with a victim and any witness to an incident of workplace violence.

- 7.1.6 The City encourages every employee to be alert to the possibility of violence on the part of employees, former employees, vendors, or strangers. The City shall handle the report of violence in a confidential manner to the extent permitted by law and policy, and shall release information related to such reports only on a need-to-know basis.
- 7.1.7 The City prohibits retaliation against or harassment of an individual who acts in good faith by reporting real or perceived violent behavior or violations of this policy.

## **7.2 Use of City Property and Accident Reporting**

### **Policy**

It is the policy of the City to provide each employee with adequate tools, uniforms, equipment and vehicles for the City job being performed and to expect each employee to use such items properly, safely, courteously, and in compliance with all local, state and federal regulations.

### **Procedure/Rule**

- 7.2.1 Personal Use Prohibited – No personal use of any City property, materials, supplies, tools, equipment, or vehicles is permitted unless written authorization is obtained from the Department Head. Violation may result in disciplinary action up to, and including, termination of employment or criminal prosecution, if appropriate.
- 7.2.2 Use of Vehicles and Motorized Equipment – An employee who is assigned or permitted to use a City vehicle or motorized equipment by his/her department, or an employee who uses a personal vehicle to perform official City business, is responsible for proper use and maintenance of the vehicle and/or motorized equipment.
- 7.2.3 Valid Driver’s License – An operator of a City vehicle or motorized equipment or an employee who drives his/her own privately owned vehicle on City business is required to have a current valid State of Texas driver’s license necessary to operate that vehicle or piece of equipment and to keep



his/her supervisor informed of any change in status of his/her license. (Also refer to *City Vehicle Operator Standards Policy*.)

- 7.2.3.1 Suspension or revocation of the driver's license or failure to maintain an acceptable driving record may result in disciplinary action, up to and including termination of employment.

- 7.2.4 Cell Phone Use While Driving – No employee shall use a City-issued Smart Phone or a personal smart phone for City purposes while driving, unless the employee is using the Smart Phone with hands-free technology.

- 7.2.5 Accident Reporting – An employee operating a City vehicle, personal vehicle on City business, or piece of City motorized equipment shall report any vehicular or equipment accident, regardless of how minor, and any property damage or liability claim to his/her supervisor or designee at the time of the accident. The employee's supervisor shall notify the Department Head, Human Resources and Finance immediately. (Also refer to *Worker's Compensation policy*)

The employee shall notify the appropriate police department of all accidents except those involving no other parties or property, and resulting in no more than a minor dent or ding to City property. If the employee is unable to notify a police department due to a medical emergency, then the supervisor shall ensure that the appropriate police department is notified.

If a Police report is taken by the Leander, the Police Department shall notify the respective Department Head involved by forwarding a copy of any accident report involving City equipment or vehicles as soon as the investigation is completed.

- 7.2.6 Drug Testing Following an Accident Involving a Vehicle or Motorized Equipment – If the accident results in the loss of human life or results in the issuance of a citation to the employee for a moving violation arising from the accident, the employee driving the vehicle or operating the equipment shall be tested for the presence of alcohol and controlled substances.

If the accident involves an employee holding a CDL and operating a commercial motor vehicle at the time of the accident, alcohol and controlled substance testing will further be required if the accident involved bodily injury requiring medical treatment away from the scene of the accident or damage to one or more vehicles requiring the vehicle(s) to be transported by tow truck or another vehicle.

The alcohol test required by this Section shall be administered within two (2) hours of the accident, if possible, or in any event, within eight (8) hours of the accident. The controlled substance test required by this Section shall be administered as soon as practicable, and no later than thirty-two (32) hours after the accident.

A driver or operator who is subject to post-accident testing shall remain readily available for testing if medically possible. A driver who is subject to post-accident testing and who does not remain readily available for testing for reasons other than his own or others' medical emergency need may be deemed by the City to have refused to submit to testing.

- 7.2.7 Equipment and Uniforms – The City may issue appropriate equipment and tools required for a job and/or issue uniforms to employees required to wear them. Such City-issued equipment, tools, and uniforms are considered to be City property and shall be returned to the supervisor upon separation from employment. If equipment, tools and/or uniforms are not returned, the replacement cost may be deducted from the employee's final payment, unless otherwise approved by the City Manager.

#### 7.2.8 Mileage Reimbursement

If you do not receive a car allowance, and you are using your personal vehicle for City business, you will be reimbursed for mileage based on the rate dictated by IRS. All mileage is based on the round trip from Leander City Hall. This reimbursement rate is intended to compensate you for all costs related to the operation of your personal vehicle on company business. This reimbursement also pertains to when you attend a city related conference out of town and take your family. When using your own vehicle for business purposes, with the approval of your department head, parking fees are reimbursable.

### 7.3 City Vehicle Operator Standards

#### Policy

It is the policy of the City to encourage safe use of vehicles and equipment and establish minimum standards for the qualification of employees and applicants to operate City vehicles or motorized equipment.

#### Procedure/Rule

7.3.1 Conviction. "Conviction" or "convicted" in this policy means an adjudication of guilt, a conviction, a plea of guilty or *nolo contendere* (no contest), probation, deferred adjudication, pretrial intervention, or any other imposition of sentence for an alleged criminal offense.

7.3.2 This policy applies to:

- a. An employee who drives a City vehicle or his/her private vehicle (being reimbursed for mileage) for City business;
- b. An employee receiving a monthly car allowance;
- c. An applicant for a position that requires the operation of a City vehicle or equipment; and
- d. An applicant or employee subject to the performance of any driving duties as assigned.

7.3.3 An employee or applicant shall meet the following minimum criteria to be considered for the privilege of driving on City-related business, including driving a City or personal vehicle:

- a. Have a current and valid Texas driver's license in the appropriate class as related to the position;
- b. Be at least eighteen (18) years of age; and
- c. Provide to the department, evidence of liability insurance as required by State law if he/she is required by his/her department to drive a personal vehicle on City business.

7.3.4 Applicant. A prospective employee is not eligible to be hired to operate a City vehicle or drive a personal vehicle for City business if he/she:

- a. Has a license that is currently under suspension or revocation;
- b. Has been convicted of four or more moving traffic violations within



the preceding three years;

- c. Has been involved in two or more traffic accidents where he/she has been determined to be at fault within the preceding three years;
- d. Has been convicted of or involved in some combination of four or more moving traffic violations and at fault accidents within the preceding three years;
- e. Is not able to obtain a Texas driver's license;
- f. Has been convicted of a driving while intoxicated (DWI) or driving under the influence (DUI) within the preceding three years;
- g. Has been cited to appear and answer in an administrative hearing as a habitual violator of traffic laws; or
- h. Has refused to take a breath or blood alcohol level test within the last three years, depending on the circumstances of the refusal.

7.3.5 Current Employee. Because of the serious liability implications for the City, if an employee who is required to drive for purposes of City business is convicted of DWI or another alcohol or drug-related offense and/or it is found that the employee is convicted of traffic violations, the following policy guidelines are established.

7.3.5.1 A current employee may have his/her privilege to drive a City vehicle, personal vehicle for City business or operate motorized equipment suspended or terminated, and is subject to disciplinary action, up to and including termination of employment, if it is found that the employee:

- a. Has a driver's license that is currently under suspension or revocation;
- b. Has been convicted of four or more moving traffic violations within the preceding three years;
- c. Has been involved in two or more traffic accidents where he/she has been determined to be at fault within the preceding three years;
- d. Has been convicted of or involved in some combination of four or more moving traffic violations and at fault accidents within the preceding three years;
- e. Is not able to obtain a Texas driver's license;
- f. Has been cited to appear and answer in an administrative hearing as a habitual violator of traffic laws;
- g. Has refused to take a breath or blood alcohol level test within the last three years, depending on the circumstances of the refusal; or

- h. Has been convicted of a driving while intoxicated (DWI) or driving under the influence (DUI) or another alcohol or drug-related offense within the past three years.

7.3.5.2 Driving Privileges Upon Charge. An employee arrested for or otherwise charged with DWI or DUI shall have his/her driving privileges immediately suspended pending the outcome of the charge.

7.3.5.3 Conviction. If an employee who is required to drive for City business is convicted of a DWI or DUI offense, he/she is subject to disciplinary action, up to and including termination of employment. In most cases termination shall result. Limited exceptions may occur when driving is not a central duty to the employee's job, and removing the driving duty for an extended period of time will not cause hardship or disruption to City operations. Should an employee not be terminated from employment, his/her driving privileges shall be suspended for one year from the date the City is made aware of the conviction, as a minimum. The employee's driving record shall be reviewed prior to the end of the suspension to determine whether driving privileges should be reinstated. The City may require completion of a specified accident/citation-free period of time and completion of an appropriate defensive driving course at the expense of the employee.

7.4 Notification to Supervisor. An employee is required to **immediately** advise his/her supervisor or designee of any DWI, DUI or alcohol or drug-related arrest, charge or conviction and within 24 hours of being arrested or otherwise charged or convicted.

An employee shall notify his/her supervisor of any moving traffic violations, at fault accidents, or driver's license suspension or revocation during the employee's next duty shift.



---

## 8.0 Employee Benefits

---

Effective Date: 07-02-2020

Revised Date(s): 10-20-2022

### Contents

|     |                                          |   |
|-----|------------------------------------------|---|
| 8.1 | MEDICAL, DENTAL AND LIFE INSURANCE ..... | 1 |
| 8.2 | RETIREMENT BENEFITS .....                | 2 |
| 8.3 | WORKER'S COMPENSATION .....              | 2 |

## **8.1 Medical, Dental and Life Insurance**

### **Policy**

A regular full-time employee is provided the opportunity to participate in group medical, dental, and life insurance programs sponsored by the City.

### **Procedure/Rule**

#### **8.1.1 Medical and Dental Insurance**

A regular full-time employee is provided the opportunity to participate in City-sponsored medical and dental insurance beginning the first day of the month following employment or as insurance contract(s) allows. Specific coverage information for the employee and his/her dependent(s) is provided prior to the beginning of each plan year and upon employment. The City's level of participation in paying for specific coverage shall be decided by the City Council annually as part of the annual budget process.

8.1.1.1 For purposes of determining who is a full-time employee under the Patient Protection and Affordable Care Act (PPACA), the City will use the "look-back" method

8.1.1.1.1 For a newly hired employee, the initial measurement period will begin on the first day of the month following the date of hire and will continue for 12 months.

8.1.1.1.2 For existing employees, the standard stability period will begin November 1 and continue for 12 months.

8.1.1.2 An employee may elect to cover his/her eligible dependent(s) for medical and dental insurance protection. If the employee elects to cover eligible dependent(s) for medical or dental insurance coverage, the employee shall contribute toward the cost of the coverage as provided for in the current plan documents. Participant contribution normally shall be deducted from the employee's payroll payment.

8.1.1.3 In the event of termination, reduction in force, separation, divorce or other qualifying event, an employee, spouse, and/or dependent covered by the City's medical and/or dental insurance plan shall be notified of the opportunity to continue his/her medical insurance coverage as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA), U.S.C 1161, et seq., as amended and by Texas Insurance Code Chapter 1251, as amended.

#### **8.1.2 Life Insurance, Accidental Death and Dismemberment**

The City provides group term life, accidental death and dismemberment insurance coverage for a regular full-time employee. The benefit amount and the City's level of participation in paying for specific coverage shall be decided by the City Council annually as part of the annual budget process.

8.1.2.1 In the event of the death of an employee from any cause, at any time or place, while insured, the life insurance is payable to the beneficiary designated by the employee. Specific coverage is defined by the policy.

8.1.2.2 Each employee is responsible for maintaining proper beneficiary designation and to notify the Human Resources Department of any changes.



## **8.2 Retirement Benefits**

### **Policy**

The City participates in the Texas Municipal Retirement System (TMRS) and its Supplemental Death Benefits Fund to provide future security for its regular full-time employees and for employees who work more than 1,000 hours in a calendar year.

### **Procedure/Rule**

- 8.2.1. Participation - Each employee who works, or whose position is budgeted to work, more than 1,000 hours per year shall be a member of the Texas Municipal Retirement System.

An employee whose position is budgeted for 1,000 hours or less per calendar year is not eligible for participation in TMRS. Employees shall make contributions as required by the federal government for Social Security and Medicare benefits. The City makes a matching contribution.

- 8.2.2 A Participating employee shall contribute to TMRS at the rate of seven (7%) of his/her annual salary per calendar year. The City contributes to TMRS an amount based on actuarial calculations to ensure that benefits are provided on a sound basis, which is equivalent to the City contributing at a rate of 2 to 1 (the City contributes 2% for every 1% of salary the employee contributes). An employee is vested after 5 years of service.

- 8.2.3 Benefits are payable in accordance with the rules and regulations of Texas Municipal Retirement System. An employee may receive a retirement benefit at any time after 20 years of service or at age 60 and 5 years of service.

## **8.3 Worker's Compensation**

### **Policy**

An employee who receives an occupationally related injury or illness may be eligible for benefits under the Texas Worker's Compensation Act (the "Act"), Title 5 of the Texas Labor Code, as amended, and related regulations

### **Procedure/Rule**

- 8.3.1 The Human Resources Department is responsible for the overall oversight, coordination and implementation of the City's Workers' Compensation Program through the designated insurance carrier. Any question relative to the specific application of the Act should be directed to the Human Resources Department.

- 8.3.2 The Act applies to a City employee who occupies a full-time or part-time position. The Act applies only to physical injuries and occupational diseases that arise out of and in course and scope of employment as defined by the Act.

- 8.3.3 Reporting – Failure to report an incident that results in an occupational injury or illness in a timely manner may (1) cause a delay in payment of benefits; (2) subject the City to monetary penalties; and (3) cause an employee to forfeit rights to all benefits under the Act.

8.3.3.1 An employee injured in the course of his/her employment with the City shall report any injury or illness to his/her immediate supervisor as soon as the incident occurs.

- 8.3.3.2 A supervisor shall conduct an initial investigation of the incident and then complete an Accident and Investigation Reporting form.
- 8.3.3.3 A supervisor shall immediately submit complete Accident and Investigation Reports to Human Resources.
- 8.3.3.4 A Department Head or designee should review any Accident and Investigation Report and take appropriate, corrective action to minimize the reoccurrence of such accidents.
- 8.3.4 Benefits – A City employee injured in the course and scope of his/her employment with the City may be entitled to receive full medical services and cash benefits for temporary disabilities and for permanent disabilities in accordance with the provisions of the Act. A surviving spouse and dependent of an employee killed in an industrial accident as part of his/her employment are entitled to death benefits in accordance with the Act.
  - 8.3.4.1 Employee is eligible for injury leave with pay for a maximum of 26 calendar weeks (in alignment with the City's Leave Limitation policy). If the injured employee is receiving income benefits through worker's compensation, the employee shall turn over any worker's compensation check to the City, or the City shall reduce its compensation to the employee to offset the income being received through worker's compensation.

If employee falls under exception to the Leave Limitation policy, (i.e. Catastrophic work related injury or exhausting accrued leave), the employee's worker's compensation income benefits may be supplemented by using accrued paid leave to provide a salary up to, but not greater than, the salary received by the employee before being incapacitated.
  - 8.3.4.2 City Paid Benefits Coverage During Leave – If an employee is on unpaid leave, he/she has not returned to work in a full-time capacity, and Family and Medical Leave (FMLA) expires or the employee is not eligible for FMLA, the City-paid health insurance benefit shall end. An employee may elect to continue health insurance programs at his/her cost through COBRA. Once an employee returns to a full-time status, City-paid benefits shall be reinstated.
- 8.3.5 Temporary Modified Duty – If an employee is unable to perform the essential functions of his/her position due to a temporary disability caused by an on-the-job injury or illness, the employee may be eligible for temporary modified duty. Such assignment is evaluated on a case by case basis.
- 8.3.6 It is a violation of City policy and state law for any employee, supervisor or manager of the City to terminate or retaliate or discriminate against an employee of the City because the employee files a worker's compensation claim in good faith, hires an attorney to represent the employee in a worker's compensation claim, or testifies or is about to testify in a proceeding under the Texas Worker's Compensation Act.



---

## 9.0 General Drug and Alcohol

---

Effective Date: 07-02-2022

Revised Date(s): 10-20-2022

### Contents

|     |                                                           |   |
|-----|-----------------------------------------------------------|---|
| 9.1 | GENERAL PURPOSE .....                                     | 2 |
| 9.2 | PROHIBITED ACTIVITIES (NON-EXCLUSIVE) .....               | 2 |
| 9.3 | COLLECTIONS & TESTING CIRCUMSTANCES .....                 | 3 |
| 9.4 | CONSEQUENCES OF VIOLATION.....                            | 6 |
| 9.5 | PRESCRIPTION AND OVER THE COUNTER (OTC) MEDICATIONS ..... | 7 |
| 9.6 | CONFIDENTIALITY .....                                     | 7 |
| 9.7 | DEFINITIONS .....                                         | 7 |

## **9.1 General Purpose**

It is the policy of the City to provide a work environment that is free from the use, consumption, sale, distribution, or possession of controlled or illegal substances or alcohol. An employee is required to report to work in appropriate mental and physical condition to perform their job in order to deliver service in a safe, efficient, and conscientious manner. Nothing contained in this policy is intended to prohibit, limit or restrict the lawful operations of the City of Leander Police Department.

The City reserved the right to take corrective action, up to and including termination, in the event your off duty involvement with controlled substances or alcohol is damaging to the City's reputation or business and/or is inconsistent with your job duties, or when such off duty conduct results in impairment of your job performance.

This policy applies to all employees of the City.

City positions requiring a commercial driver's license (CDL) are also subject to specific regulations by the U.S. Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA), 49 C.F.R. Parts 40 and 382, as amended. To the extent of any conflict between this policy and the federal regulations, the federal regulations shall control as to such employees. Employees are encouraged to contact the Human Resources Department with any questions regarding these federal regulations.

## **9.2 Prohibited Activities (non-exclusive)**

The following acts are prohibited:

1. You may not report to work while under the influence of illegal drugs or legal drugs used in an illegal manner. You may not report to work while under the influence of marijuana, which can affect your performance and place others in jeopardy. This includes the use of "Cannabidiol" or CBD products. Employees in safety-sensitive positions subject to drug testing under Title 49 of the U.S. Department of Transportation drug testing regulations may not use marijuana at all, including Cannabidiol/CBD products. You may also not report to work while taking any legally prescribed or over-the-counter medication that may adversely affect your performance of safety-sensitive functions.
2. The City may require you to participate in a screening test if you are exhibiting signs and symptoms of being under the influence. Employees who test positive during a screening test will be subject to discipline. This includes positive tests of marijuana resulting from an employee claim of the use of Cannabidiol/CBD products.
3. The use, unauthorized use, possession, manufacture, distribution, dispersion or sale of illegal drugs or controlled substance, dangerous drugs or alcohol on City premises, or while on City business, in City supplied vehicles, or during normal working hours.
4. Employees found to have tampered with the specimen will be subject to disciplinary action up to and including termination;
5. Refusing to report for testing immediately upon notification to do so by any supervisor, or refusing to consent to testing or to submit a urine sample when requested by a supervisor or management;
6. Refusing to submit to an inspection when requested by any supervisor or management personnel;



7. Failure to notify the HR Director, or the City Manager of your arrest or conviction of such, or with respect to, the illegal use, possession, control, sale or manufacture of any controlled substance, drug or alcohol, within five days after the arrest or conviction;
8. Failure to report to the supervisor the use of any drug, prescription, non-prescription medication, or alcohol, by you or another employee, which may affect the job performance or safety, e.g. alter the behavior or diminish or impair your or other employees' physical or mental capabilities;
9. Refusing to sign a statement agreeing to abide by the City's drug abuse policy;
10. Refusal to complete all forms pertaining to drug and alcohol testing at the testing and collection facility.
11. The City reserves the right to test employees for drug use and/or relieve them from their job duties, when, in the opinion of the City, the use of drugs, legal or illegal, or alcohol, may be affecting the performance their job duties.
12. Abuse or misuse of prescription or over the counter (OTC) medication.
13. Consumption of alcohol:
  - a. Has an alcohol concentration of 0.04 or greater
  - b. While on duty (includes hours worked and breaks)
  - c. Four (4) hours prior to reporting to work
  - d. Eight (8) hours following an accident (or until tested)
  - e. During on-call status
  - f. While wearing City apparel or uniforms
14. Employees holding a CDL required for their positions are further prohibited from using prohibited drugs while on-call or within four hours prior to reporting for work requiring performance of a safety-sensitive function.

### **9.3 Collections & Testing Circumstances**

The City's uses a collection facility to conduct drug and alcohol testing. Drug collection is conducted by analyzing your urine specimen and alcohol testing will be conducted by breath analysis.

Circumstances (why) which facilitates drug and alcohol testing includes:

Pre-Employment

Random (Safety Sensitive Positions and DOT)

Post Incident

Reasonable Suspicion

### **9.3.1 Pre-Employment Testing**

The City reserves the right to test applicants for employment, after the job offer has been made but before the position is taken, or as an applicant who drives commercial vehicles and covered by the U.S. Department of Transportation Regulations.

Any applicant who refuses the pre-employment test or yields a "positive" result will not be considered for employment. If a pre-employment test is canceled by a Medical Review Officer (MRO) for any reason, the applicant will be required to take another one with a verified negative result within twenty-four (24) hours. Applicants, who were tested more than 90 days prior but were not hired, must have new pre-employment test performed with a verified negative result.

An employee who transfers into a position which requires a CDL shall be tested before the employee may perform any safety-sensitive function.

### **9.3.2 Random Testing**

Employees performing a city safety-sensitive function or operating a motor vehicle that is regulated by the U.S. Department of Transportation (DOT) 49 CFR Part 40, (possess a valid commercial driver's license), may be subject to random testing without advance notice. The selection of employees for random controlled substance and alcohol testing will be made by a scientifically valid method by the third-party collection site. Under the selection process, employees will have an equal chance of being tested each time selections are made. When selected for testing, an employee will proceed to the collection site immediately. If employee is off work at the time selections are made, the city has the option of selecting another employee for testing.

Human Resources will notify Supervisors when you have been randomly selected. Upon notification, the supervisor will ensure the employee proceeds to the collection site as soon as possible.

Refusal to submit to the random test when notified, or failure to report to the collection facility within one (1) hour, will be considered a test refusal. Employee will be immediately removed from their safety sensitive position and may receive corrective action and/or termination.

#### **9.3.2.1 Additional Provisions for Employees Holding Required CDL's.**

The following shall apply only to an employee holding a CDL required for their positions:

**Return-to-Duty Testing.** The City will test any employee returning to duty after a violation of any provision of this policy and completion of any required substance abuse professional evaluation, referral, and/or education/treatment process, in accordance with FMSCA regulations.

**Follow-Up Testing.** The City will perform follow-up testing of any employee returning to duty under the Return-to-Duty Testing procedures, who has been identified by a substance abuse professional as needing further assistance, in accordance with FMSCA regulations.

**Testing Procedures.** All tests pursuant to this policy of employees holding a CDL required for their positions shall comply with all FMSCA standards and procedures.



### 9.3.3 Reasonable Suspicion

Reasonable suspicion shall mean suspicion based upon observation and/or fact, which would lead a reasonably prudent person to believe it is likely that the employee in question is under the influence of prohibited drugs or prescription or over the counter drugs which have an adverse effect on the employee's performance or behavior.

Whenever a trained supervisor reasonably suspects that an employee's work performance or on the job behavior is affected in any way by drugs or alcohol, an employee is subject to reasonable suspicion testing. The supervisor or designated person will transport the employee to a collection site for testing. Under no circumstances will the employee be allowed to drive. The supervisor or designated person shall stay with the employee being tested and upon returning to the worksite, and shall arrange for the employee to be driven home. A written record of the observations will be made by the supervisor who made the observation. The employee will not be permitted to perform city defined safety-sensitive functions until 24 hours have elapsed.

Reasonable suspicion must be based on specific observations concerning the appearance, behavior, speech, and/or body odors such as, but not limited to:

- Slurred speech;
- Unusual drowsiness, irritability, or jumpiness;
- Odor of alcoholic beverage or illegal drug on or about the person, including on their breath;
- Inability to concentrate or complete tasks;
- Overall disorientation;
- Physical impairment;
- Pattern or repetitive series of accidents; and/or
- Discovery of drug paraphernalia or detectable amount of prohibited drug in employee's possession or area of control.

**Administrative Leave with Pay:** While waiting for the results of a reasonable suspicion test, an employee may be placed on paid administrative leave pending the outcome of the tests and any investigation. The employee will not return to the workplace until they have been authorized to do so by Human Resources or the Department Head.

**Refusal to Test:** If employee refuses to submit to a reasonable suspicion test, they will be considered insubordinate. An employee may request to resign prior to taking a reasonable suspicion alcohol/drug test. However, they will not be considered for re-employment.

**Coordination with Law Enforcement Agencies:** The sale, use, purchase, transfer or possession of an illegal drug is a violation of the law. The City can report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials.

### 9.3.4 Post-Accident Testing

An employee involved in a motor vehicle, equipment or injury incident while in the course and scope of their employment, is subject to post accident drug/alcohol testing-see *Employee Safety Section 7*. Employee must remain available for testing after an accident. If a employee refuses to submit to a post-accident alcohol/drug test, they will be considered insubordinate.

Post-accident testing may be delayed while an employee assists in resolution of the accident or receive medical attention following the accident. For additional information when testing is required, refer to Section 7. Assessment Matrix.

**Voluntary Reporting:** An employee who reports an alcohol or drug problem voluntarily, prior to notification of requiring testing or prior to pending disciplinary action for conduct related to alcohol or drugs, may be allowed to take accrued leave to seek and obtain substance abuse or alcoholism treatments provided by a health care provider under Family Medical Leave Act. Resources are available through the city's Employee Assistance Program (EAP). An employee may not provide a "voluntary disclosure" upon being notified that they must submit to a drug or alcohol test. If they are returning to duty in safety sensitive position following voluntary drug or alcohol treatment, they may be subject to periodic drug or alcohol testing for a period of at least twelve months or as determined by the Director of Human Resources, subject to applicable law. A positive test result will result in immediate termination. Confidentiality test results may be released only to the employee, the City, EAP, laboratory officials and a Medical Review Officer. They cannot be released to others without the written consent of the employee. All test results will be kept in a secure location with limited access.

#### **9.4 Consequences of Violation.**

The City shall consider any violation of this policy to constitute sever misconduct, **and shall take appropriate disciplinary action against an employee who violates this policy, up to and including termination from employment.**

##### **9.4.1 Employee Assistance Program (EAP)**

Upon a confirmed determination that an employee has have been under the influence of drugs or alcohol in violation of the city's policy, the City reserves the right to refer the employee to one or more qualified drug and alcohol abuse programs (i.e. EAP) for assessment, counseling, and rehabilitation. For participation in any such abuse program, the employee is are responsible for the cost of treatment, counseling or rehabilitation from EAP referral or if applicable, their health insurance.

An employee's corrective action is not forgiven bytheir participation in an abuse program.

An employee's progress shall be evaluated by a Substance Abuse Professional (SAP) to determine if they have properly followed the rehabilitation program.

Employee shall be subject to unannounced follow-up alcohol and/or drug test administered by the City following their return-to-duty. The number and frequency of the test shall be directed by the SAP and consist of at least six (6) tests in the first twelve (12) months following return-to-duty. Follow-up testing will be up to sixty (60) months and can be eliminated after one year if the SAP determines that such testing is no longer necessary.

EAP related activities, such as referral appointments, will be treated on the same basis as other health matters with regards to use of paid leave.



## **9.5 Prescription and over the Counter (OTC) Medications**

The legal, authorized and intended use of prescribed drugs or over-the-counter medication is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger others.. An employee is responsible for discussing their job duties with their physician. The physician is responsible for evaluating their ability to safely perform their job duties. If the doctor deems them medically disqualified from performing their job duties while taking medication, they will immediately notify their supervisor. Employees are required to notify their supervisor when taking any prescription or non-prescription medication that may interfere with the safe performance of their job duties. The supervisor will require the employee to take paid leave or they will need to cease taking the medication while on duty. Failure to comply may result in corrective action up to and including termination.

## **9.6 Confidentiality**

All information relating to alcohol or drug testing will be protected by the city as confidential unless disclosure is otherwise authorized by law or authorized in writing by the employee. All results will be maintained in a confidential file with the Human Resources Department.

## **9.7 Definitions**

**City of Leander premises or facilities** means all property of the, including but not limited to offices, buildings and surrounding areas on City-owned or leased property, parking lots, and storage areas. The term also includes City-owned or leased vehicles and equipment wherever located. It also includes any premise where the City performs contract services.

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

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

**Collection site** means a place where individuals present themselves for the purpose of providing body fluid or breath samples to be analyzed for specific controlled substances or alcohol.

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

**Evidential breath testing device (EBT)** means a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath for prohibited concentrations of alcohol in your system.

**Illegal drug** means any drug in any detectable amount which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy.

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

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

**Performing a safety-sensitive function** means an employee, who during their course and scope of work, are performing a safety-sensitive function, ready to perform, just completed performing, or are required to be in readiness to work (i.e., during on-call status) until the time the employee is relieved from all responsibility for performing the safety-sensitive function.

**Possession** is also meant to include the presence in the body system of any detectable amount of drug, or in the case of alcohol, a test result of 0.04 or greater for those NOT governed by DOT.

**Substance Abuse Professional (SAP)** means a licensed physician (MD or DO), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (NAADACCC certified) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.



---

## 10.0 Performance Management and Corrective Action

---

Effective Date: 07-02-2020

Revised Date(s): 10-20-2020

### Contents

|      |                             |   |
|------|-----------------------------|---|
| 10.1 | General Purpose .....       | 1 |
| 10.2 | Performance Management..... | 1 |
| 10.3 | Corrective Action .....     | 1 |

### **10.1 General Purpose**

It is the policy of the City, when appropriate, to resolve problems and conflicts utilizing reasonable means through an informal process between the supervisor and employee. Furthermore, it is the intent to provide the employees and supervisors a framework for correcting and improving employee behavior and performance and if necessary, administering discipline, in a manner that is fair and consistent. Some employee behavior or work performance will result in immediate termination. Other problems are more appropriately handled by coaching, counseling, warnings, additional trainings, or written reprimands, which will lead to terminations if improvement is not shown.

### **10.2 Performance Management**

Performance management is the process used to strengthen employee knowledge, skill and abilities to assist them in performing their job satisfactorily. It may include more training and guidance. Ongoing dialogues with a supervisor about performance should occur continuously. This exchange of information should reinforce good performance and establish or reset the performance expectations by the supervisor when employee falls short.

#### **Supervisory Responsibility:**

To supervise, lead, and direct employees under their authority, to administer policies and procedures within their scope of authority; document employees job performance, conduct, and behavior as appropriate; Properly conduct evaluations of employees in a timely manner; discipline employees as required under departmental and/or city policies, as the purpose is to resolve issues at the lowest possible supervisory level.

**Performance Evaluations** are conducted yearly. It is a formal assessment in which the immediate supervisor evaluates employee work performance, identifies strengths and weaknesses, and offers feedback, and set goals for the future. The content of annual review should be consistent with the ongoing performance evaluations provided by a supervisor through-out the year.

The supervisor will provide a copy of the evaluation to the employee and will review it with the employee. Employees will be asked to sign their evaluation documents. An employee signature indicates both acknowledgement and receipt of the evaluation; it does not indicate that the employee is in agreement with its contents. Employees may submit comments related to their evaluation within 5 (five) business days from the date of receipt. Comments may be written directly on the form, or on additional sheets attached to the document. Any comments provided by employees will be filed in that employee's personnel file.

### **10.3 Corrective Action**

Corrective action, is a process of changing employee behavior through teaching. It provides the opportunity to inform employees of behavioral shortcomings and explain how to correct those shortcomings in a respectable and confidential manner. Supervisors should meet privately with employee to discuss the behavior problems when they first arise.



Supervisors must decide the appropriate corrective action to take for the situation. Factors to consider include:

- Severity of problem or degree of negligence;
- Number and nature of previous disciplinary actions;
- Whether previous corrective actions were imposed for similar reasons;
- Frequency of previous problems (including the time lapse between corrective actions); and
- Employee work-record.

*Note:* If employee has an injury or illness and receives a corrective action, the injury or illness does not stop the corrective process, but the action may be delayed or deferred until the employee is released back to work.

- Corrective action may be sequential, out of order, or repetitive. Nothing in this policy states that corrective action must be progressive in nature. Supervisors are not required to impose a lower level of corrective action before progressing to a higher level of corrective action. Corrective matters are evaluated individually, and the level of corrective action is imposed based on the circumstance of each situation.

The types of corrective action a supervisor may take are, in order of severity (from least severe to most):

- a. **Coaching and Counseling** - Coaching and Counseling sessions may be done informally with the supervisor meeting with the employee to be certain that the employee realizes that his/her behavior or work performance is unsatisfactory and understand what is expected. The supervisor should note the date of the session and other necessary information for any future use, and the employee is required to sign and date as acknowledgment of the conversation. Such note will be kept in the employee's file within the department.
- b. **Oral Warning (Documented Counseling)** - Oral warnings are issued for minor policy, procedural and conduct infractions. Infractions of this type would not endanger the health or welfare of any employee or citizen, or the overall operations of a department. The supervisor should document the oral warning, including its date, a brief summary of the conversation, and any understandings reached with the employee about future conduct, and keep such record in the employee's file within the department.
- c. **Written Warning** - Written warnings are issued for policy, procedural, or conduct infractions or when an oral warning has already been given and an infraction occurred again or when the nature of the offense requires more than an oral warning). The supervisor shall prepare a written summary of the performance/conduct problem, and such document shall be reviewed and approved by the Department Head or designee. The supervisor and/or other supervisory staff member shall present the written warning to the employee and discuss its contents, which should include a description of specific performance problems(s), references to any previous warnings, and actions(s) the employee needs to take to improve performance to a satisfactory level, a general time frame allowed for improvement (when appropriate-most warnings should expect immediate and sustain improvement), and a notice that continuation of the performance problems shall result in a most severe disciplinary action, up to and including termination of employment. The supervisor and employee should sign the written warning. The employee's signature indicates receipt of the written warning only, not necessarily agreement with the contents. A copy of the written warning shall be forwarded to Human Resources for placement in the employee's personnel file.

- d. **Corrective Action Meeting** - A corrective action meeting should be scheduled prior to the imposition of a suspension, demotion or termination. The employee will be given advance notice of the meeting. The Department Director may ask another supervisor and/or HR to accompany them during the Corrective Action meeting. The employee will be given an opportunity to present an explanation of their conduct leading up to the proposed disciplinary action. Employee may, in the city's sole discretion, be placed on administrative leave prior to, during, or after the corrective action meeting. The Employee will be notified of the City's determination following the meeting.
- e. **Administrative Leave** - During an investigation into alleged offenses or violations of City policies, the City may, in its sole discretion, place an employee on administrative leave. The leave may be with or without pay.

**Note: All suspensions, demotions and terminations must be approved by the City Manager.**

- f. **Suspensions** – The employee's supervisor may make a recommendation to the Department Head for a suspension without pay. The Department Head shall review the circumstances and supporting documentation and has the authority to authorize the suspension. Human Resources shall be consulted prior to administration of all suspensions. All suspensions must be approved by the City Manager. The contents of the document informing the employee of the suspension should follow the guidelines listed under Written Warnings, and shall include the length of the suspension, including beginning and ending dates. Suspension without pay for ten or fewer working days is issued for serious rule violations, gross negligence, misconduct or insubordination or when less severe discipline has previously been given or if the incident is too severe for a warning but not egregious enough for more severe discipline. The supervisor determines what days are used. Multiple days without pay may be spread over several weeks, if deemed appropriate.

If the employee is suspended and later is determined not at fault, he/she may be reinstated to his/her same duties, classification and rate of pay.

Note: Special circumstances pertaining to exempt employees for suspensions without pay for increments of less than one full day under FLSA. Refer to Section 5.7: Exempt employee pay and deductions.

- g. **Performance Improvement Plan (PIP)** - PIP's are issued for very serious performance, behavior or attendance deficiencies. When an employee is on disciplinary probation, they are possibly one step from termination. Supervisors must give serious consideration before placing an employee on a PIP. The supervisor must outline the provisions of the probation in writing. For performance issues, the use of a PIP form is recommended.

Supervisors can establish a PIP period from one to six (6) months maximum. When deciding the duration, the supervisor should consider factors like the severity and number of violations, time between earlier violations, work record, evaluations, other relevant documented information, and whether the problem is habitual (which would suggest that a lengthier period is needed). The supervisor should identify the behavioral changes that must take place and explain the consequences of failure to improve and to perform in an acceptable manner.



Supervisors must meet periodically with employees during the probation to provide feedback on their progress. The supervisor must meet with employee at the end of the PIP to evaluate and discuss their progress and what action, if any, to take next. The supervisor should prepare and file meeting notes, and obtain employee acknowledgement on the information discussed.

Employee is not guaranteed employment for the duration of the PIP. If during the PIP it becomes obvious they cannot or will not change behavior or improve job performance, the supervisor can initiate a termination action.

- h. **Demotion** – The employee's supervisor may make a recommendation to the Department Head for an employee's demotion. Demotions are issued for work performance or job-related conduct that does not meet established standards or for the inability to improve performance. Demotions can be considered for employees, who would be successful in a lower position with less responsibility or with lower expectations. The Department Head shall review the circumstances and supporting documentation and consult with Human Resources. The City Manager shall approve authorize a demotion prior to its being effected. A pre-demotion meeting must be held to prior to the demotion.

If you, to avoid corrective action, agree not to contest a transfer into a lower position, a memo should be prepared for your signature. The memo should explain the reasons for the demotion, your new classification and pay rate and that you are not contesting the demotion.

- i. **Termination of Employment**- The employee's supervisor may make a recommendation to the Department Head for an employee termination of employment. Termination normally occurs only when other disciplinary actions have failed to achieve the needed results.

A written summary of the reason(s) for recommendation for termination shall be prepared by the supervisor and reviewed with the Department Head and Human Resources before a termination decision may be made. The City Manager must approve all terminations prior to it being effected.

Prior to termination, the Department Director should ensure that the employee has been properly counseled in writing concerning any deficiencies in behavior, given sufficient time to correct these deficiencies, and informed that failure to correct them may result in termination. However, this policy should in no way prevent the Department Director from taking immediate action when the nature of the offense warrants such action. .

Prior to termination, the Department Head will discuss the reason(s) for termination with the employee. The Department Head will allow ample time (not to exceed 36 hours) for the employee to respond in person or in writing if the employee believes any information presented is inaccurate and/or give reason(s) why he/she should not be dismissed.

The following are examples of reasons that could result in immediate dismissal:

1. Use or possession of alcohol or illegal use or possession of inhalants or controlled substances while on duty or in the workplace
2. Falsification of official City records
3. Theft, willful damage and/or unauthorized use of City property
4. Willful failure to follow established safety guidelines when such failure could result in injury to you, co-worker, or other persons
5. Violation of the Weapons Policy

6. Acts and/or threats of violence, stalking, threatening behavior and/or intimidating or harassing behavior, which occur in the workplace and/or that, are work-related or relevant to your job.

An employee may file a grievance contesting a dismissal as outlined in 11.0 Complaints and Grievances. If the results of an investigation support employee grievance, employee shall be reinstated with full recovery of back pay and benefits, or other action as determined by the City Manager.



---

## 11.0 Complaints and Grievances

---

Effective Date: 07-02-2020

Revised Date(s): 10-20-2020

### Contents

|      |                                  |   |
|------|----------------------------------|---|
| 11.1 | OBJECTIVE .....                  | 1 |
| 11.2 | COMPLAINTS .....                 | 1 |
| 11.3 | COMPLAINT PROCEDURE:.....        | 1 |
| 11.4 | GRIEVANCES .....                 | 3 |
| 11.5 | GRIEVANCE PROCEDURE.....         | 3 |
| 11.6 | BUSINESS/WORKING DEFINITION..... | 4 |
| 11.7 | CONFIDENTIALITY .....            | 4 |
| 11.8 | RETALIATION PROHIBITED.....      | 5 |
| 11.9 | PRINCIPLES OF THE POLICY .....   | 5 |

### 11.1 Objective

It is the policy of the City of Leander to anticipate and avoid the occurrence of valid workplace complaints and to promptly address those that may arise. This policy provides an avenue for every employee, either management or non-management to actively seek resolution to problems, disagreements, grievances, and other conflicts that occur in the workplace utilizing the chain of command.

### 11.2 Complaints

The complaint process is generally reserved to resolve matters related to the following:

1. Job, job assignments, working conditions which are perceived as unfair
2. Wages, hours of work, performance evaluations, merit raises
3. Unjust or inequitable procedures
4. Problems with co-workers and supervisors
5. Misinterpretation or misapplication of City policy, State or Federal Law
6. Job Classification
7. Pay Grade or Rate of Pay

### 11.3 Complaint Procedure

The City has established the following procedure for lodging a complaint.

1. **Informal:** Employees are encouraged to discuss concerns with their immediate supervisor within 5 business days, or as soon as possible after the event(s) that caused the concern. The supervisor should address the issue within 5 business days. If that concern is not resolved with the supervisor the employee may bring the issue to Human Resources. The Director of HR will mediate and attempt to facilitate a solution satisfactory to all parties. If the parties cannot reach a satisfactory conclusion, the employee may file a formal complaint with HR.
2. **Formal: Except as provided in 11.3.12 below,** employees must make every effort to resolve the issue with their supervisor first. A formal complaint, **MUST** be in writing and submitted to Human Resources. Human Resources may provide a "Complaint Form" or an employee may create their own document. The document the employee uses must include the all of the following:
  - ✓ A description of the issue(s) with specific facts, include names of all individuals involved and potential witnesses.
  - ✓ List the event(s), date(s), time(s), and location(s).
  - ✓ Indicate the steps taken to resolve the issue(s).
  - ✓ How it affected the employee or the workplace and suggestions on ways to resolve the problem.
  - ✓ Whether the employees management provided a response, and, if so, the response.
3. Upon receiving or being advised of a formal complaint, HR will notify the City Manager. The Director of HR is responsible for the review of formal complaints, and may request the complainant take the complaint to the Department Head for resolution, if the Department Head has not been previously notified of the complaint. The respondent's direct supervisor will be included in the resolution and any investigation of the complaint.
4. Within 5 business days of receiving the written complaint, HR will notify, in writing, the person(s) charged [hereafter referred to as "respondent(s)"] of a complaint.



- a. Complaints alleging a misinterpretation of policy will be investigated to determine whether complaint should be sustained or denied using the procedures set forth in this policy. Complaints requiring an investigation of the facts will be conducted in accordance with this policy.
  - b. Complaints for which an investigation is not required because the interpretation of policy is clear will be resolved by communicating the policy or legal requirements in writing to the complainant and the respondent.
  - c. For complaints about a matter other than a misinterpretation of policy or law, HR will assist the complainant in resolving the complaint by, arranging meetings with appropriate persons to discuss resolution to the complaint.
5. During the investigation, the Department Head may place the respondent on administrative leave (with pay), pending the investigation. HR together with possible legal counsel assistance, investigative assistance, and/or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
6. Within 30 days, HR or other person(s) conducting the investigation will conclude the investigation, or provide a justification for an extension with City Manager approval, and submit a written report of the findings to HR and the City Manager.
7. If it is determined a misapplication or misinterpretation of this policy or law has occurred, the HR Director, in consultation with the respondents' supervisor and the Department Head, will recommend appropriate resolution. The appropriate action will depend on the following factors: a) the severity, frequency and extent of the misapplication or misinterpretation of the policy or law; b) prior complaints made by the complainant; c) prior complaints made against the respondent; and d) the quality of the evidence (e.g., first-hand knowledge, credible corroboration).
8. If the investigation is inconclusive or if it is determined that there has been no misapplication or misinterpretation of policy or law, but potentially problematic conduct may have occurred, HR may recommend appropriate preventive action.
9. Within 5 business days after the investigation is concluded, HR will meet with the complainant and the respondent separately, notify them of the findings of the investigation, and inform them of the action being recommended.
10. Appealing the resolution:
  - a. The complainant and the respondent may submit statements to the Director of HR challenging the factual basis of the findings. Any such statement must be submitted no later than 5 business days after the meeting with the Director of HR in which the findings of the investigation are discussed.
  - b. Within 15 business days from the date HR meets with the complainant and respondent, the City will begin reviewing the investigative report and any statements submitted by the complainant or respondent. A decision of what action, if any, will be taken after approval by the City Manager. HR will report the City's decision to the complainant, the respondent and the appropriate management assigned to the department(s) in which the complainant and the respondent work. The City's decision will be in writing and will include findings of fact and a statement for or against corrective action. If corrective action is to be taken, the respondent will be informed of the nature of the corrective action and how it will be executed.
11. Extensions may be requested in writing prior to the documented timeframes described in this policy.

12. Employees alleging complaints against their direct supervisor do not have to make an effort to resolve their complaint with that manager as part of the formal complaint process. They may go up through their chain of command, go to Human Resources, or directly to the City Manager.

#### **11.4 Grievances**

The Human Resources Department will be responsible for the coordination of the grievance and appeal procedures. The grievance process is generally used to appeal decisions related to discipline and to address reports of discrimination, harassment, retaliation, or other violations of law.

Employees, regardless of their employment status, are encouraged to promptly bring concerns of discrimination, harassment, retaliation, or other violations of law to the attention of their immediate supervisor.

Supervisors are *required* to report any claims of discrimination, harassment, retaliation, or other violations of law to Human Resources. Grievances are ultimately appealable to the City Manager, unless the City Manager is the subject of the grievance.

A grievance may be filed for the following:

1. To appeal an adverse employment action such as a written reprimand, demotion, suspension, disciplinary leave, or termination
2. To report harassment, discrimination or retaliation
3. To object to departmental reorganizations
4. To report a violation of a City policy or a state or federal law
5. Failure to provide a reasonable accommodation under the ADA
6. Reduction of force or layoffs (RIF)

#### **11.5 Grievance Procedure**

The City has established the following procedure for lodging a grievance.

1. Employee shall have 10 business days from the date the incident occurred or when the employee became knowledgeable of the incident, to present to their supervisor a written grievance. The grievance shall contain the following information:
  - ✓ Significant times, dates and actions taken relative to the grievance;
  - ✓ Facts upon which the grievance is based;
  - ✓ Specific wrongful act and harm done; and
  - ✓ Remedy or adjustment sought.
2. The supervisor has 10 business days to resolve the matter orally and in writing to the employee.
3. If the supervisor does not respond within the allotted time, the employee may present the written grievance to the Department Head and copy Human Resources within 5 business days after the deadline date for the supervisor's response. An employee may appeal a supervisor's decision in writing to the Department Head, with a copy to Human Resources within 5 business days after receiving the decision.
4. The Department Head shall respond in writing within 10 business days of receipt of the appeal.



5. If the appeal is unanswered within the specified time limit. The employee may appeal the decision, and file the appeal to the City Manager, and copy Human Resources, within 5 business days of the deadline for the Department Head's response or within 5 business days of the date of receipt of the Department Head's response, whichever is sooner.
6. If the Department Head is the immediate supervisor, appeal should be filed to the City Manager, with a copy to Human Resources.
7. Employees filing a grievance against their director or supervisor do not have to not have to report that grievance to their manager. Employees alleging grievances that sexual in nature may report their complaint in writing or verbally to any member of management or HR that they feel comfortable with. The receiving supervisor or an HR team member will guide the reporting employee through the necessary steps in the grievance process.

#### **11.5.1 Appeal to City Manager**

- The City Manager or designee shall hear the grievance within 5 business days.
- The City Manager or designee shall review the grievance and may contact the employee to discuss the grievance. The City Manager or the designee will render a written decision within 30 days after receiving the grievance, unless an extension of time is required in order to gather additional information.
- The decisions of the City Manager are final.

Note: For Police and Fire Personnel: The police and fire departments may have additional rules, processes and regulations that govern the investigation of complaints against police officers and firefighters. In the event of a conflict between this policy and the police or fire department's policy governing investigation of a complaint, the police or fire department's policy, as applicable, shall control; provided that nothing herein or in a policy of the police or fire department shall be construed to change the at-will employment status of a member of the police or fire department.

#### **11.6 Business/Working Definition**

Business/Working Days: the scheduled work days of the person responsible for initiating an action in this policy for which a time limit is established. A fire shift (24 hours) is equivalent to 2 working days for this section only. Time limits begin the working day following the incident, event, hearing, or notice. The deadline is close of business (5 pm) for timeframes stated in the policy.

#### **11.7 Confidentiality**

During the complaint and grievance process, the confidentiality of the information received, the privacy of the individuals involved and the wishes of the complaining/grieving person will be protected to as great a degree as is possible. Human Resources will keep all expressions of concern, the results of fact-finding and the terms of the resolution confidential to the extent possible. In the course of fact finding and resolving the matter, some dissemination of information to others may be necessary or appropriate to investigate the complaint or grievance. Please also be aware that City records are subject to the Texas Public Information Act (TPIA), and certain records associated with employee complaints and grievances will be considered public information under the TPIA.

### **11.8 Retaliation Prohibited**

No employee shall take or threaten to take any act of reprisal against another employee because of exercising or expressing an intention to exercise the right to participate in the conflict and grievance process. Disciplinary action shall not be taken against an employee for using the conflict and grievance process in good faith.

### **11.9 Principles of the Policy**

The City will observe the following additional principles in processing complaints and grievances:

1. An employee may request to record a meeting related to a complaint or grievance proceeding, and in such event, the City shall record the meeting as well and keep the recording with the City's records.
2. An employee may be permitted an attorney or a "moral support" person to accompany them to a meeting during the complaint or grievance process; however, the attorney or the "moral support" person will not be allowed to speak on their behalf, but can be there to advise them.
3. An employee may request an accommodation for a disability or language barrier, if needed.
4. If at any time the meeting organizer determines the employee's representative is disruptive or uncooperative, the representative may be asked to leave, or the meeting may be terminated.
5. If an employee fails to appeal from one level to the next level within the time limits set forth in this policy, the matter will be considered settled on the basis of the last decision, and the problem will not be subject to further consideration.
6. The City reserves the right to impose appropriate corrective action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of corrective action may also vary, depending on factors such as the nature of the offense, whether it is repeated, your work record and the impact of the conduct on the organization.

#### **11.9.1 Timeframes**

The time frames for response by the City are subject to modification on a case-by-case basis due to operational requirements, travel away from the City, in-depth investigations, etc. The City Manager shall have final authority to resolve any disputes regarding the implementation of this Grievance Procedure, including overruling the determination of the appropriate decision makers.



---

## 12.0 Training and Development

---

Effective Date: 07-02-2020

Revised Date(s): 10-20-2022

### Contents

|      |                         |   |
|------|-------------------------|---|
| 12.1 | PURPOSE .....           | 1 |
| 12.2 | POLICY .....            | 1 |
| 12.3 | PROCEDURE/RULE .....    | 1 |
| 12.4 | TYPES OF TRAINING ..... | 1 |

### **12.1 Purpose**

To communicate policy and procedures regarding the Employee Training and Development Program administered by the Human Resources Department (HR).

### **12.2 Policy**

It is the policy of the City of Leander to support your professional development by providing you with access to the highest quality training. In support of this policy, the Employee Training and Development Program is designed to:

- Educate you in specific areas as a best practice;
- Provide you with training on City policies and procedures;
- Prepare you to deal with new technologies and legal developments;
- Foster the development of additional work capabilities; and
- Increase your technical and professional competences.

With the exception of City Council mandates, the City assumes no obligation to guarantee that you receive training of any type or in any amount. However, the City ensures that applicable employees have access to federally-mandated personal protective equipment (PPE) and safety training. You are responsible for ensuring you receive all mandatory training in a timely manner.

Your participation in City provided training is considered time worked. Supervisor approval is always required prior to attending a training session.

### **12.3 Procedure/Rule**

- The City shall provide appropriate training for a City employee, subject to available funding and resources. A department shall maximize its training budget by ensuring training is aligned with City and departmental goals and needs and certification requirements for a specific job.
- Training should be pre-approved by the Supervisor and/or Department Head.
- With approval of the Department Head or designee, a supervisor may grant leave with pay when the employee is attending a professional conference, convention or training activity.
- If training is determined to be a significant cost, an employee may be required to sign a reimbursement agreement prior to attending training to ensure the City's return on investment. Full or pro-rated reimbursement may be required if the employee fails to attend all or part of the training, does not pass testing related to the training or voluntarily leaves employment of the City within six months of completion of the training.

### **12.4 Types of Training**

Effective training can help promote a culture of compliance with the law and ethical business practices. Training shall include, but is not limited to, job duties and responsibilities, policies, regulations, rules, procedures, laws and best practices.



#### **12.4.1 Core training**

Core training consists of courses to be completed by you and all City employees that deal with best practice, ensure compliance with federal and/or state mandates, and/or deal with critical City policies and procedures as identified by the HR Department and approved by the City Manager.

The City will provide specific core training to you. If you are a new employee, you must receive core training no later than 30 days after your date of hire. Typically, this training is conducted during New Hire Orientation and it is required that you complete the training every two years after your date of hire.

#### **12.4.2 Technical training**

Technical training consists of courses that satisfy technical knowledge and skill requirements for effective job performance in a specific job title, such as:

- **Computer-Related** – basic and advanced courses for desktop applications, as well as advanced courses for power users and information technology professional;
- **Staff Development** – courses that satisfy general knowledge and skill requirements for effective job performance in diverse job title series; and
- **Management Development** – courses that satisfy knowledge and skill requirements for effective job performance in supervisory, managerial and executive positions.

#### **12.4.3 Internet-Based Training**

The city provides Internet-based training opportunities that include staff-developed and vendor-provided courses. Objectives of Internet-based training include:

- reducing costs, including price per participant, travel costs, and other related expenses;
- maximizing efficiency

#### **12.4.4 Staff-Developed Training**

HR partners with subject matter experts from program areas to design, develop, deliver, and evaluate training.

#### **12.4.5 Vendor-Provided Training**

HR will initiate contracts/agreements with external vendors to provide additional training opportunities to employees.

#### **12.4.6 Traveling for Training**

Employees attending training, including conferences/symposiums, in the city they live in or within an hour drive from their home will not receive City funds or reimbursed by the City to pay for lodging. It is the employee's financial responsibility to pay their own lodging expenses.

---

# 13.0 Social Media

---

Effective Date: 07-02-2020  
Revised Date(s): 10-20-2022

**Contents**

13.1 PURPOSE ..... 1

13.2 USE BY CITY EMPLOYEES ..... 1

13.3 PROHIBITED ACTIVITY ..... 1

13.4 PUBLIC COMMENTS ..... 2

13.5 GENERAL GUIDELINES ..... 3

13.6 RECORDS RETENTION ..... 4

13.7 DEFINITIONS..... 4

13.8 VIOLATION OF POLICY ..... 5



### **13.1 Purpose**

The City of Leander (City) uses social media to send and receive messages about city announcements, services and related programs with community stakeholders, including employees, vendors, citizens, media and other members of the public. The City manages the list of social media pages.

The intent of this policy is to provide clear and concise guidelines for social media use. Anyone who participates in social media on behalf of the City should understand and follow approved guidelines and policies, which are subject to change as new technology and networking tools emerge.

This policy applies to any current or proposed social media websites or accounts created by City employees within the scope of their employment, and on which the public is encouraged to interact with the City.

The primary benefits of social media use by the City include:

- Engage in one-on-one communication with Leander residents and stakeholders.
- Promote city government programs and services in a timely manner.
- Respond to public questions or concerns in a timely manner.
- Expand and target media reach to a diverse set of community audiences.

### **13.2 Use by City Employees**

- You must adhere to applicable federal, state and local regulations while managing content on a City social media account, including those specific to computer use, electronic communications, workplace behavior, professionalism, records management, and all other applicable City policies and procedures.
- You are responsible for content you author or publish from a City social media account.
- The City Secretary and Public Information Officer are responsible for the archival and retention of content published from a City social media account in accordance with the Texas Public Information Act.
- This policy does not extend to personal social media accounts managed by you. However, you may be subject to corrective action for violating City policies and procedures by publishing content that could negatively affect public confidence in either City operations or your capacity to serve as a City employee.
- While connections to City social media accounts from your personal accounts are permitted, the content of personal accounts should not be published in such a way as to cause users to believe the content is administered or endorsed by the City, including unauthorized use of City logos and trademarks.

### **13.3 Prohibited Activity**

You are not permitted to:

1. Create a social media page representing the City or one of its departments, affiliates, boards or committees unless authorized by the City Manager and Public Information Officer in writing.

2. Link City contact information to a personal social media account (i.e. City addresses, names, phone numbers, emails) unless authorized by the City Manager or Public Information Officer in writing.
3. Use personal social media accounts while at work when it violates the City's code of conduct policy or any other City policies or procedures, or if it involves unlawful or unauthorized commercial, political or other prohibited activities.
4. Publish content on a City social media account that contains any of the following:
  - a. Misleading or derogatory information about the City or its employees, officials, policies or procedures.
  - b. Actual or potential claims and litigation involving the government.
  - c. Known copyrighted work or intellectual property of others without written permission.
  - d. Personal, sensitive or confidential information.
  - e. Pornography or any sexually explicit content or comments.
  - f. Racist, sexist or disparaging language about any ethnic, religious or social group.
  - g. Threatening, harassing or defamatory comments.
  - h. Political campaign materials or comments.
  - i. Information that is not public in nature.
  - j. Content that violates applicable City policies and procedures and/or other laws (i.e. discrimination, harassment, sexual harassment, hostile work environment, retaliation, ethics, professional work environment, copyright, etc.)

Administrators of City social media accounts intended for public access and comments are prohibited from blocking users of those accounts except under limited circumstances as defined by Section 4.c. of this document.

#### **13.4 Public Comments**

1. City social media accounts are intended for public access and comments and considered to be limited forums where the public may comment on content posted by representatives of the City.
2. All public comments on City social media accounts will be monitored.
3. City social media account administrators reserve the right to remove public comments if they contain any of the following prohibited content:
  - a. Vulgar, physically threatening or harassing language.
  - b. Content that promotes, fosters, or perpetuates discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, military status, citizenship, work related injury or illness, disability or genetic information, or other protected status under applicable law.
  - c. Inappropriate sexual content or similar links.
  - d. Private or otherwise confidential information.
  - e. Content that promotes illegal activity or encouragement of actions that may compromise public safety.
  - f. Content that violates a legal ownership interest of any other party.
  - g. Comments not topically related to the original article or post.
  - h. Organized political activity, or comments in support of or opposition to political candidates, campaigns or ballot measures.



- i. Promoting or advertising a commercial transaction, organization or event that is not sponsored or in direct relationship with the City.
  - j. Information that may compromise safety or security of the public or public systems.
- 4. All questions or other requests from news media should be directed to the Public Information Officer.
- 5. In the case of identical or similar posts on a topic, the first submission will be used.
- 6. Anonymous postings are prohibited. Commenters should use their full names when applicable and may be contacted to verify authenticity.
- 7. Communications made from any social media platform will in no way constitute a legal or official notice or comment to the City or any City official for any purpose. City social media accounts are in no way meant to replace or circumvent existing City processes and procedures. For example, a comment that asks for public records will not be considered an official request unless sent through the proper channels and processes (i.e. by a direct email or website form submission).

### 13.5 General Guidelines

- 1. Be transparent – Your honesty will be quickly noticed in the social media environment. If you are blogging about your work, use your real name and identify that you work for (or on behalf of) the City of Leander. And be clear about your role. If you have a vested interest in something, be the first to point it out.
- 2. Be judicious – Make sure your efforts to be transparent do not violate any applicable legal guidelines for external communication. Get permission to publish or report on conversations that are meant to be private or internal to the City or any other public entities. What is published is widely accessible, not easily retractable, and will be around for a long time, so consider the content carefully. Also, be aware that the social media account and anything published on that social media account may be subject to the Public Information Act.
- 3. Be knowledgeable – Write in first-person and make sure to stick to your areas of expertise, especially related to the City and your assignments. If you are writing about a topic that the City is involved with, but you are not an expert on the topic, you should make this clear to your readers. If you publish to a website outside of the City, please use a disclaimer such as: “The comments on this site are my own and do not necessarily represent City of Leander statements or opinions.” If you have any questions about complying with brand, trademark, copyright, fair use, confidentiality, or financial disclosure laws, see a City legal representative.
- 4. Be perceptive – In online social networks, the lines between public and private, personal and professional are often blurred. By identifying yourself as an official of the City, you are creating perceptions about your expertise and the City. Be sure that all content associated with you is consistent with your work and with the City’s values and professional standards.
- 5. Be conversational – Talk to your readers like you would talk to people in professional situations. Avoid overly “composed” language. Bring in your own personality and say what is on your mind. Consider content that is open-ended and invites response. Encourage comments. Broaden the conversation by citing others who are commenting about the same topic and allow your content to be shared.
- 6. Be excited – The City is making important contributions to the community, state and nation, as well as to public dialogue on a broad range of issues. Our activities are focused on providing services and innovation that benefits citizens and stakeholders. Share what Leander is learning and doing, and open up social media channels to learn from others.

7. **Be valuable** – There is a lot of written content in the social media environment. The best way to reach an audience is to write about things that they value. Social communication from the City should help citizens, partners and families. It should be thought-provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses, do their jobs, solve problems, or understand the City better, then it is adding value.
8. **Be responsible** – What you write is ultimately your responsibility. Pause. If you are about to publish something that makes you even the slightest bit uncomfortable, do not publish. Take a minute to review these guidelines and determine what is bothering you, and then fix it. If you are still unsure, you might want to check with a City public information officer, department head or legal representative. Ultimately, what you publish is yours, but so is the responsibility and potential consequence.
9. **Mistakes happen** – If you make a mistake, admit it. Be upfront and quick with your correction. If you are posting to a blog, you could choose to modify an earlier post. Make it clear that you have done so.

### **13.6 Records Retention**

- City social media accounts may create public records. Any content (messages, posts, photographs, videos, etc.) created or received using a social media account may be considered a record.
- Social media content administered by City employees and intended for public access and comments will follow a minimum retention period of two years, as established by the Texas State Library and Archives Commission.
- When applicable, the City will use a software-assisted social media capture tool to obtain and archive an authentic copy of monitored content.

### **13.7 Definitions**

For the purposes of this policy, unless otherwise stated, the following definitions apply:

**Comment** – a message posted by site visitors, either in response to an existing topic or introducing a new topic. In general, the content of comments is controlled solely by the user, but often can be deleted, accepted or rejected prior to publishing by the site or page administrator.

**Connections** – Any deliberate links between a user and a social media channel or page, whether it is initiated by the individual or by the site moderator. Terms used by various sites to describe a connection include friend, fan, follower or subscriber.

**Employee** – Any individual who performs services for the City of Leander. This may include, but is not limited to, full- or part-time staff and interns.

**Limited forum** – a public forum created by the government voluntarily for expressive activity that may be restricted as to subject matter or class of speaker. Forum restrictions must be able to withstand strict judicial scrutiny of its effect on First Amendment rights.

**Post** – In relation to social media accounts or online activity, anything published in an online forum or social media account.

**Social media** – Internet based third-party platforms that facilitate interaction and engagement among individuals in a network or virtual community. Social media offers a participatory environment and includes user-generated content such as videos, photos, videos, blogs, and wikis.



### **13.8 Violation of Policy**

- The City of Leander reserves the right to restrict or remove any content deemed in violation of the terms of this policy.
- Any content removed based on these guidelines will attempt to be retained, including the time, date and identity of content and authors when possible.
- Employees determined to have violated these terms of use may be subject to corrective action up to and including termination.

### **13.1 Policy Updates**

The City of Leander reserves the right to update these terms of use at any time.

---

## 14.0 Telework and Alternative Work Schedules

---

Effective Date: 07-02-2020

Revised Date(s): 10-20-2022

### Contents

|       |                                                              |   |
|-------|--------------------------------------------------------------|---|
| 14.1  | PURPOSE AND GENERAL GUIDELINES.....                          | 1 |
| 14.2  | ALTERNATIVE WORK SCHEDULES .....                             | 1 |
| 14.3  | EMPLOYEE TELEWORK ELIGIBILITY .....                          | 3 |
| 14.4  | REQUESTING TELEWORK OR AN ALTERNATIVE WORK SCHEDULE .....    | 3 |
| 14.5  | IMPLEMENTATION .....                                         | 4 |
| 14.6  | MANAGEMENT GUIDELINES.....                                   | 4 |
| 14.7  | TELEWORK PROTOCOL .....                                      | 4 |
| 14.8  | INFORMATION TECHNOLOGY FOR TELEWORK .....                    | 5 |
| 14.9  | SAFETY FOR TELEWORK.....                                     | 6 |
| 14.10 | SECURITY AND CONFIDENTIALITY FOR TELEWORK .....              | 6 |
| 14.11 | TELEWORK AND THE AMERICANS WITH DISABILITIES ACT (ADA) ..... | 6 |
| 14.12 | TELEWORK AND THE FAMILY AND MEDICAL LEAVE ACT (FMLA) .....   | 6 |



## 14.1 Purpose and General Guidelines

The telework option and alternative work schedules are privileges extended to eligible, regular full-time employees so you have a flexible work arrangement. Both options provide alternatives to the traditional 8 a.m. to 5 p.m., Monday through Friday, workweek schedule, but still must maintain business functions.

Your supervisor is responsible for determining which jobs can accommodate telework and/or an alternative work schedule without any adverse effect on the City's services to the public, work productivity, or work environment. Office coverage within each department must be available Monday through Friday from 8 a.m. – 5 p.m., unless the city manager has approved other arrangements. **Not every job can be adapted to teleworking or an alternative work schedule, nor can every department necessarily participate. You cannot demand or expect to telework or have an alternative work schedule.**

Certain conditions, such as meetings, training, staffing shortages, and other conditions may require a temporary or permanent return to a traditional work schedule. **Your supervisor may elect to discontinue your telework or alternative work schedule at any time and require you to return to the office and work hours specified by your supervisor.**

Telework is not a substitute for childcare or other dependent family members' care. If you are approved to telework, you must be available and able to work during agreed telework hours and adjust telework days and/or hours as necessary to meet the City's business needs. Internal and external customers must know your work schedule and be able to reach you to conduct City business. All employees who telework/work alternative schedule must be available by phone, email and/or in person to meet that business need if an employee or customer needs to reach you. City business needs during normal business hours come first and must be handled timely and professionally. Remember, telework and work alternative schedules are a privilege and should not be abused. Supervisors must ensure telework/work alternative schedule employees are accessible during core business hours even if their actual work schedule differs.

**The City of Leander may elect to reevaluate, suspend, modify, or terminate the telework and alternative work schedules at any time based on City operational needs and efficiency.**

## 14.2 Alternative Work Schedules

Two types of alternative work hour schedules are available, unless your supervisor and the department head approve other arrangements:

1. **Flex Time** maintains the Monday through Friday workweek, but allows flexible starting and ending times. For example, you may choose to work from 7 a.m. to 4 p.m. or from 9 a.m. to 6 p.m. You must discuss the appropriate schedule with your supervisor to ensure business operations are covered throughout the department.

2. **Compressed Work Hours** alter the Monday through Friday workweek, as well as the daily work hour schedule. Under this option, you may choose to work a four-day 4/10/40, a four and one-half day 4/9/4/40, or a 9/80 (exempt employees only – not eligible for overtime) work schedule. For example, you may choose to work 10-hour days Monday, Tuesday, Thursday, Friday and take off on Wednesday or you may choose to work 9-hour days Monday, Tuesday, Thursday, Friday and then work 4 hours on Wednesday. Either way, you must work a total of 40 hours per week or take approved personal leave, if applicable. Only exempt employees may choose to work a 9/80 compressed work schedule. In a 9/80 work schedule, there is a two-week cycle where the employee works nine hours a day (usually Monday through Thursday) and eight hours a day on the last day of the first week (Friday). Then, during the second week, employees work nine hours a day again (Monday through Thursday) and get an additional day off entirely (Friday). This schedule works out to 80 hours over two weeks, but employees have two three-day weekends a month.

If you work a compressed work schedule and the city manager needs to shut down a particular building(s) due to maintenance, natural disaster, emergency, etc. or all city buildings/facilities need to be completely shut down and you're work location is affected by the closure and you are:

- Not normally scheduled to work on a day when administrative leave is granted, you will not receive administrative leave for that day.
- Scheduled to work fewer hours than the number of hours of administrative leave granted, you will only receive administrative leave for the hours of the day you are normally scheduled to work.
  - Example: You are scheduled to work 4 hours on a Friday and 5 hours administrative leave is granted that day, you will only receive 4 hours of administrative leave.
- Scheduled to work more hours than the number of hours of administrative leave granted, you will only receive the number of administrative leave hours granted. You must either adjust your workweek or take the difference in accrued personal leave, except for sick leave.
  - Example: You are scheduled to work 9 hours on a Thursday and 8 hours of administrative leave is granted for that day. You will only receive 8 hours of administrative leave. You will have to make-up the 1 hour during the same workweek or take personal accrued leave.

#### **14.2.1 Holidays**

If you are on a compressed work schedule during a holiday week, you can choose to revert to a traditional workweek or adjust your workweek to take the difference in accrued leave, except for sick leave.

Example: 4/10/40 schedule – You typically work ten-hour days, Tuesday – Friday. A holiday falls on Monday, so you only need to work 32 hours Tuesday – Friday since you get the 8-hours of holiday for Monday.

Other scenarios are available depending on your work schedule. You should contact your supervisor or HR to determine the correct option.



### **14.3 Employee Telework Eligibility**

You may participate in the telework arrangement at the discretion of your supervisor and department head.

Some positions at the City do not lend themselves to effective telework. Supervisors and department heads will determine whether a specific job may be performed effectively off-site. You must be able to perform the essential job functions at your home office as you would while working on city premises. Positions with job tasks requiring on-site activity, such as face-to-face interactions with customers or other employees, or activities with data, equipment, vehicles, etc., are not suitable for telework. Department Head's may also limit the number of telework positions within the department.

If you are seeking to telework, you must live in the State of Texas AND must be able to attend on-site meeting(s) within a four hour window, when requested by your supervisor.

If you are seeking to telework, you must complete your department's job training and become familiar with guidelines set forth by your supervisor. Training and guidelines will vary from position/department.

If you have received a performance-based corrective action or conduct-based disciplinary actions within the previous twelve months you are not eligible to telework.

If you are selected for telework, you should have established skills and work habits that will contribute to an effective telework arrangement, such as:

- dependable work performance and productivity;
- effective communication, both verbal and written, with supervisors, coworkers, and customers;
- success at working independently;
- consistent adherence to city policies and procedures, and
- excellent organizational skills

You must be available to attend scheduled meetings and participate in other required office activities on city premises or other designated locations, as necessary.

The objectives of being able to telework are to:

- Improve overall productivity of the city;
- Recruit and retain a diverse, well-qualified workforce;
- Help employees manage long commutes and other work/life issues;
- Increase job satisfaction;
- Optimize the use of city office facilities and equipment, and
- Reduce absenteeism.

### **14.4 Requesting Telework or an Alternative Work Schedule**

To request to telework or an alternative work schedule, you must consult with your supervisor to develop a schedule based on your job duties and supervision requirements. You must complete the Telework and Alternative Work Schedule form, which is available in HR, and then give it to your supervisor who will get approval from the department head, the IT Director, and then route the form to HR. Schedules are implemented only after all approvals are received and the form is reviewed by HR.

## **14.5 Implementation**

Once authorized, your telework or alternative work schedule remains constant unless you, through your supervisor, request to end this arrangement or request a schedule change by completing the Telework and Alternative Work Schedule form. Occasional variations to the schedule are permissible upon approval by your supervisor without the completion and approval of a new form. It is recommended, that variations be authorized for operational or work-related reasons only.

You are responsible for recording your time accurately and communicating any problems to your supervisor. **Approved telework and alternative work schedules may be revoked by your supervisor, department head, human resources, or the city manager at any time.**

## **14.6 Management Guidelines**

All department heads must ensure that applicable phones are answered and all city services to the public must be offered between the hours of 8 a.m. and 5 p.m., Monday through Friday, unless other arrangements have been approved. Supervisors must ensure employees on a work alternative schedule or teleworking are accessible during core business hours even if their actual work schedule differs.

Your supervisor and the department head's approval of your telework or an alternative work schedule is a certification that the quality of work, turnaround times for key processes, and the successful completion of project goals, objectives, and other commitments will not be hindered.

Supervisors are required to assess telework and alternative work schedule requests fairly and non-discriminatorily as consistent with normal HR personnel policies, taking into account the city's overall business needs and the needs of the department.

Performance standards for telework employees are the same performance standards as for onsite employees. Your participation in telework alone will not limit consideration of a salary actions or promotional opportunities. If you are promoted to a new position, you may have to end your telework arrangement or work alternative schedule.

Supervisors are encouraged to be flexible in arranging employee schedules, but must recognize that this option may not be viable for all departments or individual employees.

Your supervisor is responsible for ensuring that you and other employees on telework or work alternative schedules observe work hours, documentation requirements (e.g., Telework Activity Log, if required by your supervisor or department head), and proper timekeeping procedures. Supervisors must maintain records of telework or alternative work schedule participation and efficiency, including work quality and quantity, attendance, and general work habits.

## **14.7 Telework Protocol**

To ensure that business operations will not suffer during telework, you must:

- Comply with all City of Leander policies, procedures, values and instructions as if you were working at the city location.
- Have an adequate internet connection, if needed, to support your work with a secure and reliable internet provider.



- Dedicate your full attention to your job duties during working hours, which are Monday through Friday from 8:00 a.m. to 5:00 p.m., unless other approved arrangements have been made and approved by your immediate supervisor. You will remain accessible and productive during your scheduled telework hours.
- Obtain supervisor written approval, if you are a nonexempt employee (eligible for overtime), prior to working unscheduled overtime hours.
- Record all hours worked, meal periods and breaks taken on the Telework Activity Log (if required by your supervisor or department head), sign the log and get it approved in writing by your supervisor. Both you and your supervisor should keep a copy.
- Adhere to break and attendance schedules agreed upon with your supervisor and per the city personnel policy.
- Understand that supervisors are responsible for keeping telework employees updated and should communicate frequently to discuss progress and results. This may cause an increase in email communication.
- Be available by phone for conference calls or to communicate with co-workers and your supervisor during regular business hours which are Monday through Friday from 8:00 a.m. to 5:00 p.m., unless other arrangements have been approved.
- Get prior approval before removing city documents from city facilities to telework. You must complete the City Document(s) Removal from Premises form and get it approved by your supervisor. A copy of the form must be submitted to the City Secretary's office by the next business day.

#### **14.8 Information Technology for Telework**

IT provides several ways for you to work remotely upon receipt of all required approvals:

- Virtual Private Network (VPN) – virtual desktops provide full desktop computer capabilities with access to City resources. This is not needed for all employees to telework. If you will need access, you will have to coordinate with the IT Department.
- Laptops – IT maintains a very small number of loaner laptops.

The equipment that the city provides to you is city property. You must keep it safe from theft or damage. Specifically, you must:

- Use the city owned equipment for official city business only.
- Keep passwords protected.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading suspicious, unauthorized or illegal software on city owned equipment.
- Not let anyone, other than yourself, use the City of Leander equipment and only for business-related work. You will not make any changes to security or administrative setting on city owned equipment.
- Protect the city tools and resources from theft or damage. You must immediately report any theft or damage to your supervisor.
- Comply with the city policies and expectations regarding information security.

#### **14.9 Safety for Telework**

Your home or remote work location is an approved workspace; the Texas Workers' Compensation Act for on-the-job injuries or illnesses covers you. You are responsible for maintaining a clean, professional, and safe work environment. You should review the safety information available in Section 7 – Safety and Security of the City personnel policy. In addition, you are required to promptly report any injuries or illnesses that occur during work hours in accordance with Section 7 of the personnel policy.

#### **14.10 Security and Confidentiality for Telework**

You are responsible for maintaining the security and confidentiality of information used or handled in the course of performing your job duties. You must comply with all applicable city policies and procedures, including, but not limited to, the use of city property, use of the Internet and e-mail systems, information security, and the Public Information Act. You are required to return all city-owned equipment, software, data, and information to the city upon ending the telework arrangement.

#### **14.11 Telework and the Americans with Disabilities Act (ADA)**

The City HR department may consider telework on a case-by-case basis as a reasonable accommodation to an employee who meets both the eligibility requirements of the city's Americans with Disabilities Act and Americans with Disabilities Act as Amended (ADAAA) policy and the telework policy. If you are seeking to telework as a result of a disability, you should consult with the HR Director and refer to Section 1.8 Reasonable Accommodation, under Section 1 General Policies in the personnel policy. The HR Director has approval authority for telework requests under the ADA.

#### **14.12 Telework and the Family and Medical Leave Act (FMLA)**

As a general matter, if you are on leave pursuant to the personnel policy Section 6 Leave, Subsection 6.9 Family and Medical Leave (FMLA) 29 CFR Part 825, you may not telework as a substitute for using FMLA leave. If you are on FMLA and requesting to work at home, even temporarily, you must obtain approval in accordance with this policy prior to beginning to telework. This type of telework schedule would be on an intermittent basis.





**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Approval of an Ordinance amending Ordinance No. 21-077-00 adopting the annual budget of the City of Leander for Fiscal Year 2022.

**BACKGROUND:**

On September 1, 2022, City Council approved budget amendment #3 which increased budget appropriations for any fund that was anticipated to exceed its expenditure budget by the end of the fiscal year (September 30, 2022.) Two funds were not adequately addressed with that amendment. This amendment #4 appropriates the Cap Metro Revenue Sharing funds and adjusts the Parks Special Revenue Fund to account for increased participation in youth baseball, other athletic programs, and various recreation programs.

**RECOMMENDATION:**

Recommend approval

**PRESENTER:**

Robert G. Powers, Executive Finance Director

---

**Fiscal Impact**

**Amount requested:** n/a  
**Approved in current budget (Yes / No):** yes  
**Expenditure (New / Amended):** Amended  
**Recurring or one-time:** n/a  
**Fund source (Operating / Utility / etc.):** Grants & Parks Special Revenue

---

**Attachments**

1. Ordinance Amendment

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS, AMENDING  
ORDINANCE NO. 21-077-00 ADOPTING THE ANNUAL BUDGET OF THE  
CITY OF LEANDER, TEXAS FOR FISCAL YEAR 2022.**

**WHEREAS**, a proposed budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022 for the City of Leander, Texas was duly filed with the City Secretary and was duly presented to the Mayor and City Council; and

**WHEREAS**, the City Council approved and adopted the FY 2022 budget; and

**WHEREAS**, the City Council desires to amend the budget to account for changes that were unanticipated prior to adoption of the budget.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS, THAT:**

**Section 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**Section 2. Budget Amendment.** The FY 2022 Budget is hereby amended as shown in Exhibit A.

**Section 3. Open Meetings.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't Code*.

**PASSED AND APPROVED** on this 20th day of October 2022.

**ATTEST:**

**CITY OF LEANDER, TEXAS:**

\_\_\_\_\_  
Dara Crabtree, City Secretary

\_\_\_\_\_  
Christine DeLisle, Mayor



**EXHIBIT A – SUMMARY**

| FUND                               | ADOPTED<br>FY 2022<br>BUDGET | AMENDMENT 1<br>FY 2022<br>CHANGE | AMENDMENT 2<br>FY 2022<br>CHANGE | AMENDMENT 3<br>FY 2022<br>CHANGE | AMENDMENT 4<br>FY 2022<br>CHANGE | REVISED<br>FY 2022<br>BUDGET |
|------------------------------------|------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|
| 60 - GRANTS - PUBLIC WORKS         |                              |                                  |                                  |                                  |                                  |                              |
| REVENUES                           | 209,849                      | 0                                | 0                                | 0                                | 4,615,000                        | 4,824,849                    |
| EXPENDITURES                       | 209,849                      | 0                                | 0                                | 0                                | 130,000                          | 339,849                      |
|                                    |                              |                                  |                                  |                                  |                                  |                              |
|                                    |                              |                                  |                                  |                                  |                                  |                              |
| 73 - PARKS SPECIAL REVENUE<br>FUND |                              |                                  |                                  |                                  |                                  |                              |
| REVENUES                           | 302,650                      | 0                                | 0                                | 35,000                           | 45,000                           | 382,650                      |
| EXPENDITURES                       | 284,000                      | 360,500                          | 0                                | 35,000                           | 45,000                           | 724,500                      |
|                                    |                              |                                  |                                  |                                  |                                  |                              |

**EXHIBIT A – DETAIL**

| FUND                               | DEPARTMENT               | DESCRIPTION                                          | AMENDMENT 4<br>FY 2022<br>CHANGE | TOTAL     |
|------------------------------------|--------------------------|------------------------------------------------------|----------------------------------|-----------|
| 60 - GRANTS - PUBLIC WORKS         |                          |                                                      |                                  |           |
| REVENUES                           |                          |                                                      |                                  |           |
| 60-00-4411                         | Revenues                 | Cap Metro Transit Fund                               | 3,665,680                        |           |
| 60-00-4424                         | Revenues                 | Cap Metro Build CTX Fund                             | 949,320                          |           |
|                                    |                          |                                                      |                                  |           |
|                                    |                          | Sub-total                                            |                                  | 4,615,000 |
|                                    |                          |                                                      |                                  |           |
| EXPENDITURES                       |                          |                                                      |                                  |           |
| 60-02-5601                         | Cap Metro Transit Fund   | Old Town Master Plan                                 | 65,000                           |           |
| 60-02-5601                         | Cap Metro Build CTX Fund | Old Town Master Plan                                 | 65,000                           |           |
|                                    |                          |                                                      |                                  |           |
|                                    |                          | Sub-total                                            |                                  | 130,000   |
|                                    |                          |                                                      |                                  |           |
| 73 - PARKS SPECIAL<br>REVENUE FUND |                          |                                                      |                                  |           |
| REVENUES                           |                          |                                                      |                                  |           |
| 73-00-4750                         | Revenues                 | Baseball Registration                                | 15,000                           |           |
| 73-00-4772                         | Revenues                 | Recreation Programs                                  | 15,000                           |           |
| 73-00-4875                         | Revenues                 | Athletic Program Fees                                | 15,000                           |           |
|                                    |                          |                                                      |                                  |           |
|                                    |                          | Sub-total                                            |                                  | 45,000    |
|                                    |                          |                                                      |                                  |           |
| EXPENDITURES                       |                          |                                                      |                                  |           |
| 73-23-5600                         | Parks Special Revenue    | Contractual Services (Camp Instructors -<br>various) | 15,000                           |           |
| 73-23-6317                         | Parks Special Revenue    | Youth Baseball                                       | 15,000                           |           |
| 73-23-6325                         | Parks Special Revenue    | Athletic Programs                                    | 15,000                           |           |
|                                    |                          |                                                      |                                  |           |
|                                    |                          | Sub-total                                            |                                  | 45,000    |



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Approval of a Resolution authorizing the purchase of City of Leander Police Department vehicles for fiscal year 2023 from the BuyBoard Local Government Cooperative and the Tarrant County Cooperative Purchasing Program; and authorize the City Manager to execute any and all necessary documents.

**BACKGROUND:**

The Police Department has fifteen (15) vehicles approved in the FY23 budget and four (4) vehicles remaining from the prior year FY22 where the vehicle orders were canceled by the manufacturer. The vehicles include ten (10) Tahoes, four (4) trucks, three (3) Durangos, one (1) sedan, and one SWAT vehicle. In order to expedite the procurement process and secure the Department's "place in line," staff recommends going directly through the BuyBoard and Tarrant County purchasing cooperatives. At this time, purchase of the SWAT vehicle is still being researched.

The Local Government Purchasing Cooperative ("BuyBoard") is an administrative agency created in accordance with Section 791.001 of the Texas Government Code. Local governments are allowed to belong to a Cooperative such as BuyBoard. The Texas Association of School Boards (TASB) administers and handles the day-to-day activities of the Cooperative. The Cooperative is endorsed by the Texas Municipal League (TML), the Texas Association of Counties (TAC), and the Texas Association of School Administrators (TASA), and is a Strategic Partner of the Texas Association of School Business Officials (TASBO).

The Buyboard Cooperative is governed by an eleven-member board of trustees. Four trustees are elected officials or employees of school districts, two are elected officials or employees of municipalities, one is an elected official or employee of a county, and four are at-large positions from any type of participating governmental entity.

The City of Leander is a member of the Tarrant County Cooperative Partnership (since 2008).

The proposed resolution would also authorize the Department, with the approval of the City Manager, to utilize BuyBoard or Tarrant County cooperative contracts during the remainder of FY23 in order to purchase the SWAT vehicle later in the year, as well as replace existing vehicles that are damaged beyond reasonable repair. This authorization would be of immediate benefit due to a recent rear end collision of a police vehicle that is likely totaled and will need to be replaced. In addition, as mentioned above, the procurement of the SWAT vehicle is still outstanding.

**Summary of Vehicles**

| Budgeted | Type    | Division           | Year | Vehicle                     | Qty. | Vendor                     | BuyBoard Contract #     | Amount     |
|----------|---------|--------------------|------|-----------------------------|------|----------------------------|-------------------------|------------|
| fy22     | New     | Special Operations | 2023 | 3500 Tradesman Crew Cab 4x2 | 1    | Cameron Country            | Tarrant County 2022-187 | 84,851.00  |
| fy22     | Replace | Patrol             | 2023 | Ram 1500 4x4 SSV 1          | 1    | Cameron Country            | Tarrant County 2022-187 | 62,350.00  |
| fy22     | New     | Special Operations | 2023 | Ram 1500 4x4 SSV 1          | 1    | Cameron Country            | Tarrant County 2022-187 | 62,350.00  |
| fy23     | Replace | Patrol             | 2023 | Chevy Tahoe 4wd PPV         | 2    | Caldwell Country Chevrolet | BB #601-19              | 133,770.89 |



|      |                            |      |                       |                            |                         |              |
|------|----------------------------|------|-----------------------|----------------------------|-------------------------|--------------|
| fy23 | Replace Special Operations | 2022 | Nissan Maxima SV 1    | Gunn Nissan                | BB #601-19              | 35,883.50    |
| fy23 | Replace Special Operations | 2023 | Ram 1500 4x4 SSV 1    | Cameron Country            | Tarrant County 2022-187 | 48,526.00    |
| fy23 | New CID                    | 2023 | Durango Pursuit 3     | Cameron Country            | Tarrant County 2022-187 | 154,911.00   |
| fy23 | New CID                    | 2023 | Chevy Tahoe 4wd 1 PPV | Caldwell Country Chevrolet | BB #601-19              | 56,654.00    |
| fy23 | New Patrol                 | 2023 | Chevy Tahoe 4wd 7 PPV | Caldwell Country Chevrolet | BB #601-19              | 468,198.11   |
|      |                            |      | Total                 | 18                         |                         | 1,107,494.50 |

**PRESENTER:**

Robert Powers, Executive Director of Finance

---

**Fiscal Impact**

**Amount requested:** \$742,113.11

**Approved in current budget (Yes / No):** Yes

**Expenditure (New / Amended):** New

**Recurring or one-time:** One-Time

**Fund source (Operating / Utility / etc.):** Operating

**Amount requested:** \$365,381.39

**Approved in current budget (Yes / No):** Yes

**Expenditure (New / Amended):** New

**Recurring or one-time:** One-Time

**Fund source (Operating / Utility / etc.):** Operating

---

**Attachments**

1. Resolution
2. Durangos Quote
3. Nissan Maxima Quote
4. Spc Ops Trucks (2) Quote
5. CID Tahoe (1) Quote
6. Commercial Vehicle Inspections
7. Patrol Tahoes (9) Quote
8. Special Ops Trucks (1)

**A RESOLUTION OF THE CITY OF LEANDER, TEXAS**

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING THE PURCHASE OF POLICE VEHICLES FOR FISCAL YEAR 2023 FROM THE BUYBOARD LOCAL GOVERNMENT COOPERATIVE AND THE TARRANT COUNTY COOPERATIVE PURCHASING PROGRAM AND AUTHORIZING THE CITY MANAGER TO UTILIZE THESE COOPERATIVES DURING THE CURRENT FISCAL YEAR.**

**WHEREAS**, Chapter 791 of the Texas Government Code allows local governments to utilize cooperative purchasing contracts; and

**WHEREAS**, the City of Leander is a member of the various purchasing cooperatives including the Local Government Purchasing Cooperative ("BuyBoard") and the Tarrant County Cooperative Purchasing Program; and

**WHEREAS**, the City Council finds it beneficial to utilize existing cooperative purchasing contracts to acquire vehicles for the Police Department.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS, THAT:**

**SECTION 1.** The City Manager is hereby authorized to purchase the Police Department vehicles identified in Exhibit A.

**SECTION 2.** The City Manager is further authorized to purchase additional Police Department vehicles during the fiscal year utilizing existing BuyBoard or Tarrant County contracts subject to the following conditions:

- (a) The vehicle was budgeted in the prior fiscal year (FY22) but not yet acquired; or
- (b) The vehicle is budgeted in the current fiscal year (FY23) but not yet acquired; or
- (c) An existing Police Department vehicle is removed from service due to unforeseen damage or accident.

**SECTION 3.** Any subsequent vehicle purchased pursuant to Section 2 shall be of the same or similar vehicle type as originally budgeted or purchased.

**APPROVED** on this the 20th day of October, 2022.

CITY OF LEANDER, TEXAS

---

Christine DeLisle, Mayor

ATTEST:



---

Dara Crabtree, City Secretary

## EXHIBIT A

FY22 AND FY23  
POLICE VEHICLES  
COOPERATIVE CONTRACTS

| <u>Budgeted</u> | <u>Type</u> | <u>Account</u> | <u>Division</u>    | <u>Year</u> | <u>Vehicle</u>              | <u>Qty.</u> | <u>Vendor</u>              | <u>BuyBoard Contract #</u> | <u>Dealer Quote</u> | <u>CapFleet Quote #</u> | <u>Amount</u>       |
|-----------------|-------------|----------------|--------------------|-------------|-----------------------------|-------------|----------------------------|----------------------------|---------------------|-------------------------|---------------------|
| fy22            | New         | 14-41-7000     | Special Operations | 2023        | 3500 Tradesman Crew Cab 4x2 | 1           | Cameron Country            | Tarrant County 2022-187    | DL22010153          | CAPQ - 105704           | 84,851.00           |
| fy22            | Replace     | 14-41-7000     | Patrol             | 2023        | Ram 1500 4x4 SSV            | 1           | Cameron Country            | Tarrant County 2022-187    | DL22010152          | CAPQ - 105720           | 62,350.00           |
| fy22            | New         | 01-46-7000     | Special Operations | 2023        | Ram 1500 4x4 SSV            | 1           | Cameron Country            | Tarrant County 2022-187    | DL22010152          | CAPQ - 105720           | 62,350.00           |
| fy23            | Replace     | 14-41-7000     | Patrol             | 2023        | Chevy Tahoe 4wd PPV         | 2           | Caldwell Country Chevrolet | BB #601-19                 | DL220075            | CAPQ - 105417           | 133,770.89          |
| fy23            | Replace     | 14-41-7000     | Special Operations | 2022        | Nissan Maxima SV            | 1           | Gunn Nissan                | BB #601-19                 |                     |                         | 35,883.50           |
| fy23            | Replace     | 14-41-7000     | Special Operations | 2023        | Ram 1500 4x4 SSV            | 1           | Cameron Country            | Tarrant County 2022-187    | DL220157            | CAPQ - 105592           | 48,526.00           |
| fy23            | New         | 01-44-7000     | CID                | 2023        | Durango Pursuit             | 3           | Cameron Country            | Tarrant County 2022-187    | DL220076            | CAPQ - 105593           | 154,911.00          |
| fy23            | New         | 01-44-7000     | CID                | 2023        | Chevy Tahoe 4wd PPV         | 1           | Caldwell Country Chevrolet | BB #601-19                 | DL220077            | CAPQ - 105588           | 56,654.00           |
| fy23            | New         | 01-41-7000     | Patrol             | 2023        | Chevy Tahoe 4wd PPV         | 7           | Caldwell Country Chevrolet | BB #601-19                 | DL220075            | CAPQ - 105417           | 468,198.11          |
| Total           |             |                |                    |             |                             | 18          |                            |                            |                     | Total                   | <u>1,107,494.50</u> |



## Vehicle Quote

Quote No.: DL 220156  
Exp. Date: Nov 11, 2022

Prepared for: Leander Police Department  
Leander Texas  
Jackson Mitchell  
jmittchell@leandertx.gov

Tarrant County 2022-187

| NAME                | PRICE       | QTY | SUBTOTAL     |
|---------------------|-------------|-----|--------------|
| 2023 Durango - Base | \$42,720.00 | 3   | \$128,160.00 |



|                                                                                                 |            |   |                     |
|-------------------------------------------------------------------------------------------------|------------|---|---------------------|
| Additional Options                                                                              | \$1,030.00 | 3 | \$3,090.00          |
| Options: PPV, 57L Hemi, Uconnect 5 NAV w 10.1 display, full length floor console, special paint |            |   |                     |
| Upfit Equipment                                                                                 | \$6,587.00 | 3 | \$19,761.00         |
| CAPQ:105593                                                                                     |            |   |                     |
| Floor Plan Interest                                                                             | \$1,200.00 | 3 | \$3,600.00          |
| Delivery                                                                                        | \$100.00   | 3 | \$300.00            |
| COOP Fee Included                                                                               | \$0.00     | 0 | \$0.00              |
|                                                                                                 |            |   | <b>\$154,911.00</b> |
| Discount                                                                                        |            |   | <b>\$0.00</b>       |
| Tax                                                                                             |            |   | <b>\$0.00</b>       |
| <b>Total</b>                                                                                    |            |   | <b>\$154,911.00</b> |

**\*\*PRICES/QUOTES ARE VALID FOR THIRTY (30) DAYS DUE TO SUPPLY CHAIN CONSTRAINTS. REVERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER A PURCHASE ORDER IS ISSUED\*\***



# Quote

Date **9/7/2022**  
Quote # **CAPQ-105593**



## CAP FLEET

2603 Taylors Valley Road  
Belton, TX 76513  
Office 254-773-1959

### Name / Address

LEANDER POLICE DEPARTMENT  
705 LEANDER, LEANDER, TX 78641 United States

### Ship To:

LEANDER POLICE DEPARTMENT  
JACKSON MITCHELL  
705 LEANDER, LEANDER, TX 78641 United States

|                      |                         |
|----------------------|-------------------------|
| <b>Salesperson:</b>  | Bary Bedford            |
| <b>Email:</b>        | JMITCHELL@LEANDERTX.GOV |
| <b>Contact Name:</b> | JACKSON MITCHELL        |

|               |         |
|---------------|---------|
| <b>Year:</b>  | 2023    |
| <b>Make:</b>  | Dodge   |
| <b>Model:</b> | DURANGO |

Job Description: CID

## Quote Summary

|                      |            |
|----------------------|------------|
| Per Vehicle Subtotal | \$6,587.00 |
| Per Vehicle Tax      | \$0.00     |
| Per Vehicle Total    | \$6,587.00 |

|                   |   |
|-------------------|---|
| # Vehicles Quoted | 3 |
|-------------------|---|

**Grand Total                      \$19,760.99**

**\*\*PRICES ARE VALID FOR 30 DAYS BUT ARE SUBJECT TO CHANGE DUE TO SUPPLY CHAIN CHALLENGES.  
REVERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER PO IS ISSUED.  
ALL CANCELLED ORDERS ARE SUBJECT TO A 20% RESTOCKING FEE\*\***

I hereby authorize the install work therein set forth to be done by CAP Fleet Upfitters, together with the furnishing by CAP Fleet Upfitters of the necessary parts and other material for such install and agree that CAP Fleet Upfitters is not responsible for any delays caused by unavailability or delayed availability of parts or material for any reason; that CAP Fleet Upfitters neither assumes or authorizes any other person to assume for CAP Fleet Upfitters any liability in connection with such install; that CAP Fleet Upfitters shall not be responsible for loss or damage to the above vehicle, or articles left therein; in case of fire, theft, any Act of God, or other cause beyond CAP Fleet Upfitters control; that CAP Fleet Upfitters employees may operate the above vehicle on streets, highways, or elsewhere for the purpose of testing and/or inspecting such vehicle.

**WWW.CAPFLEET.COM**

**QUOTES ARE GOOD FOR 30 DAYS.**

**PLEASE SIGN BELOW IF ALL ITEMS & QUANTITIES ARE APPROVED.**

X\_\_\_\_\_ Date:    /    /



# Quote

Date **9/7/2022**  
Quote # **CAPQ-105593**



## CAP FLEET

2603 Taylors Valley Road  
Belton, TX 76513  
Office 254-773-1959

| QTY                       | Part #     | Part Details                                                                                                                                                                                                              |
|---------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EMERGENCY LIGHTING</b> |            |                                                                                                                                                                                                                           |
| 1                         | ENFWB00K9W | NFORCE FRONT INTERIOR LIGHTBAR (ENFWB)<br>Notes: QE087613                                                                                                                                                                 |
| 4                         | EMPS2STS4J | MPOWER 4" FASCIA LIGHT W/STUD MOUNT, 18" HARD WIRE W/SYNC OPTION, SAE CLASS 1 & CA TITLE 13, 9-32 VDC, BLACK HOUSING, 12 LED, DUAL COLOR - RED/BLUE<br>Mounting Location : G2 - GRILLE BEHIND<br>Notes: flush with grille |
| 4                         | PMP2BKDGAJ | 90 DEGREE DECK/GRILLE ADJUSTABLE BRACKET KIT FOR MPOWER 4" FASCIA LIGHT W/STUD MOUNT - BLACK                                                                                                                              |
| 1                         | ETSA461HPP | NERGY 400 SERIES HANDHELD REMOTE SIREN, 10-16V - FOR ONE 100 WATT SPEAKER<br>Notes: Mounted under rear seat on driver side<br>Park Kill, Hands Free, Horn Ring all connected                                              |
| 1                         | ENFDGS2RB  | NFORCE DUAL DECK/GRILLE MOUNT LIGHT, SAE CLASS 1, 10-16V, BLACK HOUSING, 9 LED, SINGLE COLOR - RED/BLUE<br>Mounting Location : RQGL1 - REAR QTR GLASS -DS- LOW                                                            |
| 1                         | ENFDGS2RB  | NFORCE DUAL DECK/GRILLE MOUNT LIGHT, SAE CLASS 1, 10-16V, BLACK HOUSING, 9 LED, SINGLE COLOR - RED/BLUE<br>Mounting Location : RQGL2 - REAR QTR GLASS - PS - LOW                                                          |
| 1                         | ENFWB00KUF | NFORCE REAR INTERIOR BAR (ENFWB)<br>Notes: soundoff<br>QE087613                                                                                                                                                           |
| 2                         | Q-2222     | QUAD CANNON - WILL NEED TO SPECIFY COLOR CONFIGURATION FOR PROGRAMMING<br>Mounting Location : R - REVERSE LIGHTS                                                                                                          |
| 1                         | ULF44      | UNIVERSAL LED FLASHER 4 OUTLET<br>Notes: Connect Tail light ring (TAIL LIGHT ON POSITION 1)                                                                                                                               |
| 1                         | ETSS100J   | 100J SERIES COMPOSITE SPEAKER W/UNIVERSAL BAIL BRACKET - 100 WATT<br>Mounting Location : G2 - GRILLE BEHIND                                                                                                               |
| 1                         | SAK54      | SA-315 MT KIT 2013-14 DURANGO                                                                                                                                                                                             |
| 1                         | S-3017     | HAMMER 100W SPEAKER/SIREN                                                                                                                                                                                                 |
| 1                         | HAMB-006   | HAMMER MOUNT; UNIVERSAL BRACKET                                                                                                                                                                                           |

| QTY | Part #         | Description                                                             |
|-----|----------------|-------------------------------------------------------------------------|
| 1   | SHIPPING       | SHIPPING                                                                |
| 1   | LABOR          | LABOR                                                                   |
| 1   | DISPOSAL       | DISPOSAL FEE (FOR OEM PARTS NOT PICKED UP ON DELIVERY)                  |
| 1   | PDKIT          | POWER DISTRIBUTION KIT                                                  |
| 1   | PROGFEE        | PROGRAMMING FEE                                                         |
| 1   | INSPECT        | ALL CAP FLEET INSPECTIONS COME WITH AN AGENCY LIMITED LIFETIME WARRANTY |
| 1   | DEALER         | DEALER PREP                                                             |
| 1   | WIRING HARNESS | WIRING HARNESS                                                          |
| 1   | SHOP SUPPLIES  | SHOP SUPPLIES                                                           |
| 1   | TINT1EB        | TINT, ALL WINDOWS, LEGAL + EYEBROW                                      |

# Quote

|         |             |
|---------|-------------|
| Date    | 9/7/2022    |
| Quote # | CAPQ-105593 |



## CAP FLEET

2603 Taylors Valley Road  
Belton, TX 76513  
Office 254-773-1959





GUNN Acura  
11911 IH 10 West  
San Antonio, TX 78230  
Phone: (210) 696-2232

GUNN BUICK GMC  
16440 IH 35 North  
Selma, TX 78154  
Phone: (210) 599-5600

GUNN CHEVROLET  
16550 IH 35 North  
Selma, TX 78154  
Phone: (210) 599-5000

GUNN Honda  
14610 IH 10 West  
San Antonio, TX 78249  
Phone: (210) 680-3371

GUNN NISSAN GUNN NISSAN of DENTON  
750 NE LOOP 410 5650 S Interstate 35 E  
San Antonio, TX 78209 Corinth, TX 76210  
Phone: (210) 496-0806 Phone: (940) 270-9000

## DEAL WORKSHEET

Deal # \_\_\_\_\_

### BUYER INFORMATION

Date 09/28/2022  
Buyer's Name City of Leander  
Co-Buyer's Name \_\_\_\_\_  
Business Name City of Leander  
Address 705 Leander Dr  
City & State Leander Zip 78641  
Home Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_  
Cell Phone (512) 736-4857 E-Mail dpartin@leandertx.gov  
Est. Delivery Date \_\_\_\_\_ Customer # \_\_\_\_\_  
SalesPerson 1 Rick Moreland SalesPerson 1 ID # 914  
SalesPerson 2 \_\_\_\_\_ SalesPerson 2 ID # \_\_\_\_\_

### TRADE-IN INFORMATION

Yr. \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Miles \_\_\_\_\_  
Lic # \_\_\_\_\_ Vin # \_\_\_\_\_  
Lienholder \_\_\_\_\_  
Acct # \_\_\_\_\_ Payoff \_\_\_\_\_ Good Until \_\_\_\_\_  
Lienholder Address \_\_\_\_\_  
City & State \_\_\_\_\_  
Phone # \_\_\_\_\_ Quoted by \_\_\_\_\_

### TRADE-IN INFORMATION

Yr. \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Miles \_\_\_\_\_  
Lic # \_\_\_\_\_ Vin # \_\_\_\_\_  
Lienholder \_\_\_\_\_  
Acct # \_\_\_\_\_ Payoff \_\_\_\_\_ Good Until \_\_\_\_\_  
Lienholder Address \_\_\_\_\_  
City & State \_\_\_\_\_  
Phone # \_\_\_\_\_ Quoted by \_\_\_\_\_

Stock # N220691 Vin # [REDACTED]  
Year 2022 Make Nissan  
Model Maxima Model Trim SV  
Miles 7 Color Gun Metallic  
M.S.R.P. \$39,710.00 Discount \$4,250.00 O.S.P. \$35,460.00

### Dealer Installed Accessories \*

|                              |          |
|------------------------------|----------|
| 1. buyboard contract# 601-19 | \$400.00 |
| 2. _____                     | _____    |
| 3. _____                     | _____    |
| 4. _____                     | _____    |
| 5. _____                     | _____    |
| 6. _____                     | _____    |
| 7. _____                     | _____    |

|                                     |             |
|-------------------------------------|-------------|
| <b>Selling Price</b>                | \$41,710.00 |
| Plus Owed Accessories               | \$400.00    |
| <b>Selling Price w/ Accessories</b> | \$42,110.00 |
| Sales Services Fee                  | _____       |
| Trade-In Appraised Value            | \$0.00      |
| Factory Rebate(s), if any           | \$6,250.00  |

|                                                     |             |
|-----------------------------------------------------|-------------|
| <b>Sub-Total</b>                                    | \$35,860.00 |
| State Motor Vehicle Sales Tax                       | \$0.00      |
| Dealer's Inventory Tax                              | \$0.00      |
| Lic., Title, Insp., R&B, Etag, Ins. Ver., Sys. Fees | \$23.50     |
| Balance Due on Trade-In                             | \$0.00      |

|                 |        |
|-----------------|--------|
| Documentary Fee | \$0.00 |
|-----------------|--------|

|                          |             |
|--------------------------|-------------|
| <b>Total</b>             | \$35,883.50 |
| Deposit Receipt #        | _____       |
| Cash Down Receipt #      | \$0.00      |
| <b>Amount to Finance</b> | \$35,883.50 |

*Payment estimates are based on a standard rate presented to all Gunn customers. Specific terms are subject to each individual customer's ability to meet the financial criteria established by third party lenders. Therefore, the terms shown above are not binding and are subject to change based upon individual customer qualifications.*

Date 09/28/2022

Buyer's / Co-Buyer's Signature: \_\_\_\_\_ Accepted \_\_\_\_\_



Caldwell Country Chevrolet | Rockdale Country Ford | Cameron Country CDJR  
800 State Highway 21 East  
Caldwell Texas 77836

## Vehicle Quote

Quote No.: DL 220152  
Exp. Date: Nov 11, 2022

Prepared for: Leander Police Department  
Leander Texas  
Jackson Mitchell  
jmittchell@leandertx.gov

Tarrant County 2022-187

| NAME                                                                                            | PRICE       | QTY | SUBTOTAL    |
|-------------------------------------------------------------------------------------------------|-------------|-----|-------------|
| 2023 RAM 1500 Tradesman 4x4 - Base                                                              | \$44,470.00 | 2   | \$88,940.00 |
| <a href="#">2023 RAM 1500 Specifications and Options</a> -<br>Granite Crystal and Billet Silver |             |     |             |



|                                                                                      |             |   |                     |
|--------------------------------------------------------------------------------------|-------------|---|---------------------|
| Tradesman Group Package and Other Options                                            | \$2,830.00  | 2 | \$5,660.00          |
| Includes ParkSense FR\RR Park Assist with Stop 40/20/40 Bench Seat and special paint |             |   |                     |
| Upfit Equipment                                                                      | \$13,750.00 | 2 | \$27,500.00         |
| CAPQ:105720                                                                          |             |   |                     |
| Floor Plan Interest                                                                  | \$1,200.00  | 2 | \$2,400.00          |
| Delivery                                                                             | \$100.00    | 2 | \$200.00            |
| COOP Fee Included                                                                    | \$0.00      | 0 | \$0.00              |
|                                                                                      |             |   | <b>\$124,700.00</b> |
| Discount                                                                             |             |   | <b>\$0.00</b>       |
| Tax                                                                                  |             |   | <b>\$0.00</b>       |
| <b>Total</b>                                                                         |             |   | <b>\$124,700.00</b> |

**\*\*PRICES/QUOTES ARE VALID FOR THIRTY (30) DAYS DUE TO SUPPLY CHAIN CONSTRAINTS. REVERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER A PURCHASE ORDER IS ISSUED\*\***







Caldwell Country Chevrolet | Rockdale Country Ford | Cameron Country CDJR  
800 State Highway 21 East  
Caldwell Texas 77836

---

# Quote

Date **9/21/2022**  
Quote # **CAPQ-105720**



## CAP FLEET

2603 Taylors Valley Road  
Belton, TX 76513  
Office 254-773-1959

### Name / Address

LEANDER POLICE DEPARTMENT  
705 LEANDER, LEANDER, TX 78641 United States

### Ship To:

LEANDER POLICE DEPARTMENT  
JACKSON MITCHELL  
705 LEANDER, LEANDER, TX 78641 United States

|                      |                         |
|----------------------|-------------------------|
| <b>Salesperson:</b>  | Bary Bedford            |
| <b>Email:</b>        | JMITCHELL@LEANDERTX.GOV |
| <b>Contact Name:</b> | JACKSON MITCHELL        |

|               |      |
|---------------|------|
| <b>Year:</b>  | 2023 |
| <b>Make:</b>  | RAM  |
| <b>Model:</b> | 1500 |

Job Description: THIS REPLACES CAPQ102736 MOST PARTS ARE ON THE GROUND.  
SEE VIDEO FOR LIGHTING LOCATIONS.

## Quote Summary

|                      |             |
|----------------------|-------------|
| Per Vehicle Subtotal | \$13,750.00 |
| Per Vehicle Tax      | \$0.00      |
| Per Vehicle Total    | \$13,750.00 |

# Vehicles Quoted 2

**Grand Total \$27,500.00**

**\*\*PRICES ARE VALID FOR 30 DAYS BUT ARE SUBJECT TO CHANGE DUE TO SUPPLY CHAIN CHALLENGES.  
REVERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER PO IS ISSUED.  
ALL CANCELLED ORDERS ARE SUBJECT TO A 20% RESTOCKING FEE\*\***

I hereby authorize the install work therein set forth to be done by CAP Fleet Upfitters, together with the furnishing by CAP Fleet Upfitters of the necessary parts and other material for such install and agree that CAP Fleet Upfitters is not responsible for any delays caused by unavailability or delayed availability of parts or material for any reason; that CAP Fleet Upfitters neither assumes or authorizes any other person to assume for CAP Fleet Upfitters any liability in connection with such install; that CAP Fleet Upfitters shall not be responsible for loss or damage to the above vehicle, or articles left therein; in case of fire, theft, any Act of God, or other cause beyond CAP Fleet Upfitters control; that CAP Fleet Upfitters employees may operate the above vehicle on streets, highways, or elsewhere for the purpose of testing and/or inspecting such vehicle.

**WWW.CAPFLEET.COM**

**QUOTES ARE GOOD FOR 30 DAYS.**

**PLEASE SIGN BELOW IF ALL ITEMS & QUANTITIES ARE APPROVED.**

X\_\_\_\_\_ Date:    /    /



# Quote

Date **9/21/2022**  
Quote # **CAPQ-105720**



## CAP FLEET

2603 Taylors Valley Road  
Belton, TX 76513  
Office 254-773-1959

| QTY                       | Part #          | Part Details                                                                                                                                                                |
|---------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                         | BK0534DRT191500 | PB400 Aluminum Bumper RAM TRUCK<br>Notes: SETINA                                                                                                                            |
| <b>CONSOLE/MDT</b>        |                 |                                                                                                                                                                             |
| 1                         | C-VS-0814-RAM-2 | 2013-2022 DODGE RAM 1500 SPECIAL SERVICES POLICE TRUCK VEHICLE-SPECIFIC 22" CONSOLE                                                                                         |
| 1                         | C-EB35-XCL-1P   | 1-PIECE EQUIPMENT MOUNTING BRACKET, 3.5" MOUNTING SPACE, FITS CODE 3 XCEL                                                                                                   |
| 1                         | C-APW-1390      | 13" ACCESSORY POCKET, 9." DEEP FOR 3.3"W SECTION OF WIDE CONSOLES                                                                                                           |
| 1                         | CUP2-1001       | SELF-ADJUSTING DOUBLE CUP HOLDER                                                                                                                                            |
| 1                         | C-ARM-102       | SIDE MOUNT ARMREST                                                                                                                                                          |
| 2                         | C-MCB           | MIC CLIP BRACKET                                                                                                                                                            |
| 2                         | MMBP            | MAGNETIC MIC KIT                                                                                                                                                            |
| 1                         | C-HDM-204       | 8.5" HEAVY-DUTY TELESCOPING POLE, SIDE MOUNT, SHORT HANDLE                                                                                                                  |
| 1                         | C-MD-119        | 11" SLIDE OUT LOCKING SWING ARM WITH LOW PROFILE MOTION DEVICE ADAPTER                                                                                                      |
| 1                         | C-EB25-XTL-1P   | 1-PIECE EQUIPMENT MOUNTING BRACKET, 2.5' MOUNTING SPACE, FITS MOTOROLA XTL2500,XTL5000-05,APX7500                                                                           |
| <b>EMERGENCY LIGHTING</b> |                 |                                                                                                                                                                             |
| 2                         | C3100BB         | 100W SPEAKER WITH BAIL BRACKET MOUNT<br>Mounting Location : PB - FRONT CENTER<br>Notes: BOTTOM OF CENTER CROSSBAR                                                           |
| 1                         | SFMTG-TSUNIV    | THIN SUPERVISOR - BRACKET, UNIVERSAL                                                                                                                                        |
| 1                         | 39-30004-CM     | THIN SUPERVISOR - MATRIX, BW/RW (UNIVERSAL HOUSING)                                                                                                                         |
| 1                         | CD9215RB        | COMBO LED BAR, 135-DEG SIDE WARNING DUAL-COLOR RED/BLUE WITH CENTER WHITE WORKING LIGHT, 12-24VDC<br>Mounting Location : PB - FRONT CENTER<br>Notes: TOP OF CENTER CROSSBAR |
| 1                         | M180LMC-BW      | M180 TRIPLE STACK INTERSECTION LIGHT, CENTER SECTION LED MULTICOLOR BLUE/WHITE<br>Mounting Location : PB2 - PS FRONT                                                        |
| 1                         | M180LMC-RW      | M180 TRIPLE STACK INTERSECTION LIGHT, CENTER SECTION LED MULTICOLOR RED/WHITE<br>Mounting Location : PB1 - DS FRONT                                                         |
| 1                         | M180L-LBKT      | M180 TRIPLE STACK L BRACKET                                                                                                                                                 |
| 1                         | ULTMC-RB        | 12 LED, MEGA THIN SURFACE MOUNT, MULTICOLOR 12-24VDC, RED/BLUE<br>Mounting Location : PB145 - DS SIDE 45                                                                    |
| 1                         | ULTMC-RB        | 12 LED, MEGA THIN SURFACE MOUNT, MULTICOLOR 12-24VDC, RED/BLUE<br>Mounting Location : PB245 - PS SIDE 45                                                                    |
| 2                         | PBV45           | PUSH BUMPER BRACKET, VERTICAL 45 ANGLE (XT3/T-REX/TRS3/MR6/TRS6) (PAIR)                                                                                                     |
| 1                         | 3492L6S         | XCEL 12V - 12V W/LIGHT CONTROL, HARD-WIRED MIC                                                                                                                              |
| 1                         | CD5051VDL2-RWBW | DIRECTIONAL, VISOR, DECK/DASH, 12-24VDC, CIG PLUG, TWO DUAL-COLOR CD5051 HEADS, RED/WHITE-BLUE/WHITE                                                                        |

# Quote

Date **9/21/2022**  
Quote # **CAPQ-105720**



## CAP FLEET

2603 Taylors Valley Road  
Belton, TX 76513  
Office 254-773-1959

| QTY            | Part #           | Part Details                                                                                                                                         |
|----------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
|                |                  | Mounting Location : D - DASH - FRONT                                                                                                                 |
| 1              | C3RNRDC-60R-BWRW | 60" OUTLINER PERIMETER BAR, RIGHT WIRE EXIT, DUAL-COLOR, 12VDC, BLUE/WHITE-RED/WHITE<br>Mounting Location : RB1 - RUNNING BOARDS                     |
| 1              | C3RNRDC-60L-BWRW | 60" OUTLINER PERIMETER BAR, LEFT WIRE EXIT, DUAL-COLOR, 12 VDC, BLUE/WHITE-RED/WHITE<br>Mounting Location : RB1 - RUNNING BOARDS                     |
| 1              | MTS835MC-RB      | MEGATHIN STICK, MULTI COLOR. 35", 8 RED/BLUE HEADS, 16" CABLE WITH WATERPROOF CONNECTOR<br>Mounting Location : RG1 - HIGH CENTER                     |
| 1              | CD3974RWBW       | DIRECTIONAL, WINDOW SCHROUD, 12-24VDC, 2 DUAL-COLOR HEADS, RED/WHITE-BLUE/WHITE<br>Mounting Location : RG2 - REAR GLASS - DS -LOW                    |
| 1              | CD3974RWBW       | DIRECTIONAL, WINDOW SCHROUD, 12-24VDC, 2 DUAL-COLOR HEADS, RED/WHITE-BLUE/WHITE<br>Mounting Location : RG3- REAR GLASS - PS -LOW                     |
| 2              | CD9012BW         | 15 LED, HIDE-A-BLAST, 1" MNT, SELF-CONT, BLUE/WHITE<br>Mounting Location : R - REVERSE LIGHTS<br>Notes: REPLACE REVERSE LIGHT. WHITE ON REVERSE ONLY |
| 2              | CD9012RW         | 15 LED, HIDE-A-BLAST, 1" MNT, SELF-CONT, RED/WHITE<br>Mounting Location : T - TAILLIGHTS<br>Notes: DO NOT USE WHITE                                  |
| 1              | CZMATSIB         | REPLACE, LIGHT BAR SERIAL INTERFACE BOX                                                                                                              |
| <b>OTHER</b>   |                  |                                                                                                                                                      |
| 1              | DELIVERY         | DELIVERY CHARGE                                                                                                                                      |
| <b>STORAGE</b> |                  |                                                                                                                                                      |
| 1              | BAK448227        | 19-C RAM 1500 (W/O RAMBOX/MULTIFUNCTION TAILGATE) CREW CAB 5FT 7IN BAKFLIP MX4                                                                       |
| 1              | S-DGRAML1-19N    | RAM PICKUP SEATVAULT                                                                                                                                 |

| QTY | Part #         | Description                                                             |
|-----|----------------|-------------------------------------------------------------------------|
| 1   | SHIPPING       | SHIPPING                                                                |
| 1   | LABOR          | LABOR                                                                   |
| 1   | DISPOSAL       | DISPOSAL FEE (FOR OEM PARTS NOT PICKED UP ON DELIVERY)                  |
| 1   | PDKIT          | POWER DISTRIBUTION KIT                                                  |
| 1   | PROGFEE        | PROGRAMMING FEE                                                         |
| 1   | INSPECT        | ALL CAP FLEET INSPECTIONS COME WITH AN AGENCY LIMITED LIFETIME WARRANTY |
| 1   | DEALER         | DEALER PREP                                                             |
| 1   | WIRING HARNESS | WIRING HARNESS                                                          |
| 1   | SHOP SUPPLIES  | SHOP SUPPLIES                                                           |
| 1   | TINT1          | TINT, ALL WINDOWS, LEGAL                                                |

| QTY | Make     | Model    | Used                     |
|-----|----------|----------|--------------------------|
| 1   | Motorola | APX 6500 | <input type="checkbox"/> |



# Quote

Date **9/21/2022**  
Quote # **CAPQ-105720**



## CAP FLEET

2603 Taylors Valley Road  
Belton, TX 76513  
Office 254-773-1959

| QTY | Make    | Model  | Used                     |
|-----|---------|--------|--------------------------|
| 1   | ANTENNA | CUSTOM | <input type="checkbox"/> |
| 1   | Havis   | DOCK   | <input type="checkbox"/> |

**CALDWELL COUNTRY CHEVROLET**

800 HWY. 21 E. CALDWELL, TEXAS 77836

BUYBOARD BID 601-19

QUOTE #DL220077

End User: LEANDER POLICE DEPARTMENTDAVID LOWRYContact: JACKSON MITCHELLPhone: 903-513-2316Phone/email: jmittchell@leandertx.govDate: Sunday, September 11, 2022Product Description: CHEVY TAHOE BASE PPV 4WDemail: [DLOWRY@CAPFLEET.COM](mailto:DLOWRY@CAPFLEET.COM)A. Bid Series: 31A. Base Price: \$ 42,535.00

## B. Published Options [Itemize each below]

| Code                           | Options                        | Bid Price | Code | Options                     | Bid Price |
|--------------------------------|--------------------------------|-----------|------|-----------------------------|-----------|
| CK10706                        | 2023 TAHOE 4WD PPV             | INCL      |      | POLICE RATED TIRES & WHEELS | INCL      |
|                                | 5.3L V8 GAS E85; 10-SPEED AUTO | INCL      |      | TRI-ZONE AIR CONDITIONING   | INCL      |
| 5T5                            | VINYL REAR SEAT                | INCL      |      | 40/20/40 CLOTH SEATS        | INCL      |
| AMF                            | REMOTE KEYLESS ENTRY PKG.      | INCL      |      | AC & HEAT; AM/FM RADIO/CD   | INCL      |
| 6J7                            | FLASHER SYSTEM                 | INCL      |      | CRUISE CONTROL              | INCL      |
|                                | 120V POWER OUTLET              | INCL      |      | POWER WINDOWS & LOCKS       | INCL      |
|                                | DUAL BATTERIES                 | INCL      |      | KEYLESS ENTRY               | INCL      |
|                                |                                | INCL      |      |                             | INCL      |
|                                |                                | INCL      |      |                             | INCL      |
|                                |                                | INCL      |      |                             | INCL      |
|                                |                                | INCL      |      |                             | INCL      |
| Total of B. Published Options: |                                |           |      |                             | \$ -      |

## C. Unpublished Options [Itemize each below, not to exceed 25%]

\$= 0.2 %

| Options | Bid Price | Options                       | Bid Price |
|---------|-----------|-------------------------------|-----------|
|         |           | DARK ASH METALLIC             | EXT COLOR |
|         |           | HIT-JET BLACK CLOTH SEAT TRIM | INT COLOR |
|         |           | DELIVERY - BAILMENT POOL      | \$ 100.00 |
|         |           |                               |           |
|         |           |                               |           |
|         |           |                               |           |

Total of C. Unpublished Options: \$ 100.00

|    |                                                                                    |          |              |
|----|------------------------------------------------------------------------------------|----------|--------------|
| D. | Registration, Inspection, Paperwork, Postage cost, Courthouse time, & Runner time: | INCLUDED | \$ -         |
| E. | UPFITTERS: CAPFLEET UPFITTERS CAPQ-105588                                          |          | \$ 12,419.00 |
| F. | Manufacturer Destination/Delivery:                                                 |          |              |
| G. | Floor Plan Interest (for in-stock and/or equipped vehicles):                       |          | \$ 1,200.00  |
| H. | Lot Insurance (for in-stock and/or equipped vehicles):                             |          | \$ -         |
| I. | Contract Price Adjustment:                                                         |          | \$ -         |
| J. | Additional Delivery Charge: _____ miles INCLUDED                                   |          | \$ -         |
| K. | Subtotal:                                                                          |          | \$ 56,254.00 |
| L. | Quantity Ordered <u>1</u> x K =                                                    |          | \$ 56,254.00 |
| M. | Trade in: _____                                                                    |          | \$ -         |

N. BUYBOARD FEE PER PURCHASE ORDER \$ 400.00O. TOTAL PURCHASE PRICE WITH BUYBOARD FEE \$ 56,654.00

\*\* PRICES ARE VALID FOR 30 DAYS BUT ARE SUBJECT TO CHANGE DUE TO SUPPLY CHAIN CHALLENGES. RE-VERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER P.O. IS ISSUED. ENSURE CONFIRMATION OF RECEIPT BY EMAIL WHEN P.O. IS SENT. \*\* DUE TO SEMICONDUCTOR SUPPLY SHORTAGES, FEATURE AVAILABILITY WILL CHANGE THROUGHOUT THE MODEL YEAR. SEE THE WINDOW LABEL OF A SPECIFIC VEHICLE TO DETERMINE ITS CONTENT. \*\*





Caldwell Country Chevrolet | Rockdale Country Ford | Cameron Country CDJR  
800 State Highway 21 East  
Caldwell Texas 77836

## Vehicle Quote

Quote No.: DL 220153  
Exp. Date: Nov 11, 2022

Prepared for: Leander Police Department  
Leander Texas  
Jackson Mitchell  
jmittchell@leandertx.gov

Tarrant County 2022-187

| NAME                                                                           | PRICE       | QTY | SUBTOTAL    |
|--------------------------------------------------------------------------------|-------------|-----|-------------|
| RAM 3500 Tradesman Crew Cab 4x2                                                | \$56,590.00 | 1   | \$56,590.00 |
| <a href="#">RAM 3500 Specifications and Options</a> - Diamond<br>Black Crystal |             |     |             |



|                     |             |   |                    |
|---------------------|-------------|---|--------------------|
| Upfit Equipment     | \$27,261.00 | 1 | \$27,261.00        |
| CAPQ:105704         |             |   |                    |
| Floor Plan Interest | \$900.00    | 1 | \$900.00           |
| Delivery            | \$100.00    | 1 | \$100.00           |
| COOP Fee Included   | \$0.00      | 0 | \$0.00             |
|                     |             |   | <b>\$84,851.00</b> |
| Discount            |             |   | <b>\$0.00</b>      |
| Tax                 |             |   | <b>\$0.00</b>      |
| <b>Total</b>        |             |   | <b>\$84,851.00</b> |

**\*\*PRICES/QUOTES ARE VALID FOR THIRTY (30) DAYS DUE TO SUPPLY CHAIN CONSTRAINTS. REVERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER A PURCHASE ORDER IS ISSUED\*\***



**CALDWELL COUNTRY CHEVROLET**

800 HWY. 21 E. CALDWELL, TEXAS 77836

BUYBOARD BID 601-19

QUOTE #DL220075

End User: LEANDER POLICE DEPARTMENT

DAVID LOWRY

Contact: JACKSON MITCHELL

Phone: 903-513-2316

Phone/email: jmitchell@leandertx.gov

Date: Sunday, September 11, 2022

Product Description: CHEVY TAHOE BASE PPV 4WD

email: [DLOWRY@CAPFLEET.COM](mailto:DLOWRY@CAPFLEET.COM)

A. Bid Series: 31

A. Base Price: \$ 42,535.00

## B. Published Options [Itemize each below]

| Code                           | Options                        | Bid Price | Code | Options                     | Bid Price |
|--------------------------------|--------------------------------|-----------|------|-----------------------------|-----------|
| CK10706                        | 2023 TAHOE 4WD PPV             | INCL      |      | POLICE RATED TIRES & WHEELS | INCL      |
|                                | 5.3L V8 GAS E85; 10-SPEED AUTO | INCL      |      | TRI-ZONE AIR CONDITIONING   | INCL      |
| 5T5                            | VINYL REAR SEAT                | INCL      |      | 40/20/40 CLOTH SEATS        | INCL      |
| AMF                            | REMOTE KEYLESS ENTRY PKG.      | INCL      |      | AC & HEAT; AM/FM RADIO/CD   | INCL      |
| 6J7                            | FLASHER SYSTEM                 | INCL      |      | CRUISE CONTROL              | INCL      |
|                                | 120V POWER OUTLET              | INCL      |      | POWER WINDOWS & LOCKS       | INCL      |
|                                | DUAL BATTERIES                 | INCL      |      | KEYLESS ENTRY               | INCL      |
| 7X3                            | LF LED SPOTLAMP                | INCL      |      |                             | INCL      |
|                                |                                | INCL      |      |                             | INCL      |
|                                |                                | INCL      |      |                             | INCL      |
|                                |                                | INCL      |      |                             | INCL      |
| Total of B. Published Options: |                                |           |      |                             | \$ -      |

## C. Unpublished Options [Itemize each below, not to exceed 25%]

\$= 0.2 %

| Options | Bid Price | Options                       | Bid Price |
|---------|-----------|-------------------------------|-----------|
|         |           | WHITE                         | EXT COLOR |
|         |           | HIT-JET BLACK CLOTH SEAT TRIM | INT COLOR |
|         |           | DELIVERY - BAILMENT POOL      | \$ 100.00 |
|         |           |                               |           |
|         |           |                               |           |
|         |           |                               |           |

Total of C. Unpublished Options: \$ 100.00

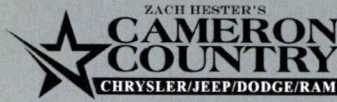
|    |                                                                                    |          |               |
|----|------------------------------------------------------------------------------------|----------|---------------|
| D. | Registration, Inspection, Paperwork, Postage cost, Courthouse time, & Runner time: | INCLUDED | \$ -          |
| E. | UPFITTERS: CAPFLEET UPFITTERS CAPQ-105417                                          |          | \$ 23,006.00  |
| F. | Manufacturer Destination/Delivery:                                                 |          |               |
| G. | Floor Plan Interest (for in-stock and/or equipped vehicles):                       |          | \$ 1,200.00   |
| H. | Lot Insurance (for in-stock and/or equipped vehicles):                             |          | \$ -          |
| I. | Contract Price Adjustment:                                                         |          | \$ -          |
| J. | Additional Delivery Charge: _____ miles INCLUDED                                   |          | \$ -          |
| K. | Subtotal:                                                                          |          | \$ 66,841.00  |
| L. | Quantity Ordered 9 x K =                                                           |          | \$ 601,569.00 |
| M. | Trade in: _____                                                                    |          | \$ -          |

N. BUYBOARD FEE PER PURCHASE ORDER \$ 400.00

O. TOTAL PURCHASE PRICE WITH BUYBOARD FEE \$ 601,969.00

\*\* PRICES ARE VALID FOR 30 DAYS BUT ARE SUBJECT TO CHANGE DUE TO SUPPLY CHAIN CHALLENGES. RE-VERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER P.O. IS ISSUED. ENSURE CONFIRMATION OF RECEIPT BY EMAIL WHEN P.O. IS SENT. \*\* DUE TO SEMICONDUCTOR SUPPLY SHORTAGES, FEATURE AVAILABILITY WILL CHANGE THROUGHOUT THE MODEL YEAR. SEE THE WINDOW LABEL OF A SPECIFIC VEHICLE TO DETERMINE ITS CONTENT. \*\*





Caldwell Country Chevrolet | Rockdale Country Ford | Cameron Country CDJR  
800 State Highway 21 East  
Caldwell Texas 77836

## Vehicle Quote

Quote No.: DL 220157  
Exp. Date: Nov 12, 2022

Prepared for: Leander Police Department  
Leander Texas  
Jackson Mitchell  
jmittchell@leandertx.gov

Tarrant County 2022-187

| NAME                     | PRICE       | QTY | SUBTOTAL    |
|--------------------------|-------------|-----|-------------|
| 2023 RAM 1500 4x4 - BASE | \$39,370.00 | 1   | \$39,370.00 |
| Diamond Black Crystal    |             |     |             |



|                                        |            |   |                    |
|----------------------------------------|------------|---|--------------------|
| Additional Options                     | \$1,130.00 | 1 | \$1,130.00         |
| PPV, LF Spotlight, Anti Spin Rear Diff |            |   |                    |
| Upfit Equipment                        | \$7,926.00 | 1 | \$7,926.00         |
| CAPQ:105592                            |            |   |                    |
| Floor Plan Interest                    | \$0.00     | 0 | \$0.00             |
| Delivery                               | \$100.00   | 1 | \$100.00           |
| COOP Fee Included                      | \$0.00     | 0 | \$0.00             |
|                                        |            |   | <b>\$48,526.00</b> |

Discount \$0.00

Tax \$0.00

**Total \$48,526.00**

**\*\*PRICES/QUOTES ARE VALID FOR THIRTY (30) DAYS DUE TO SUPPLY CHAIN CONSTRAINTS. REVERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER A PURCHASE ORDER IS ISSUED\*\***



# Quote

Date 9/7/2022  
Quote # CAPQ-105592



## CAP FLEET

2603 Taylors Valley Road  
Belton, TX 76513  
Office 254-773-1959

**Name / Address**  
LEANDER POLICE DEPARTMENT  
705 LEANDER, LEANDER, TX 78641 United States

**Ship To:**  
LEANDER POLICE DEPARTMENT  
JACKSON MITCHELL  
705 LEANDER, LEANDER, TX 78641 United States

|                      |                         |
|----------------------|-------------------------|
| <b>Salesperson:</b>  | Bary Bedford            |
| <b>Email:</b>        | JMITCHELL@LEANDERTX.GOV |
| <b>Contact Name:</b> | JACKSON MITCHELL        |

|               |           |
|---------------|-----------|
| <b>Year:</b>  | 2023      |
| <b>Make:</b>  | Dodge     |
| <b>Model:</b> | RAM TRUCK |

Job Description: SIU

## Quote Summary

|                      |            |
|----------------------|------------|
| Per Vehicle Subtotal | \$7,926.00 |
| Per Vehicle Tax      | \$0.00     |
| Per Vehicle Total    | \$7,926.00 |

|                   |   |
|-------------------|---|
| # Vehicles Quoted | 1 |
|-------------------|---|

**Grand Total \$7,926.00**

**\*\*PRICES ARE VALID FOR 30 DAYS BUT ARE SUBJECT TO CHANGE DUE TO SUPPLY CHAIN CHALLENGES.  
REVERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER PO IS ISSUED.  
ALL CANCELLED ORDERS ARE SUBJECT TO A 20% RESTOCKING FEE\*\***

I hereby authorize the install work therein set forth to be done by CAP Fleet Upfitters, together with the furnishing by CAP Fleet Upfitters of the necessary parts and other material for such install and agree that CAP Fleet Upfitters is not responsible for any delays caused by unavailability or delayed availability of parts or material for any reason, that CAP Fleet Upfitters neither assumes or authorizes any other person to assume for CAP Fleet Upfitters any liability in connection with such install; that CAP Fleet Upfitters shall not be responsible for loss or damage to the above vehicle, or articles left therein; in case of fire, theft, any Act of God, or other cause beyond CAP Fleet Upfitters control, that CAP Fleet Upfitters employees may operate the above vehicle on streets, highways, or elsewhere for the purpose of testing and/or inspecting such vehicle

WWW.CAPFLEET.COM

QUOTES ARE GOOD FOR 30 DAYS.

PLEASE SIGN BELOW IF ALL ITEMS & QUANTITIES ARE APPROVED.

X \_\_\_\_\_ Date:    /    /



# Quote

Date 9/7/2022

Quote # CAPQ-105592



## CAP FLEET

2603 Taylors Valley Road

Belton, TX 76513

Office 254-773-1959

| QTY                       | Part #        | Part Details                                                                                                                                                         |
|---------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EMERGENCY LIGHTING</b> |               |                                                                                                                                                                      |
| 1                         | 39-30004-CM   | THIN SUPERVISOR - MATRIX, BW/RW (UNIVERSAL HOUSING)                                                                                                                  |
| 1                         | SFMTG-TSUNIV  | THIN SUPERVISOR - BRACKET, UNIVERSAL                                                                                                                                 |
| 2                         | CD5051RB      | DIRECTIONAL LED: DUAL-COLOR, NARROW, SURFACE AND GRILLE MOUNT, 69 FLASH PATTERNS, 12-24VDC, RED/BLUE<br>Mounting Location : G2 - GRILLE BEHIND<br>Notes: DS HIGH/LOW |
| 2                         | CD5051RB      | DIRECTIONAL LED: DUAL-COLOR, NARROW, SURFACE AND GRILLE MOUNT, 69 FLASH PATTERNS, 12-24VDC, RED/BLUE<br>Mounting Location : G2 - GRILLE BEHIND<br>Notes: PS HIGH/LOW |
| 1                         | MTS835MC-RB   | MEGATHIN STICK, MULTI COLOR. 35", 8 RED/BLUE HEADS, 16" CABLE WITH WATERPROOF CONNECTOR                                                                              |
| 1                         | CD9012BW      | 15 LED, HIDE-A-BLAST, 1" MNT, SELF-CONT, BLUE/WHITE<br>Mounting Location : R - REVERSE LIGHTS<br>Notes: REPLACE REVERSE LIGHT. WHITE ON REVERSE ONLY                 |
| 1                         | CD9012RW      | 15 LED, HIDE-A-BLAST, 1" MNT, SELF-CONT, RED/WHITE<br>Mounting Location : T - TAILLIGHTS                                                                             |
| 1                         | 3599L5        | H2COVERT REMOTE SIREN SYSTEM WITH HAND HELD CONTROLLER (PROGRESSIVE)<br>Notes: MOUNT UNDER PASSENGER SEAT.                                                           |
| 1                         | CZMATSIB      | REPLACE, LIGHT BAR SERIAL INTERFACE BOX                                                                                                                              |
| 1                         | C3100U        | 100W SPEAKER WITH UNIVERSAL MOUNT BRACKET                                                                                                                            |
| <b>OTHER</b>              |               |                                                                                                                                                                      |
| 1                         | DELIVERY      | DELIVERY CHARGE                                                                                                                                                      |
| <b>STORAGE</b>            |               |                                                                                                                                                                      |
| 1                         | BAK448227     | 19-C RAM 1500 (W/O RAMBOX/MULTIFUNCTION TAILGATE) CREW CAB 5FT 7IN BAKFLIP MX4                                                                                       |
| 1                         | S-DGRAML1-19N | RAM PICKUP SEATVAULT                                                                                                                                                 |
| 1                         | P-955         | FOAM FOR S-SIZE SUV/TRUNKVAULT FOAM KNIFE AND PEN INCLUDED                                                                                                           |

| QTY | Part #         | Description                                                             |
|-----|----------------|-------------------------------------------------------------------------|
| 1   | SHIPPING       | SHIPPING                                                                |
| 1   | LABOR          | LABOR                                                                   |
| 1   | DISPOSAL       | DISPOSAL FEE (FOR OEM PARTS NOT PICKED UP ON DELIVERY)                  |
| 1   | PDKIT          | POWER DISTRIBUTION KIT                                                  |
| 1   | PROGFEE        | PROGRAMMING FEE                                                         |
| 1   | INSPECT        | ALL CAP FLEET INSPECTIONS COME WITH AN AGENCY LIMITED LIFETIME WARRANTY |
| 1   | DEALER         | DEALER PREP                                                             |
| 1   | WIRING HARNESS | WIRING HARNESS                                                          |
| 1   | SHOP SUPPLIES  | SHOP SUPPLIES                                                           |
| 1   | TINT1EB        | TINT, ALL WINDOWS, LEGAL + EYEBROW                                      |

# Quote

Date 9/7/2022

Quote # CAPQ-105592



**CAP FLEET**

2603 Taylors Valley Road

Belton, TX 76513

Office 254-773-1959





**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Approval of purchase of two (2) replacement fire vehicles from Siddons Martin Emergency Group, LLC in the amount of \$1,338,597.30 utilizing the HGAC Cooperative Purchase Contract FS12-19; and authorize the City Manager to execute any and all necessary documents.

**BACKGROUND:**

Funds are budgeted in the Fiscal Year 2023 budget for the purchase of two replacement vehicles for the Fire Department.

-Replacement of a 2008 Pierce Brush truck with one BME International Wildland Vehicle in the amount of \$500,746.30.

-Replacement of a 2008 International Rescue Truck with one Pierce Enforcer Pumper in the amount of \$835,851.00.

Both purchases are at a full prepay discounted rate, resulting in a combined savings of \$74,898.70.

**HISTORY/TIMELINE:**

These replacement vehicles are budgeted as part of the City's fleet replacement schedule.

**RECOMMENDATION:**

Staff recommends approval.

**PRESENTER:**

Billy Wusterhausen, Fire Chief

---

**Fiscal Impact**

**Amount requested:** \$1,338,597.30

**Approved in current budget (Yes / No):** Yes

**Expenditure (New / Amended):** New

**Recurring or one-time:** One-Time

**Fund source (Operating / Utility / etc.):** Operating

---

**Attachments**

1. Siddons Martin Contract
2. Wildland Vehicle Specs
3. Engine Specs

Siddons Martin Emergency Group, LLC  
3500 Shelby Lane  
Denton, TX 76207  
GDN P115891  
TXDOT MVD No. A115890

October 6, 2022

Stuart Heater, Assistant Chief  
Leander Fire Department  
101 E Sunny Dr  
Leander, TX 78646



### Proposal For: 2023 Leander Purchases

Siddons-Martin Emergency Group, LLC is pleased to provide the following proposal to Leander Fire Department. Unit will comply with all specifications attached and made a part of this proposal. Total price includes delivery FOB Leander Fire Department and training on operation and use of the apparatus.

| Description                                                                      | Amount                |
|----------------------------------------------------------------------------------|-----------------------|
| <b>Qty. 1 - 726 - Pierce-Custom Enforcer Pumper, 2nd Gen</b>                     |                       |
| <b>(Unit Price - \$890,835.00)</b>                                               |                       |
| Delivery within 29-30 months of order date                                       |                       |
| QUOTE # - SMEG-0004593-1                                                         |                       |
| Vehicle Price                                                                    | \$890,835.00          |
| Multi Truck Discount                                                             | (\$14,478.00)         |
| Full Prepay Discount                                                             | (\$40,506.00)         |
| <b>726 - UNIT TOTAL</b>                                                          | <b>\$835,851.00</b>   |
| <br><b>Qty. 1 - BME Summit Type 3 - BME International HV507 Wildland Type 34</b> |                       |
| <b>(Unit Price - \$520,661.00)</b>                                               |                       |
| Delivery within 19-20 months of order date                                       |                       |
| QUOTE # - SMEG-0004705-1                                                         |                       |
| Vehicle Price                                                                    | \$520,661.00          |
| Multi Truck Discount                                                             | (\$7,966.00)          |
| Full Prepay Discount                                                             | (\$11,948.70)         |
| <b>BME Summit Type 3 - UNIT TOTAL</b>                                            | <b>\$500,746.30</b>   |
| <br><b>SUB TOTAL</b>                                                             |                       |
| <b>SUB TOTAL</b>                                                                 | <b>\$1,336,597.30</b> |
| <b>HGAC FS12-19 (FIRE)</b>                                                       | <b>\$2,000.00</b>     |
| <b>TOTAL</b>                                                                     | <b>\$1,338,597.30</b> |

Price guaranteed until 10/28/2022



**Additional:** Full prepay discount requires payment in full within forty-five (45) days of the receipt of the signed proposal letter or purchase order, whichever comes first.

This proposal is valid for Pierce Manufacturing Bid 927 BME Bid BME32960270. Pierce Manufacturing Bid 927 and BME Bid BME32960270 include one (1) approval visit and one (1) final inspection visit for three (3) personnel each. Three (3) days of apparatus training from Siddons-Martin Emergency Group at Leander Fire Department is included for each apparatus. Pierce Manufacturing Bid 927 includes a budget of \$12,000.00 for poly and / or tool mounting. BME Bid BME32960270 includes a budget of \$8,000.00 for poly and / or tool mounting.

**Taxes:** Tax is not included in this proposal. In the event that the purchasing organization is not exempt from sales tax or any other applicable taxes and/or the proposed apparatus does not qualify for exempt status, it is the duty of the purchasing organization to pay any and all taxes due. Balance of sale price is due upon acceptance of the apparatus at the factory.

**Late Fee:** A late fee of .033% of the sale price will be charged per day for overdue payments beginning ten (10) days after the payment is due for the first 30 days. The late fee increases to .044% per day until the payment is received. In the event a prepayment is received after the due date, the discount will be reduced by the same percentages above increasing the cost of the apparatus.

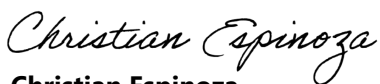
**Cancellation:** In the event this proposal is accepted and a purchase order is issued then cancelled or terminated by Customer before completion, Siddons-Martin Emergency Group may charge a cancellation fee. The following charge schedule based on costs incurred may be applied:

- (A) 10% of the Purchase Price after order is accepted and entered by Manufacturer;
- (B) 20% of the Purchase Price after completion of the approval drawings;
- (C) 30% of the Purchase Price upon any material requisition.

The cancellation fee will increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing. Siddons-Martin Emergency Group endeavors to mitigate any such costs through the sale of such product to another purchaser; however, the customer shall remain liable for the difference between the purchase price and, if applicable, the sale price obtained by Siddons-Martin Emergency Group upon sale of the product to another purchaser, plus any costs incurred by Siddons-Martin to conduct such sale.

**Acceptance:** In an effort to ensure the above stated terms and conditions are understood and adhered to, Siddons-Martin Emergency Group, LLC requires an authorized individual from the purchasing organization sign and date this proposal and include it with any purchase order. Upon signing of this proposal, the terms and conditions stated herein will be considered binding and accepted by the Customer. The terms and acceptance of this proposal will be governed by the laws of the state of Texas. No additional terms or conditions will be binding upon Siddons-Martin Emergency Group, LLC unless agreed to in writing and signed by a duly authorized officer of Siddons-Martin Emergency Group, LLC.

Sincerely,

  
**Christian Espinoza**

I, \_\_\_\_\_, the authorized representative of Leander Fire Department, agree to purchase the proposed and agree to the terms of this proposal and the specifications attached hereto.

\_\_\_\_\_  
Signature & Date





# Boise Mobile Equipment



# **FIRE TRUCKS**

Leander Fire Department

Commercial Wildland, Single Axle, Model 34, "Summit"

# Boise Mobile Equipment

## MODEL 34 "SUMMIT"

### **Certificate, Weight/Tilt Angle, NFPA (BME)**

#### **DETERMINATION OF APPARATUS WEIGHT**

BME Fire Trucks, LLC. shall submit estimated "in-service" weight analysis required by applicable NFPA standards. This Excel computer weight analysis shall break down all major components of the apparatus and shall show the impact on percentage-of-load on the front and rear axles, total weight, and weight on each tire set.

The analysis shall evenly distribute the NFPA required minimum payload allowance or estimated equipment payload as provided by the purchaser into the specified compartments. The allowance for personnel, hose loads, water and foam fluids, and required NFPA equipment shall be outlined individually in the analysis and placed on the apparatus in its specific intended position.

#### **CENTER-OF-GRAVITY ANALYSIS**

BME Fire Trucks, LLC. shall perform an estimated center of gravity calculation as required by the applicable section of NFPA standards. This calculation shall include tilt angles, the estimated right to left load distribution, and load on each axle, including all specified major components.

### **Performance Testing, Electrical, 12 Volt (BME)**

#### **LOW VOLTAGE TEST REQUIRMENTS**

The fire apparatus low voltage electrical system shall be tested as required by this section and the test results shall be certified by the apparatus manufacturer. The certification shall be delivered to the purchaser with the documentation for the completed apparatus. The tests shall be performed when the air temperature is between 0 degrees Fahrenheit and 110 degrees Fahrenheit.

#### **TEST SEQUENCE**

The three tests defined below shall be performed in the order in which they appear. Before each test, the chassis batteries shall be fully charged until the voltage stabilizes at the voltage regulator set point and the lowest charge current is maintained for 10 minutes. The failure of any of these tests shall require a repeat of the test sequence.

#### **RESERVE CAPACITY TEST**

The chassis engine shall be started and kept running until the chassis engine and engine compartment temperatures are stabilized at normal operating temperatures and the chassis battery system is fully charged. The



# Boise Mobile Equipment

chassis engine shall be shut off and the minimum continuous electrical load shall be applied for 10 minutes. All electrical loads shall be turned off prior to attempting to restart the chassis engine. The chassis battery system shall then be capable of restarting the chassis engine. The failure to restart the chassis engine shall be considered a failure of this test.

## **ALTERNATOR PERFORMANCE TEST AT IDLE**

The minimum continuous electrical load shall be applied with the chassis engine running at idle speed. The chassis engine temperature shall be stabilized at normal operating temperature. The chassis battery system shall be tested to detect the presence of a chassis battery current discharge. The detection of chassis battery current discharge shall be considered a failure of this test.

## **ALTERNATOR PERFORMANCE TEST AT FULL LOAD**

The total continuous electrical load shall be applied with the chassis engine running up to the engine manufacturer's governed speed. The test duration shall be a minimum of two hours. The activation of the electrical system load management system shall be permitted during this test. The activation of an alarm due to excessive chassis battery discharge, as detected by the system required by NFPA (current edition), or an electrical system voltage of less than 11.8 volts direct current for a 12 volt direct current nominal system, for more than 120 seconds, shall be considered a failure of this test.

## **LOW VOLTAGE ALARM TEST**

Following the completion of the tests described above, the chassis engine shall be turned off. With the chassis engine turned off, the total continuous electrical load shall be applied and shall continue to be applied until the excessive battery discharge alarm activates. The chassis battery voltage shall be measured at the battery terminals.

The test shall be considered to be a failure if the low voltage alarm has not yet sounded 140 seconds after the voltage drops to 11.70 volts direct current for a 12 volt direct current nominal system. The chassis battery system shall then be able to restart the chassis engine. The failure of the chassis battery system to restart the chassis engine shall be considered a failure of this test.

The completed fire apparatus shall undergo a complete 12 volt electrical load and performance testing per applicable sections of NFPA standards with inspection and test sheets included in delivery documentation.

## **DOCUMENTATION**

The apparatus manufacturer shall provide the results of the low-voltage electrical system performance test, certified in writing, with the documentation provided to the purchaser at the time of delivery of the completed apparatus.

# Boise Mobile Equipment

The test results shall consist of the following documents:

- (1) Documentation of the electrical system performance tests.
- (2) A written electrical load analysis, including the following:
  - (a) The nameplate rating of the alternator.
  - (b) The alternator rating under the conditions specified in NFPA 1906 (current edition).
  - (c) Each of the component loads specified that make up the minimum continuous electrical load.
  - (d) Additional electrical loads that, when added to the minimum continuous electrical load, determine the total continuous electrical load.
  - (e) Each individual intermittent electrical load.

## **Test Results, Vehicle (BME)**

### **TEST RESULTS**

BME Fire Trucks LLC. shall provide results of the apparatus testing and shall certify the following:

The weight of the completed apparatus, when loaded to its estimated in service weight, does not exceed the GVWR and GAWR of the chassis.

The complete unit, when loaded to its estimated in service weight, meets the weight distribution and vehicle stability requirements, as defined in the current NFPA guidelines.

The unit meets all required federal standards pertaining to the manufacturer and completion of the apparatus and a label tag has been affixed to the apparatus by the manufacturer stating same.

BME Fire Trucks LLC. shall provide all testing results, including engine, speed, acceleration, road ability, braking, and auxiliary braking to the Purchaser at the time of delivery.

## **Delivery, Dealer Arranged**

### **DELIVERY REQUIREMENTS**

The bidder shall not be responsible for delays in delivery due to strikes, acts of God, failure of suppliers to deliver, chassis shortage and other reasons beyond the reasonable control of the builder. Should BME Fire Trucks, LLC. be unable to comply with the proposed delivery date, we shall immediately contact the purchaser regarding delay information and actions to be taken by the company.

This vehicle shall be F.O.B. the BME Fire Trucks facility in Boise Idaho. Dealer shall be responsible for arrangement of delivery from factory.

## **Warranty, General Provisions, 1 Year (BME)**

### **GENERAL WARRANTY PROVISIONS**



# Boise Mobile Equipment

All materials and workmanship herein specified, including all equipment furnished, shall be guaranteed for a period of one (1) year after the acceptance date of the apparatus, unless otherwise noted, with the exception of any normal maintenance services or adjustments which shall be required. Under this warranty, BME Fire Trucks, LLC. shall be responsible for the costs of repairs to the apparatus that have been caused by defective workmanship or materials during this period.

This warranty shall not apply to the following:

- Any component parts or trade accessories such as chassis, engines, tires, pumps, valves, signaling devices, batteries, electric lights, bulbs, alternators, and all other installed equipment and accessories, in as much as they are usually warranted separately by their respective manufacturers, or are subject to normal wear and tear.
- Failures resulting from the apparatus being operated in a manner or for a purpose not recommended by the apparatus manufacturer.
- Loss of time or use of the apparatus, inconvenience or other incidental expenses.
- Any apparatus which has been repaired or altered without written consent or outside of the apparatus manufacturer's factory and or authorized service center in any way that affects its stability, or which has been subject to misuse, negligence, or accident.
- Delivery of the apparatus to repair site.

## **DISCLAIMER**

NO WARRANTIES ARE GIVEN BEYOND THOSE DESCRIBED HEREIN. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED. THE COMPANY SPECIFICALLY DISCLAIMS WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ALL OTHER REPRESENTATIONS TO THE USER/PURCHASER AND ALL OTHER OBLIGATIONS OR LIABILITIES. FURTHER, THE COMPANY EXCLUDES LIABILITY FOR CONSEQUENTIAL AND INCIDENTAL DAMAGES, ON THE PART OF THE COMPANY OR SELLER. No person is authorized to give any other warranties or to assume any liabilities on the Company's behalf unless made or assumed in writing by the seller; and no other person is authorized to give any warranties or to assume any liabilities on the seller's behalf unless made or assumed in writing by the seller.

## **OBTAINING SERVICE**

Return the vehicle to any BME Fire Trucks, LLC. dealer/authorized service center; Return the vehicle to BME Fire Trucks, LLC. or contact BME Fire Trucks, LLC.. BME Fire Trucks, LLC. shall be solely responsible for

# Boise Mobile Equipment

determining the extent of repair under the terms of the warranty. Transportation costs shall be the responsibility of the purchaser.

## **Material and Workmanship Rqmts (BME)**

### **MATERIAL AND WORKMANSHIP**

All equipment provided shall be guaranteed to be new and of current manufacture, and unless specified otherwise, shall meet all requirements of these specifications and prevailing NFPA documents and be in condition at time of delivery for use as specified for this type of apparatus.

All workmanship shall be of the highest quality and accomplished in a professional manner so as to insure a functional apparatus with a high quality aesthetic appearance.

The construction shall be rugged and ample safety factors shall be provided to carry the loads specified to meet both on and off road requirements.

The apparatus shall be designed and the equipment mounted with due consideration to the distribution of load between the front and rear axles, so all specified equipment, with a full complement of personnel, can be carried without damage to the apparatus.

## **Warranty, Body & Structural, 10 Yrs (BME)**

### **BODY AND STRUCTURAL WARRANTY**

BME Fire Trucks, LLC. shall warrant each new apparatus body, if used in a normal and reasonable manner, against structural defects caused by defects in material, design or workmanship for a period of ten (10) years, covering parts & labor to the original purchaser which shall start on day of acceptance.

This warranty shall not apply to:

- Normal maintenance services or adjustments
- To any vehicle which will have been repaired or altered outside of our factory in any way so as, in the judgment of BME Fire Trucks, LLC., to affect it's stability, nor which has been subject to misuse, negligence, or accident, nor to any vehicle made by us which will have been operated to a speed exceeding the factory rated speed, or loaded beyond the factory rated load capacity.
- Commercial chassis and associated equipment furnished with chassis, signaling devices, generators, batteries, or other trade accessories as they are usually warranted separately by their respective manufacturers.
- Shipping costs of parts or apparatus for purposes of repair or replacement of parts. This warranty is in lieu of all other warranties, expressed or implied. All other representations as to the original purchaser



# Boise Mobile Equipment

and all other obligations or liabilities, including for incidental or consequential damage on the company's behalf unless made in writing by the company.

## **Pump Warranty, Darley, 3 years**

### **DARLEY FIRE PUMP WARRANTY**

A three (3) year warranty on the Darley fire pump shall be provided. The provisions of this warranty shall be described in the completed apparatus documentation.

## **Plumbing Warranty, 10 Years, Stainless Steel**

### **PLUMBING WARRANTY**

The stainless steel fire pump plumbing shall carry a ten (10) year parts and labor warranty against defects in workmanship and perforation corrosion.

## **Valve Warranty, Akron, 10 years**

### **AKRON VALVE WARRANTY**

The Akron valves shall carry a ten (10) year parts and labor manufacturer's warranty. Provisions of this warranty shall be provided with the completed apparatus documentation.

## **Warranty, Foam Tank, Poly, Lifetime**

### **FOAM TANK WARRANTY**

The foam tank shall carry a "lifetime" warranty against defects in workmanship and perforation corrosion. The provisions of this warranty shall be provided in the delivery documentation. The tank manufacturer shall repair, at no cost to the purchaser, any problems caused by defective materials and/or workmanship. The warranty shall cover the reasonable costs of removing the water tank from the apparatus and reinstalling it after the completion of the covered warranty repairs, but shall not cover any liability for the loss of service or downtime costs of the apparatus.

## **Warranty, Water Tank, Poly, Lifetime**

### **WATER TANK WARRANTY**

The polypropylene water tank that is specified to be supplied with this apparatus shall be warranted by the water tank manufacturer for a "lifetime" period from the date that the apparatus is put into service. The tank manufacturer shall repair, at no cost to the purchaser, any problems caused by defective materials and/or workmanship. The warranty shall cover the reasonable costs of removing the water tank from the apparatus and reinstalling it after the completion of the covered warranty repairs, but shall not cover any liability for the loss of service or downtime costs of the apparatus.

## **Warranty, Paint, 7 yrs (BME)**

### **PAINT WARRANTY**

# Boise Mobile Equipment

BME Fire Trucks, LLC. shall provide a seven (7) year paint warranty which shall cover peeling and/or de-lamination of the top coat and other layers of paint, cracking or checking, loss of gloss caused by cracking, checking or chalking, and any paint failure caused by defective paint materials covered by the paint manufacturer's material warranty.

## **Warranty, Chassis, General (BME)**

### **CHASSIS WARRANTY**

The specified chassis shall be provided with the chassis manufacturer's warranty. The exact provisions of this warranty shall be supplied with the completed apparatus documentation.

## **Manuals, Apparatus Complete Electronic, USB**

### **APPARATUS OPERATION MANUAL(S)**

BME Fire Trucks, LLC. shall provide (2) electronic apparatus operational manual(s) on a USB thumb drive.

## **INT HV507, SFA, 350 HP, 4 Door, 4 x 4, 38,000# (193" WB)**

### **CHASSIS SPECIFICATIONS**

Base Chassis, Model HV507 SFA with 193.00 Wheelbase, 74.10 CA, and 63.00 Axle to Frame.

TOW HOOK, FRONT (2) Frame Mounted

AXLE CONFIGURATION {Navistar} 4x4

FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.125" x 3.580" x 0.312" (257.2mm x 90.9mm x 8.0mm); 480.0" (12192) Maximum OAL

FRAME REINFORCEMENT Full Outer C-Channel, Heat Treated Alloy Steel (120,000 PSI Yield), 10.813" x 3.892" x 0.312" (274.6mm x 98.8mm x 7.9mm), 480.0" (12192mm) OAL

BUMPER, FRONT Swept Back 15-Degrees, Steel, for use with Front Frame Extensions, Heavy Duty

1MEJ FRAME, SPECIAL EFFECTS Dimple on Left and Right Top Flange of Frame Rail to Reference Rear Axle

Centerline

1WDS FRAME EXTENSION, FRONT Integral; 20" In Front of Grille

WHEELBASE RANGE 181" (460cm) Through and Including 205" (520cm)

AXLE, FRONT DRIVING {Meritor MX-12-120 EVO} Single Reduction, 12,000-lb Capacity, with Hub Piloted Wheel Mounting



# Boise Mobile Equipment

AXLE, FRONT DRIVING, LUBE {EmGard FE-75W-90} Synthetic Oil; 1 thru 29.99 Pints

SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 12,000-lb Capacity, with Shock Absorbers

BRAKE SYSTEM, AIR Dual System for Straight Truck Applications

Includes

: BRAKE LINES Color and Size Coded Nylon

: DRAIN VALVE Twist-Type

: GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster

: PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel

: PARKING BRAKE VALVE For Truck

: QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4

: SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6

AIR BRAKE ABS {Bendix AntiLock Brake System} 4-Channel (4 Sensor/4 Modulator) Full Vehicle Wheel Control System

AIR DRYER {Bendix AD-IP} with Heater

BRAKE CHAMBERS, POSITION Rotated Forward and Up For Maximum Ground Clearance with 4x4

BRAKE CHAMBERS, FRONT AXLE {MGM} 20 SqIn

BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 SqIn Spring Brake

SLACK ADJUSTERS, FRONT {Haldex} Automatic

SLACK ADJUSTERS, REAR {Gunitex} Automatic

AIR COMPRESSOR {Cummins} 18.7 CFM

AIR DRYER LOCATION Mounted Inside Left Rail, Behind Transfer Case Mounting

AIR TANK LOCATION (2) Mounted Under Battery Box, Outside Left Rail, Back of Cab, Perpendicular to Rail

DUST SHIELDS, FRONT BRAKE for Air Cam Brakes

DRAIN VALVE (3) Petcocks, for Air Tanks

DUST SHIELDS, REAR BRAKE for Air Cam Brakes

# Boise Mobile Equipment

BRAKES, REAR {Meritor 16.5X7 P} Air S-Cam Type, Cast Spider, Cast Shoe, Double Anchor Pin, Includes Greaseable and Zinc Coated Anchor Pins, Size 16.5" X 7", 38,000-lb Capacity per Axle

BRAKES, FRONT {Meritor 16.5X5 Q-PLUS CAST} Air S-Cam Type, Cast Spider, Fabricated Shoe, Double Anchor Pin, Size 16.5" X 5", 14,700-lb Capacity

STEERING COLUMN Tilting

STEERING WHEEL 4-Spoke; 18" Dia., Black

STEERING GEAR {Sheppard M100} Power

DRIVELINE SYSTEM {Dana Spicer} SPL170 Main Driveline, 1710 Driveline to Transfer Case, SPL140 Driveline to Front Axle, for 4x4

AFTERTREATMENT COVER Polished Aluminum

EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Right Side Under Cab, for Single Short Horizontal Tail Pipe, Frame Mounted Right Side Back of Cab, for All-Wheel Drive

ENGINE COMPRESSION BRAKE {Jacobs} for Cummins ISL/L9 Engines; with Selector Switch and On/Off Switch

SWITCH, FOR EXHAUST 3 Position, Momentary, Lighted Momentary, ON/CANCEL, Center Stable, INHIBIT REGEN, Mounted in IP Inhibits Diesel Particulate Filter Regeneration When Switch is Moved to ON While Engine is Running, Resets When Ignition is Turned OFF

8000 ELECTRICAL SYSTEM 12-Volt, Standard Equipment

Includes

: DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab

: HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel

: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever

: PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light

: STARTER SWITCH Electric, Key Operated

: STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector

: TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change

Feature



# Boise Mobile Equipment

: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever

: WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted

: WIRING, CHASSIS Color Coded and Continuously Numbered

CIGAR LIGHTER Includes Ash Cup

HORN, ELECTRIC (2) Disc Style

FOG LIGHTS Prewire; Includes Auxiliary Switch and Wiring to Front Bumper, for Driving Lights or Fog Lights Mounted by Customer

POWER SOURCE Cigar Type Receptacle without Plug and Cord

ALTERNATOR {Delco Remy 28SI} Brush Type, 12 Volt, 200 Amp Capacity, Pad Mount, with Remote Sense

BODY BUILDER WIRING Rear of Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/ Accessory Power/Ground and Sealed Connector for Stop/Turn

BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 2850CCA Total, Top Threaded Stud

TAIL LIGHT WIRING MODIFIED Includes: Wiring for Standard Lt & Rt Tail Lights; Separate 8.0' of Extra Cable Wiring for Lt & Rt Body Mounted Tail Lights

SPEAKERS (2) 6.5" Dual Cone Mounted in Both Doors, (2) 5.25" Dual Cone Mounted in Both B-Pillars

ANTENNA for Increased Roof Clearance Applications

RADIO AM/FM/WB/Clock/Bluetooth/USB Input/Auxiliary Input

BACK-UP ALARM Electric, 102 dBA

BATTERY CABLES with 36" of Extra Length Coiled and Strapped Near Battery Box

DATA RECORDER Includes Display Mounted in Overhead Console

STOP-LIGHT WIRING MODIFIED Stop-Lights Turned on When Engine Compression Brake, Exhaust Brake or Retarder is Activated

WINDSHIELD WIPER SPD CONTROL Force Wipers to Slowest Intermittent Speed When Park Brake Set and Wipers Left on for a Predetermined Time

HORN, AIR Accommodation Package, Less Horn

BATTERY BOX Steel, with Fiberglass Cover, 2-4 Battery Capacity, Mounted Left Side Perpendicular to Frame Rail, 53" Back of Cab

# Boise Mobile Equipment

CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade

TEST EXTERIOR LIGHTS Pre-Trip Inspection will Cycle all Exterior Lamps Except Back-up Lights

HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn on if Windshield Wipers are turned on

STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt, Less Thermal Over-Crank Protection

COURTESY LIGHT (4) Mounted In Front & Rear Map Pocket Left and Right Side

INDICATOR, LOW COOLANT LEVEL with Audible Alarm

8WXD ALARM, PARKING BRAKE Electric Horn Sounds in Repetitive Manner When Vehicle Park Brake is "NOT" Set, with Ignition "OFF" and any Door Opened

INDICATOR, BATTERY WARNING Green BATTERY ON Indicator, Mounted on Left Side of Instrument Panel, To be Used with Factory Installed or Customer Mounted Battery Disconnect Switch

CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses

SWITCH, AUXILIARY Switch 40 amp Circuit for Customer Use; Includes Wiring Connection at Power Distribution Center (PDC) and Control in Cab

TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender

BATTERY DISCONNECT SWITCH for Cab Power Disconnect Switch, Disconnects Power to Power Distribution Center (PDC) and Body Builder Through Solenoid, Does Not Disconnect Charging Circuits, Locks with Padlock, Cab Mounted

HEADLIGHTS Halogen

FENDER EXTENSIONS Omit

LOGOS EXTERIOR Omit Model Badges

LOGOS EXTERIOR, ENGINE Badge Shipped Loose

INSULATION, UNDER HOOD for Sound Abatement

GRILLE Stationary, Chrome

INSULATION, SPLASH PANELS for Sound Abatement

BUG SCREEN Mounted Behind Grille

FRONT END Tilting, Fiberglass, with Three Piece Construction, for WorkStar/HV



# Boise Mobile Equipment

GRILLE EMBER SCREEN Mounted to Grille and Cowl Tray to Keep Hot Embers out of Engine and HVAC Air Intake System

PAINT SCHEMATIC, PT-1 Single Color, Design 100

Includes

: PAINT SCHEMATIC ID LETTERS "WK"

PAINT IDENTITY, PT-2 Single Color, Instruction No. 936. Frame/Running Gear, Less Fuel Tanks Includes

: NOTE: Battery Box, Air Tanks, Fuel Tanks, Steps and Straps NOT Painted

PAINT TYPE Base Coat/Clear Coat, 1-2 Tone

COMMUNICATIONS MODULE Telematics Device with Over the Air Programming; Includes Five Year Data Plan and International 360

PROMOTIONAL PACKAGE Government Silver Package

KEYS - ALL ALIKE, ID I-1003 Compatible with Z-001

CLUTCH Omit Item (Clutch & Control)

ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection

BLOCK HEATER, ENGINE 120V/1000W, for Cummins ISB/B6.7/ISL/L9 Engines

Includes

: BLOCK HEATER SOCKET Receptacle Type; Mounted below Drivers Door

ENGINE, DIESEL {Cummins L9 360} EPA 2021, 360HP @ 2200 RPM, 1150 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 359 Peak HP (Max)

FAN DRIVE {Horton Drivemaster} Two-Speed Type, Direct Drive, with Residual Torque Device for Disengaged Fan Speed

Includes

: FAN Nylon

RADIATOR Aluminum, Cross Flow, Front to Back System, 1228 SqIn, with 1167 SqIn Charge Air Cooler, Includes In-Tank Oil Cooler

Includes

: DEAERATION SYSTEM with Surge Tank

# Boise Mobile Equipment

: HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps

: RADIATOR HOSES Premium, Rubber

AIR CLEANER Dual Element

EMISSION, CALENDAR YEAR {Cummins L9} EPA, OBD and GHG Certified for Calendar Year 2022

THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel

FAN OVERRIDE Manual; with Electric Switch on Instrument Panel, (Fan On with Switch On)

ENGINE WATER COOLER {Sen-Dure} Auxiliary, For Use with Fire Trucks

CARB IDLE COMPLIANCE Engine Shutdown System Exempt Vehicles, Complies with California Clean Air Regulations

CARB EMISSION WARR COMPLIANCE for Cummins L9 Engines

ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls and Starter Lockout, with Ignition Switch Control, for Cummins B6.7 and L9 Engines

TRANSMISSION, AUTOMATIC {Allison 3000 EVS} 5th Generation Controls, Close Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor

TRANSFER CASE {Meritor MTC-4210} 2-Speed, 10,000 lb-ft Torque Rating, with PTO Provision, Electric Over Air Control, with Lube Pump

OIL COOLER, AUTO TRANSMISSION {Modine} Water to Oil Type

TRANSFER CASE LUBE {EmGard 50W} Synthetic; 1 thru 14.99 Pints

TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, Not for Use with Allison 1000 & 2000 Series Transmission

OIL COOLER, TRANSFER CASE with Oil Coolant Lines Routed to Oil Cooler

TRANSMISSION OIL Synthetic; 29 thru 42 Pints

ALLISON SPARE INPUT/OUTPUT for Emergency Vehicle Series (EVS), Rescue, Ambulance, Package Number 170

SHIFT CONTROL PARAMETERS {Allison} 3000 or 4000 Series Transmissions, Performance Programming

PTO CONTROL, DASH MOUNTED For Customer Provided PTO on Transfer Case; Includes Switch, Electric/Air Solenoid, Piping and Wiring



# Boise Mobile Equipment

PTO LOCATION Dual, Customer Intends to Install PTO at Left and/or Right Side of Transmission

AXLE, REAR, SINGLE {Meritor RS-26-185} Single Reduction, 26,000-lb Capacity, R Wheel Ends . Gear Ratio: 5.86

SUSPENSION, REAR, SINGLE 31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs

SHOCK ABSORBERS, REAR (2)

AXLE, REAR, LUBE {EmGard FE-75W-90} Synthetic Oil; 40 thru 49.99 Pints

DEF TANK 9.5 US Gal (36L) Capacity, Frame Mounted Outside Left Rail, Under Cab

FUEL/WATER SEPARATOR {Racor 400 Series} with Primer Pump, Includes Water-in-Fuel Sensor, Mounted on Engine

FUEL TANK Top Draw, Non-Polished Aluminum, 26" Dia, 70 US Gal (265L), Mounted Left Side, Under Cab

FUEL COOLER Less Thermostat; Mounted in Front of Cooling Module

AUXILIARY FUEL DRAW TUBE Located at Auxiliary Port on Fuel Tank

CAB Conventional 6-Man Crew Cab

AIR CONDITIONER with Integral Heater and Defroster

GAUGE CLUSTER Base Level; English with English Electronic Speedometer

Includes

: GAUGE CLUSTER DISPLAY: Base Level (3" Monochromatic Display), Premium Level (5" LCD Color Display); Odometer, Voltmeter, Diagnostic Messages, Gear Indicator, Trip Odometer, Total Engine Hours, Trip Hours, MPG, Distance to Empty/Refill for

: GAUGE CLUSTER Speedometer, Tachometer, Engine Coolant Temp, Fuel Gauge, DEF Gauge, Oil Pressure Gauge, Primary and Secondary Air Pressure

: WARNING SYSTEM Low Fuel, Low DEF, Low Oil Pressure, High Engine Coolant Temp, Low Battery Voltage (Visual and Audible), Low Air Pressure (Primary and Secondary)

SEATBELT WARNING PREWIRE Includes Seat Belt Switches and Seat Sensors for all Belted Positions in the Cab and a Harness Routed to the Center of the Dash for the Aftermarket Installation of the Data Recorder and Seatbelt Indicator Systems, for 4 to 6 Seat Belts

GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission

# Boise Mobile Equipment

GAUGE, AIR CLEANER RESTRICTION {Filter-Minder} with Black Bezel, Mounted in Instrument Panel

IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster

SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolator, 1 Chamber Lumbar, with 2 Position Front Cushion Adjust, -3 to +14 Degree Angle Back Adjust

SEAT, PASSENGER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolated, 1 Chamber Lumbar, 2 Position Front Cushion Adjustment, -3 to +14 Degree Back Adjust

GRAB HANDLE, EXTERIOR (2) Chrome, Towel Bar Type, with Anti-Slip Rubber Inserts, for Cab Entry Mounted Left and Right Side at B-Pillar

GRAB HANDLE, ADDITIONAL EXT (2) Chrome, Towel Bar Type, with Anti-Slip Rubber Inserts, Mounted Left and Right Side, Rear of Rear Doors, for Crew Cab

SEAT, REAR {National} BENCH; Full Width; Vinyl, with Fixed Back and Two Integral Outboard Headrests

MIRRORS (2) C-Loop, Power Adjust, Heated, LED Clearance Lights, Bright Heads and Arms, 7.5" x 14" Flat Glass, Includes 7.5" x 7" Convex Mirrors, for 102" Load Width

SEAT BELT All Red; 4 to 6

CAB INTERIOR TRIM Classic, for Crew Cab

Includes

: CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger

: DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Overhead Console, Center Mounted

: SUN VISOR (2) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Toll Ticket Strap

ARM REST, RIGHT, DRIVER SEAT

ARM REST, LEFT, PASSENGER SEAT

CAB SOUND INSULATION Includes Dash Insulator and Engine Cover Insulator

HOURLY METER, PTO for Customer Provided PTO; with Indicator Light and Hourmeter in Gauge Cluster Includes Return Wire for PTO Feedback Switch

CAB REAR SUSPENSION Air Bag Type



# Boise Mobile Equipment

WINDOW, POWER (4) and Power Door Locks, Front and Rear Doors, Left and Right

INSTRUMENT PANEL Flat Panel

ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Crew Cab

STEP, STANDARD, OMIT Driver & Passenger Sides, Omit Rear Steps for use with Crew Cab

WHEELS, FRONT {Accuride 42644} DISC; 22.5x8.25 Rims, Standard Polish Aluminum, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs

WHEELS, REAR {Accuride 42644} DUAL DISC; 22.5x8.25 Rims, Standard Polish Aluminum, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs

(2) TIRE, FRONT 12R22.5 Load Range H HDR2+ (CONTINENTAL), 479 rev/mile, 75 MPH, Drive

(4) TIRE, REAR 12R22.5 Load Range H HDR2+ (CONTINENTAL), 479 rev/mile, 75 MPH, Drive

Paint shall be Navistar 2713 Vermillion Red

## **Label, Seating Number, 4, Cab**

### **CAB SEATING AND WEIGHT ALLOWANCE**

A warning label shall be installed in the cab to indicate seating positions for four (4) people. A weight allowance of 250 pounds shall be calculated for each person.

## **Labels, Standard Package Set**

### **LABELS, STANDARD PACKAGE SET**

A standard set of labels shall be provided and installed on the inside of chassis cab area. The labels shall contain the required information based on the applicable components for the apparatus.

## **Label, Data, Fluid Levels**

### **DATA PLAQUE**

A data plaque shall be provided and installed on the inside of the driver's door. The data plaque shall contain the required information based on the applicable components for the apparatus:

- Engine oil
- Engine coolant
- Chassis transmission fluid
- Drive axle lubricant
- Power steering fluid
- Pump, generator, or other component lubrications
- Other NFPA applicable fluid levels or data as required
- Paint manufacturer, type, and color number

# Boise Mobile Equipment

- Tire Speed Ratings

Location shall be in the driver's compartment or on the driver's door.

## **Label, Data, "No Ride" Rear Step (LEXAN)**

### **WARNING LABEL -- NO RIDING ON REAR**

A warning label stating: "WARNING: DO NOT RIDE ON REAR STEP WHILE VEHICLE IS IN MOTION. DEATH OR SERIOUS INJURY MAY RESULT" shall be installed on the rear of the apparatus. The label shall be applied to the vehicle at the rear step area. The label shall warn personnel that riding in or on these areas, while the vehicle is in motion, is prohibited.

## **Label, Data, Seat Belt**

### **WARNING LABEL -- SEAT BELT USAGE**

A warning label, stating: "WARNING CRASH HAZARD OCCUPANTS MUST BE SEATED AND BELTED WHEN VEHICLE IS IN MOTION..." shall be provided in the apparatus cab interior. This label shall be located so that it is visible from all seating positions.

## **Label, Noise Danger, Personnel**

### **LOUD NOISE WARNING LABEL**

A final stage manufacturer shall install "hearing loss" potential warning labels on the vehicle in any areas or fixed equipment that produces excessive noise levels. (Exhaust outlet, sirens and air horns shall not be required for such equipment.)

## **Label, Ember Separator**

### **AIR FILTER EMBER PROTECTION SCREEN WARNING LABEL**

A warning label, stating: "THIS VEHICLE HAS AN AIR INTAKE EMBER SCREEN WHICH REQUIRES PERIODIC INSPECTION & CLEANING" shall be provided and installed in the apparatus cab interior.

## **Label, Ember Separator, Fresh Air**

### **FRESH AIR EMBER SEPARATOR WARNING LABEL**

A warning label, stating: "THIS APPARATUS IS EQUIPPED WITH A CAB FRESH AIR INTAKE EMBER PROTECTION SCREEN. ROUTINE INSPECTION IS REQUIRED." shall be provided and installed in the apparatus cab interior.

## **Label, Data, Do Not Wear Helmet While Seated**

### **WARNING LABEL -- DO NOT WEAR HELMET**

A warning label, stating: "CAUTION: DO NOT WEAR HELMET WHILE SEATED" shall be provided in the apparatus cab interior. This label shall be located so that it is visible from all seating positions.



# Boise Mobile Equipment

## **Plaque, BME (1)**

### **MANUFACTURER LOGO**

The apparatus shall include a BME logo plaque which shall be affixed at the rear of the apparatus.

## **BME Plaque, Reflective Background, White Back, Red Front**

The BME plaque shall feature white reflective material on the outside of the Maltese cross and red reflective material in the middle.

## **Tow Eye Plate, Front, Painted (Durabak) M34 - style**

### **FRONT TOW PLATE**

A horizontal full frame width, ¾-inch thick steel plate, center pull, front tow eye shall be furnished and installed through or below the front bumper. The tow eye plate shall be triangle shaped extended 6 inches beyond the front bumper with a 3-inch X 4-inch rectangle tow eye.

The tow eye shall be braced and gusseted to prevent frame rail or bumper damage and bolted to the front frame rail web with eight (8) Grade 8 frame bolts and lock nuts.

The tow plate shall to be sprayed with black durabak.

## **Front Receiver, Bolted, Off Center**

### **FRONT RECEIVER**

There shall be one bolted 2" receiver hitch on the front of the apparatus. The receiver shall be mounted off set as to prevent towing use.

## **Rear Receiver, Bolted, Off Center**

### **REAR RECEIVER**

There shall be one bolted 2" receiver hitch on the rear of the apparatus. The receiver shall be mounted off set as to prevent towing use.

## **Towing Provision, Rear Under Body Bustle, Job Color, Model 34**

### **REAR BUSTLE**

A single, frame mounted, 3-inch X 4-inch diameter, rear towing eye shall be provided. It shall be manufactured from ¾-inch thick steel plate and bolted between the rear frame rail webs with a minimum of eight (8), four (4) on each side, SAE Grade 8 frame bolts and lock nuts.

The tow eye shall be braced and gusseted to prevent damage to the frame rails, bumper or apparatus body while being towed from various angles. Access to the tow eye shall be below the bumper and designed not to interfere with the required angle of departure. The bustle shall be painted job color.

# Boise Mobile Equipment

## **Bumper Extension, 16", Frame Rails**

### **FRONT FRAME EXTENSION**

The front frame rails shall be extended 16" ahead of the cab grill or fender area.

## **Bumper Platform, 16", .125" Alum NFPA T/P**

### **BUMPER PLATFORM**

The front bumper extended frame rails shall feature an overlay constructed of .125 inch, 5052 grade, aluminum deck bright which shall offer space for mounting components necessary to the apparatus. The bumper extension shall measure approximately sixteen (16) inches from the cab to the front face of the extension and shall be approximately eight (8) inches in height.

## **Bumper Cmpt, Driver, Hose Stge Compartment**

### **DRIVERS SIDE -- FRONT BUMPER COMPARTMENT**

One (1) recessed hose storage compartment shall be installed in the drivers side of the bumper. The compartment shall be constructed of smooth aluminum. The floor of the compartment shall have drain holes provided.

## **Bumper Cmpt, Nylon Straps W/Buckles, (1) per Cmpt**

### **BUMPER COMPARTMENT NYLON HOLD DOWN STRAP**

One (1) nylon strap with a buckle shall be installed on the specified front bumper compartment. The nylon strap shall act as a hold down mechanism for the hose in the compartment.

## **Black Straps**

The straps shall be black in color.

## **Dri-Dek, Grating, Per Bumper Cmpt**

### **BUMPER COMPARTMENT GRATING**

The specified bumper compartment shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

## **Dri-Deck, Black**

The specified Dri-Deck grating shall be black in color.

## **Bumper Cmpt, Center, Hose Stge Compartment**

### **CENTER -- FRONT BUMPER COMPARTMENT**

One (1) recessed hose storage compartment shall be installed in the center front bumper. The compartment shall be constructed of smooth aluminum. The floor of the compartment shall have drain holes provided.



# Boise Mobile Equipment

## **Bumper Cmpt, Door, Alum T/P, ALDP**

### **BUMPER COMPARTMENT DOOR**

An aluminum tread plate door shall be installed on the specified front bumper compartment. The non-skid surface door shall have a stainless steel hinge at the rear, latch, and hold open device installed.

## **D-ring, Polished**

The specified door(s) shall have a Polished stainless-steel D-ring door handle.

## **Dri-Dek, Grating, Per Bumper Cmpt**

### **BUMPER COMPARTMENT GRATING**

The specified bumper compartment shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

## **Dri-Deck, Black**

The specified Dri-Deck grating shall be black in color.

## **Bumper Cmpt, Psngr, Hose Stge Compartment**

### **PASSENGER SIDE -- FRONT BUMPER COMPARTMENT**

One (1) recessed hose storage compartment shall be installed in the passenger side of the bumper. The compartment shall be constructed from smooth aluminum. The floor of the compartment shall have drain holes provided.

## **Bumper Cmpt, Nylon Straps W/Buckles, (1) per Cmpt**

### **BUMPER COMPARTMENT NYLON HOLD DOWN STRAP**

One (1) nylon strap with a buckle shall be installed on the specified front bumper compartment. The nylon strap shall act as a hold down mechanism for the hose in the compartment.

## **Black Straps**

The straps shall be black in color.

## **Dri-Dek, Grating, Per Bumper Cmpt**

### **BUMPER COMPARTMENT GRATING**

The specified bumper compartment shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

## **Dri-Deck, Black**

The specified Dri-Deck grating shall be black in color.

# Boise Mobile Equipment

## **Bumper, International, 15 degree** **BUMPER**

There shall be an International 15 degree bumper installed on the apparatus.

## **Front Bumper, Color, Job Color** **FRONT BUMPER COLOR**

The front bumper shall be painted job color.

## **Bumper, Swivel Elbow Stopper** **BUMPER DISCHARGE SWIVEL STOPPER**

There shall be a swivel elbow stopper installed just behind the front discharge(s).

## **Bumper, Side Bumper Wings** **BUMPER SIDE WINGS**

The bumper shall have steel side wings.

## **Front Bumper, Wings, Color, Job Color** **FRONT BUMPER WINGS COLOR**

The front bumper wings shall be painted job color.

## **Air Horn, (1) Buell, #1063, Frame Mounted** **AIR HORN**

One (1) Buell brand, Model #1063 15" air horn shall be provided and mounted on the frame rail of the passenger's side frame, behind the bumper.

## **Air Horn, Control, Driver, Single Foot Switch** **AIR HORN FOOT SWITCH**

One (1) foot switch shall be provided and installed. The foot switch shall be located on the driver's side of the floor and shall activate the air horn system.

## **Air Horn, Control, Psngr, Console** **AIR HORN PUSH BUTTON SWITCH**

One (1) push button switch shall be provided in the console. The switch shall activate the air horn system.

## **Exhaust System, Extend to Psngr Side** **EXHAUST SYSTEM MODIFICATION**



# Boise Mobile Equipment

The chassis exhaust system shall be modified to exit on the passenger side of the apparatus ahead of the rear wheel.

## **Exhaust, Heat Wrap**

### **EXHAUST HEAT WRAP**

The exhaust pipe shall be wrapped with heat wrap from the diesel particulate filter to just shy of the end of the tailpipe.

## **Bumper Box Protective Flaps, Black Rubber**

### **BUMPER BOX PROTECTIVE FLAP**

The protective flap shall be a cut down mud flap installed on the rear edge of the front bumper to eliminate debris from being deposited on the top of the front bumper and in the hose boxes.

## **Mud Flaps, Rear Wheels, Manufacturer Logo**

### **REAR MUD FLAPS**

The chassis shall be supplied with mud flaps with BME's logo. The mud flaps shall be installed behind the rear wheels.

## **Cab Step, Fuel Tank Cover, Alum T/P, Driver**

### **DRIVER SIDE CAB STEP**

The apparatus shall be equipped with a chassis fuel tank and step area. The fuel tank and step area shall be located on the drivers side of the commercial chassis. The fuel tank shall be covered with aluminum tread plate.

## **Cab Step Compartment, Under Cab, Driver, S.S., Double door**

### **DRIVER'S SIDE UNDER CAB COMPARTMENT**

The apparatus shall be equipped with an enclosed stainless steel compartment located under the crew door on the drivers side of the cab. The compartment shall measure approximately 36" wide x 18" high x 21" deep with a hinged aluminum door and a D-ring style latch.

The doors shall be painted job color.

## **Cmpt Lights, 800 Series Corner LED 21"**

### **COMPARTMENT LIGHTING**

One (1) Code 3 800 Series Corner LED lights shall be installed in the specified compartment(s).

## **Cmpt Light / Door Switch, Automatic**

### **COMPARTMENT LIGHT / DOOR SWITCH**

# Boise Mobile Equipment

The interior compartment light shall be automatically controlled by a door activated "On-Off" switch. The switch shall be tied to the door ajar system also.

## **Cab Step Compartment, Under Cab, Psngr, S.S., Double Door** **PASSENGER'S SIDE UNDER CAB COMPARTMENT**

The apparatus shall be equipped with an enclosed stainless steel compartment located under the crew door on the passenger side of the cab. The compartment shall measure approximately 37" wide x 13" high x 22" deep with double hinged aluminum doors.

The doors shall be painted job color.

## **Slide Tray, 250#, Under Cab Compartment, S/S** **SLIDE TRAY**

A 250# capacity slide tray shall be installed in the specified under cab compartment.

## **Cmpt Lights, 800 Series Corner LED 21"** **COMPARTMENT LIGHTING**

One (1) Code 3 800 Series Corner LED lights shall be installed in the specified compartment(s).

## **Cmpt Light / Door Switch, Automatic** **COMPARTMENT LIGHT / DOOR SWITCH**

The interior compartment light shall be automatically controlled by a door activated "On-Off" switch. The switch shall be tied to the door ajar system also.

## **Cab Steps, Extrd Diamond Back Alum, (4)Door, W/Rub Rail** **CAB STEPS**

Aggressive, extruded aluminum surfaces shall be installed on each of the cab steps areas. The outside edges of the specified step shall be provided with 2" x 1.5" x .250" extruded and knurled aluminum rub rails.

## **Reflective Color, White**

Specified part shall include White reflective striping.

## **Cab Trim, Door, Reflective NFPA, 4 Door** **CAB DOOR REFLECTIVE PANELS**

The cab doors shall include reflective trim installed inside each door.

## **Reflective Color, Red/Wht DOT**

Specified part shall include Red and White DOT approved reflective striping.



# Boise Mobile Equipment

## **Air Ride Seats, Front (2)**

### **FRONT AIR RIDE SEATS**

## **Seats, Cab, Bostrom, Sentinel Air-100 EXT HBLX**

### **CAB SEATING**

The apparatus shall be equipped with (2) Bostrom Sentinel Air-100 EXT HBLX air ride seats. The seat(s) shall feature left and right arm rest, seat occupancy sensor, and an embroidered BME logo on the head rest.

## **Seats, Cab, Bostrom, Seat Material, Blk w/red stitch Durawear**

The specified seat(s) covers shall be black Durawear material with red stitching.

## **Air Ride Pedestals, Rear, (2)**

### **REAR AIR RIDE PEDESTALS**

The rear of the apparatus cab shall have two (2) air ride pedestals. One (1) located on each side of the outboard seating positions.

## **Seats, Cab, Bostrom, Sentinel Air-100 EXT HBLX**

### **CAB SEATING**

The apparatus shall be equipped with (2) Bostrom Sentinel Air-100 EXT HBLX air ride seats. The seat(s) shall feature left and right arm rest, seat occupancy sensor, and an embroidered BME logo on the head rest.

## **Seats, Cab, Bostrom, Seat Material, Blk w/red stitch Durawear**

The specified seat(s) covers shall be black Durawear material with red stitching.

## **Air Tank Relocation, Rear**

### **AIR TANK RELOCATION**

The air tanks shall be relocated to the rear of the truck between the frame rails.

## **Chassis Batteries, Relocated, Model 34**

### **BATTERY RELOCATION**

The chassis batteries are to be relocated to the passenger side of the chassis, below the rear cab door in a custom made under cab box.

## **Under hood Light, LED**

### **UNDERHOOD LIGHTS**

There shall be two (2) Tecniq LED light(s) installed under the hood of the chassis. Lights shall have local switching on the driver side under the hood.

# Boise Mobile Equipment

## **International Headlights, Replace Halogen with LED** **LED HEADLIGHTS REPLACEMENT**

The factory halogen headlights shall be replaced with LED headlights. The headlights shall be Truck Lite #27270C 7" LED.

## **Ember Separator, Screen, Installation, Chassis Engine** **AIR FILTER EMBER PROTECTION SCREEN AND WARNING LABEL**

The chassis air intake shall be protected by an ember guard of 18 Mesh, 0.017-inch wire diameter, and a maximum mesh opening of 0.039 inches. The ember guard shall be sized to fit and located at the intake opening. The screen shall be readily accessible for inspection and maintenance. The ember guard shall maintain a minimum ½ inch separation from the air filter.

## **Ember Separator, Screen, Installation, Fresh Air Cab** **EMBER SEPARATOR -- FRESH AIR INTAKE TO CAB**

The cabin air filter shall be protected by an ember guard with a maximum mesh opening of 0.039 inches.

## **Ember Separator, Screen, Installation, Fire Pump Engine** **EMBER SEPARATOR**

The final stage manufacturer shall install a stainless steel ember separator within the fire pump engine air intake system.

## **Fuel Tank Skid Plate** **FUEL TANK SKID PLATE**

A heavy duty removable skid plate shall be fastened to the bottom side of the fuel tank. The skid plate shall have the front and rear sides turned up to prevent digging into the ground when the apparatus is in off road conditions.

## **Exterior Cab Trim, Debris Skirt** **EXTERIOR CAB TRIM**

A rubber debris skirt will be installed to prevent debris and embers from entering between the cab and frame. The debris skirt will be attached with a 12 gauge stainless steel trim piece the full length along the lower cab seam below the cab doors. The trim shall be fastened to the body seam with evenly spaced 10/32 stainless steel Phillips head machine screws and nylock nuts.

## **Protective Sleeve, Air, Fuel, Elec Lines, Fire Resistant Sleeves** **AIR, FUEL, ELECTRICAL LINE PROTECTION**

All air lines, fuel lines and electrical harnesses below the chassis frame rails shall be protected with fire resistive



# Boise Mobile Equipment

sleeves.

## **Fuel Tank Venting**

### **FUEL TANK VENTING**

The O.E.M fuel tank vent line shall be extended from the fuel tank and vented to the atmosphere. The vent line shall extend vertically from the tank to the bottom of the cab rear window and then bend 180 degrees towards the ground. A vent plug orifice (#60 drill size) shall be installed into the upper end of each line. No fuel tank roll over protection check valves shall be removed from the fuel system. Any chassis fuel system modifications shall be fully compliant CARB regulations, CVC and FMVSS.

All fuel vent lines shall be copper, steel, or Aeroquip hose, and shall be loomed, “grommited”, and firmly clamped in position to prevent chafing or damage and all synflex fuel hoses shall be wrapped with fire wrap lagging capable of withstanding temperatures in excess of 250°C.

The fuel tanks and lines shall be protected as necessary from exhaust heat through the use of heat shields or baffles. Use only metal fasteners, coated or insulated for maximum fuel line protection.

## **Tire Pressure Monitoring System, Real Wheels**

### **TIRE PRESSURE INDICATOR SYSTEM**

There shall be a tire pressure indicator at each tire's valve stem on the vehicle that shall indicate if there is insufficient pressure in the specific tire.

## **Pump, Darley, LSPH 1000, 2/Stg, PTO**

### **DARLEY LSPH 1000 PTO PUMP**

There shall be a Darley LSPH 1000 GPM PTO pump installed. The pump is a 2 stage pump that is driven off of the transfer case PTO.

Performance is as follows:

1000 GPM @ 150 PSI

700 GPM @ 200 PSI

500 GPM @ 250 PSI

## **LSPH HIGH PRESSURE**

Performance is as follows:

200 GPM @ 400 PSI

100 GPM @ 600 PSI

# Boise Mobile Equipment

## Pump Seal, Mechanical, Darley, PTO MECHANICAL SEAL

The mechanical seal shall use silicon carbide mechanical seals with welded springs. The stationary face of our mechanical seals shall be made from silicon carbide, an extremely hard and heat dissipative material, which resists wear and dry running damage.

## Pump Shift, Darley, PTO, Cab Cntrl, Stationary Pumping PTO PUMP SHIFT SPECIFICATIONS -- STATIONARY PUMPING

An electric powered PTO pump shift shall be installed in the cab driver's area where not subject to accidental engagement. The pump shift system shall permit stationary pumping only.

- Pump shift and interlocks shall comply with applicable sections of NFPA standards.
- The pump shift shall have an instruction label and nameplate to indicate proper pump shift instructions.

## Pump Primer, Darley, Elec ELECTRIC PRIMER SPECIFICATIONS

A 12 volt electrically driven positive displacement fire pump primer system shall be installed. The priming pump shall be constructed of heat treated aluminum and hard coat anodized and shall not use oil in the operation. The system shall perform in compliance to applicable NFPA standards.

## Pump Test, UL, NFPA 1901, 750 to 3000gpm THIRD PARTY FIRE PUMP TEST

The pump shall undergo an Underwriters Laboratories Incorporated witnessed and certified test per applicable sections of NFPA 1901 standards, prior to delivery of the completed apparatus. The UL acceptance certificate shall be furnished with the apparatus on delivery. No exceptions to UL testing, no other third party agency shall be acceptable.

## Pump Drive, PTO and Drivelines, Meritor (Transfer case mounted) FIRE PUMP PTO AND DRIVELINES

A "Hot Shift" power-take-off shall be installed on the transmission PTO opening with the controls located in the chassis cab, with RED warning light to note engagement. The drive shaft and universals shall be sized for intended usage and pump rating. Bolted drop-guards shall be provided around PTO drive shafts.

## Intake-Relief Valve, Elkhart #40/40 INTAKE DUMP VALVE

An Elkhart model #40/40 intake dump valve shall be provided and mounted on the suction side of the pump. The valve shall be preset from the factory at 125 psi. The discharge piping of the dump valve shall be a minimum of 2-1/2" diameter and shall terminate with a 2-1/2" male NST adapter. The excess water shall be



# Boise Mobile Equipment

discharged to the ground. A label shall be provided indicating: "DUMP VALVE DISCHARGE, DO NOT CAP".

## **Pump Cooler, Bypass-To-Tank, 3/8"** **BYPASS FIRE PUMP COOLER**

The fire pump shall be equipped with 3/8" cooling line from the pump to the water tank. This re-circulation line shall be controlled by a pump panel control valve with nameplate label noting it as the "fire pump bypass cooler".

## **Pump Drain, Master-Low Point, Handwheel** **MASTER PUMP DRAIN**

One (1) Trident, multiple-port drain valve, fabricated from bronze, shall be provided and controlled at the pump operator's control panel. The valve shall be opened by turning a rotary hand wheel. The valve shall be plumbed to drain both the discharge and intake sides of the pump, the relief valve and other plumbing components as required.

The valve shall be placed as low as possible to provide proper drainage of the components plumbed to it. The valve shall be rated to 600 PSI minimum and suitable for daily valve actuation.

## **Piping, Stainless Steel, PTO** **PLUMBING**

The plumbing system shall utilize stainless steel piping incorporating hosing to allow for flex. The piping shall utilize TIG welding to provide a complete seal. Hard angles shall be avoided when possible to improve water flow characteristics. The piping shall utilize Victaulic couplers whenever possible to allow flex as the body module flexes.

Threaded sections of piping shall be avoided to reduce the leak potential of the system. Victaulic couplers shall be used in place of threading to reduce leak potential. Schedule 10 stainless steel piping shall be used for transport type piping. Schedule 40 stainless steel shall be used for areas requiring threading to provide a stable threading base. Brackets shall be Uni-Strut clamp type with rubber flex inserts installed to support threading locations thereby reducing the potential for leaks.

All hoses shall be connected directly to the tank. Any front discharges, any rear discharges, and all cross lays shall use hose to reach the actual discharge. The use of hose shall be utilized due to the difference in flex or movement between the discharge location and the pump connection. Drain lines shall be provided at the lowest points in the plumbing system to allow for complete drainage.

The main suction and discharge plumbing shall be welded stainless steel pipe or high pressure flexible hose. The flexible hose shall be designed to withstand the normal operating pressures of the pump. All high pressure hose shall be installed with a swivel or Victaulic coupling on at least one end of the hose.

# Boise Mobile Equipment

## Pump, Darley, 1-1/2 AGE, 24HP Kubota D902 Diesel, Model 34 PORTABLE PUMP

A Darley 1-1/2AGE 24K portable pump shall be provided on the apparatus. The unit shall have a liquid cooled, 24 HP, Kubota D902 diesel engine equipped with an electric start.

### Pump Performance

20 gpm @ 310 psi  
140 gpm @ 145 psi  
180 gpm @ 80 psi

### Diesel Engine

Kubota, D902 Diesel, water-cooled, 24 hp.

### Fuel Supply

The engine shall be piped to the chassis fuel system with provisions to prevent fuel drain back to the tank when the engine is shutdown.

### Fuel Prime

A fuel re-prime pump shall be provided to assist in fuel delivery to the diesel engine from the chassis tank.

### Lubrication

Pressure feed with spin-on filter.

### Starter

12-volt electric wired into the chassis battery system

### Exhaust

A spark arrestor shall be provided on the engine exhaust system.

### Air Intake

An air cleaner shall be provided with easy access to remove the element.

An ember screen shall be provided on the inlet to the air cleaner.

The aux pump shall be capable of flowing water through the following discharges only.

Front bumper discharges  
Front bumper monitor (if applicable)  
Booster hose reel  
Cross lay pre connect discharges  
Rear 1-1/2" discharge



# Boise Mobile Equipment

## **BME, Vanguard, Panels, Dual (Console / Pump Panel)**

### **DUAL VANGUARD PANELS**

The auxiliary pump shall be controlled by a dual Vanguard panel set up, with one IO module. One panel shall be located on the pump panel and one panel shall be located in the cab center console; the IO module shall be located in the pump area. The panels shall be warranted for a period of five (5) years.

## **Piping, Stainless Steel, Auxiliary Pump**

### **AUXILIARY PUMP PLUMBING**

The auxiliary fire pump plumbing system shall utilize stainless steel piping incorporating hosing to allow for flex. The piping shall utilize TIG welding to provide a complete seal. Hard angles shall be avoided when possible to improve water flow characteristics. The piping shall utilize Victaulic couplers whenever possible to allow flex as the body module flexes.

Threaded sections of piping shall be avoided to reduce the leak potential of the system. Victaulic couplers shall be used in place of threading to reduce leak potential. Schedule 10 stainless steel piping shall be used for transport type piping. Schedule 40 stainless steel shall be used for areas requiring threading to provide a stable threading base. Brackets shall be installed to support threading locations thereby reducing the potential for leaks.

All hoses shall be connected directly to the tank due to the different flex ratios of the tank to body. Any front discharges, any rear discharges, and all cross lays shall use hose to reach the actual discharge. The use of hose shall be utilized due to the difference in flex or movement between the discharge location and the pump connection.

## **Exhaust and Muffler, Aux Pump**

### **AUXILIARY PUMP EXHAUST SYSTEM**

The auxiliary fire pump and engine assembly shall have a muffler and exhaust pipe. The exhaust pipe shall be directed out of the compartment and away from the pump operator. An additional guard shall be installed where the pipe is exposed to touch by an operator.

## **Primer, Electric, Share with Main Pump, Darley Dual Deluxe, Push Button**

### **PRIMER ASSEMBLY**

The auxiliary pump shall use the main pump primer to prime the pump. Primer control shall be located on the Darley aux pump control panel and shall utilize one primer for both pumps.

## **Shut Down Pump, Low Pressure, 20 PSI**

### **LOW PRESSURE PUMP SHUT-DOWN**

If the fire pump runs out of water and the pressure decreases below 20 PSI, an automatic pressure switch shall detect the condition, and turn off the fire pump operation.

# Boise Mobile Equipment

## **Shut Down Pump, Low Oil Pressure/High Engine Temp**

### **LOW OIL PRESSURE / HIGH TEMPERATURE PUMP SHUT-DOWN**

If the fire pump has low oil pressure or high engine temperature, automatic pressure switches shall detect the condition, and the device shall turn off the fire pump operation. There shall be an override switch provided and installed on the operators pump panel to allow the system to be disabled when required.

## **Fuel System, Plumbed to Chassis Fuel Tank**

### **AUXILIARY FUEL SYSTEM**

The fuel system for the auxiliary fire pump shall be plumbed to the chassis fuel system. There shall be a separate fuel pickup tube mounted in the chassis fuel tank specifically for a separate engine driven pump assembly. There shall be an electric fuel pump with regulator and fuel hose furnished between the chassis fuel tank and the auxiliary pump.

## **Battery, 12V, From Chassis, Quick Disconnect**

### **AUXILIARY FIRE PUMP ELECTRIC START WIRING TO CHASSIS**

Properly sized 12 volt positive and negative cables shall be provided from the chassis battery to the auxiliary fire pump.

## **Plumbing, Piped to Main Fire Pump**

### **AUXILIARY AND MAIN PUMP PLUMBING**

The auxiliary fire pump shall be plumbed to the main pump discharge.

## **Auxiliary Pump, Oil Drain Extension**

### **AUXILIARY PUMP OIL DRAIN EXTENSION**

There shall be an oil drain extension installed on the auxiliary pump. This will allow for the engine oil to be drained without removing the auxiliary engine.

## **Pump Cooler, Bypass-To-Tank, 1/4"**

### **PUMP COOLER**

The fire pump shall be equipped with 1/4" cooling line from the discharge side of the main pump to the water tank.

This line will be designed to circulate water when the engine cooler valve is open and to maintain the pump/engine water temperature at a safe level. A check valve will be installed in the return line to ensure the ability to pull a vacuum during pumping operations.

This re-circulation line shall be controlled by a pump panel control valve with nameplate label noting it as the "pump cooler".



# Boise Mobile Equipment

## **Intake, Ungated, 6", LH Side, DAR**

### **6" UNGATED INTAKE -- LEFT SIDE**

One (1) 6" ungated suction intake shall be installed on the left side pump panel to supply the fire pump from an external water supply. The threads shall be 6" NH male and equipped with a removable screen.

## **Cap, 6", Chrome Brass, Long Handle**

One (1) chrome brass 6" NH long handle cap shall be installed on the intake.

## **Intake, Gated, 2.5", LH Side**

### **2-1/2" GATED INTAKE -- LEFT SIDE**

One (1) 2-1/2" gated suction intake shall be recessed mounted on the left side pump panel to supply the fire pump from an external water supply. The valve shall be a quarter-turn ball valve with the appropriate handle and shall have 2-1/2" NH female thread.

## **Intake Valve Bleeder, South Park, W/O flange, Push-Pull**

The intake shall be equipped with a South Park Corp. 3/4" Push-pull type drain valve mounted to the bottom of the valve.

## **Valves, Akron, Brass, 8825 Series (Uses R1,TS or TSC Handles Only)**

One (1) Akron 8825 series swing-out style valve(s) shall be supplied and installed. All valves shall be designed to operate under normal conditions up to 500 PSI and shall have dual seats to work in both pressure and vacuum environments. All valves and controls shall be easily accessible for service, repair or replacement.

## **Valve, Direct, Local Control, Akron locking TSC**

The specified valve shall have a direct actuated 'local' control Akron Model TSC valve handle.

## **Plug, 2.5", Chrome Brass, Rocker Lug**

One (1) chrome brass 2-1/2" NH rocker lug plug with a securing chain or cable shall be installed on the intake.

## **Intake, Gated, 2.5", RH Side**

### **2-1/2" GATED INTAKE -- RIGHT SIDE**

One (1) 2-1/2" gated suction intake shall be recess mounted on the right side pump panel to supply the fire pump from an external water supply. The valve shall be a quarter-turn ball valve with the appropriate handle and shall have 2-1/2" NH female thread.

## **Intake Valve Bleeder, South Park, W/O flange, Push-Pull**

The intake shall be equipped with a South Park Corp. 3/4" Push-pull type drain valve mounted to the bottom of the valve.

## **Valves, Akron, Brass, 8825 Series (Uses R1,TS or TSC Handles Only)**

One (1) Akron 8825 series swing-out style valve(s) shall be supplied and installed. All valves shall be designed

# Boise Mobile Equipment

to operate under normal conditions up to 500 PSI and shall have dual seats to work in both pressure and vacuum environments. All valves and controls shall be easily accessible for service, repair or replacement.

## **Valve, Direct, Local Control, Akron locking TSC**

The specified valve shall have a direct actuated 'local' control Akron Model TSC valve handle.

## **Plug, 2.5", Chrome Brass, Rocker Lug**

One (1) chrome brass 2-1/2" NH rocker lug plug with a securing chain or cable shall be installed on the intake.

## **Tank-To-Pump, 3", W/Check Valve**

### **WATER TANK SUPPLY LINE TO FIRE PUMP**

A 3" water tank to pump line shall be installed, with a 3" full flow quarter turn ball valve and 3" piping. The line shall be equipped with a hump hose with stainless steel hose clamps and a 3" check valve to prevent pressurization of the water tank.

## **Valves, Akron, Brass, 8830 Series (Uses R1, TS or TSC Handles Only)**

One (1) Akron 8830 series swing-out style valve(s) shall be supplied and installed. All valves shall be designed to operate under normal conditions up to 500 PSI and shall have dual seats to work in both pressure and vacuum environments. All valves and controls shall be easily accessible for service, repair or replacement.

## **Valve, Direct, Local Control, Akron locking TSC**

The specified valve shall have a direct actuated 'local' control Akron Model TSC valve handle.

## **Air Operated Valve Cntrl, 3"**

The 3" valve shall be equipped with an air operated cylinder and control actuator installed on pump panel.

## **Pump-To-Tank, 2" (Model 34)**

### **PUMP TO TANK**

There shall be a pump to tank line provided from the discharge side of the pumps and plumbed to the top of the tank. The plumbing shall be 2-inch with a 2-inch Akron 8800 series ¼-turn full flow ball valve, and shall be controlled at the left pump panel by a push/pull T-handle and linkage. The pump to tank shall be plumbed to flow water from both the main and auxiliary pumps

## **Valve, Akron Brass, 8820 Series (Pump to Tank)**

One (1) Akron 8820 series swing-out style valve(s) shall be supplied and installed. All valves shall be designed to operate under normal conditions up to 500 PSI and shall have dual seats to work in both pressure and vacuum environments. All valves and controls shall be easily accessible for service, repair or replacement.

## **Pull Rod Valve Cntrl, Thuemling, Locking**

The valve shall be equipped with a Thuemling manually operated pull rod, with quarter-turn locking feature.

## **Discharge, 2.5", LH Forward**

### **2-1/2" DISCHARGE LEFT SIDE -- FORWARD PUMP PANEL**

# Boise Mobile Equipment

One (1) 2-1/2" discharge shall be installed on the left side forward pump panel area controlled by a quarter turn ball valve with the appropriate handle. The discharge shall have 2-1/2" NH male hose threads, bleeder valve, and chrome brass cap, with a label adjacent the control handle.

## **Discharge Valve Bleeder, Class 1, Manual 1/4 Turn**

A Class 1 quarter-turn 3/4" drain and bleeder valve shall be installed on the discharge valve.

## **Valves, Akron, Brass, 8825 Series (Uses R1,TS or TSC Handles Only)**

One (1) Akron 8825 series swing-out style valve(s) shall be supplied and installed. All valves shall be designed to operate under normal conditions up to 500 PSI and shall have dual seats to work in both pressure and vacuum environments. All valves and controls shall be easily accessible for service, repair or replacement.

## **Valve, Direct, Local Control, Akron locking TSC**

The specified valve shall have a direct actuated 'local' control Akron Model TSC valve handle.

## **Cap, 2.5", Rocker Lug, Chrome Brass, w/Chain**

One (1) chrome brass 2.5" NH rocker lug cap with a securing chain or cable shall be installed on the discharge.

## **Discharge, 2.5", LH Rearward**

### **2-1/2" DISCHARGE LEFT SIDE -- REARWARD PUMP PANEL**

One (1) 2-1/2" discharge shall be installed on the left side rearward pump panel area with controlled by a quarter turn ball valve. The discharge shall have 2-1/2" NH male hose threads and label adjacent the control handle.

## **Discharge Valve Bleeder, Class 1, Manual 1/4 Turn**

A Class 1 quarter-turn 3/4" drain and bleeder valve shall be installed on the discharge valve.

## **Valves, Akron, Brass, 8825 Series (Uses R1,TS or TSC Handles Only)**

One (1) Akron 8825 series swing-out style valve(s) shall be supplied and installed. All valves shall be designed to operate under normal conditions up to 500 PSI and shall have dual seats to work in both pressure and vacuum environments. All valves and controls shall be easily accessible for service, repair or replacement.

## **Valve, Direct, Local Control, Akron locking TSC**

The specified valve shall have a direct actuated 'local' control Akron Model TSC valve handle.

## **Elbow, 2.5"F x 2.5"M, Chrome Brass**

(1) chrome plated brass 30 degree elbow with 2.5" swivel female NH x 2.5" male NH thread with rocker lugs shall be provided on the discharge.

## **Cap, 2.5", Rocker Lug, Chrome Brass, w/Chain**

One (1) chrome brass 2.5" NH rocker lug cap with a securing chain or cable shall be installed on the discharge.

## **Discharge, 2.5", Rear LH**

### **2.5" DISCHARGE -- REAR LEFT**



# Boise Mobile Equipment

One (1) 2.5" discharge shall be installed on the rear left panel with controlled by a quarter turn ball valve. The discharge shall have 2.5" NH male hose threads and nameplate label adjacent the control handle.

## **Valves, Akron, Brass, 8825 Series (Uses R1,TS or TSC Handles Only)**

One (1) Akron 8825 series swing-out style valve(s) shall be supplied and installed. All valves shall be designed to operate under normal conditions up to 500 PSI and shall have dual seats to work in both pressure and vacuum environments. All valves and controls shall be easily accessible for service, repair or replacement.

## **Valve, Direct, Local Control, Akron locking TSC**

The specified valve shall have a direct actuated 'local' control Akron Model TSC valve handle.

## **Elbow, 2.5"F x 2.5"M, Chrome Brass**

(1) chrome plated brass 30 degree elbow with 2.5" swivel female NH x 2.5" male NH thread with rocker lugs shall be provided on the discharge.

## **Cap, 2.5", Rocker Lug, Chrome Brass, w/Chain**

One (1) chrome brass 2.5" NH rocker lug cap with a securing chain or cable shall be installed on the discharge.

## **Discharge, 2" x 1.5", Rear RH**

### **2" DISCHARGE -- REAR RIGHT**

One (1) 2" discharge shall be installed on the rear right panel, controlled by a quarter turn ball valve on pump panel. The discharge shall have 2" NPT x 1-1/2" NH male hose threads and nameplate label adjacent the valve control handle.

## **Valves, Akron, Brass, 8820 Series (Uses R1,TS or TSC Handles Only)**

One (1) Akron 8820 series swing-out style valve(s) shall be supplied and installed. All valves shall be designed to operate under normal conditions up to 500 PSI and shall have dual seats to work in both pressure and vacuum environments. All valves and controls shall be easily accessible for service, repair or replacement.

## **Valve, Direct, Local Control, Akron locking TSC**

The specified valve shall have a direct actuated 'local' control Akron Model TSC valve handle.

## **Reducing Adapter, 2"F x 1.5"M, Chrome Brass**

One (1) chrome plated brass reducing adapter with a 2" swivel female NH x 1.5" male NH thread with rocker lugs shall be provided on the discharge.

## **Elbow, 1.5"F x 1.5"M, Chrome Brass**

One (1) chrome plated brass 30 degree elbow with 1.5" swivel female NH x 1.5" male NH thread with rocker lugs shall be provided on the discharge.

## **Cap, 1.5", Rocker Lug, Chrome Brass, w/Chain**

One (1) chrome plated brass 1.5" NH rocker lug cap with a securing chain or cable shall be installed on the discharge.

## **Crosslay Discharge, (2) 1-1/2", Over Pump Panel (Model 34)**

# Boise Mobile Equipment

## **1-1/2" CROSSLAY DISCHARGES**

Two (2) pre-connected 1-1/2" hose cross lays shall be installed over pump enclosure. One (1) each side. They shall be arranged in a single stack design with a divider in the center of the storage area. Each storage area shall extend from the side of the pump house to the center of the pump house. The dimensions shall be approximately 4-1/2" wide x 36" deep x 32" tall.

### **Valves, Akron, Brass, 8820 Series (Uses R1, TS or TSC Handles Only)**

Two (2) Akron 8820 series swing-out style valve(s) shall be supplied and installed. All valves shall be designed to operate under normal conditions up to 500 PSI and shall have dual seats to work in both pressure and vacuum environments. All valves and controls shall be easily accessible for service, repair or replacement.

### **Valve, Direct, Local Control, Akron locking TSC**

The specified valve shall have a direct actuated 'local' control Akron Model TSC valve handle.

### **Crosslay Cover, Alum T/P, Vinyl NFPA Ends**

The crosslay hosebed shall be equipped with an aluminum diamond plate hinged cover and vinyl end flap enclosures on each side, installed in compliance with applicable NFPA #1901 standards. The cover shall be equipped with rubber bumpers and lift up handle on each end of the cover.

### **Crosslay Flaps, Vinyl, Red**

The specified crosslay flaps shall be red.

### **Crosslay Flared Edges, Both Sides**

## **CROSSLAY EDGES**

The crosslay side sheets shall be rolled on each side to act as a guide for the hose to come out of the tray.

### **Reducing Adapter, 2"F x 1.5"M, Chrome Brass**

Two (2) chrome plated brass reducing adapter with a 2" swivel female NH x 1.5" male NH thread with rocker lugs shall be provided on the discharge.

### **Cap, 1.5", Rocker Lug, Chrome Brass, w/Chain**

Two (2) chrome plated brass 1.5" NH rocker lug cap with a securing chain or cable shall be installed on the discharge.

### **Bumper Dschrg, 2" Valve, 1-1/2" Front, Swivel, Left Side**

## **1-1/2" BUMPER AREA DISCHARGE (LEFT SIDE)**

One (1) 2" discharge shall be provided at the driver's side of the front bumper extension. The discharge shall be plumbed with 2" flexible high pressure hose with reusable fittings or welded stainless steel pipe. The front bumper discharge shall be equipped with a 2" quarter turn ball valve. The discharge shall have a 90 degree full swivel elbow, terminating in 1-1/2" NST male threads, to allow the hose to be pulled in any direction without kinking.

# Boise Mobile Equipment

## **Valves, Akron, Brass, 8820 Series (Uses R1,TS or TSC Handles Only)**

One (1) Akron 8820 series swing-out style valve(s) shall be supplied and installed. All valves shall be designed to operate under normal conditions up to 500 PSI and shall have dual seats to work in both pressure and vacuum environments. All valves and controls shall be easily accessible for service, repair or replacement.

## **Valve, Direct, Local Control, Akron locking TSC**

The specified valve shall have a direct actuated 'local' control Akron Model TSC valve handle.

## **Cap, 1.5", Rocker Lug, Chrome Brass, w/Chain**

One (1) chrome plated brass 1.5" NH rocker lug cap with a securing chain or cable shall be installed on the discharge.

## **Bumper Dschrg, 1-1/2", Front, Swivel, Right Side, Wildland**

### **1-1/2" BUMPER AREA DISCHARGE (RIGHT SIDE)**

One (1) 1-1/2" discharge, labeled #3, shall be provided at the passenger's side of the front bumper extension. The discharge shall be plumbed with 2" flexible high pressure hose with reusable fittings or welded stainless steel pipe. The front bumper discharge shall be equipped with a 2" quarter turn ball valve. The discharge shall have a 90 degree full swivel elbow, terminating in 1-1/2" NST male threads, to allow the hose to be pulled in any direction without kinking.

## **Valves, Akron, Brass, 8820 Series (Uses R1,TS or TSC Handles Only)**

One (1) Akron 8820 series swing-out style valve(s) shall be supplied and installed. All valves shall be designed to operate under normal conditions up to 500 PSI and shall have dual seats to work in both pressure and vacuum environments. All valves and controls shall be easily accessible for service, repair or replacement.

## **Valve, Direct, Local Control, Akron locking TSC**

The specified valve shall have a direct actuated 'local' control Akron Model TSC valve handle.

## **Discharge Isolation Vlv Cntrl, 2", Wildland,**

### **2" ISOLATION VALVE**

One (1) 2" inline valve, labeled, shall be provided to isolate the front bumper extension discharge piping in the case of a hose or piping failure. This valve shall normally be left in the open position. Control for this valve shall be through the use of a R1 handle, painted red, located at the valve.

## **Valves, Akron, Brass, 8820 Series (Uses R1,TS or TSC Handles Only)**

One (1) Akron 8820 series swing-out style valve(s) shall be supplied and installed. All valves shall be designed to operate under normal conditions up to 500 PSI and shall have dual seats to work in both pressure and vacuum environments. All valves and controls shall be easily accessible for service, repair or replacement.

## **Valve, Direct, Local Control, Akron locking TSC**

The specified valve shall have a direct actuated 'local' control Akron Model TSC valve handle.



# Boise Mobile Equipment

## **Front Bumper Nozzle,Tactical, Wide, Wildland (1)**

### **WIDE FAN PATTERN TACTICAL NOZZLE-FRONT**

There shall be one (1) 110 degree fan pattern nozzle mounted in a protected area of the front bumper. It shall be controlled in the cab for use during pump and roll operation.

## **Spray Nozzle Controls, Front, Pair**

The specified front spray nozzles shall both be controlled together as a pair with one console mounted switch labeled "front sprayers"

## **Hose Reel, HANNAY, Elec Rewind, Super Booster (Model 34)**

### **HOSE REEL**

One (1) Hannay aluminum hose reel Model #SBSEPF17-28-29-RT shall be installed. The reel shall have leak proof ball bearing swing joint, adjustable friction brake, electric 12 volt rewind and manual crank rewind provisions. The reel shall be plumbed with wire reinforced, high-pressure hose coupled with brass fittings. The reel shall be designed to hold 125% of the specified hose capacity.

The reel shall be provided with a 12 volt electric motor of appropriate size for rewinding. The hose reel shall have provisions for being rewound manually. The pinion shaft for the manual rewind gear shall be equipped with an adjustable tension brake, controlled at the hose reel.

## **Valves, Akron, Brass, 8810 Series (Uses R1,TS or TSC Handles Only)**

One (1) Akron 8810 series swing-out style valve(s) shall be supplied and installed. All valves shall be designed to operate under normal conditions up to 500 PSI and shall have dual seats to work in both pressure and vacuum environments. All valves and controls shall be easily accessible for service, repair or replacement.

## **Valve, Direct, Local Control, Akron locking TSC**

The specified valve shall have a direct actuated 'local' control Akron Model TSC valve handle.

## **Mounting Hose Reel, Over Pump Area**

### **HOSE REEL MOUNTING**

The hose reel shall be mounted over the pump enclosure.

## **Rewind Cntrl, Weatherproof Push Buttons, Model 34**

Two (2) Cole Hersee #M-608 push button hose reel rewind controls shall be installed supplied and installed to rewind the hose reel. One (1) button shall be installed on the left pump panel and one (1) button shall be installed on the right panel.

## **Rollers, Hose Reel, Model 34**

### **HOSE REEL ROLLERS**

# Boise Mobile Equipment

The hose reel shall include one horizontal and two vertical chrome fairlead rollers. Two (2) additional sets of fair lead rollers shall be located on the auxiliary pump cover for guiding the hose across the top of the apparatus.

## **Foam System, FoamPro, 1600 12V Elec, Model 34**

### **FOAM SYSTEM**

A FoamPro electronic foam system shall be provided. The system shall be designed for use with Class A foam concentrate. The foam proportioning operation shall be designed for direct measurement of water flows and shall remain consistent within the specified flows and pressures. The system shall be capable of accurately delivering foam solution as required by applicable sections of the NFPA standards.

The system shall be equipped with a control module suitable for installation on the pump panel. There shall be a microprocessor incorporated within the motor driver that shall receive input from the system's flowmeter, while also monitoring the foam concentrate pump output. The microprocessor shall compare the values to ensure that the desired amount of foam concentrate is injected onto the discharge side of the fire pump. A "foam capable" paddlewheel-type flowmeter shall be installed in the discharge side of the piping system.

The control module shall enable the pump operator to:

- Activate the foam proportioning system
- Select the proportioning rates from 0.1% to 1.0%
- See a "low concentrate" warning light flash when the foam tank level becomes low and in two (2) minutes, if the foam concentrate has not been added to the tank, the foam concentrate pump shall be capable of shutting down.

A 12-volt electric motor driven positive displacement plunger pump shall be provided. The pump capacity range shall be 0.1 to 1.7 GPM (6.4L/min) at 200 PSI (13.8 BAR) with a maximum operating pressure up to 400 PSI (27.6 BAR). The system shall draw a maximum of 30 amps at 12 volts. The motor shall be controlled by the microprocessor which shall be mounted to the base of the pump. It receives signals from the control module and power the 1/3 horsepower (.25 Kw) electric motor in a variable speed duty cycle to ensure that the correct proportion of concentrate is injected into the water stream.

A full flow check valve shall be provided in the discharge piping to prevent foam contamination of the fire pump and water tank. A 5 PSI (.35 BAR) opening pressure check valve shall be provided in concentrate line.

Components of the complete proportioning system as described above shall include:

- Operator control module
- Paddlewheel flowmeter
- Pump and electric motor/motor driver
- Wiring harnesses
- Low level tank switch

# Boise Mobile Equipment

- Foam tank
- Foam injection check valve
- Main waterway check valve
- Flowmeter and tee with 2" male NPT threads.

The foam system shall be installed and calibrated to manufacturer's requirements. In addition the system shall be tested and certified by the apparatus manufacturer to applicable NFPA standards.

The foam system design shall be tested and pass environmental testing in accordance to SAE standards.

An installation and operation manual shall be provided for the unit. The system shall have a one (1) year limited warranty by the foam system manufacturer.

The FoamPro 1600 Series foam system shall be provided with a control cable from the controller to the foam pump assembly.

The FoamPro 1600 Series foam system shall be provided with a standard pump panel mounted FoamPro control head.

A FoamPro brass flowmeter shall be provided. The flowmeter shall be installed in the "foam capable" discharge line. The flowmeter shall have maximum accuracy between the flow range of 15 GPM and 520 GPM and be capable of operation between 5 GPM to 625 GPM. The tee shall have NPT and Victaulic inlet and outlets connections.

A FoamPro instruction and system rating label shall be provided. The label shall display information for a FoamPro 1600 Series foam system and shall meet applicable sections of the NFPA standards.

A FoamPro foam system schematic label shall be installed on the pump panel near foam controls. The label shall be a diagram of the FoamPro 1600 series foam system layout and shall meet applicable sections of the NFPA standards.

## **FOAM SYSTEM OUTLETS**

The following discharges shall have foam distributed to them.

- Front bumper discharges
- Front bumper monitor (if applicable)
- Pump house crosslay pre connects
- Booster hose reel
- Rear 1-1/2" discharge



# Boise Mobile Equipment

## **Foam System, FoamPro, On-Off Switch in Cab** **FOAM SYSTEM CAB CONTROL**

A FoamPro on-off control switch shall be installed in the cab console.

## **Foam Upload System, Hale, EZ Foam** **FOAM UPLOAD SYSTEM**

There shall be a Hale EZ Foam upfill system supplied and installed on the apparatus.

## **Pump Enc, PTO, Steel, 37"W, Model 34** **PUMP MODULE ENCLOSURE**

The PTO fire pump enclosure shall be a separate unit from the body unit and shall be attached and supported at the chassis frame rails. This module shall allow for independent flexing of the pump enclosure from the body, chassis, and tank, and shall permit quick removal. The module shall have Polypro mounting pads and shall be attached to the frame rails. The pump module shall also house the auxiliary pump and hose reel mounted up above the plumbing. The bolt-on pump enclosure support structure shall be constructed of steel tubing.

The pump enclosure shall be approximately 37" front to rear, 72" right to left, and 60" high.

The top portion above the pump panel (operators side), and above the pump house compartment (right hand side) shall have an stainless steel overlay. The overlay shall contour around the front and rear of the pump module approx 3" and extend down the outer edges of the module on both sides left and right to the bottom of the module. On the front of the pump house module there shall be an ALDP overlay that extends from left to right along the top approx 8" tall.

There shall be polished stainless steel bezels around panel mounted discharge and intake valves, they will be removable for ease of service.

## **Auxiliary Pump, Cover, ALDP** **AUXILIARY PUMP COVER**

A louvered hinged cover with suitable latches shall be provided over the pump and power unit assembly. The area around the assembly shall remain open for maintenance and air circulation and the radiator shall be located behind ventilated side sheet.

## **Compt Light, Tecniq E10** **COMPARTMENT LIGHTING**

The specified compartment shall have one (1) Tecniq E10 lights installed within it.

## **Door Open Sensor, Compt Door** **DOOR AJAR SENSOR**

# Boise Mobile Equipment

The Specified door(s) shall feature a magnetic proximity switch to indicate when the compartment door is ajar.

## **Running Boards, Pump Panel, Non-slip, W/Rail, Driver/Passenger**

### **PUMP ENCLOSURE RUNNING BOARD**

Both the drivers and passenger side shall be equipped with a side running board a minimum of 12" deep. The running board shall extend along the width of the pump enclosure from the forward end of the body module to behind the chassis cab. The exterior edge of the running board shall be constructed of a non-slip aggressive surface, supported by the pump enclosure framework, and bolted in place with stainless steel fasteners. The outside edges of the specified step shall be provided with 2" x 1.5" x .250" extruded and knurled aluminum rub rails.

## **Reflective Color, White**

Specified part shall include White reflective striping.

## **Pump Enc Door, Upper LH, S/S, Blk Powder Coated, Model 34**

### **PUMP ACCESS SERVICE DOOR -- UPPER LEFT SIDE**

The upper left side of the side mount pump enclosure shall be provided with a pump service access door. The hinged door shall be constructed of stainless steel powder coated satin black, with push button type lever latches for service access.

## **Pump Panels, SM, Stainless Steel, Blk Powder Coated, Model 34**

### **PUMP PANELS**

The pump panels shall be constructed of stainless steel, bolted to the pump enclosure with stainless steel fasteners. The operators side pump panel shall be powdercoated satin black, while the right side panel shall be brushed stainless steel.

## **Master Discharge Pressure / Intake Pressure Gauges, SPAN, 4.5"**

### **MASTER PUMP DISCHARGE AND INTAKE GAUGES**

## **Master Intake Pressure Gauge, SPAN, 30-0-150**

### **MASTER INTAKE PRESSURE GAUGE**

One (1) master intake pressure gauge shall be provided on the operator's panel. The gauge shall be a Span brand, or equivalent, 30-0-150 PSI graduated, with a minimum diameter of 4-1/2", backlit for nighttime operations and silicone liquid filled to prevent condensation inside the gauge and to dampen the movement.

The gauge housing shall be constructed of Zytel nylon with a 1/4" NPT brass male fitting centrally located on the rear of the housing. The gauge shall be filled with low-temperature liquid with an operating range of -40 to +150 degrees Fahrenheit, which prevents bouncing of the readout needle and provides for an accuracy rating of

# Boise Mobile Equipment

3% or 1" hg on the vacuum side and 5% or 15 PSI on the pressure side of the gauge.

## **Pressure Gauge, Drains**

The specified gauge shall feature a drain located at the gauge inlet to help prevent freezing. The drain shall be a twist open and close type.

## **Gauge Backlighting, LED, White**

Gauge(s) shall include internal, back-lit 12 volt lighting. Replaceable, White, LED bulb in a water-resistant holder.

## **Standard Dial Face, Black on White**

Gauge(s) shall be supplied with a white dial face with black lettering and black gauge marks.

## **Gauge Bezel, Chrome**

Gauge bezel shall be Chrome in color.

## **Master Discharge Pressure Gauge, SPAN, 0-600**

### **MASTER DISCHARGE PRESSURE GAUGE**

One (1) master discharge pressure gauge shall be provided on the operator's panel. The gauge shall be a Span brand, or equivalent, 0-600 PSI graduated, with a minimum diameter of 4-1/2", backlit for nighttime operations and silicone liquid filled to prevent condensation inside the gauge and to dampen the movement.

The gauge housing shall be constructed of Zytel nylon with a 1/4" NPT brass male fitting centrally located on the rear of the housing. The gauge shall be filled with low-temperature liquid with an operating range of -40 to +150 degrees Fahrenheit, which prevents bouncing of the readout needle and provides for an accuracy rating of 5% or 15 PSI on the pressure side of the gauge.

## **Gauge Backlighting, LED, White**

Gauge(s) shall include internal, back-lit 12 volt lighting. Replaceable, White, LED bulb in a water-resistant holder.

## **Standard Dial Face, Black on White**

Gauge(s) shall be supplied with a white dial face with black lettering and black gauge marks.

## **Gauge Bezel, Chrome**

Gauge bezel shall be Chrome in color.

## **Gauge, Test Taps**

### **TEST TAPS**

Test taps for pump intake and pump pressure with name plate labels shall be provided on the pump instrument panel.



# Boise Mobile Equipment

## **Pressure Governor, FRC, PBA401-D00, Pump Boss (Cummins)**

### **PRESSURE GOVERNOR and ENGINE MONITORING DISPLAY**

Fire Research PumpBoss series PBA401-D00 pressure governor and monitoring display kit shall be installed. The kit shall include a control module, intake pressure sensor, discharge pressure sensor, and cables. The control module case shall be waterproof and have dimensions not to exceed 6 3/4" high by 4 5/8". The control knob shall be 2" in diameter with no mechanical stops, have a serrated grip, and a red idle push button in the center. It shall not extend more than 1 3/4" from the front of the control module. Inputs for monitored engine information and outputs for engine control shall be on the J1939 databus. Inputs from the pump discharge and intake pressure sensors shall be electrical.

The following continuous displays shall be provided:

- Engine RPM; shown with four daylight bright LED digits more than 1/2" high
- Check engine and stop engine warning LEDs
- Engine oil pressure; shown on a dual color (green/red) LED bar graph display
- Engine coolant temperature; shown on a dual color (green/red) LED bar graph display
- Transmission Temperature; shown on a dual color (green/red) LED bar graph display
- Battery voltage; shown on a dual color (green/red) LED bar graph display
- Pressure and RPM operating mode LEDs
- Pressure / RPM setting; shown on a dot matrix message display
- Throttle ready LED.

The dot-matrix message display shall show diagnostic and warning messages as they occur. It shall show monitored apparatus information, stored data, and program options when selected by the operator. All LED intensity shall be automatically adjusted for day and night time operation.

The program shall store the accumulated operating hours for the pump and engine to be displayed with the push of a button. It shall monitor inputs and support audible and visual warning alarms for the following conditions:

- High Battery Voltage
- Low Battery Voltage (Engine Off)
- Low Battery Voltage (Engine Running)
- High Transmission Temperature
- Low Engine Oil Pressure
- High Engine Coolant Temperature
- Out of Water (visual alarm only)
- No Engine Response (visual alarm only).

The program features shall be accessed via push buttons located on the front of the control module. There shall be a USB port located at the rear of the control module to upload future firmware enhancements.

The governor shall operate in two control modes, pressure and RPM. No discharge pressure or engine RPM variation shall occur when switching between modes. A throttle ready LED shall light when the interlock signal is recognized. The governor shall start in pressure mode and set the engine RPM to idle. In pressure mode the

# Boise Mobile Equipment

governor shall automatically regulate the discharge pressure at the level set by the operator. In RPM mode the governor shall maintain the engine RPM at the level set by the operator except in the event of a discharge pressure increase. The governor shall limit a discharge pressure increase in RPM mode to a maximum of 30 psi. Other safety features shall include recognition of no water conditions with an automatic programmed response and a push button to return the engine to idle.

The pressure governor and display shall be programmed to interface with a Cummins engine.

## **Water Tank Gauge, FRC, TankVision, Pump Panel**

### **WATER TANK GAUGE**

One (1) Fire Research TankVision model WLA300-A00-S20 tank gauge shall be installed on the pump panel. The water tank indicator kit shall include an electronic indicator module, a pressure sensor, and a 10' sensor cable. The indicator shall show the volume of water in the tank on nine (9) easy to see super bright LEDs.

## **Level Gauge, Activation, Battery Switched**

The specified level gauge shall be active anytime the chassis battery switch is turned on.

## **Foam Tank Gauge, FRC, Class A, Pump Panel**

### **CLASS A FOAM TANK GAUGE**

One (1) Fire Research brand, Model WLA360-A00 tank level gauge shall be provided on the pump operator's panel to monitor the foam concentrate storage tank level. The gauge shall indicate the foam concentrate storage tank liquid level on an LED bar graph display.

## **Level Gauge, Activation, Battery Switched**

The specified level gauge shall be active anytime the chassis battery switch is turned on.

## **Nomenclature Plates, Color Coded, English, Lexan w/Bezel**

### **NOMENCLATURE PLATES**

The apparatus shall be equipped with color coded labels. The labels shall be furnished for discharges, intakes, and for other controls and indicators. All labels shall be in English format.

## **Pump Panel Light, Midship, Driver, LED, Tecniq, 3 Lights**

### **MIDSHIP PUMP PANEL LIGHTS -- DRIVERS SIDE**

There shall be three Tecniq brand LED lights installed under a stainless steel light shield mounted above the pump panel. The two outer lights shall be operated by a panel mounted switch, while the middle light will only be activated upon pump engagement.

## **Pump Panel Light, Actuated Pump Engagement**

One (1) of the pump panel lights shall illuminate at the time the fire pump is engaged.

## **Pump Panel Light, Midship Psngr, LED, Tecniq, 1 Light**

# Boise Mobile Equipment

## **MIDSHIP PUMP PANEL LIGHTS -- PASSENGER SIDE**

There shall be one Tecniq brand LED light installed under a stainless steel light shield mounted above the pump panel. The light shall activate upon pump engagement.

## **Pump Enc Lights, Plumbing Area, Manual Switch, Tecniq E10**

### **PUMP ENCLOSURE WORK LIGHTS**

Two (2) LED work lights shall be installed in the pump enclosure. The work lights shall have clear lenses and shall have a control switch.

## **Body Constrc, Steel, Gnrl Design, Wildland, Type 3**

### **DESIGN AND SCOPE OF WILDLAND BODY**

The body shall be designed and constructed of commonly available structural components for ease of repair and maintenance. The body shall be of a modular design with the body structure independent of the chassis frame rails. The body module shall be mounted to the chassis frame rails utilizing a unique double spring mounting system for flexibility and durability over the lifetime of the apparatus. The fabrication of the body shall be of welded construction to withstand the rigors of fire service use.

The body shall be designed to incorporate and support the tank, hose bed, compartments, and all other equipment intended to be stored in or mounted to the body module. The body skeleton and compartment framework shall be designed of tubular members for increased strength and stress resistance. There shall be no sheet metal or extrusions utilized in the foundation or structural components of the body module due to their critical role in assuring lifetime durability, functionality and usability.

## **Body Sub-structure Steel, Pumper**

### **BODY FRAMEWORK**

The entire body framework shall be fabricated from steel tubing. The body framework shall be a completely welded unit, forming a connected, stable frame for strength, longevity and providing the skeleton of the body module. The internal upright members of the framework shall act as support for the top layer of the body module. The external upright members shall act as an exoskeleton providing form and support for compartments while acting as the external surfaces of the module. The framework shall define the compartment openings and provide a rigid mounting location for all compartments and doors.

The foundation cross-members shall be placed perpendicular to the chassis frame rails in the wheel well area extending the full width of the body and shall be constructed of 3 inch high x 2 inch wide x .25 inch tubing. The foundation members parallel to the chassis frame rails shall be constructed of 3 inch square x .25 inch tubing and shall connect the foundation cross members and extend the full length of the body.

All tank support cross members shall be placed to support the water tank as per the tank manufacture's recommendation. These supports shall be constructed of 3 inch high x 2 inch wide x .25inch steel tubing. The



# Boise Mobile Equipment

tank support angles shall be constructed of 4 inch x 4 inch x .25 inch thick angles and shall be placed at the tank sides parallel to the chassis frame rails to provide lateral support for the tank and protection from debris from the wheels.

The internal upright supports for top layer components shall be placed to provide support for all components located on the top layer of the body module and shall be constructed of steel tubing measuring 2 inch square x .25 inch wall thickness. All front to rear connecting members shall be 3 inches high x 2 inches wide x .125 inch wall thickness and shall be placed in between the interior upright support members to provide rigidity, stability and support to all top layer components. All gussets shall be constructed of 2 inches high x 3 inches wide x .25 inch thick plate which shall be placed on the top and bottom of the foundation cross members where they intersect with the exterior members.

## **Frame Mounting, Steel Body, Pumper** **BODY MOUNTING SYSTEM**

The mounting assembly shall be designed to isolate and protect the body module from vibration and twisting stresses imparted by the flexing of the chassis frame rails. The body module shall employ spring loaded body mounting assemblies. Each two piece mounting assembly shall be designed to positively position the body on the frame rails while allowing lateral and forward or aft movement. Mounting assemblies shall be placed forward and rearward of the rear axle as necessary to provide a strong and stable mounting of the body module

Each mounting assembly shall consist of a “male” upper mounting bracket and a “female” lower mounting bracket. The upper mounting brackets shall be fabricated from .25 inch thickness steel plate, with .250 inch painted steel lower mounting brackets. The upper mounting brackets shall be welded directly to the foundation connecting members. The lower mounting brackets shall be bolted to the exterior side facing surface of the chassis frame rails.

The mounting brackets shall be aligned and connected by two (2) 5/8 inch diameter grade 8 bolts equipped with compression springs. The springs shall be of the appropriate tension rating for the weight requirements of the body module. The mounting assembly shall be designed to completely eliminate sheering forces on the mounting bolts.

The foundation connecting members shall be placed on top of the chassis frame rails for added strength and stability. The foundation members shall be isolated from the steel chassis frame rails by .25 inch thickness steel plates which have .5 inch thick 80 durometer rubber pads vulcanized to the bottom surface of each plate. The steel plates shall be welded to the bottom of the foundation, doubling as additional gussets at foundation cross member joints.

## **Compartment Constrc, Steel, Recessed Floors, Wildland, Type 3** **COMPARTMENT FLOOR, RECESSED**

# Boise Mobile Equipment

Each compartment shall feature a recessed floor, sufficient enough so the lip of the compartment shall prevent compartment contents from sliding easily from the compartment when parked on side hills.

## **Exterior Sheet Metal Body Fabrication, Steel, Pumper**

### **BODY MATERIAL**

All materials utilized shall be of the correct type, alloy, and thickness to withstand the intended usage and provide protection against cracking, corrosion or metal fatigue. The body compartments shall be fabricated using 14 gauge steel for most compartments unless otherwise stated. Any use of proprietary parts or materials in the construction of the body shall be unacceptable, due to potential delays or difficulties in an unlikely event of future repairs or when service becomes necessary.

All external upright supports for integral compartments shall incorporate a second set of upright supports constructed of 3 inch wide x 2 inch deep x .250 inch wall thickness and shall be located outboard of the internal upright supports to provide a rigid structure for the compartments to be mounted to. The compartment openings shall be constructed of 3 inch high x 2 inch wide x .125 inch wall thickness cross members and shall be placed in between the external upright supports to define the openings of all enclosed body compartments again, providing a rigid mounting location for compartments.

## **Interior Sheet Metal, Body Construction, Steel, Pumper**

### **COMPARTMENTATION**

All compartments shall be constructed of 14 gauge E.G. steel welded for strength and shall be sealed from the elements. The compartments shall be attached to the steel superstructure only, in order to maintain a truly modular design. Each compartment shall feature a smooth edges and surfaces from the walls to each weld without burs or sharp edges in the material.

### **\*\*\* Drivers Side Compartments \*\*\***

## **DRIVER'S SIDE BODY COMPARTMENTS**

### **Cmpt Dim, Drivers, 51"W x 39"H, D1**

### **COMPARTMENT D1**

One compartment shall be provided on the driver's side of the apparatus body above the rear wheels. This compartment shall span from just behind the pump panel to the back of the rear wheel well quarter panel. The compartments approximate "clear door opening" is 51" wide by 39" high with a variable depth of 13.5/23".

## **Ventilation and Filter, Weber Style, Compartment**

### **COMPARTMENT VENTILATION**

A minimum 2-inch single "Weber" style polished stainless steel swivel vent with four (4) 1/4-inch vent holes shall be provided. These vents shall have a stainless steel center bolt to lock the vent in either the open or closed position and be located in the compartment walls. All vents will contain fire resistant filters to minimize dust entering the compartment.

# Boise Mobile Equipment

## **Cmpt Floor Drains, Corners, Each** **COMPARTMENT FLOOR DRAIN**

The compartment shall be provided with rear corner floor drains to the underside of the body.

## **Compt, Sill Plate, Polished Stainless Steel, Each** **COMPARTMENT SILL PLATE**

The compartment shall feature a polished stainless steel sill plate protecting the painted surface of the compartment when items are accessed.

## **Adj tracks, Uni-Strut** **AJUSTABLE UNISTRUT**

Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior.

## **Adj tracks, Uni-Strut, Back Wall, (2), Horizontal**

Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) horizontal channels on the back wall of the compartment.

## **Shelf, Adjustable, Alum 1/8"** **ADJUSTABLE SHELF**

There shall be (2) adjustable shelf installed; and the shelf shall be constructed of .125" thick smooth aluminum plate and be mounted in the specified compartment with double bolt aluminum shelf brackets. The shelf shall have a broken front edge, and a broken rear edge for added strength and reinforcement.

## **Dri-Dek, Grating, Per Cmpt Shelf** **COMPARTMENT SHELF GRATING**

The specified compartment shelf shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

## **Dri-Deck, Black**

The specified Dri-Deck grating shall be black in color.

## **Stripe, Shelves, Reflective**

The compartment shelf and or shelves shall have reflective striping added to the outside lip. The stripe shall be a 1-1/2" minimum in width.



# Boise Mobile Equipment

## **Reflective Color, Red/Wht DOT**

Specified part shall include Red and White DOT approved reflective striping.

## **Divider, Vertical, Bolt-In, Full Height, Alum, Smooth, W/Unistrut, BME** **COMPARTMENT DIVIDER**

There shall be one (1) vertical compartment divider(s) installed in the specified compartment. The divider(s) shall be bolted in place for ease of removal. Both sides of the vertical divider shall have two (2) vertical unistruts installed.

## **Tool Board, Rear Wall, Bolt-In, BME, Medium** **ALUMINUM ON BACK WALL OF COMPARTMENT**

There shall be a 3/16" aluminum panel mounted to the back wall of the compartment for the purpose of mounting equipment. The equipment mounting board shall be mounted to unistrut.

## **SCBA Mntgs, ZICO, Strap, UH-6-30-2-SF** **SCBA MOUNTINGS**

The apparatus shall be equipped with one (1) Ziamatic brand "Walkaway" bracket, model #UH-6-30-2-SF with safety straps. The assembly shall provide a smooth release without snagging.

## **Dri-Dek, Grating, Per Cmpt Surface** **COMPARTMENT GRATING**

The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

## **Dri-Deck, Black** The specified Dri-Deck grating shall be black in color.

## **Compartment Lighting, Code 3 800 series, (3)** **COMPARTMENT LIGHTING**

The specified compartment shall have two (2) vertical and one (1) horizontal Code 3 800 series lights installed.

## **Door Open Sensor, Compt Door** **DOOR AJAR SENSOR**

The Specified door(s) shall feature a magnetic proximity switch to indicate when the compartment door is ajar.

## **Cmpt Dim, Drivers, 34"W x 58"H, D2** **COMPARTMENT D2**

# Boise Mobile Equipment

One full height compartment shall be provided on the driver's side of the apparatus body aft of the rear wheels. This compartment shall span from behind the rear wheel well quarter panel to the rear of the body in width and from the top of the body to the rub rail in height. The compartments approximate "clear door opening" is 34" wide by 58" high with a variable depth of 13.5"/22.5".

## **Ventilation and Filter, Weber Style, Compartment**

### **COMPARTMENT VENTILATION**

A minimum 2-inch single "Weber" style polished stainless steel swivel vent with four (4) ¼-inch vent holes shall be provided. These vents shall have a stainless steel center bolt to lock the vent in either the open or closed position and be located in the compartment walls. All vents will contain fire resistant filters to minimize dust entering the compartment.

## **Compartment Floor Drains, Corners, Each**

### **COMPARTMENT FLOOR DRAIN**

The compartment shall be provided with rear corner floor drains to the underside of the body.

## **Compartment Sill Plate, Polished Stainless Steel, Each**

### **COMPARTMENT SILL PLATE**

The compartment shall feature a polished stainless steel sill plate protecting the painted surface of the compartment when items are accessed.

## **Adjustable Tracks, Uni-Strut**

### **ADJUSTABLE UNISTRUT**

Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior.

## **Adjustable Tracks, Uni-Strut, Back Wall, (2), Horizontal**

Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) horizontal channels on the back wall of the compartment.

## **Shelf, Adjustable, Alum 1/8"**

### **ADJUSTABLE SHELF**

There shall be (2) adjustable shelf installed; and the shelf shall be constructed of .125" thick smooth aluminum plate and be mounted in the specified compartment with double bolt aluminum shelf brackets. The shelf shall have a broken front edge, and a broken rear edge for added strength and reinforcement.

## **Dri-Dek, Grating, Per Compartment Shelf**

# Boise Mobile Equipment

## **COMPARTMENT SHELF GRATING**

The specified compartment shelf shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

### **Dri-Deck, Black**

The specified Dri-Deck grating shall be black in color.

### **Stripe, Shelves, Reflective**

The compartment shelf and or shelves shall have reflective striping added to the outside lip. The stripe shall be a 1-1/2" minimum in width.

### **Reflective Color, Red/Wht DOT**

Specified part shall include Red and White DOT approved reflective striping.

### **Dri-Dek, Grating, Per Cmpt Surface**

## **COMPARTMENT GRATING**

The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

### **Dri-Deck, Black**

The specified Dri-Deck grating shall be black in color.

### **Compartment Lighting, Code 3 800 series, (3)**

## **COMPARTMENT LIGHTING**

The specified compartment shall have two (2) vertical and one (1) horizontal Code 3 800 series lights installed.

### **Door Open Sensor, Cmpt Door**

## **DOOR AJAR SENSOR**

The Specified door(s) shall feature a magnetic proximity switch to indicate when the compartment door is ajar.

### **\*\*\* Passenger Side Compartments \*\*\***

## **PASSENGER SIDE BODY COMPARTMENTS**

### **Cmpt Dim, Psngr, 51"W x 39"H, P1**

## **COMPARTMENT P1**

One compartment shall be provided on the passenger's side of the apparatus body above the rear wheels. This compartment shall span from just behind the pump panel to the back of the rear wheel well quarter panel in width and from the top of the body side to the wheel well in height. The compartments approximate "clear door opening" is 51" wide by 39" high with a depth of 12".



# Boise Mobile Equipment

## **Ventilation and Filter, Weber Style, Compartment** **COMPARTMENT VENTILATION**

A minimum 2-inch single “Weber” style polished stainless steel swivel vent with four (4) ¼-inch vent holes shall be provided. These vents shall have a stainless steel center bolt to lock the vent in either the open or closed position and be located in the compartment walls. All vents will contain fire resistant filters to minimize dust entering the compartment.

## **Comp Floor Drains, Corners, Each** **COMPARTMENT FLOOR DRAIN**

The compartment shall be provided with rear corner floor drains to the underside of the body.

## **Comp, Sill Plate, Polished Stainless Steel, Each** **COMPARTMENT SILL PLATE**

The compartment shall feature a polished stainless steel sill plate protecting the painted surface of the compartment when items are accessed.

## **Adj tracks, Uni-Strut** **AJUSTABLE UNISTRUT**

Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior.

## **Adj tracks, Uni-Strut, Back Wall, (2), Horizontal**

Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) horizontal channels on the back wall of the compartment.

## **Shelf, Adjustable, Alum 1/8"** **ADJUSTABLE SHELF**

There shall be (2) adjustable shelf installed; and the shelf shall be constructed of .125" thick smooth aluminum plate and be mounted in the specified compartment with double bolt aluminum shelf brackets. The shelf shall have a broken front edge, and a broken rear edge for added strength and reinforcement.

## **Dri-Dek, Grating, Per Comp Shelf** **COMPARTMENT SHELF GRATING**

# Boise Mobile Equipment

The specified compartment shelf shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

## **Dri-Deck, Black**

The specified Dri-Deck grating shall be black in color.

## **Stripe, Shelves, Reflective**

The compartment shelf and or shelves shall have reflective striping added to the outside lip. The stripe shall be a 1-1/2" minimum in width.

## **Reflective Color, Red/Wht DOT**

Specified part shall include Red and White DOT approved reflective striping.

## **Tool Board, Rear Wall, Bolt-In, BME, Medium**

### **ALUMINUM ON BACK WALL OF COMPARTMENT**

There shall be a 3/16" aluminum panel mounted to the back wall of the compartment for the purpose of mounting equipment. The equipment mounting board shall be mounted to unistrut.

## **SCBA Mntgs, ZICO, Strap, UH-6-30-2-SF**

### **SCBA MOUNTINGS**

The apparatus shall be equipped with three (3) Ziamatic brand "Walkaway" bracket, model #UH-6-30-2-SF with safety straps. The assembly shall provide a smooth release without snagging.

## **Dri-Dek, Grating, Per Cmpt Surface**

### **COMPARTMENT GRATING**

The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

## **Dri-Deck, Black**

The specified Dri-Deck grating shall be black in color.

## **Compartment Lighting, Code 3 800 series, (3)**

### **COMPARTMENT LIGHTING**

The specified compartment shall have two (2) vertical and one (1) horizontal Code 3 800 series lights installed.

## **Door Open Sensor, Compt Door**

### **DOOR AJAR SENSOR**

The Specified door(s) shall feature a magnetic proximity switch to indicate when the compartment door is ajar.

# Boise Mobile Equipment

## **Cmpt Dim, Psngr, 34"W x 58"H, P2** **COMPARTMENT P2**

One compartment shall be provided on the passenger's side of the apparatus body aft of the rear wheels. This compartment shall span from behind the rear wheel well quarter panel to the rear of the body in width and from below the walkway to the rub rail in height. The compartments approximate "clear door opening" is 34" wide by 58" high with a variable depth of 12"/22".

## **Ventilation and Filter, Weber Style, Compartment** **COMPARTMENT VENTILATION**

A minimum 2-inch single "Weber" style polished stainless steel swivel vent with four (4) ¼-inch vent holes shall be provided. These vents shall have a stainless steel center bolt to lock the vent in either the open or closed position and be located in the compartment walls. All vents will contain fire resistant filters to minimize dust entering the compartment.

## **Cmpt Floor Drains, Corners, Each** **COMPARTMENT FLOOR DRAIN**

The compartment shall be provided with rear corner floor drains to the underside of the body.

## **Compt, Sill Plate, Polished Stainless Steel, Each** **COMPARTMENT SILL PLATE**

The compartment shall feature a polished stainless steel sill plate protecting the painted surface of the compartment when items are accessed.

## **Adj tracks, Uni-Strut** **AJUSTABLE UNISTRUT**

Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior.

## **Adj tracks, Uni-Strut, Back Wall, (2), Horizontal**

Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) horizontal channels on the back wall of the compartment.

## **Shelf, Adjustable, Alum 1/8"** **ADJUSTABLE SHELF**



# Boise Mobile Equipment

There shall be (2) adjustable shelf installed; and the shelf shall be constructed of .125" thick smooth aluminum plate and be mounted in the specified compartment with double bolt aluminum shelf brackets. The shelf shall have a broken front edge, and a broken rear edge for added strength and reinforcement.

## **Dri-Dek, Grating, Per Cmpt Shelf** **COMPARTMENT SHELF GRATING**

The specified compartment shelf shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

**Dri-Deck, Black**  
The specified Dri-Deck grating shall be black in color.

**Stripe, Shelves, Reflective**  
The compartment shelf and or shelves shall have reflective striping added to the outside lip. The stripe shall be a 1-1/2" minimum in width.

**Reflective Color, Red/Wht DOT**  
Specified part shall include Red and White DOT approved reflective striping.

## **Dri-Dek, Grating, Per Cmpt Surface** **COMPARTMENT GRATING**

The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

**Dri-Deck, Black**  
The specified Dri-Deck grating shall be black in color.

## **Compartment Lighting, Code 3 800 series, (3)** **COMPARTMENT LIGHTING**

The specified compartment shall have two (2) vertical and one (1) horizontal Code 3 800 series lights installed.

## **Door Open Sensor, Cmpt Door** **DOOR AJAR SENSOR**

The Specified door(s) shall feature a magnetic proximity switch to indicate when the compartment door is ajar.

## **\*\*\* Back Compartments \*\*\*** **BACK BODY COMPARTMENTS**

### **Back Compartment, 27"W x 34"H, B1** **COMPARTMENT B1**

# Boise Mobile Equipment

One compartment shall be provided at the back of the apparatus body, below the hose bed and above the tailboard. This compartment shall span just center of the tank. The compartments approximate "clear door opening" is 27" wide by 34" high with a depth of 25".

## **Ventilation and Filter, Weber Style, Compartment** **COMPARTMENT VENTILATION**

A minimum 2-inch single "Weber" style polished stainless steel swivel vent with four (4) ¼-inch vent holes shall be provided. These vents shall have a stainless steel center bolt to lock the vent in either the open or closed position and be located in the compartment walls. All vents will contain fire resistant filters to minimize dust entering the compartment.

## **Cmpt Floor Drains, Corners, Each** **COMPARTMENT FLOOR DRAIN**

The compartment shall be provided with rear corner floor drains to the underside of the body.

## **Compt, Sill Plate, Polished Stainless Steel, Each** **COMPARTMENT SILL PLATE**

The compartment shall feature a polished stainless steel sill plate protecting the painted surface of the compartment when items are accessed.

## **Adj tracks, Uni-Strut** **AJUSTABLE UNISTRUT**

Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior.

## **Adj tracks, Uni-Strut, Back Wall, (2), Horizontal**

Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) horizontal channels on the back wall of the compartment.

## **Shelf, Adjustable, Alum 1/8"** **ADJUSTABLE SHELF**

There shall be (2) adjustable shelf installed; and the shelf shall be constructed of .125" thick smooth aluminum plate and be mounted in the specified compartment with double bolt aluminum shelf brackets. The shelf shall have a broken front edge, and a broken rear edge for added strength and reinforcement.

## **Dri-Dek, Grating, Per Cmpt Shelf**

# Boise Mobile Equipment

## **COMPARTMENT SHELF GRATING**

The specified compartment shelf shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

### **Dri-Deck, Black**

The specified Dri-Deck grating shall be black in color.

### **Stripe, Shelves, Reflective**

The compartment shelf and or shelves shall have reflective striping added to the outside lip. The stripe shall be a 1-1/2" minimum in width.

### **Reflective Color, Red/Wht DOT**

Specified part shall include Red and White DOT approved reflective striping.

### **Dri-Dek, Grating, Per Cmpt Surface**

## **COMPARTMENT GRATING**

The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

### **Dri-Deck, Black**

The specified Dri-Deck grating shall be black in color.

### **Compartment Lighting, Vertical, Code 3 800 series, (Large) (2)**

## **COMPARTMENT LIGHTING**

The specified compartment shall have two (2) vertical Code 3 800 series lights installed.

### **Door Open Sensor, Compt Door**

## **DOOR AJAR SENSOR**

The Specified door(s) shall feature a magnetic proximity switch to indicate when the compartment door is ajar.

### **Pump House Cmpt, 21"W x 23"H x 12"D, PH1**

## **PUMP HOUSE COMPARTMENT (PH1)**

There shall be a compartment located on the upper passenger side of the pump house. The compartment dimensions shall be approximately 21" wide x 23" high x 12" deep.

### **Ventilation and Filter, Weber Style, Compartment**

## **COMPARTMENT VENTILATION**



# Boise Mobile Equipment

A minimum 2-inch single “Weber” style polished stainless steel swivel vent with four (4) ¼-inch vent holes shall be provided. These vents shall have a stainless steel center bolt to lock the vent in either the open or closed position and be located in the compartment walls. All vents will contain fire resistant filters to minimize dust entering the compartment.

## **Cmpt Floor Drains, Corners, Each** **COMPARTMENT FLOOR DRAIN**

The compartment shall be provided with rear corner floor drains to the underside of the body.

## **Adj tracks, Uni-Strut** **AJUSTABLE UNISTRUT**

Adjustable Uni-Strut equipment mounting tracks shall be installed inside the compartment with two (2) channels on the left wall and two (2) channels on the right wall. The tracks shall be positioned to provide support for equipment mounting. The length of the tracks shall be sized to allow for optimum use of the compartment interior.

## **Shelf, Adjustable, Alum 1/8"** **ADJUSTABLE SHELF**

There shall be (1) adjustable shelf installed; and the shelf shall be constructed of .125" thick smooth aluminum plate and be mounted in the specified compartment with double bolt aluminum shelf brackets. The shelf shall have a broken front edge, and a broken rear edge for added strength and reinforcement.

## **Dri-Dek, Grating, Per Cmpt Shelf** **COMPARTMENT SHELF GRATING**

The specified compartment shelf shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

## **Dri-Deck, Black** The specified Dri-Deck grating shall be black in color.

## **Stripe, Shelves, Reflective** The compartment shelf and or shelves shall have reflective striping added to the outside lip. The stripe shall be a 1-1/2" minimum in width.

## **Reflective Color, Red/Wht DOT** Specified part shall include Red and White DOT approved reflective striping.

## **Dri-Dek, Grating, Per Cmpt Surface** **COMPARTMENT GRATING**

# Boise Mobile Equipment

The compartments shall be fitted with removable interlocking vinyl Dri-Dek grating. This material shall be resistant to heat, cold, ultra-violet radiation, mechanical impacts, chemical actions and is corrosion resistant.

## **Dri-Deck, Black**

The specified Dri-Deck grating shall be black in color.

## **Compartment Lighting, Vertical, Code 3 800 series, (Large) (2)** **COMPARTMENT LIGHTING**

The specified compartment shall have two (2) vertical Code 3 800 series lights installed.

## **Door Open Sensor, Compt Door** **DOOR AJAR SENSOR**

The Specified door(s) shall feature a magnetic proximity switch to indicate when the compartment door is ajar.

## **Pump House Cmpt, 11.5"W x 18"H x 18"D, PH2** **PUMP HOUSE COMPARTMENT (PH2)**

There shall be a compartment located on the lower passenger side of the pump house. The compartment dimensions shall be approximately 11.5" wide x 18" high x 18" deep.

## **Cmpt Floor Drains, Corners, Each** **COMPARTMENT FLOOR DRAIN**

The compartment shall be provided with rear corner floor drains to the underside of the body.

## **Compartment Lighting, Vertical, Code 3 800 series, (Large) (2)** **COMPARTMENT LIGHTING**

The specified compartment shall have two (2) vertical Code 3 800 series lights installed.

## **Door Open Sensor, Compt Door** **DOOR AJAR SENSOR**

The Specified door(s) shall feature a magnetic proximity switch to indicate when the compartment door is ajar.

## **Ladder Cmpt, Vertical, 20' 3 Section, Rear, Psngr, (M34 2021)** **SLIDE-IN REAR LADDER COMPARTMENT - PASSENGER SIDE**

The rear passenger side of the apparatus body shall have a vertically mounted slide-in ladder storage compartment. The compartment shall be **capable** of storing one (1) \*20-foot three-section Duo Safety model #912 ladder, one (1) \*backboard minimum dimensions 72" L x 16" W x 2" H (Ferno "Najo Light NB5500" or similar), one (1) \*8-foot long pike pole and one (1) \*5-foot digging bar, one (1) \*8-foot rubbish hook, \*New York Roof Hook with locking pins to secure each item.

# Boise Mobile Equipment

\*Items are to be purchased by the end user.

## Door Open Sensor, Compt Door DOOR AJAR SENSOR

The Specified door(s) shall feature a magnetic proximity switch to indicate when the compartment door is ajar.

## Hard Suction Cmpt, Rear, Drivers/Psngr, M34 2021 SLIDE-IN REAR SUCTION HOSE COMPARTMENTS

Two (2) suction hose storage compartments will be located above the side storage compartments on both sides of the apparatus. The compartments will hold a combined total of three (3) eight (8) foot sections of four (4) inch hard suction hose and strainer.

Both compartments will be capable of holding two (2) eight (8) foot sections of hose if needed. Each compartment will have a stainless steel painted hinged door on the rear of the compartment. Each compartment door will have a locking positive latching door latch.

## Door Open Sensor, Compt Door DOOR AJAR SENSOR

The Specified door(s) shall feature a magnetic proximity switch to indicate when the compartment door is ajar.

## Top Compartment, Center, (Model 34), TC1 TOP COMPARTMENT TC1

The hose bed shall be provided with a compartment down the center of the hosebed. The top compartment shall have a one piece aluminum treadplate cover. Approximate "clear door opening" dimensions shall be 13" wide by 75" deep and 16" high.

## Doors, Roof Compts, Lift Up Alum T/P, Small <1000sq.in ALUMINUM TREADPLATE DOOR

This compartment shall feature an embossed aluminum diamond plate lid. The lid shall be bare embossed aluminum diamond plate.

## Lever Latch, Black, Non-Locking, Each DOOR LATCH

The specified hinged door(s) shall be equipped with a sealed, black lever latch(es). Latch(es) shall be non-locking style.

## Compt Light, Tecnig E10



# Boise Mobile Equipment

## **COMPARTMENT LIGHTING**

The specified compartment shall have one (1) Tecniq E10 lights installed within it.

## **Door Open Sensor, Compt Door** **DOOR AJAR SENSOR**

The Specified door(s) shall feature a magnetic proximity switch to indicate when the compartment door is ajar.

## **Top Compt, Painted Smooth Alum, Bolted Panel, Rear Upper Center** **PAINTED ALUMINUM PANEL**

There shall be a smooth aluminum panel bolted to the rear of the center top storage box.

## **Wheel Well Panel Constr, Galv Steel Body, Pntd** **WHEEL WELL PANEL CONSTRUCTION**

The outer wheel well panel shall be galvanneal steel of the same gauge as compartment construction and an integral part of the overall body design. The exterior wheel well area shall be painted to match the body.

## **Wheel Well Inner Liners, Body, Plastic, 22.5" rims, S/A** **WHEEL WELL LINERS**

Wheel well liners designed to protect the body from impact resulting from road debris thrown by the tires shall be installed. The removable liners shall be constructed from UHMW material to encompass the entire inner wheel well area. The liners shall be secured with stainless steel threaded fasteners.

## **Fenderettes, Body, Polished S/S, 22.5" rims (2) Single Axle** **REAR WHEEL FENDERETTES**

Polished stainless steel fenderettes shall be installed at each rear wheel opening. The fenderettes shall be positioned outside of the wheel well panel to cover the tire area that extends past the body. The fenderettes shall be secured with stainless steel threaded fasteners.

## **SCBA Stge, Drivers, Fwd Wheelwell, 8" Round** **DRIVERS SIDE BODY -- SCBA CYLINDER STORAGE PROVISIONS**

A storage area for an SCBA cylinder shall be provided in the forward area of the driver's side wheel well. Dimensions shall be 8" diameter x 26" deep.

## **SCBA Door, Cast Products, Lever Latch**

The SCBA door shall be a Cast Products door.

## **Non Locking Lever Latch**

The SCBA door shall have a non-locking lever latch.

# Boise Mobile Equipment

## **SCBA Tube, Plastic, w/ Mat**

The SCBA cylinder storage tube shall be made from plastic. There shall be rubber matting to cushion the bottle glued into the tube.

## **SCBA Cylinder Tether, 1" Nylon**

### **SCBA CYLINDER STRAPS**

There shall be a 1" nylon tether installed to secure the bottle in the storage tube.

## **SCBA Stge, Drivers, Rear Wheelwell, 8" Round**

### **DRIVERS SIDE BODY -- SCBA CYLINDER STORAGE PROVISIONS**

A storage area for an SCBA cylinder shall be provided in the rearward area of the driver's side wheel well. Dimensions shall be 8" diameter x 26" deep.

## **SCBA Door, Cast Products, Lever Latch**

The SCBA door shall be a Cast Products door.

## **Non Locking Lever Latch**

The SCBA door shall have a non-locking lever latch.

## **SCBA Tube, Plastic, w/ Mat**

The SCBA cylinder storage tube shall be made from plastic. There shall be rubber matting to cushion the bottle glued into the tube.

## **SCBA Cylinder Tether, 1" Nylon**

### **SCBA CYLINDER STRAPS**

There shall be a 1" nylon tether installed to secure the bottle in the storage tube.

## **SCBA Stge, Psngr, Fwd Wheelwell, 8" Round**

### **PASSENGER SIDE BODY -- SCBA CYLINDER STORAGE PROVISIONS**

A storage area for an SCBA cylinder shall be provided in the forward area of the passenger's side wheel well. Dimensions shall be 8" diameter x 26" deep.

## **SCBA Door, Cast Products, Lever Latch**

The SCBA door shall be a Cast Products door.

## **Non Locking Lever Latch**

The SCBA door shall have a non-locking lever latch.

## **SCBA Tube, Plastic, w/ Mat**

The SCBA cylinder storage tube shall be made from plastic. There shall be rubber matting to cushion the bottle glued into the tube.

# Boise Mobile Equipment

## **SCBA Cylinder Tether, 1" Nylon** **SCBA CYLINDER STRAPS**

There shall be a 1" nylon tether installed to secure the bottle in the storage tube.

## **SCBA Stge, Psngr, Rear Wheelwell, 8" Round** **PASSENGER SIDE BODY -- SCBA CYLINDER STORAGE PROVISIONS**

A storage area for an SCBA cylinder shall be provided in the rearward area of the passenger's side wheel well. Dimensions shall be 8" diameter x 26" deep.

## **SCBA Door, Cast Products, Lever Latch** The SCBA door shall be a Cast Products door.

## **Non Locking Lever Latch** The SCBA door shall have a non-locking lever latch.

## **SCBA Tube, Plastic, w/ Mat** The SCBA cylinder storage tube shall be made from plastic. There shall be rubber matting to cushion the bottle glued into the tube.

## **SCBA Cylinder Tether, 1" Nylon** **SCBA CYLINDER STRAPS**

There shall be a 1" nylon tether installed to secure the bottle in the storage tube.

## **Rub Rails, Alum Chan, 2" x 1.5", Ribbed** **RUB RAILS, CLEARANCE LIGHTS, AND REFLECTIVE TAPE**

The sides of the lower body area fore and aft of the wheel well area shall be provided with 2" x 1.25" x .250" extruded aluminum rub rails, with end caps or angled corners.

## **Reflective Color, White** Specified part shall include White reflective striping.

## **Protective Surface, Alum T/P, Entire Front** **FRONT OF BODY -- PROTECTIVE SURFACE**

The entire front of the apparatus body shall include a protective surface, constructed of aluminum tread plate material.

## **Protective Front Corner Trim, S/S** **FRONT CORNERS OF BODY -- PROTECTIVE SURFACES**



# Boise Mobile Equipment

The front corners of the apparatus body shall include a protective surface installed. The surface shall be constructed of polished stainless steel material.

## **Rear Body Panels, Painted**

### **REAR BODY PANELS**

The entire rear of the apparatus body shall be painted apparatus color.

## **Protective Rear Corner Trim, S/S**

### **OUTER REAR BODY PANELS -- PROTECTIVE COVERING**

The rear outer panels of the body shall have protective surfaces installed on the corners. The protective covering shall be constructed of polished stainless steel material.

## **Protective Surfaces, Alum T/P, Top of Side Cmpts**

### **TOP OF BODY COMPARTMENTS -- PROTECTIVE SURFACES**

The top of the side compartments shall have a protective surfaces installed. The surface shall be constructed of aluminum tread plate material.

## **Drip Rails**

### **ANODIZED ALUMINUM DRIP RAIL**

All enclosed compartment doors shall be provided with an aluminum drip rail above the doors.

## **Doors, Hinged, Alum Painted, Single, Base Specs**

### **ALUMINUM – COMPARTMENT DOOR, HINGED OVERLAP**

One (1) single, vertically hinged door shall be provide and fabricated from aluminum. The frame of the door shall be constructed of 1.75" x 1.75" x .125" aluminum tubing to prevent corrosion and provide structural support. The spacing created by the frame tubing shall filled with Styrofoam for added support, dent resistance, insulation and noise reduction. The exterior surface shall be .125" aluminum for durability. The interior surface shall be .080" aluminum. There shall be no mechanical fasteners, such as bolt heads or rivets on the inside or outside of the doors.

The exterior of the door shall overlap the opening of the compartment. A .75" lip shall be constructed around the opening of the compartment and the exterior of the door. A rubber seal shall be installed on the .75" lip on both the compartment and the door to provide for a double seal against water and dust. A rain gutter shall be mounted above the door creating a third layer of water protection.

The door shall be designed utilizing a D-ring style latch system. A 6" stainless steel D-ring latch, large enough to accommodate a gloved hand, shall be mounted on the exterior of the door. A stainless steel bezel shall be installed to house and protect the D-ring locking mechanism. The easily serviced bezel shall be mounted utilizing stainless steel screws. The D-ring locking mechanism shall be a double catch design. The first catch

# Boise Mobile Equipment

shall engage to secure the door in the event of improper closure. The second catch shall seal the door from water and other elements once the door has been properly closed.

The door shall be mounted using a stainless steel piano style hinge and a .25" diameter hinge pin for stability. The vertical hinge shall be mounted to the body frame with threaded inserts and stainless steel screws to preserve functionality and ease of maintenance in the event of damage.

Gas struts shall be utilized to hold the door in the open position and to prevent the door from slamming during closing. The gas struts shall be mounted directly to the door with a stainless steel bracket assembly for stability and ease of maintenance. The gas struts shall be mounted to the interior of the compartment with a fully adjustable assembly.

The exterior of the compartment doors and the door frames shall be painted to match the body in quality and tone. The interior surface shall not be painted, it shall be sanded utilizing a dual orbital technique.

## **D-ring, Polished**

The specified door(s) shall have a Polished stainless-steel D-ring door handle.

## **Door Locks, D-Ring, Hinged, 1250 Key Type, Each**

The specified door(s) D-ring handles shall be equipped with manual key door locks keyed to use the 1250 key.

## **Stripe, Cmpt Door, Reflective, Each, Color Options**

### **COMPARTMENT DOOR EDGE STRIPING**

The hinged compartment doors shall have reflective striping applied on the edges. The stripe shall be a 1-1/2" minimum in width.

## **Reflective Color, Red/Wht DOT**

Specified part shall include Red and White DOT approved reflective striping.

## **Doors, Hinged, Alum Painted, Double-Door**

### **ALUMINUM – COMPARTMENT DOOR, HINGED OVERLAP**

There shall be five (5) double, vertically hinged sets of doors fabricated from aluminum and installed on the apparatus body. Each door shall feature exterior surfaces which overlaps the opening of the compartment. The exterior surface shall be .125" aluminum for durability and damage resistance. The interior surface shall be .080" aluminum for structural support and overall appealing appearance of the compartment. The frame of the doors shall be constructed of 1.75" x 1.75" x .125" aluminum tubing to prevent corrosion and provide structural support. The spacing created by the frame tubing shall be filled with Styrofoam for added support and dent resistance, temperature insulation, and noise reduction.

A .75" lip shall be constructed around the opening of the compartment and the exterior of the door. A rubber seal shall be installed on the .75" lip of both the compartment and the door to provide for a double seal against

# Boise Mobile Equipment

water and dust. A rain gutter shall be mounted above the latch type door for an added third layer of water protection.

The doors shall be designed utilizing a D-ring latch system. A 6 inch stainless steel D-ring latch, large enough to accommodate a gloved hand, shall be mounted on the exterior of the door to allow the door to seal and fasten in the closed position. A stainless steel bezel shall be installed to house and protect the D-ring locking mechanism. The easily serviced bezel shall be mounted utilizing stainless steel screws for added stability of the mechanism and ease of maintenance in the event of damage. The D-ring locking mechanism shall be of a double catch design. The first catch shall engage to secure the door in the event of improper closure. The second catch will seal the door to water and other elements once the doors has been properly closed.

The doors shall be mounted with a stainless steel hinges with .25" diameter hinge pin for stability. The vertical hinges shall be mounted to the body frame with threaded inserts and stainless steel screws to preserve functionality with use or age and ease of maintenance in the event of damage.

Gas struts shall be utilized to hold the door in the open position and to prevent the door from slamming during closing. The gas struts are mounted directly to the door with a stainless steel bracket assembly for stability and ease of maintenance. The gas struts shall be mounted to the interior of the compartment with fully adjustable assembly for ease of adjustment and maintenance while increasing stability.

A polished stainless steel scuff guard shall be installed on the bottom of the compartment opening to prevent damage and wear to the paint and finish of the body module due to the removal and storage to equipment in the compartment.

The exterior of the compartment doors and the door jambs shall be painted to match the body in quality and tone. The interior of the door shall not be painted due to lack of exposure and inherent resistance to corrosion. The interior of the door shall be sanded utilizing a dual orbital technique. The sanding shall provide for a smooth, regular, scratch free surface on the interior of the door. The exterior skin to door frame joining seam shall be caulked and painted to provide a moisture proof seal.

## **D-ring, Polished**

The specified door(s) shall have a Polished stainless-steel D-ring door handle.

## **Door Locks, D-Ring, Hinged, 1250 Key Type, Each**

The specified door(s) D-ring handles shall be equipped with manual key door locks keyed to use the 1250 key.

## **Stripe, Cmpt Door, Reflective, Each, Color Options**

### **COMPARTMENT DOOR EDGE STRIPING**

The hinged compartment doors shall have reflective striping applied on the edges. The stripe shall be a 1-1/2" minimum in width.

## **Reflective Color, Red/Wht DOT**



# Boise Mobile Equipment

Specified part shall include Red and White DOT approved reflective striping.

## **Rear Step, 3 Piece w/step, Extruded Alum, 8" DIAMOND BACK (M34 2021)**

### **REAR STEP**

The rear bumper shall be made from aluminum diamondback grip strut. The design of the grip strut shall allow for no debris or dust buildup and will allow for easy clean out with just water.

The step shall be of a three piece design each section to operate independently during body and chassis flexing. The step will be full body width by a minimum 8-inch deep stand off type. When mounted, the loaded rear departure angle will be no less than 22 degrees.

The drop step will have locking positions to allow for up position storage and rear compartment door opening access. The drop step will incorporate a stop in the down position to prevent movement when in use.

## **Steps, Fixed CPI, Drivers, Rear**

### **AUXILIARY FIXED STEP -- DRIVERS SIDE REAR**

Three (3) Cast Products 8" square cast aluminum auxiliary step(s) shall be provided. The step shall be installed on the rear drivers side of the body.

## **Steps, Fixed CPI, Psngr, Rear**

### **AUXILIARY FIXED STEP -- PASSENGER SIDE REAR**

Three (3) Cast Products 8" square cast aluminum auxiliary step shall be provided. The step shall be installed on the rear passenger side of the body.

## **Handrails, Knurled, Vertical, 18"**

### **HANDRAILS**

Three (3) knurled type non-slip handrail, approximately 18" in length, shall be vertically installed.

## **Handrails, Knurled, Vertical, 42"**

### **HANDRAILS**

Two (2) knurled type non-slip handrail, approximately 42" in length, shall be vertically installed.

## **Handrails, Knurled, Horizontal, 12"**

### **HANDRAILS**

Two (2) knurled type non-slip handrail, approximately 12" in length, shall be horizontally installed.

## **Handrails, Knurled, Horizontal, 60"**

### **HANDRAILS**

# Boise Mobile Equipment

One (1) knurled type non-slip handrail, approximately 60" in length, shall be horizontally installed.

## **Hose Bed, Aluminum, Spec. Wildland, (Model 34 2021)**

### **HOSE BODY CONSTRUCTION SPECIFICATIONS**

The hose bed side sheets and floor shall be constructed from aluminum material. The hosebed shall provide two separate hose beds one on the left and one on the right side of the top loaded center dunnage. The hose body shall be free of sharp corners, bolts, or other obstructions that may catch hose and other equipment.

## **Hose Storage, I-Zone Brckts, Rear (2) Model 34**

### **HOSE STORAGE BRACKETS**

Two (2) I-Zone hose brackets shall be provided on the rear of the apparatus body, rear-facing, one (1) on each side of the body. Approx length of the I-zone pole shall be 24".

## **Hosebed, Grating, Alum, Wildland (Model 34 2021)**

### **ALUMINUM HOSEBED GRATING**

The hose bed compartment deck shall be constructed entirely from maintenance-free, extruded aluminum slats. The slats shall feature an anodized, contoured, ribbed top surface. The slats shall be of widths approximately 3/4" high x 4.5" wide and shall be welded into a one-piece grid system to prevent the accumulation of water and allow ventilation to assist in drying hose.

## **Hosebed Covers, Alum T/P, Dbl Door, Flap, Model 34**

### **ALUMINUM HOSEBED COVER**

Two (2) separate aluminum tread plate hose bed covers shall be installed, 1/8-inch aluminum alloy diamond plate reinforced with a 1/8-inch aluminum alloy hat section as needed to support walking on the hose bed covers. The covers shall be hinged on the outboard side using full length polished stainless steel hinges with a minimum 3/8-inch pin and 1-inch joint length and installed to avoid any hindrance in walking on hose bed covers.

The hose bed covers shall have full length handrails installed along the rear lip and one (1) additional grab handle mounted on the top side of the covers and two (2) mechanisms on each cover to assist with opening and closing of the hose bed covers. Each hose bed cover shall have a mechanism to hold the hose bed cover in the open position and will be substantial enough to prevent accidental closing in extreme wind conditions.

The covers shall be reinforced so that they will support the weight of a person walking on the cover and shall be sloped to the outboard side of the apparatus to aid in water run-off.

## **Hosebed Rear Flap and Straps, Model 34**

### **HOSEBED REAR ENCLOSURE**

# Boise Mobile Equipment

A vinyl end skirt with three (3) straps, and large quick release buckles (minimum 2-inch) shall be installed on each hose bed cover. Quick release buckles and nylon tie down straps shall be attached to the end skirts. The end skirts will be weighted at the bottom end with a full width flat strip of metal sewn into the hem of the skirt. The end skirts, straps, buckles, etc. will be exposed to direct sun light and shall be protected against UV rays.

## **Hosebed Flaps, Color, Red**

The flaps shall be red in color.

## **Hosebed Lights, Tecniq E10, LED**

### **HOSEBED -- AREA LIGHTS**

(4) Tecniq E10 lights shall be provided and installed on hosebed door(s).

## **Door Open Sensor, Compt Door**

### **DOOR AJAR SENSOR**

The Specified door(s) shall feature a magnetic proximity switch to indicate when the compartment door is ajar.

## **Water Tank Capacity, 500 Gallons, Poly (Model 34)**

### **WATER TANK SPECIFICATIONS**

A United Plastics Fabricating (UPF), 500 gallon booster tank (Poly Tank) shall be fabricated from a minimum of .500" polypropylene complete with a minimum of .375" polypropylene internal full height baffles that are raised 4" off the tank floor for maximum water flow between baffles. In addition, provisions for the main pump outlet, direct tank filler inlet, a pump to tank filler/churn valve inlet, a back pump filler outlet, a fitting for an electronic water level gauge sensor and clean outs for manual tank flushing shall be provided. The tank shall be structurally reinforced and restrained to prevent deformities or damage to the tank or apparatus body during stressed off road operations. The booster tank shall be a rectangular design, and shall be capable of being completely removable from the body without cutting or bending of any components. The tank and cradle assembly shall be mounted to the chassis frame in strict accordance to the tank manufacturer's installation guidelines.

## **Water Tank, Poly, UPF Base Specs**

The water tank shall be constructed of polypropylene, nitrogen-welded and tested inside and out. The tank manufacturer shall define the floor, top, sides, ends, and baffles material thicknesses. The tank shall carry a lifetime warranty. The water tank shall be manufactured by United Plastic Fabrication.

The transverse and longitudinal swash partitions shall be interlocked and welded to each other as well as to the walls of the tank. The partitions shall be designed and equipped with vent holes to permit air and liquid movement between compartments. The .cover shall be recessed .375" from the top of the side walls. Hold down dowels shall extend through and be welded to both the covers and the transverse partitions, providing rigidity during fast fill operations. Drilled and tapped holes for lifting eyes shall be provided in the top area of the water tank.



# Boise Mobile Equipment

The water tank manufacturer shall certify the capacity of the water tank prior to delivery of the apparatus. This capacity shall be recorded on the manufacturer's record of construction and the certification shall be provided to the purchaser when the apparatus is delivered. Tank construction shall conform to applicable NFPA standards.

## **Water Tank Shape, Rectangular**

The water tank shall be configured in a rectangular style with consistent widths on the sides from top to bottom.

## **Fill Tower, Water Tank, 8" x 8" x 8", Type 3**

### **TANK FILL AND OVERFLOW PROVISIONS**

The water tank shall have a combination vent and manual fill tower. The fill tower shall be fabricated from 1/2" polypropylene and shall have a minimum outer perimeter dimension of 8" x 8". The tower shall have a 1/4" thick polypropylene screen and a polypropylene hinged cover. Inside the fill tower, halfway down from the top, shall be fastened a vent overflow pipe. The vent overflow shall be fabricated from Schedule 40 polypropylene pipe, with a minimum I.D. of 4". The vent overflow shall be designed to run through the tank interior and shall be designed to exit the water tank interior behind the rear wheels.

The tank cover shall be fabricated from 1/2" thick polypropylene and shall incorporate a three-piece design which allows for the removal of each individual cover section for inspection or repair of the tank interior, if necessary. The tank cover shall be recessed 3/8" from the top of the tank sides and shall be welded to both the sides and the longitudinal baffles. Each of the three cover sections shall have hold downs to assist in keeping the cover rigid under fast filling conditions. These hold downs shall consist of 2" polypropylene dowels, spaced a maximum of 30" apart, fitted and then welded to the transverse partitions. The dowels shall extend through the cover sections and be welded to them. Two of the dowels shall be drilled and tapped to accommodate the tank lifting eyes.

The sump shall have a minimum dimension of 8" x 6" with a 3/4" thick bottom. On all tanks with a bulkhead suction inlet, a 3" Schedule 40 polypropylene pipe sweep shall be provided from the front of the tank to the sump location. The sump shall have a threaded plug located at the bottom of it for a tank drain and clean out.

There shall be two standard tank outlets: one for the tank to pump suction line, which shall be a minimum of a 3" NPTF coupling, and one for a tank fill line, which shall be a minimum of a 1-1/2" NPTF coupling. All tank fill couplings shall be backed with flow deflectors to break up the stream of water entering the tank.

The water tank shall rest on the body subframe cross members, which shall be spaced a maximum of 22" apart. The tank shall be insulated from those cross members by hard rubber insulators, with a minimum thickness of 1/4", glued and mechanically fastened to the cross members to protect the tank from direct contact with the steel body subframe. The tank shall be designed on a free-floating suspension principle and shall not require the use of additional hold downs. The tank shall be completely removable without disturbing or dismantling the apparatus body structure.

## **Fill Tower, Overflow, Water Tank, 3" PVC Pipe, <500G**

### **VENT AND OVERFLOW**

# Boise Mobile Equipment

The fill tower shall incorporate a vent and overflow system shall be designed into the water tank. The system shall include a 3" diameter PVC pipe that functions both as an air vent while emptying the tank and as an overflow when filling the tank. The overflow shall discharge excess water below the frame rails of the vehicle.

## **Sump, Water Tank, Model 34**

### **TANK SUMP AND DRAIN PROVISIONS**

A one (1) cubic foot (minimum) polypropylene sump, with anti-swirl baffles shall be provided. The sump shall be located as close to the center of the tank floor as the chassis cross members, and differential driveline will allow.

One (1) 3-inch or 4-inch National Pipe Thread (NPT) outlet and plug shall be provided in the sump floor for flushing of the tank. A 1½-inch drain valve shall be provided in the tank sump for flushing of the booster tank. The valve will be located as to provide for adequate clearance from cross members and differential during extreme twisting motions of the chassis and buildup

The sump shall also be provided with a 1-inch NPT outlet for the back pump filler hose.

Due to space constraints, it may be necessary to locate the main pump suction outlet in the tank sump for maximum water usage. The main pump suction tube will be of an adequate size to supply the main pump with enough water to meet pump ratings.

A minimum 3-inch direct tank fill NPT inlet and internal manifold shall be provided on the left rear of the tank. If the direct tank fill inlet is located on the rear tank wall, the inlet manifold shall pass through the first baffle and feature a turn down to eliminate any possible damage to the tank or baffles while filling the tank.

## **Water Tank Drain, 3"**

### **WATER TANK DRAIN PROVISIONS**

A 3" plugged drain provision shall be installed in the bottom of the water tank, sump, or plumbing for water tank draining and the flushing-out of debris.

## **Foam Tank Capacity, 20 Gallons, Poly, Model 34, Seperate**

### **CLASS A FOAM TANK SPECIFICATIONS**

The Class A foam tank shall have a capacity of 20 gallons. The foam tank shall be manufactured by UPF and have a lifetime warranty.

The tank shall be equipped with a positive sealing pressure/vacuum vent type cap, a low foam concentrate sensor that turns off the foam pump at a pre-set level, a visual sight gauge, an easily accessible brass or stainless steel drain valve located at the lowest point of the foam tank and an accessible brass or stainless steel cleanable strainer installed in the supply line from the foam tank to the foam pump.

# Boise Mobile Equipment

The foam tank shall be mounted on a removable sub-structure. The tank will have a positive tie down. The tie down will allow for easy removal of the foam tank.

The foam tank will have two (2) quarter turn brass or stainless shut off valves at the pump supply and fill lines to allow for the removal of the tank without loss of foam. The float switch harness and the foam concentrate supply and fill lines shall have connections located adjacent to the tank to facilitate foam tank removal.

## **Foam Tank, Fill and Vent, Class A**

### **FOAM TANK FILL AND VENTING PROVISIONS**

The foam concentrate tank shall be provided with a fill pipe having a volume of not less than 2 percent of the total tank volume. The filler opening shall be capped with a sealed air-tight threaded cover. The fill opening shall be designed to incorporate a removable screen and shall be located so that foam concentrate from a five (5) gallon container can be dumped into the tank.

The foam tank filler shall be equipped with a pressure/vacuum vent that enables the tank to compensate for changes in pressure or vacuum when filling or withdrawing foam concentrate from the tank. The pressure/vacuum vent shall not allow atmospheric air to enter the foam tank except during operation or to compensate for thermal fluctuations. The vent shall be protected to prevent foam concentrate from escaping or directly contacting the vent at any time. The vent shall be of sufficient size to prevent tank damage during filling or foam withdrawal.

A color coded label or visible permanent marking that reads "CLASS A -- FOAM TANK FILL" shall be placed at or near the foam concentrate tank fill opening. An additional label shall be placed at or near any foam concentrate tank fill opening stating the type of foam concentrate the system is designed to use.

Any restrictions on the types of foam concentrate that can be used with the system shall also be stated, along with a warning message that states "WARNING: DO NOT MIX BRANDS AND TYPES OF FOAM."

## **Foam Tank Drain and Valve, 3/4"**

A 3/4" diameter connection, piping, and gate type valve shall be installed for the foam tank for draining purposes.

## **Direct Tank Fill Valve, Drivers, Rear, 2.5", w/Strainer and Plug**

### **DIRECT TANK FILL - REAR DRIVERS SIDE**

A valve for direct filling of the tank shall be supplied. The 1/4 turn valve shall be configured with 2-1/2" NH female threads, debris screen, threaded plug with retention chain and lever handle. The valve shall be located on the drivers side rear of the apparatus.

## **Valves, Akron, Brass, 8825 Series (Uses R1, TS or TSC Handles Only)**

One (1) Akron 8825 series swing-out style valve(s) shall be supplied and installed. All valves shall be designed



# Boise Mobile Equipment

to operate under normal conditions up to 500 PSI and shall have dual seats to work in both pressure and vacuum environments. All valves and controls shall be easily accessible for service, repair or replacement.

## **Valve, Direct, Local Control, Akron locking TSC**

The specified valve shall have a direct actuated 'local' control Akron Model TSC valve handle.

## **Plug, 2.5", Chrome Brass, Rocker Lug**

One (1) chrome brass 2-1/2" NH rocker lug plug with a securing chain or cable shall be installed on the intake.

## **Elbow, 2.5"F x 2.5"M, Chrome Brass, Direct Tank Fill**

(1) chrome plated brass 30 degree elbow with 2.5" swivel female NH x 2.5" male NH thread with rocker lugs shall be provided on the direct tank fill.

## **Back Pack Fill, GHT x 1/2"NPT, w/vlv, Pump Panel, M34**

### **BACK PACK FILL SYSTEM**

There shall be one (1) back pack fill system provided and installed on the lower area of the pump panel. The valve plumbing shall be 3/4" I.D. hose.

## **Electrical, 12V, Base Wiring Specs, Wildland**

### **12 VOLT ELECTRICAL SPECIFICATIONS**

The following describes the low voltage electrical system on the apparatus including all panels, electrical components, switches and relays, wiring harnesses and other electrical components. The apparatus manufacturer shall conform to the latest Federal DOT standards, current automotive electrical system standards, and the applicable requirements of the NFPA 1906.

Wiring shall be stranded copper or copper alloy conductors of a gauge rated to carry 125 percent of the maximum current for which the circuit is protected. Voltage drops shall not exceed 10 percent in all wiring from the power source to the using device. The wiring and wiring harness and insulation shall be in conformance to applicable SAE and NFPA standards. The wiring harness shall conform to SAE J-1128 with GXL temperature properties. Exposed wiring shall be run in a loom with a 290 degree Fahrenheit rating. Wiring looms shall be properly supported and attached to body members. Electrical conductors shall be constructed in accordance with applicable SAE standards, except when good engineering practice requires special construction.

All wiring connections and terminations shall provide positive mechanical and electrical connections and be installed in accordance with the device manufacturer's instructions. When wiring passes through metal panels, electrical connections shall be with mechanical type fasteners and rubber/plastic grommets.

Wiring between cab and body shall be split using Deutsch type connectors or enclosed in a terminal junction panel allowing body removal with minimal impact on the apparatus electrical system. Connections shall be insulated with heat shrink crimp-type tubing to resist moisture and foreign debris such as grease and road grime. Weather resistant connectors shall be provided throughout the system.

# Boise Mobile Equipment

Electrical junction or terminal boxes shall be weather resistant and located away from water spray conditions. When required, automatic reset breakers and relays shall be housed in the main body junction panel.

There shall be no exposed electrical cabling, harnesses, or terminal connections located in compartments, unless enclosed in an electrical junction box or covered with a removable electrical panel. Wiring shall be secured in place and protected against heat, liquid contaminants and damage and shall be uniquely identified at least every six inches (6") by color coding or permanent marking with a circuit function code and identified on a reference chart or electrical wiring schematic per requirements of applicable NFPA 1906 standards.

Low voltage protective devices shall be provided for the electrical circuits. The devices shall be accessible and located in required terminal connection locations or weather resistant enclosures. Over current protection devices shall be automatic reset type suitable for electrical equipment and meet SAE standards. All electrical equipment, switches, relays, terminals, and connectors shall have a direct current rating of 125 percent of maximum current for which the circuit is protected. Electro-magnetic interference suppression shall be provided in the system as required in applicable SAE standards.

The electrical system shall include the following:

Electrical terminals in weather exposed areas shall have a non-conductive grease or spray applied. All terminal plugs located outside of the cab or body shall be treated with a corrosion preventative compound.

All electrical wiring shall be placed in a protective loom or be harnessed.

Exposed connections shall be protected by heat shrink material and sealed connectors.

Large fender washers shall be used when fastening equipment to the underside of the cab roof and all holes made in the roof shall be caulked with silicone.

Electrical components installed in exposed areas shall be mounted in a manner that will not allow moisture to accumulate inside.

A service loop shall be provided behind an electrical appliance to allow them to be pulled away from mounting area for inspection and service work.

Upon completion of the vehicle and prior to delivery, the apparatus shall be electrically tested and the electrical testing, certifications, and test results shall be submitted with delivery documentation per requirements of NFPA 1906.

## **Electrical Harness, Wildland**

### **ELECTRICAL WIRING HARNESS**

The electrical system shall be divided into separate harnesses. The individual harness shall be connected with Deutsch type quick connectors. The wiring and appliances shall be protected by automatic reset type circuit breakers.

# Boise Mobile Equipment

## **Fridge, Norcold NR751BB**

### **MARINE FRIDGE - Norcold NR751BB**

Boise Mobile Equipment shall provide and install a Norcold Marine fridge, model# NR751BB. The fridge shall be installed between the rear seats and shall be securely mounted. The fridge shall be wired into the 12v system of the apparatus.

## **Electrical Console, Cab, BME, Custom, Option 3**

### **CUSTOM FABRICATED CONSOLE OPTION 3**

A custom fabricated electrical console and enclosure shall be located between the driver's and the officer's seating positions. The flat console lid shall feature two side-by-side rows of plate mountings that are similar in size and style to Havis brand plates.

The final console layout shall be approved by the customer.

## **Map Box**

### **CONSOLE MAP BOX**

There shall be a map box attached to the rear of the console. The map box shall be painted to match the console.

## **Battery Switch, Master Disconnect, Chassis Supplied**

### **BATTERY SWITCH - MASTER DISCONNECT**

A battery cutoff switch shall be provided in the cab within easy reach of the driver; by the chassis manufacturer. The switch shall be rated for 300 amps.

## **Battery Charger, Kussmaul, Autocharge 1000 PLC, Deluxe Pkg, 51-04-1304**

### **BATTERY CHARGER**

A Kussmaul Autocharge 1000 PLC, model #091-215-12, automatic battery charger shall be provided. The battery charger shall be wired to the 12 volt battery system. The unit shall be mounted in a clean, dry area accessible for service and/or maintenance. It shall be wired to the specified shore power receptacle. Included in the package is a Kussmaul Super 20 Auto Eject Deluxe with built in bar graph display. Mounting location shall be determined in pre-con

## **Kussmaul Auto Eject Cover, Yellow**

The specified auto eject cover shall be yellow.

## **Clearance Lgts, LED, DOT, Wildland, Model 34**

### **IDENTIFICATION LIGHTS**

All LED identification lights shall be installed on the vehicle as required by applicable highway regulations.



# Boise Mobile Equipment

## **License Plate Mounting, Front**

### **LICENSE PLATE MOUNTING**

A front, predrilled license plate position shall be installed in the front bumper if permissible to the design. Passenger side.

## **License Plate Mounting, Tecniq LED, L110, Rear**

### **LICENSE PLATE MOUNTING AND LIGHT**

A predrilled backing plate and LED light shall be installed on the rear for mounting of the license plate.

## **Tail Light Bezels, Whelen #M6FCV4, (4) lts, 4" x 6" (2)**

### **TAILLIGHT BEZELS**

Two chrome (2) Whelen M Series housings shall be installed at the rear of the apparatus for four (4) Whelen M-Series stop-tail-turn-backup and warning lights.

## **Map Light, Havis Shields #C-MAP-T-LED, 12" LED (Model 34)**

### **MAP LIGHT**

One (1) Havis Shields #C-MAP-T-LED 12" LED map light, 12 volt, with a gooseneck arm and an on-off switch located on the base of the light shall be installed on the dashboard.

## **Streamlight Survivor LED**

### **PORTABLE FLASHLIGHT**

One (1) Streamlight "Survivor" model#90509 LED portable hand light shall be installed including mounting bracket, with 12 volt fast charger wired to the battery system allowing the light to recharge when not in use.

## **Ground Lights, Front Bumper, Tecniq E10, LED**

### **FRONT BUMPER -- GROUND LIGHTS**

There shall be two (2) Tecniq E10, LED ground light(s) installed under the front bumper.

## **Ground Lights, Cab, 4 Door, Tecniq E10, LED**

### **CAB GROUND LIGHTS**

There shall be four (4) Tecniq E10, LED ground lights installed under the cab door(s).

## **Ground Lights, Pump Panel, Tecniq E10, LED**

### **GROUND LIGHTS - PUMP PANEL**

There shall be two (2) Tecniq E10, LED ground lights installed under the pump panel running board(s).

# Boise Mobile Equipment

## **Ground Lights, Under Rear Step, Tecniq E10, LED** **GROUND LIGHTS - UNDER REAR STEP**

There shall be two (2) Tecniq E10, LED ground lights installed under the rear step area.

## **Brow Light, Firetech, FT-B-46-B** **Brow Light**

One (1) Firetech FT-B-46-B shall be installed to the front bottom of the Whelen Freedom Lightbar.

## **Scene Light Firetech FT-WL-2000-F-B, Model 34** **FIRETECH WL2000**

There shall be four (4) Firetech WL2000 lights provided and installed on the apparatus.

The lights shall be located:

- One located on each side of the pump house recessed into upper panels.
- Two located under the middle steps on the back of the apparatus. They shall be operated by the "Rear Scene" switch located on the Cencom Carbide controller

## **Scene Light, Firetech, FT-WL-2000-F-B, Front Bumper** **FIRETECH WL2000**

There shall be two (2) Firetech WL2000 lights provided and installed on the apparatus. They shall be located in the center section of the front bumper in provided cutouts.

## **Scene Light, Firetech, FT-GSMJR-B** **FIRETECH FT-GSMJR-B**

There shall be two (2) Firetech FT-GSMJR-B Scene lights that shall replace the pole/pedestal mounts located on the rear of the apparatus. The light heads shall be black in color.

## **Scene Light, Firetech, FT-GSMJR-B** **SCENE LIGHT FT-GSMJR-B**

Four (4) FT-GSMJR-B Scene lights shall be mounted in pairs of two (2) on the left and two (2) on the right body highsides on the insides of the emergency lights.

## **Door Open Light and Buzzer, Zones, Model 34** **DOOR OPEN WARNING LIGHT**

# Boise Mobile Equipment

The door ajar warning system shall be separated into four zones, a Front, Left, Right, and Rear zone. Each zone shall have an individually labeled warning light and also activate an audible alarm. The door ajar lights and audible alarm shall activate only when the apparatus parking brake has been released.

## Setcom, Intercom, wireless

### VEHICLE COMMUNICATION SYSTEM

One (1) Setcom four (4) position intercom system shall be installed. The system shall function as an interface with the fire department two-way radio as well as a two way intercom system for the crew.

The system shall be a 4 Crew Wireless LiberatorMAX System to interface a Motorola APX8500 mobile radio.

## Radio Pre-Wire

### RADIO PRE-WIRE

There shall be a radio pre-wire provided in the cab center console. The prewire shall consist of a battery hot, battery switched, and a ground source.

## Radio, Fire, Installation, (1) Purchaser Supplied (POA)

### RADIO INSTALLATION

One (1) fire radio(s) shall be supplied by the purchaser and shall be installed.

## Radio Antenna, Installation

### RADIO ANTENNA INSTALLATION

There shall be four (4) radio antenna installed on the apparatus and routed to the cab center console.

## Outlet box, 110v, 4-Gang

### RH PSG 110v Wiring

One (1) 4-Gang 15A outlet box shall be installed in the D1 Compartment and tied to the shoreline Kussmaul autoeject.

Mounting location to be determined at precon.

## 12 Volt Fuse Block, Blue Sea #5056

### 12 VOLT FUSE BLOCK

One (1) dedicated circuit; 12 volt, power shall be ran to the specified compartment to a Blue sea #5056 water resistant fuse block. The fuse block shall be 80A per block and 25A per circuit.

Location to be determined at precon.



# Boise Mobile Equipment

## **12 Volt Ground Buss, Blue Sea #2314**

One (1) dedicated ground circuit shall be supplied, the ground cable shall be routed to a Blue Sea #2314 buss bar with cover.

## **12 Volt Pwr Source, Battery Hot**

The specified power source shall be wired battery hot.

## **Back Up Alarm, Self Adjusting**

### **BACK UP ALARM**

One (1) solid state back up alarm shall be provided at the rear of the apparatus. The back up alarm shall be wired to the reverse circuit of the transmission, and shall provide an audible alarm to the rear of the apparatus when reverse gear is selected. The alarm shall have a volume of 87 to 112 db while in operation.

## **Headlight, Flasher, Diamond Logic, Wig Wag**

### **HEADLIGHT FLASHER**

The wig wag feature shall be programmed through the chassis supplied Diamond Logic system.

## **Siren, Electronic, Whelen, CenCom Core C399, T/A**

### **ELECTRONIC SIREN**

A Whelen CenCom Core C399 electric siren and lighting control module shall be installed.

## **Whelen, Core, Control Head, CCTL6**

### **WHELEN CORE CONTROL HEAD**

There shall be a Whelen model CCTL6 control head supplied with the Cencom Core system. It features a 3 section control head, with 8 push buttons, 4- position slide switch with a 7 position rotary knob. A manual siren and air horn button, and 3 traffic advisor control buttons.

## **Whelen, Core, WeCanX, Traffic Advisor Module, CTA**

### **WHELEN CORE WECANX TRAFFIC ADVISOR MODULE**

There shall be a Whelen model CTA Traffic Advisor module interfaced with the Cencom Core system.

## **Speaker, Whelen, #SA315P, 100 Watt, nylon housing**

### **SIREN SPEAKER**

One (1) Whelen Model #SA315P siren speaker shall be provided. The 100 watt siren speaker shall be designed in a black nylon composite housing with 123 decibel rating.

## **Siren, F-S, Q2B, Mechanical, Recess In Bumper, Center**

### **SIREN -- RECESS MOUNT**

# Boise Mobile Equipment

One (1) Federal Signal Q2B siren electro-mechanical siren shall be provided. The Q2B siren shall be a streamlined, chrome plated siren designed to provide reliable and long-life operation. The electro-mechanical siren shall produce the distinctive Q2B sound that is a registered trademark of Federal Signal, and shall be provided with a heavy duty clutch and an electric brake.

The Q2B siren shall measure 10.5" high x 14" long x 10" deep and shall produce 123 decibels at ten feet. The siren shall operate off the vehicles 12V system. The Q2B siren shall be recess mounted in the front center bumper.

## **Siren, Activation, Q2B, Passenger, Push Button** **SIREN BRAKE SWITCH**

A push button switch used to activate Federal Signal Q2B shall be installed within reach of the passenger and labeled according to function.

## **Siren, Activation, Q2B, Driver, Foot Switch** **SIREN BRAKE SWITCH**

A foot switch used to activate Federal Signal Q2B shall be installed within reach of the driver and labeled according to function.

## **Siren Brake, Q2B, Passenger, Push Button** **SIREN BRAKE SWITCH**

A push button switch used to stop the rotation of the Federal Signal Q2B shall be installed within reach of the passenger and labeled according to function.

## **Lightbar, Whelen, Freedom IV, SLED, 55"** **ZONE A/B/D FRONT UPPER -- LIGHTBAR**

One (1) Whelen brand, Freedom IV LED light bar shall be provided and installed on the cab roof, facing forward. The light bar shall be 55" wide, and shall contain six (6) flashing LED modules, one (1) at each corner and two (2) forward-facing. The lightbar shall also contain two (2) forward-facing steady burning LED modules. The light bar shall have red filters on entire front, back and all sides..

The light bar shall be permanently mounted to the cab roof and wired to the "Lightbar" switch in the cab center console.

The Lightbar Color Configuration shall be determined at Precon.

## **Warning Lights, Whelen, M6, Lwr Front, (2), LED** **ZONE A -- LOWER FRONT WARNING LIGHTS**

# Boise Mobile Equipment

Two (2) Whelen M6 Series Model # M6 warning light shall be provided. The warning light shall incorporate Linear Super-LED® and Smart LED® technology. The M6 configuration shall consist of 18 Super-LEDs and a clear optic polycarbonate lens.

The lens/reflector assembly shall be sealed and resistant to water, moisture, dust, and other environmental conditions. The hard coated lens shall provide extended life/luster protection against UV and chemical stresses.

Two (2) Whelen M6\*C color and mounting determined at precon.

One (1) Whelen M6\*C color and mounting determined at precon.

One (1) Whelen M6\*C color and mounting determined at precon.

## **Warning Lights, Whelen, Intersection, ION-T, (4)** **ZONE B AND D -- INTERSECTION LIGHTS**

Two (2) Whelen ION series lights, model TLI\* shall provided.

Two (2) Whelen ION series lights, model TLI\* shall provided.

One of each color shall be mounted to be determined at precon

## **Warning Lights, Whelen, Tracer, Under Door Lights, (2)** **ZONE B AND D -- LOWER CAB INTERSECTION LIGHTS**

Two (2) Whelen Tracer lights, model# TCRHT6, shall be provided and installed under the chassis cab. The lights shall be programable to illuminate white with the door ajar, flash designated color with the warning lights and shall illuminate amber to match the rear traffic advisor.

Left Side color to be determined at precon.

Right Side color to be determined at precon.

## **Warning Lights, Whelen, M6RC, Lwr Mid Body, (2), LED** **ZONE B AND D-- LOWER MID BODY**

Two (2) Whelen M6 Series Model # M6RC warning light shall be provided. The warning light shall incorporate Linear Super-LED® and Smart LED® technology. The M6RC configuration shall consist of 18 Super-LEDs and a clear optic polycarbonate lens.

The lens/reflector assembly shall be sealed and resistant to water, moisture, dust, and other environmental conditions. The hard coated lens shall provide extended life/luster protection against UV and chemical stresses.

Color to be determined at precon

## **Bezels, Whelen, M6, Chrome Plastic**

The specified Whelen M6 lights shall be equipped with chrome plastic flange type light bezel mountings.



# Boise Mobile Equipment

## **Warning Lights, Whelen, M6RC, Upper Rear Corner, (2), LED** **ZONE B AND D-- UPPER REAR CORNER**

Two (2) Whelen M6 Series Model # M6RC warning light shall be provided. The warning light shall incorporate Linear Super-LED® and Smart LED® technology. The M6RC configuration shall consist of 18 Super-LEDs and a clear optic polycarbonate lens.

Two (2) Whelen M6 Series Model # M6BC warning light shall be provided. The warning light shall incorporate Linear Super-LED® and Smart LED® technology. The M6BC configuration shall consist of 18 Super-LEDs and a clear optic polycarbonate lens.

The lens/reflector assembly shall be sealed and resistant to water, moisture, dust, and other environmental conditions. The hard coated lens shall provide extended life/luster protection against UV and chemical stresses.

The M6 lights colors and location to be determined at precon.

## **Bezels, Whelen, M6, Chrome Plastic**

The specified Whelen M6 lights shall be equipped with chrome plastic flange type light bezel mountings.

## **Warning Lights, Whelen, M6K RED/AMBR, Upper Rear , (2) 4"x 6", LED** **ZONE C -- UPPER REAR WARNING LIGHTS**

Two (2) Whelen M6 Series Model # M6K warning light shall be provided. The warning light shall incorporate Linear Super-LED® and Smart LED® technology. The M6K configuration shall consist of 18 Super-LEDs and a clear optic polycarbonate lens.

The lens/reflector assembly shall be sealed and resistant to water, moisture, dust, and other environmental conditions. The hard coated lens shall provide extended life/luster protection against UV and chemical stresses. The M6K light shall include a split design including red and amber LEDs, with a clear lens

The lights color and mounting location to be determined at precon.

## **Bezels, Whelen, M6, Chrome Plastic**

The specified Whelen M6 lights shall be equipped with chrome plastic flange type light bezel mountings.

## **Traffic Advisor, Whelen, TAZ86, LED, Eight Lamp** **REAR TRAFFIC ADVISOR, EIGHT (8) L.E.D. LAMPS**

A Whelen TAZ86 eight lamp LINZ6 Super-LED Traffic Advisor with all amber lights shall be provided and mounted at the rear of the body. The solid state traffic advisor shall include model TACTL5 control head, or it can be directly connected to a Whelen CenCon Siren Head Controller.

# Boise Mobile Equipment

## **Paint, Wildland, 60-84" CA Body, Single Axle, 1 Color**

### **BODY PAINTING SPECIFICATIONS**

All exposed surfaces shall be prepared and painted using a multi-step process to ensure a blemish-free, protective coating for the base metal materials.

All removable items, such as brackets and compartment doors, shall be removed and painted separately to insure finish paint behind them after they are reinstalled.

Due to its modular design, the apparatus body shall be completely finish painted prior to its installation on the chassis.

The body shall be sanded, and cleaned. Any imperfections or defects in the metal shall be corrected with premium body filler and then sanded smooth.

An epoxy primer shall be utilized on all painted and coated surfaces and shall prepare the metal for the final paint. The direct-to-metal primer shall be used to create a first level seal allowing secure adhesion between the base metal and the subsequent substrates.

All body and components shall then be primed, thoroughly sanded, and meticulously inspected for any imperfections; which shall be properly corrected..

All surfaces shall then be painted with a base coat of premium paint following the guidelines as established by the paint manufacturer. The body shall be painted using a single color to match the cab primary color, and then shall be buffed to a high gloss finish.

Paint shall be Navistar 2713 Vermillion Red.

## **Cmpt Pntg, Multispec, (6) Compts.**

### **INTERIOR COMPARTMENT FINISH**

The interior wall, floor and ceiling surfaces of compartments shall be finished with Rust-Oleum brand Multispec color flecked paint. The final color combination shall be determined in pre-con.

## **Multi-Spec, Color, Gray Stone**

The specified compartment(s) shall be coated with Gray Stone colored Multi-Spec paint.

## **Body Paint, Touch Up, Pint One Color**

### **TOUCH-UP PAINT**

Touch-up paint shall be furnished with the completed truck at final delivery.

## **Painting, Valves, To Match Truck**

### **VALVE PAINTING**

# Boise Mobile Equipment

All exposed valves shall be painted to match the color of the exterior body.

## **Chassis Steel Wheels - Powdercoat Black**

### **CHASSIS WHEELS - STEEL - POWDERCOAT BLACK**

The six (6) chassis wheels shall be powdercoated black.

## **Stripe, Single Reflective, 4" (POA)**

### **CAB AND BODY STRIPING**

The cab and body shall have a straight Scotchlite reflective stripe applied horizontally. The stripe shall be a 4" minimum in width and be applied horizontally around the cab and body in accordance with NFPA standards.

## **Stripe, Reflective, Chevron, Back Doors, Model 34, Printed**

### **CHEVRON STRIPING**

The back compartment doors shall have reflective red and yellow striping installed on them, The Chevron style stripe shall be applied at a 45-degree angle, pointing towards the center upper portion of the rear of the apparatus. The chevron shall be a single printed sheet on each door.

## **Chevron, Reflective, Front Bumper, Printed**

### **FRONT CHEVRON**

The front bumper shall have printed reflective chevron applied to it. The Chevron style stripes shall be applied at a 45-degree angle, pointing towards the center of the front bumper.

## **Chevron, Reflective, Colors, Red / Yellow, NFPA**

### **CHEVRON COLORS**

The specified chevron colors shall be red and yellow.

## **Ladder, Extension, Duo-Safety, 20' Alum, 3 Section**

### **EXTENSION LADDER**

One (1) Duo-Safety, 20 foot, three-section aluminum extension ladder shall be provided on the apparatus. The ladder shall meet or exceed latest NFPA standards.

## **Wheel Chocks, Worden, Alum, w/Handle, Large, HWC-7WH (2)**

### **WHEEL CHOCKS**

Two (2) Worden brand, Model #HWC-7WH wheel chocks shall be provided.

## **Extinguisher, Dry Chem, 5#, 2A:10B:C, w/mntg**

### **5# DRY CHEMICAL FIRE EXTINGUISHER**



# Boise Mobile Equipment

One (1) 5# ABC dry chemical fire extinguisher and mounting bracket shall be provided on the apparatus. The extinguisher shall have a pressure gauge and shall be filled with a dry chemical extinguishing agent.

**Jack, Northern Hyd. 1442, 12T, Hyd bottle**  
**HYDRAULIC JACK**

One (1) hydraulic jack shall be provided. The jack shall be designed for lifting capacity of twelve (12) tons.

**Lug Wrench and Breaker Bar**  
**LUG WRENCH**

There shall be one (1) lug wrench provided and shipped loose with the completed apparatus.

**Reflector Set, Triangular D.O.T.**  
**REFLECTOR**

A set of three (3) triangular reflectors shall be provided.



## Proposal Details Report

10/6/2022

**Customer:** Leander Fire Department  
**Representative** Espinoza, Christian  
**Requirements Manager:**  
**Description:** 2023 Leander Enforcer Pumper  
**Chassis:** Enforcer Chassis  
**Body:** Pumper, Long, Aluminum, 2nd Gen

**Bid Number:** 726  
**Job Number:**  
**Organization:** Siddons-Martin Emergency Group

| OptionCode | Type | Option                | ProposalText                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------|------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0766611    |      | Boiler Plates, Pumper | <p>Siddons Martin Emergency Group is pleased to submit a proposal to Leander Fire Department for a <b>Pierce® triple combination pumper</b> per your request for quotation. The following paragraphs will describe in detail the apparatus, construction methods, and equipment proposed. This proposal will indicate size, type, model and make of components parts and equipment, providing proof of compliance with each and every item (except where noted) in the departments advertised specifications.</p> <p>PIERCE MANUFACTURING was founded in 1913. Since then we have been building bodies with one philosophy, "BUILD THE FINEST". Our skilled craftsmen take pride in their work, which is reflected, in the final product. We have been building fire apparatus since the early "forties" giving Pierce Manufacturing over 75 years of experience in the fire apparatus market. Pierce Manufacturing has built and put into service more than 62,500 apparatus, including more than 33,900 on Pierce custom chassis designed and built specifically for fire and emergency applications. Our Appleton, Wisconsin facility has over 870,000 total square feet of floor space situated on approximately 105 acres of land. Our Bradenton, Florida facility has 300,000 square feet of floor space situated on approximately 38 acres of land.</p> <p>Our beliefs in high ethical standards are carried through in all of our commitments and to everyone with whom we do business. Honesty, Integrity, Accountability and Citizenship are global tenets by which we all live and work. Consequently, we neither engage in, nor have we ever been convicted of price fixing, bid rigging, or collusion in any domestic or international fire apparatus market.</p> <p>Pierce has only one brand of fire apparatus "Pierce", ensuring you are receiving top of the line product that meets your specification.</p> <p>In accordance with the current edition of NFPA 1901 standards, this proposal will specify whether the fire department, manufacturer, or apparatus dealership will provide required loose equipment. Images and illustrative material in this proposal are as accurate as known at the time of publication, but are subject to change without notice. Images and illustrative material is for reference only, and may include optional equipment and accessories and may not include all standard equipment.</p> <p><b>GENERAL DESIGN AND CONSTRUCTION</b></p> <p>To control quality, ensure compatibility, and provide a single source for service and warranty, the custom cab, chassis, pump module and body will be entirely designed, assembled/welded and painted in Pierce owned manufacturing facilities. This includes, but not limited to the cab weldment, the pumphouse module assembly, the chassis assembly, the body and the electrical system.</p> <p><b>QUALITY AND WORKMANSHIP</b></p> <p>Pierce has set the pace for quality and workmanship in the fire apparatus field. Our tradition of building the highest quality units with craftsmen second to none has been the rule right from the beginning and we demonstrate that ongoing commitment by: Ensuring all steel welding follows American Welding Society D1.1-2004 recommendations for structural steel welding. All aluminum welding follows American Welding society and ANSI D1.2-2003 requirements for structural welding of aluminum. All sheet metal welding follows American welding Society B2.1-2000 requirements for structural welding of sheet metal. Our flux core arc welding uses alloy rods, type 7000 and is performed to American Welding Society standards A5.20-E70T1. Furthermore, all employees classified as welders are tested and certified to meet the American welding Society codes upon hire and every three (3) years thereafter. Pierce also employs and American Welding Society certified welding inspector in plant during working hours to monitor weld quality.</p> <p>Pierce Manufacturing operates a Quality Management System under the requirements of ISO 9001. These standards sponsored by the International Organization for Standardization (ISO) specify the quality systems that are established by the manufacturer for design, manufacture, installation and service. A copy of the certificate of compliance is included with this proposal.</p> <p>In addition to the Quality Management system, we also employ a Quality Achievement Supplier program to insure the vendors and suppliers that we utilize meet the high standards we demand. That is just part of our overall "Quality at the Source" program at Pierce.</p> <p>To demonstrate the quality of our products and services, a list of at least five (5) fire departments/municipalities that have purchased vehicles for a second time is provided.</p> <p><b>DELIVERY</b></p> <p>The apparatus will be delivered under its own power to insure proper break-in of all components while the apparatus is still under warranty. A qualified delivery representative shall deliver the apparatus and remain for a sufficient length of time to instruct personnel in proper operation, care and maintenance of the equipment delivered.</p> <p><b>MANUAL AND SERVICE INFORMATION</b></p> <p>At time of delivery, complete operation and maintenance manuals covering the apparatus will be provided. A permanent plate will be mounted in the driver's compartment specifying the quantity and type of fluids required including engine oil, engine coolant, transmission, pump transmission lubrication, pump primer and drive axle.</p> <p><b>SAFETY VIDEO</b></p> <p>At the time of delivery Pierce will also provide one (1) 39-minute, professionally produced apparatus safety video, in DVD format. This video will address key safety considerations for personnel to follow when they are driving, operating, and maintaining the apparatus, including the following: vehicle pre-trip inspection, chassis operation, pump operation, aerial operation, and safety during maintenance.</p> <p><b>PERFORMANCE TESTS</b></p> <p>A road test will be conducted with the apparatus fully loaded and a continuous run of no less than</p> |

ten (10) miles. During that time the apparatus will show no loss of power nor will it overheat. The transmission drive shaft or shafts and the axles will run quietly and be free of abnormal vibration or noise. The apparatus when fully loaded will not have less than 25 percent nor more than 50 percent on the front axle, and not less than 50 percent nor more than 75 percent on the rear axle. The apparatus will meet NFPA 1901 acceleration and braking requirements.

#### **SERVICE AND WARRANTY SUPPORT**

Pierce dealership support will be provided by Siddons Martin Emergency Group by operating in conjunction with a Pierce authorized service center. The service center will have factory-trained mechanics on staff versed in Pierce fire apparatus. The service facility will be located within twenty five (25) miles of the fire department.

In addition to the dealership, Pierce has service facilities located in both, Weyauwega, Wisconsin and Bradenton, Florida. Pierce also maintains a dedicated parts facility of over 100,000 square feet in Appleton, Wisconsin. The parts facility stocks in excess of \$5,000,000 in parts dedicated to service and replacement parts. The parts facility employs a staff dedicated solely for the distribution and shipment of service and replacement parts.

Service parts for the apparatus being proposed can be found via [Pierceparts.com](http://Pierceparts.com) which, is an interactive online tool that delivers information regarding your specific apparatus as well as the opportunity to register for training classes.

As a Pierce customer you have the ability to view the complete bill of materials for your specific apparatus, including assembly drawings, piece part drawings, and beneficial parts notations. You will also have the ability to search the complete Pierce item master through a parts search function which offers all Pierce SKU's and descriptions offered on all Pierce apparatus. Published component catalogs, which include proprietary systems along with an extensive operators manual library is available for easy reference.

Pierce Manufacturing maintains a dedicated service and warranty staff of over 35 personnel, dedicated to customer support, which also maintains a 24 hour 7 day a week toll free hot line, four (4) on staff EVTs, and offers hands-on repair and maintenance training classes multiple times a year.

#### **LIABILITY**

**The successful bidder will defend any and all suits and assume all liability for the use of any patented process including any device or article forming a part of the apparatus or any appliance furnished under the contract.**

#### **INSURANCE PROVIDED BY BIDDER**

##### **COMMERCIAL GENERAL LIABILITY INSURANCE**

**The successful bidder will, during the performance of the contract and for three (3) years following acceptance of the product, keep in force at least the following minimum limits of commercial general liability insurance:**

**Each Occurrence \$1,000,000**

**Products/Completed Operations Aggregate \$1,000,000**

**Personal and Advertising Injury \$1,000,000**

**General Aggregate \$2,000,000**

**Coverage will be written on a Commercial General Liability form. The policy will be written on an occurrence form and will include Contractual Liability coverage for bodily injury and property damage subject to the terms and conditions of the policy. The policy will include Owner as an additional insured when required by written contract.**

##### **COMMERCIAL AUTOMOBILE LIABILITY INSURANCE**

**The successful bidder will, during the performance of the contract, keep in force at least the following minimum limits of commercial automobile liability insurance and coverage will be written on a Commercial Automobile liability form:**

**Each Accident Combined Single Limit: \$1,000,000**

##### **UMBRELLA/EXCESS LIABILITY INSURANCE**

**The successful bidder will, during the performance of the contract and for three (3) years following acceptance of the product, keep in force at least the following minimum limits of umbrella liability insurance:**

**Aggregate: \$3,000,000**

**Each Occurrence: \$3,000,000**

**The umbrella policy will be written on an occurrence basis and at a minimum provide excess to the bidder's General Liability and Automobile Liability policies.**

**The required limits can be provided by one (1) or more policies provided all other insurance requirements are met.**

**Coverage will be provided by a carrier(s) rated A- or better by A.M. Best.**

**All policies will provide a 30-day notice of cancellation to the named insured. The Certificate of Insurance will provide the following cancellation clause: Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.**

**Bidder agrees to furnish owner with a current Certificate of Insurance with the coverages listed above along with the bid. The certificate will show the purchaser as certificate holder.**

#### **INSURANCE PROVIDED BY MANUFACTURER**

##### **PRODUCT LIABILITY INSURANCE**

**The manufacturer will, during the performance of the contract and for three (3) years following acceptance of the product, keep in force at least the following minimum limits of Product Liability insurance:**

**Each Occurrence \$1,000,000**

**Products/Completed Operations Aggregate \$1,000,000**

**Coverage will be written on a Commercial General Liability form. The policy will be written on an occurrence form. The manufacturer's policy will include the owner as additional insured when required by written contract between the Owner and a Pierce authorized dealer.**

##### **UMBRELLA/EXCESS LIABILITY INSURANCE**

**The manufacturer will, during the performance of the contract and for three (3) years following acceptance of the product, keep in force at least the following minimum**



**limits of umbrella liability insurance:**

**Each Occurrence: \$25,000,000**

**Aggregate: \$25,000,000**

The umbrella policy will be written on an occurrence basis and provide excess to the manufacturer's General Liability/Products policies.

The required limits can be provided by one (1) or more policies provided all other insurance requirements are met.

Coverage will be provided by a carrier(s) rated A- or better by A.M. Best.

All policies will provide a 30-day notice of cancellation to the named insured. The Certificate of Insurance will provide the following cancellation clause: Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Manufacturer agrees to furnish owner with a current Certificate of Insurance with the coverages listed above along with the bid. The certificate will show the purchaser as the certificate holder.

|         |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0661794 | Single Source Compliance                                        | <p><b>SINGLE SOURCE MANUFACTURER</b></p> <p>Pierce Manufacturing, Inc. provides an integrated approach to the design and manufacture of our products that delivers superior apparatus and a dedicated support team. From our facilities, the chassis, cab weldment, cab, pumphouse (including the sheet metal enclosure, valve controls, piping and operators panel) and body will be entirely designed, tested, and hand assembled to the customer's exact specifications. The electrical system either hardwired or multiplexed, will be both designed and integrated by Pierce Manufacturing. The warranties relative to these major components (excluding component warranties such as engine, transmission, axles, pump, etc.) will be provided by Pierce as a single source manufacturer. Pierce's single source solution adds value by providing a fully engineered product that offers durability, reliability, maintainability, performance, and a high level of quality.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0584456 | Manufacture Location, Appleton, Wisconsin                       | Your apparatus will be manufactured in Appleton, Wisconsin.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0584452 | RFP Location: Appleton, Wisconsin                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0588609 | Vehicle Destination, US                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0610784 | Comply NFPA 1901 Changes Effective Jan 1, 2016, With Exceptions | <p><b>NFPA 2016 STANDARDS</b></p> <p>This unit will comply with the NFPA standards effective January 1, 2016, except for fire department directed exceptions. These exceptions will be set forth in the Statement of Exceptions.</p> <p>Certification of slip resistance of all stepping, standing and walking surfaces will be supplied with delivery of the apparatus.</p> <p>All horizontal surfaces designated as a standing or walking surface that are greater than 48.00" above the ground must be defined by a 1.00" wide line along its outside perimeter. Perimeter markings and designated access paths to destination points will be identified on the customer approval print and are shown as approximate. Actual location(s) will be determined based on materials used and actual conditions at final build. Access paths may pass through hose storage areas and opening or removal of covers or restraints may be required. Access paths may require the operation of devices and equipment such as the aerial device or ladder rack.</p> <p>A plate that is highly visible to the driver while seated will be provided. This plate will show the overall height, length, and gross vehicle weight rating.</p> <p>The manufacturer will have programs in place for training, proficiency testing and performance for any staff involved with certifications.</p> <p>An official of the company will designate, in writing, who is qualified to witness and certify test results.</p> |
| 0533347 | Pumper/Pumper with Aerial Device Fire Apparatus                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0588611 | Vehicle Certification, Pumper                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0661778 | Agency, Apparatus Certification, Pumper/Tanker, U.L.            | <p><b>NFPA COMPLIANCY</b></p> <p>Apparatus proposed by the bidder will meet the applicable requirements of the National Fire Protection Association (NFPA) as stated in current edition at time of contract execution. Fire department's specifications that differ from NFPA specifications will be indicated in the proposal as "non-NFPA".</p> <p><b>PUMP TEST</b></p> <p>Underwriters Laboratory (UL) will test, approved, and certify the pump. The test results and the pump manufacturer's certification of hydrostatic test; the engine manufacturer's certified brake horsepower curve; and the pump manufacturer's record of pump construction details will be forwarded to the Fire Department.</p> <p><b>GENERATOR TEST</b></p> <p>If the unit has a generator, Underwriters Laboratory (UL) will test, approved, and certify the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

generator. The test results will be provided to the Fire Department at the time of delivery.

**BREATHING AIR TEST**

If the unit has breathing air, Pierce Manufacturing will draw an air sample from the air system and have the sample certified that the air quality meets the requirements of NFPA 1989, *Standard on Breathing Air Quality for Fire and Emergency Services Respiratory Protection*.

0891947 Certification, Vehicle Inspection Program, NFPA 1901

**VEHICLE INSPECTION PROGRAM CERTIFICATION**

To assure the vehicle is built to current NFPA 1901 standards, the apparatus, in its entirety, will be third-party, independent, audit-certified through Underwriters Laboratory (UL) that it is built and complies to all applicable standards in the current edition. The certification includes: all design, production, operational, and performance testing of not only the apparatus, but those components that are installed on the apparatus.

A placard will be affixed in the driver's side area stating the third party agency, the date, the standard and the certificate number of the whole vehicle audit.

0620358 Consortium, Buy Board

0537375 Unit of Measure, US Gallons

0030006 Bid Bond Not Requested

**BID BOND NOT REQUESTED**

A bid bond will not be included. If requested, the following will apply:

All bidders will provide a bid bond as security for the bid in the form of a 5% bid bond to accompany their bid. This bid bond will be issued by a Surety Company who is listed on the U.S. Treasury Departments list of acceptable sureties as published in Department Circular 570. The bid bond will be issued by an authorized representative of the Surety Company and will be accompanied by a certified power of attorney dated on or before the date of bid. The bid bond will include language, which assures that the bidder/principal will give a bond or bonds as may be specified in the bidding or contract documents, with good and sufficient surety for the faithful performance of the contract, including the Basic One (1) Year Limited Warranty, and for the prompt payment of labor and material furnished in the prosecution of the contract.

Notwithstanding any document or assertion to the contrary, any surety bond related to the sale of a vehicle will apply only to the Basic One (1) Year Limited Warranty for such vehicle. Any surety bond related to the sale of a vehicle will not apply to any other warranties that are included within this bid (OEM or otherwise) or to the warranties (if any) of any third party of any part, component, attachment or accessory that is incorporated into or attached to the vehicle. In the event of any contradiction or inconsistency between this provision and any other document or assertion, this provision will prevail.

0582697 Performance Bond, 100% with Warranty Bond, 1 Yr, and Payment Bond

**PERFORMANCE BOND, 1 YEAR**

The successful bidder will furnish a Performance and Payment bond (Bond) equal to 100 percent of the total contract amount within 30 days of the notice of award. Such Bond will be in a form acceptable to the Owner and issued by a surety company included within the Department of Treasury's Listing of Approved Sureties (Department Circular 570) with a minimum A.M. Best Financial Strength Rating of A and Size Category of XV. In the event of a bond issued by a surety of a lesser Size Category, a minimum Financial Strength rating of A+ is required.

Bidder and Bidder's surety agree that the Bond issued hereunder, whether expressly stated or not, also includes the surety's guarantee of the vehicle manufacturer's Basic One (1) Year Limited Warranty period included within this proposal. Owner agrees that the penal amount of this bond will be simultaneously amended to 100% percent of the total contract amount upon satisfactory acceptance and delivery of the vehicle(s) included herein. Notwithstanding anything contained within this contract to the contrary, the surety's liability for any warranties of any type will not exceed one (1) year from the date of such satisfactory acceptance and delivery, or the actual Basic One (1) Year Limited Warranty period, whichever is shorter.

0000007 Approval Drawing

**APPROVAL DRAWING**

A drawing of the proposed apparatus will be prepared and provided to the purchaser for approval before construction begins. The Pierce sales representative will also be provided with a copy of the same drawing. The finalized and approved drawing will become part of the contract documents. This drawing will indicate the chassis make and model, location of the lights, siren, horns, compartments, major components, etc.

A "revised" approval drawing of the apparatus will be prepared and submitted by Pierce to the purchaser showing any changes made to the approval drawing.

0002928 Electrical Diagrams

**ELECTRICAL WIRING DIAGRAMS**

Two (2) electrical wiring diagrams, prepared for the model of chassis and body, will be provided.

0649754 Enforcer Chassis

**ENFORCER CHASSIS**

The Pierce Enforcer™ is the custom chassis developed exclusively for the fire service. Chassis provided will be a new, tilt-type custom fire apparatus. The chassis will be manufactured in the apparatus body builder's facility eliminating any split responsibility. The chassis will be designed and manufactured for heavy-duty service, with adequate strength, capacity for the intended load to be sustained, and the type of service required. The chassis will be the manufacturer's first line

tilt cab.

|         |                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0000110 | Wheelbase                                                               | <b>WHEELBASE</b><br>The wheelbase of the vehicle will be 204".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0000070 | GVW Rating                                                              | <b>GVW RATING</b><br>The gross vehicle weight rating will be 43,500 lbs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0729280 | Frame Rails, 13.38 x 3.50 x .375, Enforcer                              | <b>FRAME</b><br>The chassis frame will be built with two (2) steel channels bolted to five (5) cross members or more, depending on other options of the apparatus. The side rails will have a 13.38" tall web over the front and mid sections of the chassis, with a continuous smooth taper to 10.75" over the rear axle. Each rail will have a section modulus of 25.992 cubic inches and a resisting bending moment (rbm) of 3,119,040 in-lb over the critical regions of the frame assembly, with a section modulus of 18.96 cubic inches with an rbm of 2,275,200 in-lb over the rear axle. The frame rails will be constructed of 120,000 psi yield strength heat-treated 0.38" thick steel with 3.50" wide flanges.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0889469 | Frame Liner, "C/Inv L" 12.50" x 3.00" x .25", AXT/Vel/Imp/Enf, 56" QVal | <b>FRAME REINFORCEMENT</b><br>In addition, a mainframe internal liner will be provided. The liner will be an internal "C" design that steps to an internal "L" design over the rear axle. It will be heat-treated steel measuring 12.50" x 3.00" x 0.25" through the front portion of the liner, stepping to 9.38" x 3.00" x 0.25" through the rear portion of the liner. Each liner will have a section modulus of 13.58 cubic inches, yield strength of 110,000 psi, and rbm of 1,494,042 in-lb. Total rbm at wheelbase center will be 4,391,869 in-lb.<br>The frame liner will be mounted inside of the chassis frame rail and extend the full length of the frame.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 0630705 | Axle, Front, Oshkosh TAK-4, Non Drive, 19,500 lb, Enforcer              | <b>FRONT NON DRIVE AXLE</b><br>The Oshkosh TAK-4® front axle will be of the independent suspension design with a ground rating of 19,500 lb.<br>Upper and lower control arms will be used on each side of the axle. Upper control arm castings will be made of 100,000-psi yield strength 8630 steel and the lower control arm casting will be made of 55,000-psi yield ductile iron.<br>The center cross members and side plates will be constructed out of 80,000-psi yield strength steel.<br>Each control arm will be mounted to the center section using elastomer bushings. These rubber bushings will rotate on low friction plain bearings and be lubricated for life. Each bushing will also have a flange end to absorb longitudinal impact loads, reducing noise and vibrations.<br>There will be nine (9) grease fittings supplied, one (1) on each control arm pivot and one (1) on the steering gear extension.<br>The upper control arm will be shorter than the lower arm so that wheel end geometry provides positive camber when deflected below rated load and negative camber above rated load.<br>Camber at load will be zero degrees for optimum tire life.<br>The ball joint bearing will be of low friction design and be maintenance free.<br>Toe links that are adjustable for alignment of the wheel to the center of the chassis will be provided.<br>The wheel ends must have little to no bump steer when the chassis encounters a hole or obstacle.<br>The steering linkage will provide proper steering angles for the inside and outside wheel, based on the vehicle wheelbase.<br>The axle will have a turning angle of up to 45 degrees. |
| 0030264 | Suspension, Front TAK-4, 19,500 lb, Qtm/AXT/Imp/Vel/Dash CF/Enf         | <b>FRONT SUSPENSION</b><br>Front Oshkosh TAK-4™ independent suspension will be provided with a minimum ground rating of 19,500 lb.<br>The independent suspension system will be designed to provide maximum ride comfort. The design will allow the vehicle to travel at highway speeds over improved road surfaces and at moderate speeds over rough terrain with minimal transfer of road shock and vibration to the vehicle's crew compartment.<br>Each wheel will have torsion bar type spring. In addition, each front wheel end will also have energy absorbing jounce bumpers to prevent bottoming of the suspension.<br>The suspension design will be such that there is at least 10.00" of total wheel travel and a minimum of 3.75" before suspension bottoms.<br>The torsion bar anchor lock system allows for simple lean adjustments, without the use of shims. One can adjust for a lean within 15 minutes per side. Anchor adjustment design is such that it allows for ride height adjustment on each side.<br>The independent suspension was put through a durability test that simulated 140,000 miles of inner city driving.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 0087572 | Shock Absorbers, KONI, TAK-4, Qtm/AXT/Imp/Vel/DCF/Enf                   | <b>FRONT SHOCK ABSORBERS</b><br>KONI heavy-duty telescoping shock absorbers will be provided on the front suspension.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



|         |                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0070322 | Grease Seals, Clear View Covers, Front Axle                                     | <b>GREASE SEALS</b><br>Grease seals will be provided on the front axle. The hub covers will include a clear viewing window.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0771369 | Tires, Front, Michelin, X WORKS Z, 315/80R22.50, LRL, Fire Service Speed Rating | <b>FRONT TIRES</b><br>Front tires will be Michelin 315/80R22.50 radials, load range L, X® WORKS™ Z, rated for 18,180 lb maximum axle load and 75 mph maximum speed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0894433 | Wheels, Front, 22.50" x 9.00", Steel, Hub Pilot, 315/80R Tire                   | The tires will be mounted on 22.50" x 9.00" steel disc type wheels with a ten (10) stud, 11.25" bolt circle.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0641555 | Axle, Rear, Dana S23-190, 24,000 lb, Saber/Enforcer                             | <b>REAR AXLE</b><br>The rear axle will be a Dana Model S23-190, single axle assembly with a capacity of 24,000 lb.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0544253 | Top Speed of Vehicle, 68 MPH                                                    | <b>TOP SPEED OF VEHICLE</b><br>A rear axle ratio will be furnished to allow the vehicle to reach a top speed of 68 mph.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0565379 | Suspen, Rear, Single Slipper Spring, 24,000 lb, Saber/Enforcer                  | <b>REAR SUSPENSION</b><br>The rear suspension will be Standens, semi-elliptical, 3.00" wide x 53.00" long, 12-leaf pack with a ground rating of 24,000 lb. The spring hangers will be castings.<br>The two (2) top leaves will wrap the forward spring hanger pin, and the rear of the spring will be a slipper style end that will ride in a rear slipper hanger. To reduce bending stress due to acceleration and braking, the front eye will be a berlin eye that will place the front spring pin in the horizontal plane within the main leaf.<br>A steel encased rubber bushing will be used in the spring eye. The steel encased rubber bushing will be maintenance free and require no lubrication. |
| 0000485 | Oil Seals, Rear Axle                                                            | <b>REAR OIL SEALS</b><br>Oil seals will be provided on the rear axle(s).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0070728 | Tires, Rear, Michelin, XDN2, 12R22.50, 16 ply, Single                           | <b>REAR TIRES</b><br>Rear tires will be four (4) Michelin 12R22.50 radials, 16 ply all season XDN2 tread, rated for 27,120 lb maximum axle load and 75 mph maximum speed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0654797 | Wheels, Rear, Accuride, 22.50" x 9.00", Steel, Hub Pilot, Single                | The tires will be mounted on Accuride® 22.50" x 9.00" steel disc type wheels with a ten (10) stud, 11.25" bolt circle.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 0568081 | Tire Balancing, Counteract Beads                                                | <b>TIRE BALANCE</b><br>All tires will be balanced with Counteract balancing beads. The beads will be inserted into the tire and eliminate the need for wheel weights.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 0620570 | Tire Pressure Monitoring, RealWheels, AirSecure, Valve Cap, Single Axle         | <b>TIRE PRESSURE MANAGEMENT</b><br>There will be a RealWheels LED AirSecure™ tire alert pressure management system provided, that will monitor each tire's pressure. A sensor will be provided on the valve stem of each tire for a total of six (6) tires.<br>The sensor will calibrate to the tire pressure when installed on the valve stem for pressures between 10 and 200 psi. The sensor will activate an integral battery operated LED when the pressure of that tire drops 5 to 8 psi.<br>Removing the cap from the sensor will indicate the functionality of the sensor and battery. If the sensor and battery are in working condition, the LED will immediately start to flash.                |
| 0002045 | Mud Flap, Front and Rear, Pierce Logo                                           | <b>MUD FLAPS</b><br>Mud flaps with a Pierce logo will be installed behind the front and rear wheels.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0760675 | Chains, Onspot, Automatic Tire, Custom                                          | <b>AUTOMATIC TIRE CHAINS</b><br>One (1) pair of ONSPOT automatic tire chains will be provided at the rear. System will be electric over air operated with switch on cab instrument panel. System may be engaged at speeds up to 25 mph and operated at speeds up to 35 mph.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0544802 | Chocks, Wheel, SAC-44-E, Folding                                                | <b>WHEEL CHOCKS</b><br>There will be one (1) pair of folding Ziamatic, Model SAC-44-E, aluminum alloy, Quick-Choc wheel blocks, with easy-grip handle provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|         |                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0544806 | Mounting Brackets, Chocks, SAC-44-E, Folding, Horizontal               | <b>Wheel Chock Brackets</b><br>There will be one (1) pair of Zico, Model SQCH-44-H, horizontal mounting wheel chock brackets provided for the Ziamatic, Model SAC-44-E, folding wheel chocks. The brackets will be made of aluminum and consist of a quick release spring loaded rod to hold the wheel chocks in place. The brackets will be mounted one (1) forward and one (1) rearward of the left side rear tire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0010670 | ABS Wabco Brake System, Single rear axle                               | <b>ANTI-LOCK BRAKE SYSTEM</b><br>The vehicle will be equipped with a Meritor WABCO 4S4M, anti-lock braking system. The ABS will provide a 4-channel anti-lock braking control on both the front and rear wheels. A digitally controlled system that utilizes microprocessor technology will control the anti-lock braking system. Each wheel will be monitored by the system. When any particular wheel begins to lockup, a signal will be sent to the control unit. This control unit then will reduce the braking of that wheel for a fraction of a second and then reapply the brake. This anti-lock brake system will eliminate the lockup of any wheel thus helping to prevent the apparatus from skidding out of control.                                                                                                                                                                                                                                                                                                                               |
| 0030185 | Brakes, Knorr/Bendix 17", Disc, Front, TAK-4                           | <b>BRAKES</b><br>The service brake system will be full air type.<br>The front brakes will be Knorr/Bendix disc type with a 17.00" ventilated rotor for improved stopping distance.<br>The brake system will be certified, third party inspected, for improved stopping distance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0581433 | Brakes, Bendix, Cam, Rear, 16.50 x 7.00"                               | The rear brakes will be Bendix®, Model ES1657D, 16.50" x 7.00" cam operated with automatic slack adjusters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0735527 | Air Compressor, Brake, Wabco 26.8 CI, Paccar                           | <b>AIR COMPRESSOR, BRAKE SYSTEM</b><br>The air compressor will be a Wabco single piston compressor with a 26.8 CI displacement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0644232 | Brake Reservoirs, 4,272 Cubic Inch Minimum Capacity, Saber FR/Enforcer | <b>BRAKE SYSTEM</b><br>The brake system will include:<br>Brake treadle valve<br>Heated automatic moisture ejector on air dryer<br>Total air system minimum capacity of 4,272 cubic inches<br>Two (2) air pressure gauges with a red warning light and an audible alarm, that activates when air pressure falls below 60 psi<br>Spring set parking brake system<br>Parking brake operated by a push-pull style control valve<br>A parking "brake on" indicator light on instrument panel<br>Park brake relay/inversion and anti-compounding valve, in conjunction with a double check valve system, with an automatic spring brake application at 40 psi<br>A pressure protection valve to prevent all air operated accessories from drawing air from the air system when the system pressure drops below 80 psi (550 kPa)<br>1/4 turn drain valves on each air tank<br>The air tank will be primed and painted to meet a minimum 750 hour salt spray test.<br>To reduce the effects of corrosion, the air tank will be mounted with stainless steel brackets. |
| 0568012 | Air Dryer, Wabco System Saver 1200, Heater, 2010                       | <b>BRAKE SYSTEM AIR DRYER</b><br>The air dryer will be WABCO System Saver 1200 with spin-on coalescing filter cartridge and 100 watt heater.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0000790 | Brake Lines, Nylon                                                     | <b>BRAKE LINES</b><br>Color-coded nylon brake lines will be provided. The lines will be wrapped in a heat protective loom in the chassis areas that are subject to excessive heat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0000854 | Air Inlet, w/Disconnect Coupling                                       | <b>AIR INLET</b><br>One (1) air inlet with 3D series male coupling will be provided. It will allow station air to be supplied to the apparatus brake system through a shoreline hose. The inlet will be located forward in the driver side lower step well of cab. A check valve will be provided to prevent reverse flow of air. The inlet will discharge into the "wet" tank of the brake system. A mating female fitting will also be provided with the loose equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0000860 | Outlet, Air, with shut off valve                                       | <b>AIR OUTLET</b><br>One (1) air outlet will be installed with a female coupling and shut off valve, located on the passenger side pump panel. This system will tie into the "wet" tank of the brake system and include an 85-psi pressure protection valve in the outlet line to prevent the brake system from losing all air.<br>Female coupling and male fitting will be .25" thread.<br>A mating male fitting will be provided with the loose equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|         |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0662563 | Drain, Remote Air Tank, 1/4 Turn, All Tanks                       | <b>REMOTE AIR TANK DRAIN</b><br>There will be a remote mounted 1/4 turn drain valve installed on each air supply reservoir. The drain valve will be actuated from the underside of the driver side body corner. .375" air line will be provided between each drain valve and the reservoirs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 0805934 | Engine, Paccar MX13, 510HP, 1850 lb-ftW/OBD, EPA 2024, Enforcer   | <b>ENGINE</b><br>The chassis will be powered by an electronically controlled engine as described below:<br>Make:<br>Paccar<br>Model:<br>MX13<br>Power:<br>510 hp at 1600rpm<br>Torque:<br>1850 lb-ft at 1000rpm<br>Governed Speed:<br>1900 rpm<br>Emissions Certification:<br>EPA 2024<br>Fuel:<br>Diesel<br>Cylinders:<br>Six (6)<br>Displacement:<br>12.9L<br>Starter:<br>DP60<br>Fuel Filters:<br>Dual cartridge style with check valve, water separator, and water in fuel sensor<br>The engine will include On-board diagnostics (OBD), which provides self diagnostic and reporting. The system will give the owner or repair technician access to state of health information for various vehicle sub systems. The system will monitor vehicle systems, engine and after treatment. The system will illuminate a malfunction indicator light on the dash console if a problem is detected. |
| 0001244 | High Idle w/Electronic Engine, Custom                             | <b>HIGH IDLE</b><br>A high idle switch will be provided, inside the cab, on the instrument panel, that will automatically maintain a preset engine rpm. A switch will be installed, at the cab instrument panel, for activation/deactivation.<br>The high idle will be operational only when the parking brake is on and the truck transmission is in neutral. A green indicator light will be provided, adjacent to the switch. The light will illuminate when the above conditions are met. The light will be labeled "OK to Engage High Idle."                                                                                                                                                                                                                                                                                                                                                 |
| 0735687 | Engine Brake, Fully Integrated, Paccar MX13 Engine                | <b>ENGINE BRAKE</b><br>The compression release brake option is a fully integrated MX engine braking system. It utilizes the turbocharger and backpressure valve, but adds in a hydraulically operated compression brake to increase overall retarding power.<br>To maximize the effectiveness of the compression brake the MX engine brake system works in conjunction with the turbocharger and back pressure valve.<br>The driver will be able to turn the engine brake system on/off and have a high, medium and low setting                                                                                                                                                                                                                                                                                                                                                                   |
| 0644227 | Clutch, Fan, Air Actuated, Saber FR/Enforcer                      | <b>CLUTCH FAN</b><br>A fan clutch will be provided. The fan clutch will be automatic when the pump transmission is in "Road" position, and constantly engaged when in "Pump" position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0644573 | Air Intake, Water & Ember Screen, Saber FR/Enforcer               | <b>ENGINE AIR INTAKE</b><br>The engine air intake will be located above the engine cooling package. It will draw fresh air from the front of the apparatus through the radiator grille.<br>The ember separator is designed to prevent road dirt and recirculating hot air from entering the engine.<br>The ember separator will be easily accessible by tilting the cab.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 0794743 | Exhaust System, 5", X12/X15, MX13, Engine, Horizontal, Right Side | <b>EXHAUST SYSTEM</b><br>The exhaust system will include a Single Module™ aftertreatment device to meet current EPA standards. The exhaust system will be stainless steel from the turbo to the inlet of the aftertreatment device, and will be 5.00" in diameter. An insulation wrap will be provided on all exhaust pipes between the turbo and aftertreatment device to minimize the heat loss to the aftertreatment device. The exhaust will terminate horizontally ahead of the right side rear wheels. A tailpipe diffuser will be provided to reduce the temperature of the exhaust as it exits. Heat deflector shields will be provided to isolate chassis and body components from the heat of the tailpipe diffuser.                                                                                                                                                                    |



|         |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0788765 | Radiator, Saber FR/Enforcer                                        | <p><b>RADIATOR</b></p> <p>The radiator and the complete cooling system will meet or exceed NFPA and engine manufacturer cooling system standards.</p> <p>For maximum corrosion resistance and cooling performance, the entire radiator core will be constructed using long life aluminum alloy. The radiator core will consist of aluminum fins, having a serpentine design, brazed to aluminum tubes.</p> <p>The radiator core will have a minimum front area of 1060 square inches.</p> <p>Supply tank will be made of heavy duty glass-reinforced nylon and the return tank will be made of aluminum. Both tanks will be crimped onto the core assembly using header tabs and a compression gasket to complete the radiator core assembly. There will be a full steel frame around the inserts to enhance cooling system durability and reliability.</p> <p>The radiator will be compatible with commercial antifreeze solutions.</p> <p>The radiator assembly will be isolated from the chassis frame rails with rubber isolators to prevent the development of leaks caused by twisting or straining when the apparatus operates over uneven terrain.</p> <p>The radiator will include a de-aeration/expansion tank. For visual coolant level inspection, the radiator will have a built-in sight glass. The radiator will be equipped with a 15 psi pressure relief cap.</p> <p>A drain port will be located at the lowest point of the cooling system and/or the bottom of the radiator to permit complete flushing of the coolant from the system.</p> <p>Shields or baffles will be provided to prevent recirculation of hot air to the inlet side of the radiator.</p> |
| 0001090 | Cooling Hoses, Rubber                                              | <p><b>COOLANT LINES</b></p> <p>Gates, or Goodyear, rubber hose will be used for all engine coolant lines installed by Pierce Manufacturing.</p> <p>Hose clamps will be stainless steel constant torque type to prevent coolant leakage. They will expand and contract according to coolant system temperature thereby keeping a constant clamping pressure on the hose.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 0001125 | Fuel Tank, 65 Gallon, Left Side Fill                               | <p><b>FUEL TANK</b></p> <p>A 65 gallon fuel tank will be provided and mounted at the rear of the chassis. The tank will be constructed of 12-gauge, hot rolled steel. It will be equipped with swash partitions and a vent. To eliminate the effects of corrosion, the fuel tank will be mounted with stainless steel straps.</p> <p>A 0.75" drain plug will be located in a low point of the tank for drainage.</p> <p>A fill inlet will be located on the left hand side of the body and is covered with a hinged, spring loaded, stainless steel door that is marked "Ultra Low Sulfur - Diesel Fuel Only."</p> <p>A 0.50" diameter vent will be installed from tank top to just below fuel fill inlet.</p> <p>The fuel tank will meet all FHWA 393.67 requirements including a fill capacity of 95 percent of tank volume.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0001129 | Lines, Fuel                                                        | All fuel lines will be provided as recommended by the engine manufacturer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0734655 | DEF Tank, 7.3 Gallon, LS Fill, Under Cab, Paccar, Fill Dr, ENF     | <p><b>DIESEL EXHAUST FLUID TANK</b></p> <p>A 7.3 gallon diesel exhaust fluid (DEF) tank will be provided and mounted under the cab on the driver's side.</p> <p>A fill inlet will be provided on the driver's side of the cab. The door will be vertically hinged and secured by a flush lift and turn latch and be polished stainless steel.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0552793 | Not Required, Fuel Priming Pump                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0552712 | Not Required, Shutoff Valve, Fuel Line                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0699437 | Cooler, Chassis Fuel, Not Req'd.                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0690880 | No Selection Required From This Category                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0887546 | Trans, Allison 6th Gen, 4000 EVS P, w/Prognostics, Imp/Vel/SFR/Enf | <p><b>TRANSMISSION</b></p> <p>An Allison 6th generation, Model EVS 4000P, electronic, torque converting, automatic transmission will be provided.</p> <p>The transmission will be equipped with prognostics to monitor oil life, filter life, and transmission health. A wrench icon on the shift selector's digital display will indicate when service is due.</p> <p>Two (2) PTO openings will be located on left side and top of converter housing (positions 8 o'clock and 1 o'clock).</p> <p>A transmission temperature gauge with an amber light and buzzer will be installed on the cab instrument panel.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|         |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0625331 | Transmission, Shifter, 6-Spd, Push Button, 4000 EVS                   | <p><b>TRANSMISSION SHIFTER</b></p> <p>A six (6)-speed push button shift module will be mounted to right of driver on console. Shift position indicator will be indirectly lit for after dark operation.</p> <p>The transmission ratio will be:</p> <p>1st<br/>3.51 to 1.00</p> <p>2nd<br/>1.91 to 1.00</p> <p>3rd<br/>1.43 to 1.00</p> <p>4th<br/>1.00 to 1.00</p> <p>5th<br/>0.75 to 1.00</p> <p>6th<br/>0.64 to 1.00</p> <p>R<br/>4.80 to 1.00</p>                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0684459 | Transmission Oil Cooler, Modine, External                             | <p><b>TRANSMISSION COOLER</b></p> <p>A Modine plate and fin transmission oil cooler will be provided using engine coolant to control the transmission oil temperature.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0001375 | Driveline, Spicer 1810                                                | <p><b>DRIVELINE</b></p> <p>Drivelines will be a heavy-duty metal tube and be equipped with Spicer® 1810 universal joints. The shafts will be dynamically balanced before installation.</p> <p>A splined slip joint will be provided in each driveshaft where the driveline design requires it. The slip joint will be coated with Glidecoat® or equivalent.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 0734211 | Steering, Sheppard M110 w/Tilt, TAK-4, Paccar Pump, w/Cooler, Paccar  | <p><b>STEERING</b></p> <p>Dual Sheppard, Model M110, steering gears, with integral heavy-duty power steering, will be provided. For reduced system temperatures, the power steering will incorporate an air to oil cooler and Paccar hydraulic pump with integral pressure and flow control. All power steering lines will have wire braided lines with crimped fittings.</p> <p>A tilt and telescopic steering column will be provided to improve fit for a broader range of driver configurations.</p>                                                                                                                                                                                                                                                                                                                                                    |
| 0605356 | Steering Wheel, 4 Spoke without Controls, Saber FR/Enforcer           | <p><b>STEERING WHEEL</b></p> <p>The steering wheel will be 18.00" in diameter, have tilting and telescoping capabilities, and a 4-spoke design.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0690274 | Logo/Emblem, on Dash                                                  | <p><b>LOGO AND CUSTOMER DESIGNATION ON DASH</b></p> <p>The dash panel will have an emblem containing the Pierce logo and customer name. The emblem will have three (3) rows of text for the customer's department name. There will be a maximum of eight (8) characters in the first row, 11 characters in the second row and 11 characters in the third row.</p> <p>The first row of text will be: Leander</p> <p>The second row of text will be: Fire</p> <p>The third row of text will be: Department</p>                                                                                                                                                                                                                                                                                                                                                |
| 0606433 | Bumper, 19" Extended, Steel Painted, Paint Feature, Saber FR/Enforcer | <p><b>BUMPER</b></p> <p>A one (1) piece bumper manufactured from 0.25" formed steel with a 0.38" bend radius will be provided. The bumper will be a minimum of 10.00" high with a 1.50" top and bottom flange, and will extend 19.00" from the face of the cab. The bumper will be 95.28" wide with 45 degree corners and side plates. The bumper will be metal finished and painted #90 Red.</p> <p>To provide adequate support strength, the bumper will be mounted directly to the front of the C channel frame. The frame will be a bolted modular extension frame constructed of 50,000 psi tensile steel.</p> <p><b>Gravel Pan</b></p> <p>A gravel pan, constructed of bright aluminum treadplate, will be furnished between the bumper and the cab face. The pan will be properly supported from the underside to prevent flexing and vibration.</p> |
| 0640197 | Tray, Hose, Center, 19" Bumper, Outside Air Horns                     | <p><b>CENTER HOSE TRAY</b></p> <p>A hose tray, constructed of aluminum, will be placed in the center of the bumper extension. The tray will have a capacity of 125' of 1.75" double jacket cotton-polyester hose. Black rubber grating will be provided at the bottom of the tray. Drain holes are also provided.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0624826 | Hose Restraint, Bumper Tray, 2.00" Straps, Fasteners, Pair            | <p><b>Center Hose Tray Restraint</b></p> <p>There will be one (1) pair of hose tray restraint straps located over the center mounted tray. The restraints will be 2.00" wide black nylon straps with seat belt buckle fasteners provided. The straps will be used to secure the hose in the tray.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|         |    |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------|----|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0806888 | SP | Lift & Tow Package, Painted, Enforcer                                     | <p><b>LIFT AND TOW MOUNTS</b></p> <p>Mounted to the frame extension will be lift and tow mounts. The lift and tow mounts will be designed and positioned to adapt to certain tow truck lift systems.</p> <p>The lift and tow mounts with eyes will be painted tow hooks be painted bright orange.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 0002270 |    | Tow Hooks, Chrome                                                         | <p><b>TOW HOOKS</b></p> <p>Two (2) chromed steel tow hooks will be installed under the bumper and attached to the front frame members. The tow hooks will be designed and positioned to allow up to a 6,000 lb straight horizontal pull in line with the centerline of the vehicle. The tow hooks will not be used for lifting of the apparatus.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0012300 |    | Bracket, License Plate, Frt Bumper Non-Illuminated                        | <p><b>LICENSE PLATE BRACKET</b></p> <p>A non-illuminated license plate bracket will be mounted on the front bumper. The bracket will be formed from bright stainless steel.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0516238 |    | Partition, Adjustable, Aluminum in Hose Tray, Qty, Location               | <p><b>ADJUSTABLE HOSE TRAY PARTITION</b></p> <p>There will be one (1) adjustable aluminum partition(s) provided in the bumper hose tray located to be determined at pre-con.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0698960 |    | Coating, Top Flange, Front Bumper, Outside Exterior, UL-LX Coating, Black | <p><b>FRONT BUMPER UL-LX COATING</b></p> <p>Protective black UL-LX® coating will be provided on the outside exterior of the top front bumper flange. It will not be sprayed on the underside of the flange.</p> <p>The lining will be properly installed by an authorized UL-LX dealer.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 0625644 |    | Cab, Enforcer, 8410                                                       | <p><b>CAB</b></p> <p>The Enforcer cab will be designed specifically for the fire service and manufactured by the chassis builder.</p> <p>The cab will be built by the apparatus manufacturer in a facility located on the manufacturer's premises.</p> <p>For reasons of structural integrity and enhanced occupant protection, the cab will be a heavy duty design, constructed to the following minimal standards.</p> <p>The cab will have 12 main vertical structural members located in the A-pillar (front cab corner posts), B-pillar (side center posts), C-pillar (rear corner posts), and rear wall areas. The A-pillar will be constructed of solid A356-T5 aluminum castings. The B-pillar and C-pillar will be constructed from 0.13" wall extrusions. The rear wall will be constructed of two (2) 2.00" x 2.00" outer aluminum extrusions and two (2) 2.00" x 1.00" inner aluminum extrusions. All main vertical structural members will run from the floor to 4.625" x 3.864" x 0.090" thick roof extrusions to provide a cage-like structure with the A-pillar and roof extrusions being welded into a 0.25" thick corner casting at each of the front corners of the roof assembly.</p> <p>The front of the cab will be constructed of a 0.13" firewall plate, covered with a 0.090" front skin (for a total thickness of 0.22"), and reinforced with a full width x 0.50" thick cross-cab support located just below the windshield and fully welded to the engine tunnel. The cross-cab support will run the full width of the cab and weld to each A-pillar, the 0.13" firewall plate, and the front skin.</p> <p>The cab floors will be constructed of 0.125" thick aluminum plate and reinforced at the firewall with an additional 0.25" thick cross-floor support providing a total thickness of 0.375" of structural material at the front floor area. The front floor area will also be supported with two (2) triangular 0.30" wall extrusions that also provides the mounting point for the cab lift. This tubing will run from the floor wireway of the cab to the engine tunnel side plates, creating the structure to support the forces created when lifting the cab.</p> <p>The cab will be 96.00" wide (outside door skin to outside door skin) to maintain maximum maneuverability.</p> <p>The forward cab section will have an overall height (from the cab roof to the ground) of approximately 99.00". The crew cab section will have a 10.00" raised roof, with an overall cab height of approximately 109.00". The overall height listed will be calculated based on a truck configuration with the lowest suspension weight rating, the smallest diameter tires for the suspension, no water weight, no loose equipment weight, and no personnel weight. Larger tires, wheels, and suspension will increase the overall height listed.</p> <p>The floor to ceiling height inside the crew cab will be 64.50" in the center and outboard positions. The crew cab floor will measure 60.00" from the rear wall to the back side of the rear facing seat risers.</p> <p>The medium block engine tunnel, at the rearward highest point (knee level), will measure 76.00" to the rear wall. The big block engine tunnel will measure 66.00" to the rear wall.</p> <p>The crew cab will be a totally enclosed design with the interior area completely open to improve visibility and verbal communication between the occupants.</p> <p>The cab will be a full tilt cab style.</p> <p>A 3-point cab mount system with rubber isolators will improve ride quality by isolating chassis vibrations from the cab.</p> <p><b>CAB ROOF DRIP RAIL</b></p> <p>For enhanced protection from inclement weather, a drip rail will be furnished on the sides of the cab. The drip rail will be painted to match the cab roof, and bonded to the sides of the cab. The drip rail will extend the full length of the cab roof.</p> <p><b>INTERIOR CAB INSULATION</b></p> <p>The cab will include 1.00" insulation in the ceiling, 1.50" insulation in the side walls, and 2.00" insulation in the rear wall to maximize acoustic absorption and thermal insulation.</p> |



|         |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                           | <b>FENDER LINERS</b><br>Full circular inner fender liners in the wheel wells will be provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|         |                                                                           | <b>PANORAMIC WINDSHIELD</b><br>A one (1)-piece safety glass windshield will be provided with over 2,775 square inches of clear viewing area. The windshield will be full width and will provide the occupants with a panoramic view. The windshield will consist of three (3) layers: outer light, middle safety laminate, and inner light. The outer light layer will provide superior chip resistance. The middle safety laminate layer will prevent the windshield glass pieces from detaching in the event of breakage. The inner light will provide yet another chip resistant layer. The cab windshield will be bonded to the aluminum windshield frame using a urethane adhesive. A custom frit pattern will be applied on the outside perimeter of the windshield for a finished automotive appearance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|         |                                                                           | <b>WINDSHIELD WIPERS</b><br>Three (3) electric windshield wipers with washer will be provided that meet FMVSS and SAE requirements.<br>The washer reservoir will be able to be filled without raising the cab.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0747442 | Engine Tunnel, X12, MX13, Enforcer                                        | <b>ENGINE TUNNEL</b><br>Engine hood side walls will be constructed of 0.375" aluminum. The top will be constructed of 0.125" aluminum and will be tapered at the top to allow for more driver and passenger elbow room.<br>The engine hood will be insulated for protection from heat and sound. The noise insulation keeps the dBA level within the limits stated in the current NFPA 1901 standards.<br>The engine tunnel will be no higher than 17.00" off the crew cab floor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 0633594 | Rear Wall, Interior, Adjustable Seating                                   | <b>INTERIOR CREW CAB REAR WALL ADJUSTABLE SEATING (PATENT PENDING)</b><br>The interior rear wall of the crew cab will have mounting holes every 2.75" to allow for adjustability of the forward facing crew cab seating along the rear wall. Seats will be adjustable with use of simple hand tools allowing departments flexibility of their seating arrangement should their department needs change.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 0632103 | Rear Wall, Exterior, Cab, Saber FR/Enforcer                               | <b>CAB REAR WALL EXTERIOR COVERING</b><br>The exterior surface of the rear wall of the cab will be painted job color.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0644201 | Cab Lift, Elec/Hyd, Saber FR/Enforcer                                     | <b>CAB LIFT</b><br>A hydraulic cab lift system will be provided consisting of an electric powered hydraulic pump, dual lift cylinders, and necessary hoses and valves.<br>Lift controls will be located on the right side pump panel or front area of the body in a convenient location.<br>The cab will be capable of tilting 43 degrees to accommodate engine maintenance and removal. The cab will be locked down by a 2-point normally closed spring loaded hook type latch that fully engages after the cab has been lowered. The system will be hydraulically actuated to release the normally closed locks when the cab lift control is in the raised position and cab lift system is under pressure. When the cab is completely lowered and system pressure has been relieved, the spring loaded latch mechanisms will return to the normally closed and locked position.<br>The hydraulic cylinders will be equipped with a velocity fuse that protects the cab from accidentally descending when the control is located in the tilt position.<br>For increased safety, a redundant mechanical stay arm will be provided that must be manually put in place on the left side between the chassis and cab frame when the cab is in the raised position. This device will be manually stowed to its original position before the cab can be lowered. |
|         |                                                                           | <b>Cab Lift Interlock</b><br>The cab lift system will be interlocked to the parking brake. The cab tilt mechanism will be active only when the parking brake is set and the ignition switch is in the on position. If the parking brake is released, the cab tilt mechanism will be disabled.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0695930 | Grille, Bright Finished, Front of Cab, Enforcer                           | <b>GRILLE</b><br>A bright finished aluminum mesh grille screen, inserted behind a bright finished grille surround, will be provided on the front center of the cab.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0002224 | Scuffplates, S/S At Cab Door Jambs, 4-Door Cab                            | <b>DOOR JAMB SCUFFPLATES</b><br>All cab door jambs will be furnished with a polished stainless steel scuffplate, mounted on the striker side of the jamb.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0647932 | Not Required, Trim, S/S Band, Across Cab Face, AXT/Dash CF/Saber/Enforcer |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 0087357 | Molding, Chrome on Side of Cab                                            | <b>SIDE OF CAB MOLDING</b><br>Chrome molding will be provided on both sides of cab.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0521669 | Mirrors, Retractable, West Coast Style,                                   | <b>MIRRORS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|         |    |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------|----|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |    | Htd/Rmt, w/Htd/Rmt Convex                                                     | A Retractor, Model 613423, dual vision, motorized, west coast style mirror, with chrome finish, will be mounted on each side of the front cab door with spring loaded retractable arms. The flat glass and convex glass will be heated and adjustable with remote control within reach of the driver.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0072188 |    | Mirror, Down View, Passenger Side for Driver, 8" Round                        | <b>SIDE VIEW MIRROR</b><br>An 8.00" diameter convex mirror will be provided over the officer's side front corner of the cab. The mirror will provide the driver with a view of the passenger side of the vehicle. The mirror housing, tubing, clamps and hardware will be constructed of corrosion resistant stainless steel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 0894276 | SP | Mirror, Down View, Driver Side for Passenger, 8" Round                        | <b>SIDE VIEW MIRROR</b><br>An 8.00" diameter convex mirror will be provided over the driver's side front corner of the cab. The mirror will provide the driver with a view of the driver side front bumper. The mirror housing, tubing, clamps and hardware will be constructed of corrosion resistant stainless steel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0648172 |    | Door, Full Height, Saber FR/Enforcer 4-Door Cab, Raised Roof                  | <b>DOORS</b><br>To enhance entry and egress to the cab, the forward cab doors will be a minimum of 37.50" wide x 75.50" high. The crew cab doors will be located on the sides of the cab and will be constructed in the same manner as the forward cab doors. The crew cab door openings will be a minimum of 34.30" wide x 85.50" high.<br>The forward cab and crew cab doors will be constructed of extruded aluminum with a nominal material thickness of 0.093". The exterior door skins will be constructed from 0.090" aluminum. A customized, vertical, pull-down type door handle will be provided on the exterior of each cab door. The finish of the door handle will be chrome/black. The exterior handle will be designed specifically for the fire service to prevent accidental activation, and will provide 4.00" wide x 2.00" deep hand clearance for ease of use with heavy gloved hands.<br>Each door will also be provided with an interior flush, open style paddle handle that will be readily operable from fore and aft positions, and be designed to prevent accidental activation. The interior handles will provide 4.00" wide x 1.25" deep hand clearance for ease of use with heavy gloved hands.<br>The cab doors will be provided with both interior (rotary knob) and exterior (keyed) locks exceeding FMVSS standards. The keys will be Model 751. The locks will be capable of activating when the doors are open or closed. The doors will remain locked if locks are activated when the doors are opened, then closed.<br>A full length, heavy duty, stainless steel, piano-type hinge with a 0.38" pin and 11 gauge leaf will be provided on all cab doors. There will be double automotive-type rubber seals around the perimeter of the door framing and door edges to ensure a weather-tight fit.<br>A chrome grab handle will be provided on the inside of each cab door for ease of entry. A red webbed grab handle will be installed on the crew cab door stop strap. The grab handles will be securely mounted.<br>The cab steps at each cab door location will be located inside the cab doors to protect the steps from weather elements. |
| 0655543 |    | Door Panel, Brushed Stainless Steel, Saber/Enforcer 4-Door Cab                | <b>Door Panels</b><br>The inner cab door panels will be constructed out of brushed stainless steel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0630636 |    | Controls, Electric Roll-Up Windows, 4dr, 4 Driver Controls, Saber FR/Enforcer | <b>ELECTRIC OPERATED CAB DOOR WINDOWS</b><br>All four (4) cab doors will be equipped with electric operated windows with one (1) flush mounted automotive style switch on each door. The driver's door will have four (4) switches, one (1) to control each door window.<br>Each switch will allow intermittent or auto down operation for ease of use. Auto down operation will be actuated by holding the window down switch for approximately 1 second.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 0638310 |    | Steps, 4-Door Cab, Saber FR/Enforcer                                          | <b>CAB STEPS</b><br>The forward cab and crew cab access steps will be a full size two (2) step design to provide largest possible stepping surfaces for safe ingress and egress. The bottom steps will be designed with a grip pattern punched into bright aluminum treadplate material to provide support, slip resistance, and drainage. The bottom steps will be a bolt-in design to minimize repair costs should they need to be replaced. The forward cab steps will be a minimum 25.00" wide, and the crew cab steps will be 21.65" wide with a 10.00" minimum depth. The inside cab steps will not exceed 16.50" in height.<br>The vertical surfaces of the step well will be aluminum treadplate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0770200 |    | Handrail, Exterior, Hansen, Knurled, Alum, LED Backlit, 4-Door Cab            | <b>CAB EXTERIOR HANDRAILS</b><br>A Hansen knurled aluminum handrail will be provided adjacent to each cab and crew cab door opening to assist during cab ingress and egress. Each handrail will be provided with blue LED lights. The lights will be activated when the parking brake is applied. The LED lights may be load managed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0892638 |    | Lights, Cab & Crw Cab Acs Stps, P25, LED w/Bezel, 6lts                        | <b>STEP LIGHTS</b><br>There will be six (6) white LED step lights with chrome housing installed for cab and crew cab                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|         |                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                        | <p>access steps.</p> <p>One (1) light for the left access steps.</p> <p>Two (2) lights for the left side crew cab access steps.</p> <p>Two (2) lights for the right side crew cab access steps.</p> <p>One (1) light for the right side access step.</p> <p>In order to ensure exceptional illumination, each light will provide a minimum of 25 foot-candles (fc) covering an entire 15" x 15" square placed ten (10) inches below the light and a minimum of 1.5 fc covering an entire 30" x 30" square at the same ten (10) inch distance below the light.</p> <p>The lights will be activated when the battery switch is on and the adjacent door is opened.</p>                                                                                                                                                                                                                                                                                                    |
| 0583698 | Fenders, S/S on cab, Extra Wide, Saber/Enf                             | <p><b>FENDER CROWNS</b></p> <p>Stainless steel fender crowns will be installed at the cab wheel openings.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 0621815 | No Windows, Side of Crew Cab, 84" Enforcer                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0012090 | Not Required, Windows, Front/Side of raised roof                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0779033 | Not Required, Windows Rear of Crew Cab, Saber FR/Enforcer              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0655880 | Tubes, (4) Pike Pole, (2) Each Side, Storage, Transverse Compartment   | <p><b>PIKE POLE STORAGE</b></p> <p>There will be four (4) tubes provided for storage of pike poles. The tubes will be located in the transverse section of the crew cab compartment, below the seat box. The poles will be stored so that two (2) poles can be accessed out each side of the vehicle.</p> <p>The size and brand of the pike poles stored will be to be determined.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0894089 | Dash, Heavy Duty Metal, Enforcer                                       | <p><b>CAB DASH</b></p> <p>The driver side dash, switch panel located to the right of the driver, and center console will be constructed of aluminum and painted fire smoke gray.</p> <p>The officer side dash will be a flat top design with an upper beveled edge to provide easy maintenance and will be constructed out of aluminum and painted to match the cab interior.</p> <p>The instrument gauge cluster will be surrounded with a high impact ABS plastic contoured to the same shape of the instrument gauge cluster.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0607217 | Mounting Provisions, 3/16" Alum, Full Engine Tunnel, Saber FR/Enforcer | <p><b>MOUNTING PLATE ON ENGINE TUNNEL</b></p> <p>Equipment installation provisions will be installed on the engine tunnel.</p> <p>A 0.188" smooth aluminum plate will be bolted to the top surface of the engine tunnel. The plate will follow the contour of the engine tunnel and will run the entire length of the engine tunnel. The plate will be spaced off the engine tunnel 1.00" to allow for wire routing below the plate.</p> <p>The mounting surface will be painted to match the cab interior.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0750824 | Cab Interior, Vinyl Headliner, Saber FR/Enforcer, CARE                 | <p><b>CAB INTERIOR</b></p> <p>The cab interior will be constructed of primarily metal (painted aluminum) to withstand the severe duty cycles of the fire service.</p> <p>The engine tunnel will be painted aluminum to match the cab interior.</p> <p>For durability and ease of maintenance, the cab interior side walls will be painted aluminum. The rear wall will be painted aluminum.</p> <p>The headliner will be installed in both forward and rear cab sections. Headliner material will be vinyl. A sound barrier will be part of its composition. Material will be installed on an aluminum sheet and securely fastened to interior cab ceiling.</p> <p>The forward portion of the cab headliner will permit easy access for service of electrical wiring or other maintenance needs.</p> <p>All wiring will be placed in metal raceways.</p> <p><b>CAB INTERIOR UPHOLSTERY</b></p> <p>The cab interior upholstery will be 36 oz dark silver gray vinyl.</p> |
| 0753903 | Cab Interior, Paint Color, Saber FR/Enforcer                           | <p><b>CAB INTERIOR PAINT</b></p> <p>The cab interior metal surfaces, excluding the rear heater panels, will be painted fire smoke gray, vinyl texture paint.</p> <p>The rear heater panels will be painted black, vinyl textured paint.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 0728672 | Floor, Lonseal, Lonplate II, Cab & Crew Cab, Custom Chassis, CARE      | <p><b>CAB FLOOR</b></p> <p>The cab and crew cab floor areas will be covered with easy to clean, anti-microbial Lonseal®, Lonplate® II, Gun Black vinyl flooring. The durable top surface material will have an embossed treadplate pattern to provide slip resistance. All seams and edges will be sealed to be impermeable to moisture.</p> <p>Additionally, the material has a 0.25" thick closed cell foam (no water absorption) under layment which offers a sound dampening material for reducing sound levels.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                |



|         |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0722696 | HVAC, Enforcer, CARE                                           | <p><b>DEFROST/AIR CONDITIONING SYSTEM</b><br/> A ceiling mounted combination heater, defroster and air conditioning system will be installed in the cab above the engine tunnel area.</p> <p><b>Cab Defroster</b><br/> A 54,000 BTU heater-defroster unit with 690 SCFM of air flow will be provided inside the cab. The heater-defrost will be installed in the forward portion of the cab ceiling. Air outlets will be strategically located in the cab header extrusion per the following:<br/> One (1) adjustable will be directed towards the left side cab window<br/> One (1) adjustable will be directed towards the right side cab window<br/> Six (6) fixed outlets will be directed at the windshield<br/> The defroster will be capable of clearing 98 percent of the windshield and side glass when tested under conditions where the cab has been cold soaked at 0 degrees Fahrenheit for 10 hours, and a 2 ounce per square inch layer of frost/ice has been able to build up on the exterior windshield. The defroster system will meet or exceed SAE J382 requirements.</p> <p><b>Cab/Crew Auxiliary Heater</b><br/> There will be one (1) 31,000 BTU auxiliary heater with 560 SCFM of air flow provided in each outboard rear facing seat risers with a dual scroll blower. An aluminum plenum incorporated into the cab structure used to transfer heat to the forward positions.</p> <p><b>Air Conditioning</b><br/> A condenser will be a 59,644 BTU output that meets and exceeds the performance specification will be mounted on the radiator.<br/> The air conditioning system will be capable of cooling the average cab temperature from 100 degrees Fahrenheit to 75 degrees Fahrenheit at 50 percent relative humidity within 30 minutes. The cooling performance test will be run only after the cab has been heat soaked at 100 degrees Fahrenheit for a minimum of 4 hours.<br/> The evaporator unit will be installed in the rear portion of the cab ceiling over the engine tunnel. The evaporator will include one (1) high performance heating core, one (1) high performance cooling core with (1) plenum directed to the front and one (1) plenum directed to the rear of the cab. The rear plenum will be covered with a formed plastic cover.<br/> The evaporator unit will have a 52,000 BTU at 690 SCFM rating that meets and exceeds the performance specifications.<br/> Adjustable air outlets will be strategically located on the forward plenum cover per the following:<br/> Four (4) will be directed towards the seating position on the left side of the cab<br/> Four (4) will be directed towards the seating position on the right side of the cab<br/> Adjustable air outlets will be strategically located on the rear plenum cover per the following:<br/> Minimum of five (5) will be directed towards crew cab area<br/> A high efficiency particulate air (HEPA) filter will be included for the system. Access to the filter cover will be hinged with two (2) thumb latches.<br/> The air conditioner refrigerant will be R-134A and will be installed by a certified technician.</p> <p><b>Climate Control</b><br/> An automotive style controller will be provided to control the heat and air conditioning system within the cab. The controller will have three (3) functional knobs for fan speed, temperature, and air flow distribution (front to rear) control.<br/> The system will control the temperature of the cab and crew cab automatically by pushing the center of the fan speed control knob. Rotate the center temperature control knob to set the cab and crew cab temperature.<br/> The AC system will be manually activated by pushing the center of the temperature control knob. Pushing the center of the air flow distribution knob will engage the AC for max defrost, setting the fan speeds to 100 percent and directing all air flow to the overhead forward position.<br/> The system controller will be located within panel position #12.</p> <p><b>Gravity Drain Tubes</b><br/> Two (2) condensate drain tubes will be provided for the air conditioning evaporator. The drip pan will have two (2) drain tubes plumbed separately to allow for the condensate to exit the drip pan. No pumps will be provided.</p> |
| 0639675 | Sun Visor, Smoked Lexan, AXT, Imp/Vel, Saber FR/Enforcer       | <p><b>SUN VISORS</b><br/> Two (2) smoked Lexan™ sun visors will be provided. The sun visors will be located above the windshield with one (1) mounted on each side of the cab.<br/> There will be no retention bracket provided to help secure each sun visor in the stowed position.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 0634328 | Grab Handles, Driver and Officer Door Posts, Saber FR/Enforcer | <p><b>GRAB HANDLES</b><br/> A black rubber covered grab handle will be mounted on the door post of the driver and officer's side cab door to assist in entering the cab. The grab handles will be securely mounted to the post area between the door and windshield.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0002526 | Light, Engine Compt, All Custom Chassis                        | <p><b>ENGINE COMPARTMENT LIGHT</b><br/> An engine compartment light will be installed under the engine hood, of which the switch is an integral part. Light will have a .125" diameter hole in its lens to prevent moisture retention.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0631830 | Fluid Check Access, Saber FR/Enforcer, Arrow XT                | <p><b>ACCESS TO ENGINE DIPSTICKS</b><br/> For access to the engine oil and transmission fluid dipsticks, there will be a door on the engine tunnel, inside the crew cab. The door will be on the rear wall of the engine tunnel, on the vertical surface.<br/> The engine oil dipstick will allow for checking only. The transmission dipstick will allow for both checking and filling.<br/> The door will have a rubber seal for thermal and acoustic insulation. One (1) flush lift and turn latch will be provided on the access door.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|         |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0583042 | Side Roll and Frontal Impact Protection                                      | <p><b>CAB SAFETY SYSTEM</b></p> <p>The cab will be provided with a safety system designed to protect occupants in the event of a side roll or frontal impact, and will include the following:</p> <p>A supplemental restraint system (SRS) sensor will be installed on a structural cab member behind the instrument panel. The SRS sensor will perform real time diagnostics of all critical subsystems and will record sensory inputs immediately before and during a side roll or frontal impact event.</p> <p>A slave SRS sensor will be installed in the cab to provide capacity for eight (8) crew cab seating positions.</p> <p>A fault-indicating light will be provided on the vehicle's instrument panel allowing the driver to monitor the operational status of the SRS system.</p> <p>A driver side front air bag will be mounted in the steering wheel and will be designed to protect the head and upper torso of the occupant, when used in combination with the 3-point seat belt.</p> <p>A passenger side knee bolster air bag will be mounted in the modesty panel below the dash panel and will be designed to protect the legs of the occupant, when used in combination with the 3-point seat belt.</p> <p>Air curtains will be provided in the outboard bolster of outboard seat backs to provide a cushion between occupant and the cab wall.</p> <p>Suspension seats will be provided with devices to retract them to the lowest travel position during a side roll or frontal impact event.</p> <p>Seat belts will be provided with pre-tensioners to remove slack from the seat belt during a side roll or frontal impact event.</p> <p><b>Frontal Impact Protection</b></p> <p>The SRS system will provide protection during a frontal or oblique impact event. The system will activate when the vehicle decelerates at a predetermined G force known to cause injury to the occupants. The cab and chassis will have been subjected, via third party test facility, to a crash impact during frontal and oblique impact testing. Testing included all major chassis and cab components such as mounting straps for fuel and air tanks, suspension mounts, front suspension components, rear suspensions components, frame rail cross members, engine and transmission and their mounts, pump house and mounts, frame extensions and body mounts. The testing provided configuration specific information used to optimize the timing for firing the safety restraint system. The sensor will activate the pyrotechnic devices when the correct crash algorithm, wave form, is detected.</p> <p>The SRS system will deploy the following components in the event of a frontal or oblique impact event:</p> <ul style="list-style-type: none"> <li>Driver side front air bag</li> <li>Passenger side knee bolster air bag</li> <li>Air curtains mounted in the outboard bolster of outboard seat backs</li> <li>Suspension seats will be retracted to the lowest travel position</li> <li>Seat belts will be pre-tensioned to firmly hold the occupant in place</li> </ul> <p><b>Side Roll Protection</b></p> <p>The SRS system will provide protection during a fast or slow 90 degree roll to the side, in which the vehicle comes to rest on its side. The system will analyze the vehicle's angle and rate of roll to determine the optimal activation of the advanced occupant restraints.</p> <p>The SRS system will deploy the following components in the event of a side roll:</p> <ul style="list-style-type: none"> <li>Air curtains mounted in the outboard bolster of outboard seat backs</li> <li>Suspension seats will be retracted to the lowest travel position</li> <li>Seat belts will be pre-tensioned to firmly hold the occupant in place</li> </ul> |
| 0622618 | Seating Capacity, 5 Seats                                                    | <p><b>SEATING CAPACITY</b></p> <p>The seating capacity in the cab will be five (5).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0766159 | Seat, Driver, USSC, Valor, P1A, Air Ride, I-Back, Safety, Saber FR/Enforcer  | <p><b>DRIVER SEAT</b></p> <p>A USSC Valor air suspension I-back seat will be provided in the cab for the driver. For increased convenience, the seat will include a manual control to adjust the horizontal position (6.00" travel). To provide flexibility for multiple driver configurations, the seat will have a reclining back, adjustable from 15 degrees back to 15 degrees forward.</p> <p>The seat will include the following features incorporated into the side roll protection system:</p> <ul style="list-style-type: none"> <li>Side air curtain will be mounted integral to the outboard bolster of the seat back. The air curtain will be covered by a decorative panel when in the stowed position.</li> <li>A suspension seat safety system will be included. When activated in the event of a side roll, this system will pretension the seat belt and retract the seat to its lowest travel position.</li> </ul> <p>Shipped loose with the seat will be no additional contaminant mitigation vinyl covers.</p> <p>The seat will be furnished with a 3-point, shoulder type seat belt.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 0766079 | Seat, Officer, USSC, Valor, P1A, Air Ride, I-Back, Safety, Saber FR/Enforcer | <p><b>OFFICER SEAT</b></p> <p>A USSC, P1A, air suspension seat will be provided in the cab for the officer. For optimal comfort, the seat will be provided with 17.00" deep cushion. For increased convenience, the seat will include a manual control to adjust the height (3.00" travel) and horizontal position (4.25" travel). The seat back will be an I-Back style with an adjustable recline.</p> <p>The seat will include the following features incorporated into the side roll protection system:</p> <ul style="list-style-type: none"> <li>Side air curtain will be mounted integral to the outboard bolster of the seat back. The air curtain will be covered by a decorative panel when in the stowed position.</li> <li>A suspension seat safety system will be included. When activated in the event of a side roll, this system will pretension the seat belt, then retract the seat to its lowest travel position.</li> </ul> <p>Shipped loose with the seat will be no additional contaminant mitigation vinyl covers.</p> <p>The seat will be furnished with a 3-point, shoulder type seat belt.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|         |                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0002517 | Not Required, Radio Compartment                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0764971 | Seat, Rear Facing C/C, DS Outboard, USSC, Valor, I-Back, Safety, SFR/Enf            | <p><b>REAR FACING DRIVER SIDE OUTBOARD SEAT</b></p> <p>There will be one (1) rear facing, USSC Valor I-back seat provided at the driver side outboard position in the crew cab. For optimal comfort, the seat will be provided with 17.00" deep cushion with an adjustable recline back. To ensure safe operation, the seat will be equipped with a sensor in the seat cushion and belt receptacle that will activate an alarm indicating the seat is occupied but not buckled.</p> <p>The seat will include the following features incorporated into the side roll protection system: Side air curtain will be mounted integral to the outboard bolster of the seat back. The air curtain will be covered by a decorative panel when in the stowed position.</p> <p>A seat safety system will be included. When activated, this system will pretension the seat belt. The seat will be furnished with a 3-point, shoulder type seat belt. The seat belt will be furnished with dual automatic retractors that will provide ease of operation in the normal seating position.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 0102783 | Not Required, Seat, Rr Facing C/C, Center                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0757960 | Cabinet, Rear Facing, RS, 22 W x 40.25 H x 26.75 D, Web, Ext Acc, SFR/Enf           | <p><b>REAR FACING RIGHT SIDE CABINET</b></p> <p>A rear facing cabinet will be provided in the crew cab at the right side outboard position. The cabinet will be 22.00" wide x 40.25" high x 26.75" deep. The interior door will be web netting. The netting is to be made with 1.00" wide nylon material with 2.00" openings. The nylon webbing will be permanently fastened at the bottom side of the cabinet and have spring clip and hook fasteners on the opposite side to secure it. The interior clear door opening will be 15.00" wide x 37.25" high.</p> <p>The cabinet will include one (1) infinitely adjustable shelf with a 0.75" up-turned lippainted to match the cab interior.</p> <p>The cabinet will include no louvers.</p> <p>The cabinet will also provide access from outside the cab with one (1) double pan door painted to match the cab exterior with a non-locking D-ring latch. The door will be located on the side of the cab over the wheelwell. A pneumatic stay arm will be provided as a door stop. The exterior clear door opening will be 17.00" wide x 34.00" high.</p> <p>The exterior access will be provided with a polished stainless steel scuffplate on the lower door frame.</p> <p>The cabinet will be constructed of smooth aluminum and painted to match the cab interior.</p> <p><b>Cabinet Light</b></p> <p>There will be one (1) white LED strip light installed on the right side of the exterior cabinet door opening. The lighting will be controlled by an automatic door switch and a rocker switch on the front of the cabinet.</p>                                                             |
| 0757154 | Seat, Forward Facing C/C, DS Outboard, USSC, Valor, I-Back, Safety, SFR/Enf         | <p><b>FORWARD FACING LEFT SIDE OUTBOARD SEAT</b></p> <p>There will be one (1) forward facing, USSC Valor seat provided at the left side outboard position in the crew cab. For optimal comfort, the seat will be provided with a 17.00" deep cushion. The seat back will be an I-back style with an adjustable recline angle.</p> <p>The seat will include the following features incorporated into the side roll protection system: Side air curtain will be mounted integral to the outboard bolster of the seat back. The air curtain will be covered by a decorative panel when in the stowed position</p> <p>A seat safety system will be included. When activated, this system will pretension the seat belt. The seat will be furnished with a 3-point, shoulder type seat belt.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0755866 | SP Cabinet, Forward Facing, Center, 38.50 W x 28 H x 28 D, Web, Cup/Stg/Arm,SFR/Enf | <p><b>FORWARD FACING CENTER CABINET</b></p> <p>A forward facing cabinet will be provided in the crew cab at the center position. The cabinet will be 38.50" wide x 28.00" high x 28.00" deep. The interior door will be web netting. The netting will be made with 1.00" wide nylon material with 2.00" openings. The nylon webbing will be permanently fastened at the bottom side of the cabinet and have spring clip and hook fasteners on the opposite side to secure it. The clear door opening will be 36.00" wide x 25.00" high.</p> <p>The cabinet will include one (1) infinitely adjustable shelf with a 0.75" up-turned lippainted to match the cab interior.</p> <p>The cabinet will include no louvers.</p> <p>Two (2) removable panels will be provided on the top of the cabinet. One (1) panel will be installed 4.00" from the edge on each side of the cabinet. Each panel will be 8.00" wide x 26.00" long and contain a cup holder, padded armrest and a bin for storage. The cup holder will be centered in first 6.00" of the panel. The padded armrest area will be centered in next 12.00" and be 5.00" wide x 12.00" long and covered in the same upholstery as the seats. A storage bin 5.00" wide x 4.00" long x 2.50" deep will be provided in the upper area of the remaining 8.00".</p> <p>The cabinet will be constructed of smooth aluminum, and painted to match the cab interior.</p> <p><b>Cabinet Light</b></p> <p>There will be one (1) white LED strip light installed horizontally above the interior cabinet door opening. The lighting will be controlled by a rocker switch on the front of the cabinet.</p> |
| 0757158 | Seat, Forward Facing C/C, PS Outboard, USSC, Valor, I-Back, Safety, SFR/Enf         | <p><b>FORWARD FACING PASSENGER SIDE OUTBOARD SEAT</b></p> <p>There will be one (1) forward facing, USSC Valor seat provided at the passenger side outboard position in the crew cab. For optimal comfort, the seat will be provided with a 17.00" deep cushion. The seat back will be an I-back style with an adjustable recline angle</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



|         |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                  | <p>The seat will include the following features incorporated into the side roll protection system:<br/>Side air curtain will be mounted integral to the outboard bolster of the seat back. The air curtain will be covered by a decorative panel when in the stowed position.<br/>A seat safety system will be included. When activated, this system will pretension the seat belt around the occupant to firmly hold them in place in the event of a side roll.<br/>The seat will be furnished with a 3-point, shoulder type seat belt.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0782746 | Upholstery, Seats In Cab, All Vinyl, USSC, CARE                                  | <p><b>SEAT UPHOLSTERY</b><br/>All seat upholstery will be leather grain gray vinyl resistant to oil, grease and mildew. The cab will have five (5) seating positions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0511471 | No SCBA Brackets Required In Cab Seats, Imp/Vel, AXT 2010, Qtm 2010,Saber FR/Enf |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 0603866 | Seat Belt, Dual Retractor, ReadyReach, Saber FR/Enforcer                         | <p><b>SEAT BELTS</b><br/>All cab and tiller cab (if applicable) seating positions will have red seat belts. To provide quick, easy use for occupants wearing bunker gear, the female buckle and seat belt webbing length will meet or exceed the current edition of NFPA 1901 and CAN/ULC - S515 standards.<br/>The 3-point shoulder type seat belts will include height adjustment. This adjustment will optimize the belts effectiveness and comfort for the seated firefighter. The 3-point shoulder type seat belts will be furnished with dual automatic retractors that will provide ease of operation in the normal seating position.<br/>The 3-point shoulder type belts will also include the ReadyReach D-loop assembly to the shoulder belt system. The ReadyReach feature adds an extender arm to the D-loop location placing the D-loop in a closer, easier to reach location.<br/>Any flip up seats will include a 3-point shoulder type belts only.<br/>To ensure safe operation, the seats will be equipped with seat belt sensors in the seat cushion and belt receptacle that will activate an alarm indicating a seat is occupied but not buckled.</p> |
| 0602464 | Helmet Storage, Provided by Fire Department, NFPA 2016                           | <p><b>HELMET STORAGE PROVIDED BY FIRE DEPARTMENT</b><br/>NFPA 1901, 2016 edition, section 14.1.7.4.1 requires a location for helmet storage be provided. There is no helmet storage on the apparatus as manufactured. The fire department will provide a location for storage of helmets.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 0647644 | Lights, Dome, FRP Dual LED 6 Lts                                                 | <p><b>CAB DOME LIGHTS</b><br/>There will be six (6) dual LED dome lights with black bezels provided. Two (2) lights will be mounted above the inside shoulder of the driver and officer and four (4) lights will be installed and located, two (2) on each side of the crew cab.<br/>The color of the LED's will be red and white.<br/>The white LED's will be controlled by the door switches.<br/>The color LED's will be controlled by the lens switch.<br/>In order to ensure exceptional illumination, each white LED dome light will provide a minimum of 10.1 foot-candles (fc) covering an entire 20.00" x 20.00" square seating position when mounted 40.00" above the seat.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0896451 | Enhanced Software for Cab and Crew Cab Dome Lts                                  | <p><b>ENHANCED SOFTWARE FOR CAB AND CREW CAB DOME LIGHTS</b><br/>The cab and crew cab dome lights will remain on for 10 seconds for improved visibility after the doors are closed.<br/>The dome lights will dim after 10 seconds or immediately if the vehicle's transmission is put into gear.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 0549393 | Handlts, (4) Streamlight, Survivor C4 LED, 12v, Orange, 90509 Fast Charge        | <p><b>HAND HELD SPOTLIGHT</b><br/>There will be four (4) Streamlight, Model Survivor 90509, LED flashlights with 12 volt DC chargers provided and installed to be determined at pre-con.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0622803 | Cab Instruments, Black Gauges, Black Bezels, Enforcer MUX                        | <p><b>CAB INSTRUMENTATION</b><br/>The cab instrument panel include gauges, an LCD display, telltale indicator lamps, control switches, alarms, and a diagnostic panel. The function of the instrument panel controls and switches will be identified by a label adjacent to each item. Actuation of the headlight switch will illuminate the labels in low light conditions. Telltale indicator lamps will not be illuminated unless necessary. The cab instruments and controls will be conveniently located within the forward cab section, forward of the driver. The gauge assembly and switch panels are designed to be removable for ease of service and low cost of ownership.</p> <p><b>Gauges</b><br/>The gauge panel will include the following ten (10) black faced gauges with black bezels to monitor vehicle performance:<br/>Voltmeter gauge (volts):<br/>Low volts (11.8 VDC)<br/>Amber caution indicator on the information center with intermittent alarm<br/>Amber caution light on gauge assembly<br/>High volts (15.5 VDC)<br/>Amber caution indicator on the information center with intermittent alarm</p>                                         |

Amber caution light on gauge assembly  
 Very low volts (11.3 VDC)  
 Red warning indicator on the information center with a steady alarm  
 Amber caution light on gauge assembly  
 Very high volts (16.0 VDC)  
 Red warning indicator on the information center with a steady alarm  
 Amber caution light on gauge assembly  
 Engine Tachometer (RPM)  
 Speedometer MPH (Major Scale), KM/H (Minor Scale)  
 Fuel level gauge (Empty - Full in fractions):  
 Low fuel (1/8 full)  
 Amber caution indicator on the information center with intermittent alarm  
 Amber caution light on gauge assembly  
 Very low fuel (1/32 full)  
 Red caution indicator on the information center with steady alarm  
 Amber caution light on gauge assembly  
 Engine Oil pressure Gauge (PSI):  
 Low oil pressure to activate engine warning lights and alarms  
 Red caution indicator on the information center with steady alarm  
 Amber caution light on gauge assembly  
 Front Air Pressure Gauges (PSI):  
 Low air pressure to activate warning lights and alarm  
 Red warning indicator on the information center with a steady alarm  
 Amber caution light on gauge assembly  
 Rear Air Pressure Gauges (PSI):  
 Low air pressure to activate warning lights and alarm  
 Red warning indicator on the information center with a steady alarm  
 Amber caution light on gauge assembly  
 Transmission Oil Temperature Gauge (Fahrenheit):  
 High transmission oil temperature activates warning lights and alarm  
 Amber caution indicator on the information center with intermittent alarm  
 Amber caution light on gauge assembly  
 Engine Coolant Temperature Gauge (Fahrenheit):  
 High engine temperature activates an engine warning light and alarms  
 Amber caution indicator on the information center with intermittent alarm  
 Amber caution light on gauge assembly  
 Diesel Exhaust Fluid Level Gauge (Empty - Full in fractions):  
 Low fluid (1/8 full)  
 Amber indicator light in gauge dial  
 All gauges will perform prove out at initial power-up to ensure proper performance.

#### **Indicator Lamps**

To promote safety, the following telltale indicator lamps will be located on the instrument panel in clear view of the driver. The indicator lamps will be "dead-front" design that is only visible when active. The colored indicator lights will have descriptive text or symbols.

The following amber telltale lamps will be present:

Low coolant  
 Trac cntl (traction control) (where applicable)  
 Check engine  
 Check trans (check transmission)  
 Aux brake overheat (Auxiliary brake overheat)  
 Air rest (air restriction)  
 Caution (triangle symbol)  
 Water in fuel  
 DPF (engine diesel particulate filter regeneration)  
 Trailer ABS (where applicable)  
 Wait to start (where applicable)  
 HET (engine high exhaust temperature) (where applicable)  
 ABS (antilock brake system)  
 MIL (engine emissions system malfunction indicator lamp) (where applicable)  
 Side roll fault (where applicable)  
 Front air bag fault (where applicable)

The following red telltale lamps will be present:

Warning (stop sign symbol)  
 Seat belt  
 Parking brake  
 Stop engine  
 Rack down

The following green telltale lamps will be provided:

Left turn  
 Right turn  
 Battery on

The following blue telltale lamp will be provided:

High beam

#### **Alarms**

Audible steady tone warning alarm: A steady audible tone alarm will be provided whenever a warning message is present.

Audible pulsing tone caution alarm: A pulsing audible tone alarm (chime/chirp) will be provided whenever a caution message is present without a warning message being present.

Alarm silence: Any active audible alarm will be able to be silenced by holding the ignition switch at the top position for three (3) to five (5) seconds. For improved safety, silenced audible alarms will intermittently chirp every 30 seconds until the alarm condition no longer exists. The intermittent chirp will act as a reminder to the operator that a caution or warning condition still exists. Any new warning or caution condition will enable the steady or pulsing tones respectively.

#### **Indicator Lamp and Alarm Prove-Out**

A system will be provided which automatically tests telltale indicator lights and alarms located on the cab instrument panel. Telltale indicators and alarms will perform prove-out at initial power-up to ensure proper performance.

### Control Switches

For ease of use, the following controls will be provided immediately adjacent to the cab instrument panel within easy reach of the driver. All switches will have backlit labels for low light applications.

**Headlight/Parking light switch:** A three (3)-position maintained rocker switch will be provided. The first switch position will deactivate all parking and headlights. The second switch position will activate the parking lights. The third switch will activate the headlights.

**Panel back lighting intensity control switch:** A three (3)-position momentary rocker switch will be provided. Pressing the top half of the switch, "Panel Up" increases the panel back lighting intensity and pressing the bottom half of the switch, "Panel Down" decreases the panel back lighting intensity. Pressing the half or bottom half of the switch several times will allow back lighting intensity to be gradually varied from minimum to maximum intensity level for ease of use.

**Ignition switch:** A three (3)-position maintained/momentary rocker switch will be provided. The first switch position will turn off and deactivate vehicle ignition. The second switch position will activate vehicle ignition and will perform prove-out on the telltale indicators and alarms for 3 to 5 seconds after the switch is turned on. A green indicator lamp is activated with vehicle ignition. The third momentary position will temporarily silence all active cab alarms. An alarm "chirp" may continue as long as alarm condition exists. Switching ignition to off position will terminate the alarm silence feature and reset function of cab alarm system.

**Engine start switch:** A two (2)-position momentary rocker switch will be provided. The first switch position is the default switch position. The second switch position will activate the vehicle's engine. The switch actuator is designed to prevent accidental activation.

**Hazard switch** will be provided on the instrument panel or on the steering column.

**Heater, defroster, and air conditioning control panel.**

**Turn signal arm:** A self-canceling turn signal with high beam headlight controls will be provided.

**Windshield wiper control** will have high, low and intermittent modes.

**Parking brake control:** An air actuated push/pull park brake control valve will be provided.

**Chassis horn control:** Activation of the chassis horn control will be provided through the center of the steering wheel.

**High idle engagement switch:** A momentary rocker switch with integral indicator lamp will be provided. The switch will activate and deactivate the high idle function. The "OK To Engage High Idle" indicator lamp must be active for the high idle function to engage. A green indicator lamp integral to the high idle engagement switch will indicate when the high idle function is engaged.

**"OK To Engage High Idle" indicator lamp:** A green indicator light will be provided next to the high idle activation switch to indicate that the interlocks have been met to allow high idle engagement.

**Emergency switching** will be controlled by multiple individual warning light switches for various groups or areas of emergency warning lights. An Emergency Master switch provided on the instrument panel that enables or disables all individual warning light switches is included.

An additional "Emergency Master" button will be provided on the lower left hand corner of the gauge panel to allow convenient control of the "Emergency Master" system from inside the driver's door when standing on the ground.

### Custom Switch Panels

The design of cab instrumentation will allow for emergency lighting and other switches to be placed within easy reach of the operator thus improving safety. There will be positions for up to four (4) switch panels in the lower instrument console and up to six (6) switch panels in the overhead visor console. All switches have backlit labels for low light conditions.

### Diagnostic Panel

A diagnostic panel will be accessible while standing on the ground and located inside the driver's side door left of the steering column. The diagnostic panel will allow diagnostic tools such as computers to connect to various vehicle systems for improved troubleshooting providing a lower cost of ownership. Diagnostic switches will allow ABS systems to provide blink codes should a problem exist.

The diagnostic panel will include the following:

Engine diagnostic port

Transmission diagnostic port

ABS diagnostic port

Roll sensor diagnostic port

Command Zone USB diagnostic port

ABS diagnostic switch (blink codes flashed on ABS telltale indicator)

Diesel particulate filter regeneration switch (where applicable)

Diesel particulate filter regeneration inhibit switch (where applicable)

### Cab LCD Display

A digital four (4)-row by 20-character dot matrix display will be integral to the gauge panel. The display will be capable of showing simple graphical images as well as text. The display will be split into three (3) sections. Each section will have a dedicated function. The upper left section will display the outside ambient temperature.

The upper right section will display the following, along with other configuration specific information:

Odometer

Trip mileage

PTO hours

Fuel consumption

Engine hours

The bottom section will display INFO, CAUTION, and WARNING messages. Text messages will automatically activate to describe the cause of an audible caution or warning alarm.

The LCD will be capable of displaying multiple text messages should more than one caution or warning condition exist.



|         |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0509511 | Air Restriction Indicator, Imp/Vel, AXT, Dash CF, Enf MUX                 | <b>AIR RESTRICTION INDICATOR</b><br>A high air restriction warning indicator light LCD message with amber warning indicator and audible alarm will be provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 0543751 | Light, Do Not Move Apparatus                                              | <b>"DO NOT MOVE APPARATUS" INDICATOR</b><br>A flashing red indicator light, located in the driving compartment, will be illuminated automatically per the current NFPA requirements. The light will be labeled "Do Not Move Apparatus If Light Is On."<br>The same circuit that activates the Do Not Move Apparatus indicator will activate a pulsing alarm when the parking brake is released.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 0509042 | Messages, Open Dr/DNMT, Color Dsply,                                      | <b>DO NOT MOVE TRUCK MESSAGES</b><br>Messages will be displayed on the Command Zone™, color display located within sight of the driver whenever the Do Not Move Truck light is active. The messages will designate the item or items not in the stowed for vehicle travel position (parking brake disengaged).<br>The following messages will be displayed (where applicable):<br>Do Not Move Truck<br>DS Cab Door Open (Driver Side Cab Door Open)<br>PS Cab Door Open (Passenger's Side Cab Door Open)<br>DS Crew Cab Door Open (Driver Side Crew Cab Door Open)<br>PS Crew Cab Door Open (Passenger's Side Crew Cab Door Open)<br>DS Body Door Open (Driver Side Body Door Open)<br>PS Body Door Open (Passenger's Side Body Door Open)<br>Rear Body Door Open<br>DS Ladder Rack Down (Driver Side Ladder Rack Down)<br>PS Ladder Rack Down (Passenger Side Ladder Rack Down)<br>Deck Gun Not Stowed<br>Lt Tower Not Stowed (Light Tower Not Stowed)<br>Fold Tank Not Stowed (Fold-A-Tank Not Stowed)<br>Aerial Not Stowed (Aerial Device Not Stowed)<br>Stabilizer Not Stowed<br>Steps Not Stowed<br>Handrail Not Stowed<br>Any other device that is opened, extended, or deployed that creates a hazard or is likely to cause major damage to the apparatus if the apparatus is moved will be displayed as a caution message after the parking brake is disengaged. |
| 0622798 | Switching, Cab Instrument Lower Console & Overhead, Rocker MUX, Enforcer  | <b>SWITCH PANELS</b><br>The built-in switch panels will be located in the lower console or overhead console of the cab. The switches will be rocker-type and include an integral indicator light. For quick, visual indication the switch will be illuminated whenever the switch is active. A 2-ply, scratch resistant laser engraved Gravoply label indicating the use of each switch will be placed below the switches. The label will allow light to pass through the letters for improved visibility in low light conditions. Switches and light source are integral to the switch panel assembly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0802942 | Wiper Control, 2-Speed with Intermittent, Wired to Prk Brk, MUX, Enforcer | <b>WIPER CONTROL</b><br>Wiper control will consist of a two (2)-speed windshield wiper control with intermittent feature and windshield washer controls. The control will be located on the left side of the center instrument panel.<br>The wipers will be interlocked to the parking brake. The wipers will terminate operation when the parking brake is set.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0548004 | Wiring, Spare, 15 A 12V DC 1st                                            | <b>SPARE CIRCUIT</b><br>There will be two (2) pair of wires, including a positive and a negative, installed on the apparatus. The above wires will have the following features:<br>The positive wire will be connected directly to the battery power<br>The negative wire will be connected to ground<br>Wires will be protected to 15 amps at 12 volts DC<br>Power and ground will terminate officer side dash area<br>Termination will be with heat shrinkable butt splicing<br>Wires will be sized to 125 percent of the protection<br>The circuit(s) may be load managed when the parking brake is set.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0548006 | Wiring, Spare, 15 A 12V DC 2nd                                            | <b>SPARE CIRCUIT</b><br>There will be one (1) pair of wires, including a positive and a negative, installed on the apparatus. The above wires will have the following features:<br>The positive wire will be connected directly to the battery power.<br>The negative wire will be connected to ground.<br>Wires will be protected to 15 amps at 12 volts DC.<br>Power and ground will terminate upper RS EMS cabinet back wall, centered.<br>Termination will be with a 10-place bus bar with screws and removable cover.<br>Wires will be sized to 125 percent of the protection.<br>This circuit(s) may be load managed when the parking brake is set.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|         |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0548009 | Wiring, Spare, 20 A 12V DC 1st                                 | <p><b>SPARE CIRCUIT</b></p> <p>There will be one (1) pair of wires, including a positive and a negative, installed on the apparatus.</p> <p>The above wires will have the following features:</p> <p>The positive wire will be connected directly to the battery power</p> <p>The negative wire will be connected to ground</p> <p>Wires will be protected to 20 amps at 12 volts DC</p> <p>Power and ground will terminate on the rear wall of the crew cab, centered</p> <p>Termination will be with a 10-place bus bar with screws and removable cover</p> <p>Wires will be sized to 125% of the protection</p> <p>This circuit(s) may be load managed when the parking brake is set.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0615386 | Vehicle Information Center, 7" Color Display, Touchscreen, MUX | <p><b>INFORMATION CENTER</b></p> <p>An information center employing a 7.00" diagonal touch screen color LCD display will be encased in an ABS plastic housing.</p> <p>The information center will have the following specifications:</p> <p>Operate in temperatures from -40 to 185 degrees Fahrenheit</p> <p>An Optical Gel will be placed between the LCD and protective lens</p> <p>Five weather resistant user interface switches</p> <p>Grey with black accents</p> <p>Sunlight Readable</p> <p>Linux operating system</p> <p>Minimum of 1000nits rated display</p> <p>Display can be changed to an available foreign language</p> <p>A LCD display integral to the cab gauge panel will be included as outlined in the cab instrumentation area.</p> <p>Programmed to read US Customary</p> <p><b>General Screen Design</b></p> <p>Where possible, background colors will be used to provide "At a Glance" vehicle information. If information provided on a screen is within acceptable limits, a green background will be used.</p> <p>If a caution or warning situation arises the following will occur:</p> <p>An amber background/text color will indicate a caution condition</p> <p>A red background/text color will indicate a warning condition</p> <p>The information center will utilize an "Alert Center" to display text messages for audible alarm tones. The text messages will be written to identify the item(s) causing the audible alarm to sound. If more than one (1) text message occurs, the messages will cycle every second until the problem(s) have been resolved. The background color for the "Alert Center" will change to indicate the severity of the "warning" message. If a warning and a caution condition occur simultaneously, the red background color will be shown for all alert center messages.</p> <p>A label for each button will exist. The label will indicate the function for each active button for each screen. Buttons that are not utilized on specific screens will have a button label with no text or symbol.</p> <p><b>Home/Transit Screen</b></p> <p>This screen will display the following:</p> <p>Vehicle Mitigation (if equipped)</p> <p>Water Level (if the water level system includes compatible communications to the information center)</p> <p>Foam Level (if the foam level system includes compatible communications to the information center)</p> <p>Seat Belt Monitoring Screen</p> <p>Seat Belt Monitoring Screen</p> <p>Tire Pressure Monitoring (if equipped)</p> <p>Digital Speedometer</p> <p>Active Alarms</p> <p><b>On Scene Screen</b></p> <p>This screen will display the following and will be auto activated with pump engaged (if equipped):</p> <p>Battery Voltage</p> <p>Fuel</p> <p>Oil Pressure</p> <p>Coolant Temperature</p> <p>RPM</p> <p>Water Level (if equipped)</p> <p>Foam Level (if equipped)</p> <p>Foam Concentration (if equipped)</p> <p>Water Flow Rate (if equipped)</p> <p>Water Used (if equipped)</p> <p>Active Alarms</p> <p><b>Virtual Buttons</b></p> <p>There will be four (4) virtual switch panel screens that match the overhead and lower lighting and HVAC switch panels.</p> <p><b>Page Screen</b></p> <p>The page screen will display the following and allow the user to progress into other screens for further functionality:</p> <p>Diagnostics</p> <p>Faults</p> <p>Listed by order of occurrence</p> <p>Allows to sort by system</p> <p>Interlock</p> <p>Throttle Interlocks</p> <p>Pump Interlocks (if equipped)</p> <p>Aerial Interlocks (if equipped)</p> <p>PTO Interlocks (if equipped)</p> <p>Load Manager</p> <p>A list of items to be load managed will be provided. The list will provide a description of the load.</p> <p>The lower the priority numbers the earlier the device will be shed should a low voltage condition</p> |

occur.  
The screen will indicate if a load has been shed (disabled) or not shed.  
"At a glance" color features are utilized on this screen.

Systems

- Command Zone
- Module type and ID number
- Module Version
- Input or output number
- Circuit number connected to that input or output
- Status of the input or output
- Power and Constant Current module diagnostic information
- Foam (if equipped)
- Pressure Controller (if equipped)
- Generator Frequency (if equipped)

Live Data

- General Truck Data
- Maintenance
- Engine oil and filter
- Transmission oil and filter
- Pump oil (if equipped)
- Foam (if equipped)
- Aerial (if equipped)

Setup

- Clock Setup
- Date & Time
- 12 or 24 hour format
- Set time and date
- Backlight
- Daytime
- Night time
- Sensitivity
- Unit Selection
- Home Screen
- Virtual Button Setup
- On Scene Screen Setup
- Configure Video Mode
- Set Video Contrast
- Set Video Color
- Set Video Tint

Do Not Move

The screen will indicate the approximate location and type of item that is open or is not stowed for travel. The actual status of the following devices will be indicated

- Driver Side Cab Door
- Passenger's Side Cab Door
- Driver Side Crew Cab Door
- Passenger's Side Crew Cab Door
- Driver Side Body Doors
- Passenger's Side Body Doors
- Rear Body Door(s)
- Ladder Rack (if applicable)
- Deck Gun (if applicable)
- Light Tower (if applicable)
- Hatch Door (if applicable)
- Stabilizers (if applicable)
- Steps (if applicable)

Notifications

- View Active Alarms
- Shows a list of all active alarms including date and time of the occurrence is shown with each alarm
- Silence Alarms - All alarms are silenced

Timer Screen

- HVAC (if equipped)
- Tire Information (if equipped)
- Ascendant Set Up Confirmation (if equipped)

Button functions and button labels may change with each screen.

0734857

Collision Mitigation, HAAS Alert  
(R2V), HA5

#### **COLLISION MITIGATION**

There will be a HAAS Alert®, Model HA5 Responder-to-Vehicle (R2V) collision avoidance system provided on the apparatus. The HA5 cellular transponder module will be installed behind the cab windshield, as high and near to the center as practical, to allow clear visibility to the sky. The module dimensions are 5.40" long x 2.70" wide x 1.30" high, and operating temperature range is - 40 degree C to 85 degree C.

The transponder will be connected to the vehicle's emergency master circuit and battery direct power and ground.

While responding with emergency lights on, the HA5 transponder sends alert messages via cellular network to motorists in the vicinity of the responding truck that are equipped with the WAZE app.

While on scene with emergency lights on, the HA5 transponder sends road hazard alerts to motorists in the vicinity of the truck that are equipped with the WAZE app.

The HA5 Responder-to-Vehicle (R2V) collision avoidance system will include the transponder and a 5 year cellular plan subscription.

Activation of the HAAS Alert system requires a representative of the customer to accept the End User License Agreement (EULA) via an on-line portal.



|         |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0606249 | Vehicle Data Recorder w/CZ and Overhead Display Seat Belt Monitor | <p><b>VEHICLE DATA RECORDER</b></p> <p>There will be a vehicle data recorder (VDR) capable of reading and storing vehicle information provided.</p> <p>The information stored on the VDR can be downloaded through a USB port mounted in a convenient location determined by cab model. A USB cable can be used to connect the VDR to a laptop to retrieve required information. The program to download the information from the VDR will be available to download on-line.</p> <p>The vehicle data recorder will be capable of recording the following data via hardwired and/or CAN inputs:</p> <ul style="list-style-type: none"> <li>Vehicle Speed - MPH</li> <li>Acceleration - MPH/sec</li> <li>Deceleration - MPH/sec</li> <li>Engine Speed - RPM</li> <li>Engine Throttle Position - % of Full Throttle</li> <li>ABS Event - On/Off</li> <li>Seat Occupied Status - Yes/No by Position</li> <li>Seat Belt Buckled Status - Yes/No by Position</li> <li>Master Optical Warning Device Switch - On/Off</li> <li>Time - 24 Hour Time</li> <li>Date - Year/Month/Day</li> </ul> <p><b>Seat Belt Monitoring System</b></p> <p>A seat belt monitoring system (SBMS) will be provided on the Command Zone™ color display and in the center overhead of the cab instrument panel. The SBMS will be capable of monitoring up to 10 seating positions indicating the status of each seat position per the following:</p> <ul style="list-style-type: none"> <li>Seat Occupied &amp; Buckled = Green LED indicator illuminated</li> <li>Seat Occupied &amp; Unbuckled = Red LED indicator with audible alarm</li> <li>No Occupant &amp; Buckled = Red LED indicator with audible alarm</li> <li>No Occupant &amp; Unbuckled = No indicator and no alarm</li> </ul> <p>The seat belt monitoring screen will become active on the Command Zone color display when:</p> <ul style="list-style-type: none"> <li>The home screen is active;</li> <li>and there is any occupant seated but not buckled or any belt buckled with an occupant.</li> <li>and there are no other Do Not Move Apparatus conditions present. As soon as all Do Not Move Apparatus conditions are cleared, the SBMS will be activated.</li> </ul> <p>The SBMS will include an audible alarm that will warn that an unbuckled occupant condition exists and the parking brake is released, or the transmission is not in park.</p> |
| 0891613 | Intercom, Setcom, Wireless, LiberatorMAX-16, Location             | <p><b>INTERCOM SYSTEM</b></p> <p>A Setcom MS-900MAX-16 wireless intercom master station will be provided and mounted too be determined.</p> <p>The system will have the following features;</p> <ul style="list-style-type: none"> <li>Up to 7 radio transmit and/or intercom positions.</li> <li>16 separate talk-group channels.</li> <li>Range: Up to 1,500 feet (line of sight).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0746595 | Cable, Radio to Intercom Interface, Setcom LiberatorMAX, 1 Radio  | <p><b>RADIO / INTERCOM INTERFACE CABLE</b></p> <p>The apparatus manufacturer will supply and install one (1) radio interface cable before delivery of the vehicle.</p> <p>The radio equipment to be used by the customer will be:</p> <ul style="list-style-type: none"> <li>Motorola High Power , Model to be determined</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0891618 | Headset, Setcom, CSB-901MAX-16, Wireless, Intercom Only           | <p><b>WIRELESS INTERCOM HEADSET</b></p> <p>There will be three (3) Setcom, Model CSB-901MAX-16 headset(s) provided Crew seat locations.</p> <p>Each headset will feature:</p> <ul style="list-style-type: none"> <li>Intercom only for LibMAX system</li> <li>Number of Users per Channel seven (7)</li> <li>Channels / Talk Groups sixteen (16)</li> <li>Dual Ear Muff-Behind the Head</li> <li>Always Live on Intercom</li> <li>Intercom Push-To-Talk</li> <li>Push-on/Push-off and Volume Control in the Headset</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 0891619 | Headset, Setcom, CSB-900MAX-16, Wireless, Radio Transmit          | <p><b>WIRELESS INTERCOM HEADSET</b></p> <p>There will be two (2) Setcom, Model CSB-900MAX-16 headset(s) provided Driver and officers seat locations.</p> <p>Each headset will feature:</p> <ul style="list-style-type: none"> <li>Radio Transmit for LibMAX system</li> <li>Number of Users per Channel seven (7)</li> <li>Channels / Talk Groups sixteen (16)</li> <li>Dual Ear Muff-Behind the Head</li> <li>Always Live on Intercom</li> <li>Radio Push-to-Talk and Volume Control in the Headset</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0681408 | Hangers For Headsets, NFPA, Each                                  | <p><b>HEADSET HANGERS</b></p> <p>There will be five (5) headset hanger(s) installed driver's seat, officer's seat, driver's side outboard forward facing seat, driver's side outboard rear facing seat and passenger's side outboard rear facing seat. The hanger(s) will meet NFPA 1901, Section 14.1.11, requirement for equipment</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

mounting.

|         |                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0699100 | Install Customer Provided Key Storage, Knox Box, in Cab                        | <b>KNOX-BOX®</b><br>There will be one (1) Knox-Box(s) sent to the apparatus manufacturers preferred installer and installed at to be determined. Specific shipping requirements will be followed.<br>A "technician's key" will be provided by the customer for each Knox Box. The box cannot be installed without a compatible technician's key.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 0696439 | Antenna Mount, Custom Chassis, Cable Routed to Instrument Panel Area           | <b>RADIO ANTENNA MOUNT</b><br>There will be one (1) standard 1.125", 18 thread antenna-mounting base(s) installed on the right side on the cab roof with high efficiency, low loss, coaxial cable(s) routed to the instrument panel area. A weatherproof cap will be installed on the mount.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0653526 | Camera, Pierce, Driver Mux, Rear Camera Only                                   | <b>VEHICLE CAMERA SYSTEM</b><br>There will be a color vehicle camera system provided with the following:<br>One (1) camera located at the rear of the apparatus, pointing rearward, displayed automatically with the vehicle in reverse<br>The camera images will be displayed on the driver's vehicle information center display. Audio from the microphone on the active camera will be not provided.<br>The following components will be included:<br>One (1) SV-CW134639CAI, camera<br>One (1) amplified speaker (if applicable)<br>All necessary cables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0671648 | Bracket, Mounting, 60 Degree, Knox 2696                                        | <b>KNOX-BOX MOUNTING BRACKET</b><br>A Knox-Box 60 degree mounting bracket, Model 2696, will be provided. The bracket will be mounted to the key storage located on the dash in front of the officer next to the A post , within the cab.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0734233 | Key Storage, Knox-Box, KeySecure 6, KS-6K2, WiFi, Cab Surface Mt               | <b>KNOX-BOX</b><br>There will be a Knox-Box® KeySecure® 6, Model KS-6K2, unit only provided. The system will allow all administration functions to be performed via WiFi or Ethernet cable utilizing KnoxConnect™, a cloud-based management system. The box will be installed on the officers side of the dash by the center instrument panel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0890416 | Pierce Command Zone, Advanced Electronics & Control System, Enforcer, WiFi CZT | <b>ELECTRICAL POWER CONTROL SYSTEM</b><br>The primary power distribution will be located forward of the officer's seating position and be easily accessible while standing on the ground for simplified maintenance and troubleshooting. Additional electrical distribution centers will be provided throughout the vehicle to house the vehicle's electrical power, circuit protection, and control components. The electrical distribution centers will be located strategically throughout the vehicle to minimize wire length. For ease of maintenance, all electrical distribution centers will be easily accessible. All distribution centers containing fuses, circuit breakers and/or relays will be easily accessible.<br>Distribution centers located throughout the vehicle will contain battery powered studs for supplying customer installed equipment thus providing a lower cost of ownership.<br>Circuit protection devices, which conform to SAE standards, will be utilized to protect electrical circuits. All circuit protection devices will be rated per NFPA requirements to prevent wire and component damage when subjected to extreme current overload. General protection circuit breakers will be Type-I automatic reset (continuously resetting). When required, automotive type fuses will be utilized to protect electronic equipment. Control relays and solenoid will have a direct current rating of 125 percent of the maximum current for which the circuit is protected per NFPA.<br><b>Solid-State Control System</b><br>A solid-state electronics based control system will be utilized to achieve advanced operation and control of the vehicle components. A fully computerized vehicle network will consist of electronic modules, electronic control modules to include black housings, a power indicator and status indicator located near their point of use to reduce harness lengths and improve reliability. The control system will comply with SAE J1939-11 recommended practices.<br>The control system will operate as a master-slave system whereas the main control module instructs all other system components. The system will contain patented Mission Critical software that maintains critical vehicle operations in the unlikely event of a main controller error. The system will utilize a Real Time Operating System (RTOS) fully compliant with OSEK/VDX™ specifications providing a lower cost of ownership.<br>For increased reliability and simplified use the control system modules will include the following attributes:<br>Green LED indicator light for module power<br>Red LED indicator light for network communication stability status<br>Control system self test at activation and continually throughout vehicle operation<br>No moving parts due to transistor logic<br>Software logic control for NFPA mandated safety interlocks and indicators<br>Integrated electrical system load management without additional components<br>Integrated electrical load sequencing system without additional components<br>Customized control software to the vehicle's configuration<br>Factory and field programmable to accommodate changes to the vehicle's operating parameters<br>To assure long life and operation in a broad range of environmental conditions, the solid-state control system modules will meet the following specifications:<br>Module circuit board will meet SAE J771 specifications |

Operating temperature from -40C to +70C  
 Storage temperature from -40C to +70C  
 Vibration to 50g  
 IP67 rated enclosure (Totally protected against dust and also protected against the effect of temporary immersion between 15 centimeters and one (1) meter)  
 Operating voltage from eight (8) volts to 32 volts DC  
 The main controller will activate status indicators and audible alarms designed to provide warning of problems before they become critical.

#### **Circuit Protection and Control Diagram**

Copies of all job-specific, computer network input and output (I/O) connections will be provided with each chassis. The sheets will indicate the function of each module connection point, circuit protection information (where applicable), wire numbers, wire colors and load management information.

#### **On-Board Electrical System Diagnostics**

The on-board information center will include the following diagnostic information:

Text description of active warning or caution alarms

Simplified warning indicators

Amber caution indication with intermittent alarm

Red warning indication with steady tone alarm

Advanced diagnostic feature will be provided in this control system. From the Command Zone display or connected wireless device, these features allow the user to monitor the real-time status of every input or output on the vehicle. It also allows users logged in as an administrator to force on inputs or outputs to assist the troubleshooting process.

#### **TCU Module with WiFi**

An in cab module will provide WiFi wireless interface and data logging capability. The WiFi interface will comply with IEEE 802.11 b/g/n capabilities while communicating at 2.4 Gigahertz. The module will communicate through a white WiFi antenna allowing a line of site communication range of up to 300 feet with a roof mounted antenna.

The module will transmit a password protected web page to a WiFi enabled device (i.e. most smart phones, tablets or laptops) allowing two levels of user interaction. The firefighter level will allow vehicle monitoring of the vehicle and firefighting systems on the apparatus. The technician level will allow diagnostic access to inputs and outputs installed on the Command Zone™, control and information system.

The TCU capability will record faults from the engine, transmission, ABS and Command Zone™, control and information systems as they occur. No other data will be recorded at the time the fault occurs. The data TCU will provide up to 2 Gigabytes of data storage.

The TCU will provide a means to download the TCU information and update software in the device.

#### **Indicator Light and Alarm Prove-Out System**

A system will be provided which automatically tests basic indicator lights and alarms located on the cab instrument panel.

#### **Voltage Monitor System**

A voltage monitoring system will be provided to indicate the status of the battery system connected to the vehicle's electrical load. The system will provide visual and audible warning when the system voltage is below or above optimum levels.

The alarm will activate if the system falls below 11.8 volts DC for more than two (2) minutes.

#### **Dedicated Radio Equipment Connection Points**

There will be three (3) studs provided in the primary power distribution center located in front of the officer for two-way radio equipment. The studs will consist of the following:

12-volt 40-amp battery switched power

12-volt 60-amp ignition switched power

12-volt 60-amp direct battery power

There will also be a 12-volt 100-amp ground stud located in or adjacent to the power distribution center.

#### **EMI/RFI Protection**

To prevent erroneous signals from crosstalk contamination and interference, the electrical system will meet, at a minimum, SAE J551/2, thus reducing undesired electromagnetic and radio frequency emissions. An advanced electrical system will be used to ensure radiated and conducted electromagnetic interference (EMI) or radio frequency interference (RFI) emissions are suppressed at their source.

The apparatus will have the ability to operate in the electromagnetic environment typically found in fire ground operations to ensure clean operations. The electrical system will meet, without exceptions, electromagnetic susceptibility conforming to SAE J1113/25 Region 1, Class C EMR for 10KHz-1GHz to 100 Volts/Meter. The vehicle OEM, upon request, will provide EMC testing reports from testing conducted on an entire apparatus and will certify that the vehicle meets SAE J551/2 and SAE J1113/25 Region 1, Class C EMR for 10KHz-1GHz to 100 Volts/Meter requirements. Component and partial (incomplete) vehicle testing is not adequate as overall vehicle design can impact test results and thus is not acceptable by itself.

EMI/RFI susceptibility will be controlled by applying appropriate circuit designs and shielding. The electrical system will be designed for full compatibility with low-level control signals and high-powered two-way radio communication systems. Harness and cable routing will be given careful attention to minimize the potential for conducting and radiated EMI/RFI susceptibility.

0896456 Prognostics, Electrical System

#### **ELECTRICAL SYSTEM PROGNOSTICS**

There will be a software based vehicle tool provided to predict remaining life of the vehicles critical fluid and events.

The system will send automatic indications to the Command Zone™ information center and/or wireless enabled devices to proactively alert of upcoming service intervals.

Prognostics will include the following:

Engine oil and filter

Transmission oil and filter

0892649 CZ Connect Telematics

#### **TELEMATICS SYSTEM**



|         |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                        | <p>There will be a cellular based vehicle telematics system consisting of a Telematic Control Unit (TCU) with external cellular WiFi and GPS antenna, and access to a web-based user interface portal provided.</p> <p>The TCU will be fully integrated into the Command Zone™ electrical system. It will monitor the vehicle through the CAN data bus and transmit data through a secure 4G LTE cellular connection, and be provided with a 3 year subscription..</p> <p>After accepting the end user license agreement, the vehicle administrator will have access to vehicle location information and vehicle data via a secure CZ Connect web-based interface portal.</p> <p>The CZ Connect web-based interface will allow users to access vehicle data and configure monitoring tools, providing a global view of the location of each connected asset and a summary of fleet data, which include:</p> <ul style="list-style-type: none"> <li>User defined interval notifications</li> <li>User defined fault alerts</li> <li>Remote access to Command Zone diagnostics</li> <li>Vehicle analytics and activity monitoring</li> <li>Vehicle system status</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0624253 | Electrical System, Enforcer MUX                        | <p><b>ELECTRICAL</b></p> <p>All 12-volt electrical equipment installed by the apparatus manufacturer will conform to modern automotive practices. All wiring will be high temperature crosslink type. Wiring will be run, in loom or conduit, where exposed and have grommets where wire passes through sheet metal. Automatic reset circuit breakers will be provided which conform to SAE Standards. Wiring will be color, function and number coded. Function and number codes will be continuously imprinted on all wiring harness conductors at 2.00" intervals. Exterior exposed wire connectors will be positive locking, and environmentally sealed to withstand elements such as temperature extremes, moisture and automotive fluids.</p> <p>Electrical wiring and equipment will be installed utilizing the following guidelines:</p> <p>All holes made in the roof will be caulked with silicon. Large fender washers, liberally caulked, will be used when fastening equipment to the underside of the cab roof.</p> <p>Any electrical component that is installed in an exposed area will be mounted in a manner that will not allow moisture to accumulate in it. Exposed area will be defined as any location outside of the cab or body.</p> <p>Electrical components designed to be removed for maintenance will not be fastened with nuts and bolts. Metal screws will be used in mounting these devices. Also a coil of wire will be provided behind the appliance to allow them to be pulled away from mounting area for inspection and service work.</p> <p>Corrosion preventative compound will be applied to all terminal plugs located outside of the cab or body. All non-waterproof connections will require this compound in the plug to prevent corrosion and for easy separation (of the plug).</p> <p>All lights that have their sockets in a weather exposed area will have corrosion preventative compound added to the socket terminal area.</p> <p>All electrical terminals in exposed areas will have silicon applied completely over the metal portion of the terminal.</p> <p>All lights and reflectors, required to comply with Federal Motor Vehicle Safety Standard #108, will be furnished. Rear identification lights will be recessed mounted for protection. Lights and wiring mounted in the rear bulkheads will be protected from damage by installing a false bulkhead inside the rear compartments.</p> <p>An operational test will be conducted to ensure that any equipment that is permanently attached to the electrical system is properly connected and in working order.</p> <p>The results of the tests will be recorded and provided to the purchaser at time of delivery.</p> |
| 0079166 | Batteries, (4) Exide Grp 31, 950 CCA ea, Threaded Stud | <p><b>BATTERY SYSTEM</b></p> <p>There will be four (4) 12 volt Exide®, Model 31S950X5W, batteries that include the following features will be provided:</p> <ul style="list-style-type: none"> <li>950 CCA, cold cranking amps</li> <li>190 amp reserve capacity</li> <li>High cycle</li> <li>Group 31</li> <li>Rating of 3800 CCA at 0 degrees Fahrenheit</li> <li>760 minutes of reserve capacity</li> <li>Threaded stainless steel studs</li> </ul> <p>Each battery case will be a black polypropylene material with a vertically ribbed container for increased vibration resistance. The cover will be manifold vented with a central venting location to allow a 45 degree tilt capacity.</p> <p>The inside of each battery will consist of a "maintenance free" grid construction with poly wrapped separators and a flooded epoxy bottom anchoring for maximum vibration resistance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0008621 | Battery System, Single Start, All Custom Chassis       | <p><b>BATTERY SYSTEM</b></p> <p>There will be a single starting system with an ignition switch and starter button provided and located on the cab instrument panel.</p> <p><b>MASTER BATTERY SWITCH</b></p> <p>There will be a master battery switch provided within the cab within easy reach of the driver to activate the battery system.</p> <p>An indicator light will be provided on the instrument panel to notify the driver of the status of the battery system.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0002698 | Battery Compartment, Saber/Enforcer                    | <p><b>BATTERY COMPARTMENTS</b></p> <p>Batteries will be placed on non-corrosive mats and stored in well ventilated compartments located under the cab.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|         |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                              | <p>Heavy-duty, 2/0 gauge, color coded battery cables will be provided. Battery terminal connections will be coated with anti-corrosion compound.</p> <p>Battery solenoid terminal connections will be encapsulated with semi-permanent rubberized compound.</p> <p><b>JUMPER STUDS</b></p> <p>One (1) set of battery jumper studs with plastic color-coded covers will be included on the battery compartments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0531315 | Charger, Sngl Sys, IOTA, DSL-75, 75 Amp, Kussmaul 091-94-12 Ind, Qtm/Enf/SFR | <p><b>BATTERY CHARGER</b></p> <p>There will be an IOTA™, Model DSL 75, battery charger with IQ4, controller provided. The battery charger will be wired to the AC shoreline inlet through an AC receptacle adjacent to this battery charger.</p> <p>There will be a Kussmaul™, Model #091-94-12, remote indicator included.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 0012782 | Location, Charger, Front Left Side Body Compartment                          | The battery charger will be located in the left body compartment mounted on the left wall as high as possible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0530949 | Location, Bat Chrg Ind, Driver's Seat Riser                                  | The battery charger indicator will be located on the driver's seat riser.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0016857 | Shoreline, 20A 120V, Kussmaul Auto Eject, 091-55-20-120, Super               | <p><b>AUTO EJECT FOR SHORELINE</b></p> <p>There will be one (1) Kussmaul™, Model 091-55-20-120, 20 amp 120 volt AC shoreline inlet(s) provided to operate the dedicated 120 volt AC circuits on the apparatus.</p> <p>The shoreline inlet(s) will include red weatherproof flip up cover(s).</p> <p>There will be a release solenoid wired to the vehicle's starter to eject the AC connector when the engine is starting.</p> <p>The shoreline(s) will be connected to the battery charger.</p> <p>There will be a mating connector body supplied with the loose equipment.</p> <p>There will be a label installed near the inlet(s) that state the following:</p> <p>Line Voltage</p> <p>Current Rating (amps)</p> <p>Phase</p> <p>Frequency</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0026800 | Shoreline Location                                                           | The shoreline receptacle will be located on the driver side of cab, above wheel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 0647729 | Alternator, 320 amp, Delco Remy 40SI                                         | <p><b>ALTERNATOR</b></p> <p>A Delco Remy®, Model 40SI, alternator will be provided. It will have a rated output current of 320 amps, as measured by SAE method J56. The alternator will feature an integral regulator and rectifier system that has been tested and qualified to an ambient temperature of 257 degrees Fahrenheit (125 degrees Celsius). The alternator will be connected to the power and ground distribution system with heavy-duty cables sized to carry the full rated alternator output.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0092582 | Load Manager/Sequencer, MUX                                                  | <p><b>ELECTRONIC LOAD MANAGER</b></p> <p>An electronic load management (ELM) system will be provided that monitors the vehicles 12-volt electrical system, automatically reducing the electrical load in the event of a low voltage condition, and automatically restoring the shed electrical loads when a low voltage condition expires. This ensures the integrity of the electrical system.</p> <p>For improved reliability and ease of use, the load manager system will be an integral part of the vehicle's solid state control system requiring no additional components to perform load management tasks. Load management systems which require additional components will not be allowed.</p> <p>The system will include the following features:</p> <p>System voltage monitoring.</p> <p>A shed load will remain inactive for a minimum of five minutes to prevent the load from cycling on and off.</p> <p>Sixteen available electronic load shedding levels.</p> <p>Priority levels can be set for individual outputs.</p> <p>High Idle to activate before any electric loads are shed and deactivate with the service brake.</p> <p>If enabled:</p> <p>"Load Man Hi-Idle On" will display on the information center.</p> <p>Hi-Idle will not activate until 30 seconds after engine start up.</p> <p>Individual switch "on" indicator to flash when the particular load has been shed.</p> <p>The information center indicates system voltage.</p> <p>The information center, where applicable, includes a "Load Manager" screen indicating the following:</p> <p>Load managed items list, with priority levels and item condition.</p> <p>Individual load managed item condition:</p> <p>ON = not shed</p> <p>SHED = shed</p> <p><b>SEQUENCER</b></p> <p>A sequencer will be provided that automatically activates and deactivates vehicle loads in a preset sequence thereby protecting the alternator from power surges. This sequencer operation will allow a gradual increase or decrease in alternator output, rather than loading or dumping the entire 12 volt load to prolong the life of the alternator.</p> |

For improved reliability and ease of use, the load sequencing system will be an integral part of the vehicle's solid state control system requiring no additional components to perform load sequencing tasks. Load sequencing systems which require additional components will not be allowed.

Emergency light sequencing will operate in conjunction with the emergency master light switch. When the emergency master switch is activated, the emergency lights will be activated one by one at half-second intervals. Sequenced emergency light switch indicators will flash while waiting for activation.

When the emergency master switch is deactivated, the sequencer will deactivate the warning light loads in the reverse order.

Sequencing of the following items will also occur, in conjunction with the ignition switch, at half-second intervals:

Cab Heater and Air Conditioning

Crew Cab Heater (if applicable)

Crew Cab Air Conditioning (if applicable)

Exhaust Fans (if applicable)

Third Evaporator (if applicable)

|         |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0724853 | Headlights, Rect LED, HiViz FT-4X6-4KIT, AXT/DCF/Enf/Imp/Sab/Vel, Trim       | <b>HEADLIGHTS</b><br>There will be a HiViz part number FT-4X6-4KIT, that includes four (4) 4.00" high x 6.00" long rectangular LED lights with parking lamp illumination around the outside of the lamps mounted in the front quad style housings on each side of the cab grille:<br>the outside lamp on each side will contain a part number FT-4X6-HL with low beam LEDs<br>the inside lamp on each side will contain a part number FT-4X6-H with high beam LEDs<br>the lights will be controlled through the headlight switch<br>The headlight housing and trim to be chrome.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0802935 | Light, Directional, WIn M62T* LED, CmN Bzl, Above Headlights, Sab/Enf        | <b>FRONT DIRECTIONALS</b><br>The front directional's will be Whelen®, Model M62T, 4.31" high x 6.75" wide x 1.37" deep directional lights with amber LEDs. The lens color(s) to be clear. The directional's will be housed in the same common bezel as the front warning light and will be located above the headlights.<br>The housing to be polished and the trim shall be chrome.<br>The flash pattern of the directional lights will be Steady On (Arrow).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 0620054 | Light, Directional/Marker, Intermediate, Weldon 9186-8580-29 LED 2lts        | <b>INTERMEDIATE LIGHT</b><br>There will be two (2) Weldon, Model 9186-8580-29, amber LED turn signal marker lights furnished, one (1) each side, in the rear fender panel. The light will double as a turn signal and marker light.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0735474 | Lights, Clearance/Marker/ID, Front, P25 LED 7 Lts, Saber FR/Enforcer         | <b>CAB CLEARANCE/MARKER/ID LIGHTS</b><br>There will be seven (7) amber LED lights provided per the following:<br>Three (3) amber LED identification lights will be installed in the center of the cab above the windshield.<br>Two (2) amber LED clearance lights will be installed, one (1) on each outboard side of the cab above the windshield as close to the outside of the apparatus as practical.<br>Two (2) amber LED clearance lights will be installed, one (1) on each side of the cab as high and far forward as practical.<br>The lights will be installed without guards.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0647899 | Lights, Directional/Marker, Cab Front Side, Weldon 9186-8580-29 LED, Sab/Enf | <b>FRONT CAB SIDE DIRECTIONAL/MARKER LIGHTS</b><br>There will be two (2) Weldon, Model 9186-8580-29, amber LED lights installed front of the cab door, one (1) on each side of the cab.<br>The lights will activate as marker lights with the headlight switch and directional lights with the corresponding directional circuit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0627282 | Lights, Clearance/Marker/ID, Rear, FRP LED Bar & P25 LED 4Lts                | <b>REAR CLEARANCE/MARKER/ID LIGHTING</b><br>There will be a three (3) LED light bar used as identification lights located at the rear of the apparatus per the following:<br>As close as practical to the vertical centerline<br>Centers spaced not less than 6.00" or more than 12.00" apart<br>Red in color<br>All at the same height<br>There will be two (2) LED lights installed at the rear of the apparatus used as clearance lights located at the rear of the apparatus per the following:<br>To indicate the overall width of the vehicle<br>One (1) each side of the vertical centerline<br>As near the top as practical<br>Red in color<br>To be visible from the rear<br>All at the same height<br>There will be two (2) LED lights installed on the side of the apparatus used as marker lights as close to the rear as practical per the following:<br>To indicate the overall length of the vehicle<br>One (1) each side of the vertical centerline<br>As near the top as practical<br>Red in color |



|         |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                       | <p>To be visible from the side<br/>All at the same height<br/>There will be two (2) red reflectors located on the rear of the truck facing to the rear. One (1) each side, as far to the outside as practical, at a minimum of 15.00", but no more than 60.00", above the ground.<br/>There will be two (2) red reflectors located on the side of the truck facing to the side. One (1) each side, as far to the rear as practical, at a minimum of 15.00", but no more than 60.00", above the ground.<br/>Per FMVSS 108 and CMVSS 108 requirements.</p> |
| 0804514 | Lights, Tail, WIn M62BTT* Red Stop/Tail & M62T* Amber Dir Arw For Hsg | <p><b>REAR FMVSS LIGHTING</b><br/>The rear stop/tail and directional lighting included in the rear tail light housing will include the following:<br/>Two (2) Whelen®, Model M62BTT, 4.30" high x 6.70" wide x 1.40" deep brake/tail lights with red LEDs<br/>Two (2) Whelen, Model M62T, 4.30" high x 6.70" wide x 1.40" deep directional lights with amber LEDs. The directional lights will be set to Steady On (Arrow) flash pattern.<br/>The lens color(s) to be clear.</p>                                                                         |
| 0806466 | Lights, Backup, WIn M62BU, LED, For Tail Lt Housing                   | There will be two (2) Whelen Model M62BU, LED backup lights provided in the tail light housing.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 0889577 | Bracket, License Plate & Light, P25 LED, Stainless Brkt               | <p><b>LICENSE PLATE BRACKET</b><br/>One (1) license plate bracket constructed of stainless steel will be provided at the rear of the apparatus.<br/>One (1) white LED light with chrome housing will be provided to illuminate the license plate. A stainless steel light shield will be provided over the light that will direct illumination downward, preventing white light to the rear.</p>                                                                                                                                                         |
| 0556842 | Bezels, WIn, (2) M6 Chrome Pierce, For mtg (4) WIn M6 lights          | <p><b>LIGHTING BEZEL</b><br/>There will be two (2) Whelen, Model M6FCV4P, four (4) place chromed ABS housings with Pierce logos provided for the rear M6 series stop/tail, directional, back up, scene lights or warning lights.</p>                                                                                                                                                                                                                                                                                                                     |
| 0589905 | Alarm, Back-up Warning, PRECO 1040                                    | <p><b>BACK-UP ALARM</b><br/>A PRECO, Model 1040, solid-state electronic audible back-up alarm that actuates when the truck is shifted into reverse will be provided. The device will sound at 60 pulses per minute and automatically adjust its volume to maintain a minimum ten (10) dBA above surrounding environmental noise levels.</p>                                                                                                                                                                                                              |
| 0769420 | Lights, Perimeter Cab, Amdor AY-LB-12HW020 LED 4Dr                    | <p><b>CAB PERIMETER SCENE LIGHTS</b><br/>There will be four (4) Amdor, Model AY-LB-12HW020, 350 lumens each, 20.00" white LED strip lights provided, one (1) for each cab door.<br/>These lights will be activated automatically when the battery switch is on and the exit doors are opened or by the same means as the body perimeter scene lights.</p>                                                                                                                                                                                                |
| 0769572 | Lights, Perimeter Pump House, Amdor AY-LB-12HW020 LED 2lts            | <p><b>PUMP HOUSE PERIMETER LIGHTS</b><br/>There will be two (2) Amdor, Model AY-LB-12HW020, 350 lumens each, 20.00" LED weatherproof strip lights with brackets provided under the pump panel running boards, one (1) each side.<br/>If the combination of options in the vehicle does not permit clearance for a 20.00" light, a 12.00" version of the Amdor light will be installed.<br/>The lights will be controlled by the same means as the body perimeter lights.</p>                                                                             |
| 0770056 | Lights, Perimeter Body, Amdor AY-LB-12HW020 LED 2lts, Rear Step       | <p><b>BODY PERIMETER SCENE LIGHTS</b><br/>There will be two (2) Amdor, Model AY-LB-12HW020, 350 lumens, 20.00" long, white LED's, 12 volt DC lights provided at the rear step area of the body, one (1) each side shining to the rear.<br/>The perimeter scene lights will be activated when the parking brake is applied.</p>                                                                                                                                                                                                                           |
| 0769570 | Lights, Perimeter, Amdor AY-LB-12HW020 20", Brkt                      | <p><b>ADDITIONAL PERIMETER LIGHTS</b><br/>There will be four (4) Amdor® Model AY-LB-12HW020, 350 lumens, 20.00" long, with white LED's installed with one (1) light under compartment LS1, one (1) light under compartment LS3, one (1) light under compartment RS1 and one (1) light under compartment RS3.<br/>With the chassis battery switch energized, the lights will be activated by the same means as the body perimeter lights.</p>                                                                                                             |
| 0896454 | Enhanced Software for Perimeter Lts                                   | <p><b>ENHANCED SOFTWARE FOR PERIMETER LIGHTS</b><br/>All perimeter lights and scene lights will be deactivated when the parking brake is released.<br/>The cab and crew cab perimeter lights will dim after 10 seconds or immediately if the vehicle's transmission is put into gear.</p>                                                                                                                                                                                                                                                                |

|         |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0556360 | Lights, Step, P25 LED 4lts, Pump Pnl Sw                | <b>STEP LIGHTS</b><br>Four (4) white LED step lights will be provided. One (1) step light will be provided on each side, on the front compartment face and two (2) step lights at the rear to illuminate the tailboard. In order to ensure exceptional illumination, each light will provide a minimum of 25 foot-candles (fc) covering an entire 15.00" x 15.00" square placed 10.00" below the light and a minimum of 1.5 fc covering an entire 30.00" x 30.00" square at the same 10.00" distance below the light. These step lights will be actuated with the pump panel light switch. All other steps on the apparatus will be illuminated per the current edition of NFPA 1901. |
| 0651852 | Light, FRC, 12V SPA260-Q15* LED, Surface Mount 5th     | <b>12 VOLT LIGHTING</b><br>There will be two (2) Fire Research, Model SPA260-Q15*, 12 volt LED surface mounted scene light(s) with chrome bezel(s) provided PS Body, rearward PS Lower, cab roof. The light(s) will be controlled in the following way:<br>a switch at the driver's side switch panel<br>a switch at the passenger's side switch panel<br>no additional switch location<br>no additional switch location<br>The light(s) may be load managed when the parking brake is applied.                                                                                                                                                                                       |
| 0679286 | Light, FRC, 12V SPA260-Q15* LED, Surface Mount 4th     | <b>12 VOLT LIGHTING</b><br>There will be two (2) Fire Research, Model SPA260-Q15*, 12 volt LED surface mounted scene light(s) with chrome bezel(s) provided DS Body, rearward DS Lower, Cab Roof. The light(s) will be controlled in the following way:<br>a switch at the driver's side switch panel<br>no additional switch location<br>no additional switch location<br>no additional switch location<br>The light(s) may be load managed when the parking brake is applied.                                                                                                                                                                                                       |
| 0776357 | Light, Visor, Wln, 12V P*H2* Pioneer, Cnt Feature, 1st | <b>12 VOLT LIGHTING</b><br>There will be one (1) Whelen® Model P*H2*, 17,750 lumens 12 volt DC light(s) with a combination of flood and spot optics provided on the front visor, centered. The housing(s) painted parts of this light assembly to be white. The light(s) will be controlled by a switch at the driver's side switch panel and by a switch at the passenger's side switch panel. These light(s) may be load managed when the parking brake is applied.                                                                                                                                                                                                                 |
| 0689891 | Lights, Deck, Wln (2) PFBP12C LED Rear Flood Lights    | <b>DECK LIGHTS</b><br>There will be two (2) Whelen, Model PFBP12C, 12 volt DC LED floodlights with swivel mount provided at the rear of the hose bed, one (1) each side. The lights will be activated by a control from a switch at the rear of the truck.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0645877 | Lights, Hose Bed, Sides, Dual LED Light Strips         | <b>HOSE BED LIGHTS</b><br>There will be white 12 volt DC LED light strips with stainless steel protective cover, provided to light the hose bed area. Hose Bed lights will meet the photometric levels listed in NFPA 1901 for Hose Bed lighting requirements. Light strip(s) will be installed along the upper edge of the left side of the hose bed. Light strip(s) will be installed along the upper edge of the right side of the hose bed. The lights will be activated by a cup switch at the rear of the apparatus no more than 72.00" from the ground.                                                                                                                        |
| 0645681 | Lights, Not Required, Rear Work, Deck Lights At Rear   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0768376 | Lights, Walk Surf, FRP Flood, LED, Qty, Loc Fet        | <b>WALKING SURFACE LIGHT</b><br>There will be one (1) Model FRP, 4" round black 12 volt DC LED light(s) with bolt mount provided rear bulkhead, LS to illuminate the designated walking surface on top of the body. The light(s) will be activated when the body step lights are on.                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0060016 | Pumper, Long, Aluminum, 2nd Gen                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0554271 | Body Skirt Height, 20"                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0063308 | Tank, Water, 500 Gallon, Poly, Long, New York Style    | <b>SPECIAL WATER TANK</b><br>Booster tank will have a capacity of 500 gallons and be constructed of polypropylene plastic by United Plastic Fabricating, Incorporated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|         |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                      | <p>The rear section of the tank will be notched, designed to allow a low hose bed area. Forward of the hose bed, the tank will be a special height to achieve the 500 gallon capacity.</p> <p>Tank joints and seams will be nitrogen welded inside and out.</p> <p>Tank will be baffled in accordance with NFPA Bulletin 1901 requirements.</p> <p>Baffles will have vent openings at both the top and bottom to permit movement of air and water between compartments.</p> <p>Longitudinal partitions will be constructed of .38" polypropylene plastic and will extend from the bottom of the tank through the top cover to allow for positive welding.</p> <p>Transverse partitions will extend from 4.00" off the bottom of the tank to the underside of the top cover.</p> <p>All partitions will interlock and will be welded to the tank bottom and sides.</p> <p>Tank top will be constructed of .50" polypropylene. It will be recessed .38" and will be welded to the tank sides and the longitudinal partitions.</p> <p>Tank top will be sufficiently supported to keep it rigid during fast filling conditions.</p> <p>Construction will include 2.00" polypropylene dowels spaced no more than 30.00" apart and welded to the transverse partitions. Two (2) of the dowels will be drilled and tapped (.50" diameter, 13.00" deep) to accommodate lifting eyes.</p> <p>A sump that will be sized dependent on the tank to pump plumbing will be provided at the bottom of the water tank.</p> <p>Sump will include a drain plug and the tank outlet.</p> <p>Tank will have a combination vent and 14.00" fill tower.</p> <p>Tank will be installed in a special size fabricated cradle assembly constructed of structural steel. Sufficient crossmembers will be provided to properly support bottom of tank. Crossmembers will be constructed of steel flat bar or rectangular tubing.</p> <p>Tank will "float" in cradle to avoid torsional stress caused by chassis frame flexing. Rubber cushions, .50" thick x 3.00" wide, will be placed on all horizontal surfaces that the tank rests on. Stops or other provision will be provided to prevent an empty tank from bouncing excessively while moving vehicle.</p> <p>Mounting system to be approved by the tank manufacturer.</p> |
| 0003405 | Overflow, 4.00" Water Tank, Poly                                     | <p>Fill tower will be constructed of .50" polypropylene and will be a minimum of 8.00" wide x 14.00" long.</p> <p>Fill tower will be furnished with a .25" thick polypropylene screen and a hinged cover.</p> <p>An overflow pipe, constructed of 4.00" schedule 40 polypropylene, will be installed approximately halfway down the fill tower and extend through the water tank and exit to the rear of the rear axle.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 0028104 | Foam Cell Required                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0633066 | Sleeve, Through Tank                                                 | <p><b>SLEEVE, PLUMBING, THROUGH TANK</b></p> <p>One (1) sleeve will be provided in the water tank for a 3.00" pipe to the rear.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0553725 | Restraint, Water Tank, Heavy Duty, Special Type Tank, 4x4, or Export | <p><b>WATER TANK RESTRAINT</b></p> <p>A heavy-duty water tank restraint will be provided.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0003429 | Not Required, Direct Tank Fill                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0003424 | Not Required, Dump Valve                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0048710 | Not Required, Jet Assist                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0030007 | Not Required, Dump Valve Chute                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0514778 | Not Required, Switch, Tank Dump Master                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0618241 | Hose Bed, Aluminum, Pumper, New York Style                           | <p><b>HOSE BED</b></p> <p>The hose bed will be fabricated of 0.125"-5052 aluminum with a nominal 38,000 psi tensile strength.</p> <p>The hose bed will be as low as practical.</p> <p>Upper and rear edges of side panels will have a double break for rigidity.</p> <p>The upper inside area of the beavertails will be covered with brushed stainless steel to prevent damage to painted surface when hose is removed.</p> <p>Flooring of the hose bed will be removable aluminum grating with the top surface corrugated to aid in hose aeration. The grating slats will be a minimum of 0.50" x 4.50" with spacing between slats for hose ventilation.</p> <p>A cross divider will be provided at the front of the hose bed before the tank transitions from the lower section to the upper section. The divider will run from the top of the side sheet down below the hose bed grating.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



|         |                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0723549 | Painted Hose Bed                                                                    | The hose bed interior walls will be painted to match the lower body color.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0003481 | Hose Bed Capacity, Special                                                          | Hose bed will accommodate 800' of 5"/ 400' of 3".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 0003488 | Divider, Hose Bed, Unpainted                                                        | <b>HOSE BED DIVIDER</b><br>One (1) hosebed divider will be furnished for separating hose.<br>Each divider will be constructed of a .125" brushed aluminum sheet fitted and fastened into a slotted, 1.50" diameter radiused extrusion along the top, bottom, and rear edge.<br>Divider will be fully adjustable by sliding in tracks, located at the front and rear of the hose bed.<br>Divider will be held in place by tightening bolts, at each end.<br>Acorn nuts will be installed on all bolts in the hose bed which have exposed threads.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0750312 | SP Hose Restraint,HB,2" HeavyWeb,Seat Belt Strap Top,Split,Seat Belts,Bungee,Tether | <b>HOSEBED RESTRAINT REAR</b><br>The hose in the hose bed will be restrained by a black nylon strap with a seat belt buckle at the top of the hose bed.<br>The hose at the rear of the hosebed will be restrained by 2.00" black nylon webbing with a 1.50" x 4.00" box pattern split into two sections. The split will be located rear hose bed. The webbing will be attached to the top hosebed frame with (2) two seat belt fasteners for each section. The seat belt fasteners will be mounted with the receiver portions on a bracket at the top. There will be a horizontal bar attached to the seat belt buckles with an orange tether on each side of the hose bed to allow a single pull release. Web straps will loop through the footman loops located on the outboard corners of the restraint and mounted permanently to the body sheet below the hosebed. A bungee cord restraint will be installed on each section to secure the middle portion of the restraints.                                                                                                                                                                                                           |
| 0010133 | Cross-Divider, Hose Bed                                                             | A cross-divider will be provided just behind the fill tower. The divider will be bolted to the side sheet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0655195 | Side Sheet, Right Side, Moved Outboard                                              | The right side hose bed side sheet will be moved out to the far outside of the body compartment increasing the hose bed width.<br>The visible seam between the body compartment and the hose bed side sheets will be concealed with a chrome and black vinyl molding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0655329 | Side Sheet, Left Side, Moved Outboard                                               | The left side hose bed side sheet will be moved out to the far outside of the body compartment increasing the hose bed width.<br>The visible seam between the body compartment and the hose bed side sheets will be concealed with a chrome and black vinyl molding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0729491 | Cover, Hose Bed, Alum Treadplate, Bolted T-Bar, Full Width Over Side Compt          | <b>HOSE BED COVER</b><br>A two (2) section hose bed cover, constructed of .125" bright aluminum treadplate will be furnished. The cover will be hinged with full length stainless steel piano hinge. The sides will be slanted down with the center of the cover supported by a stationary modular bridgework support. The cover will be constructed full width so that they cover the body compartments on both the left and right side.<br>The cover will be reinforced so that it can support the weight of a man walking on the cover.<br>The cover is designed with the left cover opening first.<br>If access to water tank fill tower is blocked by the hose bed cover, then a hinged door will be provided in it so that tank may be filled without raising cover doors.<br>Chrome grab handles and gas filled cylinders will be provided to assist in opening and closing the cover. A handrail is to be provided at the rear, in the center of the support, to assist in opening the cover.<br>The hose bed cover will be connected to the Do Not Move Truck indicator. The light will be activated if the cover is not in the stowed position and the parking brake is released. |
| 0013512 | Running Boards, 12.75" Deep                                                         | <b>RUNNING BOARDS</b><br>Running boards will be fabricated of .125" bright aluminum treadplate.<br>Each running board will be supported by a welded 2.00" square tubing and channel assembly, which will be bolted to the pump compartment substructure.<br>Running boards will be 12.75" deep and spaced .50" away from the pump panel.<br>A splash guard will be provided above the running board treadplate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 0689621 | Tailboard, 16" Deep                                                                 | <b>TAILBOARD</b><br>The tailboard will also be constructed of .125" bright aluminum treadplate and spaced .50" from the body, as well as supported by a structural steel assembly.<br>The tailboard area will be 16.00" deep.<br>The exterior side will be flanged down and in for increased rigidity of tailboard structure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|         |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0690037 | Wall, Rear, Smooth Aluminum/Body Material | <p><b>REAR WALL, SMOOTH ALUMINUM/BODY MATERIAL</b></p> <p>The rear facing surfaces of the center rear wall will be smooth aluminum.</p> <p>The bulkheads, the surface to the rear of the side body compartments, will be smooth and the same material as the body.</p> <p>Any inboard facing surfaces below the height of the hosebed will be aluminum diamondplate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 0889214 | Tow Eyes, w/Tow Bar, 2G Pumper            | <p><b>REAR TOW EYES</b></p> <p>Two (2) tow eyes, which are an integral part of the body mounting substructure, will be installed below the rear of the truck.</p> <p>The tow eyes will be of adequate strength to allow the truck to be pulled from the eyes.</p> <p><b>REAR TOW BAR</b></p> <p>One (1) tow bar will be installed under the tailboard, 3.00" forward from the rear of the tailboard. With air ride suspension and a 65 gallon fuel tank, the tow bar will be located .50" further rearward than normal when there is this combination of options.</p> <p>The tow bar assembly will be designed and positioned to allow up to a 30-degree upward angled pull of 17,000 lb, or a 20,000 lb straight horizontal pull in line with the centerline of the vehicle.</p> <p>The tow bar design will have been tested and evaluated using finite element analysis techniques.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0895820 | Construction, Compt, Alum, 2G Pumper      | <p><b>COMPARTMENTATION</b></p> <p>Body and compartments will be fabricated of 0.125", 5052-H32 aluminum.</p> <p>Side compartments will be an integral assembly with the rear fenders.</p> <p>Circular fender liners will be provided for prevention of rust pockets and ease of maintenance.</p> <p>Side compartment flooring will be of the sweep out design with the floor higher than the compartment door lip.</p> <p>The side compartment door opening will be framed by flanging the edges in 1.75" and bending out again 0.75" to form an angle.</p> <p>Drip protection will be provided above the doors by means of bright aluminum extrusion, formed bright aluminum treadplate or polished stainless steel.</p> <p>The top of the compartment will be covered with bright aluminum treadplate rolled over the edges on the front, rear and outward side. These covers will have the corners welded.</p> <p>Side compartment covers will be separate from the compartment tops.</p> <p>Front facing compartment walls will be covered with bright aluminum treadplate.</p> <p>All screws and bolts which protrude into a compartment will have acorn nuts on the ends to prevent injury.</p> <p><b>UNDERBODY SUPPORT SYSTEM</b></p> <p>Due to the severe loading requirements of this pumper a method of body and compartment support suitable for the intended load will be provided.</p> <p>The backbone of the support system will be the chassis frame rails which is the strongest component of the chassis and is designed for sustaining maximum loads.</p> <p>Forward to the rear axle, the support system will include "L"-shaped support members bolted to the chassis frame rails. These welded support members will include vertical formed channels, horizontal structural channels, and support gussets. These parts extend from the chassis frame outward underneath the body.</p> <p>Rearward to the rear axle, the body support system will include two rearward facing "L"-shaped support members bolted to the chassis frame rails. These support members will be connected to the two body supporting crossmembers forming a boxed foundation for the rear body support system.</p> <p>Steel upper platform decks will be mounted on the top of these support members to create a floating substructure which will result in a 500 lb equipment support rating per lower compartment.</p> <p>All structural components of this system will be made from high strength 50K steel plate material or structural steel componentry. The steel frames as well as the steel vertical angles will be treated with an epoxy E-coat to provide resistance to corrosion and chemicals as standard.</p> <p>The floating substructure will be separated from the horizontal members with neoprene elastomer isolators. These isolators will reduce the natural flex stress of the chassis from being transmitted to the body.</p> <p>Isolators will have a broad load range, proven viability in vehicular applications, be of a fail-safe design and allow for all necessary movement in three (3) transitional and rotational modes.</p> <p>The neoprene isolators will be installed in a pattern which assimilates a three (3)-point mounting pattern to reduce the natural flex of the chassis being transmitted to the body.</p> <p>A design with body compartments hanging on the chassis in an unsupported fashion will not be acceptable.</p> <p><b>AGGRESSIVE WALKING SURFACE</b></p> <p>All exterior surfaces designated as stepping, standing, and walking areas will comply with the required average slip resistance of the current NFPA standards.</p> <p><b>LOUVERS</b></p> <p>Louvers will be stamped into compartment walls to provide the proper airflow inside the body compartments and to prevent water from dripping into the compartment. Where these louvers are provided, they will be formed into the metal and not added to the compartment as a separate plate.</p> <p><b>TESTING OF BODY DESIGN</b></p> <p>Body structural analysis will be fully tested. Proven engineering and test techniques such as finite element analysis, strain gauging, and model analysis will be performed with special attention given to fatigue, life and structural integrity of the body and substructure.</p> <p>Body will be tested while loaded to its greatest in-service weight.</p> <p>The criteria used during the testing procedure will include:</p> <p>Raising opposite corners of the vehicle tires 9.00" to simulate the twisting a truck may experience when driving over a curb.</p> <p>Making a 90 degree turn, while driving at 20 mph to simulate aggressive driving conditions.</p> <p>Driving the vehicle at 35 mph on a washboard road.</p> <p>Driving the vehicle at 55 mph on a smooth road.</p> <p>Accelerating the vehicle fully, until reaching the approximate speed of 45 mph on rough</p> |

pavement.  
Evidence of actual testing techniques will be made available upon request.

|         |    |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------|----|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0743475 | SP | Eng Compt Module, Tran/Roll, 30"W x 74.00" High, Full Width | <b>ENGINEER'S COMPARTMENT</b><br>A transverse engineer's compartment module will be installed behind the cab.<br>The compartment will be full width x 74.00" high.<br>A full height roll up door to match the door construction on the body will be provided on each side of the engineer's compartment. The interior compartment dimensions will be approximately 28.25" wide x minimum 64.00" high. The lower portion of each side engineer's compartment will be approximately 24.50" deep. The transverse area will be approximately 92.00" deep x minimum 38.00" high. The depth of the compartments will be calculated with the compartment door closed.<br>The clear door opening of this compartment will be 24.00" wide.<br>The compartment will have a drip pan below the roll of the door.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0594013 |    | LS 171" Rollup, Full Height Front & Rear, FDLER             | <b>LEFT SIDE COMPARTMENTATION</b><br>The left side compartmentation will consist of three rollup door compartments.<br>A full height, rollup door compartment ahead of the rear wheels will be provided. The interior dimensions of this compartment will be 54.00" wide x 66.63" high x 25.88" deep in the lower 25.00" of the compartment and 12.00" deep in the remaining upper portion. The clear door opening will be a minimum of 48.25" wide x 56.88" high.<br>A rollup door compartment over the rear wheels will be provided. The interior dimensions of this compartment will be 66.50" wide x 32.88" high x 12.00" deep. The clear door opening will be a minimum of 58.25" wide x 23.13" high.<br>A full height, rollup door compartment behind the rear wheels will be provided. <b>The interior dimensions of this compartment will be 47.75" wide x 67.63" high x 25.88" deep in the lower 26.00" of height and 12.00" deep in the remaining upper section of the compartment. The clear door opening will be a minimum of 44.75" wide x 57.88" high.</b><br><b>The interior height of the compartments will be measured from the compartment floor to the ceiling. The spool of the rollup door at the top of the compartment takes up some usable space. The depth of the compartments will be measured from the back wall to the inside of the door frame.</b><br><b>Closing of the door will not require releasing, unlocking, or unlatching any mechanism and will easily be accomplished with one hand.</b>                                                                                                                                                                                                            |
| 0594009 |    | RS 171" Rollup, Full Height Front & Rear, FDLER             | <b>RIGHT SIDE COMPARTMENTATION</b><br>The right side compartmentation will consist of three rollup door compartments.<br>A full height, rollup door compartment ahead of the rear wheels will be provided. The interior dimensions of this compartment will be 54.00" wide x 66.63" high x 25.88" deep in the lower 25.00" of the compartment and 12.00" deep in the remaining upper portion. The clear door opening will be a minimum of 48.25" wide x 56.88" high.<br>A rollup door compartment over the rear wheels will be provided. The interior dimensions of this compartment will be 66.50" wide x 32.88" high x 12.00" deep. The clear door opening will be a minimum of 58.25" wide x 23.13" high.<br>A full height, rollup door compartment behind the rear wheels will be provided. <b>The interior dimensions of this compartment will be 47.75" wide x 67.63" high x 25.88" deep in the lower 26.00" of height and 12.00" deep in the remaining upper section of the compartment. The clear door opening will be a minimum of 44.75" wide x 57.88" high.</b><br><b>The interior height of the compartments will be measured from the compartment floor to the ceiling. The spool of the rollup door at the top of the compartment takes up some usable space. The depth of the compartments will be measured from the back wall to the inside of the door frame.</b><br><b>Closing of the door will not require releasing, unlocking, or unlatching any mechanism and will easily be accomplished with one hand.</b>                                                                                                                                                                                                          |
| 0692733 |    | Doors, Rollup, Gortite, Side Compartments                   | <b>SIDE COMPARTMENT ROLLUP DOOR(S)</b><br>There will be six (6) compartment doors installed on the side compartments. The doors will be double faced aluminum construction, painted one (1) color to match the lower portion of the body and manufactured by Gortite®.<br>Lath sections will be an interlocking rib design and will be individually replaceable without complete disassembly of door.<br>Between each slat at the pivoting joint will be a PVC inner seal to prevent metal to metal contact and prevent dirt or moisture from entering the compartments. Seals will allow door to operate in extreme temperatures ranging from 180 to -40 degrees Fahrenheit. Side, top and bottom seals will be provided to resist ingress of dirt and weather and be made of Santoprene.<br>All hinges, barrel clips and end pieces will be nylon 66. All nylon components will withstand temperatures from 300 to -40 degrees Fahrenheit.<br>A polished stainless steel lift bar to be provided for each roll-up door. Lift bar will be located at the bottom of door and have latches on the outer extrusion of the doors frame. A ledge will be supplied over lift bar for additional area to aid in closing the door.<br>Doors will be constructed from an aluminum box section. The exterior surface of each slat will be flat. The interior surfaces will be concave to provide strength and prevent loose equipment from jamming the door from inside.<br>To conserve space in the compartments, the spring roller assembly will not exceed 3.00" in diameter.<br>The header for the rollup door assembly will not exceed 4.00".<br>A heavy-duty magnetic switch will be used for control of open compartment door warning lights. |
| 0013671 |    | Compt, Rear, Rollup, 30.75" FF,<br>Bid #: 726               | <b>REAR COMPARTMENTATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



|         |                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | 25.88" D                                                                       | <p>A roll-up door compartment above the rear tailboard will be provided.</p> <p>The interior dimensions of this compartment will be 40.00" wide x 33.63" high x 25.88" deep. The spool of the rollup door at the top of the compartment takes up some usable space. The depth of the compartment will be calculated with the compartment door closed.</p> <p>A louvered, removable access panel will be furnished on the back wall of the compartment.</p> <p>The rear compartment will be open into the rear side compartments.</p> <p>The clear door opening of this compartment will be a minimum of 33.25" wide x 23.88" high.</p> <p>Closing of the door will not require releasing, unlocking, or unlatching any mechanism and will easily be accomplished with one hand.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0692746 | Door, Gortite, Rollup, Rear Compartment                                        | <p><b>ROLLUP REAR COMPARTMENT DOOR</b></p> <p>There will be a rear rollup door. The door will be double faced aluminum construction, an anodized satin finish and manufactured by Gortite®.</p> <p>Lath sections will be an interlocking rib design and will be individually replaceable without complete disassembly of door.</p> <p>Between each slat at the pivoting joint will be a PVC inner seal to prevent metal to metal contact and prevent dirt or moisture from entering the compartments. Seals will allow door to operate in extreme temperatures ranging from 180 to -40 degrees Fahrenheit. Side, top and bottom seals will be provided to resist ingress of dirt and weather and be made of Santoprene.</p> <p>All hinges, barrel clips and end pieces will be nylon 66. All nylon components will withstand temperatures from 300 to -40 degrees Fahrenheit.</p> <p>A polished stainless steel lift bar to be provided for each roll-up door. Lift bar will be located at the bottom of door and have latches on the outer extrusion of the doors frame. A ledge will be supplied over lift bar for additional area to aid in closing the door.</p> <p>Door will be constructed from an aluminum box section. The exterior surface of each slat will be flat. The interior surface will be concave to provide strength and prevent loose equipment from jamming the door from inside.</p> <p>To conserve space in the compartments, the spring roller assembly will not exceed 3.00" in diameter.</p> <p>The header for the rollup door assembly will not exceed 4.00".</p> <p>A heavy-duty magnetic switch will be used for control of open compartment door warning lights.</p> |
| 0554995 | No Body Modification Required                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0625184 | Guard, Drip Pan, S/S, Rollup Door, Pumper                                      | <p><b>DOOR GUARD</b></p> <p>There will be seven (7) compartment doors that will include a guard/drip pan designed to protect the rollup door from damage when in the retracted position and contain any water spray. The guard will be fabricated from stainless steel and installed left side rearward compartment, left side over the wheel compartment, left side forward compartment, right side rearward compartment, right side over the wheel compartment, right side forward compartment and rear compartment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0616670 | Lights, Compt, Pierce LED, Dual Light Strips, Each Side of Door, Pumper/Tanker | <p><b>COMPARTMENT LIGHTING</b></p> <p>There will be seven (7) compartment(s) with two (2) white 12 volt DC LED compartment light strips. The dual light strips will be centered vertically along each side of the door framing. There will be two (2) light strips per compartment. The dual light strips will be in all body compartment(s).</p> <p>Any remaining compartments without light strips will have a 6.00" diameter Truck-Lite, Model: 79384 light. Each light will have a number 1076 one filament, two wire bulb.</p> <p>Opening the compartment door will automatically turn the compartment lighting on.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0687146 | Shelf Tracks, Painted                                                          | <p><b>MOUNTING TRACKS</b></p> <p>There will be seven (7) sets of tracks for mounting shelf(s) in LS1, LS2, LS3, RS1, RS2, RS3 and B1. These tracks will be installed vertically to support the adjustable shelf(s). The tracks will be painted to match the compartment interior.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0600350 | Shelves, Adj, 500 lb Capacity, Full Width/Depth, Predefined Locations          | <p><b>ADJUSTABLE SHELVES</b></p> <p>There will be eight (8) shelves with a capacity of 500 lb provided.</p> <p>The shelf construction will consist of .188" aluminum painted spatter gray with 2.00" sides.</p> <p>Each shelf will be infinitely adjustable by means of a threaded fastener, which slides in a track.</p> <p>The shelves will be held in place by .12" thick stamped plated brackets and bolts.</p> <p>The location(s) will be determined at a later date.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 0709690 | Tray, 250 lb Slide-out, 2" Sides - Adj. Height, Predefined Locations           | <p><b>SLIDE-OUT ADJUSTABLE HEIGHT TRAY</b></p> <p>There will be two (2) slide-out trays provided.</p> <p>Each tray will have 2.00" high sides and a minimum capacity rating of 250 lb in the extended position.</p> <p>Each tray will be constructed of aluminum painted spatter gray.</p> <p>Each tray will be mounted on a pair of side mounted slides. The slide mechanisms will have ball bearings for ease of operation and years of dependable service. The slides will be mounted to shelf tracks to allow the tray to be adjustable up and down within the designated mounting location.</p> <p>An automatic lock will be provided for both the in and out tray positions. The lock trip mechanism will be located at the front of the tray and will be easily operated with a gloved hand.</p> <p>The location(s) will be in RS4 centered between the floor and the ceiling and in LS4 centered</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|         |    |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|----|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0647091 |    | Tray, Floor Mounted, Slide-Out, 500lb, 2.00" Sides            | <b>SLIDE-OUT FLOOR MOUNTED TRAY</b> <p>There will be three (3) floor mounted slide-out tray(s) provided. Each tray will have 2.00" high sides and a minimum capacity rating of 500 lb in the extended position.</p> <p>Each tray will be constructed of aluminum painted spatter gray</p> <p>There will be two undermount-roller bearing type slides rated at 250lb each provided. The pair of slides will have a safety factor rating of 2.</p> <p>To ensure years of dependable service, the slides will be coated with a finish that is tested to withstand a minimum of 1,000 hours of salt spray per ASTM B117.</p> <p>To ensure years of easy operation, the slides will require no more than a 50lb force for push-in or pull-out movement when fully loaded after having been subjected to a 40 hour vibration (shaker) test under full load. The vibration drive file will have been generated from accelerometer data collected from a heavy truck chassis driven over rough gravel roads in an unloaded condition.</p> <p>Proof of compliance will be provided upon request.</p> <p>Automatic locks will be provided for both the "in" and "out" positions. The trip mechanism for the locks will be located at the front of the tray for ease of use with a gloved hand.</p> <p>The location(s) will be RS3, B1 and LS3.</p>                                                                                                                                                                                              |
| 0590939 |    | Toolboard, Alum, .188", Peg Board, Added to Slide-Out Tray    | <b>TOOL BOARD</b> <p>An aluminum tool board will be provided.</p> <p>It will be a minimum of .188" thick with .203" diameter diameter holes in a pegboard pattern with 1.00" centers between holes.</p> <p>A 1.00" x 1.00" aluminum tube frame will be welded to the edge of the board.</p> <p>The board will be installed on adjustable tracks on a slide out tray. The tracks will allow side to side adjustment. The board will be as high as space permits and full length of the tray. The tray is not included in this option.</p> <p>There will be Two (2) toolboard(s) provided. The toolboard(s) will be spatter gray painted and installed LS4,RS4, upper slide out tray for SCBAs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 0540317 |    | Toolboard, Swing-out, Alum, .188", Peg Board                  | <b>SWING OUT TOOLBOARD</b> <p>A swing out aluminum toolboard will be provided.</p> <p>It will be a minimum of .188" thick with .203" diameter holes in a pegboard pattern with 1.00" centers between holes.</p> <p>A 1.00" x 1.00" aluminum tube frame will be welded to the edge of the pegboard.</p> <p>The board will be mounted on a pivoting device at the front of the compartment on the top and bottom to allow easy movement in and out of the compartment. The maximum tool load will be 400 pounds.</p> <p>The board will have positive lock in the stowed and extended position.</p> <p>The board will be mounted on adjustable tracks from front to back within the compartment.</p> <p>There will be One (1) toolboard(s) provided. The toolboard(s) will be spatter gray painted and installed RS2.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0731212 | SP | Cover, Aluminum Treadplate, Over Warm Water Rinse Tank        | <b>COVER, WARM WATER RINSE TANK</b> <p>An aluminum treadplate cover will be provided on top of the warm water rinse tank.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0755527 |    | Pegboard, Back Wall Mounted, 3/16" Alum, Standard Depth Upper | <b>PEGBOARD</b> <p>There will be 3/16" thick aluminum pegboard spatter gray painted will be installed on the back wall of two (2) compartments. It will be mounted using two (2) horizontal tracks. Retainers will be used to mount the pegboard to the tracks. The pegboard(s) installed will be on the upper standard depth section of the compartment. The holes will be .203" diameter, punched 1.00" on center. Pegboard will be provided in the following compartments: LS3 and RS2.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0898821 |    | Warm Water Rinse Outlet, 25 Gallon Tank, Cargo Area, CARE     | <b>WARM WATER RINSE, CARE Water Tank</b> <p>A 25-gallon (20 gallon useable) warm water rinse water tank will be installed In The Cargo Area ,to be used with potable water. A water tank overflow will be supplied on the tank and will dump to the ground.</p> <p>A low-level shut off switch/probe will be installed in the water tank to shut off the water pump when the water level is low.</p> <p>One (1) 110v, 1000w electric probe will be provided for heating the water within the tank. The probe will be located as low as possible within the tank and will be powered by the shoreline power.</p> <p>One (1) 12v, 600w electric probe will be provided for heating the water within the tank. The probe will be located as low as possible within the tank and will be powered by the truck batteries with the ignition on.</p> <p>Temperature thermostat(s) will be installed in the water tank to maintain a water temperature between 100-120 degrees Fahrenheit when using the electric probes. A low-level shut off switch/probe will be installed in the water tank above the heater probes to shut off the heater probes when the water level is low.</p> <p><b>Pump, inlet/outlet</b></p> <p>A 40psi, 12vdc, RV style water pump, powered by the truck batteries with the battery switch on, will supply water from the warm water rinse tank to the rinse outlet. An in-line, 40 mesh, water strainer will be plumbed between the refill inlet and the pump and will be easily accessible for maintenance.</p> |

|         |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                  | <p>The warm water rinse tank refill/inlet will be located On The Right Side Pump Panel. The inlet will terminate with 0.75" FGHT-S threads and a plug.</p> <p>The warm water rinse outlet will be located On The Right Side Pump Panel. The outlet will terminate with a shower head . All the components inside or outside the water tank will be located to allow the end user easy access for maintenance without removing the water tank from the apparatus.</p> <p><b>Control Panel</b></p> <p>The warm water rinse control panel will be located PS pump panel . The control panel will contain at least the following indicator lights and switches</p> <p>A Green LED indicator light will be provided to indicate when the warm water rinse tank is full. It will be properly labeled and located on the warm water rinse control panel.</p> <p>A Red LED indicator light will be provided to indicate when the warm water rinse tank level is low. It will be properly labeled and located on the warm water rinse control panel.</p> <p>A switch with an integrated Green LED "ON" indicator light will be provided, properly labeled, and located near the warm water rinse controls. This switch will allow the user to select 110v power (shoreline) heater probe or 12v power (battery) heater probe to be used to heat the water within the tank. It will be properly labeled and located on the warm water rinse control panel.</p> <p>An on/off switch with an integrated Green LED "ON" indicator light will be provided, properly labeled, and located on the warm water rinse control panel. This switch will turn the heater probes on and off. It will be properly labeled and located on the warm water rinse control panel.</p> <p>An on/off switch with an integrated Green LED "ON" indicator light will be provided, properly labeled, and located on the warm water rinse control panel. This switch will turn the water pump on and off. It will be properly labeled and located on the warm water rinse control panel.</p> |
| 0024016 | Rub Rail, Aluminum Extruded, Side & Rear of Body                                 | <p><b>RUB RAIL</b></p> <p>Bottom edge of the side and rear of the body compartments will be trimmed with a bright aluminum extruded rub rail.</p> <p>Trim will be 2.12" high with 1.38" flanges turned outward for rigidity.</p> <p>The rub rails will not be an integral part of the body construction, which allows replacement in the event of damage.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 0784811 | Fender Crowns, Rear, Stainless, w/Removable Liner                                | <p><b>BODY FENDER CROWNS</b></p> <p>Polished stainless steel fender crowns will be provided around the rear wheel openings with a dielectric barrier will be provided between the fender crown and the fender sheet metal to prevent corrosion.</p> <p>The fender crowns will be held in place with stainless steel screws that thread directly into a composite nut and not directly into the parent body sheet metal to eliminate dissimilar metals contact and greatly reduce the chance for corrosion. Rubber wetting will be provided between the body and crown.</p> <p><b>BODY FENDER LINER</b></p> <p>A painted to match the lower body color fender liner will be provided. The liners will be removable to aid in the maintenance of rear suspension components.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0519849 | Not Required, Hose, Hard Suction                                                 | <p><b>HARD SUCTION HOSE</b></p> <p>Hard suction hose will not be required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0626229 | Handrails, Side Pump Panels, Per Print                                           | <p><b>HANDRAILS</b></p> <p>The handrails will be 1.25" diameter knurled aluminum to provide a positive gripping surface. Chrome plated end stanchions will support the handrail. Plastic gaskets will be used between end stanchions and any painted surfaces.</p> <p>Drain holes will be provided in the bottom of all vertically mounted handrails.</p> <p>Handrails will be provided to meet NFPA 1901 section 15.8 requirements. The handrails will be installed as noted on the sales drawing.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0004126 | Handrails, Beavertail, Standard                                                  | <p><b>HANDRAILS</b></p> <p>One (1) vertical handrail will be located on each rear beavertail.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0625966 | Handrail, Rear, Below Hose Bed, Full Width, Hansen, Knurled Aluminum LED Backlit | <p><b>HANDRAIL</b></p> <p>There will be one (1) full width horizontal handrail provided below the hose bed at the rear of the apparatus. The handrail will be Hansen LED backlit knurled aluminum. The handrail will be lit with a blue LED light. The handrail will be activated with the application of the parking brake.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 0657651 | Compt, Air Bottle, Double, Fender Panel                                          | <p><b>AIR BOTTLE STORAGE (Double)</b></p> <p>A quantity of four (4) air bottle compartments, 15.25" wide x 7.75" tall x 26.00" deep, will be provided on the left side forward of the rear wheels, on the left side rearward of the rear wheels, on the right side forward of the rear wheels and on the right side rearward of the rear wheels . A polished stainless steel door with a Southco raised trigger C2 chrome lever latch will be provided to contain the air bottle. A dielectric barrier will be provided between the door hinge, hinge fasteners and the body sheet metal.</p> <p>Inside the compartment, black Dura-Surf friction reducing material will be provided.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0004225 | Ladder, 24' Duo-Safety 900A 2-                                                   | <p><b>EXTENSION LADDER</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



|         |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | Section                                                        | There will be a 24' two-section aluminum Duo-Safety Series 900-A extension ladder provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0004230 | Ladder, 14' Duo-Safety 775A Roof                               | <b>ROOF LADDER</b><br>There will be a 14' aluminum Duo-Safety Series 775-A roof ladder provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 0049958 | Ladders Btwn Tank & S.Sht, RS, Ext'd Rr, Encl'd Complete, RPH  | <b>LADDER STORAGE</b><br>The ladders will be stored between the water tank and the right side compartments.<br>The ladders will extend into the pump compartment just to the rear of the water pump discharges.<br>The ladder storage area will be enclosed as practical by means of sheet metal to protect the ladders from road dirt. The ladders that extend into the pump house will also be enclosed. A black rubber boot will be provided to enclose the ladders in the gap between the pump house and the body.<br>Each ladder will be stored vertically in a separate stainless steel storage trough. Each stainless steel trough will be lined with Dura-Surf nylon slides.<br>An aluminum enclosure will be provided at the rear of the body to properly contain the ladders. This enclosure will extend to the rear of the side body compartments.<br>The enclosure will also include a vertically hinged smooth aluminum door with a D-handle latch to access the ladders. The door will be hinged on the left side.<br>On the rear wall, there will be a smooth aluminum scuffplate around the door for the ladder enclosure. |
| 0733387 | Ladder, 10' Duo-Safety Folding 585A                            | <b>FOLDING LADDER</b><br>One (1) 10.00' aluminum, Series 585-A, Duo-Safety folding ladder will be installed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0602877 | Pike Pole, Pumper, Provided by Fire Department, NFPA 2016      | <b>PIKE POLE PROVIDED BY FIRE DEPARTMENT</b><br>NFPA 1901, 2016 edition, Section 5.9.4 requires one (1) 8 ft or longer pike pole mounted in a bracket fastened to the apparatus.<br>The pike pole is not on the apparatus as manufactured. The fire department will provide and mount the pike pole.<br>The pike pole(s) will be a Duo-Safety 10' pike pole.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0760175 | Tube, Pike Pole 8' or Longer, Btwn Tank & S.Sht Ladder Storage | <b>PIKE POLE STORAGE</b><br>There will be storage designated right side for One (1) pike pole 8' or longer pike poles stored in a tube between the side sheet and tank in the ground ladder storage compartment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 0602875 | Pike Pole, 6', Pumper, Provided by Fire Department, NFPA 2016  | <b>6' PIKE POLE PROVIDED BY FIRE DEPARTMENT</b><br>NFPA 1901, 2016 edition, Section 5.9.4 requires one (1) 6' pike pole or plaster hook mounted in a bracket fastened to the apparatus.<br>The pike pole is not on the apparatus as manufactured. The fire department will provide and mount the pike pole.<br>The pike pole(s) will be a Duo-Safety 6' pike pole.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0760247 | Tube, Pike Pole 6', Btwn Tank & S.Sht Ladder Storage           | <b>PIKE POLE STORAGE</b><br>There will be storage designated right side for One (1) pike pole with a .75" standard notch stored in a tube between the side sheet and tank in the ground ladder storage compartment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0024388 | No Steps Required, Front Of Body                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0592994 | Steps, Folding, Rear of Body, w/LED, Trident                   | <b>REAR FOLDING STEPS</b><br>Bright finished, non-skid folding steps with a black tread coating on the stepping surface will be provided at the rear. Each step will incorporate an LED light to illuminate the stepping surface.<br>The steps can be used as a hand hold with two openings wide enough for a gloved hand.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0000458 | Platform, Slide Out, 500 lb Capacity, Alum 4-Way               | <b>SLIDE-OUT PLATFORM</b><br>Two (2) slideout platforms will be provided under LS 4 and RS 4. The capacity rating will be 500 lbs in the extended position. Automatic locks will be provided for both the "in" and "out" positions. The trip mechanism for the locks will be located at the front of the tray for ease of use with a gloved hand.<br>There will be an On Scene Solutions Access white 12 volt DC LED light provided to illuminate the ground area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0007545 | Pump House, Side Control, 45", Control Zone                    | <b>PUMP COMPARTMENT</b><br>The pump compartment will be separate from the hose body and compartments so that each may flex independently of the other. The pump compartment will be constructed of the same material as the body compartmentation.<br>The pump compartment substructure will be a fabricated assembly of steel tubing, angles and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

channels which supports both the fire pump and the side running boards.  
The pump compartment will be mounted on the chassis frame rails with rubber biscuits in a four point pattern to allow for chassis frame twist.  
Pump compartment, pump, plumbing and gauge panels will be removable from the chassis in a single assembly.

**PUMP MOUNTING**  
Pump will be mounted to a substructure which will be mounted to the chassis frame rail using rubber isolators. The mounting will allow chassis frame rails to flex independently without damage to the fire pump.

**LEFT SIDE PUMP CONTROL PANELS**  
All pump controls and gauges will be located at the left side of the apparatus and properly identified.  
Layout of the pump control panel will be ergonomically efficient and systematically organized. The pump operator's control panel will be removable in two (2) main sections for ease of maintenance:  
The upper section will contain sub panels for the mounting of the pump pressure control device, engine monitoring gauges, electrical switches, and foam controls (if applicable). Sub panels will be removable from the face of the pump panel for ease of maintenance. Below the sub panels will be located all valve controls and line pressure gauges.  
The lower section of the panel will contain all inlets, outlets, and drains.  
All push/pull valve controls will have 1/4 turn locking control rods with polished chrome plated zinc tee handles. Guides for the push/pull control rods will be chrome plated zinc castings securely mounted to the pump panel. Push/pull valve controls will be capable of locking in any position. The control rods will pull straight out of the panel and will be equipped with universal joints to eliminate binding.

**IDENTIFICATION TAGS**  
The identification tag for each valve control will be recessed in the face of the tee handle.  
All discharge outlets will have color coded identification tags, with each discharge having its own unique color. Color coding will include the labeling of the outlet and the drain for each corresponding discharge.  
All line pressure gauges will be mounted directly above the corresponding discharge control tee handles and recessed within the same chrome plated casting as the rod guide for quick identification. The gauge and rod guide casting will be removable from the face of the pump panel for ease of maintenance. The casting will be color coded to correspond with the discharge identification tag.  
All remaining identification tags will be mounted on the pump panel in chrome plated bezels.  
The pump panel on the right side will be removable with lift and turn type fasteners.  
Trim rings will be installed around all inlets and outlets.  
The trim rings for the side discharge outlets will be color coded and labeled to correspond with the discharge identification tag.

0037731 Pump House Structure, Raised,  
Included with Ladder Storage

0004435 Pump, Waterous, CSU, 2000 GPM,  
Single Stage

**PUMP**  
Pump will be a Waterous CSU, 2000 gpm single (1) stage midship mounted centrifugal type.  
Pump will be the class "A" type.  
Pump will deliver the percentage of rated discharge at pressures indicated below:  
- 100% of rated capacity at 150 psi net pump pressure.  
- 70% of rated capacity at 200 psi net pump pressure.  
- 50% of rated capacity at 250 psi net pump pressure.  
Pump body will be close-grained gray iron, bronze fitted, and horizontally split in two (2) sections for easy removal of the entire impeller shaft assembly (including wear rings).  
Pump will be designed for complete servicing from the bottom of the truck, without disturbing the pump setting or apparatus piping.  
Pump case halves will be bolted together on a single horizontal face to minimize a chance of leakage and facilitate ease of reassembly. No end flanges will be used.  
Discharge manifold of the pump will be cast as an integral part of the pump body assembly and will provide a minimum of three (3) 3.50" openings for flexibility in providing various discharge outlets for maximum efficiency.  
The three (3) 3.50" openings will be located as follows: one (1) outlet to the right of the pump, one (1) outlet to the left of the pump, and one (1) outlet directly on top of the discharge manifold.  
Impeller shaft will be stainless steel, accurately ground to size. It will be supported at each end by sealed, anti-friction ball bearings for rigid precise support. Impeller will have flame plated hubs assuring maximum pump life and efficiency despite any presence of abrasive matter in the water supply.  
Bearings will be protected from water and sediment by suitable stuffing boxes, flinger rings, and oil seals. No special or sleeve type bearings will be used.

0004481 Seal, Grafoil, Waterous

**PUMP PACKING**  
Stuffing boxes will be of the conventional two (2) piece, split-gland type, to permit adjustment or replacement of Grafoil packing without disturbing the pump. Water will be fed into stuffing box lantern rings for proper lubrication and cooling when the pump is operating.  
Lantern rings will be located at the inner ends of the stuffing boxes, to avoid having to remove them when replacing pump packing.  
Wear rings will be bronze and easily replaceable to restore original pump efficiency and eliminate the need to replace the entire pump casing due to wear.

0559769 Trans, Pump, Waterous C20 Series

**PUMP TRANSMISSION**  
The pump transmission will be made of a three (3) piece, aluminum, horizontally split casing.

|         |                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                  | <p>Power transfer to pump will be through a high strength Morse HY-VO silent drive chain. By the use of a chain rather than gears, 50% of the sprocket will be accepting or transmitting torque, compared to two (2) or three (3) teeth doing all the work.</p> <p>Drive shafts will be 2.35" diameter hardened and ground alloy steel and supported by ball bearings. The case will be designed to eliminate the need for water cooling.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 0635600 | Pumping Mode, Stationary Only                                    | <p><b>PUMPING MODE</b></p> <p>An interlock system will be provided to ensure that the pump drive system components are properly engaged so that the apparatus can be safely operated. The interlock system will be designed to allow stationary pumping only.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0605126 | Pump Shift, Air Mnl Override, Split Shaft, Interlocked, Waterous | <p><b>AIR PUMP SHIFT</b></p> <p>Pump shift engagement will be made by a two (2) position sliding collar, actuated pneumatically (by air pressure), with a three (3) position air control switch located in the cab. A manual back-up shift control will also be located on the left side pump panel.</p> <p>Two (2) indicator lights will be provided adjacent to the pump shift inside the cab. One (1) green light will indicate the pump shift has been completed and be labeled "pump engaged". The second green light will indicate when the pump has been engaged, and that the chassis transmission is in pump gear. This indicator light will be labeled "OK to pump".</p> <p>The pump shift will be interlocked to prevent the pump from being shifted out of gear when the chassis transmission is in gear to meet NFPA requirements.</p> <p>The pump shift control in the cab will be illuminated to meet NFPA requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0003148 | Transmission Lock-up, EVS                                        | <p><b>TRANSMISSION LOCK-UP</b></p> <p>The direct gear transmission lock-up for the fire pump operation will engage automatically when the pump shift control in the cab is activated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0004547 | Auxiliary Cooling System                                         | <p><b>AUXILIARY COOLING SYSTEM</b></p> <p>A supplementary heat exchange cooling system will be provided to allow the use of water from the discharge side of the pump for cooling the engine water. The heat exchanger will be a separate unit. It will be installed in the pump or engine compartment with the control located on the pump operator's control panel. The exchanger will be plumbed to the master drain valve.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0014486 | Not Required, Transfer Valve, Single Stage Pump                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 0746501 | Valve, Relief Intake, Elkhart                                    | <p><b>INTAKE RELIEF VALVE - PUMP</b></p> <p>There will be One (1) Elkhart Style 40 relief valve(s) installed on the suction side of the pump preset at 125 psig.</p> <p>The relief valve(s) will have a working range of 75 psi to 250 psi.</p> <p>The outlet will terminate below the frame rails with a 2.50" National Standard hose thread adapter and will have a "do not cap" warning tag.</p> <p>The relief valve pressure control will be located behind behind the right side pump panel with a stainless steel access door .</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0721609 | Controller, Pressure, Pierce LCD, Custom Chassis                 | <p><b>PIERCE PRESSURE CONTROLLER</b></p> <p>A Pierce electronic pressure controller will be provided.</p> <p>A pressure transducer will be installed in the discharge side of the water pump. The transducer continuously monitors pump pressure sending a signal to the electronic pressure controller.</p> <p>The pressure controller can be used in two (2) modes of operation, RPM mode and pressure modes. The controller will be programmed to turn on/default to No Mode/Default Press Setting mode.</p> <p>In the RPM mode, the controller can be activated after vehicle parking brake has been set. When in this mode, the controller will maintain the set engine speed, regardless of engine load (within engine operation capabilities).</p> <p>In the pressure mode, the controller can be activated after vehicle parking brake has been set. When in this mode, the controller will automatically maintain the discharge pressure set by the operator (within the discharge capabilities of the pump and water supply) regardless of flow.</p> <p>A 2.00" diameter throttle control knob with no mechanical stops, a serrated grip, and a red idle push button in the center will be a integrated/part of the pressure controller. The throttle control knob will be programmed for Clockwise rotation to increase engine speed.</p> <p>Individual LED indicators for ok to pump, throttle ready, pressure mode and rpm mode will be located on the pressure controller for easy viewing.</p> <p>A pump cavitation protection feature will also provided which will return the engine to idle should the pump cavitate. Cavitation is sensed by the combination of pump pressure below 30 psi and engine speed above 2000 rpm for more than five (5) seconds.</p> <p>Other safety features include recognition of low water and no water conditions with an automatic programmed response and a push button to return the engine to idle.</p> <p>The pressure controller LCD screen will be 4.20" in size with a minimum brightness of 750 nits. The LCD screen and LED intensity will be automatically adjust for day and nighttime operation. The LCD screen intensity can also be manually adjusted if needed.</p> <p>The following information will be provided/displayed on the LCD screen -</p> <p>Engine RPM</p> <p>Check engine and stop engine warning indicators</p> <p>Engine oil pressure</p> |



|         |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                            | <p>Engine coolant temperature<br/> Water pump temperature<br/> Fuel Level<br/> Water tank level<br/> Battery voltage<br/> Operating mode (RPM or pressure)<br/> Pressure or RPM setting<br/> On screen messaging show diagnostic and warning messages as they occur. It will show apparatus information, stored data, and program options when selected by the operator. It will monitor inputs outputs and support audible and visual warning alarms for the following conditions</p> <ul style="list-style-type: none"> <li>-</li> <li>High battery voltage</li> <li>Low battery voltage/engine off</li> <li>Low battery voltage/engine running</li> <li>High water pump temperature</li> <li>Low fuel</li> <li>Low engine oil pressure</li> <li>High engine coolant temperature</li> <li>Water tank out of water (visual alarm only)</li> <li>No engine response (visual alarm only)</li> </ul> <p>The pressure controller will store the accumulated operating hours for the pump and engine. These items are to be displayed within the pressure controller menu.<br/> The pressure controller will include a USB port on the back of the controller for easy software upgrades if needed.</p> |
| 0641714 | Primer, Watrous, VPO Motor, (1) VAP Valve, (1) Push Button Control, w/Tank | <p><b>PRIMER SYSTEM</b><br/> A Watrous electric pump priming system conforming to standards outlined in the current edition of NFPA 1901 will be furnished with the apparatus.<br/> One (1) VPO electric motor driven rotary vane primer will be provided.<br/> One (1) VAP vacuum activated priming valve will be plumbed main pump.<br/> One (1) momentary push-button control will be located at the pump operator's panel.<br/> The push button control system control will operate an electric priming motor and the priming valve will automatically open during priming and close when the primer is deactivated.<br/> A priming oil tank will be provided to automatically lubricate and seal the sliding rotor vanes, when the pump operates. The priming oil tank will be accessible through an inspection door on the right side of the apparatus.</p>                                                                                                                                                                                                                                                                                                                                   |
| 0780364 | Manuals, Pump, (2) Total, Electronic Copies                                | <p><b>PUMP MANUALS</b><br/> There will be a total of two (2) pump manuals provided by the pump manufacturer and furnished with the apparatus. The manuals will be provided by the pump manufacturer in the form of two (2) electronic copies. Each manual will cover pump operation, maintenance, and parts.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0602512 | Plumbing, Stainless Steel and Hose, Single Stage Pump, Control Zone        | <p><b>PLUMBING, STAINLESS STEEL AND HOSE</b><br/> All inlet and outlet lines will be plumbed with either stainless steel pipe, flexible polypropylene tubing or synthetic rubber hose reinforced with hi-tensile polyester braid. All hose's will be equipped with brass or stainless steel couplings. All stainless steel hard plumbing will be a minimum of a schedule 10 wall thickness.<br/> Where vibration or chassis flexing may damage or loosen piping or where a coupling is required for servicing, the piping will be equipped with victaulic or rubber couplings.<br/> Plumbing manifold bodies will be ductile cast iron or stainless steel.<br/> All piping lines are to be drained through a master drain valve or will be equipped with individual drain valves. All drain lines will be extended with a hose to drain below the chassis frame.<br/> All water carrying gauge lines will be of flexible polypropylene tubing.<br/> All piping, hose and fittings will have a minimum of a 500 PSI hydrodynamic pressure rating.</p>                                                                                                                                                |
| 0795135 | Plumbing, Stainless Steel, w/Foam System                                   | <p><b>FOAM SYSTEM PLUMBING</b><br/> All piping that is in contact with the foam concentrate or foam/water solution will be stainless steel. The fittings will be stainless steel or brass. Cast iron pump manifolds will be allowed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0004645 | Inlets, 6.00" - 1250 GPM or Larger Pump                                    | <p><b>MAIN PUMP INLETS</b><br/> A 6.00" pump manifold inlet will be provided on each side of the vehicle. The suction inlets will include removable die cast zinc screens that are designed to provide cathodic protection for the pump, thus reducing corrosion in the pump.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0014650 | Pump Suction Tube(s), Short, All                                           | <p><b>SHORT SUCTION TUBE(S)</b><br/> The suction tube(s) on the water pump will have short suction tube(s) installed to allow for installation of adapters, elbows or intake valves without excessive overhang.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0004646 | Cap, Main Pump Inlet, Long Handle, NST, VLH                                | <p><b>MAIN PUMP INLET CAP</b><br/> The main pump inlets will have National Standard Threads with a long handle chrome cap. The cap will be the Pierce VLH, which incorporates an exclusive thread design to automatically relieve stored pressure in the line when disconnected.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|         |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0084610 | Valves, Akron 8000 series- All                                            | <b>VALVES</b><br>All ball valves will be Akron® Brass. The Akron valves will be the 8000 series heavy-duty style with a stainless steel ball and a simple two-seat design. No lubrication or regular maintenance is required on the valve.<br>Valves will have a <b>ten (10) year</b> warranty.                                                                                                                                                                                                                                                                                                                                            |
| 0016158 | Valve, Inlet(s) Recessed, Side Cntrl, "Control Zone"                      | The location of the valve for the one (1) inlet will be recessed behind the pump panel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0004700 | Control, Inlet, at Valve                                                  | <b>INLET CONTROL</b><br>The side auxiliary inlet(s) will incorporate a quarter-turn ball valve with the control located at the inlet valve. The valve operating mechanism will indicate the position of the valve.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0004660 | Inlet (1), Left Side, 2.50"                                               | <b>LEFT SIDE INLET</b><br>There will be one (1) auxiliary inlet with a 2.50" valve at the left side pump panel, terminating with a 2.50" (F) National Standard hose thread adapter.<br>The auxiliary inlet will be provided with a strainer, chrome swivel and plug.                                                                                                                                                                                                                                                                                                                                                                       |
| 0029147 | Not Required, Inlet, Right Side                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0092569 | No Rear Inlet (Large Dia) Requested                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0064116 | No Rear Inlet Actuation Required                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0092696 | Not Required, Cap, Rear Inlet                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0009648 | No Rear Intake Relief Valve Required on Rear Inlet                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0092568 | No Rear Auxiliary Inlet Requested                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0723049 | Valve, .75" Bleeder, Aux. Side Inlet, "T" Swing Handle                    | <b>INLET BLEEDER VALVE</b><br>A 0.75" bleeder valve will be provided for each side gated inlet.<br>The valves will be located behind the panel with a "T" swing style handle control extended to the outside of the panel.<br>The handles will be chrome plated and provide a visual indication of valve position. The swing handle will provide an ergonomic position for operating the valve without twisting the wrist and provides excellent leverage.<br>The water discharged by the bleeders will be routed below the chassis frame rails.                                                                                           |
| 0029043 | Tank to Pump, (1) 3.00" Valve, 3.00" Plumbing                             | <b>TANK TO PUMP</b><br>The booster tank will be connected to the intake side of the pump with stainless steel piping and a quarter turn 3.00" full flow line valve with the control remotely located at the operator's panel.<br>Tank to pump line will run straight (no elbows) from the pump into the front face of the water tank and angle down into the tank sump. A rubber coupling will be included in this line to prevent damage from vibration or chassis flexing.<br>A check valve will be provided in the tank to pump supply line to prevent the possibility of "back filling" the water tank.                                |
| 0004905 | Outlet, Tank Fill, 1.50"                                                  | <b>TANK REFILL</b><br>A 1.50" combination tank refill and pump re-circulation line will be provided, using a quarter-turn full flow ball valve controlled from the pump operator's panel.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0771257 | Control, Outlets, Swing Handle, Vertical, Side Control, 45.00" Pump House | <b>DISCHARGE OUTLET CONTROLS</b><br>The discharge outlets will incorporate a quarter-turn ball valve with the control located at the pump operator's panel. The valve operating mechanism will indicate the position of the valve. If a handwheel control valve is used, the control will be a minimum of a 3.9" diameter stainless steel handwheel with a dial position indicator built in to the center of the handwheel.<br><b>SWING CONTROLS</b><br>There will be Seven (7) discharge outlets controlled by a vertical swing style control. These controls will be located on the following discharges all discharges smaller than 3". |

|         |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0004940 | Outlet, Left Side, 2.50"                                           | <b>LEFT SIDE DISCHARGE OUTLETS</b><br>There will be Two (2) discharge outlets with a 2.50" valve on the left side of the apparatus, terminating with a 2.50" (M) National Standard hose thread adapter.                                                                                                                                                                                                                                                                                                                                                                        |
| 0005091 | Elbow, Left Side Outlets, 45 Degree, 2.50" FNST x 2.50" MNST, VLH  | <b>LEFT SIDE OUTLET ELBOWS</b><br>The 2.50" discharge outlets located on the left side pump panel will be furnished with a 2.50" (F) National Standard hose thread x 2.50" (M) National Standard hose thread, chrome plated, 45 degree elbow.<br>The elbow will be Pierce VLH, which incorporates an exclusive thread design to automatically relieve stored pressure in the line when disconnected.                                                                                                                                                                           |
| 0092570 | Not Required, Outlets, Left Side Additional                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0035094 | Not Required, Elbow, Left Side Outlets, Additional                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0004945 | Outlet, Right Side, 2.50"                                          | <b>RIGHT SIDE DISCHARGE OUTLETS</b><br>There will be One (1) discharge outlet with a 2.50" valve on the right side of the apparatus, terminating with a 2.50" (M) National Standard hose thread adapter.                                                                                                                                                                                                                                                                                                                                                                       |
| 0025091 | Elbow, Right Side Outlets, 45 Degree, 2.50" FNST x 2.50" MNST, VLH | <b>RIGHT SIDE OUTLET ELBOWS</b><br>The 2.50" discharge outlets located on the right side pump panel will be furnished with a 2.50" (F) National Standard hose thread x 2.50" (M) National Standard hose thread, chrome plated, 45 degree elbow.<br>The elbow will be Pierce VLH, which incorporates an exclusive thread design to automatically relieve stored pressure in the line when disconnected.                                                                                                                                                                         |
| 0092571 | Not Required, Outlets, Right Side Additional                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0089584 | Not Required, Elbow, Right Side Outlets, Additional                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0005047 | Outlet, 4" w/4" Right, Handwheel                                   | <b>LARGE DIAMETER DISCHARGE OUTLET</b><br>There will be a 4.00" discharge outlet with a 4.00" Akron valve installed on the right side of the apparatus, terminating with a 4.00" (M) National Standard hose thread adapter. This discharge outlet will be actuated with a handwheel control at the pump operator's control panel.<br>An indicator will be provided to show when the valve is in the closed position.                                                                                                                                                           |
| 0005097 | Elbow, Large Dia Outlet, 30 Deg, 4.00" FNST x 5.00" Storz          | <b>LARGE DIAMETER OUTLET ELBOWS</b><br>The 4.00" outlet(s) will be furnished with one (1) 4.00" (F) National Standard hose thread x 5.00" Storz elbow adapter with Storz cap.                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0649939 | Outlet, Front, 1.50" w/2" Plumbing                                 | <b>FRONT DISCHARGE OUTLET</b><br>There will be one (1) 1.50" discharge outlet piped to the front of the apparatus and located on the top of the right side of the front bumper.<br>Plumbing will consist of 2.00" piping and flexible hose with a 2.00" ball valve with control at the pump operator's panel. A fabricated weldment made of stainless steel pipe will be used in the plumbing where appropriate. The piping will terminate with a 1.50" NST with 90 degree stainless steel swivel.<br>There will be automatic drains provided at all low points of the piping. |
| 0004995 | Outlet, Rear, 2.50"                                                | <b>REAR DISCHARGE OUTLET</b><br>There will be One (1) discharge outlet piped to the rear of the hose bed, left side, installed so proper clearance is provided for spanner wrenches or adapters. Plumbing will consist of 2.50" piping along with a 2.50" full flow ball valve with the control from the pump operator's panel.                                                                                                                                                                                                                                                |
| 0045091 | Elbow, Rear Outlets, 45 Degree, 2.50" FNST x 2.50" MNST, VLH       | <b>REAR OUTLET ELBOWS</b><br>The 2.50" discharge outlets located at the rear of the apparatus will be furnished with a 2.50" (F) National Standard hose thread x 2.50" (M) National Standard hose thread, chrome plated, 45 degree elbow.<br>The elbow will be Pierce VLH, which incorporates an exclusive thread design to automatically relieve stored pressure in the line when disconnected.                                                                                                                                                                               |



|         |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0092574 | Not Required, Outlet, Rear, Additional                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0085695 | Not Required, Elbow, Rear Outlets, Large, Additional          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0004925 | Outlet, Front HB, 1.50" w/2.00" Plumbing                      | <b>FRONT OF HOSE BED DISCHARGE OUTLET</b><br>There will be Two (2) discharge outlets located at the front of the hose bed, on one (1) each side. Plumbing will consist of 2.00" piping with a 2.00" full-flow ball valve controlled at the pump operator's panel. The discharges will terminate with an 1.50" (M) National Standard hose thread adapter.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0752097 | Caps/Plugs for 1.00" to 3.00" Discharges/Inlets, Chain        | <b>DISCHARGE CAPS/ INLET PLUGS</b><br>Chrome plated, rocker lug, caps with chain will be furnished for all discharge outlets 1.00" thru 3.00" in size, besides the pre-connected hose outlets.<br>Chrome plated, rocker lug, plugs with chain will be furnished for all auxiliary inlets 1.00" thru 3.00" in size.<br>The caps and plugs will incorporate a thread design to automatically relieve stored pressure in the line when disconnected.                                                                                                                                                                                                                                                                                                                                                                     |
| 0723042 | Valve, 0.75" Bleeder, Discharges, "T" Swing Handle            | <b>OUTLET BLEEDER VALVE</b><br>A 0.75" bleeder valve will be provided for each outlet 1.50" or larger. Automatic drain valves are acceptable with some outlets if deemed appropriate with the application.<br>The valves will be located behind the panel with a T swing style handle control extended to the outside of the side pump panel.<br>The handles will be chrome plated and provide a visual indication of valve position.<br>The T swing handle will provide an ergonomic position for operating the valve without twisting the wrist and provides excellent leverage.<br>Bleeders will be located at the bottom of the pump panel. They will be properly labeled identifying the discharge they are plumbed in to.<br>The water discharged by the bleeders will be routed below the chassis frame rails. |
| 0005065 | Outlet, 3.00" Deluge Riser                                    | <b>DELUGE RISER</b><br>A 3.00" deluge riser will be installed above the pump in such a manner that a monitor can be mounted and used effectively. Piping will be rigidly braced and installed securely so no movement develops when the line is charged. The riser will be gated and controlled at the pump operator's panel.<br>Any 3.00 inch or larger discharge valve will be a slow-operating valve in accordance with NFPA 16.7.5.3.                                                                                                                                                                                                                                                                                                                                                                             |
| 0563671 | Monitor, Akron 3431 Hi-Riser- No Ground Base                  | <b>MONITOR</b><br>An Akron Model 3431 Apollo Hi-Riser monitor will be properly installed on the deluge riser. Included will be a fixed mounting base.<br>The monitor will be painted as provided by monitor manufacturer .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0046968 | Nozzle, Akron 2499, Quad Stacked Tips and 3488 Shaper         | <b>NOZZLE, DELUGE</b><br>Akron model #2499 Quad Stacked pyrolite deluge tips will be provided.<br>The tip sizes will be 1.375", 1.50", 1.75", and 2.00".<br>This will include an Akron 3488 pyrolite stream shaper.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0026604 | Deluge Mount, Bolt Flange, Reinforced for Hi-Riser/DeckMaster | The deluge riser will have a 3.00" four (4)-bolt flange for mounting the monitor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 0723726 | Speedlay Module Not Required                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0722432 | Hose Restraint Not Required, No Speedlay Module               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0723395 | Speedlays, Not Required                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0723394 | Speedlays, Not Required                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0029168 | Crosslay, (1) 1.50", Std. Cap                                 | <b>CROSSLAY HOSE BED</b><br>One (1) crosslay with 1.50" outlet will be provided. The bed to be capable of carrying 200 feet of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|         |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                  | <p>1.75" double jacketed hose and will be plumbed with 2.00" i.d. pipe and gated with a 2.00" quarter turn ball valve.</p> <p>Outlet to be equipped with a 1.50" National Standard hose thread 90 degree swivel located in the hose bed so that hose may be removed from either side of apparatus.</p> <p>The crosslay control will be at the pump operator's panel.</p> <p>When used in conjunction with other crosslay/speedlay/deadlay configurations, a center crosslay divider, when needed, will be fabricated of .25" aluminum and will provide adjustment from side to side. The divider will be unpainted with a DA finish. The remainder of the crosslay bed will be painted job color.</p> <p>Vertical scuffplates, constructed of stainless steel, will be provided at the front and rear ends of the bed on each side of vehicle.</p> <p>Crosslay bed flooring will consist of removable perforated brushed aluminum.</p>                                                                                                                                                                                                                                                                                                                                                                                |
| 0029196 | Not Required, 2.50" Crosslay                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0590942 | Hose Restraint, Crosslay/Deadlay, 1" Heavy Nylon Web, Strap Fasteners, Each Side | <p><b>CROSSLAY/DEADLAY HOSE RESTRAINT</b></p> <p>A black 1.00" nylon webbing design with 2.00" box pattern will be provided across each end of two (2) crosslay/deadlay(s) to secure the hose during travel. The webbing will be permanently attached at the bottom of the crosslay/deadlay opening(s). 1.00" web straps will loop through footman loops located at the opposite end of the permanently attached webbing. The straps will attach with a pair of 1.00" cam buckle fasteners.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0029260 | Not Required, Speedlays                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0750536 | Hose Restr, Spdly, Not Required, No Spdly                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0019853 | Crosslays, 8.00" Lower Than Standard - Control Zone w/9.00" Raised PH            | <p><b>CROSSLAY 8.00" LOWER THAN STANDARD</b></p> <p>The crosslays will be lowered 8.00" from standard.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0005216 | Reel, Booster, Aluminum - Over Pump, Left Side                                   | <p><b>BOOSTER HOSE REEL</b></p> <p>A Hannay electric rewind booster hose reel will be installed over the pump in a recessed open compartment on the left side of the apparatus. Reel will be fabricated of aluminum and have highly polished end discs.</p> <p>A polished stainless steel roller and guide assembly will be mounted on the reel side of the apparatus.</p> <p>Discharge control will be provided at the pump operator's panel. Plumbing to the reel will consist of 1.50" Aeroquip hose and a 1.50" valve.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0011060 | Switch, Reel Rewind - One at Pump Panel                                          | <p>Reel motor will be protected from overload with a circuit breaker rated to match the motor.</p> <p>An electric rewind control switch will be installed on the reel side pump panel.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0622526 | Hose, Booster - 100' of 1.00" Niedner ReelTex                                    | <p>Niedner ReelTex booster hose, 1.00" diameter and 100 feet, will be provided.</p> <p>Working pressure of the booster hose will be a minimum of 600 psi.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0025244 | Capacity, Hose Reel 100' of 1"                                                   | Capacity of the hose reel will be 100 feet of 1.00" booster hose.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 0007074 | Nozzle, Elkhart S-200 1.00"                                                      | An Elkhart, model S-200, booster hose nozzle will be provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0624939 | Foam Sys, Husky 3, Single Agent, Multi Select Feature                            | <p><b>HUSKY 3 FOAM PROPORTIONER</b></p> <p>A Pierce Husky® 3 foam proportioning system will be provided. The Husky 3 is an on demand, automatic proportioning, single point, direct injection system suitable for all types of Class A and B foam concentrates, including the high viscosity (6000 cps), alcohol resistant Class B foams. Operation will be based on direct measurement of water flow, and remain consistent within the specified flows and pressures. The system will automatically proportion foam solution at rates from .1 percent to 3 percent regardless of variations in water pressure and flow, up to the maximum rated capacity of the foam concentrate pump.</p> <p>The design of the system will allow operation from draft, hydrant, or relay operation.</p> <p><b>System Capacity</b></p> <p>The system will have the ability to deliver the following minimum foam solution flow rates at accuracies that meet or exceed NFPA requirements at a pump rating of 150 psi.</p> <p>100 gpm @ 3 percent</p> <p>300 gpm @ 1 percent</p> <p>600 gpm @ 0.5 percent</p> <p>Class A foam setting in .1 percent increments from .1 percent to 1 percent. Typical settings of 1 percent, .5 percent and .3 percent (maximum capacity will be limited to the plumbing and water pump capacity).</p> |

### **Control System**

The system will be equipped with a digital electronic control display located on the pump operators panel. Push button controls will be integrated into the panel to turn the system on/off, control the foam percentage, and to set the operation modes.

The percent of injection will have a preset. This preset can be changed at the fire department as desired. The percent of injection will be able to be easily changed at the scene to adjust to changing demands.

Three (3) .50 tall LEDs will display the foam percentage in numeric characters. Three (3) indicator LEDs will also be included, one (1) green, one (1) red, and one (1) yellow. The LEDs will indicate various system operation or error states.

The indications will be:

Solid Green - System On

Solid Red - Valve Position Error

Solid Yellow - Priming System

Flashing Green - Injecting Foam

Flashing Red - Low Tank Level

Flashing Yellow - Refilling Tank

The control display will house a microprocessor, which receives input from the systems water flow meter while also monitoring the position of the foam concentrate pump. The microprocessor will compare the values of the water flow versus the position/rate of the foam pump, to ensure the proportion rate is accurate. One (1) check valve will be installed in the plumbing to prevent foam from contaminating the water pump.

### **Hydraulic Drive System**

The foam concentrate pump will be powered by an electric over hydraulic drive system. The hydraulic system and motor will be integrated into one (1) unit.

### **Foam Concentrate Pump**

The foam concentrate pump will be of positive displacement, self-priming; linear actuated design, driven by the hydraulic system. The pump will be constructed of brass body; chrome plated stainless steel shaft, with a stainless steel piston. In order to increase longevity of the pump, no aluminum will be present in its construction.

A relief system will be provided which is designed to protect the drive system components and prevent over pressuring the foam concentrate pump

The foam concentrate pump will have minimum capacity for 3 gpm with all types of foam concentrates with a viscosity at or below 6000 cps including protein, fluoroprotein, AFFF, FFFP, or AR-AFFF. The system will deliver only the amount of foam concentrate flow required, without recirculating foam back to the storage tank. Recirculating foam concentrate back to the storage tank can cause agitation and premature foaming of the concentrate, which can result in system failure. The foam concentrate pump will be self-priming and have the ability to draw foam concentrate from external supplies such as drums or pails.

### **External Foam Concentrate Connection**

An external foam pick-up will be provided to enable use of a foam agent that is not stored on the vehicle. The external foam pick-up will be designed to allow continued operation after the on-board foam tank is empty, or the use of foam different than the foam in the foam tank.

### **Panel Mounted External Pick-Up Connection / Valve**

A bronze three (3)-way valve will be provided. The unit will be mounted to the pump panel. The valve unit will function as the foam system tank to pump valve and external suction valve. The external foam pick-up will be one (1) 0.75" male connection GHT (garden hose thread) with a cap.

### **Pick-Up Hose**

A 0.75" flexible hose with an end for insertion into foam containers will be provided. The hose will be supplied with a 0.75" female swivel GHT (garden hose thread) swivel connector. The hose will be shipped loose.

### **Discharges**

The foam system will be plumbed to the center of front bumper, front of hose bed left side, front of hose bed right side, left rear outlet and rear crosslay.

### **System Electrical Load**

The maximum current draw of the electric motor and system will be no more than 55 amperes at 12 VDC.

0012126 Not Required, CAF Compressor

0592527 Refill, Foam Tank, Integral, Husky 3

### **SINGLE FOAM TANK REFILL**

The foam system's proportioning pump will be used to fill the foam tank. This will allow use of the auxiliary foam pick-up to pump the foam from pails or a drum on the ground into the foam tank. A foam shut-off switch will be installed in the fill dome of the tank to shut the system down when the tank is full. The fill operation will be controlled by a mode in the foam system controller. While the proportioner pump is filling the tank, the controller will display a flashing yellow LED to indicate that the tank is filling. When the tank is full, as determined by the float switch in the tank dome, the pump will stop and the controller will shut the yellow LED off. If it attempted to use tank fill and the refill valve and suction valve are in the wrong position(s), then a red LED will illuminate to indicate the improper valve position(s). When the valves are positioned properly, then filling will commence.

0031896 Demonstration, Foam System, Dealer Provided

0022539 Foam Cell, 20 Gallon, Reduce Water

### **FOAM TANK**

The foam tank will be an integral portion of the polypropylene water tank. The cell will have a capacity of 20 gallons of foam with the intended use of Class A foam. The foam cell will reduce the capacity of the water tank. The foam cell will have a screen in the fill dome and a breather in



the lid.

|         |                                                                                   |                                                                                                                                                                                                                                                                                                                                        |
|---------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0697589 | Drain, 1.00", Foam Tank #1, Husky 3 Foam System, Quarter Turn                     | <b>FOAM TANK DRAIN</b><br>The foam tank drain will be a 1.00" quarter turn drain valve located inside the pump/plumbing compartment.                                                                                                                                                                                                   |
| 0091079 | Not Required, Foam Tank #2                                                        |                                                                                                                                                                                                                                                                                                                                        |
| 0091112 | Not Required, Foam Tank #2 Drain                                                  |                                                                                                                                                                                                                                                                                                                                        |
| 0738072 | Approval Dwg, Pump Panel(s), Not Required                                         |                                                                                                                                                                                                                                                                                                                                        |
| 0032479 | Pump Panel Configuration, Control Zone                                            | <b>PUMP PANEL CONFIGURATION</b><br>The pump panel configuration will be arranged and installed in an organized manner that will provide user-friendly operation.                                                                                                                                                                       |
| 0005530 | Material, Pump Panels, Side Control Polished Stainless                            | <b>PUMP AND GAUGE PANEL</b><br>The pump and gauge panels will be constructed of stainless steel with a polished finish. A polished aluminum trim molding will be provided on both sides of the pump panel.                                                                                                                             |
| 0721765 | Panel, Pump Access - Right Side Only, Side Control                                | <b>PUMP ACCESS</b><br><b>Right Side Panel</b><br>The right side upper pump panel will be removable.<br><b>Panel Fastener</b><br>The removable panels will be secured with black swell latch .<br>The left side pump panels will be attached with screws.<br>The right side lower pump panel (drain bank) will be attached with screws. |
| 0583824 | Light, Pump Compt, WIn 3SC0CDCR LED White                                         | <b>PUMP COMPARTMENT LIGHT</b><br>There will be one (1) Whelen®, Model 3SC0CDCR, 3.00" white 12 volt DC LED light(s) with Whelen, Model 3FLANGEC, flange(s) installed in the pump compartment.<br>There will be a switch accessible through a door on the pump panel included with this installation.                                   |
| 0586382 | Gauges, Engine, Included With Pressure Controller                                 | Engine monitoring graduated LED indicators will be incorporated with the pressure controller.<br>Also provided at the pump panel will be the following:<br>- Master Pump Drain Control                                                                                                                                                 |
| 0005601 | Throttle, Engine, Incl'd w/Press Controller                                       |                                                                                                                                                                                                                                                                                                                                        |
| 0739224 | Indicator Light @ Pump Panel, Throttle Ready, Incl w/Pressure Gov/Throttle, Green | <b>THROTTLE READY GREEN INDICATOR LIGHT</b><br>There will be a green indicator light integrated with the pressure governor and/or engine throttle installed on the pump operators panel that is activated when the pump is in throttle ready mode.                                                                                     |
| 0549333 | Indicators, Engine, Included with Pressure Controller                             |                                                                                                                                                                                                                                                                                                                                        |
| 0745568 | Indicator Light, Pump Panel, Ok To Pump, Green                                    | <b>OK TO PUMP INDICATOR LIGHT</b><br>There will be a green indicator light installed on the pump operators panel that is activated when the pump is in Ok To Pump mode.                                                                                                                                                                |
| 0788052 | SP Gauges, Special Plumbing/Routing Instructions                                  | <b>PLUMBING GAUGES, SPECIAL INSTRUCTIONS</b><br>All of the plumbing gauges will be plumbed off of the discharge valves and will terminate within 3.00" of the valve flange end cap. The gauge tubing will be routed so that no "low" spots are allowed in the tubing and so that the gauge lines drain effectively without freezing.   |
| 0511078 | Gauges, 4.00" Master, Class 1, 30"-0-600psi                                       | <b>VACUUM AND PRESSURE GAUGES</b><br>The pump vacuum and pressure gauges will be liquid filled and manufactured by Class 1 Incorporated ©.<br>The gauges will be a minimum of 4.00" in diameter and will have white faces with black lettering,                                                                                        |

|         |                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                             | <p>with a pressure range of 30.00"-0-600#.</p> <p>Gauge construction will include a Zytel nylon case with adhesive mounting gasket and threaded retaining nut.</p> <p>The pump pressure and vacuum gauges will be installed adjacent to each other at the pump operator's control panel.</p> <p>Test port connections will be provided at the pump operator's panel. One will be connected to the intake side of the pump, and the other to the discharge manifold of the pump. They will have 0.25 in. standard pipe thread connections and non-corrosive polished stainless steel or brass plugs. They will be marked with a label.</p> <p>This gauge will include a 10 year warranty against leakage, pointer defect, and defective bourdon tube.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 0511100 | Gauge, 2.00" Pressure, Class 1, 30"-0-400psi                                | <p><b>PRESSURE GAUGES</b></p> <p>The individual "line" pressure gauges for the discharges will be Class 1© interlube filled. They will be a minimum of 2.00" in diameter and have white faces with black lettering. Gauge construction will include a Zytel nylon case with adhesive mounting gasket and threaded retaining nut.</p> <p>Gauges will have a pressure range of 30"-0-400#.</p> <p>The individual pressure gauge will be installed as close to the outlet control as practical.</p> <p>This gauge will include a 10 year warranty against leakage, pointer defect, and defective bourdon tube.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0739749 | Gauge, Water Level, Pierce, In pressure Controller, w/Mini Slave, Lt Driver | <p><b>WATER LEVEL GAUGE</b></p> <p>An electric water level gauge will be incorporated in the pressure controller that registers water level by means of nine (9) LEDs. They will be at 1/8 level increments with a tank empty LED. The LEDs will be a bright type that is readable in sunlight, and have a full 180-degree of clear viewing. To further alert the pump operator, the gauge will have a warning flash when the tank volume is less than 25 percent. The gauge will have down chasing LEDs when the tank is almost empty. The level measurement will be ascertained by sensing the head pressure of the fluid in the tank or cell.</p> <p><b>MINI SLAVE UNIT</b></p> <p>An electric water level gauge will be provided in the cab that registers water level by means of five (5) LEDs. They will be at 1/4 level increments with a tank empty LED. The LEDs will be a bright type that are readable in sunlight and have a full 180-degree of clear viewing. The water level gauge in the cab will be activated when the parking brake is applied.</p>                                                                                                                                                                                                                         |
| 0750438 | Water Level Gauge, WIn PSTANK2, LED 1-Light, 4-Level                        | <p><b>WATER LEVEL GAUGE</b></p> <p>There will be two (2) additional water level indicator(s), Whelen®, Model PSTANK2, LED module with chrome trim, installed one (1) each side rearward of crew cab doors.</p> <p>This light module(s) will include four (4) colored levels, and function similar to the water level indicator located at the operators panel:</p> <p>First green module indicates a full water level</p> <p>Second blue module indicates a water level above 3/4 full</p> <p>Third amber module indicates a water level above 1/2 full</p> <p>Last red module indicates a water level above 1/4 full and empty</p> <p>Above 1/4 this light will be steady burning</p> <p>At empty this light will be flashing</p> <p>The flash rate will be determined by the main water level tank sensor.</p> <p>This module will be activated when the parking brake is applied.</p>                                                                                                                                                                                                                                                                                                                                                                                                      |
| 0062992 | Gauge, Foam Level, (1) Tank, Class 1, GAAAR 5lt                             | <p><b>FOAM LEVEL GAUGE</b></p> <p>An electronic foam level gauge will be provided on the operator's panel that registers foam level by means of five (5) colored LED lights. The lights will be durable, ultra-bright five (5) LED design viewable through 180 degrees. The foam level indicators will be as follows:</p> <p>100 percent = Green</p> <p>75 percent = Yellow</p> <p>50 percent = Yellow</p> <p>25 percent = Yellow</p> <p>Refill = Red</p> <p>The light will flash when the level drops below the given level indicator to provide an eighth of a tank indication. To further alert the pump operator, the lights will flash sequentially when the foam tank is empty.</p> <p>The level measurement will be based on the sensing of head pressure of the fluid in the tank.</p> <p>The display will be constructed of a solid plastic material with a chrome plated die cast bezel to reduce vibrations that can cause broken wires and loose electronic components. The encapsulated design will provide complete protection from foam and environmental elements. An industrial pressure transducer will be mounted to the outside of the tank. The display will be able to be calibrated in the field and will measure head pressure to accurately show the tank level.</p> |
| 0593161 | Light Shield, S/S LED                                                       | <p><b>LIGHT SHIELD</b></p> <p>There will be a polished, 16 gauge stainless steel light shield installed over the pump operator's panel.</p> <p>There will be 12 volt DC white LED lights installed under the stainless steel light shield to illuminate the controls, switches, essential instructions, gauges, and instruments necessary for the operation of the apparatus. These lights will be activated by the pump panel light switch.</p> <p>Additional lights will be included every 18.00" depending on the size of the pump house.</p> <p>One (1) pump panel light will come on when the pump is in ok to pump mode.</p> <p>There will be a light activated above the pump panel light switch when the parking brake is set.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

This is to afford the operator some illumination when first approaching the control panel.

|         |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0606694 | Air Horns, (2) Hadley, 6" Round, eTone, In Bumper                             | <b>AIR HORN SYSTEM</b><br>Two (2) Hadley®, eTone, chrome air horns will be recessed in the front bumper. The air horn system will be piped to the air brake system wet tank utilizing 0.38" tubing. A pressure protection valve will be installed to prevent the loss of air in the brake system.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0606835 | Location, Air Horns, Bumper, Each Side, Outside Frame, Outboard (Pos #1 & #7) | <b>Air Horn Location</b><br>The air horns will be located on each side of the bumper, towards the outside.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 0016065 | Control, Air Horn, Horn Ring, PS Chrome Push Button                           | <b>Air Horn Control</b><br>The air horns will be actuated by a chrome push button located on the officer's side of the engine tunnel and by the horn button in the steering wheel. The driver will have the option to control the air horns or the chassis horns from the horn button by means of a selector switch located on the instrument panel.                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0760124 | SP Siren, WIn CenCom Carbide CCSRNT4A, 100 or 200 Watt, Traffic Dir Ctrl      | <b>ELECTRONIC SIREN</b><br>There will be a Whelen®, Carbide™, Model CCSRNT4A electronic siren amplifier and Model CANCTL7 remote head installed.<br>The control head will control the rear traffic directing light.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0510206 | Location, Elect Siren, Recessed Overhead In Console                           | Electronic siren head will be recessed in the driver side center switch panel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0076156 | Control, Elec Siren, Head Only                                                | The electronic siren will be controlled on the siren head only. No horn button or foot switches will be provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0796645 | Speaker, (2) WIn, SA315P, w/Pierce Painted Job Color Grille, 100 watt         | <b>SPEAKER</b><br>There will be two (2) Whelen, Model SA315P, black nylon composite, 100-watt, speakers with through bumper mounting brackets and painted grilles provided. The speakers will be connected to the siren amplifier.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0678617 | Location, Speaker, Frt Bumper, Recessed, Right and Left Side Corners          | There will be one (1) speaker recessed in the passenger side and one (1) speaker recessed in the driver side of the front bumper. The speakers will be located in the angled corner area of the bumper.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0895310 | Siren, Federal Q2B                                                            | <b>AUXILIARY MECHANICAL SIREN</b><br>There will be a Federal Signal Model Q2B mechanical siren furnished and installed in the front of the apparatus.<br>The Q2B will be chrome finish.<br>The siren will have a 2-gauge cable connected to a power solenoid that is connected by a 2-gauge cable ran battery direct to the primary chassis batteries and will be labeled Q2B+ at the battery. The power solenoid will only be enabled when the emergency master switch is on.<br>The siren will have a 2-gauge ground wire connected to the chassis battery stud. The cable will be labeled Q2B- at the battery.<br>When the chassis battery switch is on, and the emergency master switch is on, the Q2B siren will be activated by the following: |
| 0006097 | Location of Siren, Recessed in Bumper                                         | The mechanical siren will be recessed in the front bumper on the left side. The siren will be properly supported using the bumper framework.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0748305 | Control, Mech Siren, Multi Select                                             | <b>MECHANICAL SIREN CONTROL</b><br>The mechanical siren will be activated by the following:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 0748279 | Control Mech Siren, Push Button Sw, RS                                        | Right side push button switch.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0748282 | Control Mech Siren, Ft Sw LS                                                  | Left side foot switch.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0736164 | Sw, Siren Brake, Momentary, LS Overhead Sw Pnl                                | A momentary switch will be included in the left side overhead switch panel to activate the siren brake.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



|         |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0740391 | Sw, Siren Brake, Momentary Chrome Push Button, RS                         | A momentary chrome push button switch will be included in the right side dash panel to activate the siren brake.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0746353 | Not Required, Warning Lights Intensity                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0606775 | Lightbar, WIn, Freedom IV-Q, 72", RRWRRR____RRRWRR                        | <p><b>FRONT ZONE UPPER WARNING LIGHTS</b></p> <p>There will be one (1) 72.00" Whelen Freedom IV LED lightbar mounted on the cab roof. The lightbar will include the following:</p> <p>One (1) red flashing LED module in the driver's side end position.</p> <p>One (1) red flashing LED module in the driver's side front corner position.</p> <p>One (1) white flashing LED module in the driver's side first front position.</p> <p>One (1) red flashing LED module in the driver's side second front position.</p> <p>One (1) red flashing LED module in the driver's side third front position.</p> <p>One (1) red flashing LED module in the driver's side fourth front position.</p> <p>Open in the driver's side fifth front position.</p> <p>Open in the driver's side sixth front position.</p> <p>Open in the passenger's side sixth front position.</p> <p>Open in the passenger's side fifth front position.</p> <p>One (1) red flashing LED module in the passenger's side fourth front position.</p> <p>One (1) red flashing LED module in the passenger's side third front position.</p> <p>One (1) red flashing LED module in the passenger's side second front position.</p> <p>One (1) white flashing LED module in the passenger's side first front position.</p> <p>One (1) red flashing LED module in the passenger's side front corner position.</p> <p>One (1) red flashing LED module in the passenger's side end position.</p> <p>There will be clear lenses included on the lightbar.</p> <p>There will be a switch in the cab on the switch panel to control this lightbar.</p> <p>The white LEDs will be disabled when the parking brake is applied.</p> <p>The six (6) red flashing LED modules in the front positions may be load managed when the parking brake is applied.</p> |
| 0016380 | No Additional Lights Req'd, Side Zone Upper                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0540384 | Lights, Front Zone, WIn M6°C LED, Clear Lens, in Common Bzl               | <p><b>LIGHTS, FRONT ZONE LOWER</b></p> <p>Two (2) Whelen model M6°C LED flashing warning lights will be installed on the cab face above the headlights, in a common bezel with the directional lights.</p> <p>The driver's side front warning light to be red.</p> <p>The passenger's side front warning light to be red.</p> <p>Both lights will include a clear lens.</p> <p>There will be a switch located in the cab on the switch panel to control the lights.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0540679 | Lights, Side Zone Lower, WIn M6°C LED, Clear Lens 2pr                     | <p><b>SIDE ZONE LOWER LIGHTING</b></p> <p>There will be four (4) Whelen®, Model M6°C, flashing LED warning lights with chrome trim installed per the following:</p> <p>Two (2) lights, one (1) each side on the bumper extension. The side front lights to be red.</p> <p>Two (2) lights, one (1) each side above rear wheels. The side rear lights to be red.</p> <p>The lights will include a clear lenses.</p> <p>There will be a switch in the cab on the switch panel to control the lights.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 0662391 | Lights, Side, WIn WIONSMCD Split R/W LED, Chrome Flng,Mnt In Rub Rail 1st | <p><b>SIDE WARNING LIGHTS</b></p> <p>There will be four (4) Whelen, Model WIONSMCD split red/white LED light(s) provided and located in the body rub rails in rub rail under LS4, LS1, RS4, RS1. The lights will NOT be mounted with the rubber gasket behind the light which will allow the light(s) to fit in the rub rails. The lens color will be clear.</p> <p>Each light will be provided with a chrome plated ABS flange.</p> <p>The light(s) will be activated with the side warning switch.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0564655 | Lights, Rear Zn Lwr, WIn M6°C LED, Clear Lens, For Tail Lt Housing        | <p><b>REAR ZONE LOWER LIGHTING</b></p> <p>There will be two (2) Whelen®, Model M6°C, LED flashing warning lights located at the rear of the apparatus.</p> <p>The driver's side rear light to be red</p> <p>The passenger's side rear light to be red</p> <p>Both lights will include a lens that is clear.</p> <p>There will be a switch located in the cab on the switch panel to control the lights.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 0541155 | Lights, Rear/Side Up Zone, WIn M9°C LED, Clear Lens 4lts                  | <p><b>WARNING LIGHTS (Rear and Side upper zones)</b></p> <p>Four (4) Whelen, model M9°C LED flashing warning lights will be provided at the rear of the apparatus.</p> <p>The side rear upper light(s) on the driver's side to be red.</p> <p>The rear upper light(s) on the driver's side to be red.</p> <p>The rear upper light(s) on the passenger's side to be red.</p> <p>The side rear upper light(s) on the passenger's side to be red.</p> <p>These lights will include a lens that is clear.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|         |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                               | There will be a switch located in the cab on the switch panel to control the lights.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0006551 | Not Required, Lights, Rear Upper Zone Blocking                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0006615 | Mtg, Rear Warn Lts, On Top of Compt                                           | The rear warning lights will be mounted on top of the compartmentation with all wiring totally enclosed. The rear deck lights will be mounted on the beavertails as high as possible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 0699890 | Light, Traffic Directing, WIn TAL65, 36.01" Long LED, No Ctrl Head            | <b>TRAFFIC DIRECTING LIGHT</b><br>There will be one (1) Whelen, Model TAL65, 36.01" long x 2.84" high x 2.24" deep, amber LED traffic directing light installed at the rear of the apparatus.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0551728 | Location, Traf Dir Lt, Recessed with S/S Trim                                 | This traffic directing light will be recessed with a stainless steel trim plate at the rear of the apparatus as high as practical.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0669663 | Location, Traf Dir Lt Controller, Included With Siren Control Head            | The traffic directing light will be controlled by the electronic siren control head.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0781579 | Receptacle, 15/20A 120V 3-Pr 3-Wr, NEMA 5-20R SB Dup, 1st, Interior Cab       | <b>120 VOLT RECEPTACLE</b><br>There will be two (2), 15/20 amp 120 volt AC three (3) wire straight blade duplex receptacle(s) with interior stainless steel wall plate(s), installed RS EMS cabinet, location to be determined and forward facing EMS Cabinet under work surface, to be determined.. The NEMA configuration for the receptacle(s) will be 5-20R.<br>The receptacle(s) will be powered from the shoreline inlet.<br>There will be a label installed near the receptacle(s) that state the following:<br>Line Voltage<br>Current Rating (amps)<br>Phase<br>Frequency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0779722 | Receptacle, 15/20A 120V 3-Pr 3-Wr, NEMA 5-20R SB Dup, 1st, Interior Body      | <b>120 VOLT RECEPTACLE</b><br>There will be two (2), 15/20 amp 120 volt AC three (3) wire straight blade duplex receptacle(s) with an interior stainless steel wall plate, installed RS1 and LS1, location to be determined. The NEMA configuration for the receptacle(s) will be 5-20R.<br>The receptacle(s) will be powered from the shoreline inlet.<br>There will be a label installed near the receptacle(s) that state the following:<br>Line Voltage<br>Current Rating (amps)<br>Phase<br>Frequency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 0519934 | Not Required, Brand, Hydraulic Tool System                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0649753 | Not Required, PTO Driven Hydraulic Tool System                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0007150 | Bag of Nuts and Bolts                                                         | <b>LOOSE EQUIPMENT</b><br>The following equipment will be furnished with the completed unit:<br>One (1) bag of chrome, stainless steel, or cadmium plated screws, nuts, bolts and washers, as used in the construction of the unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 0602516 | NFPA Required Loose Equipment, Pumper, NFPA 2016, Provided by Fire Department | <b>NFPA REQUIRED LOOSE EQUIPMENT PROVIDED BY FIRE DEPARTMENT</b><br>The following loose equipment as outlined in NFPA 1901, 2016 edition, section 5.9.3 and 5.9.4 will be provided by the fire department.<br>800 ft (60 m) of 2.50" (65 mm) or larger fire hose.<br>400 ft (120 m) of 1.50" (38 mm), 1.75" (45 mm), or 2.00" (52 mm) fire hose.<br>One (1) handline nozzle, 200 gpm (750 L/min) minimum.<br>Two (2) handline nozzles, 95 gpm (360 L/min) minimum.<br>One (1) smoothbore of combination nozzle with 2.50" shutoff that flows a minimum of 250 gpm.<br>One (1) SCBA complying with NFPA 1981 for each assigned seating position, but not fewer than four (4), mounted in brackets fastened to the apparatus or stored in containers supplied by the SCBA manufacturer.<br>One (1) spare SCBA cylinder for each SCBA carried, each mounted in a bracket fastened to the apparatus or stored in a specially designed storage space(s).<br>One (1) first aid kit.<br>Four (4) combination spanner wrenches.<br>Two (2) hydrant wrenches.<br>One (1) double female 2.50" (65 mm) adapter with National Hose threads. |

|         |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                   | <p>One (1) double male 2.50" (65 mm) adapter with National Hose threads.</p> <p>One (1) rubber mallet, for use on suction hose connections.</p> <p>Two (2) salvage covers each a minimum size of 12 ft x 14 ft (3.7 m x 4.3 m).</p> <p>One (1) traffic vest for each seating position, each vest to comply with ANSI/ISEA 207, <i>Standard for High Visibility Public Safety Vests</i>, and have a five-point breakaway feature that includes two (2) at the shoulders, two (2) at the sides, and one (1) at the front.</p> <p>Five (5) fluorescent orange traffic cones not less than 28.00" (711 mm) in height, each equipped with a 6.00" (152 mm) retro-reflective white band no more than 4.00" (152 mm) from the top of the cone, and an additional 4.00" (102 mm) retro-reflective white band 2.00" (51 mm) below the 6.00" (152 mm) band.</p> <p>Five (5) illuminated warning devices such as highway flares, unless the five (5) fluorescent orange traffic cones have illuminating capabilities.</p> <p>One (1) automatic external defibrillator (AED).</p> <p>Four (4) ladder belts meeting the requirements of NFPA 1983, <i>Standard on Fire Service Life Safety Rope and System Components</i> (if equipped with an aerial device).</p> <p>If the supply hose carried does not use sexless couplings, an additional double female adapter and double male adapter, sized to fit the supply hose carried, will be carried mounted in brackets fastened to the apparatus.</p> <p>If none of the pump intakes are valved, a hose appliance that is equipped with one or more gated intakes with female swivel connection(s) compatible with the supply hose used on one side and a swivel connection with pump intake threads on the other side will be carried. Any intake connection larger than 3.00" (75 mm) will include a pressure relief device that meets the requirements of 16.6.6.</p> <p>If the apparatus does not have a 2.50" National Hose (NH) intake, an adapter from 2.50" NH female to a pump intake will be carried, mounted in a bracket fastened to the apparatus if not already mounted directly to the intake.</p> <p>If the supply hose carried has other than 2.50" National Hose (NH) threads, adapters will be carried to allow feeding the supply hose from a 2.50" NH thread male discharge and to allow the hose to connect to a 2.50" NH female intake, mounted in brackets fastened to the apparatus if not already mounted directly to the discharge or intake.</p> |
| 0602407 | Soft Suction Hose, Provided by Fire Department, Pumper NFPA 2016 Classification   | <p><b>SOFT SUCTION HOSE PROVIDED BY FIRE DEPARTMENT</b></p> <p>NFPA 1901, 2016 edition, section 5.8.2.1 requires a minimum of 20' of suction hose or 15' of supply hose will be carried.</p> <p>Hose is not on the apparatus as manufactured. The fire department will provide suction or supply hose.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 0027023 | No Strainer Required                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0602538 | Extinguisher, Dry Chemical, Pumper NFPA 2016 Class, Provided by Fire Department   | <p><b>DRY CHEMICAL EXTINGUISHER PROVIDED BY FIRE DEPARTMENT</b></p> <p>NFPA 1901, 2016 edition, section 5.9.4 requires one (1) approved dry chemical portable fire extinguisher with a minimum 80-B:C rating mounted in a bracket fastened to the apparatus.</p> <p>The extinguisher is not on the apparatus as manufactured. The fire department will provide and mount the extinguisher.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0602360 | Extinguisher, 2.5 Gal. Pressurized Water, Pumper NFPA 2016, Provided by Fire Dept | <p><b>WATER EXTINGUISHER PROVIDED BY FIRE DEPARTMENT</b></p> <p>NFPA 1901, 2016 edition, section 5.9.4 requires one (1) 2.5 gallon or larger water extinguisher mounted in a bracket fastened to the apparatus.</p> <p>The extinguisher is not on the apparatus as manufactured. The fire department will provide and mount the extinguisher.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0602679 | Axe, Flathead, Pumper NFPA 2016 Classification, Provided by Fire Department       | <p><b>FLATHEAD AXE PROVIDED BY FIRE DEPARTMENT</b></p> <p>NFPA 1901, 2016 edition, Section 5.9.4 requires one (1) flathead axe mounted in a bracket fastened to the apparatus.</p> <p>The axe is not on the apparatus as manufactured. The fire department will provide and mount the axe.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0602667 | Axe, Pickhead, Pumper NFPA 2016 Classification, Provided by Fire Department       | <p><b>PICKHEAD AXE PROVIDED BY FIRE DEPARTMENT</b></p> <p>NFPA 1901, 2016 edition, Section 5.9.4 requires one (1) pickhead axe mounted in a bracket fastened to the apparatus.</p> <p>The axe is not on the apparatus as manufactured. The fire department will provide and mount the axe.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0741569 | Paint Process / Environmental Requirements, Appleton                              | <p><b>PAINT PROCESS</b></p> <p>The exterior custom cab and body painting procedure will consist of a seven (7) step finishing process as follows:</p> <p><u>Manual Surface Preparation</u> - All exposed metal surfaces on the custom cab and body will be thoroughly cleaned and prepared for painting. Imperfections on the exterior surfaces will be removed and sanded to a smooth finish. Exterior seams will be sealed before painting. Exterior surfaces that will not be painted include; chrome plating, polished stainless steel, anodized aluminum and bright aluminum treadplate.</p> <p><u>Chemical Cleaning and Pretreatment</u> - All surfaces will be chemically cleaned to remove dirt, oil, grease, and metal oxides to ensure the subsequent coatings bond well. The aluminum surfaces will be properly cleaned and treated using a high pressure, high temperature 4 step Acid Etch</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



process. The steel and stainless surfaces will be properly cleaned and treated using a high temperature 3 step process specifically designed for steel or stainless. The chemical treatment converts the metal surface to a passive condition to help prevent corrosion.

Surfacer Primer - The Surfacer Primer will be applied to a chemically treated metal surface to provide a strong corrosion protective basecoat. A minimum thickness of 2 mils of Surfacer Primer is applied to surfaces that require a Critical aesthetic finish. The Surfacer Primer is a two-component high solids urethane that has excellent sanding properties and an extra smooth finish when sanded.

Finish Sanding - The Surfacer Primer will be sanded with a fine grit abrasive to achieve an ultra-smooth finish. This sanding process is critical to produce the smooth mirror like finish in the topcoat.

Sealer Primer - The Sealer Primer is applied prior to the Basecoat in all areas that have not been previously primed with the Surfacer Primer. The Sealer Primer is a two-component high solids urethane that goes on smooth and provides excellent gloss hold out when topcoated.

Basecoat Paint - Two coats of a high performance, two component high solids polyurethane basecoat will be applied. The Basecoat will be applied to a thickness that will achieve the proper color match. The Basecoat will be used in conjunction with a urethane clear coat to provide protection from the environment.

Clear Coat - Two (2) coats of Clear Coat will be applied over the Basecoat color. The Clear Coat is a two-component high solids urethane that provides superior gloss and durability to the exterior surfaces. Lap style and roll-up doors will be Clear Coated to match the body. Paint warranty for the roll-up doors will be provided by the roll-up door manufacturer.

After the cab and body are painted, the color will be verified to make sure that it matches the color standard. Electronic color measuring equipment will be used to compare the color sample to the color standard entered into the computer. Color specifications will be used to determine the color match. A Delta E reading will be used to determine a good color match within each family color.

All removable items such as brackets, compartment doors, door hinges, and trim will be removed and painted separately if required, to ensure paint behind all mounted items. Body assemblies that cannot be finish painted after assembly will be finish painted before assembly.

The paint finish quality levels for critical areas of the apparatus (cab front and sides, body sides and doors, and boom lettering panels) are to meet or exceed Cadillac/General Motors GMW15777 global paint requirements. Orange peel levels are to meet or exceed the #6 A.C.T. standard in critical areas. The manufacture's written paint standards will be available upon request.

**Environmental Impact**

Contractor will meet or exceed all current state regulations concerning paint operations. Pollution control will include measures to protect the atmosphere, water and soil. Controls will include the following conditions:

Topcoats and primers will be chrome and lead free.

Metal treatment chemicals will be chrome free. The wastewater generated in the metal treatment process will be treated on-site to remove any other heavy metals.

Particulate emission collection from sanding operations will have a 99.99 percent efficiency factor.

Particulate emissions from painting operations will be collected by a dry filter or water wash process. If the dry filter is used, it will have an efficiency rating of 98 percent. Water wash systems will be 99.97 percent efficient

Water from water wash booths will be reused. Solids will be removed on a continual basis to keep the water clean.

Paint wastes are disposed of in an environmentally safe manner.

Empty metal paint containers will be recycled to recover the metal.

Solvents used in clean-up operations will be recycled on-site or sent off-site for distillation and returned for reuse.

Additionally, the finished apparatus will not be manufactured with or contain products that have ozone depleting substances. Contractor will, upon demand, present evidence that the manufacturing facility meets the above conditions and that it is in compliance with his state EPA rules and regulations.

0709567 Paint, Single Color, Enforcer

**CAB PAINT**  
The cab will be painted #90 red.

0709845 Paint, Single Color, Body

**BODY PAINT**  
The body will be painted to match the lower section of the cab.

0646901 Paint Chassis Frame Assy, With Liner, E-Coat, Standard

**PAINT CHASSIS FRAME ASSEMBLY**

The chassis frame assembly will be finished with a single system black top coat before the installation of the cab and body, and before installation of the engine and transmission assembly, air brake lines, electrical wire harnesses, etc.

Components that are included with the chassis frame assembly that will be painted are:

- Frame rails
- Frame liners
- Cross members
- Axles
- Suspensions
- Steering gear
- Battery boxes
- Bumper extension weldment
- Frame extensions
- Body mounting angles
- Rear Body support substructure (front and rear)
- Pump house substructure
- Air tanks

|         |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                       | <p>Steel fuel tank<br/>Castings<br/>Individual piece parts used in chassis and body assembly<br/>Components treated with epoxy E-coat protection prior to paint:<br/>Two (2) C-channel frame rails<br/>Two (2) frame liners<br/>The E-coat process will meet the technical properties shown.</p>                                                                                                                                                                                                  |
| 0693798 | Paint, Front Wheels                                   | <p><b>PAINT, FRONT WHEELS</b><br/>All wheel surfaces, inside and outside, will be provided with powder coat paint #101 black.</p>                                                                                                                                                                                                                                                                                                                                                                 |
| 0693793 | Paint, Rear Wheels, Single Axle                       | <p><b>PAINT, REAR WHEELS</b><br/>All wheel surfaces, inside and outside, will be provided with powder coat paint #101 black.</p>                                                                                                                                                                                                                                                                                                                                                                  |
| 0733739 | Paint, Axle Hubs                                      | <p><b>AXLE HUB PAINT</b><br/>All axle hubs will be painted black #101.</p>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0007230 | Compartment, Painted, Spatter Gray                    | <p><b>COMPARTMENT INTERIOR PAINT</b><br/>The interior of all compartments will be painted with a gray spatter finish for ease of cleaning and to make it easier to touch up scratches and nicks.</p>                                                                                                                                                                                                                                                                                              |
| 0544129 | Reflective Band, 1"-6"-1"                             | <p><b>REFLECTIVE STRIPES</b><br/>Three (3) reflective stripes will be provided across the front of the vehicle and along the sides of the body. The reflective band will consist of a 1.00" white stripe at the top with a 1.00" gap then a 6.00" white stripe with a 1.00" gap and a 1.00" white stripe on the bottom.</p>                                                                                                                                                                       |
| 0007356 | Reflective across Cab Face                            | <p>The reflective band provided on the cab face will be at the headlight level.</p>                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0536954 | Stripe, Chevron, Rear, Diamond Grade, Pumper          | <p><b>REAR CHEVRON STRIPING</b><br/>There will be alternating chevron striping located on the rear-facing vertical surface of the apparatus. The rear surface, excluding the rear compartment door, will be covered.<br/>The colors will be red and fluorescent yellow green diamond grade.<br/>Each stripe will be 6.00" in width.<br/>This will meet the requirements of the current edition of NFPA 1901, which states that 50% of the rear surface will be covered with chevron striping.</p> |
| 0065687 | Stripe, Reflective, Cab Doors Interior                | <p><b>CAB DOOR REFLECTIVE STRIPE</b><br/>A 6.00" x 16.00" white reflective stripe will be provided across the interior of each cab door. The stripe will be located approximately 1.00" up from the bottom, on the door panel.<br/>This stripe will meet the NFPA 1901 requirement.</p>                                                                                                                                                                                                           |
| 0528504 | Stripe, Black Vinyl on Paint Break (Cab)              | <p><b>STRIPE, CAB FACE</b><br/>A black vinyl stripe will be provided on the paint break.</p>                                                                                                                                                                                                                                                                                                                                                                                                      |
| 0027372 | Lettering Specifications, (GOLD STAR Process)         | <p><b>LETTERING</b><br/>The lettering will be totally encapsulated between two (2) layers of clear vinyl.</p>                                                                                                                                                                                                                                                                                                                                                                                     |
| 0686428 | Lettering, Gold Leaf, 3.00", (41-60)                  | <p><b>LETTERING</b><br/>Forty-one (41) to sixty (60) genuine gold leaf lettering, 3.00" high, with outline and shade will be provided.</p>                                                                                                                                                                                                                                                                                                                                                        |
| 0685985 | Lettering, Reflective, 12.00", Each                   | <p><b>LETTERING</b><br/>There will be reflective lettering, 12.00" high, with outline and shade provided. There will be ten (10) letters provided.</p>                                                                                                                                                                                                                                                                                                                                            |
| 0772003 | Manual, Fire Apparatus Parts, USB Flash Drive, Custom | <p><b>FIRE APPARATUS PARTS MANUAL</b><br/>There will be one (1) custom parts manual(s) in USB flash drive format for the complete fire apparatus provided.<br/>The manual(s) will contain the following:<br/>Job number<br/>Part numbers with full descriptions<br/>Table of contents<br/>Parts section sorted in functional groups reflecting a major system, component, or assembly</p>                                                                                                         |

Parts section sorted in alphabetical order

Instructions on how to locate parts

Each manual will be specifically written for the chassis and body model being purchased. It will not be a generic manual for a multitude of different chassis and bodies.

**Service Parts Internet Site**

The service parts information included in these manuals are also available on the Pierce website. The website offers additional functions and features not contained in this manual, such as digital photographs and line drawings of select items. The website also features electronic search tools to assist in locating parts quickly.

|         |                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0772037 | Manual, Chassis Service, USB Flash Drive, Custom                 | <p><b>CHASSIS SERVICE MANUALS</b></p> <p>There will be one (1) chassis service manuals on USB flash drives containing parts and service information on major components provided with the completed unit.</p> <p>The manual will contain the following sections:</p> <ul style="list-style-type: none"><li>Job number</li><li>Table of contents</li><li>Troubleshooting</li><li>Front Axle/Suspension</li><li>Brakes</li><li>Engine</li><li>Tires</li><li>Wheels</li><li>Cab</li><li>Electrical, DC</li><li>Air Systems</li><li>Plumbing</li><li>Appendix</li></ul> <p>The manual will be specifically written for the chassis model being purchased. It will not be a generic manual for a multitude of different chassis and bodies.</p> |
| 0773381 | Manual, Chassis Operation, (1) USB Flash Drive, Custom           | <p><b>CHASSIS OPERATION MANUAL</b></p> <p>The chassis operation manual will be provided on one (1) USB flash drive.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0030008 | Warranty, Basic, 1 Year, Apparatus, WA0008                       | <p><b>ONE (1) YEAR MATERIAL AND WORKMANSHIP</b></p> <p>A Pierce basic apparatus limited warranty certificate, WA0008, is included with this proposal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0735523 | Warranty, Engine, Paccar MX13, 5 Year                            | <p><b>ENGINE WARRANTY</b></p> <p>A Paccar five (5) year <b>limited engine warranty will be provided. A limited warranty certificate, XX, is included with this proposal.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 0684953 | Warranty, Steering Gear, Sheppard M110, 3 Year WA0201            | <p><b>STEERING GEAR WARRANTY</b></p> <p>A Sheppard <b>three (3) year</b> limited steering gear warranty will be provided. A copy of the warranty certificate will be submitted with the bid package.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 0596017 | Warranty, Frame, 50 Year, Custom Chassis, WA0013                 | <p><b>FIFTY (50) YEAR STRUCTURAL INTEGRITY</b></p> <p>The Pierce custom chassis frame limited warranty certificate, WA0013, is included with this proposal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 0595698 | Warranty, Axle, 3 Year, TAK-4, WA0050                            | <p><b>FRONT AXLE THREE (3) YEAR MATERIAL AND WORKMANSHIP WARRANTY</b></p> <p>The Pierce TAK-4 suspension limited warranty certificate, WA0050, is included with this proposal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0610485 | Warranty, Axle, Eaton/Dana, 5 Year/100,000 Mile, Parts and Labor | <p><b>REAR AXLE WARRANTY</b></p> <p>A Eaton <b>five (5)-year/100,000 mile</b> parts and labor warranty will be provided.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0652758 | Warranty, ABS Brake System, 3 Year, Meritor Wabco, WA0232        | <p><b>ABS BRAKE SYSTEM THREE (3) YEAR MATERIAL AND WORKMANSHIP WARRANTY</b></p> <p>A Meritor Wabco™ ABS brake system limited warranty certificate, WA0232, is included with this proposal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 0019914 | Warranty, Structure, 10 Year, Custom Cab, WA0012                 | <p><b>TEN (10) YEAR STRUCTURAL INTEGRITY</b></p> <p>The Pierce custom cab limited warranty certificate, WA0012, is included with this proposal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0744240 | Warranty, Paint, 10 Year, Cab, Pro-Rate, WA0055                  | <p><b>TEN (10) YEAR PRO-RATED PAINT AND CORROSION</b></p> <p>A Pierce cab limited pro-rated paint warranty certificate, WA0055, is included with this proposal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



|         |                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0524627 | Warranty, Electronics, 5 Year, MUX, WA0014                 | <b>FIVE (5) YEAR MATERIAL AND WORKMANSHIP</b><br>The Pierce Command Zone electronics limited warranty certificate, WA0014, is included with this proposal.                                                                                                                                                                                                                                                                            |
| 0695416 | Warranty, Pierce Camera System, WA0188                     | <b>CAMERA SYSTEM WARRANTY</b><br>A Pierce fifty four (54) monthwarranty will be provided for the camera system.                                                                                                                                                                                                                                                                                                                       |
| 0647720 | Warranty, Pierce LED Strip Lights, WA0203                  | <b>COMPARTMENT LIGHT WARRANTY</b><br>The Pierce 12 volt DC LED strip lights limited warranty certificate, WA0203, is included with this proposal.                                                                                                                                                                                                                                                                                     |
| 0046369 | Warranty, 5-year EVS Transmission, Standard Custom, WA0187 | <b>TRANSMISSION WARRANTY</b><br>The transmission will have a <b>five (5) year/unlimited mileage</b> warranty covering 100 percent parts and labor. The warranty will be provided by Allison Transmission.<br>Note: The transmission cooler is not covered under any extended warranty you may be getting on your Allison Transmission. Please review your Allison Transmission warranty for coverage limitations.                     |
| 0685945 | Warranty, Transmission Cooler, WA0216                      | <b>TRANSMISSION COOLER WARRANTY</b><br>The transmission cooler will carry a five (5) year parts and labor warranty (exclusive to the transmission cooler). In addition, a collateral damage warranty will also be in effect for the first three (3) years of the warranty coverage and will not exceed \$10,000 per occurrence. A copy of the warranty certificate will be submitted with the bid package.                            |
| 0688798 | Warranty, Water Tank, Lifetime, UPF, Poly Tank, WA0195     | <b>WATER TANK WARRANTY</b><br>A UPF poly water tank limited warranty certificate, WA0195, is included with this proposal.                                                                                                                                                                                                                                                                                                             |
| 0596025 | Warranty, Structure, 10 Year, Body, WA0009                 | <b>TEN (10) YEAR STRUCTURAL INTEGRITY</b><br>The Pierce apparatus body limited warranty certificate, WA0009, is included with this proposal.                                                                                                                                                                                                                                                                                          |
| 0693127 | Warranty, Gortite, Roll-up Door, 6 Year, WA0190            | <b>ROLL UP DOOR MATERIAL AND WORKMANSHIP WARRANTY</b><br>A Gortite roll-up door limited warranty will be provided. The mechanical components of the roll-up door will be warranted against defects in material and workmanship for the lifetime of the vehicle. A <b>six (6) year</b> limited warranty will be provided on painted and satin roll up doors. The limited warranty certificate, WA0190, is included with this proposal. |
| 0734463 | Warranty, Pump, Waterous, 7 Year Parts, WA0382             | <b>PUMP WARRANTY</b><br>The Waterous pump will be provided with a Seven (7) yearmaterial and workmanship limited warranty.<br><b>A copy of the warranty certificate will be submitted with the bid package (no exception).</b>                                                                                                                                                                                                        |
| 0648675 | Warranty, 10 Year S/S Pumping, WA0035                      | <b>TEN (10) YEAR PUMP PLUMBING WARRANTY</b><br>The Pierce apparatus plumbing limited warranty certificate, WA0035, is included with this proposal.                                                                                                                                                                                                                                                                                    |
| 0657990 | Warranty, Foam System, Husky 3, WA0231                     | <b>FOAM SYSTEM WARRANTY</b><br>The Husky 3 foam system limited warranty certificate, WA0231, is included with this proposal.                                                                                                                                                                                                                                                                                                          |
| 0595820 | Warranty, Paint, 10 Year, Body, Pro-Rate, WA0057           | <b>TEN (10) YEAR PRO-RATED PAINT AND CORROSION</b><br>A Pierce body limited pro-rated paint warranty certificate, WA0057, is included with this proposal.                                                                                                                                                                                                                                                                             |
| 0595421 | Warranty, Goldstar, 3 Year, Apparatus, WA0018              | <b>THREE (3) YEAR MATERIAL AND WORKMANSHIP</b><br>The Pierce Goldstar gold leaf lamination limited warranty limited warranty certificate, WA0018, is included with this proposal.                                                                                                                                                                                                                                                     |
| 0683627 | Certification, Vehicle Stability, CD0156                   | <b>VEHICLE STABILITY CERTIFICATION</b><br>The fire apparatus manufacturer will provide a certification stating the apparatus complies with NFPA 1901, current edition, section 4.13, Vehicle Stability. The certification will be provided at the time of bid.                                                                                                                                                                        |
| 0735686 | Certification, Engine Installation, Enf,                   | <b>ENGINE INSTALLATION CERTIFICATION</b>                                                                                                                                                                                                                                                                                                                                                                                              |

|         |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | Paccar MX13, 2021                                                                | The fire apparatus manufacturer will provide a certification, along with a letter from the engine manufacturer stating they approve of the engine installation in the bidder's chassis. The certification will be provided at the time of delivery.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0686786 | Certification, Power Steering, CD0098                                            | <b>POWER STEERING CERTIFICATION</b><br>The fire apparatus manufacturer will provide a certification stating the power steering system as installed meets the requirements of the component supplier. The certification will be provided at the time of bid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 0631980 | Certification, Cab Integrity, Saber FR/Enforcer, CD0130                          | <b>CAB INTEGRITY CERTIFICATION</b><br>The fire apparatus manufacturer will provide a cab crash test certification with this proposal. The certification will state that a specimen representing the substantial structural configuration of the cab has been tested and certified by an independent third party test facility. Testing events will be documented with photographs, real-time and high-speed video, vehicle accelerometers, cart accelerometers, and a laser speed trap. The fire apparatus manufacturer will provide a state licensed professional engineer to witness and certify all testing events. Testing will meet or exceed the requirements below:<br>European Occupant Protection Standard ECE Regulation No.29.<br>SAE J2422 Cab Roof Strength Evaluation - Quasi-Static Loading Heavy Trucks.<br>SAE J2420 COE Frontal Strength Evaluation - Dynamic Loading Heavy Trucks.<br><b>Roof Crush</b><br>The cab will be subjected to a roof crush force of 22,500 lb. This value meets the ECE 29 criteria, and is equivalent to the front axle rating up to a maximum of ten (10) metric tons.<br><b>Side Impact</b><br>The same cab will be subjected to dynamic preload where a 13,275-lb moving barrier is slammed into the side of the cab at 5.50 mph, striking with an impact of 13,000 ft-lb of force. This test is part of the SAE J2422 test procedure and more closely represents the forces a cab will see in a rollover incident.<br><b>Frontal Impact</b><br>The same cab will withstand a frontal impact of 32,600 ft-lb of force using a moving barrier in accordance with SAE J2420.<br><b>Additional Frontal Impact</b><br>The same cab will withstand a frontal impact of 65,200 ft-lb of force using a moving barrier. (Twice the force required by SAE J2420)<br>The same cab will withstand all tests without any measurable intrusion into the survival space of the occupant area. |
| 0631973 | Certification, Cab Door Durability, Saber FR/Enforcer, CD0137                    | <b>CAB DOOR DURABILITY CERTIFICATION</b><br>Robust cab doors help protect occupants. Cab doors will survive a 200,000 cycle door slam test where the slamming force exceeds 20 G's of deceleration. The bidder will certify that the sample doors similar to those provided on the apparatus have been tested and have met these criteria without structural damage, latch malfunction, or significant component wear.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 0631978 | Certification, Windshield Wiper Durability, Saber FR/Enforcer, CD0132            | <b>WINDSHIELD WIPER DURABILITY CERTIFICATION</b><br>Visibility during inclement weather is essential to safe apparatus performance. Windshield wipers will survive a 3 million cycle durability test in accordance with section 6.2 of SAE J198 <i>Windshield Wiper Systems - Trucks, Buses and Multipurpose Vehicles</i> . The bidder will certify that the wiper system design has been tested and that the wiper system has met these criteria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0631974 | Certification, Electric Window Durability, Saber FR/Enforcer, CD0133             | <b>ELECTRIC WINDOW DURABILITY CERTIFICATION</b><br>Cab window roll-up systems can cause maintenance problems if not designed for long service life. The window regulator design will complete 30,000 complete up-down cycles and still function normally when finished. The bidder will certify that sample doors and windows similar to those provided on the apparatus have been tested and have met these criteria without malfunction or significant component wear.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0631977 | Certification, Seat Belt Anchors and Mounting, Saber FR/Enforcer, CD0134         | <b>SEAT BELT ANCHOR STRENGTH</b><br>Seat belt attachment strength is regulated by Federal Motor Vehicle Safety Standards and should be validated through testing. Each seat belt anchor design will withstand 3000 lb of pull on both the lap and shoulder belt in accordance with FMVSS 571.210 Seat Belt Assembly Anchorages. The bidder will certify that each anchor design was pull tested to the required force and met the appropriate criteria.<br><b>SEAT MOUNTING STRENGTH</b><br>Seat attachment strength is regulated by Federal Motor Vehicle Safety Standards and should be validated through testing. Each seat mounting design will be tested to withstand 20 G's of force in accordance with FMVSS 571.207 Seating Systems. The bidder will certify, at time of delivery, that each seat mount and cab structure design was pull tested to the required force and met the appropriate criteria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 0735949 | Certification, Cab HVAC System Performance, SFR/Enf, CD0165/CD0167/CD0174/CD0175 | <b>PERFORMANCE CERTIFICATIONS</b><br><b>Cab Air Conditioning</b><br>Good cab air conditioning temperature and air flow performance keeps occupants comfortable, reduces humidity, and provides a climate for recuperation while at the scene. The cab air conditioning system will cool the cab from a heat-soaked condition at 100 degrees Fahrenheit to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

an average of 78 degrees Fahrenheit in 30 minutes. The bidder will certify that a substantially similar cab has been tested and has met these criteria.

**Cab Defroster**

Visibility during inclement weather is essential to safe apparatus performance. The defroster system will clear the required windshield zones in accordance with SAE J381 Windshield Defrosting Systems Test Procedure And Performance Requirements - Trucks, Buses, And Multipurpose Vehicles. *The bidder will certify that the defrost system design has been tested in a cold chamber and passes the SAE J381 criteria.*

**Cab Auxiliary Heater**

*Good cab heat performance and regulation provides a more effective working environment for personnel, whether in-transit, or at a scene. An auxiliary cab heater will warm the cab 77 degrees Fahrenheit from a cold-soak, within 30 minutes when tested using the coolant supply methods found in SAE J381. The bidder will certify, at time of delivery, that a substantially similar cab has been tested and has met these criteria.*

|         |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0545073 | Amp Draw Report, NFPA Current Edition | <p><b>AMP DRAW REPORT</b></p> <p>The bidder will provide, at the time of bid and delivery, an itemized print out of the expected amp draw of the entire vehicle's electrical system.</p> <p>The manufacturer of the apparatus will provide the following:</p> <p>Documentation of the electrical system performance tests.</p> <p>A written load analysis, which will include the following:</p> <p>The nameplate rating of the alternator.</p> <p>The alternator rating under the conditions specified per:</p> <p>Applicable NFPA 1901 or 1906 (Current Edition).</p> <p>The minimum continuous load of each component that is specified per:</p> <p>Applicable NFPA 1901 or 1906 (Current Edition).</p> <p>Additional loads that, when added to the minimum continuous load, determine the total connected load.</p> <p>Each individual intermittent load.</p> <p>All of the above listed items will be provided by the bidder per the applicable NFPA 1901 or 1906 (Current Edition).</p> |
| 0002758 | Amp Draw, NFPA/ULC Radio Allowance    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0799248 | Appleton/Florida BTO                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0000018 | PUMPER, 2ND GEN                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0000012 | PIERCE CHASSIS                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0735525 | PACCAR MX13 ENGINE                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0046396 | EVS 4000 Series TRANSMISSION          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0020011 | WATEROUS PUMP                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0020009 | POLY TANK                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0028048 | FOAM SYSTEM                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0020006 | SIDE CONTROL                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0020007 | AKRON VALVES                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0020015 | ABS SYSTEM                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 0658751 | PUMPER BASE                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |







**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Award of Solicitation S22-029 to JKB Construction Company, LLC for construction services for Eagles Way, Mica Lane, Topaz Lane wastewater services and street repaving (CIP Project WW.16) in the amount of \$1,500,830.40; and authorize the City Manager to execute any and all necessary documents.

**BACKGROUND:**

This project is included in the City of Leander's CIP as WW.16 and includes approximately 1,500 LF of 6-inch wastewater mains along Eagles Way, Mica Lane, and Topaz Lane and approximately 4,000 LF of edge milling and overlay for Eagles Way, Mica Lane, Topaz Lane, Coyote Lane, and Moon Glow Drive.

Many wastewater service lines along these streets cross onto a neighboring property where multiple service lines combine before connecting to the wastewater main within the street. These wastewater line configurations have created ongoing maintenance issues for the City's Public Works Department. This project will improve the wastewater infrastructure by constructing new wastewater mains in the street and new single or double service lines per City standards.

Two (2) bids were received and opened on September 12, 2022. JKB Construction Company, LLC was the low, qualified bidder with a total bid of \$1,500,830.40. Based on review of the information submitted by the low bidder, project histories provided, and references contacted, JKB Construction Company, LLC was determined to be qualified to perform the work required. K Friese Associates, Inc. (KFA), as the Engineer of the project and City's representative, has also reviewed the bids and prepared the bid tabulation and award recommendation letter.

The second bidder, Patin Construction, LLC, was in an amount of \$1,790,367.00. The attached bid tabulation includes bids received from both contractors.

Funds for the project were established and budgeted based on engineer's project estimate at the 100% design phase in 2020. Received low bid is more than previously budgeted amount by approximately \$500,000.00, but it is within the latest Engineer's estimate (August 2022) for the project prepared prior to bidding which factored in current market inflation. Public Works has reached out to the Finance Department on the availability of the needed additional \$500,000.00 for the project and Fund 27 (Utility CIP – unrestricted) is currently fully obligated at this time. However, Finance has proposed to re-allocate the additional needed funds from the Brushy Creek Interceptor CIP project in the meantime in order to move this project ahead. Public Works agrees with the recommendation.

**APPLICANT/AGENT:**

JKB Construction Company, LLC

**RECOMMENDATION:**

Staff respectfully requests award of the contract to JKB Construction Company, LLC Company for the construction of WW.16 Eagles Way, Mica Lane, Topaz Lane Wastewater and Street Repaving in the amount of \$1,500,830.40; and authorize the City Manager to execute any and all necessary documents.

**PRESENTER:**

Gina M. Ellison, P.E., Public Works Director

---

**Fiscal Impact**

**Amount requested:** \$1,500,830.40

**Approved in current budget (Yes / No):** Yes

**Expenditure (New / Amended):** New

**Recurring or one-time:** One-time

**Fund source (Operating / Utility / etc.):** Utility

---

**Attachments**

1. CIP WW.16 Eagles Way\_Recommendation Letter
2. CIP WW.16 Eagles Way\_Bid Tabulation
3. CIP WW.16 Eagles Way\_CIQ Form
4. CIP WW.16 Eagles Way\_1295 Form
5. CIP WW.16 Eagles Way\_Contract Agreement



September 30, 2022

Ms. Gina Ellison, P.E.  
Public Works Director  
City of Leander  
607 Municipal Dr.  
Leander, Texas 78641

RE: Eagles Way, Mica Lane, Topaz Lane Wastewater and Street Repaving

Dear Ms. Ellison,

Sealed bids were received for the above-referenced project on September 12 at 2:00 PM, with a total of 2 bids being received. The project includes approximately 1,500 LF of 6-inch wastewater mains along Eagles Way, Mica Lane, and Topaz Lane and approximately 4,000 LF of edge milling and overlay for Eagles Way, Mica Lane, Topaz Lane, Coyote Lane, and Moon Glow Drive. Below is a listing of the Contractors who bid on the contract and their total bid ordered from lowest to highest:

|                                  |   |                |
|----------------------------------|---|----------------|
| 1. JKB Construction Company, LLC | - | \$1,500,830.40 |
| 2. Patin Construction, LLC       | - | \$1,790,367.00 |

During the review and tabulation of the bids, no mathematical errors were found in either of the two bids received. Based on the bid tabulation the low bidder for the project is JKB Construction Company, LLC, with a bid amount of \$1,500,830.40.

The City of Leander staff has reviewed the qualifications of JKB Construction Company, LLC, Inc. and found them to have recent utility and pipeline experience and have received positive reference checks from other similar projects that they have performed.

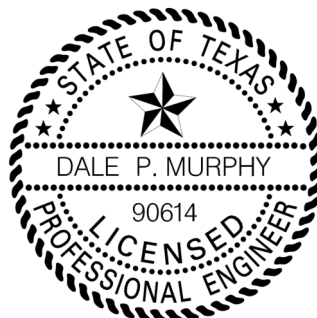
Therefore, based on KFA's bid tab review and the City of Leander staff's bidder qualification review, it is KFA's recommendation that the City of Leander proceed with award of this construction contract to JKB Construction Company, LLC, for their bid amount of \$1,500,830.40.

Should you have any questions, please feel free to contact me.

Sincerely,



Dale P. Murphy, P.E.  
Project Manager

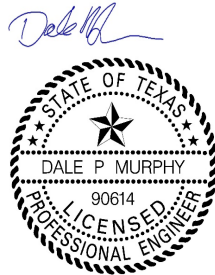


Attachments

9/30/2022

**CITY OF LEANDER EAGLES WAY, MICA LANE, TOPAZ LANE WASTEWATER AND STREET REPAVING  
 BID TABULATION - SEPTEMBER 12, 2022**

| BID ITEMS                    |                                                                                                                |      |        | BIDDERS                                                                                     |              |                                                                                |              |
|------------------------------|----------------------------------------------------------------------------------------------------------------|------|--------|---------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------|--------------|
|                              |                                                                                                                |      |        | JKB Construction Company, LLC.<br>14750 HWY 29 W.<br>Liberty Hill, TX 78642<br>512-260-2608 |              | Patin Construction, LLC.<br>3800 W. 2nd St<br>Taylor, TX 76574<br>512-269-1072 |              |
|                              |                                                                                                                |      |        | Addenda                                                                                     | Bid Bond     | Addenda                                                                        | Bid Bond     |
|                              |                                                                                                                |      |        | 1,2                                                                                         |              | 1,2                                                                            |              |
|                              |                                                                                                                |      |        | Y                                                                                           | Y            | Y                                                                              | Y            |
| Item                         | Description                                                                                                    | Unit | Qty    | Unit Cost                                                                                   | Total Cost   | Unit Cost                                                                      | Total Cost   |
| <b>Sanitary Sewer</b>        |                                                                                                                |      |        |                                                                                             |              |                                                                                |              |
| 02076                        | Abandon Existing Sanitary Sewer Manholes                                                                       | EA   | 3      | \$12,315.80                                                                                 | \$36,947.40  | \$5,000.00                                                                     | \$15,000.00  |
| 02601                        | Sanitary Sewer Manhole (0'-6')                                                                                 | EA   | 10     | \$6,341.00                                                                                  | \$63,410.00  | \$15,000.00                                                                    | \$150,000.00 |
| 02601                        | Extra Depth Manholes (Greater than 6')                                                                         | VF   | 5      | \$242.90                                                                                    | \$1,214.50   | \$500.00                                                                       | \$2,500.00   |
| 02620                        | 6" PVC Gravity Sanitary Sewer Pipe (SDR 26-3034, 160 PSI)(All Depths)                                          | LF   | 1,518  | \$186.00                                                                                    | \$282,348.00 | \$200.00                                                                       | \$303,600.00 |
| 02620                        | Sanitary Sewer Lateral                                                                                         | LF   | 2,450  | \$129.90                                                                                    | \$318,255.00 | \$100.00                                                                       | \$245,000.00 |
| 02620                        | Two-way sanitary sewer clean-out                                                                               | EA   | 78     | \$1,292.15                                                                                  | \$100,787.70 | \$1,200.00                                                                     | \$93,600.00  |
| <b>Street</b>                |                                                                                                                |      |        |                                                                                             |              |                                                                                |              |
| 02211                        | 2" TY D HMAC OVERLAY                                                                                           | SY   | 10,450 | \$23.55                                                                                     | \$246,097.50 | \$30.00                                                                        | \$313,500.00 |
| 02211                        | 2" Milling                                                                                                     | SY   | 5,133  | \$6.30                                                                                      | \$32,337.90  | \$14.00                                                                        | \$71,862.00  |
| 02571                        | Repair Asphalt Paving, per Linear Foot of wastewater main and services installed under existing asphalt paving | LF   | 2,623  | \$34.15                                                                                     | \$89,575.45  | \$36.00                                                                        | \$94,428.00  |
| 02571                        | Remove and Replace Concrete Driveway                                                                           | SF   | 1,850  | \$30.30                                                                                     | \$56,055.00  | \$100.00                                                                       | \$185,000.00 |
| 02571                        | Remove and Replace Curb and Gutter                                                                             | LF   | 600    | \$62.40                                                                                     | \$37,440.00  | \$55.00                                                                        | \$33,000.00  |
| 02581                        | ReflectORIZED Pavement Markers (Type II-B-B)                                                                   | EA   | 7      | \$25.10                                                                                     | \$175.70     | \$500.00                                                                       | \$3,500.00   |
| 02583                        | Thermoplastic Markings, Reflective, White, 12" wide (Type I)                                                   | LF   | 65     | \$28.95                                                                                     | \$1,881.75   | \$25.00                                                                        | \$1,625.00   |
| <b>Traffic Control Plans</b> |                                                                                                                |      |        |                                                                                             |              |                                                                                |              |
| 02803                        | Traffic Control, per Lump Sum                                                                                  | LS   | 1      | \$76,441.15                                                                                 | \$76,441.15  | \$20,000.00                                                                    | \$20,000.00  |
| <b>Erosion Control</b>       |                                                                                                                |      |        |                                                                                             |              |                                                                                |              |
| 01535                        | Tree Protection                                                                                                | LS   | 1      | \$11,372.20                                                                                 | \$11,372.20  | \$5,000.00                                                                     | \$5,000.00   |
| 02480                        | Landscaping and Hardscaping Restoration                                                                        | SY   | 1,150  | \$8.80                                                                                      | \$10,120.00  | \$60.00                                                                        | \$69,000.00  |
| 02642                        | Silt Fence                                                                                                     | LF   | 200    | \$3.80                                                                                      | \$760.00     | \$5.00                                                                         | \$1,000.00   |
| 02643                        | Storm inlet Sediment Trap                                                                                      | EA   | 11     | \$106.55                                                                                    | \$1,172.05   | \$250.00                                                                       | \$2,750.00   |
| <b>Other</b>                 |                                                                                                                |      |        |                                                                                             |              |                                                                                |              |
| 1010                         | Mobilization, per Lump Sum                                                                                     | LS   | 1      | \$77,342.15                                                                                 | \$77,342.15  | \$25,000.00                                                                    | \$25,000.00  |
| 01050                        | Construction Staking                                                                                           | LF   | 1,518  | \$1.60                                                                                      | \$2,428.80   | \$10.00                                                                        | \$15,180.00  |
| 1335                         | Field Locate and Pothole Existing Utilities, per Lump Sum                                                      | LS   | 1      | \$15,350.90                                                                                 | \$15,350.90  | \$10,000.00                                                                    | \$10,000.00  |
| 02227                        | Trench Safety Systems (All Depths)                                                                             | LF   | 1,518  | \$1.30                                                                                      | \$1,973.40   | \$4.00                                                                         | \$6,072.00   |
| 02480                        | Site Restoration, per Lump Sum                                                                                 | LS   | 1      | \$32,581.50                                                                                 | \$32,581.50  | \$100,000.00                                                                   | \$100,000.00 |
| 02625                        | Field Location of Sanitary Sewer Services via Remote Video and Potholing as Necessary                          | EA   | 19     | \$250.65                                                                                    | \$4,762.35   | \$1,250.00                                                                     | \$23,750.00  |
| <b>TOTAL - BASE BID</b>      |                                                                                                                |      |        | <b>\$1,500,830.40</b>                                                                       |              | <b>\$1,790,367.00</b>                                                          |              |



09/27/2022

**CONFLICT OF INTEREST QUESTIONNAIRE****FORM CIQ****For vendor doing business with local governmental entity**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

JKB CONSTRUCTION COMPANY, LLC

**2 ☐ Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information in this section is being disclosed.**

N/A

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☒ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☒ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

☐ Yes ☒ No

D. Describe each employment or business and family relationship with the local government officer named in this section.

**4**

Signature of vendor doing business with the governmental entity

Date



# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

JKB Construction Company, LLC  
Liberty Hill, TX United States

Certificate Number:  
2022-940731

Date Filed:  
10/04/2022

Date Acknowledged:

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

CITY OF LEANDER

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

2022-5A7B  
Eagle Way, Mica Lane & Topaz Lane-Wastewater Services & Street Repaving

| 4 | Name of Interested Party | City, State, Country (place of business) | Nature of interest<br>(check applicable) |              |
|---|--------------------------|------------------------------------------|------------------------------------------|--------------|
|   |                          |                                          | Controlling                              | Intermediary |
|   | Byrn, Justin             | LIBERTY HILL, TX United States           | X                                        |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |

5 Check only if there is NO Interested Party.

☐

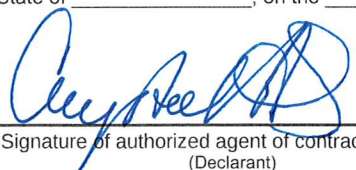
### 6 UNSWORN DECLARATION

My name is Crystal Cortinas, and my date of birth is 02/26/1981.

My address is 14750 HWY 29 W., Liberty Hill, Tx, 78642, US.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Williamson County, State of Texas, on the 4th day of October, 2022.  
(month) (year)

  
Signature of authorized agent of contracting business entity  
(Declarant)

# **AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)**

This Agreement is by and between **CITY OF LEANDER** ("Owner") and **JKB Construction Company, LLC** ("Contractor").

Terms used in this Agreement have the meanings stated in the General Conditions and the Supplementary Conditions.

Owner and Contractor hereby agree as follows:

## **ARTICLE 1—WORK**

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: **Improvements including, but not limited to, of necessary labor, materials, equipment and supervision to construct the installation of approximately 1,500 LF of 6" wastewater mains along Eagles Way, Mica Lane, and Topaz Lane and approximately 4,000 LF edge milling and overlay for Eagles Way, Mica Lane, Topaz Lane, Coyote Lane, and Moon Glow Drive.**

## **ARTICLE 2—THE PROJECT**

- 2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: **EAGLES WAY, MICA LANE, AND TOPAZ LANE WASTEWATER SERVICES AND STREET REPAVING.**

## **ARTICLE 3—ENGINEER**

- 3.01 The Owner has retained **K.Friese + Associates.** ("Engineer") to act as Owner's representative, assume all duties and responsibilities of Engineer, and have the rights and authority assigned to Engineer in the Contract.
- 3.02 The part of the Project that pertains to the Work has been designed by **K.Friese + Associates.**

## **ARTICLE 4—CONTRACT TIMES**

- 4.01 *Time is of the Essence*
- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.
- 4.02 *Contract Times: Days*
- A. The Work will be substantially complete within 240 days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 270 days after the date when the Contract Times commence to run.
- 4.05 *Liquidated Damages*
- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and

Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. *Substantial Completion:* Contractor shall pay Owner **\$1,000.00** for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.
  2. *Completion of Remaining Work:* After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner **\$1,000.00** for each day that expires after such time until the Work is completed and ready for final payment.
  3. Liquidated damages for failing to timely attain Milestones, Substantial Completion, and final completion are not additive, and will not be imposed concurrently.
- B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

#### 4.06 *Special Damages*

- A. Contractor shall reimburse Owner (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times, and (2) for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.
- B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), until the Work is completed and ready for final payment.
- C. The special damages imposed in this paragraph are supplemental to any liquidated damages for delayed completion established in this Agreement.

### ARTICLE 5—CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract:
- A. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item) as stated in Contractor's Bid.



The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer and City Inspector.

- B. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

## **ARTICLE 6—PAYMENT PROCEDURES**

### **6.01 Submittal and Processing of Payments**

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Owner and Engineer as provided in the General Conditions.

### **6.02 Progress Payments; Retainage**

- A. Owner shall make progress payments on the basis of Contractor's Applications for Payment on or about the **30th** day from Owner approval of Application for Payment of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions or, as may be provided elsewhere in the Contract.
1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.
- a. **Ninety-Five (95)** percent of the value of the Work completed (with the balance being retainage).
- b. **Eighty (80)** percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to **Ninety-Five (95)** percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less **Five (5)** percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

### **6.03 Final Payment**

- A. Upon final completion and acceptance of the Work, Owner shall pay the remainder of the Contract Price in accordance with Paragraph 15.06 of the General Conditions.

### **6.04 Consent of Surety**

- A. Owner will not make final payment, or return or release retainage at Substantial Completion or any other time, unless Contractor submits written consent of the surety to such payment, return, or release.

6.05 *Interest*

A. All amounts not paid when due will bear interest at the rate of 4.25% percent per annum.

**ARTICLE 7—CONTRACT DOCUMENTS**

7.01 *Contents*

A. The Contract Documents consist of all of the following:

1. This Agreement.
2. Bonds:
  - a. Performance bond (together with power of attorney).
  - b. Payment bond (together with power of attorney).
3. Evidence of Insurance
4. City of Leander Standard Definitions, Terms and Conditions
5. Standard General Conditions. Edits highlighted.
6. Specifications as listed in the table of contents of the project manual (copy of list attached).
7. Drawings listed on the attached sheet index.
8. IFB Bid documents.
9. Addenda No. 1
10. Addenda No. 2
11. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
  - a. Notice to Proceed.
  - b. Work Change Directives.
  - c. Change Orders.
  - d. Field Orders.
  - e. Project Schedule
  - e. Warranty Bond, if any.

B. The Contract Documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).

C. There are no Contract Documents other than those listed above in this Article 7.

D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

## ARTICLE 8—REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

### 8.01 *Contractor's Representations*

- A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:
1. Contractor has examined and carefully studied the Contract Documents, including Addenda.
  2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
  3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
  4. Contractor has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
  5. Contractor has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
  6. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.
  7. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
  8. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
  9. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
  10. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.



11. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

#### 8.02 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:
  1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;
  2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
  4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

#### 8.03 *Standard General Conditions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are EJCDC® C-700, Standard General Conditions for the Construction Contract (2018), published by the Engineers Joint Contract Documents Committee, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on \_\_\_\_\_ (which is the Effective Date of the Contract).

Owner:

CITY OF LEANDER

\_\_\_\_\_  
(typed or printed name of organization)

By:

\_\_\_\_\_  
(individual's signature)

Date:

\_\_\_\_\_  
(date signed)

Name:

Richard B. Beverlin III

\_\_\_\_\_  
(typed or printed)

Title:

City Manager

\_\_\_\_\_  
(typed or printed)

Attest:

\_\_\_\_\_  
(individual's signature)

Title:

\_\_\_\_\_  
(typed or printed)

Address for giving notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Designated Representative:

Name:

\_\_\_\_\_  
(typed or printed)

Title:

\_\_\_\_\_  
(typed or printed)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone:

Email:

\_\_\_\_\_  
(If **Owner** is a corporation, attach evidence of authority to sign. If **Owner** is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

Contractor:

\_\_\_\_\_  
(typed or printed name of organization)

By:

\_\_\_\_\_  
(individual's signature)

Date:

\_\_\_\_\_  
(date signed)

Name:

\_\_\_\_\_  
(typed or printed)

Title:

\_\_\_\_\_  
(typed or printed)

(If **Contractor** is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

\_\_\_\_\_  
(individual's signature)

Title:

\_\_\_\_\_  
(typed or printed)

Address for giving notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Designated Representative:

Name:

\_\_\_\_\_  
(typed or printed)

Title:

\_\_\_\_\_  
(typed or printed)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone:

Email:

License No.:

\_\_\_\_\_  
(where applicable)

State:

\_\_\_\_\_



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Award of construction contract to Austin Engineering Co., Inc. for wastewater lift station improvements: Phase 3, (CIP Project WW.44) in the amount of \$568,615.00; and authorize the City Manager to execute any and all necessary documents.

**BACKGROUND:**

This project is included in the City of Leander's CIP as WW.44 and includes collection system improvements of six (6) lift stations. Project is divided on three phases/parts; Phase 1 (LS#2 & LS#6), Phase 2 (LS#7 & LS#8), and Phase 3 (LS#13 & LS#14). This item, Phase 3, includes upgrading electrical and odor control components, recoating the wet well, repainting the piping, and other appurtenant work in LS#13 and LS#14. The other two phases are in final design and will be brought for approval after bidding in the near future.

One (1) bid was received and opened on September 20, 2022. Austin Engineering Co., Inc. was the only and therefore low bidder with a total bid of \$568,615.00. George Butler Associates, Inc. (GBA), as the Engineer of the project and City's representative, has reviewed the bid, prepared the bid tabulation, and award recommendation letter. Based upon GBA's review of the information submitted by the low bidder, and references contacted, Austin Engineering Co., Inc. was determined to be qualified to perform the work required. Public Works agrees with this recommendation.

CIP WW.44 Wastewater Collection System Lift Station (LS) Improvements project was established in FY2021 CIP and is fully funded for design and construction activities.

**APPLICANT/AGENT:**

Austin Engineering Co., Inc.

**RECOMMENDATION:**

Staff respectfully requests award of the construction contract to Austin Engineering Co., Inc. for the construction of CIP Project WW. 44 Wastewater Collection System Lift Station (LS) Improvements Phase 3 (LS#13 & LS#14) in the amount of \$568,615.00; and authorize the City Manager to execute any and all necessary documents.

**PRESENTER:**

Gina M. Ellison, P.E., Public Works Director

---

**Fiscal Impact**

|                                                         |              |
|---------------------------------------------------------|--------------|
| <b><u>Amount requested:</u></b>                         | \$568,615.00 |
| <b><u>Approved in current budget (Yes / No):</u></b>    | Yes          |
| <b><u>Expenditure (New / Amended):</u></b>              | New          |
| <b><u>Recurring or one-time:</u></b>                    | One-time     |
| <b><u>Fund source (Operating / Utility / etc.):</u></b> | Utility      |

---

**Attachments**

1. WW.44 Lift Station Rehab\_Phase 3\_Letter of Recommendation



2. WW.44 Lift Station Rehab\_Phase 3\_Bid Tab
3. WW.44 Lift Station Rehab\_Phase 3\_CIQ
4. WW.44 Lift Station Rehab\_Phase 3\_Form 1295
5. WW.44 Lift Station Rehab\_Phase 3\_Contract Agreement
6. WW.44 Lift Station Rehab\_CIP Project Sheet



1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

October 6, 2022

Gina Ellison, PW Director  
City of Leander  
P.O. Box 319  
Leander, TX 78646

Re: Wastewater Collection System Lift Station Improvements, Phase 3  
Letter of Award Recommendation

Dear Gina Ellison:

Bids were publicly opened and read on September 20, 2022 for the above referenced project. As reflected on the attached Bid Tabulation, one (1) bid was received. The responsive and responsible bidder is Austin Engineering Company, Inc. We have contacted this bidder and confirmed he wants the contract at the amount bid.

As a result of our evaluation, and verification of contractor references, we hereby recommend the City award a construction contract to Austin Engineering Company, Inc. in the amount of \$568,615.00 for all Base Bid work, with final amounts dependent on actual installed quantities. The project is to be funded with Community Impact Fee funds and is within the fundable range.

We have prepared a Notice of Award and Agreement for execution by you in the event the City Council votes to follow this recommendation. Once the Contractor signs the Agreement and all bond and insurance requirements have been satisfied, a Notice to Proceed will be issued. Under the General Conditions of the Agreement, the Contractor shall begin construction within twelve (12) days of the notice to proceed and substantially complete the project within one hundred and seventy-eight (178) calendar days, excluding any justified delays.

Please let us know if you have any questions in this regard.

Sincerely,

A handwritten signature in blue ink that reads 'Rebecca J. Howley'.

Rebecca J. Howley, P.E., CFM

RJH/s

Attachment

PN: 14845

BID TABULATION  
Bid Date: September 20,2022

Project: Wastewater Collection System Lift Station Improvement Phase 3  
Owner: City of Leander, Texas

Engineer: George Butler Associates, Inc  
Checked By Joshua Cashio, E.I.T.

Wastewater Collection System Lift Station Improvement Phase 3

| Wastewater Collection System Lift Station Improvement Phase 3 | Item                        | 1            | 2                                  | 3                     | 4                                         | 5                      | 6                                      | 7               |
|---------------------------------------------------------------|-----------------------------|--------------|------------------------------------|-----------------------|-------------------------------------------|------------------------|----------------------------------------|-----------------|
|                                                               | Description                 | Mobilization | Protection and restoration of site | Replace control panel | VegaPULS C51 level sensor and accessories | Activated carbon drums | Sand blast and repaint wet well piping | Recoat wet well |
|                                                               | Quantity                    | 1            | 1                                  | 2                     | 2                                         | 4                      | 1                                      | 905             |
|                                                               | Bidder                      | Unit         | LS                                 | LS                    | LS                                        | EA                     | EA                                     | LS              |
| Austin Engineering Co. Inc.                                   | Unit Price<br><br>Item Cost | \$25,000.00  | \$20,000.00                        | \$113,500.00          | \$2,900.00                                | \$5,400.00             | \$17,000.00                            | \$83.00         |
| 3317 Ranch Road 620 North<br>Austin, Texas 78734              |                             | \$25,000.00  | \$20,000.00                        | \$227,000.00          | \$5,800.00                                | \$21,600.00            | \$17,000.00                            | \$75,115.00     |



BID TABULATION  
Bid Date: September 20,2022

Project: Wastewater Collection System Lift Station Improvement Phase 3  
Owner: City of Leander, Texas

Wastewater Collection System Lift Station Improvement Phase 3

|                                                               |  |             |                                                          |               |                            |               |
|---------------------------------------------------------------|--|-------------|----------------------------------------------------------|---------------|----------------------------|---------------|
| Wastewater Collection System Lift Station Improvement Phase 3 |  | Item        | 8                                                        | 9             | 10                         | 11            |
|                                                               |  | Description | Replace wet well hardware (guide rails, supports, hooks) | Ozone aerator | Repaint valve vault piping | Pump and Haul |
|                                                               |  | Quantity    | 1                                                        | 2             | 1                          | 1             |
|                                                               |  | Bidder      | Unit                                                     | LS            | EA                         | LS            |
| Austin Engineering Co. Inc.                                   |  | Unit Price  | \$6,800.00                                               | \$44,000.00   | \$6,300.00                 | \$76,000.00   |
| 3317 Ranch Road 620 North                                     |  | Item Cost   | \$6,800.00                                               | \$88,000.00   | \$6,300.00                 | \$76,000.00   |
| Austin, Texas 78734                                           |  |             |                                                          |               |                            |               |
|                                                               |  |             |                                                          |               | Total Bid                  | \$568,615.00  |

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

**NOT APPLICABLE**

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

**NOT APPLICABLE**  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

**NOT APPLICABLE**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐

Yes

☐

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐

Yes

☐

No

**NOT APPLICABLE**

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**NOT APPLICABLE**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Ausea Maiton, CA.  
Signature of vendor doing business with the governmental entity

10/10/22  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.



# CERTIFICATE OF INTERESTED PARTIES

**FORM 1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
CERTIFICATION OF FILING**

Certificate Number:  
2022-937895

Date Filed:  
09/26/2022

Date Acknowledged:

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

AUSTIN ENGINEERING CO., INC.  
AUSTIN, TX United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

CITY OF LEANDER, TEXAS

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

WW.44  
WASTEWATER COLLECTION SYSTEM LIFT STATION IMPROVEMENTS PHASE 3

| 4 | Name of Interested Party | City, State, Country (place of business) | Nature of interest<br>(check applicable) |              |
|---|--------------------------|------------------------------------------|------------------------------------------|--------------|
|   |                          |                                          | Controlling                              | Intermediary |
|   | KELLER, AUSTIN           | AUSTIN, TX United States                 |                                          | X            |
|   | KELLER, TRAVIS           | AUSTIN, TX United States                 |                                          | X            |
|   | KELLER, PAUL W           | AUSTIN, TX United States                 |                                          | X            |
|   | KELLER, KERRY            | AUSTIN, TX United States                 | X                                        |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |

**5 Check only if there is NO Interested Party.**

☐**6 UNSWORN DECLARATION**

My name is Travis W. Keller, Vice President, and my date of birth is N/A.

My address is P.O. Box 342349, Austin, TX, 78734, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Travis County, State of Texas on the 26th day of September, 2022.  
(month) (year)

Signature of authorized agent of contracting business entity  
(Declarant)

## AGREEMENT

STATE OF TEXAS

COUNTY OF WILLIAMSON

THIS AGREEMENT, made and entered into this 20th day of October, AD 2022, by and between the City of Leander, Texas, a home rule city and municipal corporation, with principal offices located at 105 N Brushy St, Leander, TX 78641, hereinafter termed NER, or CITY and Austin Engineering Co., Inc., a Corporation, with principal offices located at 3317 Ranch Road 620 N. Austin, Texas 78734, hereinafter termed CONTRACTOR.

WITNESSETH: That for and in consideration of the mutual terms, conditions, and covenants of this Agreement and the accompanying documents between OWNER and CONTRACTOR and for and in consideration of payments as set forth therein, CONTRACTOR hereby agrees with the said Owner to commence and complete the following Project:

WASTEWATER COLLECTION SYSTEM LIFT STATION IMPROVEMENTS, PHASE 3  
CITY OF LEANDER, TEXAS

for all base bid work and all extra work in connection therewith, under the terms as stated in the Contract Documents and at CONTRACTOR's own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to construct and complete Wastewater Collection System Lift Station Improvements, Phase 3 (the "Project" or "Work"), in accordance with the Contractor's Proposal, Instructions to Bidders, Special Provisions, Supplementary Conditions, General Conditions, Performance bond, Payment bond, Drawings, Plans and Technical Specifications and other drawings and printed or written explanatory matter thereof, and the addenda therefore, as prepared by George Butler Associates, Inc. herein entitled the ENGINEER, and approved by the OWNER, all of which are made a part hereof and collectively evidence and constitute the entire contract (the "Contract Documents").

The CONTRACTOR hereby agrees to commence work within **ten (10)** days after the date written notice to do so shall have been given to him, and to substantially complete all work within following times after the date specified in the written Notice to Proceed:

**Base Bid – One Hundred Eighty (180) calendar days**

Waiver of any breach of this Agreement shall not constitute waiver of any subsequent breach.

The OWNER agrees to pay the CONTRACTOR, for satisfactory performance of this Agreement, in current funds the price or prices shown in the Contractor's Proposal, which forms a part of this contract, such payments to be subject to proper completion of the contract, in the total amount of five hundred thousand, six hundred fifteen dollars (\$ 568,615), subject to

proper additions and deductions (the "Contract Amount"), all as provided in the General Conditions of this Agreement. The financial obligations of the OWNER under this Agreement shall be paid from current funds and shall be subject to funds being appropriated and budgeted in sufficient amounts to satisfy such obligations.

Although drawn by the OWNER, both parties hereto expressly agree and assert that in the event of any dispute over its meaning or application, this Agreement shall be interpreted reasonably and fairly, and neither more strongly for nor against either party.

The CONTRACTOR agrees that time is of the essence on this contract and that for each calendar day of delay beyond the time established for completion of the work specified and contracted for, the Owner may withhold permanently from the CONTRACTOR'S compensation the sum of **One Thousand Dollars (\$1,000.00)** as stipulated liquidated damages for delay.

In accordance with Chapter 2270, Texas Government Code, the CITY may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that it: (a) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. The signatory executing this contract on behalf of the company verifies that CONTRACTOR does not boycott Israel and will not boycott Israel during the term of this Agreement.

IN WITNESS WHEREOF, both parties have caused this Agreement to be signed in their respective corporate names by duly authorized representatives, and the parties hereby bind themselves, their successors and assigns for the faithful and full performance of the terms and provisions hereof.

EXECUTED on the latest date of the signatories indicated below

OWNER

CONTRACTOR

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

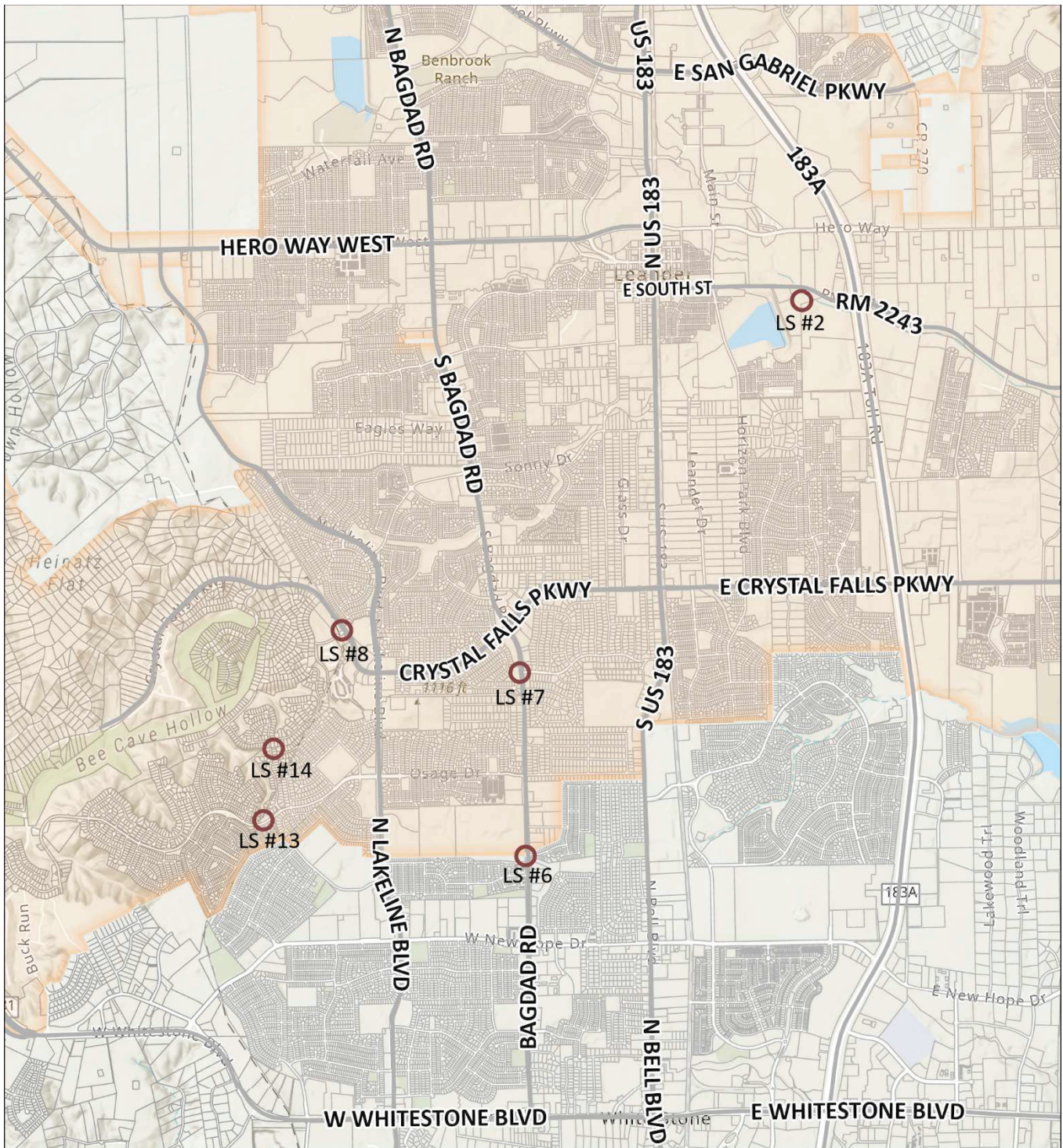
ATTEST:

ATTEST:

\_\_\_\_\_  
City Secretary, City of Leander

\_\_\_\_\_





## CIP Program

### WW.44- WW Lift Station Rehabilitations

#### Wastewater Projects

  WW.44

Leander City Limits

Parcels (WCAD & TCAD)

County Line

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use, or misuse of the information herein provided.



0 1,000,200  
Feet







## CITY OF LEANDER CAPITAL IMPROVEMENT PROGRAM

|                                                                                                                                                                                                                                                                                                                                                                                              |                                 |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--|
| <b>PROJECT ID:</b>                                                                                                                                                                                                                                                                                                                                                                           | WW.44                           |  |
| <b>PROJECT TITLE</b>                                                                                                                                                                                                                                                                                                                                                                         | WW Lift Station Rehabilitations |  |
| <b>DEPARTMENT(S)</b>                                                                                                                                                                                                                                                                                                                                                                         | Public Works                    |  |
| <b>PROJECT DESCRIPTION:</b>                                                                                                                                                                                                                                                                                                                                                                  |                                 |  |
| Collection system improvements of six (6) lift stations. The project scope includes rehabilitation, upgrades and replacement of equipment and facilities at six selected lift stations. The stations are older City lift stations and require various improvements ranging from pump and control enhancements to complete reconstruction to meet City operational and capacity requirements. |                                 |  |

|                        |                        |            |                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location</b>        | Various                |            |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Limits From/To:</b> | Within the City limits |            |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Schedule</b>        | <b>Start</b>           | <b>End</b> | <b>For Non Utility CIP projects - Check all that apply:</b><br><br><input checked="" type="checkbox"/> Project will also involve the need for NEW City Utility Infrastructure.<br><br><input checked="" type="checkbox"/> Project Cost Estimate Below DOES include cost for new utility infrastructure.<br><br><input type="checkbox"/> Project Cost Estimate Below DOES NOT include cost for new utility infrastructure. |
| <b>Design Phase</b>    | FY21                   | FY23       |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>ROW/Esmt Acq.</b>   | NA                     | NA         |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Construction</b>    | FY22                   | FY23       |                                                                                                                                                                                                                                                                                                                                                                                                                           |

**PROJECT NEED/BENEFITS**

This projects provides for maintenance and repairs to six existing lift stations.

| PROJECT COSTS               | Prior               | FY23                | FY24        | FY25        | FY26        | FY27        | Future      | Total               |
|-----------------------------|---------------------|---------------------|-------------|-------------|-------------|-------------|-------------|---------------------|
| Design Phase                | \$ 3,480,000        |                     | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 3,480,000        |
| Construction                | \$ -                | \$ 1,724,800        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 1,724,800        |
| Management                  | \$ -                | \$ -                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -                |
| Inspection/Testing          | \$ -                | \$ -                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -                |
| Contingencies               | \$ -                | \$ -                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -                |
| Other                       | \$ -                | \$ -                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -                |
| <b>Total Estimated Cost</b> | <b>\$ 3,480,000</b> | <b>\$ 1,724,800</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 5,204,800</b> |
| Annual O&M Fiscal Impact    | \$ -                | \$ -                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -                |

| PROJECT BUDGET            | Prior                     | FY23        | FY24                | FY25        | FY26        | FY27        | Future      | Total               |
|---------------------------|---------------------------|-------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| <b>FUNDING SOURCE</b>     |                           |             |                     |             |             |             |             |                     |
| <b>Account No.</b>        | <b>Fund</b>               |             |                     |             |             |             |             |                     |
| 27-00-4970                | TRANSFER IN UTILITY FUND  | \$ -        | \$ 1,724,800        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 1,724,800        |
| 26-00-4070                | WASTEWATER IMPACT FEES    | \$ -        | \$ 3,480,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 3,480,000        |
| <b>Total Revenues</b>     |                           | <b>\$ -</b> | <b>\$ 5,204,800</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 5,204,800</b> |
| <b>EXPENDITURE</b>        |                           |             |                     |             |             |             |             |                     |
| 27-03-8713                | LIFT STATION IMPROVEMENTS | \$ -        | \$ 1,724,800        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 1,724,800        |
| 26-01-8713                | LIFT STATION IMPROVEMENTS | \$ -        | \$ 3,480,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 3,480,000        |
| <b>Total Expenditures</b> |                           | <b>\$ -</b> | <b>\$ 5,204,800</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 5,204,800</b> |

*Note: All amounts are shown in current dollars*



**EXECUTIVE SUMMARY**

**10/20/2022**

---

**AGENDA SUBJECT:**

Approval of Task Order No. KH-05 with Kimley-Horn and Associates, Inc. for professional services for city-wide traffic signal timing study in the amount of \$103,000.00; and authorize the City Manager to execute any and all necessary documents.

**BACKGROUND:**

Task Order No. KH-05 provides Professional Engineering Services - Traffic Signal Timing for the City of Leander Traffic Signals. The City currently operates and maintains 26 traffic signals (Attachment 2) within the city limits. Kimley-Horn and Associates, Inc. will study City of Leander signals for developing coordinated traffic signal timings along various corridors to improve travel times and reduce stops, delay, and emissions with proposed Task Order KH-05.

The scope of work for this project will include development of City of Leander signal timing standards, data collection and operational analysis of the signals, development of signal timing plan, programming signal controller and testing, implementation of developed plan and performance analysis. Current study excludes traffic signal along US 183 and 183A as the signals were recently timed by TxDOT and belong to CTRMA, respectively. Pending budget approval, the US 183 signals are planned to be assessed next fiscal year. The details and full scope of work for this project is contained in Attachment 1.

Compensation for this work is on a lump sum basis not to exceed \$103,000.00 without authorization by the City of Leander. This project is funded under General CIP GL#40-04-7902 in the FY 2023 budget.

Kimley-Horn and Associates, Inc. is included on the list of pre-qualified engineering firms selected by the Engineering Department and approved by City Council on January 21, 2021 for Traffic Engineering design projects.

**APPLICANT/AGENT:**

Kimley-Horn and Associates, Inc.

**RECOMMENDATION:**

Staff respectfully requests authorization for the City Manager to execute Task Order No. KH-05 with Kimley-Horn and Associates, Inc. in an amount not to \$103,000.00 and execute any and all other necessary documents.

**PRESENTER:**

Gina M. Ellison, P.E., Public Works Director

---

**Fiscal Impact**

**Amount requested:** \$103,000.00

**Approved in current budget (Yes / No):** Yes

**Expenditure (New / Amended):** New

**Recurring or one-time:** One-time

**Fund source (Operating / Utility / etc.):** Operating

---



### **Attachments**

1. Task Order No KH-05 - Signal Timing - Oct 2022
2. COL Traffic Signal Light Maps
3. S20-052 Engineering Services Pool Evaluation Traffic Engineering

## TASK ORDER FOR PROFESSIONAL SERVICES

### TASK ORDER NO. KH-05

This will constitute authorization by the City of Leander, Texas (City), for Kimley-Horn and Associates, Inc. (Engineer) to proceed with the following described engineering services, pursuant to the Professional Services Agreement signed on January 23<sup>rd</sup>, 2020 between the City and Engineer.

#### PROFESSIONAL ENGINEERING SERVICES – (Traffic Signal Timing)

---

##### **A. PROJECT DESCRIPTION**

The City of Leander has requested Kimley-Horn and Associates, Inc perform professional services described in the attached Proposal (**Traffic Signal Timing**).

##### **B. SCOPE OF SERVICES**

Kimley-Horn and Associates, Inc will perform the services as described in the Scope of Services section of Exhibit A.

##### **C. DELIVERABLES**

Kimley-Horn and Associates, Inc will provide deliverables as described in the Scope of Services section of Exhibit A.

##### **D. BASIS OF COMPENSATION**

Compensation shall be a lump sum cost of \$103,000. The City shall make payments to the Engineer on a monthly billing basis in accordance with the attached Proposal.

##### **TIME FOR COMPLETION**

The Engineer will work with the City and Contractor to provide services as requested based on the construction schedule. The Engineer will work expeditiously to complete the services in the shortest length of time possible.

APPROVED:

CITY OF LEANDER, TEXAS

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

ACCEPTED:

KIMLEY-HORN AND ASSOCIATIES, INC

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

# **Exhibit A**

## **Scope of Services**

### **Traffic Signal Timing**

#### **PROJECT UNDERSTANDING**

The City of Leander (“the City”) currently operates and maintains traffic signals throughout the City. Most of the City’s signals are located along the north-south arterial corridors of US 183, Bagdad Rd, Lakeline Blvd, or Ronald Reagan Blvd and along the east-west arterial corridors of Hero Way or Crystal Falls Pkwy.

The City has asked Kimley-Horn to develop coordinated traffic signal timings along each corridors below to improve travel times and to reduce stops, delay, and emissions. Below is the list of the traffic signals that will be retimed as a part of this project.

#### **Crystal Falls, Bagdad (South), Lakeline**

1. Bagdad Rd at Crystal Falls Pkwy
2. Bagdad Rd at Osage
3. Lakeline Blvd at Crystal Falls Pkwy
4. Lakeline Blvd at Osage Dr
5. Crystal Falls Pkwy at Horizon Park Blvd
6. Crystal Falls Pkwy at Raider Way

#### **Ronald Reagan**

7. Ronald Reagan Blvd at RM 2243
8. Ronald Reagan Blvd at Crystal Falls Pkwy
9. Ronald Reagan Blvd at Journey Pkwy/Republic Trls

#### **Bagdad (North), Hero Way, RM 1431**

10. Bagdad Rd at San Gabriel Pkwy
11. Bagdad Rd at Hero Way
12. Bagdad Rd at Municipal Dr/Vista Ridge
13. Lakeline Blvd at Hero Way
14. Hero Way & Broade St



## **SPECIFIC SCOPE OF SERVICES**

### **Task 1 – Development of Standards**

Currently, the City does not have standard signal timing parameters and settings. Kimley-Horn will develop a Signal Timing Standards document for the City to define their basic standard signal controller settings and parameters including the following:

- Phase timings
  - Green Time (Min, Max)
  - Yellow & Red time (including standard calculation criteria)
  - Ped timings (Walk, FDW)
  - Detection related settings (Passage, Extend, Delay)
- Schedule
  - Standard plan numbering
  - Consistent, system-wide schedule
- Coord parameters
  - Correction Mode
  - Max Mode
  - Force Mode

Kimley-Horn will create a brief memo documenting the recommended standards and hold up to one (1) meeting and one (1) round of comments and revisions to the final document.

### **Task 2 – Data Collection & Operational Analysis**

Under this task, Kimley-Horn will:

- Collect traffic count data through a subconsultant
  - Turning movement counts for AM, MD, and PM peak periods at each project intersection
  - Up to two 24-hour tube counts at various locations along the corridor
- Coordinate with the City to collect current traffic signal timing data.
- Conduct one field investigation at each signalized intersection to observe and verify current operations
- Develop a Synchro traffic simulation model for each timing plan developed.
- Conduct a capacity analysis for each signalized intersection.
- Conduct an operational analysis for the existing conditions at each signalized intersection to identify potential improvements to signal phasing, laneage, operation, etc.

### **Task 3 –Timing Plan Development**

Using the data collected and models created in Task 2, Kimley-Horn will develop up to 4 signal timing plans (AM, MD, PM, Weekend) for each traffic signal and up to two (2) school plans where warranted. These timing plans may be coordinated or uncoordinated (free) plans based on traffic demand, system interaction with adjacent signals, engineering judgement.

As a part of timing plan development, Kimley-Horn will determine the time of day (TOD) schedule, minimum green times, yellow and all-red clearance times, pedestrian walk and clearance times, coordination timings (cycle lengths, splits, and offsets), and coordination parameters. Kimley-Horn will determine the time of day (TOD) schedule based on traffic demand throughout the day.

### **Task 4 – Database Programming and Testing**

Using the signal timing plans developed in Task 3, Kimley-Horn will:

- Program controller databases with updated timings using City-provided test controller.
- Test each updated timing plan on a test controller for proper operation prior to implementation.

### **Task 5 – Implementation of Timing Plans**

Once Task 4 is complete, Kimley-Horn will implement the timing plans and fine-tune the proposed timings in the field. Under this task, Kimley-Horn will:

- Install the new timings and proposed database in each traffic signal controller.
- Conduct up to three (3) days of fine-tuning activities in the field consisting of:
  - Optimizing timings and parameters to real world conditions by driving the corridor and observing during each plan period
  - Adjusting phase timings, splits, and offsets based on demand
  - Adjusting TOD schedules
- Document finalized timing plans on timing sheets placed in each signal cabinet

### **Task 6 – Performance Analysis**

Kimley-Horn will use INRIX Roadway Analytics data (available to the City from a statewide agreement with TxDOT) to measure the effectiveness of the retiming effort. Using the INRIX data to quantify delay savings, Kimley-Horn will calculate the delay savings the project and prepare a short technical memorandum to communicate project benefits and improvements.

## **ADDITIONAL SERVICES**

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Additional data collection
- Additional intersections & corridors
- Additional timing plans
- Additional analysis
- Full report (versus short technical memorandum)
- Future corridor timing. These corridors include:

### **US 183 & US 183A**

1. US 183 at San Gabriel
2. US 183 at Metro
3. US 183 at Hero
4. US 183 at RM 2243/South
5. US 183 at Sonny
6. US 183 at Crystal Falls
7. US 183 at Osage
8. US 183A at US 183
9. US 183A at San Gabriel
10. US 183A at Hero Way
11. US 183A at RM 2243

## **INFORMATION PROVIDED BY CLIENT**

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- Access to traffic signal cabinets
- Traffic signal timing sheets for existing intersections
- Traffic signal controller for programming and testing



## **FEE AND EXPENSES**

### **Tasks 1-6 – Lump Sum**

Kimley-Horn will perform the services in Tasks 1 – 7 for the total lump sum fee below. Individual task amounts are informational only.

|                                 |           |
|---------------------------------|-----------|
| Task 1 Development of Standards | \$5,000   |
| Tasks 2-6 at \$7,000/signal     | \$98,000  |
| Total Lump Sum Fee              | \$103,000 |

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 30 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.



# City of Leander

## Traffic Signal Lights

### Railroad Crossing Signals

- Railroad Crossing Signal: CapMetro (8)

### Traffic Signal

- Traffic Signal: CTRMA (4)
- Traffic Signal: Leander (26)
- Traffic Signal: TxDOT (1)
- Hybrid Pedestrian Beacon: Leander (4)
- School Zone Lights

- Leander City Limits
- Leander ETJ
- County Boundary



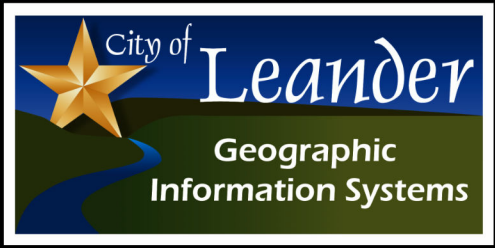
0 2,640 5,280 10,560 Feet

0 0.5 1 2 Miles

### Contact Information

City of Leander: (512)-259-2640  
CTRMA: (512)-996-9778  
TxDOT: (512)-974-0883

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. Please refer to the official ordinance for zoning verification. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



Map Exported: 9/7/2022

Esri, NASA, NGA, USGS



City of Leander RFQ #S20-052 Engineering Service Pool - Traffic Engineering

Bid Info: City of Leander  
 Engineering Service Pool - Traffic Engineering  
 Solicitation No. S20-052  
 Opening: 9/2/2020

| EVALUATION CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    | Max Points | Firm Logos |    |    |     |     |    |    |    |    |    |     |    |    |     |    |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------|------------|----|----|-----|-----|----|----|----|----|----|-----|----|----|-----|----|--|
| Relevant Qualifications and Availability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    | 20         | Firm Logos |    |    |     |     |    |    |    |    |    |     |    |    |     |    |  |
| • Legal name of firm;<br>• Texas Engineering Board firm registration number;<br>• Location of office that shall conduct work;<br>• Contact persons;<br>• Legal business description; (Individual, Partnership, Corporation, Joint Venture, etc.)<br>• List of services the firm offers                                                                                                                                                                                                                                       |    |            | Firm Logos |    |    |     |     |    |    |    |    |    |     |    |    |     |    |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |            | Firm Logos |    |    |     |     |    |    |    |    |    |     |    |    |     |    |  |
| Provide a statement on the availability, interest, and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City of Leander's Project Manager.                                                                                                                                                                                                                                                                  |    |            | Firm Logos |    |    |     |     |    |    |    |    |    |     |    |    |     |    |  |
| Proposed Staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 30 | 25         | 25         | 30 | 25 | 25  | 25  | 25 | 25 | 25 | 25 | 25 | 30  | 25 | 25 | 25  | 25 |  |
| a. Provide an overview and brief history of the firm. b. Provide verifiable examples of at least three (3) projects in each category of experience completed in the last five (5) years by the prime firm, including: • Project name and location; • Information whether the respondent was the prime professional or a subcontractor; • Project status; • Client name and contact person; • History of meeting schedules; and • History of accomplishing services within established budget, including planning vs. actual. |    |            | Firm Logos |    |    |     |     |    |    |    |    |    |     |    |    |     |    |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |            | Firm Logos |    |    |     |     |    |    |    |    |    |     |    |    |     |    |  |
| Methodology and Approach                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 20 | 20         | 20         | 20 | 20 | 20  | 20  | 20 | 20 | 20 | 20 | 20 | 20  | 20 | 20 | 20  | 20 |  |
| Explain how the proposed team will approach, develop, and manage the project                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |            | Firm Logos |    |    |     |     |    |    |    |    |    |     |    |    |     |    |  |
| TOTAL:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |            | 100        | 90 | 90 | 100 | 100 | 90 | 90 | 90 | 90 | 90 | 100 | 90 | 90 | 100 | 90 |  |



City of Leander RFQ #S20-052 Engineering Service Pool - Traffic Engineering

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>Foresite Group, LLC dba Foresite Consulting Group of Texas, LLC (Local Address) Project Offices: 3000 E Cesar Chavez Street, Suite 300, Austin, Texas 78702 8918 Tesoro Drive, Suite 540, San Antonio, Texas 78217 1999 Bryan Street, Suite 890, Dallas, TX 75201 Headquarters: 3740 Davinci Court, Suite 100, Peachtree Corners, GA 30092 Jim Clements, PE, Senior Project Manager, jclements@fg-inc.net, 214.999.7123</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Founded 1954, Stantec Consulting Services, Inc. (Stanec) Local Address 1905 Aldrich Street, Suite 300 Austin, Texas 78723-3544 Telephone (512) 338-0111 Contact Dave Carter, PE, PTOE - Project Manager (214) 473-2504 dave.carter@stantec.com</p>                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>Founding date unclear. 600 projects throughout state of Texas. 165 employees. • 19 Engineers-in-Training (EITs) • 45 CAD Drafters/Designers • 20 GIS Database Engineering Analysts • 4 Landscape Architects (LAs) • 2 Traffic/Transportation Engineers • 3 Structural Engineers • 3 Telecom Subject Matter Experts</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Texas Staff</p> <ul style="list-style-type: none"><li>Architects 90</li><li>CAD Technicians 18</li><li>Civil Engineers 111</li><li>Construction Managers 2</li><li>Construction Inspectors 5</li><li>Electrical Engineers 11</li><li>Environmental Engineers 5</li><li>Environmental Scientists 11</li><li>Geologists 7</li><li>Interior Designers 14</li><li>Land Surveyors 25</li><li>Mechanical Engineers 12</li><li>Mining Engineers 6</li><li>Planners 6</li><li>Project Managers 26</li><li>Structural Engineers 25</li><li>Technician/Analysts 27</li><li>Transportation Engineers 10</li><li>Other Employees 46</li><li>Total (Texas) 522</li></ul> |
| 25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>Jim Clements, PE Project Director and POC, John Rhodes, PE PIC, Brett Baughman, PE, QA/QC and Chief Engineer, Steve Berryman PE, Traffic Project Manager, Joe Park, EIT and Project Analyst, 165 total employees, 26 Professional Engineers (PE) PM Project Experience: CITY OF CHINA GROVE CITY ENGINEER China Grove, TX, EXPERT WITNESS SERVICES Texas, CITY OF SAN ANTONIO STORM WATER ENGINEERING REVIEW TEAM DIVISION MANAGER San Antonio, TX,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>22,000 employees in 400 counties; Dave Carter, PE, PTOE Project Manager 25% Nicola Gheno, PE, PTOE Deputy Project Manager / Intersection Studies / Warrant Studies 40% Hassan Madhoun, P.Eng, QA/QC 20% Sumet Khaman, PE, PTOE Corridor Studies 25% Anamaria Torres, PE, PTOE Signing and Pavement Markings / Traffic Signals 30%; PM Experience TxDOT Fort Worth Traffic Engineering On-Call, Fort Worth, TX • City of Fort Worth On-Call, Fort Worth, TX • City of Dallas Traffic Engineering On-Call, Dallas, TX</p>                                                                                                                                     |
| 25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>• Devine County, TX Drainage District No. 1 Civil Engineering &amp; GIS Services (2020-Present)<br/>• City of China Grove, TX City Engineer (2020-Present)<br/>• City of Tucker, GA Traffic Studies and Landscape Architecture On-Call (2018 - Present)<br/>• City of Cumming, GA On-Call Civil Engineering Services (2019 - Present)<br/>• Gwinnett County Department of Community Services Demand Design Services (2010-Present)<br/>• City of Sandy Springs, GA On-Call Landscape Architecture (2015-Present)<br/>• City of Johns Creek, GA Task Order Contract - Landscape Architecture and Sidewalk Design (2016-Present)<br/>• City of Norcross On Demand Services - Landscape Architecture, Civil Engineering, and Structural Engineering (2014-Present)<br/>• Georgia Institute of Technology Task Order Contract - Landscape Architecture and Civil Engineering (2016-Present)<br/>• Georgia Department of Natural Resources Task Order Contract (2011-</p> | <p>Traffic Engineering Study<br/>- City of Austin, Study: 2019 Construction: TBD<br/>Study: \$300,442 Estimated Construction: \$50.8M. SERVICES PROVIDED:<br/>Intersection Alternatives Analysis and PS&amp;E<br/>Design for City of Fort Worth PROJECT STATUS:<br/>Studies: 2020 Construction: TBD TOTAL COST:<br/>Studies and Design: \$330,000 Construction:<br/>TBD; Alternatives Analysis and PS&amp;E for New Location<br/>Roadway - City of Midland PROJECT STATUS:<br/>Studies: 2020 Construction: TBD TOTAL COST:<br/>Studies and Design: \$330,000 Construction:<br/>TBD; City of Ft. Worth On Call Transportation Consulting</p>                    |
| 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Extensive and detailed approach.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Extensive and detailed approach.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 90                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 90                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Reject all bids for Solicitation S22-033 for the construction of the Northline Town Square.

**BACKGROUND:**

The Northline PUD development consists of the Phase 1 City Improvements (Streets, Drainage, SWPPP, and Public Parks and Civic Spaces) and Developer Improvements (Water, Wastewater, Dry Utilities, Reclaimed Water Irrigation System, and Streetscape). City Improvements are being funded by the City's \$15M Certificates of Obligation. Developer Improvements are the cost responsibility of the Developer. As per the terms of the Development Agreement for the Northline PUD and the Northline PUD Development and Reimbursement Agreement, TIRZ reimbursement of the City's costs for this project have priority over reimbursement of the Developer's costs. The Developer's cost for Water and Wastewater Improvements will be by way of water and wastewater impact fee reimbursements and subsidiary TIRZ reimbursements. In accordance with the Construction Contract, in no event shall the original aggregate total of the combined Contract Price for the City Improvements, the Water Improvements, and the Wastewater Improvements be increased by more than 25% of such original aggregate total of the combined Contract Price for the City Improvements, the Water Improvements, and the Wastewater Improvements.

As part of the Northline PUD agreement, City shall pay \$1,000,000 of the cost of the improvements to the central Town Square Park (labeled as Civic Space P-1 under Exhibit B-1 of the Northline PUD agreement. Relative to the Northline PUD agreement). It is understood that the above-described improvements shall be determined based on the finally approved and accepted bids for the construction of such improvements so that the total cost of the City Improvements shall in no event exceed a total of \$15,000,000.00.

The Developer and Developer's design team have developed the designs for Town Square Park, which were previously presented to City Council in a workshop on December 2, 2021. Now that Phase 1 construction of City Improvements for Streets, Drainage, and SWPPP are coming to a conclusion, the Developer has requested the remaining funds, in the approximate amount of \$2,700,000 out of the \$15,000,000 City allotment, shall pay towards the construction and completion of Town Square Park. Any cost to complete greater than \$2,700,000 shall be the responsibility of the Developer.

Solicitation Number S22-033 for Project 21-TOD-SD-021 for the construction of the Northline Town Square went out to bid on August 17, 2022 with bids due September 15, 2022. Only one bid was received, in the amount of \$6,846,652. The project team deemed that this was unreasonable and too far beyond project budget to accept. The project team would like to revise the specifications and the invitation to make the bid more appealing and competitive to attract more bidders.

**RECOMMENDATION:**

Staff recommends approval to reject all current bids and rebid project 21-TOD-SD-021 Northline Town Square under Solicitation Number S22-033, with the City budget amount of \$2,700,000, and authorizing the City's General Services to execute the new bidding process.

**PRESENTER:**

Tony Bettis, PMP, CIP Program Manager

---

## Attachments

1. Bid Tab Summary





City of Leander

Project: INVITATION FOR BID

CONSTRUCTION OF NORTHLINE TOWN SQUARE NORTHLINE CIRCLE S22-033

Bid Opening Date: September 15, 2022

Bid Opening Location City Hall 105 N Brushy st, Leander TX 78641

### Preliminary BID TAB SUMMARY (Unofficial)

| Preliminary BID TAB SUMMARY (Unofficial) |           |          |        |                |                     |                                |
|------------------------------------------|-----------|----------|--------|----------------|---------------------|--------------------------------|
| Bidder / Company Name (Order Opened)     |           | Bid Bond | Signed | Base Bid Total | Bid Alternate Total | Base Bid + Bid Alternate Total |
| 1                                        | SWINERTON | X        | X      | 6,846,652      |                     |                                |
| 2                                        |           |          |        |                |                     |                                |
| 3                                        |           |          |        |                |                     |                                |
| 4                                        |           |          |        |                |                     |                                |
|                                          |           |          |        |                |                     |                                |
|                                          |           |          |        |                |                     |                                |
|                                          |           |          |        |                |                     |                                |
|                                          |           |          |        |                |                     |                                |



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Approval of Ordinance Case 22-OR-003 to amend Appendix A of the Leander Code of Ordinances to update the technology fees associated with the Development Hub, and to provide for related matters; Williamson & Travis Counties, Texas.

**BACKGROUND:**

The City has launched the Development Hub and each application has a technology fee. Staff is proposing to reduce the technology fee for applications that cost less than \$200 from \$25 to \$10 per application. This reduction would impact the following application types:

1. Zoning Verification Letters
2. Easements
3. Site Development and Public Improvement Plan Revisions

**APPLICANT/AGENT:**

City of Leander

**RECOMMENDATION:**

Staff recommends approval.

**PRESENTER:**

Robin M. Griffin, AICP, Executive Director of Development Services

---

**Attachments**

1. Fee Schedule

# AN ORDINANCE OF THE CITY OF LEANDER, TEXAS

## ORDINANCE NO.

### AN ORDINANCE OF THE CITY OF LEANDER, TEXAS AMENDING A SECTION OF A3.006 OF APPENDIX A, LEANDER CODE OF ORDINANCES TO REVISE TECHNOLOGY FEES; PROVIDING A SEVERABILITY CLAUSE, PROVIDING SAVINGS, EFFECTIVE DATE AND OPEN MEETINGS CLAUSES, AND PROVIDING FOR RELATED MATTERS.

**Whereas**, the City Council of the City of Leander, Texas (the “City”), a home rule-city, has the authority to set fees reasonable and necessary for the operation of the City; and

**Whereas**, the City has determined it is required to revise the Technology Fees within Appendix A of the Leander Code of Ordinances.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS, THAT:**

**Section 1. Findings of Fact.** The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

**Section 2. Amendment to the Other Fees.** Appendix A, Section A3.006 (i) of the City of Leander Code of Ordinances is hereby amended to read as follows:

- (i) Technology Fees:
  - (1) Land Use & Subdivision Application Technology Fee for applications that cost more than \$250: \$25
  - (2) Land Use & Subdivision Application Technology Fee for applications that cost \$250 and less: \$10
  - (2) Building Permit
    - (i) Application Technology Fee: \$10
    - (ii) Electrical Technology Fee: \$5
    - (iii) Mechanical Technology Fee: \$5
    - (iv) Plumbing Technology Fee: \$5

**Section 8. Conflicting Ordinances.** Appendix A, Section A3.006(i) of the City Leander Code of Ordinances is amended as provided herein. All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City, the terms and provisions of this ordinance shall govern.

**Section 9. Savings Clause.** All rights and remedies of the City of Leander are expressly saved as to any and all violations of the provisions of any ordinances affecting fees within the City which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under



such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

**Section 10. Effective Date.** This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov't. Code and the City Charter.

**Section 11. Severability.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

**Section 12. Open Meetings.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act.

**PASSED AND APPROVED** on the 4<sup>th</sup> day of November, 2021.

**ATTEST:**

**THE CITY OF LEANDER, TEXAS**

---

Dara Crabtree, City Secretary

---

Christine DeLisle, Mayor



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Approval of the extension of the application expiration for Subdivision Case 21-FP-019 Rosenbusch Ranch Phase 4 Final Plat; more particularly described by Williamson Central Appraisal District Parcel R599344; generally located to the east of the intersection of Vista Ridge Drive and Lakeline Boulevard; Leander, Williamson County, Texas.

**BACKGROUND:**

This request is for an extension of the expiration date of the Rosenbusch Ph 4 Final Plat application. Article II, Section 24 (g) includes the following provisions.

**g. Application Expiration.**

1. The Final Plat application shall expire nine (9) months after the date that all initial staff review comments from all reviewing departments have been issued on the application if the final plat is not approved due to the applicant's failure to cause the application to comply with applicable city regulations.
2. The Planning Department may grant one six (6) month extension if the applicant can show substantial progress in obtaining approval of the final plat. Substantial progress shall consist of, at a minimum, a resubmission of the final plat and all relevant materials by the applicant that address all initial staff review comments from all reviewing departments.

**HISTORY/TIMELINE:**

07/20/2020 Preliminary Plat Approved

04/23/2022 Final Plat Application Expired

10/23/2022 Final Plat Application Staff Extension Expired

**APPLICANT/AGENT:**

Faris Abboushi, LDC

**RECOMMENDATION:**

The Subdivision Ordinance includes timelines for application approvals. The timeline/history section of this summary above includes the key dates for this request. The final plat application expires nine (9) months after the first review comment letter for the final plat is sent to the applicant.

Staff recommends approval of an additional six (6) month extension. Approving this extension would grant an extension to April 23, 2023 and will allow the developer to finalize the plat requirements and schedule the plat for review by the Planning & Zoning Commission.

**PRESENTER:**

Robin M. Griffin, AICP, Executive Director of Development Services

---

**Attachments**

1. Extension Request Letter
2. Location Exhibit
3. Ordinance







September 30, 2022

Robin M. Griffin, AICP  
Planning Director  
City of Leander  
512-528-2763

RE: **Application Extension Request**  
Rosenbusch Ranch Phase 4 Construction Plans (21-PICP-017)  
Rosenbusch Ranch Phase 4 Final Plat (21-FP-019)

Dear Ms. Griffin

Please accept this letter as HR Green's formal request for an Application Extension for the Rosenbusch Ranch Phase 4 Construction Plan and Final Plat applications (City of Leander Case Number 21-PICP-017 & 21-FP-019), currently set to expire on 10/23/2022.

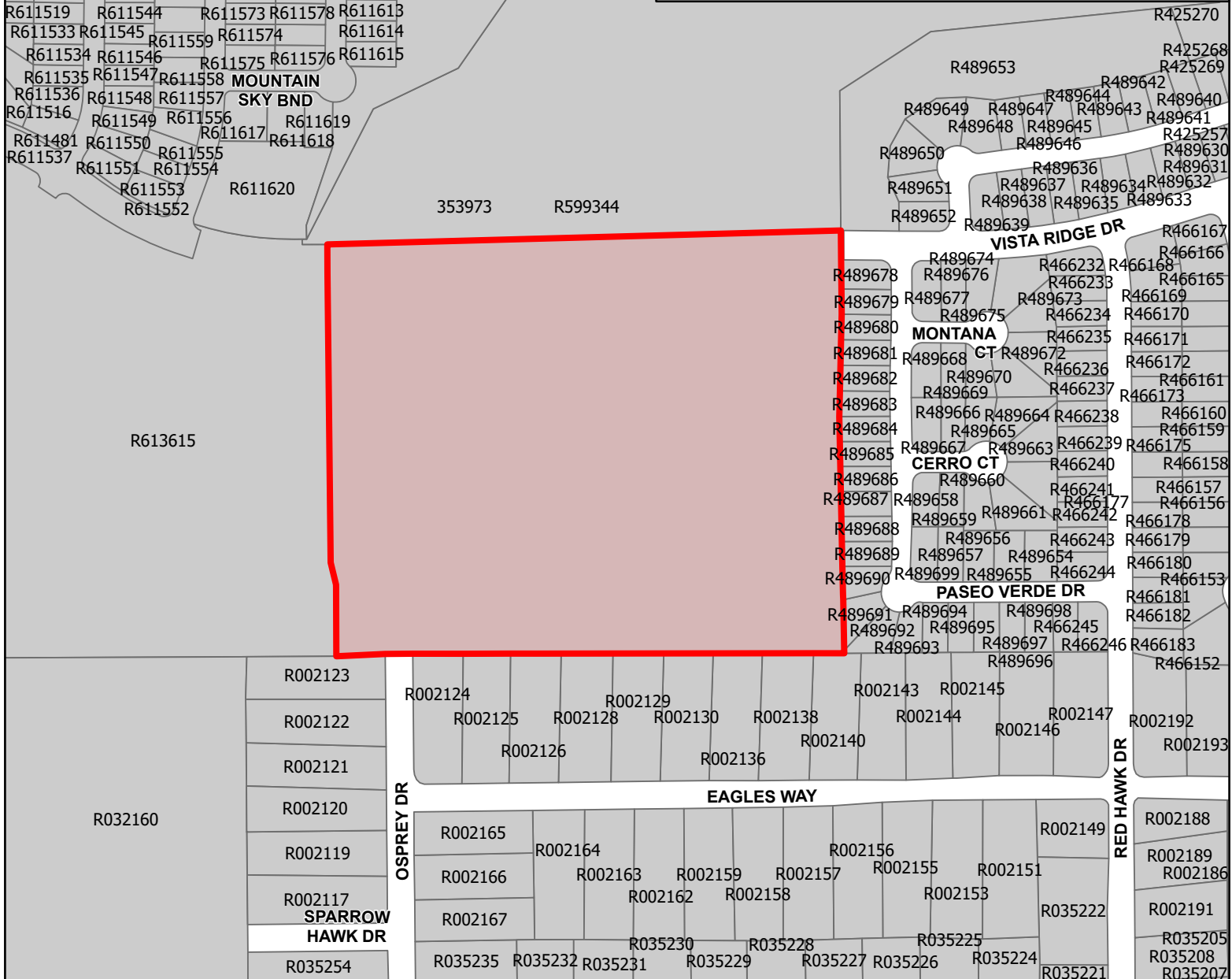
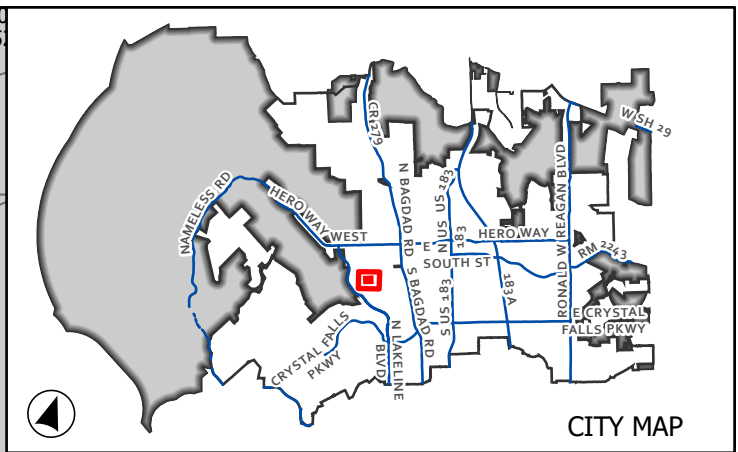
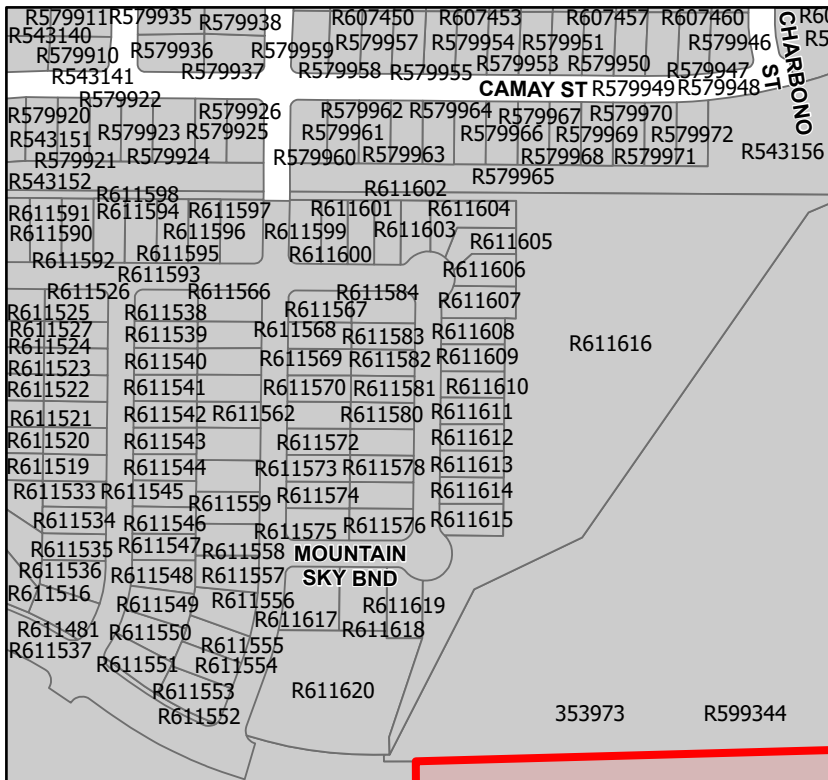
The original application was administratively extended from 4/23/2022 to 10/23/2022, and we are seeking a second extension of the application to allow for the Final Submittals to occur now that we have cleared all technical comments. The only outstanding item for these applications is the payment of fees. We will submit a copy of this letter along with the required \$200 checks via courier to the City of Leander offices.

We appreciate your assistance in this matter and are available to provide any additional information needed from our office at this time.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Faris Abboushi'.

Faris Abboushi, PE  
HR Green  
TBPE Firm #16384



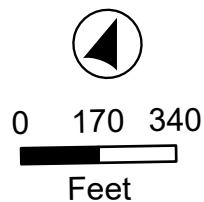
CASE: 21-FP-019

ATTACHMENT 2

ROSENBUSCH  
RANCH PH 4

## LOCATION MAP

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



- Leander City Limits
- ETJ
- Site Location

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS  
GRANTING AN EXTENSION OF THE EXPIRATION OF THE  
FINAL PLAT APPLICATION FOR THE ROSENBUSCH RANCH  
PHASE 4 SUBDIVISION.**

**WHEREAS**, Section 24 (g) (1) of the City's Subdivision Ordinance provides that the final plat application expires nine (9) months after the date that all initial staff review comments from all reviewing departments have been issued on the application if the final plat are not approved due to the applicant's failure to cause the application to comply with applicable city regulations;

**WHEREAS**, Section 24 (g) (2) of the City's Subdivision Ordinance provides that the Planning Department may grant one six (6) month extension if the applicant can show substantial progress in obtaining approval of the final plat;

**WHEREAS**, the Planning Department granted one six (6) month extension for the Rosenbusch Ranch Phase 2 final plat application (the "Final Plat Application") which expires on or about October 23, 2022;

**WHEREAS**, the City Council of the City of Leander, Texas (the "City") finds that there is good reason to grant an extension of the expiration date for the Final Plat Application because the applicant is actively working to address the final plat comments and move forward with final plat within a reasonable timeframe;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS THAT:**

**SECTION 1. Findings of Fact.** The forgoing recitals are incorporated into this Ordinance as true and correct findings of fact.

**SECTION 2. Extension Granted.** The City hereby grants an extension of the expiration date for the Final Plat Application to April 23, 2023. In the event that the Final Plat Application is not approved by the Planning and Zoning Commission on or before April 23, 2023, the Final Plat Application shall expire.

**SECTION 3. Effective Date.** This Ordinance shall take effect immediately from and after its passage in accordance with the City Charter.

**SECTION 4. Open Meetings.** It is hereby officially found and determined that the meeting at which this Ordinance was considered was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.



**PASSED AND APPROVED** on this the 20<sup>th</sup> day of October, 2022.

**ATTEST:**

**THE CITY OF LEANDER, TEXAS**

---

Dara Crabtree, City Secretary

---

Christine DeLisle, Mayor



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Approval of the extension of the application expiration for Subdivision Case 21-PICP-017 Rosenbusch Ranch Phase 4 construction plan; more particularly described by Williamson Central Appraisal District Parcel R599344; generally located to the east of the intersection of Vista Ridge Drive and Lakeline Boulevard; Leander, Williamson County, Texas.

**BACKGROUND:**

This request is for an extension of the expiration date of the Rosenbusch Ranch Ph 4 construction plans. Article II, Section 23(g) includes the following provisions.

**g. Application Expiration.**

1. The Construction Plans application shall expire nine (9) months after the date that all initial staff review comments from all reviewing departments have been issued on the application if the construction plans are not approved due to the applicant's failure to cause the application to comply with applicable city regulations.
2. The Planning Department may grant one six (6) month extension if the applicant can show substantial progress in obtaining approval of the construction plans. Substantial progress shall consist of, at a minimum, a resubmission of the construction plans and all relevant materials by the applicant that address all initial staff review comments from all reviewing departments.

**HISTORY/TIMELINE:**

07/20/2020 Preliminary Plat Approved

04/23/2022 Construction Plan Application Expired, Staff Extension Granted

10/23/2022 Construction Plan Application Staff Extension Expired

**APPLICANT/AGENT:**

Faris Abboushi, LDC

**RECOMMENDATION:**

The Subdivision Ordinance includes timelines for application approvals. The timeline/history section of this summary above includes the key dates for this request. The construction plan application expires nine (9) months after the first review comment letter for the construction plans is sent to the applicant.

Staff recommends approval of an additional six (6) month extension. Approving this extension would grant an extension to April 23, 2023 and will allow the developer to finalize the construction plans and schedule a pre-construction meeting.

**PRESENTER:**

Robin M. Griffin, AICP, Executive Director of Development Services

---

**Attachments**

1. Extension Request Letter
2. Location Exhibit

### 3. Ordinance





September 30, 2022

Robin M. Griffin, AICP  
Planning Director  
City of Leander  
512-528-2763

RE:    **Application Extension Request**  
      Rosenbusch Ranch Phase 4 Construction Plans (21-PICP-017)  
      Rosenbusch Ranch Phase 4 Final Plat (21-FP-019)

Dear Ms. Griffin

Please accept this letter as HR Green's formal request for an Application Extension for the Rosenbusch Ranch Phase 4 Construction Plan and Final Plat applications (City of Leander Case Number 21-PICP-017 & 21-FP-019), currently set to expire on 10/23/2022.

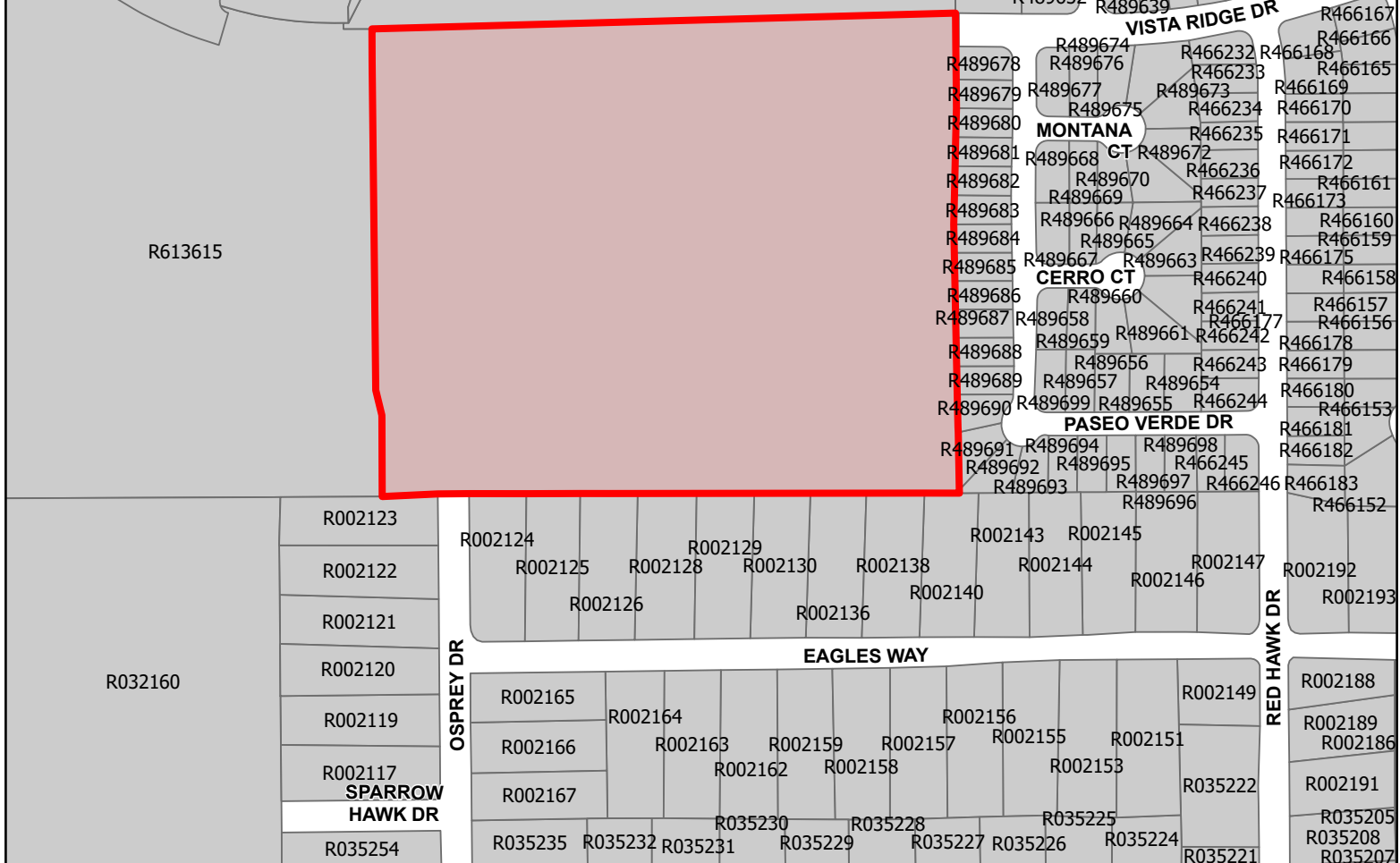
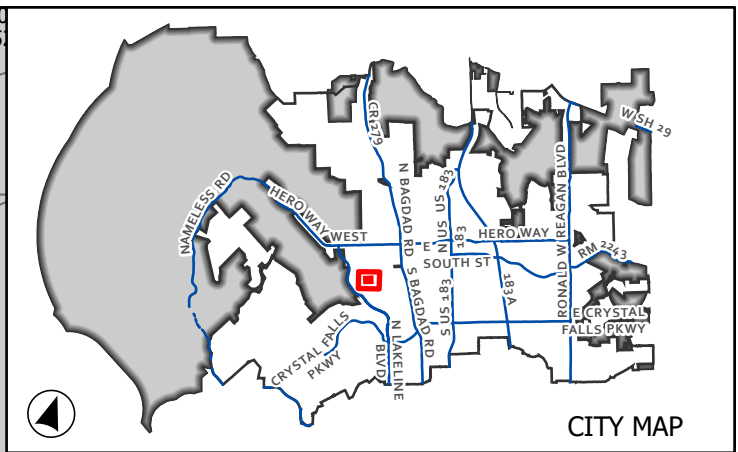
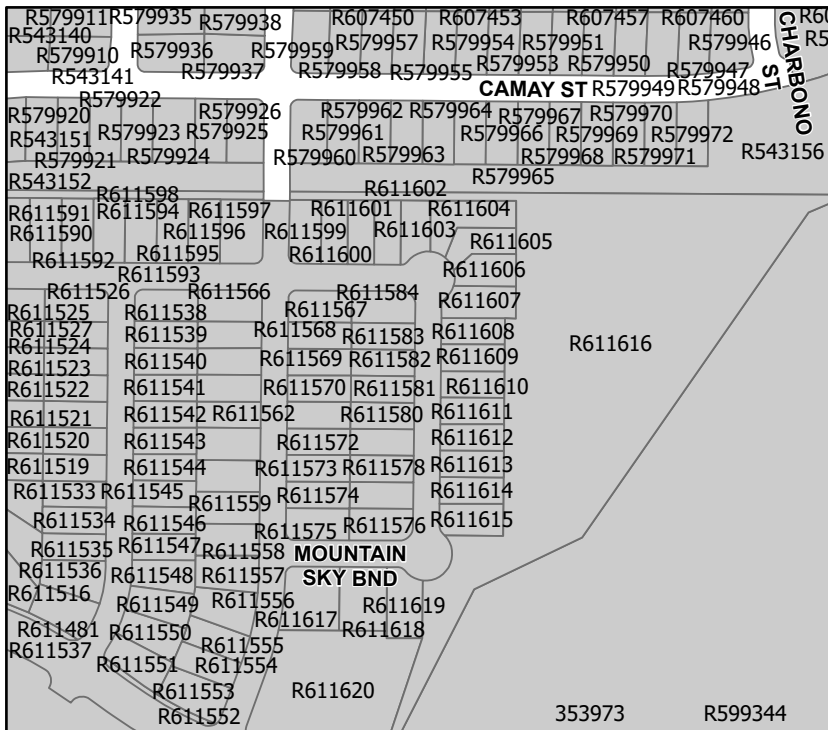
The original application was administratively extended from 4/23/2022 to 10/23/2022, and we are seeking a second extension of the application to allow for the Final Submittals to occur now that we have cleared all technical comments. The only outstanding item for these applications is the payment of fees. We will submit a copy of this letter along with the required \$200 checks via courier to the City of Leander offices.

We appreciate your assistance in this matter and are available to provide any additional information needed from our office at this time.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Faris Abboushi'.

Faris Abboushi, PE  
HR Green  
TBPE Firm #16384



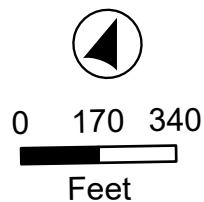
CASE: 21-PICP-017

ATTACHMENT 2

ROSENBUSCH  
RANCH PH 4

## LOCATION MAP

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



- Leander City Limits
- ETJ
- Site Location

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS GRANTING  
AN EXTENSION OF THE EXPIRATION OF THE CONSTRUCTION  
PLANS APPLICATION FOR THE ROSENBUSCH RANCH PH 4  
SUBDIVISION.**

**WHEREAS**, Section 23 (g) (1) of the City's Subdivision Ordinance provides that the construction plans application expires nine (9) months after the date that all initial staff review comments from all reviewing departments have been issued on the application if the construction plans are not approved due to the applicant's failure to cause the application to comply with applicable city regulations;

**WHEREAS**, Section 23 (g) (2) of the City's Subdivision Ordinance provides that the Planning Department may grant one six (6) month extension if the applicant can show substantial progress in obtaining approval of the construction plans;

**WHEREAS**, the Planning Department granted one six (6) month extension for the Talia Homes construction plan application (the "Construction Plans Application") which expired on or about October 23, 2023;

**WHEREAS**, the City Council of the City of Leander, Texas (the "City") finds that there is good reason to grant an extension of the expiration date for the Construction Plans Application because the applicant is actively working with the Planning Department and will be able to address the construction plans comments and move forward with construction within a reasonable timeframe;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS THAT:**

**SECTION 1. Findings of Fact.** The forgoing recitals are incorporated into this Ordinance as true and correct findings of fact.

**SECTION 2. Extension Granted.** The City hereby grants an extension of the expiration date for the Construction Plans Application to April 23, 2023. In the event that the Construction Plans Application is not approved by the City Staff on or before April 23, 2023, the Construction Plans Application shall expire.

**SECTION 3. Effective Date.** This Ordinance shall take effect immediately from and after its passage in accordance with the City Charter.

**SECTION 4. Open Meetings.** It is hereby officially found and determined that the meeting at which this Ordinance was considered was open to the public as required and that public



notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

**PASSED AND APPROVED** on this the October 20, 2022.

**ATTEST:**

**THE CITY OF LEANDER, TEXAS**

---

Dara Crabtree, City Secretary

---

Christine DeLisle, Mayor



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Approval of the Second Reading of an Ordinance regarding Zoning Case 22-Z-022 to amend the current zoning of SFR-3-B (Single-Family Rural) to adopt the Moon Valley PUD (Planned Unit Development) with a base zoning district of LC-5-D (Local Commercial) and to approve the Development Agreement 22-DA-023 on two (2) parcels of land approximately 8.78 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R319362 and R031223; and more commonly known as 15841 Ronald W. Reagan Boulevard, Leander, Williamson County, Texas.

**BACKGROUND:**

This request is the final step in the zoning process. The applicant did not complete the Neighborhood Outreach within 14 days of the September 8, 2022 Planning & Zoning Commission Meeting. The City sent notice to all property owners within 200 feet for the September 22nd meeting. The applicant completed the Neighborhood Outreach prior to the meeting. The Planning & Zoning Commission unanimously recommended approval during the September 22, 2022 meeting with the condition that the PUD was updated to only allow for a nursery use.

**HISTORY/TIMELINE:**

09/08/2022 Planning & Zoning Commission, No Action  
09/22/2022 Planning & Zoning Commission, 1st Public Hearing  
10/10/2022 City Council, 2nd Public Hearing

**APPLICANT/AGENT:**

Henderson Professional Engineers (Jen Henderson, PE) on behalf of Las Vegas LB LLC (Les Blake)

**RECOMMENDATION:**

The City Council approved the request during the October 10, 2022 meeting.

**PRESENTER:**

Robin M. Griffin, AICP, Executive Director of Development Services

---

**Attachments**

1. Planning Analysis
2. Current Zoning Map
3. Future Land Use Map
4. Public Notice Map
5. Proposed Zoning Map
6. Aerial Map
7. PUD Notes
8. Letter of Intent
9. Neighborhood Outreach Summary
10. Ordinance



## PLANNING ANALYSIS

### ZONING CASE 22-Z-022 MOON VALLEY PUD

#### GENERAL INFORMATION

|                           |                                                                                                                      |
|---------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Owner/Agent:</b>       | Henderson Professional Engineers (Jen Henderson, PE) on behalf of Las Vegas LB LLC (Les Blake).                      |
| <b>Current Zoning:</b>    | SFR-3-B (Single-Family Rural)                                                                                        |
| <b>Proposed Zoning:</b>   | Moon Valley PUD (Planned Unit Development) with the following base zoning district:<br><br>LC-5-D (Local Commercial) |
| <b>Size and Location:</b> | The property is located at 15841 Ronald W Reagan Blvd, including approximately 8.78 acres.                           |
| <b>Staff Contact:</b>     | Michael Chenausky, AICP<br>Planner                                                                                   |

#### APPLICANT REQUEST

The applicant has submitted a request to change the designated zoning district of their property in order to operate a retail plant nursery.

#### STAFF CONCLUSIONS

Y N

- ☐ ☒ Does the proposal comply with the intent statements of the Composite Zoning Ordinance? *see page 3*
- ☒ ☐ Does the proposal comply with the goal statements of the Comprehensive Plan? *see page 4*
- ☒ ☐ Does the proposal warrant any other special considerations? *see below*

#### SPECIAL CONSIDERATIONS

This property was originally developed as the Grass Patch nursery prior to annexation. After the property was annexed, the nursery was sold to a church and relocated. The church has since sold the property to Moon Valley Nursery. In order to occupy the property as a nursery, a zoning change is required. The applicant has proposed a PUD with the LC-5-D (Local Commercial) base zoning district. This PUD would allow for the nursery while limiting other uses that may not be acceptable adjacent to residential. The Type 5 site component is intended only for industrial or the heaviest commercial uses and may be combined only with GC, HC or HI use components. This request limits the outdoor storage to just plants and materials associated with the nursery.

The Type D architectural component is intended only for industrial warehouse, heavy commercial service and other similar applications and shall be utilized only with GC, HC or HI use components. This architectural component is not intended to be utilized with the majority of GC districts. This component is not intended for retail or office development or adjacent to residential neighborhoods where not adequately buffered from residential uses. This site architectural component is discouraged along major thoroughfares and is intended to be utilized within industrial park development.



**SITE INFORMATION:****ABUTTING ZONING AND LAND USE:**

|       | <b>ZONING</b>              | <b>LAND USE</b>                                      |
|-------|----------------------------|------------------------------------------------------|
| NORTH | SFR-1-B, GC-3-C,<br>GC-3-B | Fire Station #4 and proposed commercial development. |
| EAST  | HC-3-C                     | Undeveloped                                          |
| SOUTH | SFU-2-B, GC-3-C            | Cold Springs subdivision                             |
| WEST  | GC-2-A, LC-2-A             | Undeveloped                                          |

**SURROUNDING AREA:**

This property is located west of Ronald W Reagan Blvd. and south of E. Crystal Falls Pkwy. The property is adjacent to the Cold Springs subdivision, with the remaining surrounding properties being commercial. The vacant property to the north is a commercial development currently under review.

**PHYSICAL AND NATURAL FEATURES:**

This property is a previously developed lot, with existing driveways, parking and buildings.

**PROPERTY HISTORY:**

The subject area contains three annexations. The north east portion of the lot was annexed 03/23/2005, the south east portion was annexed 10/04/2006 and the back half of the property was annexed 06/06/2007.

**MAJOR CORRIDORS:**

This property has access onto Ronald W Reagan Blvd.

**TRANSPORTATION PLAN REQUIREMENTS:**

The development of the property has not been evaluated for roadway adequacy/boundary street improvements, turn lanes, deceleration lanes or TIA at this time.

**EXISTING UTILITIES:**

This property has access to water along Ronald Reagan (figure 1) and wastewater along the western property boundary (figure 2).



Figure 1 Wastewater



Figure 2 Water

**CURRENT LAND USES:**

The building on this property is currently vacant.

**PROPOSED ZONING DISTRICT:****USE COMPONENT****LC – LOCAL COMMERCIAL:**

*Features:* Any use in LO plus retail sales and services, restaurants, banks, nursery or greenhouse, grocery sales, pharmacies, fitness centers, dance and music academies, artist studio, colleges and universities, bed and breakfast. Hours of operation: 5:00 a.m. to 10:00 p.m. Sun.-Thurs., 5:00 a.m. to 11:00 p.m. Fri. and Sat.

*Intent:* Development of small scale, limited impact commercial, retail, personal services and office uses located in close proximity to their primary customers, which cater to the everyday needs of the nearby residents, and which may be located near residential neighborhoods. Access should be provided by a collector or higher classification street.

**SITE COMPONENT****TYPE 5 (non-residential only):**

*Features:* Accessory buildings; drive-thru service; outdoor fueling and washing of vehicles; overhead service doors; maximum outdoor display and storage; outdoor entertainment venues and animal boarding.

*Intent:*

- (1) The Type 5 site component is intended to be utilized with developments that have intense outdoor site requirements and a need to utilize the outdoor site area for maximum outdoor display, storage and / or accessory buildings.
- (2) This component is intended only for industrial or the heaviest commercial uses and may be combined only with GC, HC or HI use components.
- (3) This site component is not intended for retail or office development not requiring the available limits of outdoor storage and accessory buildings or adjacent to residential neighborhoods where not adequately buffered from residential uses.
- (4) This site component is discouraged along major thoroughfares and is intended to be utilized within industrial park developments.
- (5) Compliance with Type 1, 2, 3 or 4 site component standards shall also be deemed as compliance with Type 5 standards.

**ARCHITECTURAL COMPONENT****TYPE D (non-residential only):**

*Features:* 2 or more architectural features.

*Intent:*

- (1) This architectural component is intended only for industrial warehouse, heavy commercial service and other similar applications and shall be utilized only with GC, HC or HI use components.
- (2) This component is not intended to be utilized with the majority of GC districts.
- (3) This component is not intended for retail or office development or adjacent to residential neighborhoods where not adequately buffered from residential uses.
- (4) This site component is discouraged along major thoroughfares and is intended to be utilized within industrial park development.

**COMPREHENSIVE PLAN:****Applicable Comprehensive Plan goal statements**

- Strategy 1.1: Guide future growth and development following the comprehensive plan to achieve a more balanced, diverse economy.

**Applicable Future Land Use categories****NEIGHBORHOOD CENTER**

- The Neighborhood Center future land use category is intended for areas that will be developed mostly as nonresidential uses that are of an appropriate use, scale, and design that is compatible with abutting or adjacent residential uses. Site design should be neighborhood-focused, prioritizing walkability, screening, light shielding, street landscaping, compatible height, etc.

Typical uses include personal services, day care centers, small offices, fitness centers, restaurants, and retail plazas. Upper-story residential is recommended to create density to support retail, yet height limited for

compatibility and scale. At the intersection of arterials and highways, more substantial retail centers and regional uses are appropriate. These locations may include hotels, vertical mixed-use, grocery stores.

Neighborhood Centers are daily activity nodes that see high traffic and turning movements, elevating access as a critical site consideration. Street relationship to the site should be safe, pedestrian-friendly, and supportive of the use type with adequate driveways.

**Desired Mix: 70-100% Non-Residential, 0-30% Residential**

#### **MULTI-USE CORRIDOR**

- The Multi-Use Corridor future development category is intended for mixed-use areas to be developed at a higher density/intensity and with uses not primarily supported in Neighborhood Residential. These areas are intended to provide for a mix of both commercial and residential uses that are not integrated into neighborhoods but maintain a seamless, compatible transition between residential and commercial uses.

Multi-Use Corridors are not intended for strip commercial nor are they expected to be predominantly commercial. These corridors have been identified as opportunity areas for businesses and daily services, high-intensity residential such as townhouses, civic and employment uses, but also traditional single-family neighborhoods where streets access these corridors.

These areas are intended to be developed with an auto-oriented character, which means vehicles and parking areas are a primary visual characteristic from the street. Access management is recommended to maintain safe traffic movement along these streets. Appropriate bufferyards are required to ensure compatibility with adjacent Neighborhood Residential.

#### **NEIGHBORHOOD RESIDENTIAL**

- The Neighborhood Residential land use category is intended to be developed primarily as new single-family detached residential subdivisions with associated amenities, such as parks, trails, open space areas, and elementary schools. These areas are intended to have a mix of suburban and auto-oriented development character which are primarily found in the form of detached residential lots.

Architectural styles, building height and massing are relatively uniform in this type of land use. Most streets are considered to be local and low-volume with curb and gutter, sidewalks, consistent speeds and highly accessible driveways. Strategically located parks are essential and in some cases a school or other institutional use are integrated or in close proximity.

Some neighborhood-serving retail and office uses are permitted in these areas with highly-restrictive use, site and design requirements. These type of uses are residential in scale and architectural design and are walkable in nature, though auto-serving. These uses are not shown on the Future Land Use Map as commercial and are supported when integrated into a development with appropriate site and zoning compatibility considerations.

#### **INTERGOVERNMENTAL/INTERDEPARTMENTAL REVIEW:**

This proposal was reviewed by all applicable departments within the City of Leander. All plats submitted will be reviewed by Williamson County along with City Staff.

#### **SCHEDULE:**

##### **DEVELOPMENT MEETING**

A development meeting was not held with Staff.

##### **NOTIFICATION**

08/18/2022 - Public Notice on Hill Country News



08/24/2022 - Mail Notification to Property Owners within 200'  
 08/24/2022 - Public Hearing Signage Posted on Property  
 09/08/2022 - Planning and Zoning Commission Public Hearing  
 10/10/2022 - City Council Public Hearing & First Reading of the Ordinance  
 10/20/2022 - City Council Second & Final Reading of the Ordinance

#### **PUBLIC NOTIFICATION:**

In addition to the notice mailed on behalf of the City to all property owners within 200', the agent reached out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' were also contacted.

A neighborhood outreach letter was mailed out 09/02/2022. Please see the Neighborhood Outreach attachment 9 for more detail.

#### **APPROVAL CRITERIA:**

This property falls under three land use categories on the Future Land Use Map. The Neighborhood Center Priority Corridor, the Multi-Use Corridor Priority and Neighborhood Residential. Because the Future Land Use category boundaries is meant to be flexible and not a hard delineation, the compatible zoning districts should still meet the intent of the Comprehensive Plan along a major Corridor. The requested Local Commercial zoning component is a compatible use category in the Future Land Use map.

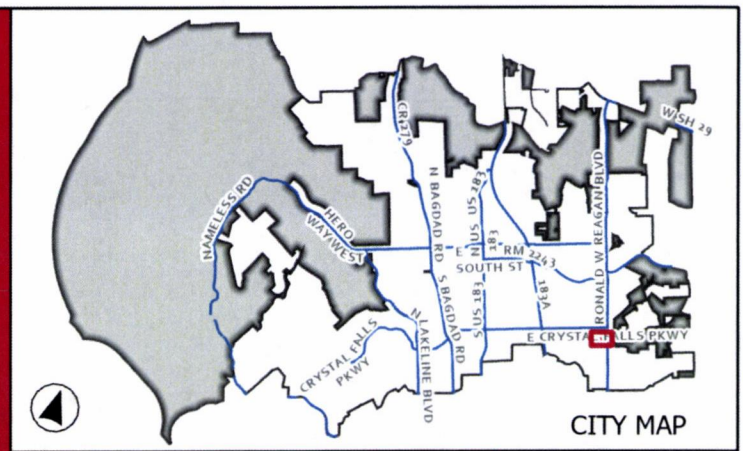
The applicant is requesting a less intense use than what could be permitted at this location. The less intense Local Commercial component includes restricted hours of operation which would not be applicable to the property if it were zoned General Commercial.

The Composite Zoning Ordinance requires the developer to provide a 6' masonry screening wall for commercial development adjacent to residential. In addition the ordinance requires a 50' building setback for new buildings adjacent to residentially zoned property.

This Planned Unit Development includes the following prohibited uses

- a. Bank or other lending institution.
- b. Funeral home, including embalming facilities associated with an on-site funeral home or cemetery, but no crematory.
- c. Restaurants
- d. Cultural facilities including art gallery, museum, dancing or music academy, fitness center, martial arts academy, photographic or artist studio.
- e. Florist shop
- f. Grocery and dry goods sales including convenience stores
- g. Medical clinics
- h. Pharmacies

| <b>HIGHER STANDARDS</b>                                                             | <b>WAIVERS</b>                                                                                       |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Increased front, side and rear building setback by 5' where adjacent to commercial. | Use of Type 5 and Type D components paired with Local Commercial and located along a major corridor. |
| 100% Masonry on all new buildings.                                                  |                                                                                                      |



CASE: 22-Z-022

ATTACHMENT 2

MOON VALLEY PUD

## Current Zoning

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



Leander City Limits



ETJ



Subject Area



SFR - Single-Family Rural



SFS - Single-Family Suburban



SFU - Single-Family Urban



SFC - Single-Family Compact



LC - Local Commercial



GC - General Commercial



HC - Heavy Commercial

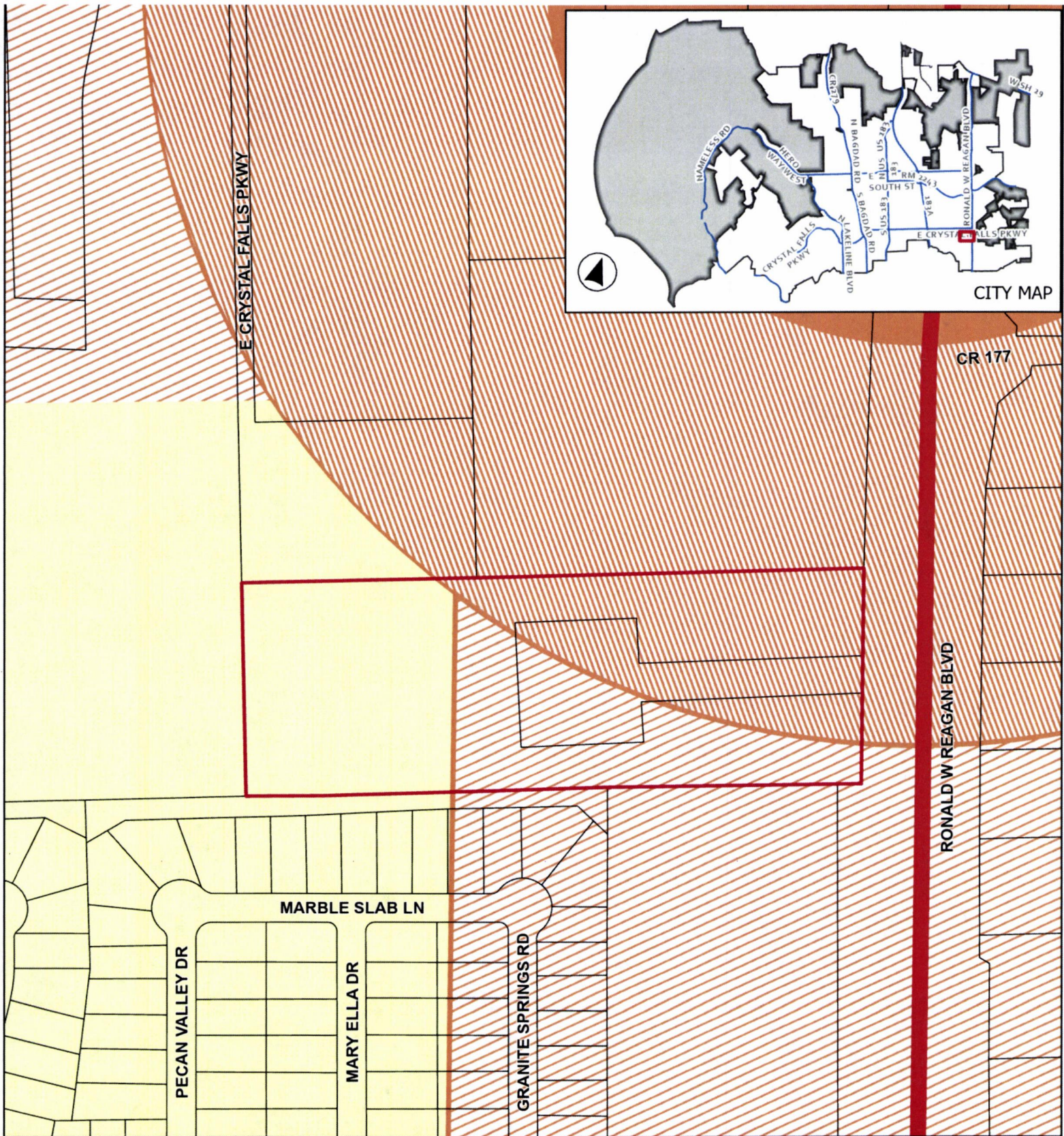


0 70 140



Feet





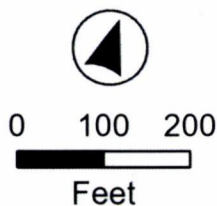
CASE: 22-Z-022

ATTACHMENT 3

MOON VALLEY PUD

## Future Land Use Map

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



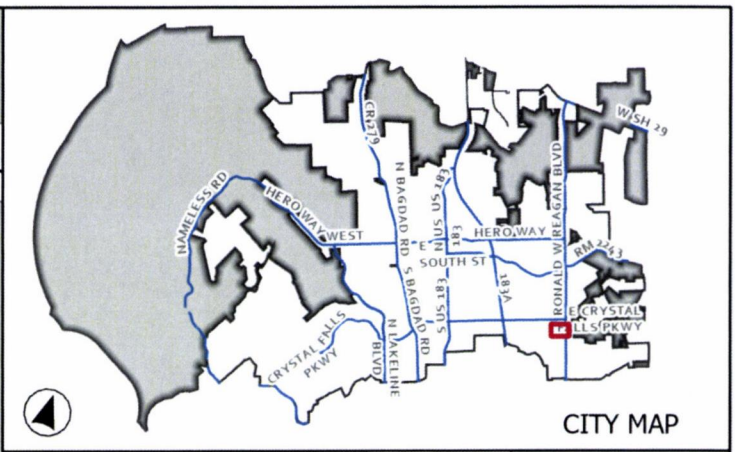
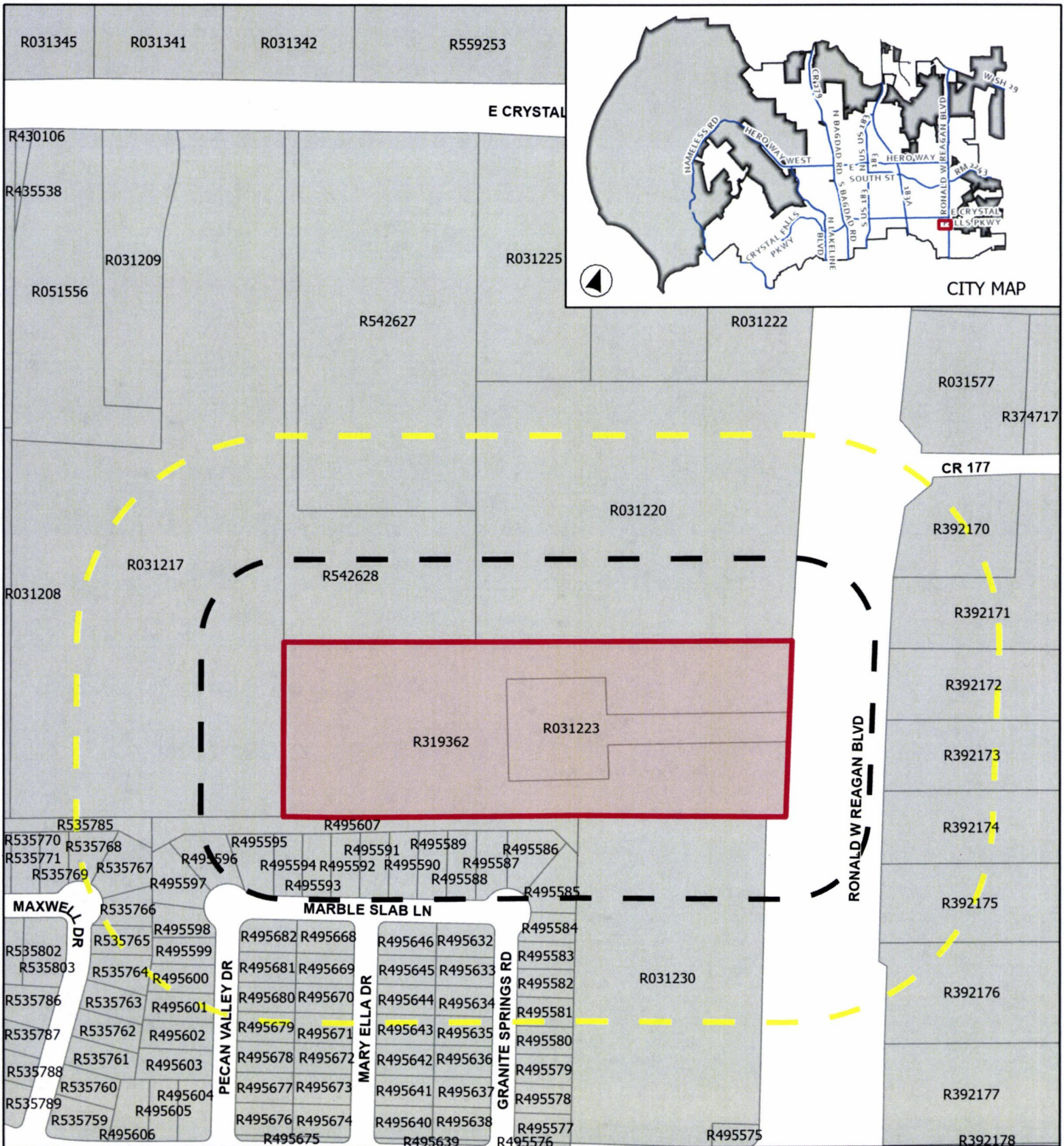
- Leander City Limits
- Leander ETJ
- Subject Area
- Access Controlled, Existing

### Future Land Use

- Neighborhood Residential

- Neighborhood Center - Solid
- Multi-Use Corridor
- Multi-Use Corridor - Priority Corridor
- Neighborhood Center - Priority Corridor





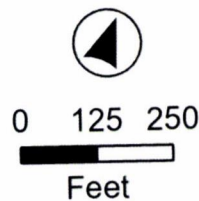
CASE: 22-Z-022

ATTACHMENT 4

MOON VALLEY PUD

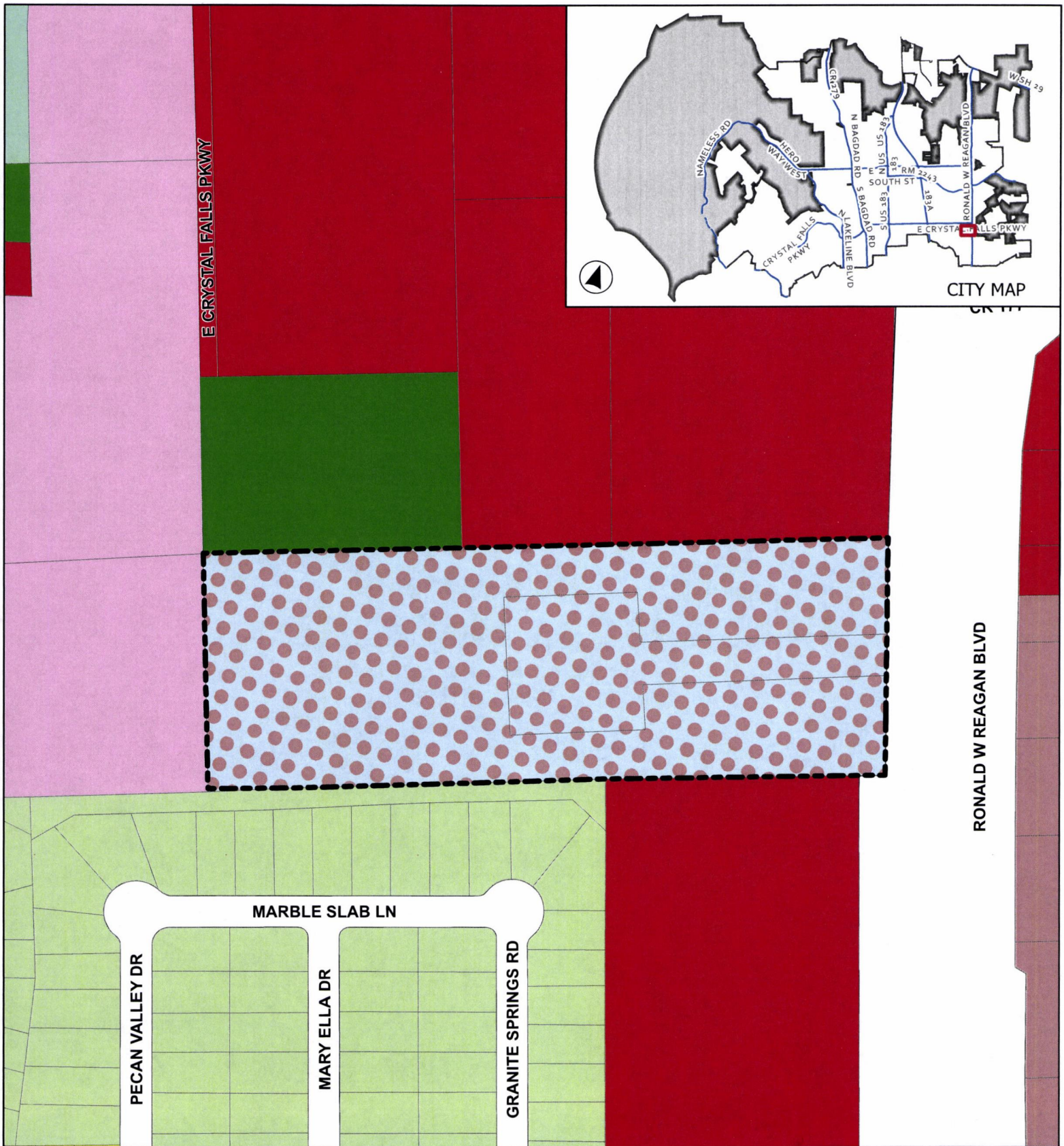
## Public Notification

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



- 200' Buffer
- 500' Buffer
- Leander City Limits
- ETJ
- Site Location





CASE: 22-Z-022

ATTACHMENT 5

MOON VALLEY PUD

## Proposed Zoning

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.

Leander City Limits

ETJ

Subject Area

SFR - Single-Family Rural

SFS - Single-Family Suburban

SFU - Single-Family Urban

SFC - Single-Family Compact

LC - Local Commercial

GC - General Commercial

HC - Heavy Commercial

PUD - Local Commercial

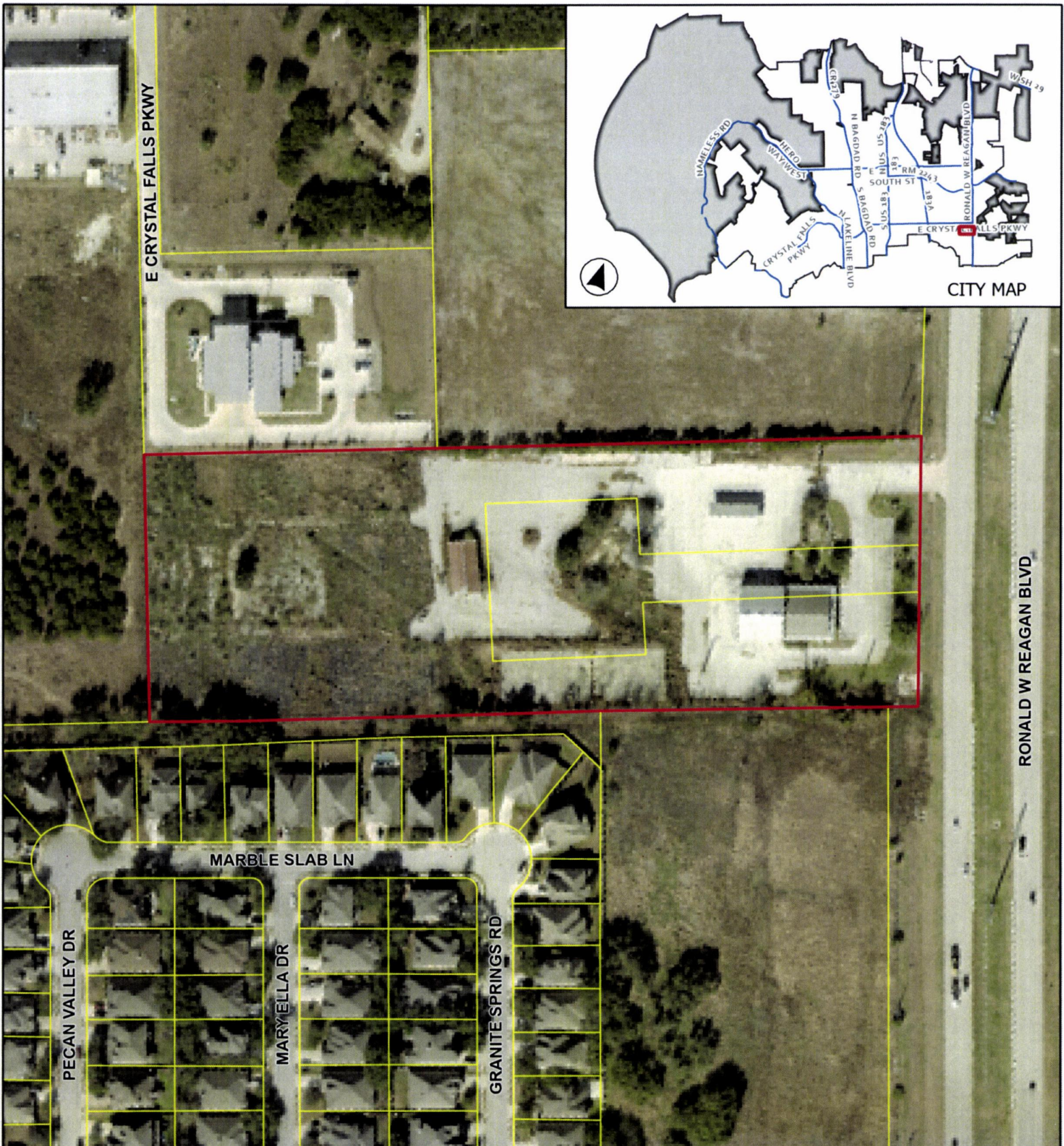


0 70 140



Feet





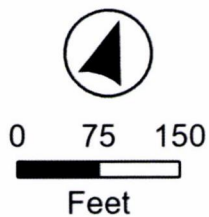
CASE: 22-Z-022

ATTACHMENT 6

MOON VALLEY PUD

## Aerial Map

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



- Leander City Limits
- Leander ETJ
- Subject Area



## **EXHIBIT A**

### **Moon Valley Planned Unit Development**

#### **A. Purpose and Intent**

1. The Moon Valley PUD is comprised of approximately 8.78 acres, as shown in **Exhibit B**. The development of this property includes a retail nursery with associated parking, drive lanes and necessary appurtenances.
2. The purpose of this Planned Unit Development is to ensure that:
  - a. is equal to, superior than and/or more consistent than that which would occur under the standard ordinance requirements,
  - b. is in harmony with the General Plan, as amended, and nearby areas
  - c. will encourage harmonious and coordinated development by developing plans that better address natural features, community facilities, circulation patterns and surrounding properties and neighborhoods,
  - d. will enable productive development of the land with unusual physical or location characteristics which may not be feasible under the standard zoning district regulations,
  - e. will facilitate the development of the tax base, the local economy, population and public facilities and provide protection to the environment
  - f. will provide and result in enhanced work environment for those persons working within the district
  - g. will allow the application of professional planning and design techniques to avoid negative effects of piecemeal, segregated or unplanned development, and
  - h. will provide a cohesive development of the contiguous properties.

#### **B. Applicability and Base Zoning**

1. All aspects regarding the development of this PUD shall comply the City of Leander Composite Zoning Ordinance, except as established in this exhibit, titled **Exhibit A**. If there is a conflict between this PUD and the City Ordinances, this PUD shall supersede the conflicting provisions.
2. For the purpose of establishing development standards for the PUD, the following base zoning districts have been selected from the Leander Composite Zoning Ordinance.

LC-5-D (Local Commercial)

#### **C. Conceptual Site Layout & Land Use Plan**

1. A Conceptual Site Layout and Land Use Plan has been attached to this PUD, **Exhibit C**, to illustrate the design intent for the property. The Conceptual Site Layout and Land Use Plan is intended to serve as a guide to illustrate the general community vision and design concepts and is not intended to serve as a final document.

**D. Allowable / Prohibited Uses**

1. The allowable uses shall include:
  - a. Retail Plant Nursery and associated retail sales.
2. The prohibited uses shall include:
  - a. Bank or other lending institution.
  - b. Funeral home, including embalming facilities associated with an on-site funeral home or cemetery, but no crematory.
  - c. Restaurants
  - d. Cultural facilities including art gallery, museum, dancing or music academy, fitness center, martial arts academy, photographic or artist studio.
  - e. Florist shop
  - f. Grocery and dry goods sales including convenience stores
  - g. Medical clinics
  - h. Pharmacies

**E. Development Standards**

1. The following building setbacks shall apply:

|                                        |     |
|----------------------------------------|-----|
| Front Setback                          | 35' |
| Side Setback                           | 15' |
| Street Side Setback                    | 35' |
| Rear Setback                           | 15' |
| Special Setback, where adjacent to SFR | 50' |

2. The following paving setbacks shall apply:

|                     |     |
|---------------------|-----|
| Front Setback       | 25' |
| Side Setback        | 20' |
| Street Side Setback | NA  |
| Rear Setback        | 20' |

Note: existing structures shall be grandfathered into the agreement and will not be subject to the aforementioned setbacks. The setbacks will apply for any new buildings or any re-construction of buildings.

3. Outdoor storage setbacks shall comply with the Composite Zoning Ordinance and be located to the rear of the property as shown in **Exhibit C**. All outdoor storage shall be limited to materials associated with a retail plant nursery.

## EXHIBIT B

### FIELD NOTES

JOB NO. 220589-00

DATE: 5-5-2020

PAGE 1 OF 2

### 8.80 ACRES – field notes to accompany exhibit

Being 8.80 acres of land situated in Williamson County, Texas, out of the Walter Campbell Survey, Abstract No. 3, and being that same property conveyed to Glad Tidings Assembly Of God, Inc., in that instrument recorded under Document No. 2015010081 of the Official Public Records, Williamson County, Texas, as surveyed on the ground on this, the 2<sup>nd</sup> day of May, 2022, by Texas Land Surveying, Inc., and further described by metes and bounds as follows:

BEGINNING: at a ½" iron rod w/ orange cap stamped "Diamond Surveying", found in the west line of Ronald Reagan Blvd., for the southeast corner of a called 8.340 acres, conveyed to AR Reddy Spring Creek LLC, in that instrument recorded under Document No. 2021078877 of said Official Public Records, the northeast corner of said Glad Tidings Assembly Of God, Inc. tract, and this parcel, from which a ½" iron rod w/ orange cap stamped "Diamond Surveying", found in the west line of Ronald Reagan Blvd., for the northeast corner of said AR Reddy Spring Creek LLC tract, bears N 21°03'01" W, 538.97 feet.

THENCE: S 19°19'22" E, 367.04 feet along the west line of Ronald Reagan Blvd., the east line of said Glad Tidings Assembly Of God, Inc. tract, and this parcel, to a 60D nail found, for the northeast corner of a called 6.184 acres, conveyed to Texas Alpha Investments, LP, in that instrument recorded under Document No. 2017014616 of said Official Public Records, the southeast corner of said Glad Tidings Assembly Of God, Inc. tract, and this parcel.

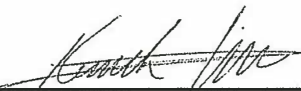
THENCE: S 68°52'00" W, 1044.17 feet along the north line of said Texas Alpha Investments, LP tract, in part the north line of Cold Springs, Section One, a subdivision in Williamson County, Texas, according to the map or plat thereof, recorded in Cabinet EE, Slides 155 through 158 of the Plat Records of Williamson County, Texas, the south line of said Glad Tidings Assembly Of God, Inc. tract, and this parcel, to a ½" iron rod found, for the southeast corner of a called 11.939 acres, conveyed to Crystal Falls Partners, LLC, in that instrument recorded under Document No. 2015090922 of said Official Public Records, the southwest corner of said Glad Tidings Assembly Of God, Inc. tract, and this parcel.

THENCE: N 21°17'50" W, 363.42 feet along the east line of said Crystal Falls Partners, LLC tract, the west line of said Glad Tidings Assembly Of God, Inc. tract, and this parcel, to a ½" iron rod w/ illegible orange cap found, for the southwest corner of a called Lot 2, Block A of Anderson Commercial, a subdivision in Williamson County, Texas according to the map or plat thereof, recorded under Document No. 2015072232 of said Official Public Records, the northwest corner of said Glad Tidings Assembly Of God, Inc. tract, and this parcel.

THENCE: N 68°41'14" E, 399.28 feet along the south line of said Lot 2, Block A, the north line of said Glad Tidings Assembly Of God, Inc. tract, and this parcel, to a ½" iron rod found, for the southeast corner of said Lot 2, Block A, the southwest corner of said AR Reddy Spring Creek LLC tract, and an angle point in the north line of said Glad Tidings Assembly Of God, Inc. tract, and this parcel, from which a ½" iron rod w/ blue cap stamped "Holt Carson" found, for the northeast corner of said Lot 2, Block A, bears N 21°19'10" W, 272.76 feet.

THENCE: N 68°40'31" E, 657.53 feet along the south line of said AR Reddy Spring Creek LLC tract, the north line of said Glad Tidings Assembly Of God, Inc. tract, and this parcel, to the Point of Beginning, and containing a computed area of 8.80 acres more or less.

Bearings cited hereon based on Grid North Texas State Plane Coordinate System Central Zone (NAD83).



5-6-22

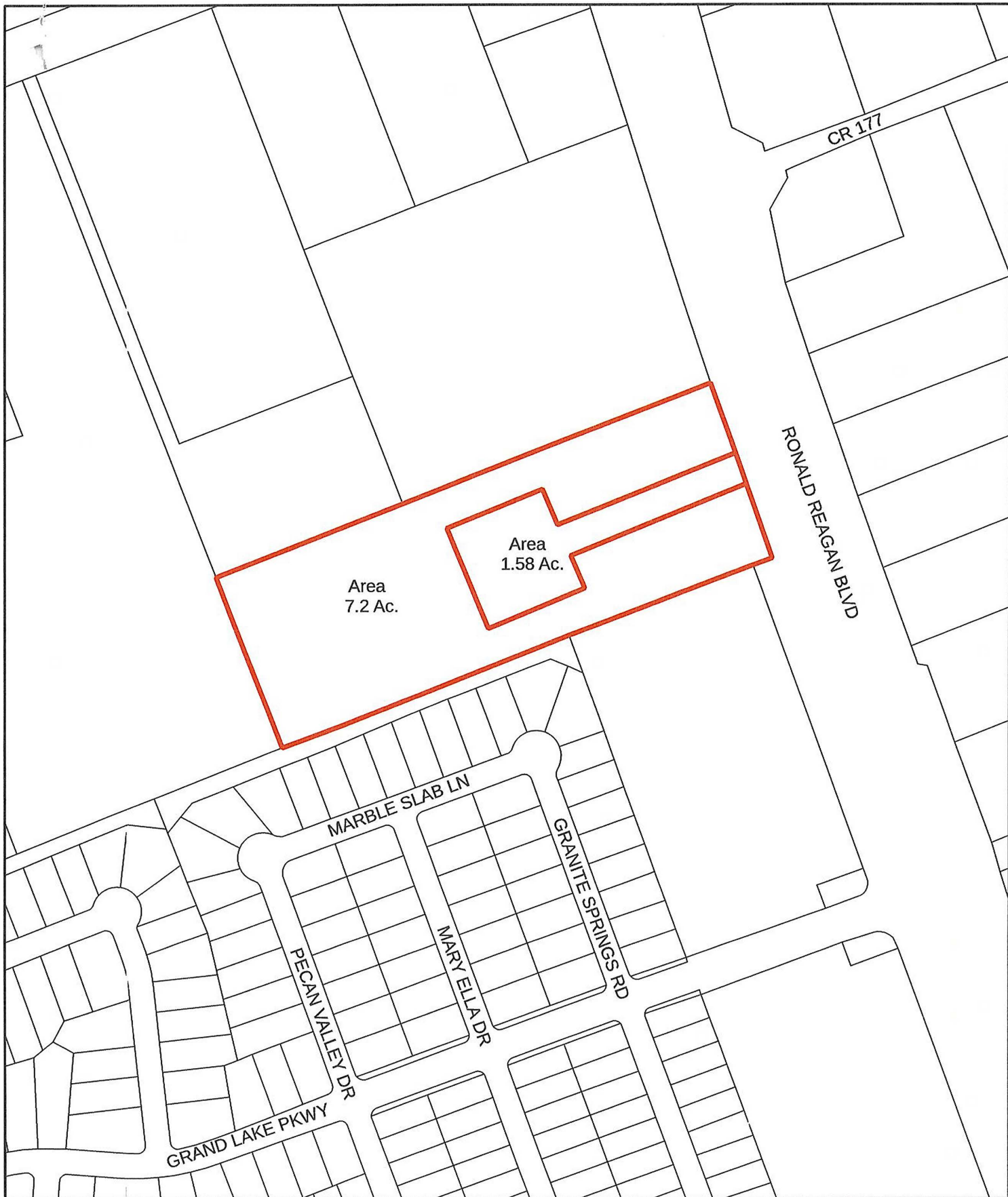
Kenneth Louis Crider, R.P.L.S. No. 5624  
Texas Land Surveying, Inc.  
3613 Williams Drive, Suite 903  
Georgetown, Texas 78628



*Texas Land Surveying, Inc.*

3613 Williams Drive, Suite 903 – Georgetown, Texas 78628  
(512) 930-1600 [www.texas-ls.com](http://www.texas-ls.com)  
TBPLS FIRM No. 10056200



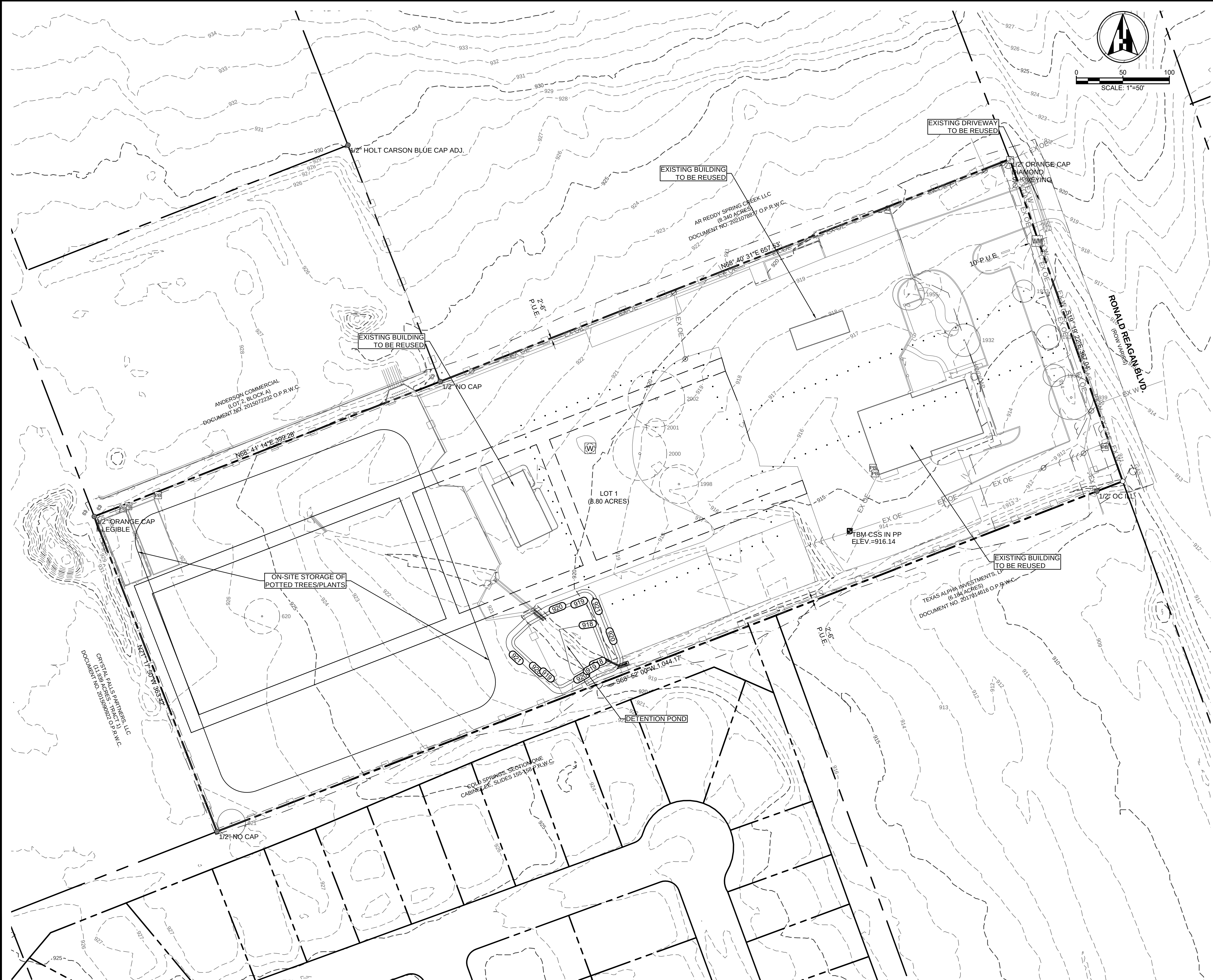


15845 Ronald Reagan Blvd.

**HPE**  
Civil Engineering



Plotted by: Adam, Plot date: 29/07/2022  
File name: h:\02 projects\2022\2020205 moon valley leander\07 Sheet\CP220205 conceptual site layout and land use plan.dwg



- NOTES:
- THIS EXHIBIT IS CONCEPTUAL AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH THE COMPOSITE ZONING ORDINANCE OR SUBDIVISION ORDINANCE.

PROJECT NO. 220205

07/29/2022

DRAWN BY: DB/AR

CHECKED BY: AR

APPROVED BY: JH

THIS DOCUMENT IS FOR PRELIMINARY PURPOSES ONLY. IT IS NOT TO BE USED FOR PERMIT PURPOSES.

JENNIFER L. HENDERSON, P.E. 138832

ONLY FOR PRELIMINARY REVIEW UNDER THE AUTHORITY OF THE ENGINEER.

EXHIBIT TO SERVE

MOON VALLEY

15841 RONALD REAGAN BLVD.

LEANDER, TEXAS 78641

EXHIBIT C CONCEPTUAL SITE LAYOUT AND LAND USE PLAN

REVISION

|     |   |   |   |   |   |
|-----|---|---|---|---|---|
| No. | 1 | 2 | 3 | 4 | 5 |
|     |   |   |   |   |   |

Henderson Professional Engineers

**HPE**

Civil Engineering

600 ROUND ROCK WEST DRIVE, SUITE 604  
ROUND ROCK, TX 78661  
512.350.6228  
www.hendersonpe.com

WB210166 | HUD 1853873945300

CITY PROJECT NUMBER





May 3, 2022

City of Leander  
Planning Department  
PO Box 319  
Leander, Texas 78646  
planning@Leandertx.gov

**RE: 15841 Ronald Regan Blvd. Letter of Intent – Moon Valley PUD application**

To Whom It May Concern:

The City of Leander PUD Application and Checklist requires a Letter of Intent outlining more detailed information regarding the proposed Zoning Map Amendment. The 8.78-acre property shown in the Williamson County Deed Records (WCAD) as property ID numbers: R031223 and R319362, as indicated in blue below, on behalf of the landowner, Moon Valley Nurseries should be re-zoned to a Planned Unit Development (“PUD”) designation:



The project site is currently zoned SFR-3-B (Single Family Rural), and is shown as a *multi use corridor – priority corridor, neighborhood residential* and a *neighborhood center – priority corridor* in the future land use map. The project site is proposed to be **zoned a Planned Unit Development (PUD) with a base district of PUD-LC-5-D.**

This proposal complies with the City’s 2020 Comprehensive Plan because the proposed rezoning is in line with the City’s vision for the future of the property in question. The existing roads and utilities (water, sewer and power) will serve the new development and no subdivision improvements will be required for construction.

There are several existing structures on the lot and no foundations will be removed. The entire site has been disturbed in some form in the past. It is our understanding that this site was once a greenhouse and nursery site, then was purchased and used by a church. This re-zoning request is compatible with the existing and future neighborhood plans, and promotes the healthy development of the surrounding area.

It is our belief that this zoning will comply without exception to the Comprehensive Plan Goals presented in the City’s 2020 comprehensive plan. The following examples are justification of how this proposal is in compliance:

[www.hendersonpe.com](http://www.hendersonpe.com) | 512.350.6228 | 600 Round Rock West Drive, Suite 604, Round Rock, TX 78681  
PELS Firm F-22208 | WBE210166 | HUB 1853873845300

Page | 1





- Goal 1: A strong and diverse economy
  - This parcel once contained a nursery then a church. The surrounding use is residential, fire station, and vacant land. This nursery would ensure the diversity of businesses while providing a place for the surrounding neighbors to shop.
- Goal 2: People-Centered Places and Spaces
  - This business will provide a place for home owners and business owners to purchase plants to beautify their homes and offices, creating a space for them to congregate outdoors.
- Goal 4: Destination experiences and amenities
  - This type of business is not located within a reasonable vicinity of this area.
- Goal 5: Dynamic and attractive business climate
  - Moon Valley Nurseries is willing to invest in the community that invests in them. They want to provide a product that will be of value to the community as a partner. There is no nursery located on Ronald Regan Blvd. in the City of Leander at this time.

Should you need additional information please do not hesitate to contact me at [Jen@HendersonPE.com](mailto:Jen@HendersonPE.com) or 512.350.6228.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Jen Henderson', is written over a light blue horizontal line.

Jen Henderson, P.E.  
President  
Henderson Professional Engineers, LLC

JH/

## APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATIONS

**\*This summary is only required for a PUD or a Minor PUD.\***

1. How and when were the surrounding neighborhood and residential property owners within 500' notified, how was information shared, and who was directly involved in the communication process? Please provide the address of the properties notified and the name and contact information of the residents directly involved in the communication process. Attach any materials that were distributed.

On September 2, 2022 Henderson Professional Engineers mailed the attached letter to all landowners within 500-feet of the subject site.

2. Who was notified (i.e. property owners, HOA, etc)? The HOA and/or a representative if there is no organized HOA must be contacted, if applicable. Provide a separate sheet listing the contact information used including the names and addresses of the individuals.

The attached letter was mailed to all homeowners and the HOA Management company for Cold Springs subdivision.

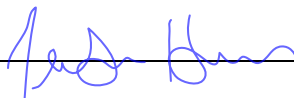
3. What concerns were raised during these communications?

8/29/2022 Joe Owen contacted HPE concerning this re-zoning. We did respond to his e-mail and had a verbal conversation with him.

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

None.

The above information is deemed to be true to the best of my knowledge.

Signature:  Date 9/7/2022

|                                                                                                |                                                                                |                                                                                                |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| AR REDDY SPRING CREEK LLC<br>6253 CORVARA<br>FRISCO, TX 75035                                  | Las Vegas LB<br>19820 N 7th Street, Suiot 260<br>Phoenix, Az 85204             | CRYSTAL FALLS BUSINESS PARK LLC<br>13760 NOEL RD #STE 1020<br>DALLAS, TX 75240                 |
| PETERSON, CHRISTOPHER &<br>AMANDA<br>1901 PECAN VALLEY DR<br>LEANDER, TX 78641-2623            | AGUILAR, ELOYD GENE & SHARON<br>1905 PECAN VALLEY DR<br>LEANDER, TX 78641-2623 | SMITH, JOHN R & PATSY<br>1909 PECAN VALLEY DR<br>LEANDER, TX 78641                             |
| GOLDBERG, WADE DAVID &<br>BETHANY MITCHELL<br>2501 MARBLE SLAB LN<br>LEANDER, TX 78641         | KASZCZUK, ALEX J & EMILY<br>2505 MARBLE SLAB LN<br>LEANDER, TX 78641           | RAO, WANG & ZHEHUI MAO<br>14300 LAURINBURG DR<br>AUSTIN, TX 78717                              |
| SUCHOMEL, JASON L & KRISTIN A<br>2513 MARBLE SLAB LN<br>LEANDER, TX 78641-2605                 | HILL, MARIA F & MILLARD RAY JR.<br>2517 MARBLE SLAB LN<br>LEANDER, TX 78641    | MORRIS, RHONDA KAY TOD<br>2521 MARBLE SLAB LN<br>LEANDER, TX 78641                             |
| MORGAN, LOREN J & MICHELLE D<br>2525 MARBLE SLAB LN<br>LEANDER, TX 78641                       | JUAREZ, MATTHEW E & WENDE M<br>2529 MARBLE SLAB LN<br>LEANDER, TX 78641-2605   | MCPHERSON, CARL B & MARILYN<br>2533 MARBLE SLAB LN<br>LEANDER, TX 78641                        |
| ANDERSON, SCOTT PAUL<br>1900 GRANITE SPRINGS RD<br>LEANDER, TX 78641                           | SPEXARTH, MATTHEW J & JAYME M<br>1904 GRANITE SPRINGS RD<br>LEANDER, TX 78641  | SHAIK, BABA F & NOORIE<br>SHABEENA<br>1908 GRANITE SPRINGS RD<br>LEANDER, TX 78641             |
| TEXAS ALPHA INVESTMENTS LP<br>9701 RAINLILLY LN<br>AUSTIN, TX 78759                            | SR1 FUND LLC<br>10119 LAKE CREEK PKWY #STE 202<br>AUSTIN, TX 78729             | HARRIS, TERESA COLE & HAROLD<br>DWIGHT<br>10952 E CRYSTAL FALLS PKWY<br>LEANDER, TX 78641-2248 |
| UTZ ENVIRONMENTAL SERVICES OF<br>AUSTIN INC<br>10948 E CRYSTAL FALLS PKWY<br>LEANDER, TX 78641 | FREDERICK, JEFFREY S & MARTHA L<br>2401 MAXWELL DR<br>LEANDER, TX 78641        | VILLARRUBIA, MATTHEW<br>2405 MAXWELL DR<br>LEANDER, TX 78641                                   |
| CUNYUS, RICHARD ODEN & GINA<br>SOLEDAD CUNYAS<br>2409 MAXWELL DR<br>LEANDER, TX 78641          | FLOREAL, EDRICK B & LAVONNA M<br>2413 MAXWELL DR<br>LEANDER, TX 78641          | MEYERS, TRACY G & JULIA<br>STAALBERT MEYERS<br>2417 MAXWELL DR<br>LEANDER, TX 78641            |
| BAUMER, JOE & SAMANTHA R<br>2421 MAXWELL DR<br>LEANDER, TX 78641                               | FIDUK, ROSE M & KENNETH W, Jr<br>2425 MAXWELL DR<br>LEANDER, TX 78641          | KULLAYAPPA, RAVIKUMAR GOLLA &<br>SUMA RAVIKUMAR<br>2429 MAXWELL DR<br>LEANDER, TX 78641-3333   |



|                                                                           |                                                                           |                                                                            |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------|
| THOMAS, SIJOY & GISHA T<br>2433 MAXWELL DR<br>LEANDER, TX 78641           | JONES, VAN R & JENNIFER N<br>2437 MAXWELL DR<br>LEANDER, TX 78641         | BAKER, BRIAN K & RACHEL E<br>1913 PECAN VALLEY DR<br>LEANDER, TX 78641     |
| NIEMAN, JOHN A Jr & RONNIE L<br>1917 PECAN VALLEY DR<br>LEANDER, TX 78641 | LAKE, KEITH BOYD & STACIE<br>1921 PECAN VALLEY DR<br>LEANDER, TX 78641    | FERGUSON, DOY R<br>1925 PECAN VALLEY DR<br>LEANDER, TX 78641               |
| CURTIS, JERON E & FARREN D<br>1929 PECAN VALLEY DR<br>LEANDER, TX 78641   | EVANS, EDWARD E & LAURA J<br>1924 PECAN VALLEY DR<br>LEANDER, TX 78641    | LUNCEFORD, STEVE W & RACHEL D<br>1920 PECAN VALLEY DR<br>LEANDER, TX 78641 |
| HONG, DIAN & XIAOYU GU<br>1616 AMARONE DR<br>LEANDER, TX 78641            | GRAY, MARIAM D<br>1912 PECAN VALLEY DR<br>LEANDER, TX 78641               | MITCHAM, STEVEN C & KRISTEN M<br>1908 PECAN VALLEY DR<br>LEANDER, TX 78641 |
| WHITE, DAVID R & CAROL N<br>1909 MARY ELLA DR<br>LEANDER, TX 78641        | TRUSTEES OF GREENLIEF TRUST<br>1913 MARY ELLA DR<br>LEANDER, TX 78641     | CHANG, EDUARD & TZU MENG TSAI<br>2405 CADES SPIRIT BND<br>AUSTIN, TX 78738 |
| SUBRAMANIAM, RAJESH<br>1921 MARY ELLA DR<br>LEANDER, TX 78641             | VERMILYEA, DAVID E & SYDNEY R<br>1925 MARY ELLA DR<br>LEANDER, TX 78641   | KARLSON, STEPHANE<br>1924 MARY ELLA DR<br>LEANDER, TX 78641                |
| SILVER, LAWRENCE FREUND<br>1920 MARY ELLA DR<br>LEANDER, TX 78641         | HANGER, RICHARD M & ELIZABETH<br>1916 MARY ELLA DR<br>LEANDER, TX 78641   | ROBERTS, NELSON O II & JANETH K<br>1912 MARY ELLA DR<br>LEANDER, TX 78641  |
| SCHMITT, JEFFERY STEPHEN<br>1908 MARY ELLA DR<br>LEANDER, TX 78641-2604   | GUTTA HEMAMBARADARA &<br>1909 GRANITE SPRINGS RD<br>LEANDER, TX 78641     | PFEFFER, JUSTIN<br>1913 GRANITE SPRINGS RD<br>LEANDER, TX 78641            |
| CHANN, SRUN C<br>1917 GRANITE SPRINGS RD<br>LEANDER, TX 78641             | PLANETARY MOTION<br>121 SOUTH CEDAR<br>LAKE JACKSON, TX 77566             | QURESHI, AHMED H & SADIA<br>1925 GRANITE SPRINGS RD<br>LEANDER, TX 78641   |
| SANAGALA, DINAKARA<br>1928 GRANITE SPRINGS RD<br>LEANDER, TX 78641        | PERSON, BRYAN & ANNSTELLA<br>1924 GRANITE SPRINGS RD<br>LEANDER, TX 78641 | HARDIN, MARK E<br>1920 GRANITE SPRINGS RD<br>LEANDER, TX 78641             |

DHARMARAJ, PRADEEP  
3409 CRYSTAL HILL DR  
CEDAR PARK, TX 78613-4365

SAEED, HASAN  
1912 GRANITE SPRINGS RD  
LEANDER, TX 78641-2520

JOSEPH LAND & CATTLE CO LTD  
2904 RICHARD LN  
AUSTIN, TX 78703-1636

ANT SAVINGS CORP  
201 DAWN RIVER CV  
AUSTIN, TX 78732

SILICON HILLS HOLDING LLC &  
BHAVANARAYANA NAIDU  
15805 BELFIN DR AUSTIN, TX  
78717-3978

September 1, 2022

Henderson Professional Engineers  
600 Round Rock West Drive, Ste 604  
Round Rock, Texas 78681

**RE: 15841 Ronald Regan Blvd. Letter of Intent – Moon Valley PUD application**

Dear Neighbor:

The City of Leander PUD Application requires the following notice containing more detailed information regarding our proposed Zoning Map Amendment. As such, please let this letter serve as notice on behalf of Las Vegas LB, LLC ("Owner") that the 8.78-acre property shown in the Williamson County Deed Records (WCAD) as property ID numbers: R031223 and R319362(as indicated in blue below) ("Project Site") shall be re-zoned to a Planned Unit Development ("PUD") designation:



The Project Site is currently zoned SFR-3-B (Single Family Rural) and is shown as a *multi-use corridor – priority corridor, neighborhood residential* and a *neighborhood center – priority corridor* in the future land use map. The project site is proposed to be **zoned a Planned Unit Development (PUD) with a base district of PUD-LC-5-D** for use as a wholesale and retail nursery open to the public.

This "base district" zoning means:

- PUD: Planned Unit Development. In an attempt to provide for districts that fit within the context of different locations, a city will request that a developer more narrowly define the permitted uses and define form-based rules that state what site and architectural standards apply. In this case, the PUD will allow for Retail Greenhouse or Nursery, Artisan and handcrafted activities and sales.
- LC – Local Commercial district. In this case, the Owner intends to lease the Project Site to Moon Valley Nurseries for the operation of a nursery.
- 5 – This site component is utilized with non-residential development that have outdoor site requirements and a need to utilize outdoor site area for display, storage and accessory buildings. In this case, we anticipate plants such as trees and shrubs for sales to the general public will be displayed and stored on the Project Site.
- D – This architectural requirement includes 35% masonry for all new construction and 60% for street facing walls. In this case, Owner does not intend to build or approve the construction of any new buildings on the site.





This proposal complies with the City's 2020 Comprehensive Plan because the proposed rezoning is in line with the City's vision for the future of the property in question. The existing roads and utilities (water, sewer and power) will serve the new development and no subdivision improvements will be required for construction.

There are several existing structures on the lot and no foundations will be removed. The entire site has been disturbed in some form in the past. It is our understanding that this site was once a greenhouse and nursery site, then was purchased and used by a church. This re-zoning request is compatible with the existing and future neighborhood plans and promotes the healthy development of the surrounding area.

It is our belief that this zoning will comply without exception to the Comprehensive Plan Goals as contained in the City's 2020 comprehensive plan. The following examples are justification of how this proposal is in compliance:

- Goal 1: A strong and diverse economy
  - This parcel once contained a nursery then a church. The surrounding uses present residential, a fire station, and vacant land. This proposed use would ensure the diversity of businesses while providing a place for the surrounding neighbors to shop.
- Goal 2: People-Centered Places and Spaces
  - This business will provide a place for homeowners and business owners to purchase plants to beautify their homes and offices while also creating a space for consumers to congregate outdoors.
- Goal 4: Destination experiences and amenities
  - This type of business is not located within a reasonable vicinity of this area.
- Goal 5: Dynamic and attractive business climate
  - The Owner as well as Moon Valley Nurseries are willing to invest in the community that invests in them. They want to provide a product that will be of value to the community as a partner. There is not a nursery currently located on Ronald Regan Blvd. in the City of Leander at this time.

The above proposal will be presented at the Planning and Zoning Commission Meeting on September 8<sup>th</sup> and the 22<sup>nd</sup> then again at City Council on October 10<sup>th</sup>. Each of these meetings will include a public hearing where you would have the ability to address any concerns with this proposal directly to the Commission or Council Should you need additional information prior to those meetings, please do not hesitate to contact me at [Jen@HendersonPE.com](mailto:Jen@HendersonPE.com) or 512.350.6228.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Jen Henderson', is written above the printed name.

Jen Henderson, P.E.  
President  
Henderson Professional Engineers, LLC

JH

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS, AMENDING THE ZONING ORDINANCE BY CREATING THE MOON VALLEY PUD (PLANNED UNIT DEVELOPMENT) WITH THE BASE ZONING DISTRICT OF LC-5-D (LOCAL COMMERCIAL); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the owner of the property described herein after (the "Property") has requested that the Property be rezoned;

**WHEREAS**, after giving at least ten (10) days written notice to the owners of land within two hundred (200') feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

**WHEREAS**, after publishing notice of the public hearing at least fifteen (15) days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS, THAT:**

**SECTION 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**SECTION 2. Amendment of Zoning Ordinance.** Ordinance No. 05-018-00, as amended, the City of Leander Composite Zoning Ordinance (the "Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

**SECTION 3. Applicability.** This ordinance applies to the following parcel of land, which is herein referred to as the "Property". That certain parcel of land being 8.78 acres, ±; being more particularly described in Exhibit "B"; and identified by tax identification numbers R319362 and R031223; more particularly described in Instrument Number 2022045395 recorded in the Official Public Records of Williamson County, Texas.

**SECTION 4. Property Rezoned.** The Zoning Ordinance is hereby amended by creating the Moon Valley PUD (Planned Unit Development) with the base zoning district of LC-2-D (Local Commercial). The PUD shall be developed and occupied in accordance with this Ordinance, the PUD plan attached as Exhibits "A" and "B", which are hereby adopted and incorporated herein for all purposes, and the Composite Zoning Ordinance to the extent not amended by this Ordinance. In the event of a conflict between the Composite Zoning Ordinance and the requirements for the Property set forth in this Ordinance, this Ordinance shall control.

**SECTION 5. Recording Zoning Change.** The City Council directs the Planning Department to record this zoning classification on the City's official zoning map with the official notation as prescribed by the City's zoning ordinance.

**SECTION 6. Severability.** Should any section or part of this ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

**SECTION 7. Open Meetings.** That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

**PASSED AND APPROVED** on First Reading this the 10<sup>th</sup> day of October, 2022.  
**FINALLY PASSED AND APPROVED** on this the 20<sup>th</sup> day of October, 2022.

**ATTEST:**

**THE CITY OF LEANDER, TEXAS:**

---

Dara Crabtree, City Secretary

---

Christine DeLisle, Mayor





**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Conduct a Public Hearing regarding Special Use Case 22-SU-002 to allow for the temporary residential use of a travel trailer or recreational vehicle for use by owners while building permanent home on site; on one (1) parcel of land approximately 4.72 acres  $\pm$  in size, more particularly described by Travis Central Appraisal District Parcel 513800; and more commonly known as 13201 Vista Rock Drive, Leander, Travis County, Texas.

- Discuss and consider action regarding Special Use Permit Case 22-SU-002 as described above.

**BACKGROUND:**

This request is the second step in the special use permit process. Staff recommends approval of this request. The request is consistent with the Comprehensive Plan and Composite Zoning Ordinance. The term of the special use permit is one year and the applicant may request approval of extensions.

**APPLICANT/AGENT:**

Sondra Walker, property owner

**RECOMMENDATION:**

The Planning & Zoning Commission unanimously recommended approval of this request during the September 22, 2022 meeting.

**PRESENTER:**

Robin M. Griffin, AICP, Executive Director of Development Services

---

**Attachments**

1. Planning Analysis
2. Current Zoning Map
3. Future Land Use Map
4. Public Notice Map
5. Aerial Map
6. Letter of Intent
7. Conceptual Site Layout
8. Summary of Neighborhood Communication
9. Code Enforcement Case Information
10. Ordinance
11. P&Z Minutes



## PLANNING ANALYSIS

SPECIAL USE PERMIT CASE 22-SU-002  
13201 VISTA ROCK DRIVE

### GENERAL INFORMATION

**Owner/Agent:** Sondra Walker

**Current Zoning:** Interim SFR-1-B (Single-Family Rural)

**Proposed Use:** Applicant is requesting a special use permit to allow for temporary occupation of RV.

**Size and Location:** The property is located at 13201 Vista Rock Drive and is approximately 4.72 acres.

**Staff Contact:** Cory Dale, Planner

### APPLICANT REQUEST

Applicant is requesting a Special Use Permit per CZO Article IV, Section 2(13) to allow a temporary residential use of an RV until permanent home is built on site.

### STAFF CONCLUSIONS

Y N

- ☒ ☐ Does the proposal comply with the intent statements of the Composite Zoning Ordinance? *see page 2 & 3*
- ☒ ☐ Does the proposal comply with the goal statements of the Comprehensive Plan? *see page 3*
- ☒ ☐ Does the proposal warrant any other special considerations? See below.

### SPECIAL CONSIDERATIONS

Uses permitted in a zoning district are classified in two ways. The first type of use is what is referred to as a use permitted by right. A use permitted by right is allowed in the specified zoning district provided that the property owner complies with specified building and site requirements. The second type of use is what is referred to as a special use. A Special Use Permit allows for certain land uses in a given zoning district and generally requires more review by the Planning and Zoning Commission and City Council in order to ensure the compatibility of the proposed use with the surrounding land uses. In this case, the temporary residential use of an RV is not currently a permitted use. This use is considered temporary and will need to meet the following standards:

- i. The lot, tract or parcel shall be at least 6,000 square feet in area;
- ii. The use of the travel trailer or recreational vehicle shall be limited to residential use by an individual constructing their own home in an SFR district for not more than a period of one year; or an ill, convalescent or otherwise disabled friend or relative needing care from the occupant of the primary residence, or a friend or relative providing necessary care for an ill, convalescent or otherwise disabled occupant of the primary residence. The need for care shall be documented by a letter from a physician;
- iii. No more than two (2) people may occupy the travel trailer or recreational vehicle;
- iv. The temporary unit may only be placed on a legal parcel with an existing primary residence except where the permanent residence is under construction as described in (ii) above;
- v. The temporary unit shall have an approved connection to a sanitary sewer system or septic system. The unit shall also have an approved connection to a public water system or well;
- vi. The temporary unit shall meet zoning setback requirements and shall be located no closer to a street than the front wall of the permanent residence;

- vii. The temporary unit shall be currently licensed as required by the State of Texas, have a valid state inspection and remain in a mobile condition;
- viii. The temporary unit shall not be considered a separate residential unit for the purpose of calculating impact fees;
- ix. The temporary unit shall not be rented or leased;
- x. If approved, an administrative permit for residential use of a travel trailer or recreational vehicle shall be obtained. Such permit shall expire one year from the date of issuance. Permits may be renewed annually in the discretion of the City Council. Permit and renewal applications shall be accompanied by a written statement signed by the applicant under penalty of perjury that the use will conform to the standards set forth in this subsection. Renewal applications shall be submitted prior to permit expiration and shall include an updated letter from a physician;
- xi. Within sixty (60) days of cessation of the temporary residential use, all occupancy of the unit shall cease, the unit shall be disconnected from all utilities and the unit shall be removed from the premises.

There is an active Code Enforcement Case on this site. The developer/land owner submits this request to bring the property under compliance with City codes. Staff recommends approval of this request.

|                          |
|--------------------------|
| <b>SITE INFORMATION:</b> |
|--------------------------|

**ABUTTING ZONING AND LAND USE:**

|       | ZONING             | LAND USE                           |
|-------|--------------------|------------------------------------|
| NORTH | PUD                | Residential (Travisso Subdivision) |
| EAST  | PUD                | Undeveloped (Travisso Subdivision) |
| SOUTH | Interim<br>SFR-1-B | Undeveloped                        |
| WEST  | Interim<br>SFR-1-B | Residential                        |

**SURROUNDING AREA:**

This property is bound to the north and east by the Travisso subdivision. To the south, across Vista Rock Drive, is approximately 20 acres of undeveloped land and to the west is large lot residential.

**PHYSICAL AND NATURAL FEATURES:**

This property is not located within a floodplain, contains heavy tree cover and is undeveloped.

**MAJOR CORRIDORS:**

This property takes access off Vista Rock Drive.

**SUBDIVISIONS:**

This tract has been platted as part of the Town of Leander Final Plat (Lots 1 – 4).

**EXISTING UTILITIES:**

This tract will have access to both water and sewer with the Travisso Phase 5, Section 1 Subdivision improvements which are currently under construction.

**CURRENT LAND USES:**

This property is currently undeveloped.



|                         |
|-------------------------|
| <b>ZONING DISTRICT:</b> |
|-------------------------|

**USE COMPONENT****SFR – SINGLE-FAMILY RURAL:**

*Features:* 1 acre lot min.; 1,600 square foot living area min.

*Intent:* Development of single-family detached dwellings on lots one acre or larger in size and for other uses that are compatible and complimentary to large lot and very low density residential development. The purpose of this component is to provide regulations to preserve rural character and maintain and protect the City's single-family residences and neighborhoods in an area with larger lot sizes. This component is also intended to preserve the larger tracts of land for future economic development in accordance with the Comprehensive Plan, while permitting rural/agricultural uses on the land to continue.

**SITE COMPONENT****TYPE 1:**

*Features:* Accessory buildings greater of 5% of primary building or 120 sq. ft.; 150% of standard landscaping; pedestrian scale signage and lighting; scale of buildings limited; mansion style multi-family; at 100% of multi-family units are required to have at least one enclosed garage parking space; dumpster setbacks.

*Intent:*

- (1) The Type 1 site component is intended to be utilized typically for non-residential or multi-family developments that have frontage on a local residential street or residential collector street and are bounded by single-family development on at least one side. This component is also intended to be utilized for single-family and two-family residential lots backing up to or siding to a major thoroughfare.
- (2) This component ensures that development will not have site intensive uses or large buildings and will ensure that development is designed to a form and scale that is compatible with residential neighborhoods.

**ARCHITECTURAL COMPONENT****TYPE B:**

*Features:* 4 or more architectural features.

*Intent:*

- (1) The Type B architectural component is intended to be utilized for the majority of residential development except that which is intended as a Type A architectural component.
- (2) Combined with appropriate use and site components, this component is intended to help provide for harmonious land use transitions.
- (3) This component may be utilized to raise the building standards and help ensure compatibility for non-residential uses adjacent to property that is more restricted.
- (4) This component is intended for the majority of the LO and LC use components except those meeting the intent of the Type A or C architectural components.

|                            |
|----------------------------|
| <b>COMPREHENSIVE PLAN:</b> |
|----------------------------|

**Applicable Comprehensive Plan goal statements**

- Maintain and/or improve affordability and diversity in the housing market.

**Applicable Future Land Use categories****NEIGHBORHOOD RESIDENTIAL**

- The Neighborhood Residential land use category is intended to be developed primarily as new single-family detached residential subdivisions with associated amenities, such as parks, trails, open space areas, and elementary schools. These areas are intended to have a mix of suburban and auto-oriented development character which are primarily found in the form of detached residential lots.

Architectural styles, building height and massing are relatively uniform in this type of land use. Most streets are considered to be local and low-volume with curb and gutter, sidewalks, consistent speeds and highly accessible driveways. Strategically located parks are essential and in some cases a school or other institutional use are integrated or in close proximity.

Some neighborhood-serving retail and office uses are permitted in these areas with highly-restrictive use, site and design requirements. These type of uses are residential in scale and architectural design and are walkable in nature, though auto-serving. These uses are not shown on the Future Land Use Map as commercial and are supported when integrated into a development with appropriate site and zoning compatibility considerations.

**INTERGOVERNMENTAL/INTERDEPARTMENTAL REVIEW:**

All applicable departments within the City of Leander reviewed this proposal. If the request is approved, the next step in the process would be to acquire appropriate residential permits.

**SCHEDULE:**

**DEVELOPMENT MEETING**

A development meeting was not required prior to this submittal.

**NOTIFICATION**

09/01/2022 - Public Notice on Hill Country News  
09/07/2022 - Mail Notification to Property Owners within 200'  
09/07/2022 - Public Hearing Signage Posted on Property  
09/22/2022 - Planning and Zoning Commission Public Hearing  
10/20/2022 - City Council Public Hearing & First Reading of the Ordinance  
11/03/2022 - City Council Second & Final Reading of the Ordinance

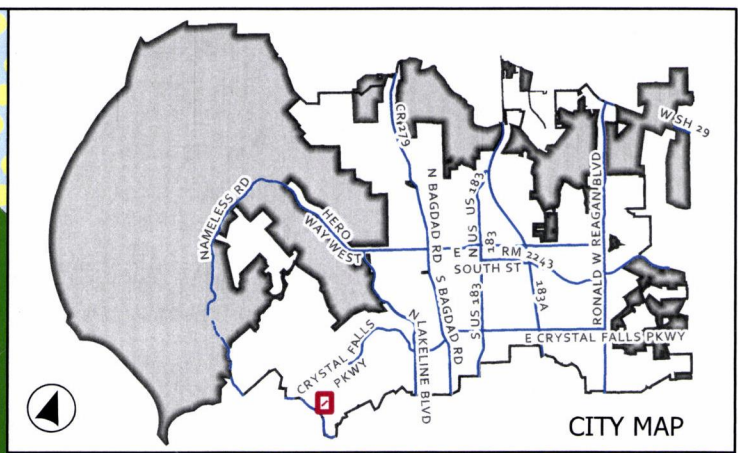
**PUBLIC NOTIFICATION:**

Notices were mailed by City staff to all property owners within 200 feet. Neighborhood outreach was completed by the applicant and is included as attachment 8 in the packet.

**APPROVAL CRITERIA:**

This request remains consistent with both the future land use map designation of Neighborhood Residential and current zoning of Interim SFU-1-B. The proposed temporary residential use of an RV for property located at 13201 Vista Rock Drive keeps the existing residential character and would be compatible with the surrounding land uses. Please note, if the proposed RV use is approved a permit will be issued. Such permit will expire one year from issuance date. The permit may be renewed annually at the discretion of the City Council. Staff recommends approval of this request.





CASE: 22-SU-002

ATTACHMENT 2

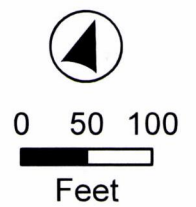
13201 VISTA ROCK DR

## Current Zoning

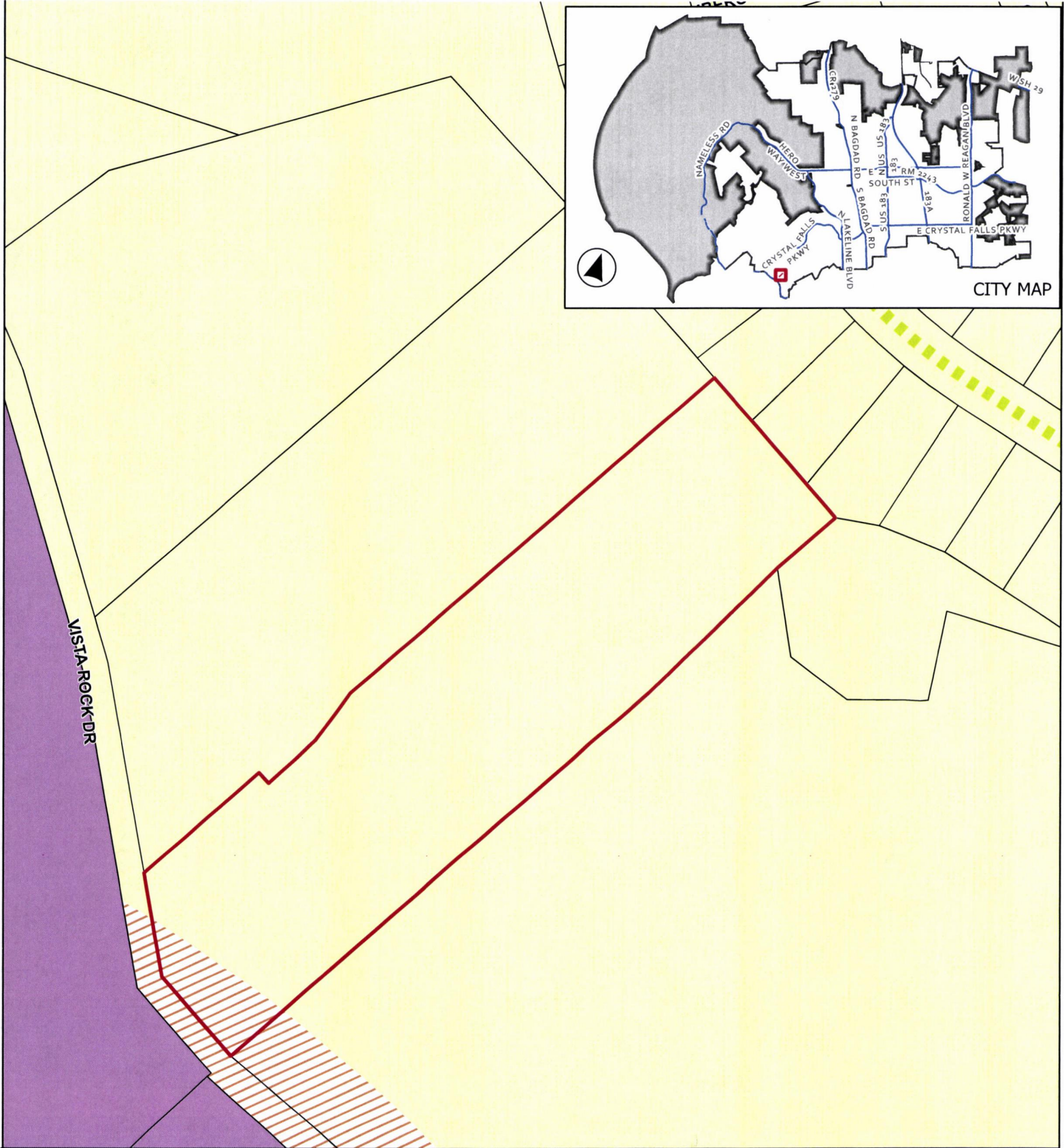
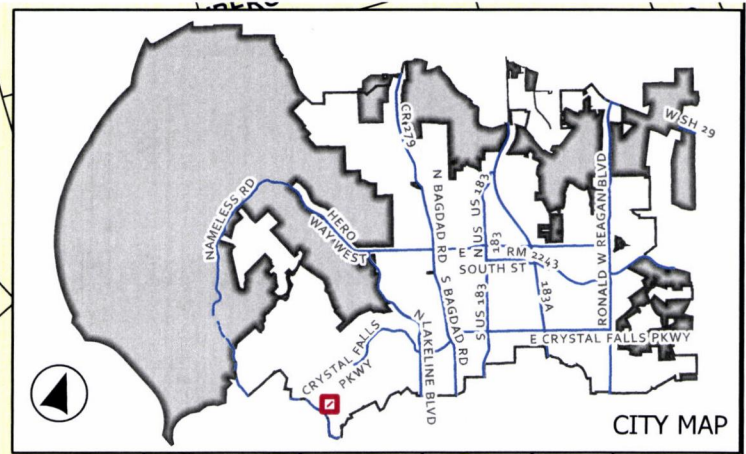
-  Leander City Limits
-  ETJ
-  Subject Area

-  SFR - Single-Family Rural
-  PUD - Single-Family

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



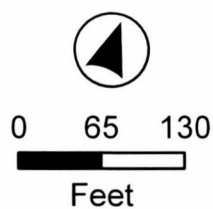




CASE: 22-SU-002      ATTACHMENT 3      13201 VISTA ROCK DR

# Future Land Use Map

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



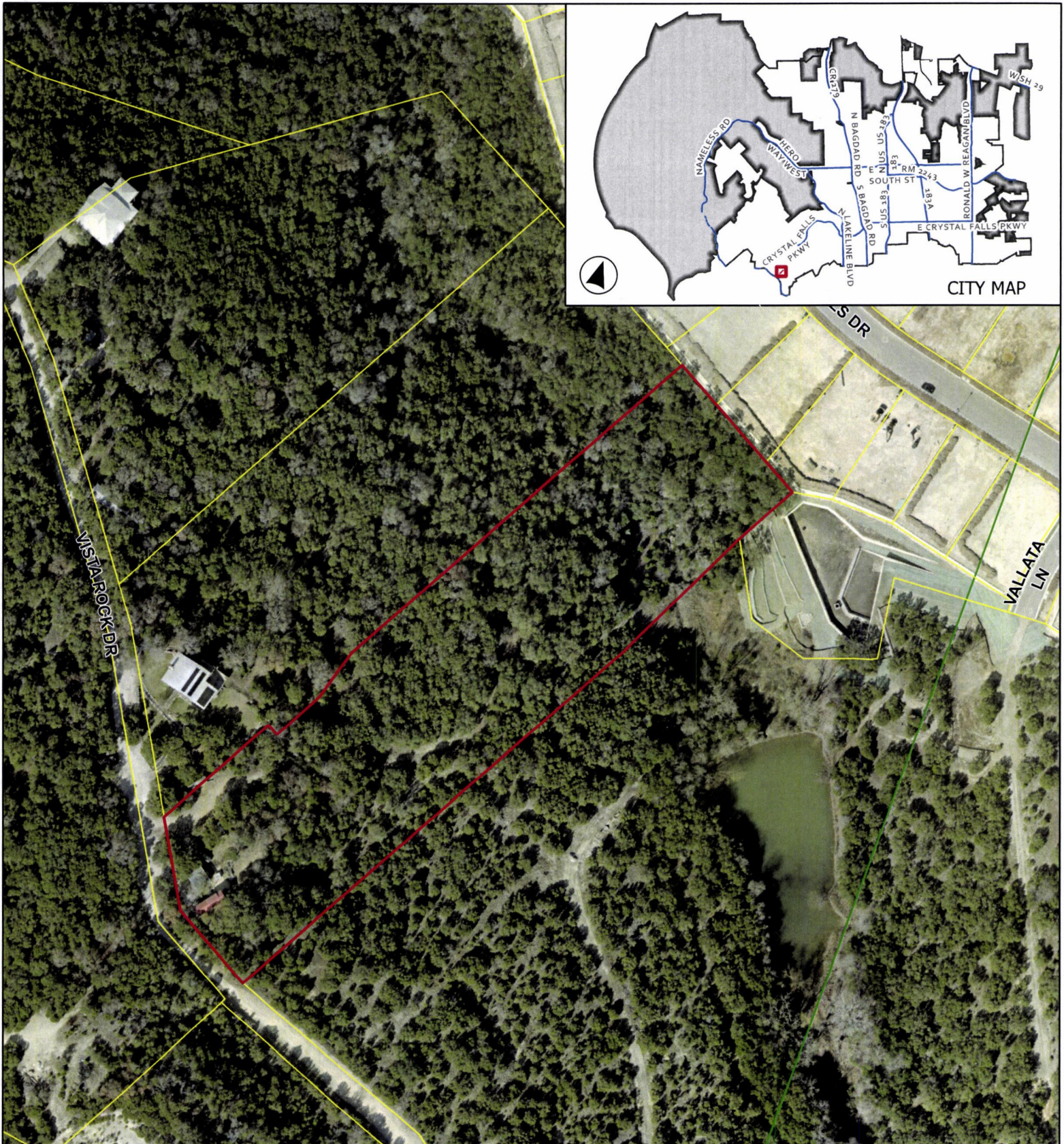
- Leander City Limits
- Leander ETJ
- Subject Area
- Collector, Proposed

- ## Future Land Use
- Neighborhood Residential
  - Multi-Use Corridor
  - Employment Center









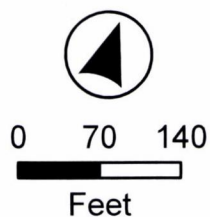
CASE: 22-SU-002

ATTACHMENT 5

13201 VISTA ROCK DR

## Aerial Map

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



-  Leander City Limits
-  Leander ETJ
-  Subject Area



# Letter of Intent

Re: 13201 Vista Rock Dr  
August 15, 2022

To Whom It May Concern,

My family and I were so excited to purchase 5 acres of beautiful hill country land in Leander this past September. While we do not currently live on the property, we look forward to being able to build a home on the property, and plan to get started soon. When we purchased the property, there was a mobile home (from the 1970s) in place that we intended to use in the interim while on the property until we were able to build. However, it became apparent that the cost to repair and restore the existing structure would be so great that it made more financial sense to replace it with a newer and more up to date structure. We purchased a little cabin and moved it in place of the old structure. I offer my most sincere apologies for not realizing that this was not allowed and not having proper permits. I'm now told that the only thing that can be permitted is a 1600 sq foot home on the 5 acre property.

**Owner requests consideration for a Special Use Permit that would allow us to use the cabin (which is technically an RV) until the home is built.** This would allow for shelter while visiting the property and working on the permanent residence. We have put a substantial amount of time and money into improving the property already and with the lack of many city services, will need to invest in a well and septic system. Once the home is built, we hope the little cabin can be considered an accessory building under your permitting rules. The owner acknowledges that the RV/Cabin placement is a temporary use by said owner while constructing a permanent residence on site. If approved, this temporary use shall expire within a period of one year from date of issuance with the renewal of the SUP allowable annually at the discretion of City Council.

Physical Description of the Property: 5 acres of rural hill country land, Cabin located near dirt road (Vista Rock Dr) at opposite end of long rectangular property from new development Travisso. Cabin not visible to Travisso property owners. See Conceptual Site Plan.

Please reference the following findings of fact regarding the RV SUP:

- i. Verify the lot, tract or parcel shall be at least 6,000 square feet in area;  
**Yes - the lot is 4.7 acres (204,732 sq ft)**
- ii. The use of the travel trailer or recreational vehicle shall be limited to residential use  
by an individual constructing their own home in an SFR district for not more than a period of  
one year; or an ill, convalescent or otherwise disabled friend or relative needing care from  
the occupant of the primary residence, or a friend or relative providing necessary care for an  
ill, convalescent or otherwise described in (ii) above;  
**Yes as underlined above**
- iii. No more than two (2) people may occupy the travel trailer or recreational vehicle;  
**No more than 2 people will occupy the RV**

iv. The temporary unit may only be placed on a legal parcel with an existing primary residence except where the permanent residence is under construction as described in (ii) above;

Yes as underlined above

v. The temporary unit shall have an approved connection to a sanitary sewer system or septic system. The unit shall also have an approved connection to a public water system or well;

As part of the construction process we need to install a septic system and well, we do not have any city services. We plan to connect the RV once the well and septic are completed, but have halted all plans pending approval by the city.

vi. The temporary unit shall meet zoning setback requirements and shall be located no closer to a street than the front wall of the permanent residence

There is no permanent residence on the property as it has yet to be constructed. It meets the setbacks today as required by current zoning. If all goes as planned, the site of the permanent residence should be slightly closer to the dirt road than the RV/Cabin.

vii. The temporary unit shall be currently licensed as required by the State of Texas, have a valid state inspection and remain in a mobile condition;

I spoke with an RV inspector and there is no state inspection requirement on this type of park model RV. See attached RV/Cabin documents for the title document. RV is currently anchored, but can be mobilized again and towed as a trailer by reattaching wheels.

viii. The temporary unit shall not be rented or leased;

Unit will not be rented or leased.

I truly appreciate your consideration in this matter, and we look forward to our family contributing positively to the community of Leander, Texas.

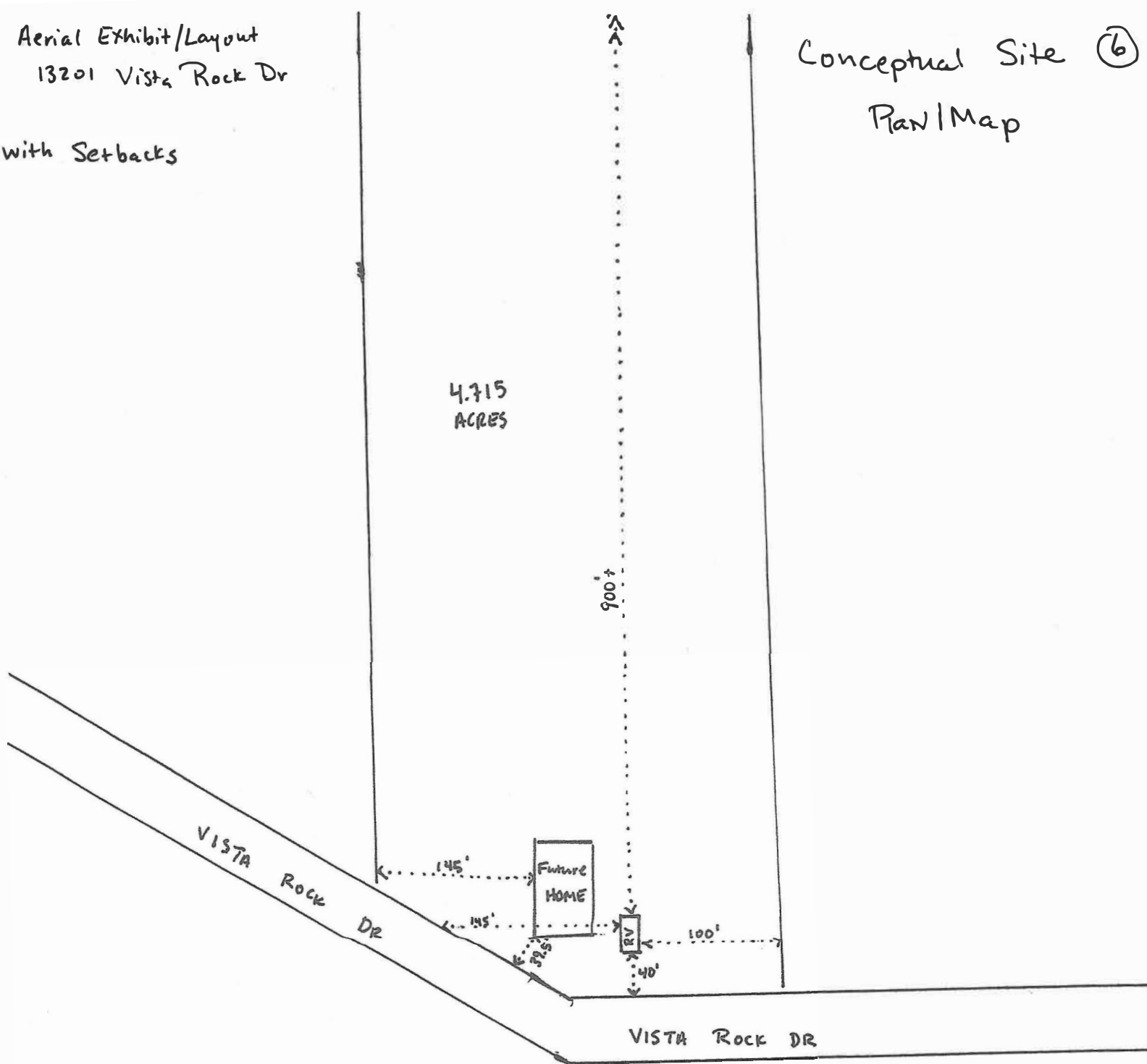
Sincerely,

Sondra Walker  
[sondra.b.walker@gmail.com](mailto:sondra.b.walker@gmail.com)  
254-624-7774

Aerial Exhibit/Layout  
13201 Vista Rock Dr

with Setbacks

Conceptual Site ⑥  
Plan/Map



**Note:** The owner acknowledges that the RV/Cabin placement is a temporary use by said owner while constructing a permanent residence on site. If approved, this temporary use shall expire within a period of one year from date of issuance with the renewal of the SUP allowable annually at the discretion of City Council.

  
S. Walker

**STAFF NOTE:** The applicant is using the term RV/Cabin, staff recognizes this term to also mean a the temporary residential use of an RV.



## APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATIONS

1. How and when were the surrounding neighborhood and residential property owners within 500' notified, how was information shared, and who was directly involved in the communication process? Please provide the address of the properties notified and the name and contact information of the residents directly involved in the communication process. Attach any materials that were distributed.

Attached Flyer mailed to property owners listed on TCAD  
Most of the land is undeveloped/commercial  
Our residential neighbors were notified by mail and in person and are supportive  
There are lots, residential, under construction within 500 ft of the back border of our property that were notified by mail but they are 2500ft by far from the cabin itself.

2. Who was notified (i.e. property owners, HOA, etc)? The HOA and/or a representative if there is no organized HOA must be contacted, if applicable. Provide a separate sheet listing the contact information used including the names and addresses of the individuals.

Property owners within 500 ft of property lines  
→ see attached list 2b

3. What concerns were raised during these communications?

No Concerns

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

None

The above information is deemed to be true to the best of my knowledge.

Signature: \_\_\_\_\_

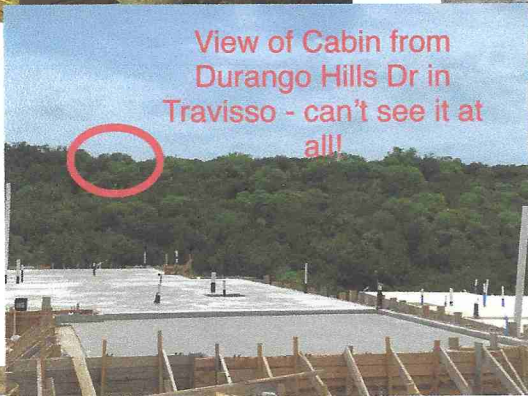
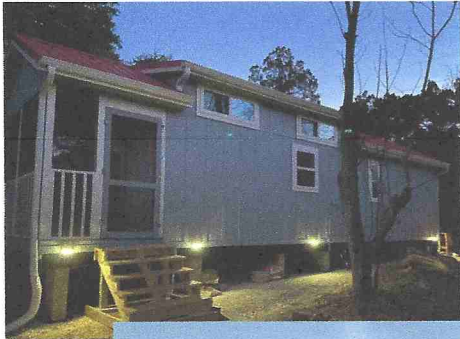
Date

7.9.22



# Save Our Cabin

## 13201 Vista Rock Dr



Hello Neighbors!

We are the Walker Family and we purchased 5 acres of beautiful wooded hill country land here in Leander about a year ago and have been working hard to improve the property! We moved a little cabin out to the land not realizing it did not conform to the property's current zoning restrictions. We are working with the planning committee to get a Special Use Permit to keep the cabin, and as part of that are required to notify our neighbors. We do live offsite and hope to build our dream home on the property. Those of you we haven't met, we look forward to meeting you soon! The cabin, while adorable and modern, isn't visible to any of you except our direct next door neighbor. There will be a public hearing at some point that you can attend if you're so inclined. Thanks for reading, and if you have any questions or concerns or you'd like to drop by sometime, shoot me a text!

Sondra Walker

Cell: 254.624.7774

Email: [sondra.b.walker@gmail.com](mailto:sondra.b.walker@gmail.com)

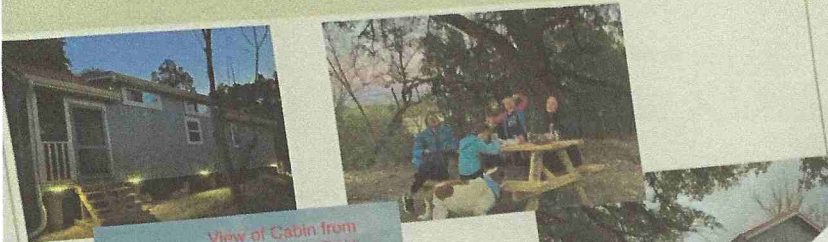
Property Address:  
13201 Vista Rock Dr  
Leander, TX 78641

Warmly,

Sondra Walker



# Save Our Cabin 13201 Vista Rock Dr



View of Cabin from  
Durango Hills Dr in  
Travisso - can't see it at  
all



Hello Neighbors!

We are the Walker Family  
wooded hill country  
been working hard to  
out to the land not  
current zoning rest  
committee to get a S  
of that are requir  
hope to build  
haven't m  
adora  
de

Sondra Walker

Cell: 254.624.7774

Email: [sondra.b.walker@gmail.com](mailto:sondra.b.walker@gmail.com)

Property Address:  
13201 Vista Rock Dr  
Leander, TX 78641



Miri Seyed + Majid Hemmasi  
PO Box 16401  
Austin, Tx 78761





26

| Name                             | Situs Address                | Address                          | City, State, Zip       | Distance | Parcel ID |
|----------------------------------|------------------------------|----------------------------------|------------------------|----------|-----------|
| COOK DONALD JR & SUSAN           | 13209 VISTA ROCK DR          | 13209 VISTA ROCK DR              | LEANDER TX 78641       | 200      | 513801    |
| COOK ALTON ALAN & MARY ELIZABETH | 13233 VISTA ROCK DR TX 78641 | 552 RABBIT RUN RD                | ARKANSAS PASS TX 78336 | 500      | 513802    |
| SAEED M A & ZAMURRAD             | F M RD 1431 TX 78641         | 3008 NORMANDY DR                 | MCKINNEY TX 75070      | 200      | 513807    |
| SAEED M A & ZAMURRAD             | F M RD 1431 TX 78641         | 3008 NORMANDY DR                 | MCKINNEY TX 75070      | 500      | 513806    |
| MIRI SEYED & MAJID HEMMASI       | F M RD 1431 TX 78641         | PO BOX 16401                     | AUSTIN TX 78761        | 200      | 513805    |
| TRAVISSO LTD                     | WHITETAIL PASS TX 78641      | 1816 MURANO LANE                 | LEANDER TX 78641       | 200      | 844741    |
| TRAVISSO LTD                     | VALLATA LN 78613             | 1816 MURANO LANE                 | LEANDER TX 78641       | 200      | 958104    |
| TOLL AUSTIN TX I LLC             | DURANGO HILLS DR 78613       | 2557 SW GRAPEVINE PKWT SUITE 100 | GRAPEVINE TX 76051     | 200      | 958092    |
| TOLL AUSTIN TX I LLC             | DURANGO HILLS DR 78613       | 2557 SW GRAPEVINE PKWT SUITE 100 | GRAPEVINE TX 76051     | 200      | 958134    |
| TAYLOR MORRISON OF TEXAS INC     | DURANGO HILLS DR 78613       | 810 HESTERS CROSSING RD STE 235  | ROUND ROCK TX 78681    | 200      | 958132    |
| TAYLOR MORRISON OF TEXAS INC     | DURANGO HILLS DR 78613       | 810 HESTERS CROSSING RD STE 235  | ROUND ROCK TX 78681    | 200      | 958133    |
| TAYLOR MORRISON OF TEXAS INC     | DURANGO HILLS DR 78613       | 810 HESTERS CROSSING RD STE 235  | ROUND ROCK TX 78681    | 200      | 958093    |
| TAYLOR MORRISON OF TEXAS INC     | DURANGO HILLS DR 78613       | 810 HESTERS CROSSING RD STE 235  | ROUND ROCK TX 78681    | 200      | 958094    |

2c

TO

Donald and Susan Cook

13209 Vista Rock Dr

Leander, TX 78641

Travisso LTD

1816 Murano Ln

Leander, TX 78641

TO

Alan and Liz Cook

13233 Vista Rock Dr

Leander, TX 78641

Toll Austin TX I LLC

2557 SW Grapevine Pkwy

Suite 100

Grapevine, TX 76051

TO

Miri Seyed and Majid Hemmasi

PO Box 16401

Austin, TX 78761

Taylor Morrison of Texas Inc

10 Hesters Crossing Rd

STE 235

Round Rock, TX 78681

TO

Saeed MA and Zamurrad

3008 Normandy Dr

McKinney, TX 75070

## **Code Enforcement Case**

There is an active code enforcement case, and we have been working with code enforcement officer Tonnia Gibbs, who has been actively monitoring our work with the planning department.

Code Enforcement Case Number: CE-22-6239

We moved the Cabin model RV out to our property after building a pad and retaining wall, had an electrical rack built, trenching for electrical done, transformer moved by Pedernales electric, and never knew this structure wasn't allowed until we went through the final steps with the city to get the electricity connected. We immediately started working with the city to rectify the situation.



**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS, AMENDING THE ZONING ORDINANCE BY APPROVING A SPECIAL USE PERMIT TO ALLOW FOR THE TEMPORARY RESIDENTIAL USE OF A TRAVEL TRAILER OR RECREATIONAL VEHICLE FOR USE WHILE THE PRIMARY STRUCTURE IS UNDER CONSTRUCTION; AND A TIME FRAME OF ONE (1) YEAR; MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.**

**Whereas**, the owner of the property described herein after (the "Property") has requested that the Property be rezoned; and

**Whereas**, after giving at least ten (10) days written notice to the owners of land within two hundred (200') feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council; and

**Whereas**, after publishing notice of the public hearing at least fifteen (15) days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS, THAT:**

**SECTION 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**SECTION 2. Amendment of Zoning Ordinance.** Ordinance No. 05-018-00, as amended, the City of Leander Composite Zoning Ordinance (the "Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

**SECTION 3. Applicability.** This ordinance applies to the following parcel of land, which is herein referred to as the "Property." That certain parcel of land being 4.72 acres, more or less, located in Leander, Travis County, being more particularly described in Exhibit "A", and addressed as 13201 Vista Rock Drive, more particularly described in Document Number 2021212378, Official Public Records of Travis County, Texas, and identified by tax identification number 513800.

**SECTION 4. Special Use Permit.** The Special Use Permit is hereby approved to allow temporary residential use of a travel trailer or recreational vehicle while the primary structure is under construction conceptually shown in Exhibit "B". The term of this permit shall be limited to a time frame of one (1) year. Within sixty (60) days of cessation of the temporary use, all occupancy of the unit shall cease, the unit shall be disconnected from all utilities and the unit shall be removed from the premises.

**SECTION 5. Severability.** Should any section or part of this ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

**SECTION 6. Open Meetings.** That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

**PASSED AND APPROVED** on First Reading this the 20<sup>th</sup> of October, 2022.  
**FINALLY PASSED AND APPROVED** on this the 3<sup>rd</sup> day of November, 2022.

**ATTEST:**

**THE CITY OF LEANDER, TEXAS**

---

Dara Crabtree, City Secretary

---

Christine Delisle, Mayor



**MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LEANDER, TEXAS**

Pat Bryson Municipal Hall  
201 North Brushy Street - Leander, Texas

September 22, 2022 at 7:00 PM



**Place 1 – Donnie Mahan, *Vice Chair***  
**Place 2 – John Cosgrove, *Chair***  
**Place 3 – Ron May**  
**Place 4 – Deirdre Moss**

**Place 5 – Gary Hampton, Jr.**  
**Place 6 – Laura Lantrip**  
**Place 7 – Rick Carpenter**

The meeting will be live-streamed at the following link: <https://www.leandertx.gov/video>.

1. Call to Order at 7:00 p.m.

2. Roll Call

All Commissioners are present.

3. Director's report to the Planning & Zoning Commission on actions taken by the City Council at the September 15, 2022, meeting.

4. Review of meeting protocol.

5. Citizen Comments: Three (3) minutes allowed per speaker.  
*[Please turn in speaker request form before the meeting begins.]*

**CONSENT AGENDA: ACTION**

Chair Cosgrove stated Item 7 was pulled from consent and would be considered separately as part of the Regular Agenda.

6. Approval of Subdivision Case 20-FP-016 regarding Palmera Bluff Section 6 Final Plat on two parcels of land approximately 18 acres ± in size, more particularly described by Williamson Central Appraisal District parcels R032201 and R032200; generally located north of Palmera Bluff Sections 3 & 5, Leander, Williamson County, Texas.



7. Approval of Subdivision Case 22-PP-007 regarding Wildspring Subdivision Preliminary Plat on one parcel of land approximately 111.57 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District parcel R032112; generally located NW of the intersection of CR 177 and CR 175, Leander, Williamson County, Texas.

Motion made by Commissioner Ron May, seconded by Commissioner Deirdre Moss to approve the preliminary plat.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

8. Approval of Minutes.

Motion made by Commissioner Hampton, Jr. to approve the consent agenda items 6 & 8, seconded by Commissioner Carpenter.

**7 to 0 Passed**

#### **PUBLIC HEARING: ACTION**

9. Conduct a Public Hearing regarding Special Use Case 22-SU-002 to allow for the temporary residential use of a travel trailer or recreational vehicle for use by owners while building permanent home on site; on one parcel of land approximately 4.72 acres  $\pm$  in size, more particularly described by Travis Central Appraisal District Parcel 513800; and more commonly known as 13201 Vista Rock Drive, Leander, Travis County, Texas.

- Discuss and consider action regarding Special Use Permit Case 22-SU-002 as described above.

Motion made by Commissioner Laura Lantrip, seconded by Vice Chair Donnie Mahan to approve the special use.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

10. Conduct a Public Hearing and consider action regarding Zoning Case 22-Z-022 to amend the current zoning of SFR-3-B (Single-Family Rural) to adopt the Moon Valley PUD (Planned Unit Development) with a base zoning district of LC-5-D (Local Commercial) on two parcels of land approximately 8.78 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R319362 and R031223; and more commonly known as 15841 Ronald W Reagan Blvd, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case 22-Z-022 as described above.

Ray Hill, Kanav Bansal, Rita Flores and Maria Hill spoke against.

Emily Kaszczuk, Cunningham, Jeff Schmitt, Joby Strobo, Cynthia Cunningham, Loren Morgan,

Mandy Gegoux Rafael de Magalhaes Dreher, and Marie Cates positions were read into the record as against.

Jason Suchomel and Emily Kaszczuk are against and had their comments read into the record.

Motion made by Vice Chair Donnie Mahan, seconded by Commissioner Rick Carpenter to approve the zoning request with the condition that the permitted use are updated to limit the uses to Retail Nursery and associated goods and to remove C.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

11. Conduct a Public Hearing regarding Zoning Case 22-Z-027 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to adopt the 50 High Gabriel Minor PUD (Planned Unit Development) with a base zoning of GC-3-A (General Commercial) on one parcel of land approximately 1.59 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R474021; and more commonly known as 50 High Gabriel East, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case 22-Z-027 as described above.

Motion made by Vice Chair Donnie Mahan, seconded by Commissioner Laura Lantrip to approve the zoning request with the amended base zoning district of LC-2-A.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

12. Conduct a Public Hearing and consider action regarding Zoning Case 22-Z-028 to amend the current zoning of T6 (Urban Core Zone) to adopt the Metro Way Medical Center PUD (Planned Unit Development) with the LC-2-A (Local Commercial) on one parcel of land approximately 4.37 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R573740; and generally located to the northeast S US 183 and Metro Dr., Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case 22-Z-028 as described above.

Motion made by Commissioner Ron May, seconded by Vice Chair Donnie Mahan to approve the zoning request.

Chair Cosgrove withdrew the motion.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

NAY: Commissioner Laura Lantrip, Commissioner Rick Carpenter

**5 - 2 Passed**

Motion made by Commissioner Ron May, seconded by Vice Chair Donnie Mahan to approve the zoning request with the condition that the PUD notes corrected to include a 10' foot setback.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

NAY: Commissioner Laura Lantrip, Commissioner Rick Carpenter

**5 - 2 Passed**

13. Conduct a Public Hearing and consider action regarding Zoning Case 22-Z-029 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to HC-4-D (Heavy Commercial) on two parcels of land approximately 9.111 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R031284 and R324449; and more commonly known as 2967 & 3005 Hero Way, Leander, Williamson County, Texas.
- Discuss and consider action regarding Zoning Case 22-Z-029 as described above.

Motion made by Commissioner Laura Lantrip, seconded by Commissioner Rick Carpenter to approve the zoning request.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

## REGULAR AGENDA

14. Discuss and consider action regarding Subdivision Case 22-PP-004 to approve the Bar W Ranch West Phases 10 and 11 Preliminary Plat on six parcels of land approximately 94.5 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R544598, R532728, R539735, R539738, R573683, R544612; generally located northeast of CR 267 and Bar W Ranch Blvd. Leander, Williamson County, Texas.

Motion made by Commissioner Ron May, seconded by Vice Chair Donnie Mahan to approve the preliminary plat.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

15. Discuss and consider action on Tree Removal Case 22-TRP-006 regarding removal of a Significant Tree associated with the Brushy Creek Retail Floodplain Development Project, generally located at US 183 and Metro Dr. Leander, Williamson County, Texas.

Motion made by Commissioner Deirdre Moss, seconded by Commissioner Rick Carpenter to deny the Tree Removal request.



AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip,  
Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron  
May, Vice Chair Donnie Mahan

**7 - 0 Passed**

16. Discuss and consider action on the Planning & Zoning Commission Progress Report for September 2021 to August 2022.

Commissioners had discussion. No action was taken.

17. Adjournment at 8:37 p.m.

APPROVED:

---

CHAIRMAN COSGROVE

ATTEST:

---

ELLEN COUFAL  
PLANNING & ZONING COMMISSION SECRETARY



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Conduct a Public Hearing regarding Zoning Case 22-Z-027 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to adopt the 50 High Gabriel East Addition Minor PUD (Planned Unit Development) with a base zoning of LC-2-A (Local Commercial) on one (1) parcel of land approximately 1.59 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcel R474021; and more commonly known as 50 High Gabriel East, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case 22-Z-027 as described above.

**BACKGROUND:**

This request is the second step in the zoning process. Staff recommends approval of this request. The request is consistent with the Comprehensive Plan and Composite Zoning Ordinance.

**HISTORY/TIMELINE:**

09/01/2022 City Council, Approval of Resolution to Annex  
09/22/2022 Planning & Zoning Commission, 1st Public Hearing  
10/10/2022 City Council, Public Hearing & 1st Reading of the Ordinance for Annexation

**APPLICANT/AGENT:**

Kirkman Engineering, LLC (Shea Kirkman) on behalf of 50 High Gabriel Partners, LTD (Jeremy Steenerson).

**RECOMMENDATION:**

The Planning & Zoning Commission unanimously recommended approval of this request with the amended base zoning during the September 22, 2022 meeting. During the discussion, the Commission had concerns about approving the GC-3-A (General Commercial) base zoning district. The applicant agreed to amend the request to include the base zoning district of LC-2-A (Local Commercial).

**PRESENTER:**

Robin M. Griffin, AICP, Executive Director of Development Services

---

**Attachments**

1. Planning Analysis
2. Current Zoning Map
3. Future Land Use Map
4. Public Notice Map
5. Proposed Zoning Map
6. Aerial Map
7. Minor PUD Notes
8. Letter of Intent
9. Summary of Neighborhood Communication
10. Ordinance
11. P&Z Minutes







## PLANNING ANALYSIS

### ZONING CASE 22-Z-027 50 HIGH GABRIEL EAST ADDITION MINOR PUD

#### GENERAL INFORMATION

|                           |                                                                                                         |
|---------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Owner/Agent:</b>       | Kirkman Engineering, LLC (Shea Kirkman) on behalf of 50 High Gabriel Partners, LTD (Jeremy Steenerson). |
| <b>Current Zoning:</b>    | Interim SFR-1-B (Single-Family Rural)                                                                   |
| <b>Proposed Zoning:</b>   | Minor PUD (Planned Unit Development) with base zoning of:<br>LC-3-A (Local Commercial)                  |
| <b>Size and Location:</b> | The property is located 50 High Gabriel East, including approximately 1.59 acres.                       |
| <b>Staff Contact:</b>     | Cory Dale, Planner                                                                                      |

#### APPLICANT REQUEST

The applicant has submitted a request to change the designated zoning district of their property in order to develop office and retail uses on the property.

#### STAFF CONCLUSIONS

Y N

- ☒ ☐ Does the proposal comply with the intent statements of the Composite Zoning Ordinance? *see page 3*
- ☒ ☐ Does the proposal comply with the goal statements of the Comprehensive Plan? *see page 3*
- ☒ ☐ Does the proposal warrant any other special considerations? *see below*

#### SPECIAL CONSIDERATIONS

This property is subject to an annexation request (22-A-007) which will run concurrently with the zoning request. The requested annexation and zoning is in line with the previously approved 50 High Gabriel East Minor PUD (Ordinance 22-052-00) and would serve as an addition to this development. Staff recommends approval of this request. During the Planning & Zoning Commission meeting the Commission requested that the applicant amend the base zoning district to LC-2-A (Local Commercial). This change removed the need for the list of prohibited uses and changed the request so that developments such as car washes, gas stations, and office warehouse are not permitted.

**SITE INFORMATION:****ABUTTING ZONING AND LAND USE:**

|       | <b>ZONING</b>          | <b>LAND USE</b>                              |
|-------|------------------------|----------------------------------------------|
| NORTH | ETJ<br>Interim SFS-2-B | Undeveloped                                  |
| EAST  | ETJ                    | Residential                                  |
| SOUTH | PUD                    | Residential (Bryson Subdivision)             |
| WEST  | PUD                    | Undeveloped (50 High Gabriel East Minor PUD) |

**SURROUNDING AREA:**

This property is located southeast for the interdiction of 183A Toll Road and High Gabriel East. The tract is bound to the north by an undeveloped lot and to the east by large lot residential. Phase 2, Section 1 of the Bryson Subdivision is south of the tract and to the east is the original, undeveloped portion of the 50 High Gabriel East PUD (base zone of GC-3-A).

**PHYSICAL AND NATURAL FEATURES:**

This property is currently out of the floodplain, undeveloped and contains significant tree cover which will be subject to the Leander Tree preservation requirements and mitigation at time of site development submittal.

**MAJOR CORRIDORS:**

This property has access onto High Gabriel East

**TRANSPORTATION PLAN REQUIREMENTS:**

Driveways along High Gabriel will be reviewed by Engineering staff at site development stage. The driveway spacing along High Gabriel will be dictated by the Austin Transportation Criteria Manual. The ultimate build out of High Gabriel may be determined by the Engineering Department during the development process. Additionally, the applicant will submit either a Traffic Impact Analysis (TIA) or fee in lieu of TIA as determined by the City Engineer.

**SUBDIVISIONS:**

Property is currently unplatted.

**EXISTING UTILITIES:**

This property has access to both water and sewer to the south through the Bryson Subdivision.

**CURRENT LAND USES:**

This property is currently undeveloped.

**PROPOSED ZONING DISTRICT:****USE COMPONENT****LC – LOCAL COMMERCIAL:**

*Features:* Any use in LO plus retail sales and services, restaurants, banks, nursery or greenhouse, grocery sales, pharmacies, fitness centers, dance and music academies, artist studio, colleges and universities, bed and breakfast. Hours of operation: 5:00 a.m. to 10:00 p.m. Sun.-Thurs., 5:00 a.m. to 11:00 p.m. Fri. and Sat.

*Intent:* Development of small scale, limited impact commercial, retail, personal services and office uses located in close proximity to their primary customers, which cater to the everyday needs of the nearby residents, and which may be located near residential neighborhoods. Access should be provided by a collector or higher classification street.

**SITE COMPONENT****TYPE 2:**

*Features:* Accessory buildings greater of 10% of primary building or 120 sq. ft.; accessory dwellings for SFR, SFE and SFS; drive-thru service lanes; uses not to exceed 40,000 sq. ft.; multi-family provides at least 100% of units with an enclosed garage parking space.

*Intent:*

- (1) The Type 2 site component may be utilized with non-residential developments that are adjacent to a residential district or other more restrictive district to help reduce potential negative impacts to the more restrictive district and to provide for an orderly transition of development intensity.
- (2) The Type 2 site component is intended to be utilized for residential development not meeting the intent of a Type 1 site component and not requiring the additional accessory structure or accessory dwelling privileges of the Type 3 site component.
- (3) This component is intended to be utilized with the majority of LO and LC use components except those that meet the intent of the Type 1 or Type 3 site component or with any use requiring drive-through service lanes.
- (4) This component is intended to be utilized with LO, LC, GC, HC, and HI use components when adjacent to residential districts and additional compatibility standards are warranted.
- (5) This component is generally not intended to be utilized with HC and HI use components except where such component is adjacent to, and not adequately buffered from, residential districts or other more restricted districts, and except as requested by the land owner.
- (6) Compliance with Type 1 standards shall also be deemed as compliance with this component.

**ARCHITECTURAL COMPONENT****TYPE A:**

*Features:* five or more architectural features.

*Intent:*

- (1) The Type A architectural component is intended to be utilized for high quality developments or to provide variety as an additional option for portions of a residential development and may be utilized in or adjacent to single-family uses.
- (2) This component is intended to be utilized for single-family development that backs up to, or sides to, a major thoroughfare.
- (3) Combined with appropriate use and site components, this component is intended to help provide for harmonious land use transitions by applying this component to a less restrictive use or site component adjacent to a more restrictive use or site component. This standard may be utilized to help ensure compatibility for non-residential uses, multi-family, two-family, townhouse or small lot residential development with adjacent property that is more restricted.
- (4) This component is intended to be utilized for buildings requiring heights greater than those provided in other architectural components.
- (5) This component may be utilized for any high profile development, for any property in a prominent location or at an important gateway to the community.
- (6) This component is not intended to become an involuntary standard for the majority of a single-family subdivision, especially with SFR, SFE, SFS, SFU and SFC components.

**COMPREHENSIVE PLAN:****Applicable Comprehensive Plan goal statements**

- Guide future growth and development following the comprehensive plan to achieve a more balanced, diverse economy;
- Provide new Commercial development opportunity;

**Applicable Future Land Use categories****MULTI-USE CORRIDOR**

- The Multi-Use Corridor future development category is intended for mixed-use areas to be developed at a higher density/intensity and with uses not primarily supported in Neighborhood Residential. These areas



are intended to provide for a mix of both commercial and residential uses that are not integrated into neighborhoods but maintain a seamless, compatible transition between residential and commercial uses.

Multi-Use Corridors are not intended for strip commercial nor are they expected to be predominantly commercial. These corridors have been identified as opportunity areas for businesses and daily services, high-intensity residential such as townhouses, civic and employment uses, but also traditional single-family neighborhoods where streets access these corridors.

These areas are intended to be developed with an auto-oriented character, which means vehicles and parking areas are a primary visual characteristic from the street. Access management is recommended to maintain safe traffic movement along these streets. Appropriate buffer yards are required to ensure compatibility with adjacent Neighborhood Residential.

#### **INTERGOVERNMENTAL/INTERDEPARTMENTAL REVIEW:**

This proposal was reviewed by all applicable departments within the City of Leander. All plats submitted will be reviewed by Williamson County along with City Staff.

#### **SCHEDULE:**

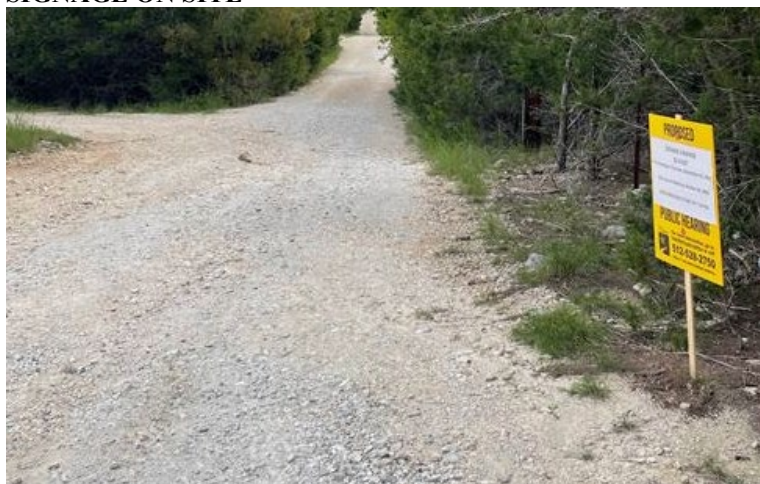
##### **DEVELOPMENT MEETING**

A development meeting was held with Staff on 12/20/2021. No significant changes were made to the proposal prior to official submittal.

##### **NOTIFICATION**

- 09/01/2022 - Public Notice on Hill Country News
- 09/07/2022 - Mail Notification to Property Owners within 200'
- 09/07/2022 - Public Hearing Signage Posted on Property (see below)
- 09/22/2022 - Planning and Zoning Commission Public Hearing
- 10/20/2022 - City Council Public Hearing & First Reading of the Ordinance
- 11/03/2022 - City Council Second & Final Reading of the Ordinance

##### **SIGNAGE ON SITE**



**PUBLIC NOTIFICATION:**

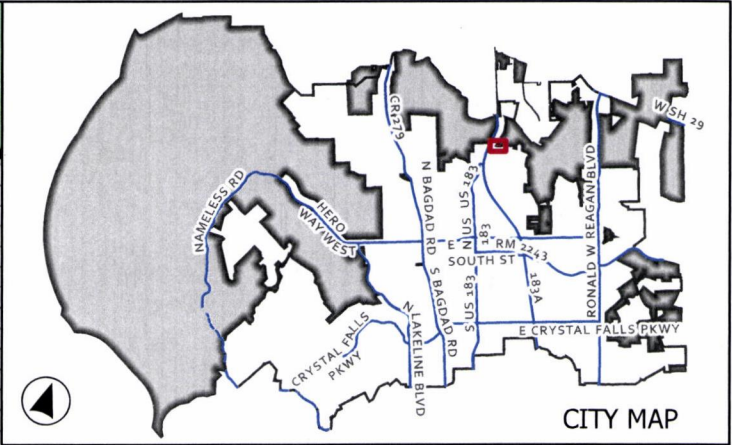
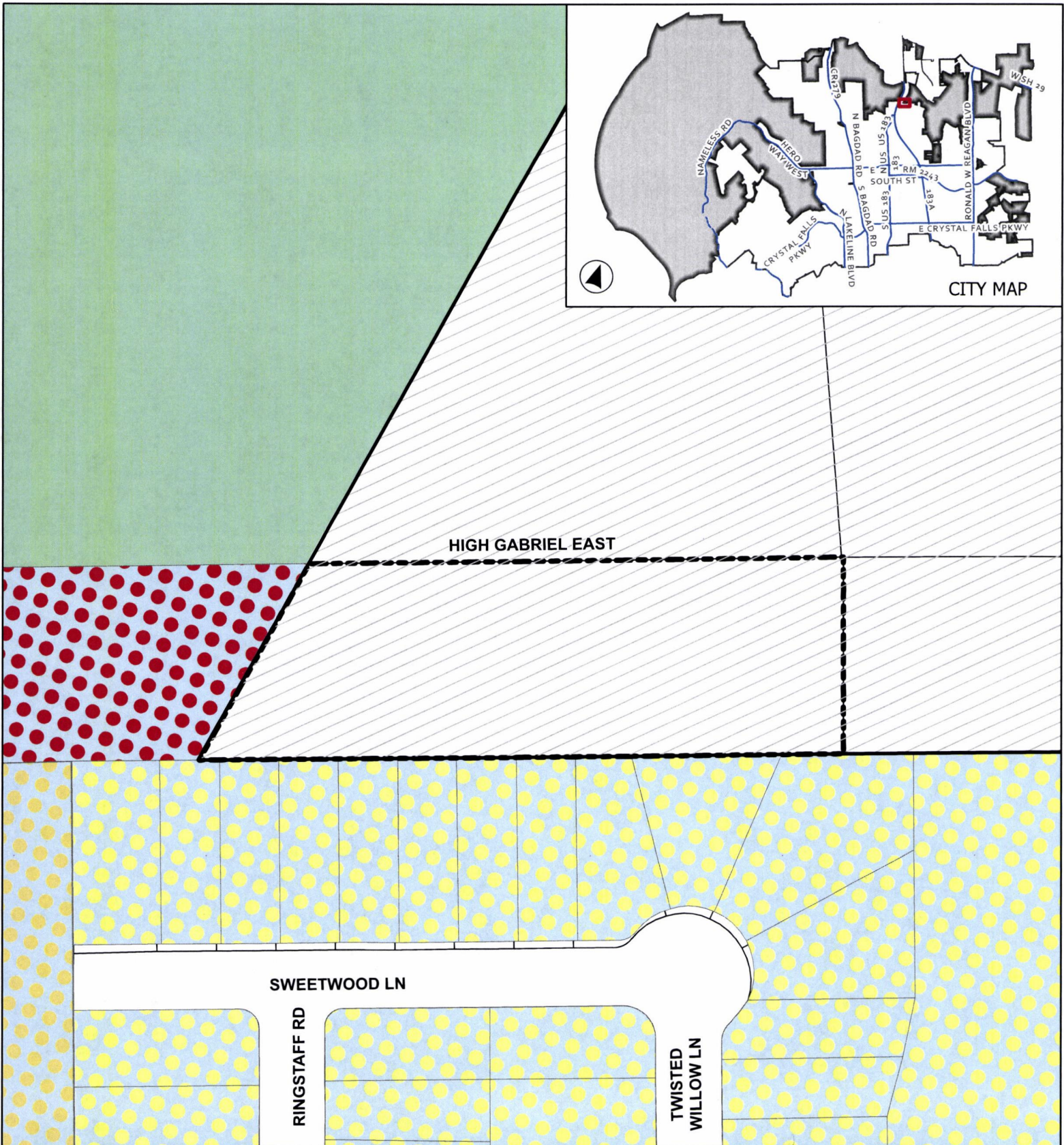
In addition to the notice mailed on behalf of the City to all property owners within 200', the agent reached out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' were also contacted.

Please see the full report from the applicant as attachment 9.

**APPROVAL CRITERIA:**

This request is proposing a Minor PUD in order to allow for the development of office and retail uses with the base zoning of LC-2-A (Local Commercial). This site will have frontage off US 183 and serve as an addition to the 50 High Gabriel East PUD. Allowable uses within the PUD are those permitted by right within the requested zoning, with the applicant adding several prohibited uses that are incompatible with the surrounding uses and area (i.e. animal boarding, bar, liquor store, outdoor nursery, etc). Staff recommends approval of the request.





CASE: 22-Z-027

ATTACHMENT 5

50 HIGH GABRIEL EAST (ADDITION)

### Current Zoning

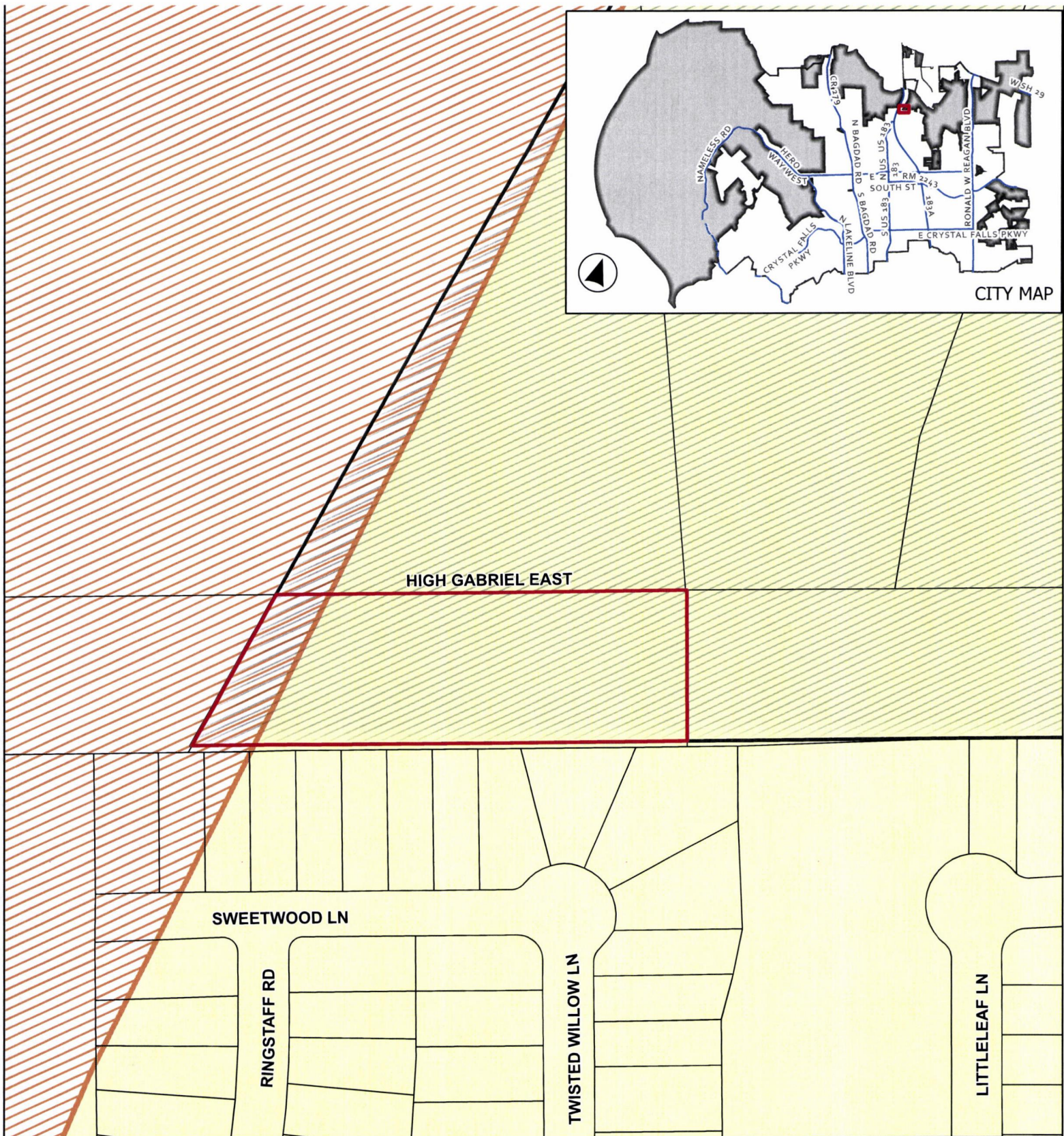
This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.

- Leander City Limits
- ETJ
- Subject Area
- SFS - Single-Family Suburban
- PUD - Single-Family
- PUD-CH
- PUD - General Commercial

0 37.5 75

Feet





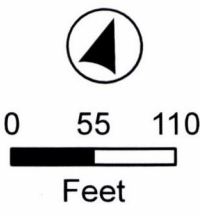
CASE: 22-Z-027

ATTACHMENT 3

50 HIGH GABRIEL EAST (ADDITION)

# Future Land Use Map

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



- Leander City Limits
  - Leander ETJ
  - Subject Area
- Future Land Use**
- Neighborhood Residential
  - Multi-Use Corridor - Priority Corridor



R035778  
R035779

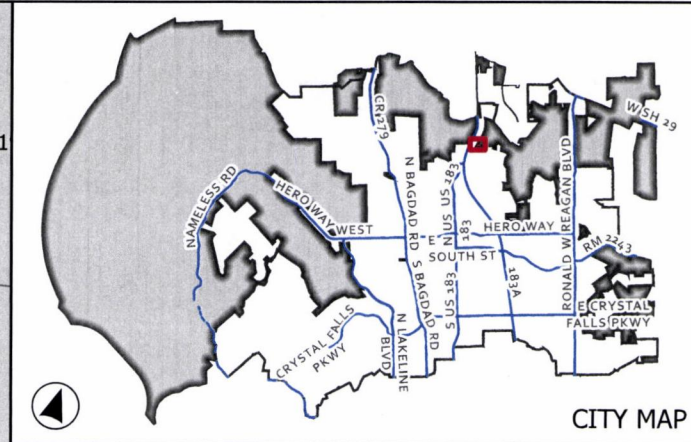
R594287

R035918

R03591

US 183 SB

US 183 NB



CITY MAP

R032223

R324905

R032227

R474022

HIGH GABRIEL EAST

R032240

R474021

R362129

R563942

R563946 R563948

R563951

R563987

R563943 R563945 R563947 R563949 R563950

R563984 R563986 R563988 R563985 R563989

SWEETWOOD LN

R563953

BEAUTYBERRY LN

R032239

R576406

WHISTLING DUCK DR

RINGSTAFF RD

TWISTED WILLOW LN

LITTLELEAF LN

R563933 R563934

R563929 R563927 R563928 R563926

R563961 R563962 R563965 R563964

R564003 R564004 R564005 R564006 R564007 R564008 R564009 R564010 R564011 R564012 R564013 R564014 R564015 R564016 R564017 R564018

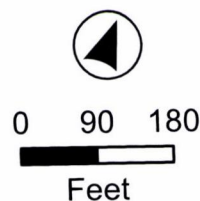
CASE: 22-SU-002

ATTACHMENT 4

50 HIGH GABRIEL  
EAST (ADDITION)

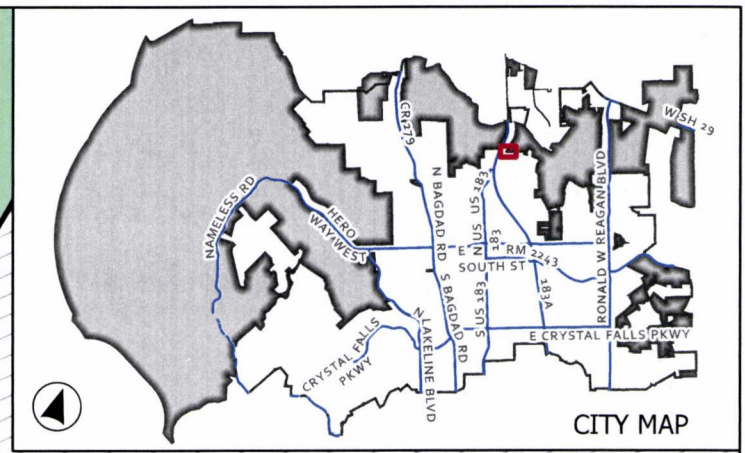
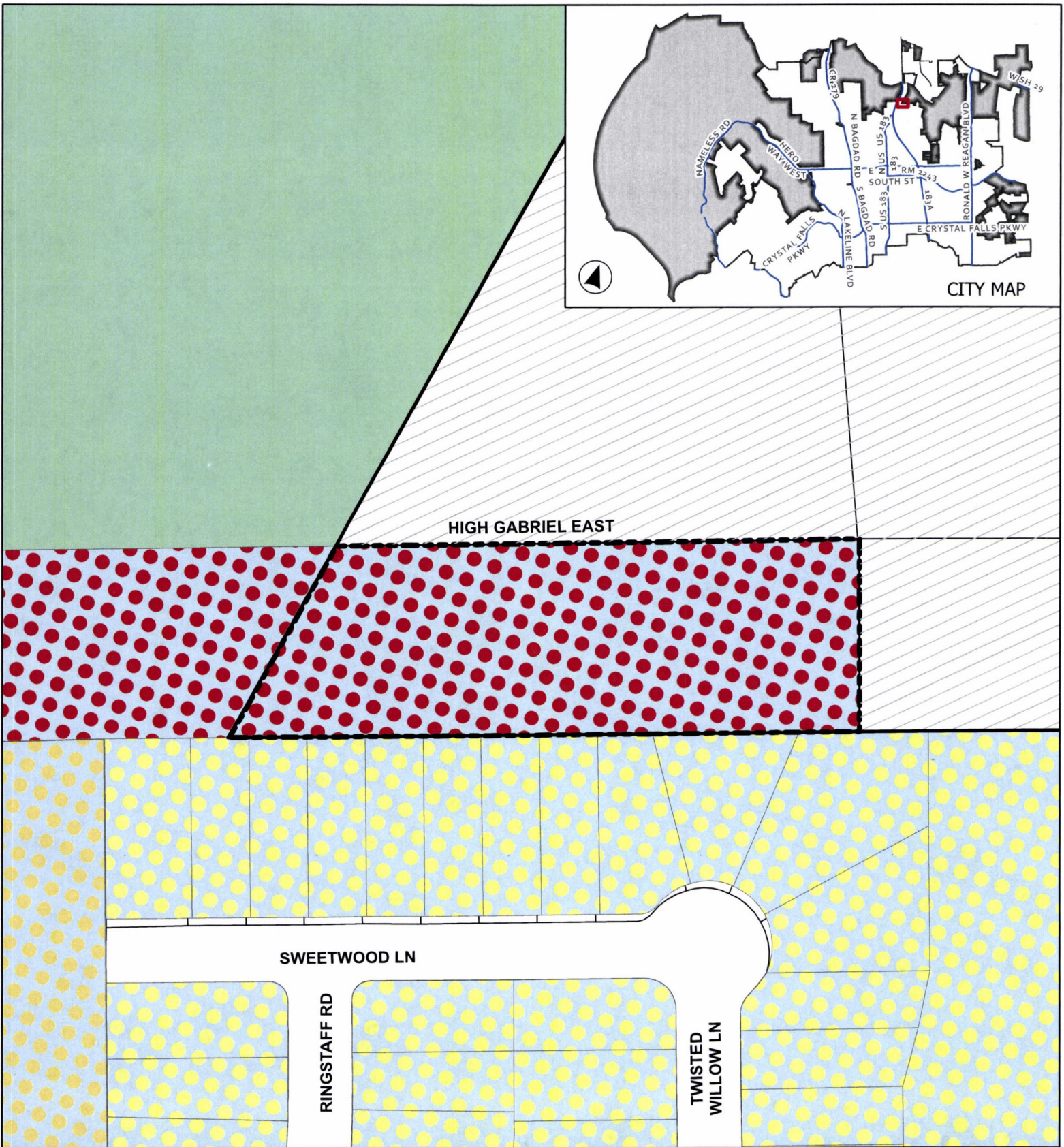
## Public Notification

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



- 200' Buffer
- 500' Buffer
- Leander City Limits
- ETJ
- Site Location





CASE: 22-Z-027

ATTACHMENT 5

50 HIGH GABRIEL  
EAST (ADDITION)

## Proposed Zoning

- Leander City Limits
- Proposed ETJ
- Subject Area
- SFS - Single-Family Suburban

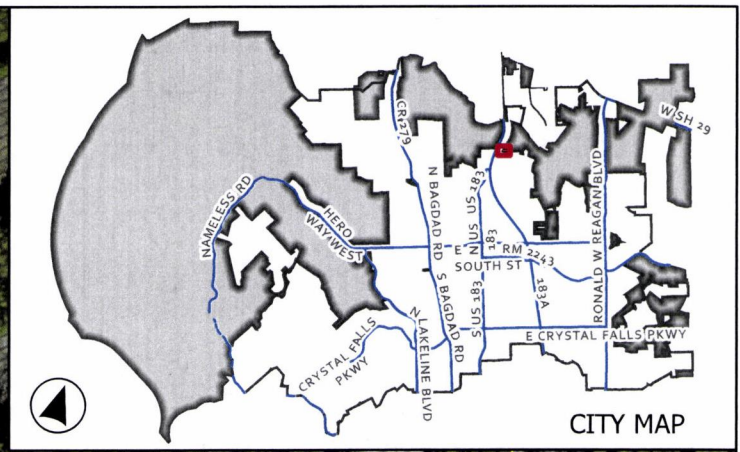
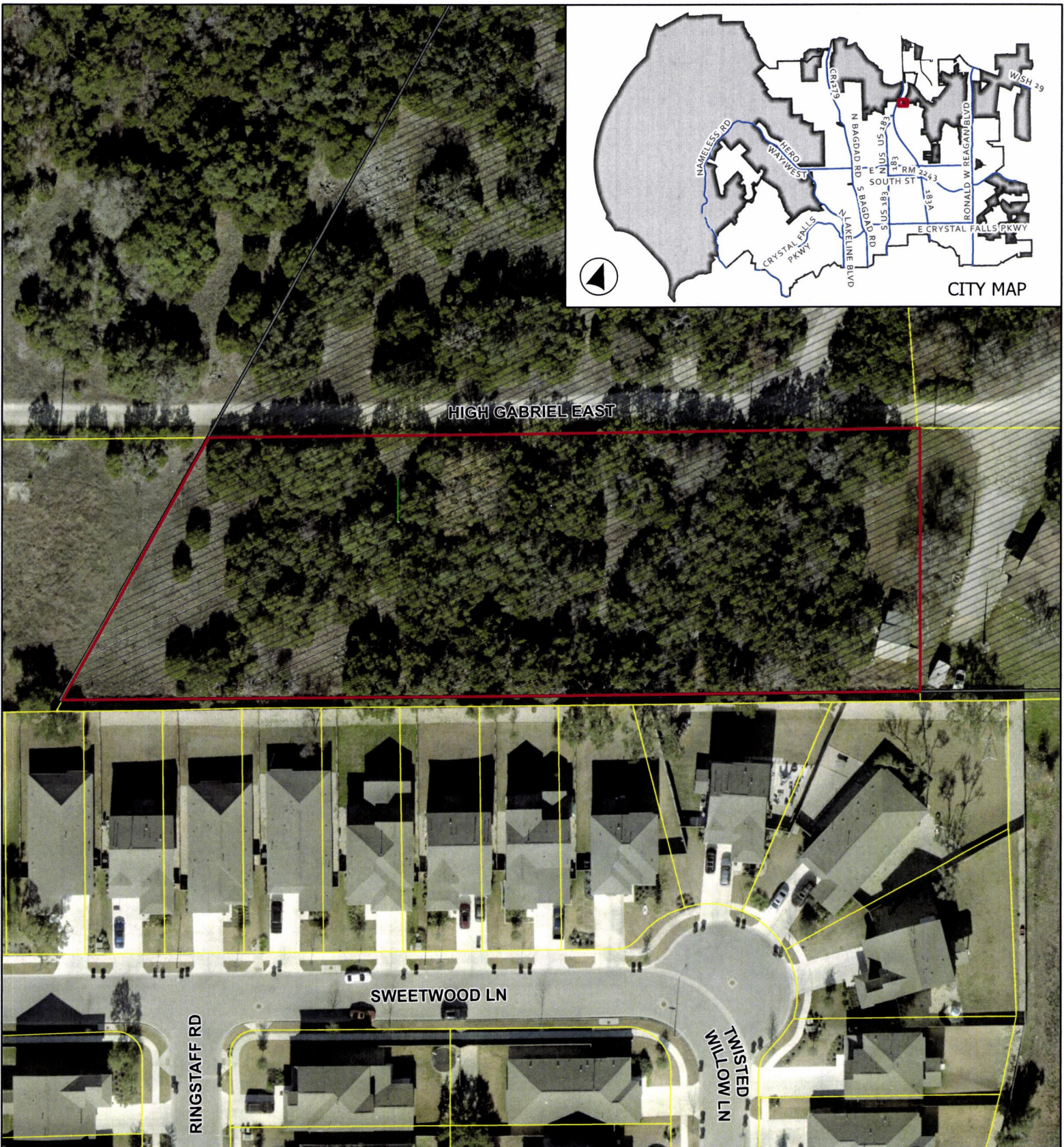
- PUD - Single-Family
- PUD-CH
- PUD - General Commercial



0 37.5 75  
Feet

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.





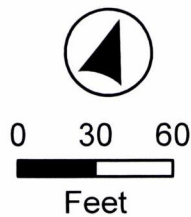
CASE: 22-Z-027

ATTACHMENT 6

50 HIGH GABRIEL  
EAST (ADDITION)

## Aerial Map

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



- Leander City Limits
- Leander ETJ
- Subject Area



## **EXHIBIT A**

### **50 High Gabriel East Addition Minor Planned Unit Development**

#### **A. Purpose and Intent**

1. The 50 High Gabriel East Addition PUD is comprised of approximately 1.594 acres, as shown in **Exhibit B**. The development of this property includes commercial uses.

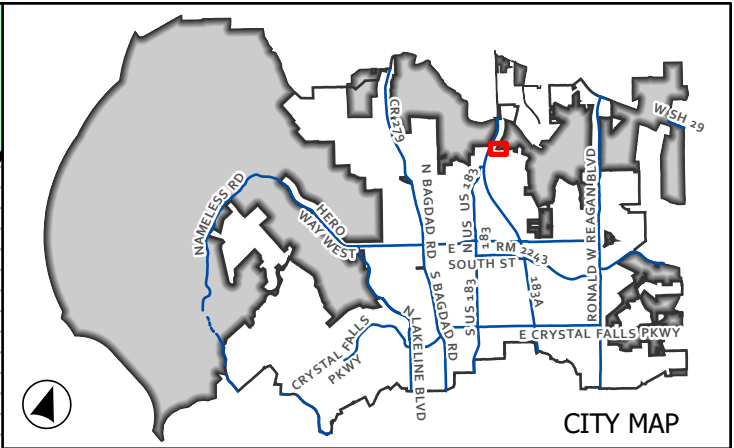
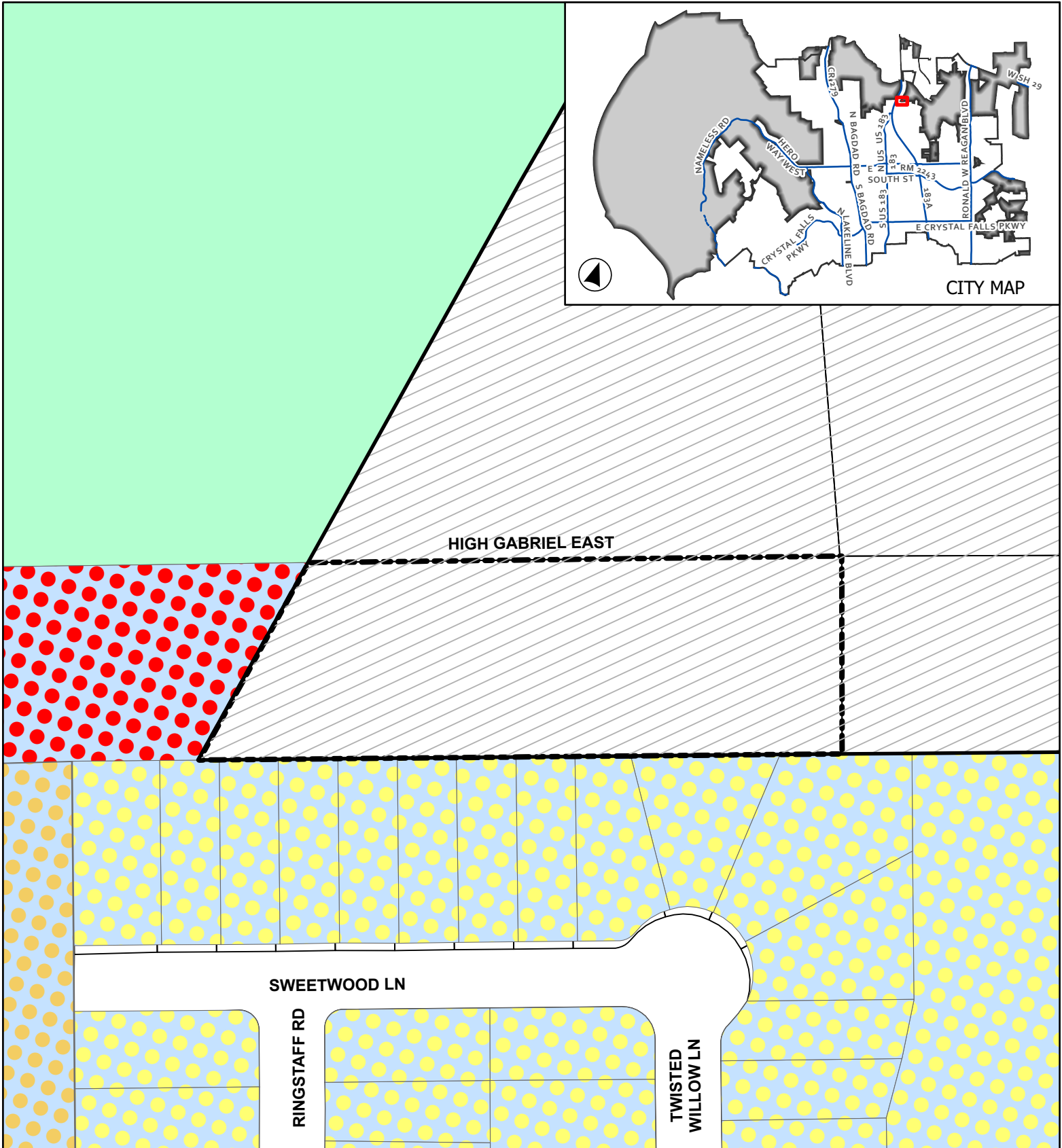
#### **B. Applicability and Base Zoning**

1. All aspects regarding the development of this PUD shall comply the City of Leander Composite Zoning Ordinance, except as established in this exhibit, titled **Exhibit A**.
2. For the purpose of establishing development standards for the PUD, the following base zoning districts have been selected from the Leander Composite Zoning Ordinance.

LC-2-A (Local Commercial)

#### **C. Allowable / Prohibited Uses**

1. The allowable uses shall include those permitted uses within LC-2-A General Commercial District.



CASE: 22-Z-027
50 HIGH GABRIEL EAST (ADDITION)

### Exhibit B

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.

- Leander City Limits
- ETJ
- Subject Area
- SFS - Single-Family Suburban

- PUD - Single-Family
- PUD-CH
- PUD - General Commercial

0 37.5 75 Feet



Kirkman Engineering  
1130 Cottonwood Creek Trail  
Suite C3  
Cedar Park, TX 78613  
512-428-8586



August 2, 2022

City of Leander Planning Department  
P.O. Box 319  
Leander, Texas 78646

**Zoning Change Request: 50 High Gabriel East, Leander TX**

On behalf of the property owner, I am applying for a zoning change on the property located at 50 High Gabriel East (Williamson County Appraisal District Parcel ID R474021) and more particularly described below.

The property is currently undeveloped with moderate tree coverage and sloping terrain. The property is bound along the south by the Bryson residential community, to the north by existing High Gabriel Road and undeveloped property, to the east by residential acreage and to the west by Highway 183A.

The property is currently in the City of Leander's ETJ with a change to Minor PUD with GC-3-A base district being proposed. This change in zoning will provide for the ability to develop office and retail uses on the property consistent with the Leander future land use plan.

I look forward to working with the Leander team on this project. Please don't hesitate to contact me at 512-428-8586 if you have any questions.

Sincerely,

Shea Kirkman, P.E.

## APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATIONS

1. How and when were the surrounding neighborhood and residential property owners within 500' notified, how was information shared, and who was directly involved in the communication process? Please provide the address of the properties notified and the name and contact information of the residents directly involved in the communication process. Attach any materials that were distributed.

Letters were mailed to the surrounding properties. The applicant personally met with the adjacent owners to the east and continue to coordinate the project monthly. The applicant attended a Bryson HOA Board meeting on March 22, 2022 to outline the entire project and answer questions. The contact information of the notified properties are attached.

2. Who was notified (i.e. property owners, HOA, etc)? The HOA and/or a representative if there is no organized HOA must be contacted, if applicable. Provide a separate sheet listing the contact information used including the names and addresses of the individuals.

See attached sheet for the owners information and address that were notified. See below for the contact information of the Bryson HOA; Marsha Hove, CMCA, AMS, PCAM (Community Manager, Bryson) 1960 Pleasant Hill Rd • Leander, TX 78641 (p: 512-259-1035 • c: 512- 808-3700) [www.mybrysoncommunity.com](http://www.mybrysoncommunity.com) [www.CCMCnet.com](http://www.CCMCnet.com)

3. What concerns were raised during these communications?

1. How will our site be accessed? Answer: from 183 and not through Bryson.

2. What uses are planned? Answer: Retail/Medical/Professional Office including several buildings owner occupied by the development team.

3. What will the buildings look like? Answer: Don't know yet, but looking to attract high end tenants so building materials expected to meet and/or exceed City standard.

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

None

The above information is deemed to be true to the best of my knowledge.

Signature: 

Date: 7/5/22

WONG TAI KEONG ETUX &  
KWOK-WAI CHIU ETUX  
12907 TANTARA DRIVE,  
AUSTIN, TX 78729

ARSG LIVING LLC  
Attn: MATT ENZLER  
3889 MAPLE AVE #STE 200  
DALLAS, TX 75219

BOGDAN MARIUS NEGRU & ALINA  
LAURA NEGRU  
525 SWEETWOOD LN  
LEANDER, TX 78641

VERONICA YADIRA GALAVEZ  
537 SWEETWOOD LN  
LEANDER, TX 78641

BROWN ROSS & MARGARITA RUBI  
AVILES BENITEZ  
609 SWEETWOOD LN  
LEANDER, TX 78641

PATRICIA GAIL SIERRA & JOSE  
MIGUEL SIERRA  
2320 TWISTED WILLOW LN  
LEANDER, TX 78641

WILLIAM LARKAM & ANNA  
CHRISTIAN DOSS LARKAM  
2316 RINGSTAFF RD  
LEANDER, TX 78641

LISA M GREEN & JOHN R OTERO  
451 HIGH GABRIEL EAST  
LEANDER, TX 78641

MICHAEL RAY CHAFFIN & RHONDA  
LEE CHAFFIN  
517 SWEETWOOD LN  
LEANDER, TX 78641

SUSAN BESS WILSON  
529 SWEETWOOD LN  
LEANDER, TX 78641

KATHRYN BIENVENU TRUSTEE  
425 CRESS ST  
LAGUNA BEACH, CA 92651

ROGER WILLIAM HILL & MEGHAN  
ELYSE HILL  
613 SWEETWOOD LN  
LEANDER, TX 78641

LAURA ELIZABETH BENNETT  
2316 TWISTED WILLOW LN  
LEANDER, TX 78641

BRYSON COMMUNITY ASSOCIATION  
INC  
CCMC 3800 N LAMAR BLVD STE 200  
AUSTIN, TX 78756-0003

MARK MCILHERAN & CHERRI  
MCILHERAN  
501 HIGH GABRIEL EAST  
LEANDER, TX 78641

TAMMY LYNN RADEN  
521 SWEETWOOD LN  
LEANDER, TX 78641

MBMB INVESTMENT TRUST  
752 NELSON RANCH RD  
CEDAR PARK, TX 78613

MASON ANDREW GRAY &  
KARA ANN GRAY  
605 SWEETWOOD LN  
LEANDER, TX 78641

REID RUTHERFORD & BETH HUSAK  
RUTHERFORD  
2324 TWISTED WILLOW LN  
LEANDER, TX 78641

AZAMAT MURZABAYEV & ALIYA  
TUREKESHOVA MURZABAYEV  
2313 RINGSTAFF RD  
LEANDER, TX 78641



**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS, AMENDING THE ZONING ORDINANCE BY CREATING THE 50 HIGH GABRIEL EAST ADDITION MINOR PUD (PLANNED UNIT DEVELOPMENT) WITH THE BASE ZONING DISTRICT OF LC-2-A (LOCAL COMMERCIAL); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the owner of the property described herein after (the "Property") has requested that the Property be rezoned;

**WHEREAS**, after giving at least ten (10) days written notice to the owners of land within two hundred (200') feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

**WHEREAS**, after publishing notice of the public hearing at least fifteen (15) days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS, THAT:**

**SECTION 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**SECTION 2. Amendment of Zoning Ordinance.** Ordinance No. 05-018-00, as amended, the City of Leander Composite Zoning Ordinance (the "Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

**SECTION 3. Applicability.** This ordinance applies to the following parcel of land, which is herein referred to as the "Property". That certain parcel of land being 1.59 acres, ±; being more particularly described in Exhibit "B"; and identified by tax identification number R474021; more particularly described in Instrument Number 2022050623 recorded in the Official Public Records of Williamson County, Texas.

**SECTION 4. Property Rezoned.** The Zoning Ordinance is hereby amended by creating the 50 High Gabriel East Addition Minor PUD (Planned Unit Development) with the base zoning district of LC-2-A (Local Commercial). The Minor PUD shall be developed and occupied in accordance with this Ordinance, the PUD plan attached as Exhibits "A" and "B", which are hereby adopted and incorporated herein for all purposes, and the Composite Zoning Ordinance to the extent not amended by this Ordinance. In the event of a conflict between the Composite Zoning Ordinance and the requirements for the Property set forth in this Ordinance, this Ordinance shall control.

**SECTION 5. Recording Zoning Change.** The City Council directs the Planning Department to record this zoning classification on the City's official zoning map with the official notation as prescribed by the City's zoning ordinance.

**SECTION 6. Severability.** Should any section or part of this ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

**SECTION 7. Open Meetings.** That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

**PASSED AND APPROVED** on First Reading this the 20<sup>th</sup> day of October, 2022.  
**FINALLY PASSED AND APPROVED** on this the 3<sup>rd</sup> day of October, 2022.

**ATTEST:**

**THE CITY OF LEANDER, TEXAS:**

---

Dara Crabtree, City Secretary

---

Christine DeLisle, Mayor



**MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LEANDER, TEXAS**

Pat Bryson Municipal Hall  
201 North Brushy Street - Leander, Texas

September 22, 2022 at 7:00 PM



**Place 1 – Donnie Mahan, *Vice Chair***  
**Place 2 – John Cosgrove, *Chair***  
**Place 3 – Ron May**  
**Place 4 – Deirdre Moss**

**Place 5 – Gary Hampton, Jr.**  
**Place 6 – Laura Lantrip**  
**Place 7 – Rick Carpenter**

The meeting will be live-streamed at the following link: <https://www.leandertx.gov/video>.

1. Call to Order at 7:00 p.m.

2. Roll Call

All Commissioners are present.

3. Director's report to the Planning & Zoning Commission on actions taken by the City Council at the September 15, 2022, meeting.

4. Review of meeting protocol.

5. Citizen Comments: Three (3) minutes allowed per speaker.  
*[Please turn in speaker request form before the meeting begins.]*

**CONSENT AGENDA: ACTION**

Chair Cosgrove stated Item 7 was pulled from consent and would be considered separately as part of the Regular Agenda.

6. Approval of Subdivision Case 20-FP-016 regarding Palmera Bluff Section 6 Final Plat on two parcels of land approximately 18 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District parcels R032201 and R032200; generally located north of Palmera Bluff Sections 3 & 5, Leander, Williamson County, Texas.



7. Approval of Subdivision Case 22-PP-007 regarding Wildspring Subdivision Preliminary Plat on one parcel of land approximately 111.57 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District parcel R032112; generally located NW of the intersection of CR 177 and CR 175, Leander, Williamson County, Texas.

Motion made by Commissioner Ron May, seconded by Commissioner Deirdre Moss to approve the preliminary plat.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

8. Approval of Minutes.

Motion made by Commissioner Hampton, Jr. to approve the consent agenda items 6 & 8, seconded by Commissioner Carpenter.

**7 to 0 Passed**

#### **PUBLIC HEARING: ACTION**

9. Conduct a Public Hearing regarding Special Use Case 22-SU-002 to allow for the temporary residential use of a travel trailer or recreational vehicle for use by owners while building permanent home on site; on one parcel of land approximately 4.72 acres  $\pm$  in size, more particularly described by Travis Central Appraisal District Parcel 513800; and more commonly known as 13201 Vista Rock Drive, Leander, Travis County, Texas.

- Discuss and consider action regarding Special Use Permit Case 22-SU-002 as described above.

Motion made by Commissioner Laura Lantrip, seconded by Vice Chair Donnie Mahan to approve the special use.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

10. Conduct a Public Hearing and consider action regarding Zoning Case 22-Z-022 to amend the current zoning of SFR-3-B (Single-Family Rural) to adopt the Moon Valley PUD (Planned Unit Development) with a base zoning district of LC-5-D (Local Commercial) on two parcels of land approximately 8.78 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R319362 and R031223; and more commonly known as 15841 Ronald W Reagan Blvd, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case 22-Z-022 as described above.

Ray Hill, Kanav Bansal, Rita Flores and Maria Hill spoke against.

Emily Kaszczuk, Cunningham, Jeff Schmitt, Joby Strobo, Cynthia Cunningham, Loren Morgan,

Mandy Gegoux Rafael de Magalhaes Dreher, and Marie Cates positions were read into the record as against.

Jason Suchomel and Emily Kaszczuk are against and had their comments read into the record.

Motion made by Vice Chair Donnie Mahan, seconded by Commissioner Rick Carpenter to approve the zoning request with the condition that the permitted use are updated to limit the uses to Retail Nursery and associated goods and to remove C.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

11. Conduct a Public Hearing regarding Zoning Case 22-Z-027 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to adopt the 50 High Gabriel Minor PUD (Planned Unit Development) with a base zoning of GC-3-A (General Commercial) on one parcel of land approximately 1.59 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R474021; and more commonly known as 50 High Gabriel East, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case 22-Z-027 as described above.

Motion made by Vice Chair Donnie Mahan, seconded by Commissioner Laura Lantrip to approve the zoning request with the amended base zoning district of LC-2-A.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

12. Conduct a Public Hearing and consider action regarding Zoning Case 22-Z-028 to amend the current zoning of T6 (Urban Core Zone) to adopt the Metro Way Medical Center PUD (Planned Unit Development) with the LC-2-A (Local Commercial) on one parcel of land approximately 4.37 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R573740; and generally located to the northeast S US 183 and Metro Dr., Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case 22-Z-028 as described above.

Motion made by Commissioner Ron May, seconded by Vice Chair Donnie Mahan to approve the zoning request.

Chair Cosgrove withdrew the motion.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

NAY: Commissioner Laura Lantrip, Commissioner Rick Carpenter

**5 - 2 Passed**

Motion made by Commissioner Ron May, seconded by Vice Chair Donnie Mahan to approve the zoning request with the condition that the PUD notes corrected to include a 10' foot setback.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

NAY: Commissioner Laura Lantrip, Commissioner Rick Carpenter

**5 - 2 Passed**

13. Conduct a Public Hearing and consider action regarding Zoning Case 22-Z-029 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to HC-4-D (Heavy Commercial) on two parcels of land approximately 9.111 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R031284 and R324449; and more commonly known as 2967 & 3005 Hero Way, Leander, Williamson County, Texas.
- Discuss and consider action regarding Zoning Case 22-Z-029 as described above.

Motion made by Commissioner Laura Lantrip, seconded by Commissioner Rick Carpenter to approve the zoning request.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

## REGULAR AGENDA

14. Discuss and consider action regarding Subdivision Case 22-PP-004 to approve the Bar W Ranch West Phases 10 and 11 Preliminary Plat on six parcels of land approximately 94.5 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R544598, R532728, R539735, R539738, R573683, R544612; generally located northeast of CR 267 and Bar W Ranch Blvd. Leander, Williamson County, Texas.

Motion made by Commissioner Ron May, seconded by Vice Chair Donnie Mahan to approve the preliminary plat.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

15. Discuss and consider action on Tree Removal Case 22-TRP-006 regarding removal of a Significant Tree associated with the Brushy Creek Retail Floodplain Development Project, generally located at US 183 and Metro Dr. Leander, Williamson County, Texas.

Motion made by Commissioner Deirdre Moss, seconded by Commissioner Rick Carpenter to deny the Tree Removal request.



AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip,  
Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron  
May, Vice Chair Donnie Mahan

**7 - 0 Passed**

16. Discuss and consider action on the Planning & Zoning Commission Progress Report for September 2021 to August 2022.

Commissioners had discussion. No action was taken.

17. Adjournment at 8:37 p.m.

APPROVED:

---

CHAIRMAN COSGROVE

ATTEST:

---

ELLEN COUFAL  
PLANNING & ZONING COMMISSION SECRETARY



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Conduct a Public Hearing regarding Zoning Case 22-Z-028 to amend the current zoning of T6 (Urban Core Zone) to adopt the Metro Way Medical Center PUD (Planned Unit Development) with the LC-2-A (Local Commercial) on one (1) parcel of land approximately 4.37 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcel R573740; and generally located to the northeast S. US 183 and Metro Drive, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case 22-Z-028 as described above.

**BACKGROUND:**

This request is the second step in the zoning process. Staff recommends approval of this request. The request is consistent with the Comprehensive Plan, Composite Zoning Ordinance, and the ordinance adopted by the Council to allow for developments to be removed from the TOD. In this situation, the property has natural challenges that make strict compliance with the TOD requirements as well as the zoning setbacks difficult. The floodplain/greenway divides the property from the TOD and pushes the developable area closer to Metro Drive. In addition, there was a typo in the PUD notes that required a 15 foot setback. The Commission recommended approval of the correction to a 10 foot setback.

**HISTORY/TIMELINE:**

09/22/2022 Planning & Zoning Commission, 1st Public Hearing

**APPLICANT/AGENT:**

Goode Faith Engineering (Anthony Goode) behalf of Transit Village Investments, Ltd (Lance Hughes and Jeff Musgrove).

**RECOMMENDATION:**

The Planning & Zoning Commission recommended approval of this request with the corrected setbacks during the September 22, 2022 meeting with a 5-2 vote (Commissioners Lantrip and Carpenter opposing). Commissioners Lantrip and Carpenter opposed this request because they were concerned about the impacts on the Northline Development and remainder of the TOD since this is an entrance to the area.

**PRESENTER:**

Robin M. Griffin, AICP, Executive Director of Development Services

---

**Attachments**

1. Planning Analysis
2. Current Zoning Map
3. Future Land Use Map
4. Public Notice Map
5. Proposed Zoning Map
6. Aerial Map
7. Minor PUD Notes
8. Letter of Intent
9. Neighborhood Outreach

10. Ordinance

11. P&Z Minutes





## PLANNING ANALYSIS

### ZONING CASE 22-Z-028 METRO WAY MEDICAL CENTER MINOR PUD

#### GENERAL INFORMATION

|                           |                                                                                                                                     |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Owner/Agent:</b>       | Goode Faith Engineering (Anthony Goode) behalf of Transit Village Investments, Ltd (Lance Hughes and Jeff Musgrove).                |
| <b>Current Zoning:</b>    | T6 (Urban Core Zone)                                                                                                                |
| <b>Proposed Zoning:</b>   | Metro Way Medical Center Minor PUD (Planned Unit Development) with the following base zoning district:<br>LC-2-A (Local Commercial) |
| <b>Size and Location:</b> | The property is located to the northeast S US 183 and Metro Dr., including approximately 4.37 acres.                                |
| <b>Staff Contact:</b>     | Michael Chenausky, AICP, Senior Planner                                                                                             |

#### APPLICANT REQUEST

The applicant has submitted a request to change the designated zoning district of their property in order to develop the property under the Composite Zoning Ordinance.

#### STAFF CONCLUSIONS

Y N

- ☒ ☐ Does the proposal comply with the intent statements of the Composite Zoning Ordinance? *see page 3*
- ☒ ☐ Does the proposal comply with the goal statements of the Comprehensive Plan? *see page 4*
- ☒ ☐ Does the proposal warrant any other special considerations? *see below*

#### SPECIAL CONSIDERATIONS

On 03/05/2020 City Council approved Ordinance 20-014-00 which allowed land owners within the Transit Oriented Development District to apply for zoning under the Composite Zoning Ordinance.

The Comprehensive Plan lists appropriate and use types in the Greenways Future Land Use category as institutional or other, with other referring to storm water facilities. However the Greenway land use category is not limited to one area, and roughly aligns with the floodplain following creeks, rivers and other drainage areas across the City. Because of this large area, the Comprehensive Plan lists all zoning districts as suitable within the Greenway.

This property is located at the intersection of an arterial and collector class roadway. Commercial uses are appropriate at this location.

**SITE INFORMATION:****ABUTTING ZONING AND LAND USE:**

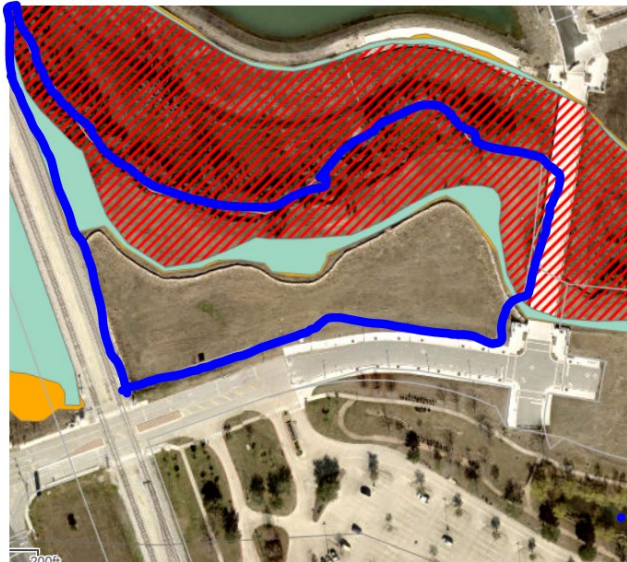
|       | <b>ZONING</b>              | <b>LAND USE</b>                          |
|-------|----------------------------|------------------------------------------|
| NORTH | Civic Space, Northline PUD | Under construction mixed-use development |
| EAST  | Civic Space, Northline PUD | Under construction mixed-use development |
| SOUTH | T6 (Urban Core Zone)       | Cap Metro Station                        |
| WEST  | GC-3-C                     | US 183, Train Station                    |

**SURROUNDING AREA:**

This property is located just north of the Cap Metro Station and east of US 183 and the train tracks. The property is southwest of the Northline development and accessible by bridge along Metro Dr.

**PHYSICAL AND NATURAL FEATURES:**

The northern portion of this tract is within the floodway.

**PROPERTY HISTORY:**

This property was annexed into the City of Leander on July 16, 1997.

**PREVIOUS ZONING CASES:**

The following zone cases were previously submitted for this property:

- Zoning Case 05-Z-006 requested a zone change to T6 Urban Core Zone as part of the Transit Oriented Development and was approved on 09/22/2005.

**MAJOR CORRIDORS:**

This property has access onto Metro Dr.

**TRANSPORTATION PLAN REQUIREMENTS:**

The table below includes the proposed streets within the development. These streets have not been reviewed and are subject to change during the review process.

| STREET      | CLASSIFICATION | LAND USE CONTEXT    | DESIGN ELEMENTS                  |
|-------------|----------------|---------------------|----------------------------------|
| Metro Drive | Collector      | Commercial corridor | 74' ROW<br>4 lane<br>6' sidewalk |

**SUBDIVISIONS:**

The following subdivision cases were previously submitted for this property:

- San Gabriel Park Subdivision plat was recorded on 05/18/2004.

**EXISTING UTILITIES:**

This property has access to water and wastewater utilities.

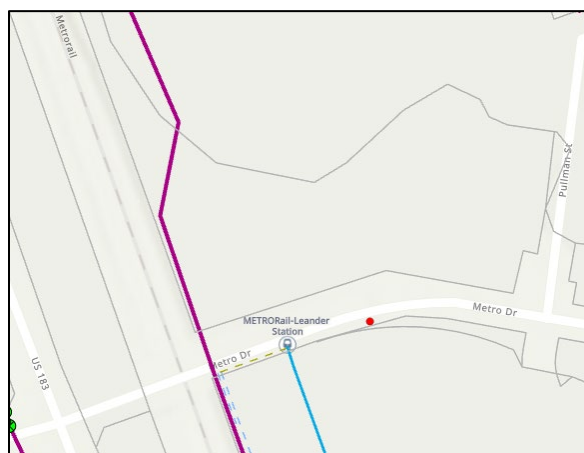


Figure 1 Waterline

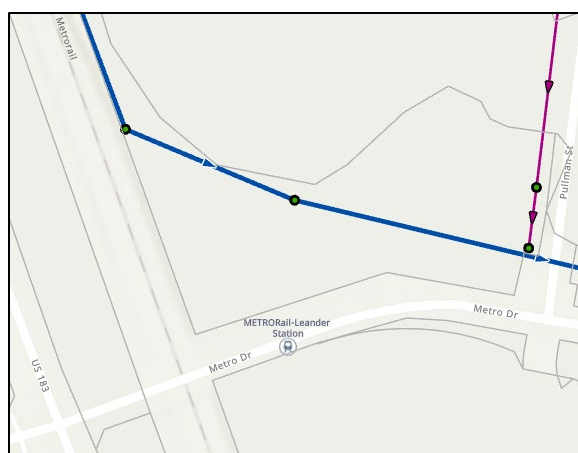


Figure 2 Wastewater line

**CURRENT LAND USES:**

This property is currently undeveloped

**PROPOSED ZONING DISTRICT:****USE COMPONENT****LC – LOCAL COMMERCIAL:**

*Features:* Any use in LO plus retail sales and services, restaurants, banks, nursery or greenhouse, grocery sales, pharmacies, fitness centers, dance and music academies, artist studio, colleges and universities, bed and breakfast. Hours of operation: 5:00 a.m. to 10:00 p.m. Sun.-Thurs., 5:00 a.m. to 11:00 p.m. Fri. and Sat.

*Intent:* Development of small scale, limited impact commercial, retail, personal services and office uses located in close proximity to their primary customers, which cater to the everyday needs of the nearby residents, and which may be located near residential neighborhoods. Access should be provided by a collector or higher classification street.



**SITE COMPONENT****TYPE 2:**

*Features:* Accessory buildings greater of 10% of primary building or 120 sq. ft.; accessory dwellings for SFR, SFE and SFS; drive-thru service lanes; uses not to exceed 40,000 sq. ft.; multi-family provides at least 100% of units with an enclosed garage parking space.

*Intent:*

- (1) The Type 2 site component may be utilized with non-residential developments that are adjacent to a residential district or other more restrictive district to help reduce potential negative impacts to the more restrictive district and to provide for an orderly transition of development intensity.
- (2) The Type 2 site component is intended to be utilized for residential development not meeting the intent of a Type 1 site component and not requiring the additional accessory structure or accessory dwelling privileges of the Type 3 site component.
- (3) This component is intended to be utilized with the majority of LO and LC use components except those that meet the intent of the Type 1 or Type 3 site component or with any use requiring drive-through service lanes.
- (4) This component is intended to be utilized with LO, LC, GC, HC, and HI use components when adjacent to residential districts and additional compatibility standards are warranted.
- (5) This component is generally not intended to be utilized with HC and HI use components except where such component is adjacent to, and not adequately buffered from, residential districts or other more restricted districts, and except as requested by the land owner.
- (6) Compliance with Type 1 standards shall also be deemed as compliance with this component.

**ARCHITECTURAL COMPONENT****TYPE A:**

*Features:* 5 or more architectural features.

*Intent:*

- (1) The Type A architectural component is intended to be utilized for high quality developments or to provide variety as an additional option for portions of a residential development and may be utilized in or adjacent to single-family uses.
- (2) This component is intended to be utilized for single-family development that backs up to, or sides to, a major thoroughfare.
- (3) Combined with appropriate use and site components, this component is intended to help provide for harmonious land use transitions by applying this component to a less restrictive use or site component adjacent to a more restrictive use or site component. This standard may be utilized to help ensure compatibility for non-residential uses, multi-family, two-family, townhouse or small lot residential development with adjacent property that is more restricted.
- (4) This component is intended to be utilized for buildings requiring heights greater than those provided in other architectural components.
- (5) This component may be utilized for any high profile development, for any property in a prominent location or at an important gateway to the community.
- (6) This component is not intended to become an involuntary standard for the majority of a single-family subdivision, especially with SFR, SFE, SFS, SFU and SFC components.

**COMPREHENSIVE PLAN:****Applicable Comprehensive Plan goal statements**

- Guide future growth and development following the comprehensive plan to achieve a more balanced, diverse economy.

**Applicable Future Land Use categories****GREENWAYS**

- The Greenways future development category contains active and passive parkland, trails, and open spaces that have been designated for public use. Greenways are linear parks that serve multiple purposes, including connecting the community and managing stormwater impacts. These spaces are also critical to providing green spaces amidst urban development, for the outdoor enjoyment of residents and workers while connecting public (and private) parks and amenities.

A Leander Greenways network is a framework for a regional destination for people looking for trail activities, a cycling loop system, and active transportation routes to employment centers. From a community perspective, greenways are opportunities for placemaking, including art, historical elements, civic spaces, and wildlife viewing.

Development adjacent to the greenway system should primarily be oriented towards the green space, with buildings fronting public paths, parkway streets providing access, and a public relationship between the greenway corridor and adjacent private development. Trail connections should be made frequently to adjacent developments to provide access.

#### **INTERGOVERNMENTAL/INTERDEPARTMENTAL REVIEW:**

This proposal was reviewed by all applicable departments within the City of Leander. All plats submitted will be reviewed by Williamson County along with City Staff.

#### **SCHEDULE:**

##### **DEVELOPMENT MEETING**

A development meeting was held with Staff on 07/18/2022. The following changes were made to the project since the development meeting was held:

- No Changes

The following ordinance changes occurred following the development meeting which may have impacted this project.

- No relevant changes.

##### **NOTIFICATION**

09/01/2022 - Public Notice on Hill Country News

09/07/2022 - Mail Notification to Property Owners within 200'

09/07/2022 - Public Hearing Signage Posted on Property

09/22/2022 - Planning and Zoning Commission Public Hearing

10/20/2022 - City Council Public Hearing & First Reading of the Ordinance

11/03/2022 - City Council Second & Final Reading of the Ordinance

#### **PUBLIC NOTIFICATION:**

In addition to the notice mailed on behalf of the City to all property owners within 200', the agent reached out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' were also contacted.

Notification letters were sent to property owners within 200', no Single-Family properties were within the 500' notification boundary.

- No concerns noted.

The following changes were made to address issues discussed.

- No changes.

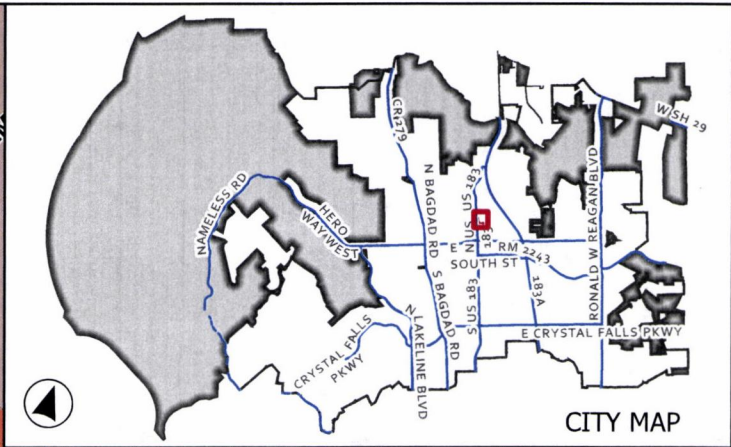
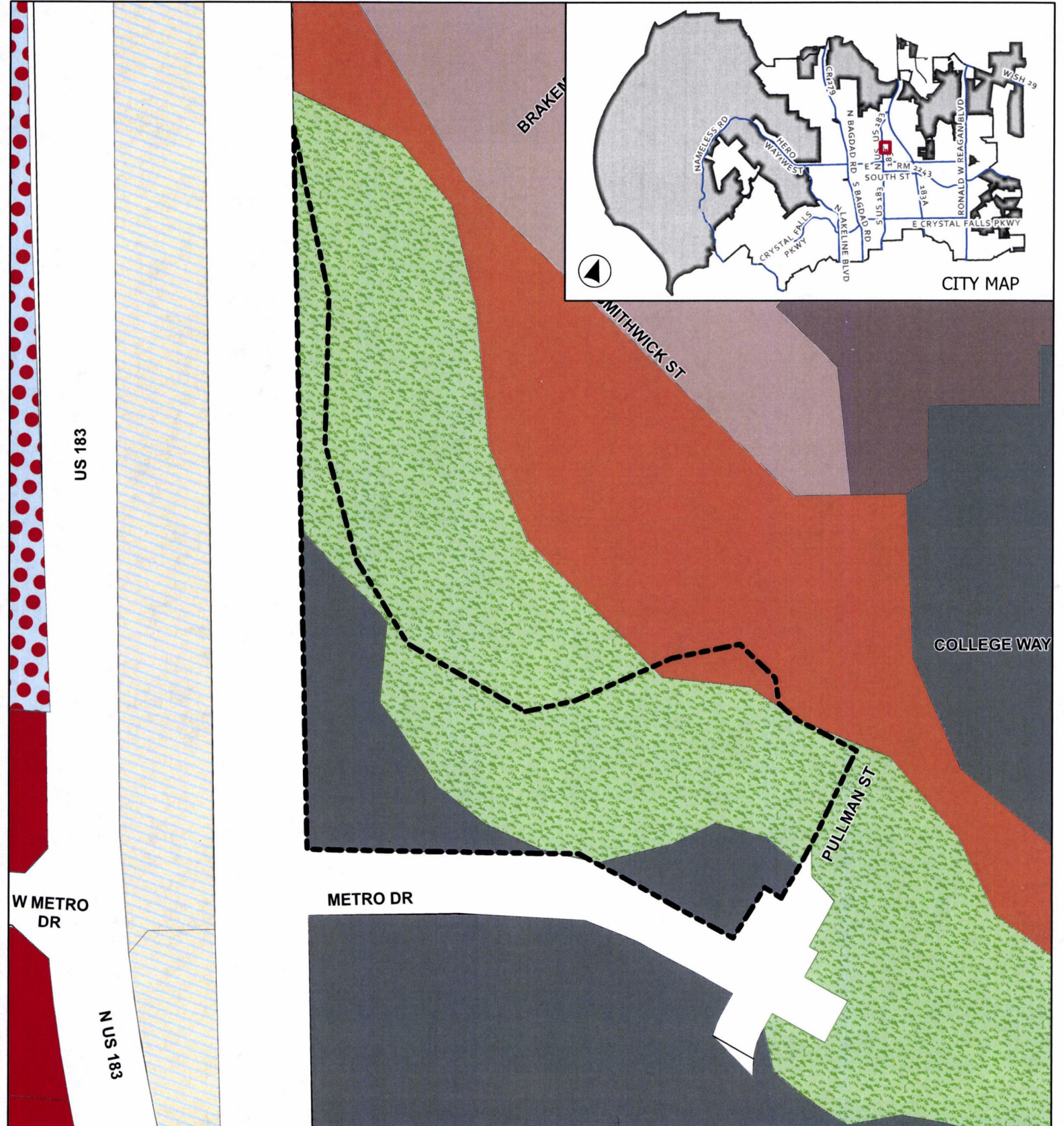
Please see the full report from the applicant attached.

**APPROVAL CRITERIA:**

This property is uniquely situated to the north east of Metro Dr. and US. 183 between the Cap Metro Station and the Northline Development. The property is adjacent to the intersection of an Arterial and Collector class roadway which lends itself to commercial development.

This Minor Planned Unit Development includes a requested waiver for reduced front setback from 30 ft. to 15 ft.





CASE: 22-Z-028

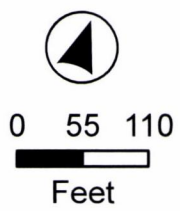
ATTACHMENT 2

METRO WAY  
MEDICAL CENTER

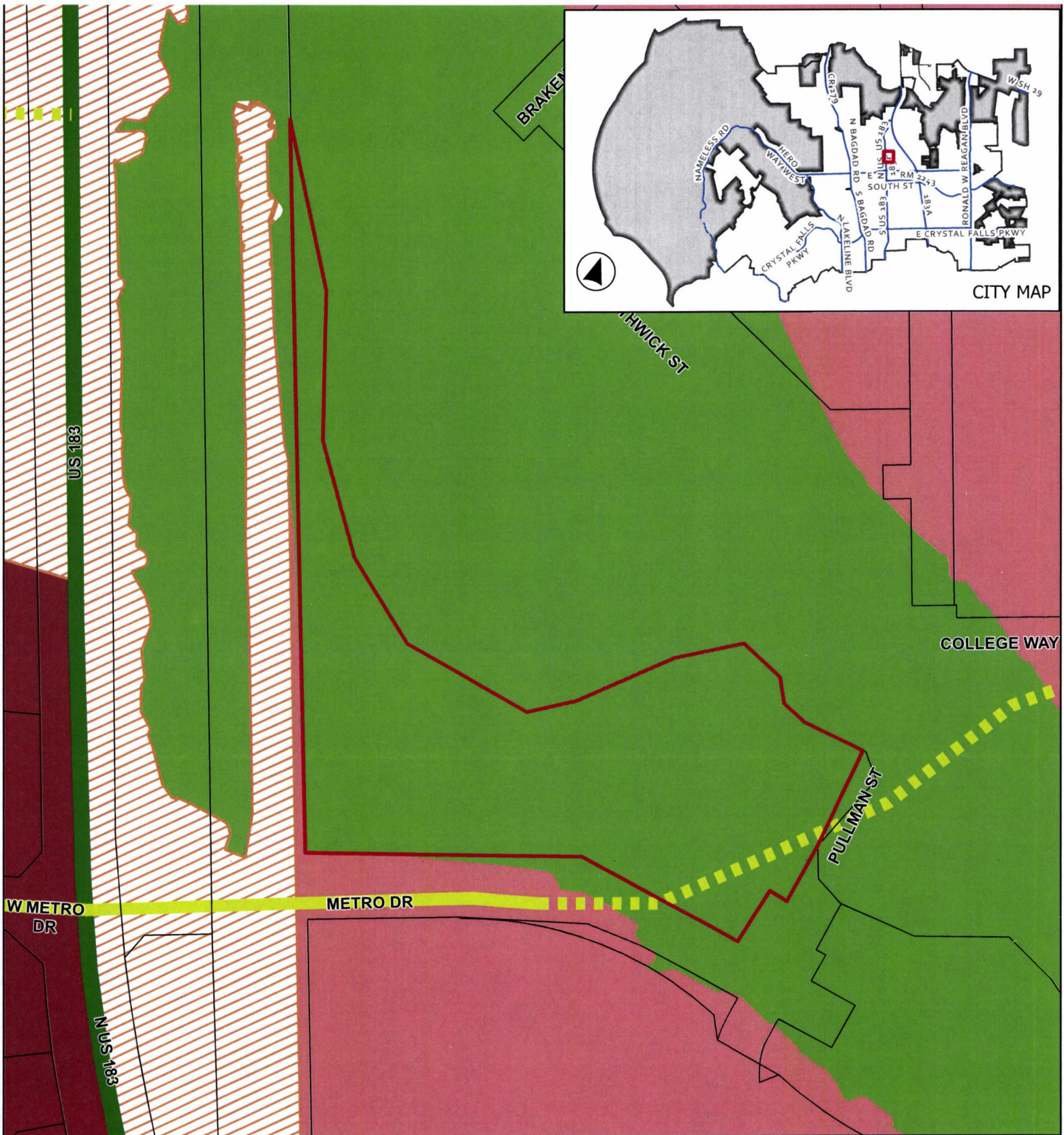
# Current Zoning

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.

- |                          |                          |
|--------------------------|--------------------------|
| Leander City Limits      | CD - Conventional Sector |
| ETJ                      | Civic Building           |
| Subject Area             | T4 - Genral Urban        |
| GC - General Commercial  | T5 - Urban Center        |
| PUD - General Commercial | T6 - Urban Core          |
| OS - Open Space          |                          |







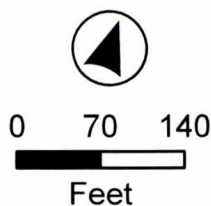
CASE: 22-Z-028

ATTACHMENT 3

METRO WAY  
MEDICAL CENTER

## Future Land Use Map

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.

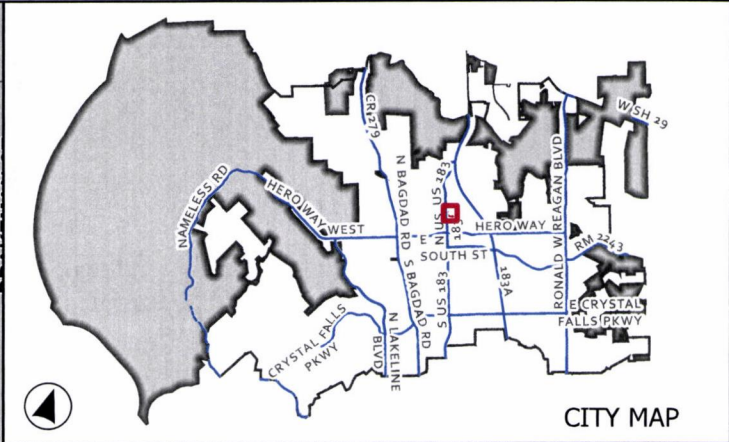


- Leander City Limits
- Leander ETJ
- Subject Area
- Arterial 6 Lane, Existing
- Collector, Existing
- Collector, Proposed

### Future Land Use

- Multi-Use Corridor - Priority Corridor
- Activity Center
- Leander Central
- Greenway



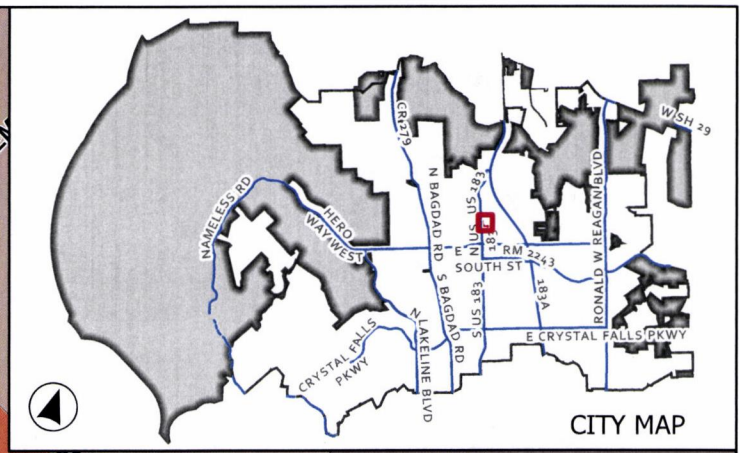
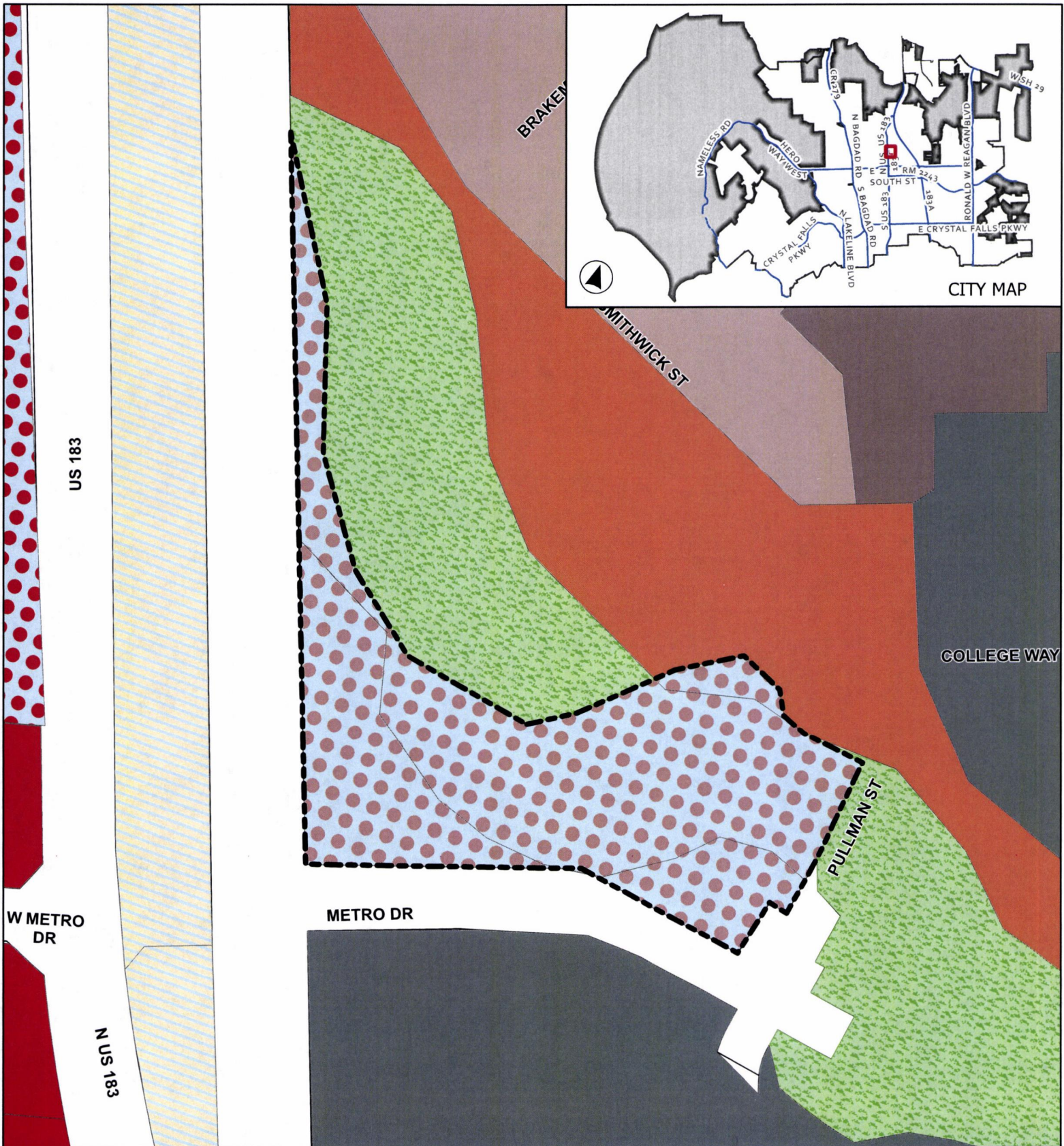


**METRO WAY  
MEDICAL CENTER**

-  200' Buffer
-  500' Buffer
-  Leander City Limits
-  ETJ
-  Site Location

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.





CASE: 22-Z-028

ATTACHMENT 5

METRO WAY  
MEDICAL CENTER

## Proposed Zoning

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.

Leander City Limits

ETJ

Subject Area

GC - General Commercial

PUD - Local Commercial

PUD - General Commercial

OS - Open Space

CD - Conventional Sector

Civic Building

T4 - General Urban

T5 - Urban Center

T6 - Urban Core

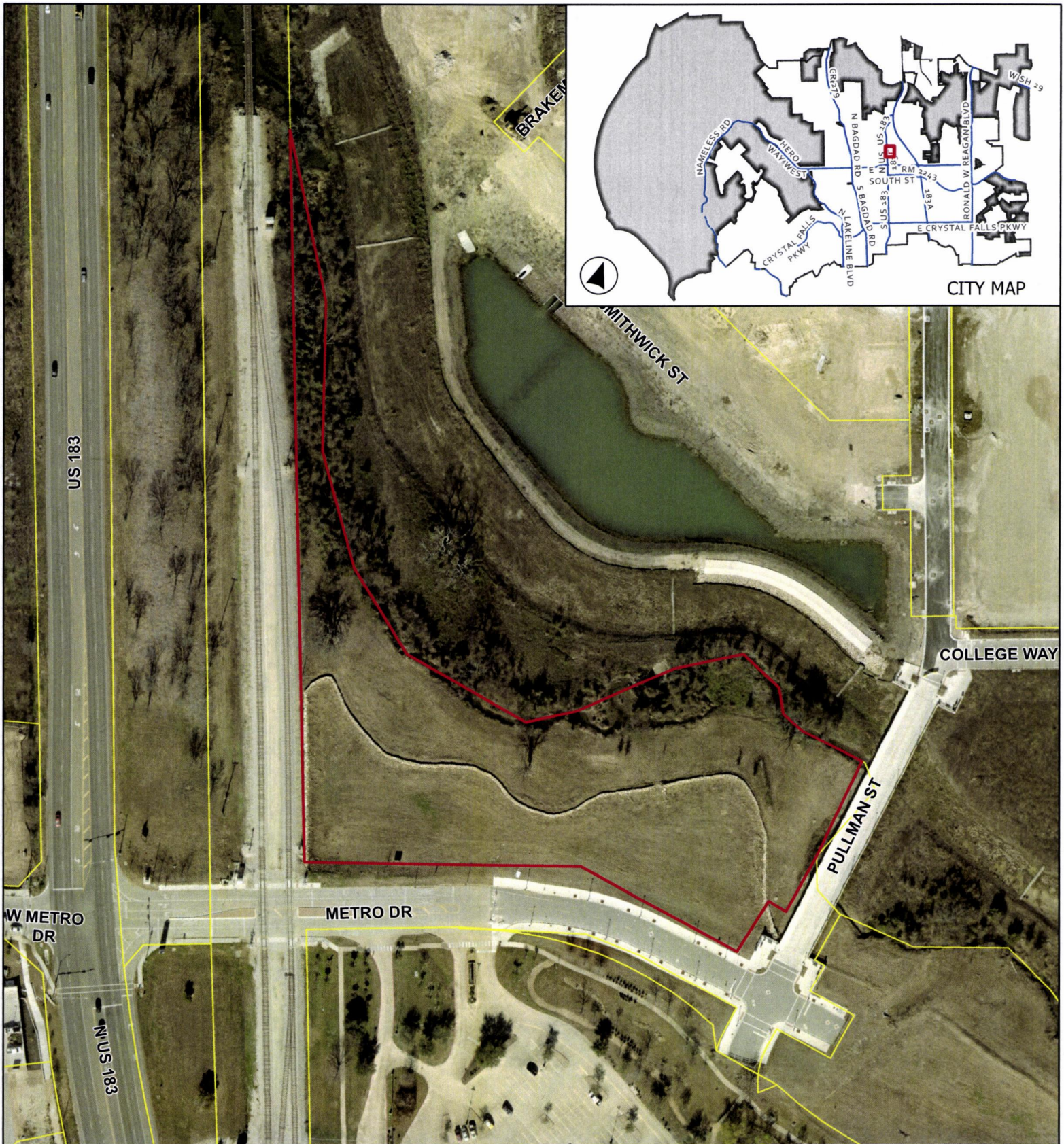


0 55 110



Feet





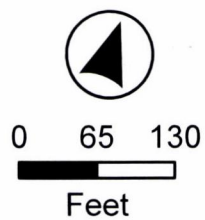
CASE: 22-Z-028

ATTACHMENT 6

METRO WAY  
MEDICAL CENTER

## Aerial Map

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



-  Leander City Limits
-  Leander ETJ
-  Subject Area



## **EXHIBIT A**

### **Metro Way Medical Center Minor Planned Unit Development**

#### **A. Purpose and Intent**

1. The Metro Way Medical Center Minor PUD includes approximately 4.37 acres as shown in **Exhibit B**. The development of this property consists of various commercial uses, including medical offices.

#### **B. Applicability and Base Zoning**

1. All aspects regarding the development of this PUD shall comply with the City of Leander Composite Zoning Ordinance, except as established in this exhibit, titled **Exhibit A**.
2. For the purpose of establishing development standards for the PUD, the following base zoning district has been selected from the Leander Composite Zoning Ordinance.

LC 2-A (Local Commercial)

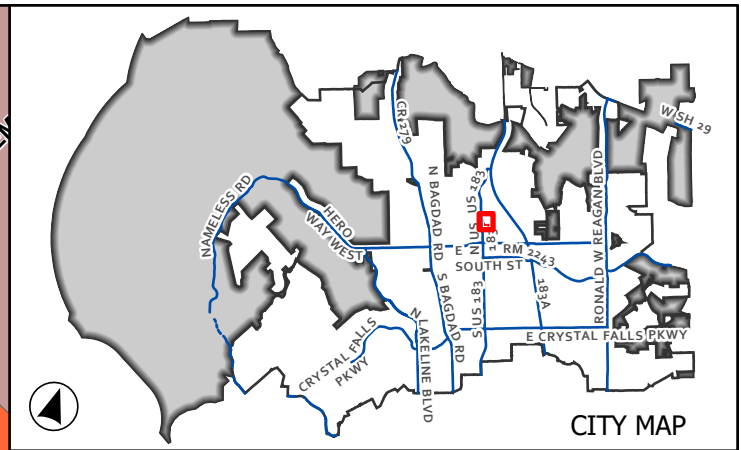
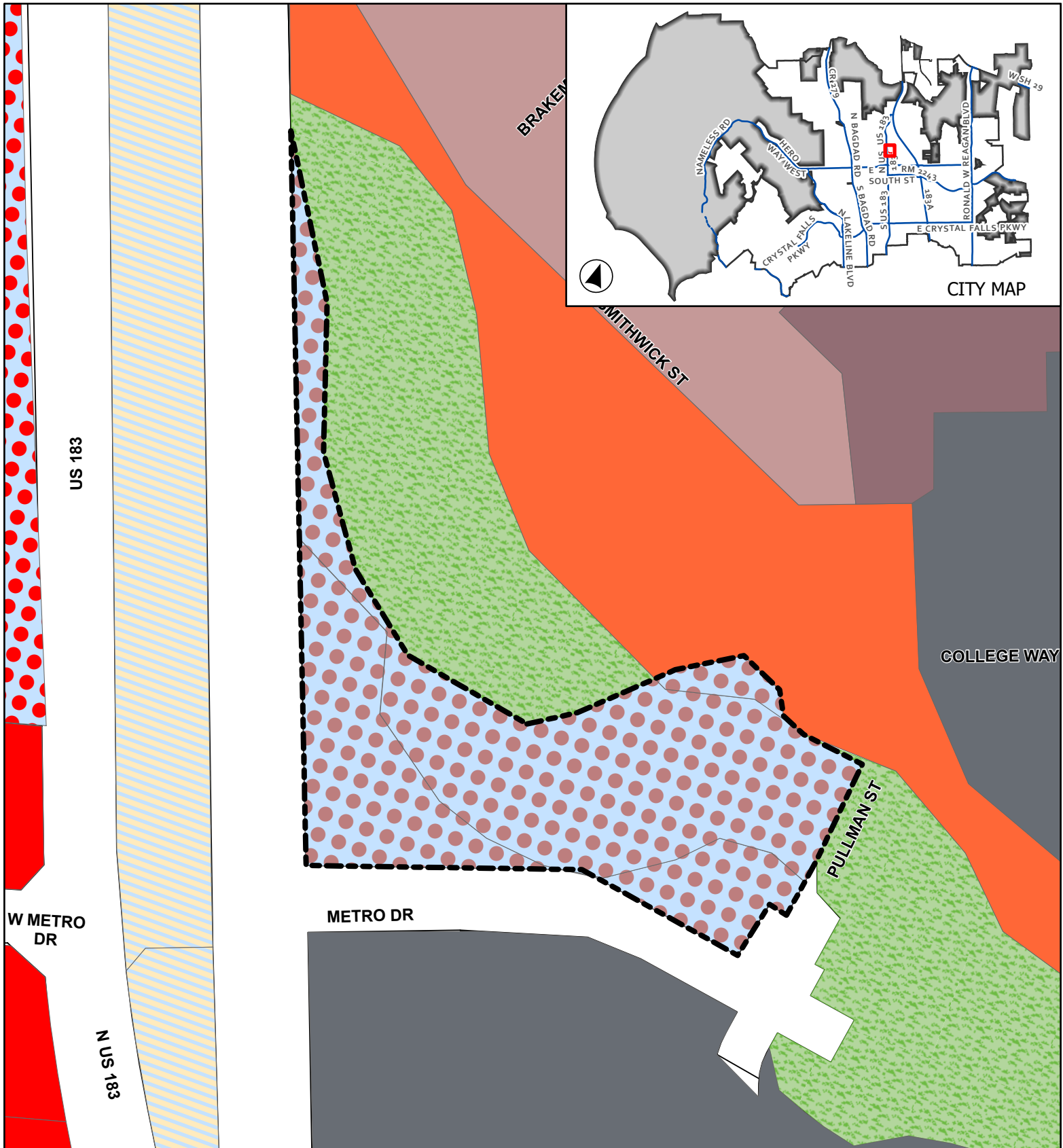
#### **C. Allowable / Prohibited Uses**

1. The allowable uses shall be consistent with the LC (Local Commercial) use component.

#### **D. Development Standards**

1. The front setback may be reduced to fifteen (15') feet.





CASE: 22-Z-027

METRO WAY  
MEDICAL CENTER

## Exhibit B

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.

Leander City Limits

ETJ

Subject Area

GC - General Commercial

PUD - Local Commercial

PUD - General Commercial

OS - Open Space

CD - Conventional Sector

Civic Building

T4 - Genral Urban

T5 - Urban Center

T6 - Urban Core



0 55 110



Feet

July 25, 2022

Robin Griffin  
Planning Director  
City of Leander  
P O Box 319  
Leander, TX 78646

Subject: Amendment to TOD PUD/Smart Code Letter of Intent  
Metro Drive & US 183

Dear Ms. Griffin:

We met on 7/18 via video conference for a Pre-Development meeting and discussed the proposed project located at the Northeast corner of US 183 and Metro Drive. The property is a 4.37-acre tract located within the TOD and Smart Code. Currently, the property is zoned T6-Urban Core and Open Space. We are proposing a base zoning of LC-2-B for the portion that is currently T6-Urban Core and the Open Space portion that is not in the floodplain.

We are requesting to keep the current T6-Urban Core zero front building setbacks.

Sincerely,



Anthony Goode, P.E.

## APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATIONS

1. How and when were the surrounding neighborhood and residential property owners within 500' notified, how was information shared, and who was directly involved in the communication process? Please provide the address of the properties notified and the name and contact information of the residents directly involved in the communication process. Attach any materials that were distributed.

Letters were mailed through USPS on 7/26/22 to the 2 property owners within 200 feet of the property. There are no residential property owners within 500 feet.

2. Who was notified (i.e. property owners, HOA, etc)? The HOA and/or a representative if there is no organized HOA must be contacted, if applicable. Provide the contact information used.

There are only 2 property owners within 200 feet and they were both notified.  
Capital Metro Transportation Authority  
Northline Leander Development Company LLC

3. What concerns were raised during these communications?

No concerns have been raised to date.

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

No concerns have been raised to date.

The above information is deemed to be true to the best of my knowledge.

Signature:  Date 7/26/2022



**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS, AMENDING THE ZONING ORDINANCE BY CREATING THE METRO WAY MEDICAL CENTER MINOR PUD (PLANNED UNIT DEVELOPMENT) WITH THE BASE ZONING DISTRICT OF LC-2-A (LOCAL COMMERCIAL); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the owner of the property described herein after (the "Property") has requested that the Property be rezoned;

**WHEREAS**, after giving at least ten (10) days written notice to the owners of land within two hundred (200') feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

**WHEREAS**, after publishing notice of the public hearing at least fifteen (15) days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS, THAT:**

**SECTION 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**SECTION 2. Amendment of Zoning Ordinance.** Ordinance No. 05-018-00, as amended, the City of Leander Composite Zoning Ordinance (the "Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

**SECTION 3. Applicability.** This ordinance applies to the following parcel of land, which is herein referred to as the "Property". That certain parcel of land being 4.37 acres, ±; being more particularly described in Exhibit "B"; and identified by tax identification number R573740; more particularly described in Instrument Number 2006112794 recorded in the Official Public Records of Williamson County, Texas.

**SECTION 4. Property Rezoned.** The Zoning Ordinance is hereby amended by creating the Metro Way Medical Center Minor PUD (Planned Unit Development) with the base zoning district of LC-2-A (Local Commercial). The Minor PUD shall be developed and occupied in accordance with this Ordinance, the PUD plan attached as Exhibits "A" and "B", which are hereby adopted and incorporated herein for all purposes, and the Composite Zoning Ordinance to the extent not amended by this Ordinance. In the event of a conflict between the Composite Zoning Ordinance and the requirements for the Property set forth in this Ordinance, this Ordinance shall control.

**SECTION 5. Recording Zoning Change.** The City Council directs the Planning Department to record this zoning classification on the City's official zoning map with the official notation as prescribed by the City's zoning ordinance.

**SECTION 6. Severability.** Should any section or part of this ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

**SECTION 7. Open Meetings.** That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

**PASSED AND APPROVED** on First Reading this the 20<sup>th</sup> day of October, 2022.  
**FINALLY PASSED AND APPROVED** on this the 3<sup>rd</sup> day of October, 2022.

**ATTEST:**

**THE CITY OF LEANDER, TEXAS:**

---

Dara Crabtree, City Secretary

---

Christine DeLisle, Mayor



**MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LEANDER, TEXAS**

Pat Bryson Municipal Hall  
201 North Brushy Street - Leander, Texas

September 22, 2022 at 7:00 PM



**Place 1 – Donnie Mahan, *Vice Chair***  
**Place 2 – John Cosgrove, *Chair***  
**Place 3 – Ron May**  
**Place 4 – Deirdre Moss**

**Place 5 – Gary Hampton, Jr.**  
**Place 6 – Laura Lantrip**  
**Place 7 – Rick Carpenter**

The meeting will be live-streamed at the following link: <https://www.leandertx.gov/video>.

1. Call to Order at 7:00 p.m.

2. Roll Call

All Commissioners are present.

3. Director's report to the Planning & Zoning Commission on actions taken by the City Council at the September 15, 2022, meeting.

4. Review of meeting protocol.

5. Citizen Comments: Three (3) minutes allowed per speaker.  
*[Please turn in speaker request form before the meeting begins.]*

**CONSENT AGENDA: ACTION**

Chair Cosgrove stated Item 7 was pulled from consent and would be considered separately as part of the Regular Agenda.

6. Approval of Subdivision Case 20-FP-016 regarding Palmera Bluff Section 6 Final Plat on two parcels of land approximately 18 acres ± in size, more particularly described by Williamson Central Appraisal District parcels R032201 and R032200; generally located north of Palmera Bluff Sections 3 & 5, Leander, Williamson County, Texas.



7. Approval of Subdivision Case 22-PP-007 regarding Wildspring Subdivision Preliminary Plat on one parcel of land approximately 111.57 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District parcel R032112; generally located NW of the intersection of CR 177 and CR 175, Leander, Williamson County, Texas.

Motion made by Commissioner Ron May, seconded by Commissioner Deirdre Moss to approve the preliminary plat.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

8. Approval of Minutes.

Motion made by Commissioner Hampton, Jr. to approve the consent agenda items 6 & 8, seconded by Commissioner Carpenter.

**7 to 0 Passed**

|                               |
|-------------------------------|
| <b>PUBLIC HEARING: ACTION</b> |
|-------------------------------|

9. Conduct a Public Hearing regarding Special Use Case 22-SU-002 to allow for the temporary residential use of a travel trailer or recreational vehicle for use by owners while building permanent home on site; on one parcel of land approximately 4.72 acres  $\pm$  in size, more particularly described by Travis Central Appraisal District Parcel 513800; and more commonly known as 13201 Vista Rock Drive, Leander, Travis County, Texas.

- Discuss and consider action regarding Special Use Permit Case 22-SU-002 as described above.

Motion made by Commissioner Laura Lantrip, seconded by Vice Chair Donnie Mahan to approve the special use.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

10. Conduct a Public Hearing and consider action regarding Zoning Case 22-Z-022 to amend the current zoning of SFR-3-B (Single-Family Rural) to adopt the Moon Valley PUD (Planned Unit Development) with a base zoning district of LC-5-D (Local Commercial) on two parcels of land approximately 8.78 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R319362 and R031223; and more commonly known as 15841 Ronald W Reagan Blvd, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case 22-Z-022 as described above.

Ray Hill, Kanav Bansal, Rita Flores and Maria Hill spoke against.

Emily Kaszczuk, Cunningham, Jeff Schmitt, Joby Strobo, Cynthia Cunningham, Loren Morgan,

Mandy Gegoux Rafael de Magalhaes Dreher, and Marie Cates positions were read into the record as against.

Jason Suchomel and Emily Kaszczuk are against and had their comments read into the record.

Motion made by Vice Chair Donnie Mahan, seconded by Commissioner Rick Carpenter to approve the zoning request with the condition that the permitted use are updated to limit the uses to Retail Nursery and associated goods and to remove C.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

11. Conduct a Public Hearing regarding Zoning Case 22-Z-027 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to adopt the 50 High Gabriel Minor PUD (Planned Unit Development) with a base zoning of GC-3-A (General Commercial) on one parcel of land approximately 1.59 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R474021; and more commonly known as 50 High Gabriel East, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case 22-Z-027 as described above.

Motion made by Vice Chair Donnie Mahan, seconded by Commissioner Laura Lantrip to approve the zoning request with the amended base zoning district of LC-2-A.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

12. Conduct a Public Hearing and consider action regarding Zoning Case 22-Z-028 to amend the current zoning of T6 (Urban Core Zone) to adopt the Metro Way Medical Center PUD (Planned Unit Development) with the LC-2-A (Local Commercial) on one parcel of land approximately 4.37 acres ± in size, more particularly described by Williamson Central Appraisal District Parcel R573740; and generally located to the northeast S US 183 and Metro Dr., Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case 22-Z-028 as described above.

Motion made by Commissioner Ron May, seconded by Vice Chair Donnie Mahan to approve the zoning request.

Chair Cosgrove withdrew the motion.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

NAY: Commissioner Laura Lantrip, Commissioner Rick Carpenter

**5 - 2 Passed**

Motion made by Commissioner Ron May, seconded by Vice Chair Donnie Mahan to approve the zoning request with the condition that the PUD notes corrected to include a 10' foot setback.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

NAY: Commissioner Laura Lantrip, Commissioner Rick Carpenter

**5 - 2 Passed**

13. Conduct a Public Hearing and consider action regarding Zoning Case 22-Z-029 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to HC-4-D (Heavy Commercial) on two parcels of land approximately 9.111 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R031284 and R324449; and more commonly known as 2967 & 3005 Hero Way, Leander, Williamson County, Texas.
- Discuss and consider action regarding Zoning Case 22-Z-029 as described above.

Motion made by Commissioner Laura Lantrip, seconded by Commissioner Rick Carpenter to approve the zoning request.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

## REGULAR AGENDA

14. Discuss and consider action regarding Subdivision Case 22-PP-004 to approve the Bar W Ranch West Phases 10 and 11 Preliminary Plat on six parcels of land approximately 94.5 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R544598, R532728, R539735, R539738, R573683, R544612; generally located northeast of CR 267 and Bar W Ranch Blvd. Leander, Williamson County, Texas.

Motion made by Commissioner Ron May, seconded by Vice Chair Donnie Mahan to approve the preliminary plat.

AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip, Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron May, Vice Chair Donnie Mahan

**7 - 0 Passed**

15. Discuss and consider action on Tree Removal Case 22-TRP-006 regarding removal of a Significant Tree associated with the Brushy Creek Retail Floodplain Development Project, generally located at US 183 and Metro Dr. Leander, Williamson County, Texas.

Motion made by Commissioner Deirdre Moss, seconded by Commissioner Rick Carpenter to deny the Tree Removal request.



AYE: Chair John Cosgrove, Commissioner Deirdre Moss, Commissioner Laura Lantrip,  
Commissioner Rick Carpenter, Commissioner Gary Hampton, Jr., Commissioner Ron  
May, Vice Chair Donnie Mahan

**7 - 0 Passed**

16. Discuss and consider action on the Planning & Zoning Commission Progress Report for September 2021 to August 2022.

Commissioners had discussion. No action was taken.

17. Adjournment at 8:37 p.m.

APPROVED:

---

CHAIRMAN COSGROVE

ATTEST:

---

ELLEN COUFAL  
PLANNING & ZONING COMMISSION SECRETARY



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Conduct a Public Hearing regarding Zoning Case 22-Z-029 to amend the current zoning of Interim SFR-1-B (Single-Family Rural) to HC-4-D (Heavy Commercial) on two (2) parcels of land approximately 9.111 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R031284 and R324449; and more commonly known as 2967 and 3005 Hero Way, Leander, Williamson County, Texas.

- Discuss and consider action regarding Zoning Case 22-Z-029 as described above.

**BACKGROUND:**

This request is the second step in the zoning process. Staff recommends approval of this request. The request is consistent with the Comprehensive Plan and Composite Zoning Ordinance.

**HISTORY/TIMELINE:**

09/22/2022 Planning & Zoning Commission, 1st Public Hearing

**APPLICANT/AGENT:**

John Horton Realty (John Horton) on behalf of TechTown Industrial L1, LLC (Senthil Rangaswamy, Manager).

**RECOMMENDATION:**

The Planning & Zoning Commission unanimously recommended approval of the request during the September 22, 2022 meeting.

**PRESENTER:**

Robin M. Griffin, AICP, Executive Director of Development Services

---

**Attachments**

1. Planning Analysis
2. Current Zoning
3. Future Land Use Map
4. Public Notice Map
5. Proposed Zoning Map
6. Aerial Map
7. Letter of Intent
8. Neighborhood Outreach
9. Ordinance



## PLANNING ANALYSIS

ZONING CASE 22-Z-029  
TECHTOWN INDUSTRIAL

### GENERAL INFORMATION

**Owner/Agent:** John Horton Realty (John Horton) on behalf of TechTown Industrial L1, LLC (Senthil Rangaswamy, Manager).

**Current Zoning:** Interim SFR-1-B (Single-Family Rural)

**Proposed Zoning:** HC-4-D (Heavy Commercial)

**Size and Location:** The property is located at 2967 & 3005 Hero Way, including approximately 9.111 acres.

**Staff Contact:** Michael Chenausky, AICP, Senior Planner

### APPLICANT REQUEST

The applicant has submitted a request to change the designated zoning district of their property in order to bring the current use into compliance with the appropriate zoning and add commercial buildings.

### STAFF CONCLUSIONS

Y N

- ☒ ☐ Does the proposal comply with the intent statements of the Composite Zoning Ordinance? *see page 2*
- ☒ ☐ Does the proposal comply with the goal statements of the Comprehensive Plan? *see page 3*
- ☒ ☐ Does the proposal warrant any other special considerations? *see below*

### SPECIAL CONSIDERATIONS

The property is currently a non-conforming use which was established at the time of annexation. Any addition, improvements or changes to the current use of the property require a zoning change to bring the site into compliance.

### SITE INFORMATION:

#### ABUTTING ZONING AND LAND USE:

|       | ZONING                             | LAND USE                                                  |
|-------|------------------------------------|-----------------------------------------------------------|
| NORTH | Interim SFR-1-B,<br>HI-5-D         | Commercial adjacent and undeveloped land across Hero Way. |
| EAST  | HI-5-D, HC-4-D,<br>Interim SFR-1-B | Commercial and large lot residential                      |
| SOUTH | HI-5-D                             | Industrial                                                |
| WEST  | HC-4-D                             | Single-Family house                                       |



**SURROUNDING AREA:**

This property is bound by existing Heavy Commercial users. There are undeveloped parcels near by and commercially zoned properties not fully developed as commercial users.

**PHYSICAL AND NATURAL FEATURES:**

This property has outdoor storage, and has been actively operating as a commercial user.

**PROPERTY HISTORY:**

The front flag pole portion of the property was annexed into the City October 20, 2010 and the remainder of the property was later annexed January 16, 2013.

**MAJOR CORRIDORS:**

This property has access onto Hero Way.

**TRANSPORTATION PLAN REQUIREMENTS:**

This property includes frontage along the future expansion of Hero Way.

The table below includes the proposed streets within the development. These streets have not been reviewed and are subject to change during the review process.

| STREET   | CLASSIFICATION | LAND USE CONTEXT   | DESIGN ELEMENTS          |
|----------|----------------|--------------------|--------------------------|
| Hero Way | Arterial       | Multi-Use Corridor | 400' ROW<br>10' sidewalk |

**EXISTING UTILITIES:**

This property has access to water along Hero Way, wastewater will need to be extended to the site.

**CURRENT LAND USES:**

This property is currently being used as commercial outdoor storage.

**PROPOSED ZONING DISTRICT:****USE COMPONENT****HC – HEAVY COMMERCIAL:**

*Features:* Any use in GC plus commercial laundry, contractor storage yard, lumber yards, indoor manufacture, assembly and processing, mini-warehouse, RV, trailer and boat storage, testing and research, warehouse and distribution, wholesale, wrecker impoundment.

*Intent:* Development of a variety of light manufacturing, assembly and processing businesses, storage, warehouses and lumber sales. Access should be provided by an industrial or commercial collector street.

**SITE COMPONENT****TYPE 4 (non-residential only):**

*Features:* Accessory buildings up to 60% of primary building; drive-thru service; outdoor fueling and washing of vehicles; overhead service doors; maximum outdoor display; substantial outdoor storage; outdoor entertainment venues and animal boarding.

*Intent:*

- (1) The Type 4 site component is intended to be utilized in combination with GC, HC or HI components where appropriate for moderately intense outdoor site requirements and a need to utilize the outdoor site area for significant outdoor display, storage and accessory buildings and similar permitted uses.
- (2) This site component is intended only for industrial or heavy commercial uses and may be utilized only with GC, HC or HI use components.
- (3) This site component is not intended for retail or office development not requiring the available limits of outdoor storage and accessory buildings or adjacent to residential neighborhoods where not adequately buffered from residential uses.
- (4) Compliance with Type 1, 2 or 3 standards shall also be deemed as compliance with this component.

**ARCHITECTURAL COMPONENT****TYPE D (non-residential only):**

*Features:* 2 or more architectural features.

*Intent:*

- (1) This architectural component is intended only for industrial warehouse, heavy commercial service and other similar applications and shall be utilized only with GC, HC or HI use components.
- (2) This component is not intended to be utilized with the majority of GC districts.
- (3) This component is not intended for retail or office development or adjacent to residential neighborhoods where not adequately buffered from residential uses.
- (4) This site component is discouraged along major thoroughfares and is intended to be utilized within industrial park development.

**COMPREHENSIVE PLAN:****Applicable Comprehensive Plan goal statements**

- Guide future growth and development following the comprehensive plan to achieve a more balanced, diverse economy.

**Applicable Future Land Use categories****EMPLOYMENT CENTER**

- The Employment Center future development category is for primary jobs and business in strategic locations. These areas are intended for regional-serving employment in planned campus-like environments for office, research, medical, manufacturing, light industrial, warehouse, and heavy commercial uses. To remain competitive in today's corporate marketplace, contemporary workforce-supporting elements such as amenities, retail and high-density residential are also encouraged in an integrated development pattern.

The Employment Center area is focused on meeting the plan goals of an attractive, high-quality business environment for investors to bring to Leander and grow/diversify the tax base. It complements other nearby regional mixed-use areas, but provides opportunities for larger-footprint, single-tenant buildings that can accommodate numerous employees. These areas may be developed with an auto-oriented, traditional character, or in a mixed-use urban design. In a planned environment, upper-story vertical mixed-residential is encouraged along with limited, integrated high-density residential-only buildings. Such scenarios should be tightly regulated to ensure the proper mix.

**Desired Mix: 80-100% Non-Residential, 0-20% Residential**

**INTERGOVERNMENTAL/INTERDEPARTMENTAL REVIEW:**

This proposal was reviewed by all applicable departments within the City of Leander. All plats submitted will be reviewed by Williamson County along with City Staff.

**SCHEDULE:****DEVELOPMENT MEETING**

A development meeting was held with Staff on 06/27/2022. The following changes were made to the project since the development meeting was held:

- No Changes

The following ordinance changes occurred following the development meeting which may have impacted this project.

- No Changes

**NOTIFICATION**

09/01/2022 - Public Notice on Hill Country News

09/07/2022 - Mail Notification to Property Owners within 200'

09/07/2022 - Public Hearing Signage Posted on Property

09/22/2022 - Planning and Zoning Commission Public Hearing

10/20/2022 - City Council Public Hearing & First Reading of the Ordinance

11/03/2022 - City Council Second & Final Reading of the Ordinance

**PUBLIC NOTIFICATION:**

In addition to the notice mailed on behalf of the City to all property owners within 200', the agent reached out to all property owners of property zoned as single-family or any properties used as single-family uses within 500' as per Article X, Section 3 (d) of the Composite Zoning Ordinance. Any Homeowner's Association located within 500' were also contacted.

Neighborhood Outreach was conducted and signs posted see attachment 8 for more detail. Below is a list of comments/concerns that were discussed during the meeting:



- No issues raised.

The following changes were made to address issues discussed.

- No Changes.

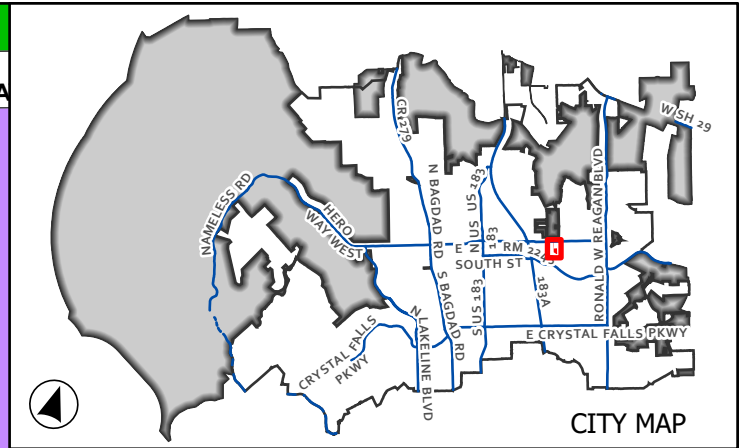
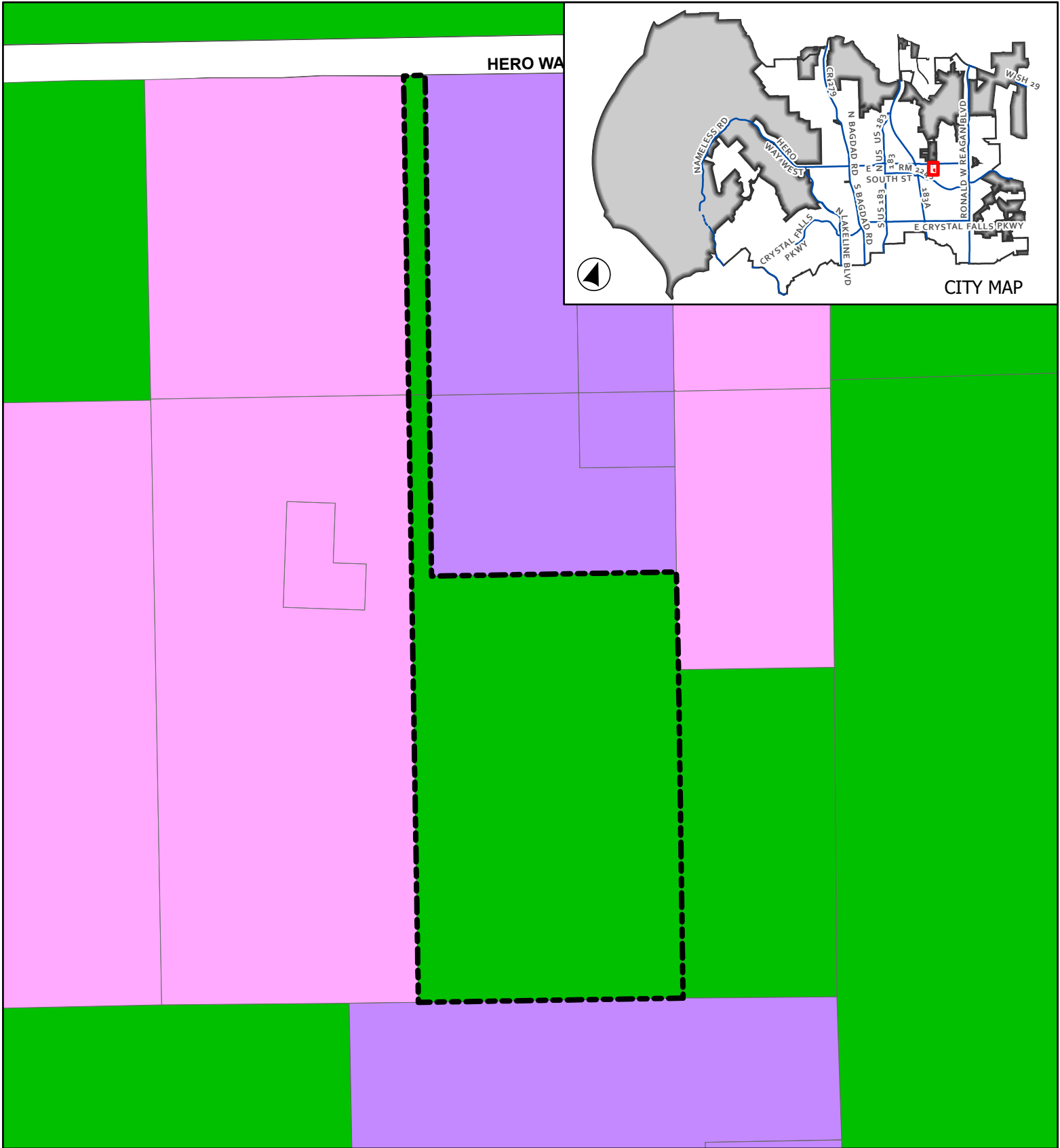
Please see the full report from the applicant attached.



**APPROVAL CRITERIA:**

The Comprehensive Plan identifies this area as Employment Center on the Future Land Use Map. The Employment Center is intended for commercial uses comprising 80-100% of the area.

This property is an existing Heavy Commercial user adjacent to other Heavy Commercial or industrial users. As the property is redeveloped, it will need to comply with current standards associated with the HC-4-D (Heavy Commercial) zoning district. This includes building and parking setbacks, outdoor storage areas and landscaping.



CASE: 22-Z-029

ATTACHMENT 2

TECHTOWN  
INDUSTRIAL

## Current Zoning

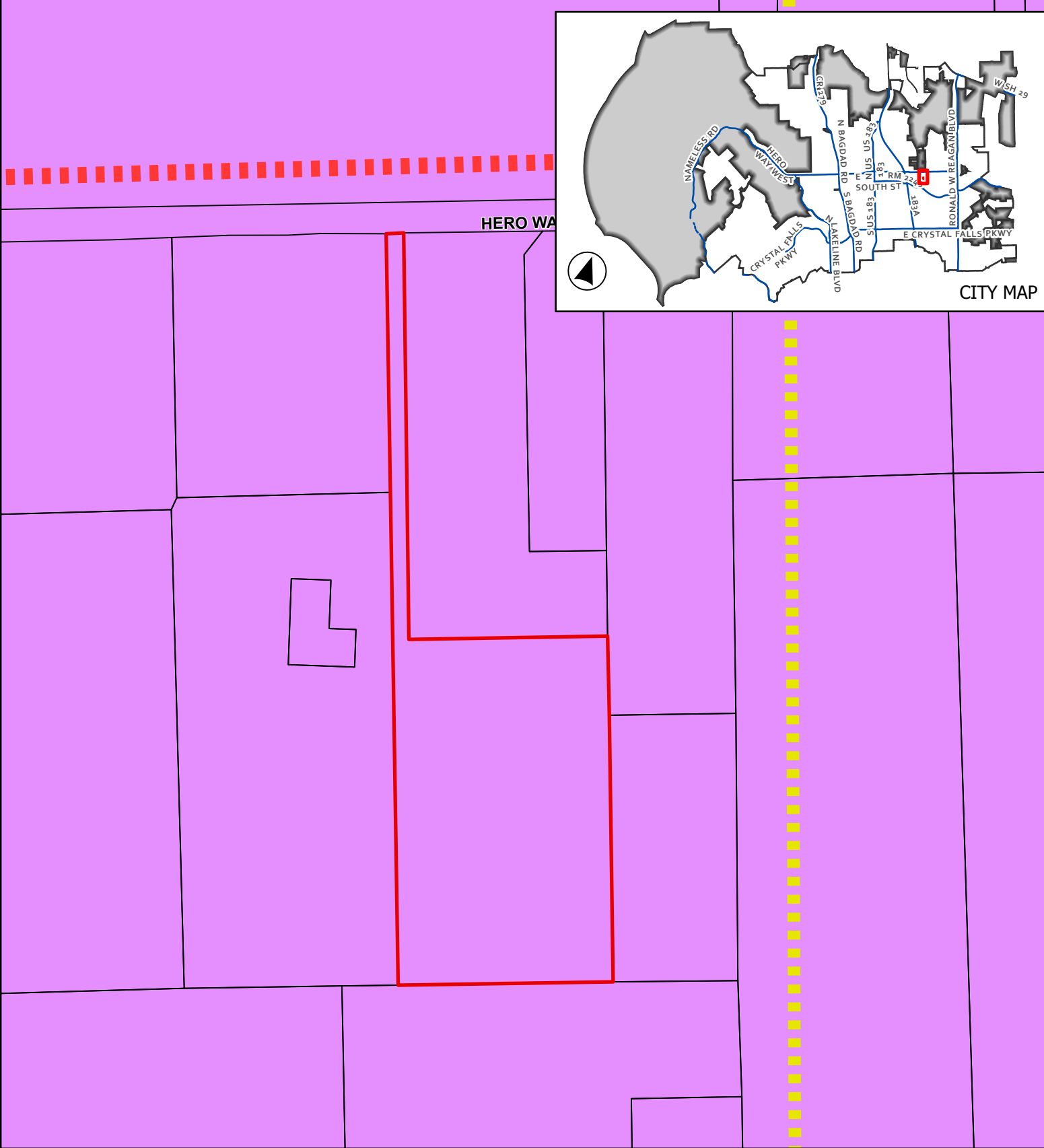
-  Leander City Limits
-  ETJ
-  Subject Area

-  SFR - Single-Family Rural
-  HC - Heavy Commercial
-  HI - Heavy Industrial

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



0 70 140  
Feet



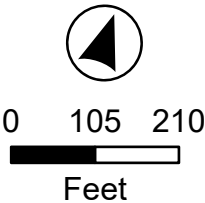
CASE: 22-Z-029

ATTACHMENT 3

TECHTOWN  
INDUSTRIAL

# Future Land Use Map

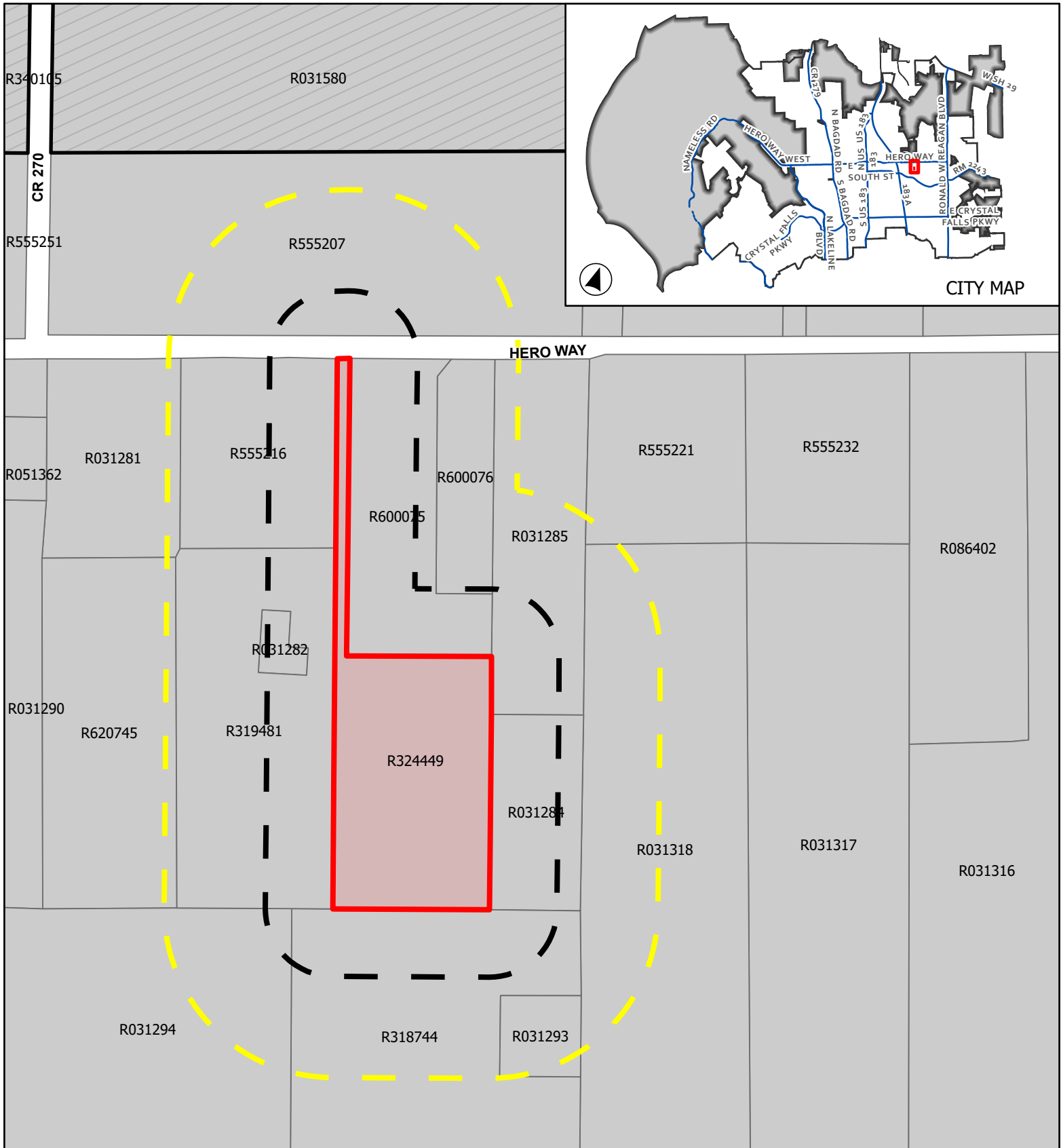
This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



- Leander City Limits
- Leander ETJ
- Subject Area
- Access Controlled, Proposed

- Collector, Proposed
- Future Land Use
- Employment Center





CASE: 22-Z-029

ATTACHMENT 4

TECHTOWN INDUSTRIAL

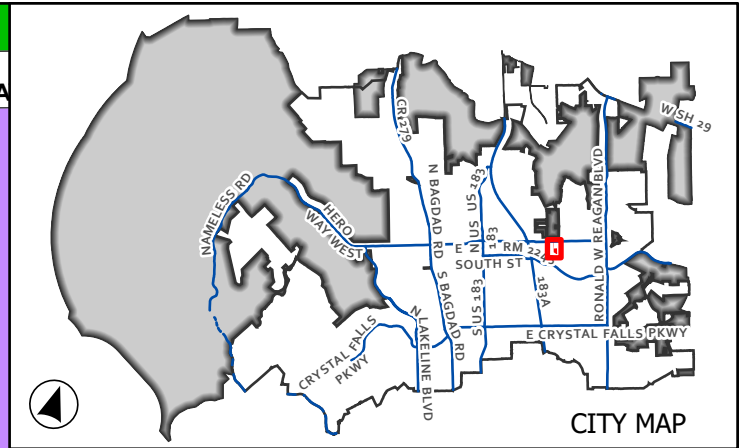
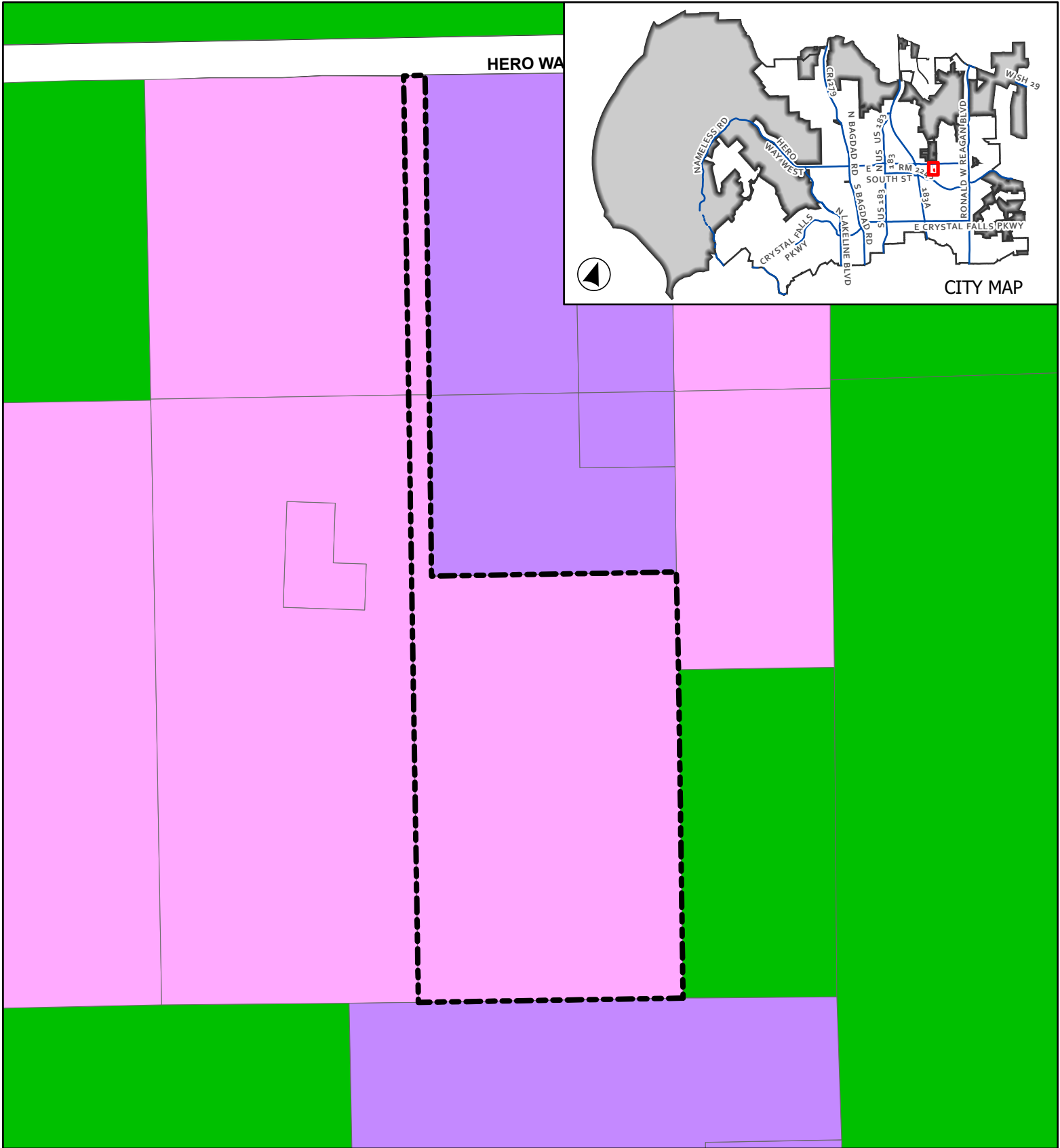
Public Notification

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.

0 155 310

Feet

- 200' Buffer
- 500' Buffer
- Leander City Limits
- ETJ
- Site Location



CASE: 22-Z-029

ATTACHMENT 5

TECHTOWN  
INDUSTRIAL

## Proposed Zoning

-  Leander City Limits
-  ETJ
-  Subject Area

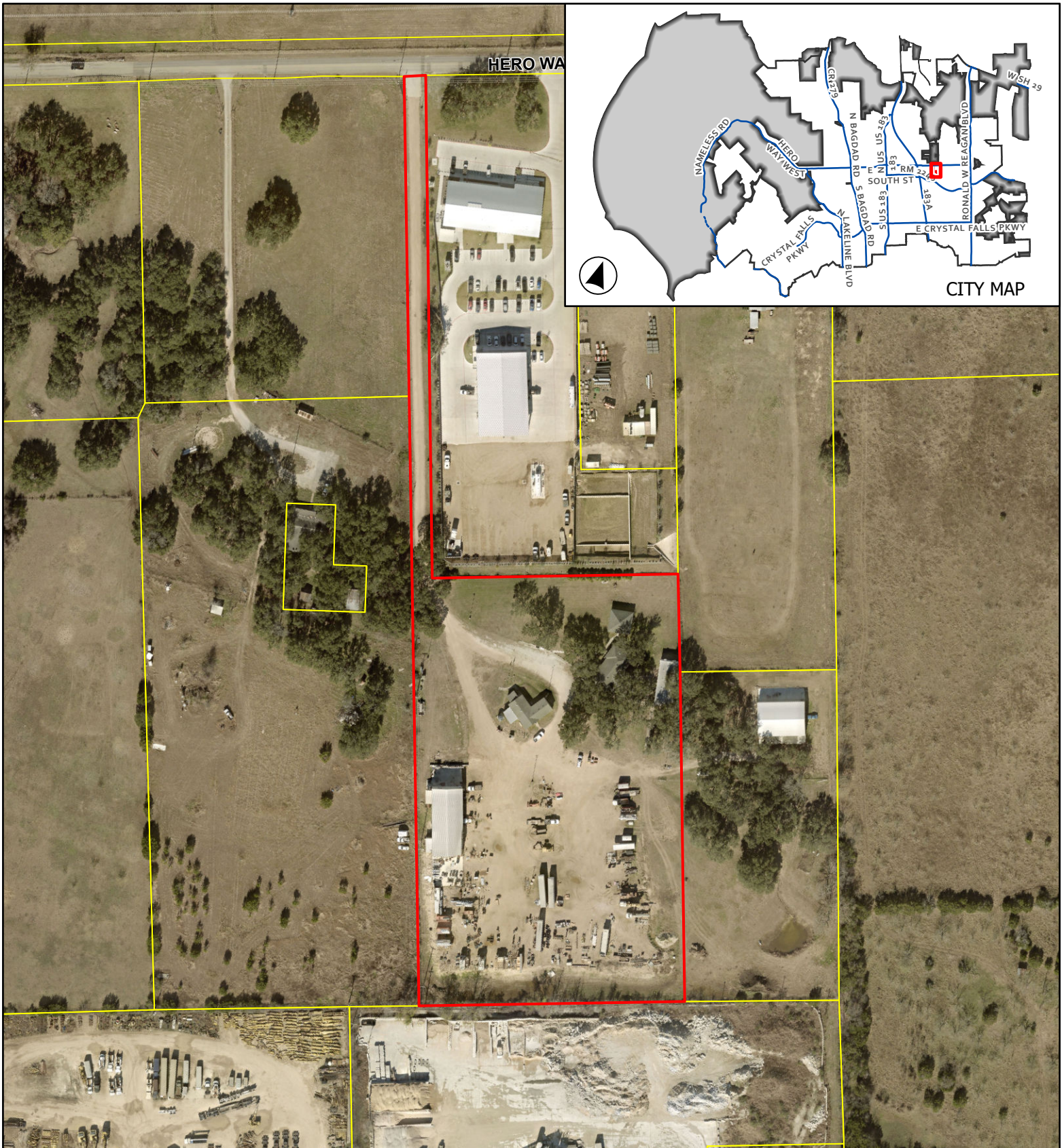
-  SFR - Single-Family Rural
-  HC - Heavy Commercial
-  HI - Heavy Industrial

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



0 70 140  
Feet





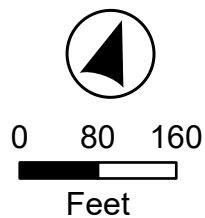
CASE: 22-Z-029

ATTACHMENT 6

TECHTOWN  
INDUSTRIAL

## Aerial Map

This map has been produced by the City of Leander for informational purposes only. No warranty is made by the City regarding completeness or accuracy. This data should not be construed as a legal description or survey instrument. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, completeness, use or misuse of the information herein provided.



-  Leander City Limits
-  Leander ETJ
-  Subject Area



# Letter of Intent

**PROJECT NAME:** Techtown Industrial

**APPLICANT:** Techtown Industrial L1 LLC, a Texas Limited Liability Company

**APPLICANT AGENT:** John E Horton Real Estate Broker  
9600 Great Hills Trail Suite W-150  
Austin, TX 78759 512-217-3680

**SITE ADDRESS:** 2967 & 3005 Hero Way Leander, Williamson County, Texas 78641

**DESCRIPTION:** To amend the current zoning of Interim SFR-1-B (Single-Family Rural) to HC-4-D (Heavy Commercial) on approximately 9.00 acres  $\pm$  in size, more particularly described by Williamson Central Appraisal District Parcels R324449 & R031284; and more commonly known as 2967 and 3005 Hero Way, Leander, Williamson County, Texas 78641.

The proposed zoning will bring the tract into alignment with the future land use designation (employment center) as assigned by the city on its comprehensive plan and will further the goals established therein by expanding the employment base contiguous by existing and planned transportation arterials and provide additional commercial opportunities within the corporate boundaries of the city.

If you have any questions or would like to schedule a meeting to discuss this project, please feel free to reach out Applicant Agent John Horton, 512-217-3680 or email at [John@JohnHortonRealty.com](mailto:John@JohnHortonRealty.com).

Sincerely,

 8-1-22  
John Horton

John Horton Realty, Broker



## APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATIONS

1. How and when were the surrounding neighborhood and residential property owners within 500' notified, how was information shared, and who was directly involved in the communication process? Please provide the address of the properties notified and the name and contact information of the residents directly involved in the communication process. Attach any materials that were distributed.

I personally spoke with all surrounding property owners within 500' except for 3 that I couldn't get contact information on, so I sent those 3 a certified letter, with all my contact information and an offer to discuss the project (letter attached)

2. Who was notified (i.e. property owners, HOA, etc)? The HOA and/or a representative if there is no organized HOA must be contacted, if applicable. Provide a separate sheet listing the contact information used including the names and addresses of the individuals.

See attached list of neighbors contacted.

3. What concerns were raised during these communications?

Since most of the surrounding properties are either zoned commercial or planned to be zoned commercial, there were no objections to our plans. Most contacted thought our plans were an appropriate use for the area.

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

No concerns were raised.

The above information is deemed to be true to the best of my knowledge.

Signature: \_\_\_\_\_

*John Horton*

Date \_\_\_\_\_

7-21-22



Owners within 500 Feet

| PARCELID | Properties Within 500 Feet<br>PropertyAddress | MailingAddress                                | FullName                    | Contact          | Phone        | Contact Type |
|----------|-----------------------------------------------|-----------------------------------------------|-----------------------------|------------------|--------------|--------------|
| R620745  | HERO WAY, LEANDER, TX 78641                   | 3000 Polar Ln #801 Cedar Park, TX 78613       | ARS Developers LLC          | Spencer Filmore  | 737 808 0845 | Mail/Phone   |
| R555207  | 1651 CR 270, LEANDER, TX 78641                | PO BOX 266<br>LEANDER, TX 78646-0266          | CHAMPION, EMOGENE           |                  |              | Mail         |
| R031294  | 9250 FM 2243, LEANDER, TX 78641               | PO BOX 4109<br>CEDAR PARK, TX 78630-4109      | CHAPMAN H L INVESTMENTS     | Michael Wilson   | 512-259-7662 | Phone        |
| R031285  | 2999 HERO WAY, LEANDER, TX 78641              | 2999 HERO WAY<br>LEANDER, TX 78641-1628       | DROPTINI J W & JAN          | Jerry Droptini   | 512-970-0669 | Phone        |
| R031281  | 2773 HERO WAY, LEANDER, TX 78641              | 2773 HERO WAY<br>LEANDER, TX 78641-1629       | Golden Bobby & Christine    |                  |              | Mail         |
| R031282  | 2871 HERO WAY, LEANDER, TX 78641              | 8010 MULEY DR<br>AUSTIN, TX 78759             | JNK PROPERTIES 1, LTD       | Vivek Mahandru   | 512-731-3164 | Meeting      |
| R031317  | HERO WAY, LEANDER, TX 78641                   | 8010 MULEY DR<br>AUSTIN, TX 78759             | JNK PROPERTIES 1, LTD       | Vivek Mahandru   | 512-731-3165 | Meeting      |
| R031318  | HERO WAY, LEANDER, TX 78641                   | 8010 MULEY DR<br>AUSTIN, TX 78759             | JNK PROPERTIES 1, LTD       | Vivek Mahandru   | 512-731-3166 | Meeting      |
| R319481  | 2871 HERO WAY, LEANDER, TX 78641              | 8010 MULEY DR<br>AUSTIN, TX 78759             | JNK PROPERTIES 1, LTD       | Vivek Mahandru   | 512-731-3167 | Meeting      |
| R555216  | 2871 HERO WAY, LEANDER, TX 78641              | 8010 MULEY DR<br>AUSTIN, TX 78759-6902        | MAHENDRU, VIVEK, MD         | Vivek Mahandru   | 512-731-3168 | Meeting      |
| R555221  | HERO WAY, LEANDER, TX 78641                   | 8010 MULEY DR<br>AUSTIN, TX 78759-6902        | MAHENDRU, VIVEK, MD         | Vivek Mahandru   | 512-731-3169 | Meeting      |
| R600075  | HERO WAY, LEANDER, TX 78641                   | 315 COUNTY ROAD 205<br>LIBERTY HILL, TX 78642 | PRELUDE VENTURES/ Civil Lib | Michael Ehrhardt | 512-763-1161 | Phone        |
| R318744  | 9200 RR 2243, LEANDER, TX 78641               | PO BOX 830<br>LEANDER, TX 78646-0830          | TEX MIX LAND LTD            | Eric Bailey      | 479-263-4069 | Phone        |



June 30, 2022

Regarding: 2967 Hero Way  
Leander, Texas  
WCAD-R34449 & R031284

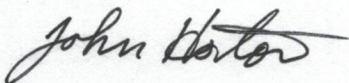
To Whom it May Concern;

You are receiving this letter because the above referenced tract is proposed to be considered by the City of Leander Planning and Zoning Commission for a change in zoning. Current tax records show you own or represent a property within 500 feet of the tract. In advance of the meeting, the Cities process requires the applicant (or their representative) to reach out to certain surrounding property owners, to give them a chance to ask question or express concerns on what is being proposed and report any issues raised back to City Staff.

The property was involuntarily annexed by the city and its current configuration and with its existing use. As is the Cities policy the tract was not zoned at the time of annexation, but assigned interim zoning (SFR-1-B). The zoning being requested (HC-4-D) is consistent with the cities comprehensive plan for the area.

I am available to answer any questions you may have via email phone or text. Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "John Horton". The signature is written in a cursive, flowing style.

John Horton

John Horton Realty, Broker  
9600 Great Hills Trail Suite W-150  
Austin, Texas 78759  
512-217-3680 or John@JohnHortonRealty.com



## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

RECEIPT REQUESTED

SHIP CHAMPION GNE TRUST  
TO: PO BOX 266  
LEANDER TX 75446-0266



9590 9402 7505 2098 5611 56

2. Article Number (Transfer from service label)

941471108036487945723

PS Form 3811, July 2020 PSN 7530-02-000-9053

## COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☐ Agent☒ Addressee

B. Received by (Printed Name)

C. Date of Delivery

7/8/22

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

## 3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☒ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Insured Mail Restricted Delivery (over \$500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☒ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

RETURN RECEIPT REQUESTED

SHIP BOBBY & CHRISTINE GOLDEN  
TO: 2773 HERO WAY  
LEANDER TX 78641-2697



9590 9402 7505 2098 5611 63

2. Article Number (Transfer from service label)

941471108036487944962

PS Form 3811, July 2020 PSN 7530-02-000-9053

## COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☐ Agent☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

## 3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☒ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Insured Mail Restricted Delivery (over \$500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☒ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

RETURN RECEIPT REQUESTED

SHIP ARS DEVELOPERS LLC  
TO: 3000 POLAR LN STE 801  
CEDAR PARK TX 78613-3073



9590 9402 7505 2098 5611 70

2. Article Number (Transfer from service label)

## COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☐ Agent☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

## 3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☒ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Insured Mail Restricted Delivery (over \$500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☒ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery



**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING TWO PARCEL OF LAND FROM INTERIM SFR-1-B (SINGLE-FAMILY RURAL) TO HC-4-D (HEAVY COMMERCIAL); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the owner of the property described herein after (the "Property") has requested that the Property be rezoned;

**WHEREAS**, after giving at least ten (10) days written notice to the owners of land within two hundred (200') feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

**WHEREAS**, after publishing notice of the public hearing at least fifteen (15) days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS, THAT:**

**SECTION 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**SECTION 2. Amendment of Zoning Ordinance.** Ordinance No. 05-018-00, as amended, the City of Leander Composite Zoning Ordinance (the "Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

**SECTION 3. Applicability.** This ordinance applies to the following parcel of land, which is herein referred to as the "Property". That certain parcel of land being including 9.111 acres ±; being more particularly described in Exhibit "A"; commonly known as 2967 and 3005 Hero Way; identified by Williamson Central Appraisal District tax identification numbers R031284 and R324449; more particularly described in Instrument Number 2022062301 recorded in the Official Public Records of Williamson County, Texas.

**SECTION 4. Property Rezoned.** The Zoning Ordinance is hereby amended by changing the zoning district for the Property from Interim SFR-1-B (Single-Family Rural) to HC-4-D (Heavy Commercial) as shown in Exhibit "A".

**SECTION 5. Recording Zoning Change.** The City Council directs the Planning Department to record this zoning classification on the City's official zoning map with the official



notation as prescribed by the City's zoning ordinance.

**SECTION 6. Severability.** Should any section or part of this ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

**SECTION 7. Open Meetings.** That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

**PASSED AND APPROVED** on First Reading this the 20<sup>th</sup> day of October, 2022.  
**FINALLY PASSED AND APPROVED** on this the 3<sup>rd</sup> day of November, 2022.

**ATTEST:**

**THE CITY OF LEANDER, TEXAS:**

\_\_\_\_\_  
Dara Crabtree, City Secretary

\_\_\_\_\_  
Christine DeLisle, Mayor



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Receive a presentation regarding the evaluation and proposed recommendations for development process improvements by BerryDunn.

**BACKGROUND:**

BerryDunn was selected by the City Council to conduct an evaluation of the City of Leander's Development Process. This evaluation included:

1. Soliciting feedback from the development community
2. Review of the Development Services processes
3. Provide recommendations for improvements

**HISTORY/TIMELINE:**

11/04/2021 Award Solicitation

03/22/2022 Contract Executed

07/12/2022 – 07/14/2022 Onsite Stakeholder Meetings

**APPLICANT/AGENT:**

City of Leander

**PRESENTER:**

Robin M. Griffin, AICP, Executive Director of Development Services

Fred R. Turnier, MPA, AICP, Manager, BerryDunn

---

**Attachments**

1. Report
2. Process Mapping

# City of Leander

## Recommendations for Improvement

Draft



**Submitted by:**

BerryDunn  
2211 Congress Street  
Portland, ME 04102-1955  
207.541.2200

**Kevin Price, Principal**

[kprice@berrydunn.com](mailto:kprice@berrydunn.com)

**Fred Turnier, Project Manager**

[fturnier@berrydunn.com](mailto:fturnier@berrydunn.com)

**Submitted on:**

October 7, 2022



## Table of Contents

| <b>Section</b>                                                         | <b>Page</b> |
|------------------------------------------------------------------------|-------------|
| Table of Contents.....                                                 | i           |
| 1.0 Introduction .....                                                 | 1           |
| 1.1 Project Background.....                                            | 1           |
| 1.2 Report Format .....                                                | 1           |
| 1.3 Work Performed .....                                               | 1           |
| 1.4 Common Terms and Abbreviations.....                                | 3           |
| 2.0 Current Environment Summary .....                                  | 4           |
| 2.1 Department Structure .....                                         | 4           |
| 2.2 Current Business Processes.....                                    | 4           |
| 2.3 Challenges and Opportunities for Improvement .....                 | 6           |
| 3.0 Recommendations for Improvement.....                               | 13          |
| 3.1 Recommendations for Improvement Approach .....                     | 13          |
| 3.2 Recommendations for Improvement .....                              | 15          |
| 3.3 Implementation Action Matrix.....                                  | 22          |
| 4.0 Next Steps .....                                                   | 29          |
| 4.1 Upcoming Tasks and Deliverables.....                               | 29          |
| Appendix A: Project Participants .....                                 | 30          |
| Appendix B: Current Environment Report and As-Is Process Diagrams..... | 32          |

## 1.0 Introduction

This section of the report describes the background of the project, the format of the memo, common terms and abbreviations, and the work performed.

### 1.1 Project Background

The City of Leander (City) has retained Berry Dunn McNeil & Parker, LLC (BerryDunn) to assist in a review of the City's development service processes. The focus of the project is to review, document, and evaluate the City's current business practices; solicit feedback from the development community; and provide recommendations for service improvement.

### 1.2 Report Format

This report is composed of four sections and three appendices, as described below:

1. **Introduction.** This section of the report describes the background of the project, the work performed, the format of the report, and terms and acronyms used.
2. **Current Environment Summary.** This section summarizes the development processes in the City's Development Services Department, including the Department's structure, business processes, and primary challenges and opportunities for improvement.
3. **Recommendations for Improvement.** This section identifies opportunities for improvement based on review of the current environment assessment, fact-finding, and interviews with business partners. This section will include prioritized recommended improvements, including current environment challenges to be addressed.
4. **Next Steps.** This section describes the future activities of the project.
5. **Appendix A: Project Participants.** This section contains a table of City staff and business partners who participated in focus groups and individual meetings.
6. **Appendix B: Current Environment Report and As-Is Process Diagrams.** This appendix includes the Current Environmental Assessment Report and As-Is Process Diagrams.

### 1.3 Work Performed

In April 2022, BerryDunn conducted an initial project-planning meeting with the City project team to clarify project goals and objectives, identify known project constraints, and refine project dates and tasks. Following the meeting, BerryDunn requested information from the City in order to become more familiar with the current environment.

In July 2022, BerryDunn administered a web survey to Leander's business partners through the project website developed on *Social Pinpoint*. The purpose of this survey was to provide an understanding of the current challenges in the development review environment. In July of

2022, BerryDunn also conducted a series of fact-finding meetings and as-is process diagramming meetings. During the fact-finding meetings, BerryDunn conducted on-site observations and interviews with business partners in the development community, City staff, and City leadership. Current processes, challenges, and opportunities for improvement were also documented.

As follow-up to the fact-finding meetings, BerryDunn conducted an as-is diagramming process and documented the City's process steps in Microsoft Visio. The as-is diagramming helped to identify challenges and opportunities in the current environment. During this process, BerryDunn also used data collected from the survey and fact-finding meetings to identify challenges and opportunities for process improvements. This process is included as Appendix C of this memo.

**Table 1.1: As-Is Diagrams**

| As-Is Diagrams |                                    |
|----------------|------------------------------------|
| No.            | Title                              |
| 1              | Development Application Submission |
| 2              | Development Application Review     |
| 3              | COT Process                        |
| 4              | PICP Closeout                      |

On August 31, 2022, BerryDunn submitted a draft Current Environment Assessment Report to the City's project manager. The report was revised, and a final version of the report was accepted on September 30, 2022. The Current Environment Assessment Report can be found in Appendix B of this report.



## 1.4 Common Terms and Abbreviations

The following table contains common terms and abbreviations used throughout the report, along with associated definitions and explanations.

**Table 1.2: Common Terms and Abbreviations**

| Common Terms and Abbreviations |                                                                                                                                                                            |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Term                           | Definition                                                                                                                                                                 |
| BerryDunn                      | Berry Dunn McNeil & Parker, LLC                                                                                                                                            |
| Business Partners              | External stakeholders of the City of Leander's development community that also may be previous, current, or future customers of the City's Development Services Department |
| CIP                            | Capital Improvement Program                                                                                                                                                |
| City                           | City of Leander                                                                                                                                                            |
| CC                             | Certificate of Completion                                                                                                                                                  |
| CO                             | Certificate of Occupancy                                                                                                                                                   |
| COT                            | Change of Tenant                                                                                                                                                           |
| DPW                            | Department of Public Works                                                                                                                                                 |
| ETJ                            | Extraterritorial jurisdiction                                                                                                                                              |
| GIS                            | Geographic information systems                                                                                                                                             |
| Issue                          | A point or matter in question or in dispute, or a point or matter that is not settled and is under discussion or over which there are opposing views or disagreements      |
| PICP                           | Public Improvement Construction Project                                                                                                                                    |
| PM                             | Project manager                                                                                                                                                            |
| PMI®                           | Project Management Institute®                                                                                                                                              |
| PMT                            | Project management team                                                                                                                                                    |
| SWOT                           | A strategic planning approach using strengths, weaknesses, opportunities, threats                                                                                          |
| TIA                            | Traffic Impact Analysis                                                                                                                                                    |

## 2.0 Current Environment Summary

This section summarizes the development processes in the City's Development Services Department, including the Department's structure, business processes, and primary challenges and opportunities for improvement.

### 2.1 Department Structure

The Development Services Department administers the City's land development, permitting, and construction services. The Department's main functions include building inspections, permitting, and planning. These functions are carried out by the Department in coordination with the City's Engineering, Fire, Public Works, and Parks Departments.

The City's Planning Department provides land use planning services for the City. These services include administering the annexation, zoning, subdivision, and site development procedures for the City. The Department maintains and updates the City's land use ordinances and ensures that operations are compliant with ordinances during the land use process. The Department also works with the City's long-range planning initiatives and development in the City's extraterritorial jurisdiction (ETJ).

In addition to planning services, the Development Services Department is responsible for coordinating the permitting and inspections processes for the City. The Department reviews plans for building permit applications and issues permits. The Department also administers the building inspection process for the City. The inspection process ensures that all newly constructed projects meet the City's codes and requirements, as well as national and international codes.

While they do not report directly to the Development Services Department, the Engineering and Fire Departments are critical participants in the development review process. They coordinate directly with the Development Services Department during the review process.

Engineering reviews all engineering plans and subdivision plans submitted to the City for land use approval. The Department works with developers, engineers, the Texas Department of Transportation, and other City departments during the review process. Engineering also conducts construction inspections, manages the City's capital projects program, and helps to ensure the implementation of the City's engineering design standards.

The Fire Department's Prevention and Life Safety Division conducts fire code and life safety reviews of new developments, inspections, and fire code complaint investigations for the City. They also perform annual inspections for certain types of high-risk non-residential structures.

### 2.2 Current Business Processes

The current state, or as-is, development review processes have been documented using Microsoft Visio and are included as Appendix C to this memo. The table in this section presents

a summary description of the overall processes for a development application submission, development application review, COT process, and PICP closeout.

**Table 2.1: Current City Business Processes**

| City Business Processes            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Development Application Submission |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Description of Process</b>      | <p>Prior to submitting a formal development application, applicants are required to attend a pre-development meeting (unless the requirement is waived by the Development Services Director). Pre-development meetings are scheduled by Planning. Staff from relevant departments attend the meetings and provide information to applicants and answer questions on the process and requirements. Following the pre-development meeting, Planning sends meeting notes, including detailed information about review and submittal requirements, to the applicant. The applicant sends an electronic version of the complete application package to Planning for preliminary review. If the submission is deemed complete at this stage, then Planning schedules a submittal meeting, during which the applicant will bring the required paper copies of submission materials and submittal fee to the City. Development application submissions are only accepted in-person on Tuesday mornings during scheduled submittal meeting times. Applications are then reviewed for completeness within one week of receiving the full application submission.</p>                                                                                                                                                                               |
| Development Application Review     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Description of Process</b>      | <p>Once a development application has been reviewed for completeness and deemed complete, the official development review timeline (“shot clock”) begins, and the application is distributed for technical review. Within 20 business days, reviews by all departments are completed and comments are sent to Planning. Planning issues an Action Letter (if a resubmittal is required) or Approval Letter (if the plans are approved). For resubmittals, applicants are required to request a submittal meeting (following the procedures for new submissions) when they are ready to submit revised plans. The completeness review for resubmittals is completed within five business days, and an Action or Approval Letter is issued within 15 business days. After the Approval Letter has been issued, the final plan set is submitted for signature by City staff. Final signed plans are returned to the applicant. The applicant is required to submit final hard copies and a scanned copy of the final signed plans as well as any final documents (e.g., stormwater plan, drainage report, Traffic Impact Analysis [TIA], etc.) along with the pre-construction meeting request form. Once all required documentation has been submitted, a pre-construction meeting is held, and the site development permit is issued.</p> |
| COT Process                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Description of Process</b>      | <p>Applications are submitted online using MyGovOnline. Once an application is submitted, permit technicians do a preliminary check for completeness and verify</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



| City Business Processes       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | contractor insurance and licenses. If needed, contractors then submit their insurance and licenses. Applications then move to the work queue. Applications are reviewed in chronological order based on the due date. Reviews are assigned on a first-come, first-served basis. The reviewer goes into MyPermitNow and leaves comments if necessary or approves plans for their department. Building and Planning are assigned to review (and Fire for commercial applications), and Fire and Engineering are included if required, depending on the scope of the project. Once all reviews are complete, a permit technician creates and sends the plan review letter. Applicants are able to view application status and review comments online. The same process repeats if there are comments or incomplete plans. Resubmittals go to the same work queue as new submittals. If the application is approved, then the applicant is notified that their application has been accepted and they are prompted to pay the appropriate fees. Permit technicians are notified to issue a permit.                                                                                                                                                                                                                                                                                                                   |
| PICP Closeout                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Description of Process</b> | Once the application is approved, the applicant requests a pre-construction meeting. Engineering schedules the meeting and sends pre-construction notes to the applicant before the meeting with Planning and Engineering. Following the meeting, the contractor begins construction and requests inspections and testing as needed with the Engineering construction inspector, Planning, Fire, and the stormwater coordinator. Once the work is complete, the contractor requests a final inspection. Fire, Planning, Public Works, and the construction inspector attend the final walkthrough, and the construction inspector creates a punch list based on comments and issues identified by each department during the walkthrough. If there are outstanding items, the applicant addresses incomplete punch list items and schedules another final walkthrough. Fees are charged after the second walkthrough. Once all items are complete, the applicant submits record plans and other required documentation. Engineering prepares those documents for City Council. City Council votes to accept public improvements. After the two-year warranty period, Engineering coordinates with the Department of Public Works (DPW) and with the contractor or developer to create a punch list for reinspection. Once all punch list items are addressed, the maintenance bond is released to the applicant. |

## 2.3 Challenges and Opportunities for Improvement

BerryDunn identified 15 challenges as a result of the project-planning, fact-finding, process diagramming, and external stakeholder outreach activities completed to date. The challenges identified in Table 2.3 present the overall or primary challenges and opportunities for improvement that BerryDunn identified as themes from key functional areas in the City.

**Table 2.3: Current Challenges and Opportunities for Improvement**

| Current Challenges and Opportunities for Improvement |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                                                  | Challenges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1                                                    | <p><b>The application submittal process involves several steps and is time consuming for applicants and staff.</b> Applications go through two rounds of application completeness checks before being deemed complete and ready for the technical review phase. Once an applicant passes the initial completeness check, the applicant must submit for the second completeness round. During this round the application fee is also paid. If the application is deemed complete, staff begin the technical review phase to confirm the application meets all City requirements and the application is scheduled for a Commission meeting.</p> | <p><b>The City should consider streamlining the application submittal process.</b> Combining the two application completeness checks into one completeness round would reduce the number of steps for applicants and staff. An applicant should be permitted to apply and pay the fee with one completeness round. If an application is deemed incomplete, comments should be provided to the applicant so that the application can be revised. If the application passes the completeness check, it should move forward to the technical review phase and be scheduled for a Commission meeting date.</p>                                                                                                               |
| 2                                                    | <p><b>There is a limited window for application submittal.</b> The application submittal period is 8 a.m. – noon every Tuesday. If an applicant misses the submittal window, they have to wait until the following Tuesday to submit the application, which causes the application to be rescheduled for a later Commission meeting. During focus group meetings, business partners also expressed concerns about the limited application submittal period.</p>                                                                                                                                                                               | <p><b>The City should consider adding more flexibility in the application submittal timeframes.</b> More flexibility in submitting applications could help improve the quality of submittals received. During the as-is diagramming process, staff discussed that applicants often rush to submit applications because of the limited submittal time frames. This has resulted in quality assurance issues such as incomplete applications and missing requirements on submittals.</p> <p>Development Services maintains yearly calendars that consist of application deadlines with corresponding Commission meeting dates. These calendars should be easily accessible on the City website for the public to view.</p> |
| 3                                                    | <p><b>The internal review process involves multiple programs across several departments and does not include a standard process for communication among reviewers.</b> During the fact-finding meetings and as-is diagramming process, staff discussed challenges with</p>                                                                                                                                                                                                                                                                                                                                                                    | <p><b>The City should consider process improvements to streamline the development review process and make it more business-friendly.</b> Bluebeam Studio can provide a centralized and easily accessible way for multiple staff members to review and comment on a single set of plans. It was noted during the as-is diagramming process that only</p>                                                                                                                                                                                                                                                                                                                                                                  |

| Current Challenges and Opportunities for Improvement |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                                                  | Challenges                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                      | having to access multiple programs to coordinate review comments between departments. This process can be cumbersome and time-consuming. A more efficient method should be explored to coordinate staff reviews.                                                                                                                                                                                                                                                               | some of the reviewers use Bluebeam Studio. The City reported that once EnerGov launches, all staff will have Bluebeam Studio licenses. This will be a significant improvement as it will place all plan reviewers on common software. Use of a common software will help to streamline the review process by allowing all reviewers to mark up the same set of plans concurrently. In addition, all reviewers would be able to see comments made by other reviewers and would be able to quickly address areas of discrepancy. Reviewing each other's comments can also provide learning opportunities for staff. Assuming that EnerGov will be implemented by end of 2022, appropriate training resources should be budgeted to help ensure that staff is properly trained to use Bluebeam Studio. |
| 4                                                    | <b>There are not adequate coordination meetings for departments involved in the development review process.</b><br>During fact-finding, staff members said these meetings stopped occurring shortly before the COVID-19 outbreak. Staff members also mentioned that since the pandemic, departments have become more siloed and internal communication has diminished.                                                                                                         | <b>The City should reinstate coordination meetings to improve internal communication and information sharing during the review process.</b><br>This will help to limit challenges in the development review process and improve staff coordination. Improving internal communication, will have a direct positive impact on external communication to customers and will increase transparency and predictability for business partners of the City. These meetings could also occur using virtual meeting platforms such as Microsoft 365 Teams or Zoom. Both platforms allow for plan reviews through screen-share.                                                                                                                                                                               |
| 5                                                    | <b>COT applicants are often uninformed about the review process and frequently submit incomplete applications.</b> Many COT applicants are small business owners who are not familiar with the technical requirements of a COT process. During the as-is diagramming process, staff communicated that pre-development meetings are not held for COT applications. It was also acknowledged that there is a need to educate applicants on the process. Applications may require | <b>The City should consider integrating additional techniques into the COT process to offer applicants more education and guidance in the beginning, or before, the COT process.</b><br>Development Services should consider partnering with the Economic Development Department and offer free workshops for small business owners where they can learn about City requirements, such as COT process.<br><br>A COT toolkit should also be developed, which should include a step-by-step, business-friendly guide that educates business partners on the COT process.                                                                                                                                                                                                                              |



| Current Challenges and Opportunities for Improvement |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                                                  | Challenges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                      | multiple rounds of comments, often because applicants are unfamiliar or uninformed about building, fire, and zoning code requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                | Development Services should also have pre-development meetings for COT applicants. During as-is diagramming and fact-finding, staff discussed interest in starting this process. Although this could increase the caseload for pre-development meetings, if applicants receive this guidance upfront, it would help to decrease the number of rounds of staff review and revisions that the COT applications currently go through as a result of applicants being uninformed about process requirements.                                                                                                                                                                                                                                                                                                                                                                                 |
| 6                                                    | <b>The development review process involves the use of multiple systems which can be time consuming for staff and confusing for applicants.</b> During the fact-finding meetings, staff discussed challenges with having to access multiple systems to review and collect staff comments on PICP projects. EnerGov offers a significant opportunity to help improve communication, organization, and clarity in the process for staff members and applicants.                                                                                                          | <b>The use of EnerGov will help to simplify development review processes for staff and applicants.</b> EnerGov presents one centralized location where staff members and applicants will have greater accessibility and visibility to applications in the development review and inspection process. Engineering inspection is currently not part of the EnerGov rollout and including this function in EnerGov should be explored. This could improve coordination in the PICP process and other development processes.                                                                                                                                                                                                                                                                                                                                                                 |
| 7                                                    | <b>It is difficult for applicants to find information and resources related to development review processes on the City website.</b> Staff noted that the website could be more user-friendly and offer better access to information and resources needed in the development process. Centralizing information on the City website could help guide applicants through the land development process. By providing resources to applicants, applicants can be better prepared and more knowledgeable about the process, which can streamline the staff review process. | <b>The City website should be used as a common, centralized place for the City's Development Services.</b> There should be a centralized location on the City website where business partners can find the information, they need for different applications in the review process. In addition, the website should be user-friendly and easy to navigate. Development guides and checklists should be available for development review and inspection procedures. Each application should also have a corresponding checklist.<br><br>The Development Hub featured on the Development Services' webpage should become the "one-stop shop" for the City's development review services. A link to the Development Hub could be provided under the "Business and Development" tab from the City's homepage on the website. Application checklists and guides for various departments could |

| Current Challenges and Opportunities for Improvement |                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                                                  | Challenges                                                                                                                                                                                                                                                                                                                                                                                                                    | Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>be centralized in one location through the Development Hub.</p> <p>Additionally, a public-facing GIS mapping service (including the City's zoning map, land use map, and special districts) that is accessible and user-friendly for the public would allow users to access property information necessary for preparing development and permit applications. Staff reported that GIS will become part of EnerGov.</p>                                                                                                                                                 |
| 8                                                    | <p><b>Business partners do not feel they are provided opportunities to share input on policy and regulatory changes.</b> Changes to development review requirements can have a significant impact on project timelines and costs. Business partners indicated that they would like better communication from the City about pending policy changes as well as an opportunity to provide feedback prior to implementation.</p> | <p><b>The City should consider providing opportunities for business partners to provide input in policy and regulatory changes.</b> Holding a developer's forum that meets bimonthly or quarterly would provide such an opportunity. This forum could be a vehicle to solicit input from the development community on regulatory and process changes before they are adopted. A developer's forum will also strengthen communication between the development community and the City.</p>                                                                                  |
| 9                                                    | <p><b>There is no standard process for internal communication during the development review process and staff are challenged to manage emails.</b> During the fact-finding and as-is diagramming process, staff discussed a challenge of being inundated with emails. This impedes communication between divisions.</p>                                                                                                       | <p><b>A more effective internal communication method should be explored, such as Microsoft 365.</b> Microsoft 365 includes Microsoft Teams, which is an effective tool to communicate internally without having the communication get bogged down in emails. Staff members can communicate in real time without the delay of email responses. In addition, it provides a virtual meeting function, which could help with internal and external communication.</p>                                                                                                         |
| 10                                                   | <p><b>The review of revisions is not prioritized, resulting in a lengthy review process.</b> Business partners had concerns regarding the length of time it takes to get through revision rounds in the development review process. Business partners expressed that after the first submittal round, it seems that they go to the end of the queue when they resubmit for second and third rounds.</p>                       | <p><b>Applicants who submit for subsequent submittal rounds should be prioritized in the application queue if their application shows progress and readiness from one review round to the next.</b> As applicants progress through each round of review, the number of comments should decrease over the review cycle. Therefore, each round should require less review time. The City reported that they have a schedule that prescribes less review time for each submittal round. However, based off input from business partners, shorter review times for second</p> |

| Current Challenges and Opportunities for Improvement |                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                                                  | Challenges                                                                                                                                                                                                                                                                                                                                                                                                                    | Opportunities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>and third submittal rounds may not be implemented uniformly across the divisions. When EnerGov launches, it will have the ability to apply performance metrics that are quantifiable through the EnerGov reporting mechanisms so that the City can monitor actual review times.</p> <p>In addition, to make the timing of the process more predictable for applicants, annual calendars for major development application types should be easily accessible on the City's website. Major development application types include subdivisions, site development plans, and zoning applications. The calendars should be easy to follow and modeled after Leander's zoning calendar, which clearly and succinctly displays application deadlines and corresponding Commission dates. .</p> <p>During periods of peak application loads, if delays in development review process are anticipated that would waiver from the dates posted in the calendar, the Department should consider posting courtesy notifications of anticipated processing delays to the City website and/or in the Development Hub so that applicants can readjust their project schedules.</p> |
| 11                                                   | <p><b>Staff and business partners are concerned about the high turnover in the Engineering Department and how it is having an adverse effect on the development review process and customer service.</b> During fact-finding meetings and the as-is diagramming process, the staffing issues in Engineering were discussed on multiple occurrences. This challenge was also discussed in meetings with business partners.</p> | <p><b>The City's compensation study, that is currently in progress, should be prioritized to help with retention and recruitment in the Engineering Department.</b> Incentive methods of surrounding cities and towns in the region should be reviewed to see if there are opportunities for the City to be more competitive.</p> <p>The use of third-party reviewers should continue to be used and expanded, where necessary, to decrease the workload on existing staff, which can reduce the likelihood of burnout and turnover.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 12                                                   | <p><b>Business partners expressed a challenge in receiving timely response to emails and phone calls.</b></p>                                                                                                                                                                                                                                                                                                                 | <p><b>The City should consider including a standard response time for phone calls and emails in the customer service policy that is being developed.</b> This will set reasonable expectations for customers. If a staff member cannot fully address the request in the time given, an initial response should be provided to confirm receipt of the request. If there</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



| Current Challenges and Opportunities for Improvement |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                                                  | Challenges                                                                                                                                                                                                                                                                  | Opportunities                                                                                                                                                                                                                                                                                                  |
|                                                      |                                                                                                                                                                                                                                                                             | are commonly asked questions, consider making the solutions/answers available on the City's Development Hub, where possible.                                                                                                                                                                                   |
| 13                                                   | <b>The City currently defaults to the City of Austin's engineering standards with a few exceptions, which can be confusing to developers.</b>                                                                                                                               | The City should consider consolidating and producing a standard set of requirements for the City that is easily accessible to business partners.                                                                                                                                                               |
| 14                                                   | <b>There are no master checklists of requirements for different types of inspections.</b> The PICP closeout diagramming process revealed there is not currently a standard master list of requirements that the inspection staff can reference when completing inspections. | <b>Master checklists for all inspection types should be developed.</b> This could bring uniformity to the inspection process and make inspections more consistent and predictable for applicants. Master checklists also serve as a standard to reference when training new inspectors.                        |
| 15                                                   | <b>The City is often challenged to manage staff workloads.</b> During the PICP closeout diagramming process, staff also addressed challenges with staff workloads and staff shortages that make it difficult to participate in and complete inspections.                    | <b>The City should consider opportunities to expand the use of third-party firms to help manage staff workloads.</b> Use of third-party review and inspection companies could be used to lessen staff workloads and provide inspection services, which could expedite reviews for customers and staff members. |

## 3.0 Recommendations for Improvement

This section identifies opportunities for improvement based on review of the current environment assessment, fact-finding, and interviews with business partners. This section will include prioritized recommended improvements, including current environment challenges to be addressed.

### 3.1 Recommendations for Improvement Approach

As a result of fact-finding, survey results, and information provided by the City, BerryDunn has identified and recommended several projects and initiatives to support the Department's processes and address challenges identified in Section 2.0 of this memo and in the Current Environment Assessment Report. Using the following four prioritization categories below, BerryDunn developed a sequential list of projects and initiatives:

- **Priority Rank:** The overall rank of the recommendation-based discussion with the City on the City's prioritization and BerryDunn's recommendations.
- **Relative Benefit:** The anticipated overall benefit to the City upon completion of the particular recommendation.
- **Ease of Implementation:** The anticipated ease of implementing the recommendation. Considerations for this category include anticipated resources needed for the project or initiative, and the scope of the project or initiative.
- **Best Practice:** The established procedures to emerging trends will be identified for the recommendation.

**Table 3.1.1: Prioritization Categories**

| Prioritization Categories                                                                            |                                                                                                      |                                                                                                          |                                                                                                               |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Priority Rank                                                                                        | Relative Benefit                                                                                     | Ease of Implementation                                                                                   | Best Practice                                                                                                 |
| <br><b>High</b>   | <br><b>High</b>   | <br><b>Difficult</b> | <br><b>Bleeding edge</b> |
| <br><b>Medium</b> | <br><b>Medium</b> | <br><b>Medium</b>    | <br><b>Leading Edge</b>  |
| <br><b>Low</b>    | <br><b>Low</b>    | <br><b>Easy</b>      | <br><b>Established</b>   |

Based upon the application of the prioritization categories, BerryDunn developed the following 15 projects and initiatives, listed in a sequential order. Each project or initiative has an associated table with a description, recommendations source information, related strategic plan goals and objectives, prioritization category rankings, anticipated benefits, and action items to implement the project or initiative.

**Table 3.1.2: Prioritized List of Projects and Initiatives**

| Prioritized List of Projects and Initiatives |                                                                       |
|----------------------------------------------|-----------------------------------------------------------------------|
| No.                                          | Project/Initiative Name                                               |
| 1                                            | Implement a standard response time policy                             |
| 2                                            | Initiate a developer's forum                                          |
| 3                                            | Reestablish internal coordination meetings                            |
| 4                                            | Streamline the application submittal process                          |
| 5                                            | Establish a flexible timeline for application submittal               |
| 6                                            | Consider expansion of third-party review firms                        |
| 7                                            | Incorporate other departments and functions in EnerGov                |
| 8                                            | Make the website more user-friendly                                   |
| 9                                            | Resolve staffing issues in the Engineering Department                 |
| 10                                           | Ensure uniformity in staff review timeframes                          |
| 11                                           | Standardize the plan review process                                   |
| 12                                           | Provide educational resources to support commercial tenant applicants |
| 13                                           | Implement a more effective communication tool                         |
| 14                                           | Update City engineering standards                                     |
| 15                                           | Create a master list of inspection requirements                       |

BerryDunn has organized each project and initiative based on the template below:

**Table 3.1.3: Recommendation for Improvement Template**

| Recommendation Name |                                                                                                                          |
|---------------------|--------------------------------------------------------------------------------------------------------------------------|
| Description         |                                                                                                                          |
| Priority Rank       | <b>Description:</b> <i>This section of the template will contain a description of the challenges and recommendation.</i> |



| Recommendation Name                                                                                                          |                                                                                                          |                                                                           |                                                                             |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Recommendations Source Information                                                                                           |                                                                                                          |                                                                           |                                                                             |
| <b>Assessment Area:</b>                                                                                                      | <i>This section of the template will identify the assessment area(s) related to this recommendation.</i> |                                                                           |                                                                             |
| Prioritization Category Rankings                                                                                             |                                                                                                          |                                                                           |                                                                             |
| Priority Rank                                                                                                                | Relative Benefit                                                                                         | Ease of Implementation                                                    | Best Practices                                                              |
| <i>Rating of Recommendation<br/>(High, Medium, Low)</i>                                                                      | <i>Rating of the Relative Benefit<br/>(High, Medium, Low)</i>                                            | <i>Rating of the Ease of Implementation<br/>(Easy, Medium, Difficult)</i> | <i>Rating Best Practices<br/>(Established, Leading Edge, Bleeding Edge)</i> |
| Anticipated Benefits                                                                                                         |                                                                                                          |                                                                           |                                                                             |
| <i>This section of the template will contain a list of the anticipated benefits of the recommendation.</i>                   |                                                                                                          |                                                                           |                                                                             |
| Action Items to Implement                                                                                                    |                                                                                                          |                                                                           |                                                                             |
| <i>This section of the template will contain a list of the action items that are needed to implement the recommendation.</i> |                                                                                                          |                                                                           |                                                                             |

## 3.2 Recommendations for Improvement

**Table 3.2.1: Implement a standard response time policy**

| Implement a standard response time policy |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Priority Rank 1</b>                    | <b>Description:</b> Business partners would like timely responses to emails and phone calls made to staff members. Leander is developing a customer service policy. The City should consider including a standard response time in the policy for phone calls and emails to set reasonable expectations for customers. If a staff member cannot fully address the customer's request in the time given, an initial response should be provided to confirm receipt of the request. If there are commonly asked questions, consider making the solutions/answers available on the City's Development Hub, where possible. |

| Implement a standard response time policy                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                  |                                                                                                   |                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Prioritization Category Rankings                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                  |                                                                                                   |                                                                                                           |
| Priority Rank                                                                                                                                                                                                                                                                                                                                                                                                      | Relative Benefit                                                                                 | Ease of Implementation                                                                            | Best Practices                                                                                            |
| <br><b>High</b>                                                                                                                                                                                                                                                                                                                   | <br><b>High</b> | <br><b>Easy</b> | <br><b>Established</b> |
| Anticipated Benefits                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                  |                                                                                                   |                                                                                                           |
| <ul style="list-style-type: none"> <li>✓ Improve communication with applicants.</li> <li>✓ Strengthen relationships with business partners.</li> <li>✓ Make the development process more user-friendly for business partners.</li> </ul>                                                                                                                                                                           |                                                                                                  |                                                                                                   |                                                                                                           |
| Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                  |                                                                                                   |                                                                                                           |
| <ul style="list-style-type: none"> <li>✓ Establish a uniform time frame for returning phone calls and responding to emails.</li> <li>✓ Provide an initial response to customers within the prescribed time frame, even if the answers to their questions are still be developed.</li> <li>✓ Update customers during the process if inquiry requires in-depth research or multiple steps in the process.</li> </ul> |                                                                                                  |                                                                                                   |                                                                                                           |

**Table 3.2.2: Initiate a Developer's Forum**

| Initiate a Developer's Forum |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Priority Rank 2</b>       | <p><b>Description:</b> Business partners would like the opportunity to provide input in policy and regulatory changes that impact development review requirements. The City should consider holding a developer's forum that meets bimonthly or quarterly. This forum could be a vehicle to solicit input from the development community on regulatory and process changes before they are adopted. Regular updates on City projects and initiatives could also be shared during meetings. A developer's forum will also strengthen the communication channel between the development community and the City.</p> |

| Initiate a Developer's Forum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                           |                                                                                            |                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Prioritization Category Rankings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                           |                                                                                            |                                                                                                    |
| Priority Rank                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Relative Benefit                                                                          | Ease of Implementation                                                                     | Best Practices                                                                                     |
| <br>High                                                                                                                                                                                                                                                                                                                                                                                                                                     | <br>High | <br>Easy | <br>Established |
| Anticipated Benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                           |                                                                                            |                                                                                                    |
| <ul style="list-style-type: none"> <li>✓ Strengthen the relationship between the City and business partners.</li> <li>✓ Improve the regulatory amendment process.</li> <li>✓ Enhance communication and coordination with business partners.</li> <li>✓ Help to ensure a successful implementation of regulatory changes.</li> </ul>                                                                                                                                                                                           |                                                                                           |                                                                                            |                                                                                                    |
| Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                           |                                                                                            |                                                                                                    |
| <ul style="list-style-type: none"> <li>✓ Develop a master contact list of business partners in the development community.</li> <li>✓ Include City leadership and representation.</li> <li>✓ Develop a desired frequency and time for the developer's forum.</li> <li>✓ Make a forum kickoff announcement to the developer's forum.</li> <li>✓ Establish an annual schedule of meetings.</li> <li>✓ Establish agendas and distribute them in advance.</li> <li>✓ Solicit participant input on future agenda topics.</li> </ul> |                                                                                           |                                                                                            |                                                                                                    |

**Table 3.2.3: Reestablish internal coordination meetings**

| Reestablish internal coordination meetings |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Priority Rank 3</b>                     | <p><b>Description:</b> The City should reestablish internal coordination meetings for development review. This will help with internal communication and information sharing, which could reduce challenges in the development review process. When internal communication improves, this will have a direct positive impact on external communication to customers and will increase transparency and predictability for business partners of the City. These meetings could also occur using virtual meeting platforms such as Microsoft 365 Teams or Zoom to be more accessible so that all review staff have an opportunity to participate. Both platforms allow for plan reviews through screen-share.</p> |



| Reestablish internal coordination meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                  |                                                                                                     |                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Prioritization Category Rankings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                  |                                                                                                     |                                                                                                           |
| Priority Rank                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Relative Benefit                                                                                 | Ease of Implementation                                                                              | Best Practices                                                                                            |
| <br><b>High</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <br><b>High</b> | <br><b>Medium</b> | <br><b>Established</b> |
| Anticipated Benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                  |                                                                                                     |                                                                                                           |
| <ul style="list-style-type: none"> <li>✓ Improve internal communication and build relationships.</li> <li>✓ Reduce discrepancies in review comments from reviewers in different departments.</li> <li>✓ Improve consistency in communication to external partners.</li> <li>✓ Improve knowledge across departments.</li> </ul>                                                                                                                                                                                                                                                                                                                                 |                                                                                                  |                                                                                                     |                                                                                                           |
| Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                  |                                                                                                     |                                                                                                           |
| <ul style="list-style-type: none"> <li>✓ Establish a recurring meeting time that is inclusive of all departments and divisions involved in the development review process.</li> <li>✓ Establish a virtual meeting option.</li> <li>✓ Define the meeting structure, including a defined time frame, meeting format, and meeting summaries/minutes.</li> <li>✓ Set an agenda and share with participants prior to each meeting to help ensure that the meeting time is used effectively and that participants can attend and provide comments or questions prior to the meeting.</li> <li>✓ Solicit staff input on agenda topics on an ongoing basis.</li> </ul> |                                                                                                  |                                                                                                     |                                                                                                           |

**Table 3.2.4: Streamline the application submittal process**

| Streamline the application submittal process |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Priority Rank 4</b>                       | <p><b>Description:</b> The City should consider streamlining the application submittal process. Applications go through two rounds of application completeness checks before being deemed complete and ready for the technical review phase. An applicant should be permitted to submit an application and fee with one completeness check. Once the application and fee are submitted, if the application is deemed incomplete, comments should be provided to the applicant so that the application can be revised. If the application passes the completeness check, it should move forward to the technical review phase and then scheduled for a Commission meeting date.</p> |

| Streamline the application submittal process                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                  |                                                                                                    |                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Prioritization Category Rankings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                  |                                                                                                    |                                                                                                           |
| Priority Rank                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Relative Benefit                                                                                 | Ease of Implementation                                                                             | Best Practices                                                                                            |
| <br><b>High</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 | <br><b>High</b> | <br><b>Medium</b> | <br><b>Established</b> |
| Anticipated Benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                  |                                                                                                    |                                                                                                           |
| <ul style="list-style-type: none"> <li>✓ Improve efficiency by reducing redundancy in the process.</li> <li>✓ Improve and streamline communication between the City and the applicant.</li> </ul>                                                                                                                                                                                                                                                                                                                                |                                                                                                  |                                                                                                    |                                                                                                           |
| Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                  |                                                                                                    |                                                                                                           |
| <ul style="list-style-type: none"> <li>✓ Modify the workflow process to include one completeness check round and direct submittals to technical staff after completeness is confirmed.</li> <li>✓ Using the online submission portal, develop an online checklist or set up standard required documents/files to be submitted for each application type.</li> <li>✓ Develop a protocol to meet with applicants that have difficulty passing the completeness process to guide them through completeness requirements.</li> </ul> |                                                                                                  |                                                                                                    |                                                                                                           |

**Table 3.2.5: Establish a flexible timeline for application submittal**

| Establish a flexible timeline for application submittal |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Priority Rank 5</b>                                  | <p><b>Description:</b> Development Services should expand the period of opportunity to submit applications to allow for online submission of applications 24/7. If this is provided, applicants will have more time and flexibility to submit a complete application. More flexibility could help improve the quality of submittals received. During the as-is diagramming process, staff discussed that applicants often rush to submit applications of the limited submittal time frames, which has resulted in quality assurance issues such as incomplete applications and missing requirements on submittals. Flexibility to submit applications would allow business partners to develop higher quality applications with more assurance of projects staying on schedule. Development Services maintains a yearly schedule that consists of application deadlines with corresponding Commission meeting dates. This schedule should be easily accessible on the City website for the public to view.</p> |

| Establish a flexible timeline for application submittal                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                  |                                                                                                     |                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Prioritization Category Rankings                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                  |                                                                                                     |                                                                                                           |
| Priority Rank                                                                                                                                                                                                                                                                                                                                                                                                           | Relative Benefit                                                                                 | Ease of Implementation                                                                              | Best Practices                                                                                            |
| <br><b>High</b>                                                                                                                                                                                                                                                                                                                        | <br><b>High</b> | <br><b>Medium</b> | <br><b>Established</b> |
| Anticipated Benefits                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                  |                                                                                                     |                                                                                                           |
| <ul style="list-style-type: none"> <li>✓ Improve the quality of application submissions.</li> <li>✓ Eliminate the burden on staff to be available to process all applications on Tuesday mornings.</li> <li>✓ Provide more flexibility to applicants.</li> </ul>                                                                                                                                                        |                                                                                                  |                                                                                                     |                                                                                                           |
| Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                  |                                                                                                     |                                                                                                           |
| <ul style="list-style-type: none"> <li>✓ Implement online application submittal and allow for applications to be submitted at any time.</li> <li>✓ Include a step in the online process that deems an application complete when it passes the completeness check for ease of tracking applications in the system.</li> <li>✓ Clearly post Commission meeting dates and deadlines for application submission.</li> </ul> |                                                                                                  |                                                                                                     |                                                                                                           |

**Table 3.2.6: Consider expansion of third-party review firms**

| Consider expansion of third-party review firms                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                |                                                                                                      |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Description                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                |                                                                                                      |
| Priority Rank 6                                                                             | <b>Description:</b> The City should consider opportunities to expand the use of third-party firms to help manage staff workloads. During the PICP closeout diagramming process, staff also addressed challenges with staff workloads and staff shortages that make it difficult to perform and complete inspections. The use of third-party review and inspection companies could be used to lessen staff workloads and provide inspection services, which could expedite reviews for customers and staff members. |                                                                                                |                                                                                                      |
| Prioritization Category Rankings                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                |                                                                                                      |
| Priority Rank                                                                               | Relative Benefit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Ease of Implementation                                                                         | Best Practices                                                                                       |
| <br>High | <br>High                                                                                                                                                                                                                                                                                                                                                                                                                        | <br>Medium | <br>Established |



| Consider expansion of third-party review firms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Anticipated Benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <ul style="list-style-type: none"> <li>✓ Improve delivery of customer service.</li> <li>✓ Reduce risk of burnout and turnover of existing staff.</li> <li>✓ Increase stability in the work environment which reduces stress and improves morale.</li> </ul>                                                                                                                                                                                                                                                                               |  |
| Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"> <li>✓ Identify areas where Development Services is experiencing customer service challenges caused by staff shortages.</li> <li>✓ Identify potential third-party firms to help fill service gaps.</li> <li>✓ Follow the City's procurement process to retain third-party firms to conduct plan review and inspections on an as-needed basis.</li> <li>✓ Establish a policy and procedures for the use of third-party firms, including processes for communication with staff and customers.</li> </ul> |  |

**Table 3.2.7: Incorporate other departments and functions into EnerGov**

| Incorporate other departments and functions into EnerGov                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                   |                                                                                                      |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Description                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                   |                                                                                                      |
| Priority Rank 7                                                                             | <b>Description:</b> EnerGov presents an opportunity for a centralized location where staff members and applicants can have greater accessibility and visibility to applications in the development review and inspection process. Engineering inspection is currently not part of the EnerGov rollout and including this function in EnerGov should be explored. This could improve coordination in the PICP process and other development processes. |                                                                                                   |                                                                                                      |
| Prioritization Category Rankings                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                   |                                                                                                      |
| Priority Rank                                                                               | Relative Benefit                                                                                                                                                                                                                                                                                                                                                                                                                                      | Ease of Implementation                                                                            | Best Practices                                                                                       |
| <br>High | <br>High                                                                                                                                                                                                                                                                                                                                                           | <br>Difficult | <br>Established |

| Incorporate other departments and functions into EnerGov                                                                                                                                                                                                                                                                                                                                   |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Anticipated Benefits                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"> <li>✓ Improve internal communication and information sharing between departments.</li> <li>✓ Improve consistency of external communication to contractors and business partners.</li> <li>✓ Facilitate inspections tracking and reporting processes for Engineering.</li> </ul>                                                                         |  |
| Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"> <li>✓ Work with Engineering staff to establish workflows for inspections in the new system.</li> <li>✓ Provide iPads or tablets for use in the field.</li> <li>✓ Establish standard operating procedures for processes that are shared among departments and conduct training to help ensure that all users are familiar with the processes.</li> </ul> |  |

**Table 3.2.8: Make the website more user-friendly**

| Make the website more user-friendly                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                   |                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Description                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                   |                                                                                                      |
| Priority Rank 8                                                                                                                                                                                                                           | <b>Description:</b> The website should be more user-friendly, with enhanced accessibility to information needed in the development process. There should be a centralized location on the City website where business partners can find application forms, guides, and checklists for development applications and inspections. Each application should also have a corresponding checklist and process description in the development guide. The Development Hub could become a centralized one-stop shop for the City's development review services. A link to the Development Hub could be provided under the "Business and Development" tab from the City's homepage. Additionally, a public-facing GIS mapping service would allow users to access property information necessary for preparing development and permit applications. |                                                                                                   |                                                                                                      |
|                                                                                                                                                                                                                                           | Prioritization Category Rankings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                   |                                                                                                      |
| Priority Rank                                                                                                                                                                                                                             | Relative Benefit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Ease of Implementation                                                                            | Best Practices                                                                                       |
| <br>High                                                                                                                                               | <br>High                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <br>Difficult | <br>Established |
| Anticipated Benefits                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                   |                                                                                                      |
| <ul style="list-style-type: none"> <li>✓ Increase clarity for applicants and help them to be more prepared for the process.</li> <li>✓ Improve quality of application as a result of better access to development information.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                   |                                                                                                      |

| Make the website more user-friendly |                                                                                                                                            |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| ✓                                   | Decrease the staff time spent on responding to development process questions, which can be reallocated to other customer-related services. |
| Action Items to Implement           |                                                                                                                                            |
| ✓                                   | Develop a centralized location on the Development Services webpage or in the Development Hub that could act as a one-stop shop.            |
| ✓                                   | Include all development application forms, guides, checklists, and schedules with direct links between materials for ease of navigation.   |
| ✓                                   | Include a direct link to this centralized location from the homepage of the City website.                                                  |
| ✓                                   | Include a public-facing portal tied to the City's GIS system.                                                                              |

**Table 3.2.9: Resolve staffing issues in the Engineering Department**

| Resolve staffing issues in the Engineering Department                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                   |                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Description                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                   |                                                                                                      |
| Priority Rank 9                                                                                                                                                                                                     | <b>Description:</b> Staff and business partners are concerned about the high turnover in the Engineering Department and how it is having an adverse effect on the development review process and customer service. The compensation study that the City is doing should be prioritized to help with retention and recruitment in the Engineering Department. Incentive methods of surrounding cities and towns in the region should be reviewed for opportunities that could help the City to be more competitive. The use of third-party reviewers should continue to be used and expanded, where necessary, to help manage staff workload. |                                                                                                   |                                                                                                      |
| Prioritization Category Rankings                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                   |                                                                                                      |
| Priority Rank                                                                                                                                                                                                       | Relative Benefit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Ease of Implementation                                                                            | Best Practices                                                                                       |
| <br>High                                                                                                                         | <br>High                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <br>Difficult | <br>Established |
| Anticipated Benefits                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                   |                                                                                                      |
| <ul style="list-style-type: none"><li>✓ Improve customer service delivery and decrease service interruptions.</li><li>✓ Decrease burnout and turnover.</li><li>✓ Improve staff retention and recruitment.</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                   |                                                                                                      |
| Action Items to Implement                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                   |                                                                                                      |
| <ul style="list-style-type: none"><li>✓ Complete and implement the appropriate sections of the compensation study.</li></ul>                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                   |                                                                                                      |



| Resolve staffing issues in the Engineering Department |                                                                                                             |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| ✓                                                     | Research surrounding jurisdictions for innovative recruitment incentives (e.g., retirement call-backs).     |
| ✓                                                     | Expand the use of third-party reviewers to off-set peaks in the development review where necessary.         |
| ✓                                                     | Establish an ongoing recruiting program with the University of Texas to recruit local talent into the City. |

**Table 3.2.10: Ensure uniformity in staff review timeframes**

| Ensure uniformity in staff review timeframes                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                              |                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Description                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                              |                                                                                                      |
| Priority Rank 10                                                                                                                                                                                                                                                                                                         | <b>Description:</b> Business partners felt that after the first submittal round, their application goes to the end of the queue when they resubmit for second and third rounds. The City reported that they have a schedule that prescribes less review time for each submittal round. However, based off input from business partners, shorter review times for second and third submittal rounds may not be implemented uniformly across the divisions. When EnerGov launches, it will have the ability to apply performance metrics that are quantifiable through the EnerGov reporting mechanisms so that the City can monitor actual review times. For greater predictability, annual calendars for major development application types should be easily accessible on the City website and modeled after Leander's zoning calendar. During peak application periods, if delays are expected in staff reviews, a protocol should be developed to give applicants courtesy notifications. |                                                                                              |                                                                                                      |
| Prioritization Category Rankings                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                              |                                                                                                      |
| Priority Rank                                                                                                                                                                                                                                                                                                            | Relative Benefit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Ease of Implementation                                                                       | Best Practices                                                                                       |
| <br>Medium                                                                                                                                                                                                                            | <br>High                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <br>Easy | <br>Established |
| Anticipated Benefits                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                              |                                                                                                      |
| <ul style="list-style-type: none"><li>✓ Improve communication and strengthen relationships with business partners.</li><li>✓ Provide transparency for business partners and help improve the relationship between staff and the development community.</li><li>✓ Provide predictability for business partners.</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                              |                                                                                                      |
| Action Items to Implement                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                              |                                                                                                      |
| <ul style="list-style-type: none"><li>✓ Implement EnerGov and periodically review development review performance metrics (i.e., biweekly review of applications outside the established performance metrics).</li></ul>                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                              |                                                                                                      |

| Ensure uniformity in staff review timeframes |                                                                                                                                         |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| ✓                                            | Ensure calendars for major application types are accessible and modeled after Leander's zoning calendar.                                |
| ✓                                            | Notify customers during periods of anticipated delay (e.g., all hands training will close the permit counter for two consecutive days). |

**Table 3.2.11: Standardize the plan review process**

| Standardize the plan review process                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                |                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                |                                                                                                       |
| Priority Rank 11                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Description:</b> The City should develop standard tools and procedures for conducting plan review and submitting plan review comments. The City reported that once EnerGov launches, all staff will have Bluebeam Studio licenses. Use of common software will help to streamline the review process by allowing all reviewers to mark up the same set of plans concurrently. In addition, all reviewers would be able to see comments made by other reviewers and be able to quickly address areas of discrepancy. Development Services should establish standards and procedure for plan review for all reviewers to follow. |                                                                                                |                                                                                                       |
| Prioritization Category Rankings                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                |                                                                                                       |
| Priority Rank                                                                                                                                                                                                                                                                                                                                                                                                                                 | Relative Benefit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Ease of Implementation                                                                         | Best Practices                                                                                        |
| <br>Medium                                                                                                                                                                                                                                                                                                                                                 | <br>High                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <br>Medium | <br>Leading Edge |
| Anticipated Benefits                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                |                                                                                                       |
| <ul style="list-style-type: none"><li>✓ Streamline the review process by allowing all reviewers to concurrently markup the same set of plans.</li><li>✓ Improve communication among reviewers and reduce the possibility of conflicting comments on plans by different reviewers.</li><li>✓ Standardize comments and allow for coordination of markups by reviewers making comments easier to review and respond to for applicants.</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                |                                                                                                       |

| Standardize the plan review process |                                                                                                                                                                                                                                    |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action Items to Implement           |                                                                                                                                                                                                                                    |
| ✓                                   | Install Bluebeam Studio for all reviewers and provide Citywide training for staff.                                                                                                                                                 |
| ✓                                   | Establish markup standards to be used by all reviewers, including establishing colors for each department's comments, standardizing symbology used in markups, and developing common terminology to be used in the review process. |
| ✓                                   | Develop a standard set of common review comments to streamline the review process.                                                                                                                                                 |

**Table 3.2.12: Provide educational resources to support commercial tenant applications**

| Provide educational resources to support commercial tenant applicants                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                   |                                                                                                        |               |                  |                        |                |                                                                                               |                                                                                             |                                                                                                   |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------|------------------|------------------------|----------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Description                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                   |                                                                                                        |               |                  |                        |                |                                                                                               |                                                                                             |                                                                                                   |
| Priority Rank 12                                                                              | <p><b>Description:</b> Development Services should improve resources for commercial tenant and business owner applicants to assist them through the development review process. Development Services should consider partnering with the Economic Development Department to develop business-friendly resources, which could include free workshops for small business owners to learn about City requirements, or a toolkit for the development process including a step-by-step guide for the COT process. Resources should be business-friendly and should educate applicants in a tangible and simplistic way.</p> <p>Development Services should also offer pre-development meetings for COT applicants. Although this could increase the caseload for pre-development meetings, if applicants receive this guidance upfront, they would be more likely to submit complete applications, thus reducing the number of rounds of staff review and revisions.</p> |                                                                                                   |                                                                                                        |               |                  |                        |                |                                                                                               |                                                                                             |                                                                                                   |
|                                                                                               | <p><b>Prioritization Category Rankings</b></p> <table> <tr> <th>Priority Rank</th><th>Relative Benefit</th><th>Ease of Implementation</th><th>Best Practices</th></tr> <tr> <td><br/>Medium</td><td><br/>High</td><td><br/>Difficult</td><td><br/>Bleeding edge</td></tr> </table>                                                                                                                                                                                                                                                                                                                                   |                                                                                                   |                                                                                                        | Priority Rank | Relative Benefit | Ease of Implementation | Best Practices | <br>Medium | <br>High | <br>Difficult |
| Priority Rank                                                                                 | Relative Benefit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Ease of Implementation                                                                            | Best Practices                                                                                         |               |                  |                        |                |                                                                                               |                                                                                             |                                                                                                   |
| <br>Medium | <br>High                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <br>Difficult | <br>Bleeding edge |               |                  |                        |                |                                                                                               |                                                                                             |                                                                                                   |
| Anticipated Benefits                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                   |                                                                                                        |               |                  |                        |                |                                                                                               |                                                                                             |                                                                                                   |
| ✓                                                                                             | Improve the quality of COT, commercial renovation, and change of use application submissions by assisting applicants in providing complete submissions that meet City requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                   |                                                                                                        |               |                  |                        |                |                                                                                               |                                                                                             |                                                                                                   |
| ✓                                                                                             | Improve the City's relationship with the business community by supporting applicants through the development review process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                   |                                                                                                        |               |                  |                        |                |                                                                                               |                                                                                             |                                                                                                   |
| ✓                                                                                             | Reduce the staff time needed to assist individual applicants through the process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                   |                                                                                                        |               |                  |                        |                |                                                                                               |                                                                                             |                                                                                                   |
| ✓                                                                                             | Streamline the process for COT applicants by preparing them before they start the process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                   |                                                                                                        |               |                  |                        |                |                                                                                               |                                                                                             |                                                                                                   |



| Provide educational resources to support commercial tenant applicants |                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action Items to Implement                                             |                                                                                                                                                                                                                                                                                                                              |
| ✓                                                                     | Partner with the Economic Development Department to develop print, video, and workshop resources.                                                                                                                                                                                                                            |
| ✓                                                                     | Once resources are available, work with the City's Communications Department to reach out to the business community, Chamber of Commerce, landlords, property managers, and the real estate community to make stakeholders aware of these new resources.                                                                     |
| ✓                                                                     | Establish a process for requesting and facilitating pre-development meetings, including identifying reviewers to participate, creating a recurring scheduling or block of time for pre-development meetings, and compiling materials and resources to be provided to applicants prior to or at the pre-development meetings. |
| ✓                                                                     | Standardize the pre-development meetings by preparing a set of the most common application requirements in the COT process.                                                                                                                                                                                                  |

**Table 3.2.13: Implement a more effective internal communication tool**

| Implement a more effective internal communication tool                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                            |                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                            |                                                                                                    |
| Priority Rank 13                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Description:</b> To improve internal communication, Development Services should use a more effective communication tool such as Microsoft 365. Microsoft 365 includes Microsoft Teams, which is an effective tool to communicate quick questions and responses internally. Staff members can communicate in real time without the delay of email responses. In addition, it provides a virtual meeting function, which can help with internal and external communication. |                                                                                            |                                                                                                    |
| Prioritization Category Rankings                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                            |                                                                                                    |
| Priority Rank                                                                                                                                                                                                                                                                                                                                                                                                                                | Relative Benefit                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Ease of Implementation                                                                     | Best Practices                                                                                     |
| <br>Medium                                                                                                                                                                                                                                                                                                                                                  | <br>Medium                                                                                                                                                                                                                                                                                                                                                                                  | <br>Easy | <br>Established |
| Anticipated Benefits                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                            |                                                                                                    |
| <ul style="list-style-type: none"><li>✓ Improve internal coordination through real-time communication.</li><li>✓ Increase staff mobility because of its virtual functions and device compatibility.</li><li>✓ Improve process efficiency from decreased communication gaps and delays.</li><li>✓ Increase staff readiness with accurate information to relay to customers.</li><li>✓ Improve communication with business partners.</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                            |                                                                                                    |
| Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                            |                                                                                                    |
| <ul style="list-style-type: none"><li>✓ Make the installation of Microsoft 365 a standard requirement for all staff computers.</li><li>✓ Provide a Microsoft Teams online training option for Microsoft 365.</li><li>✓ Create an FAQ for staff on how to use Microsoft Teams to communicate.</li></ul>                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                            |                                                                                                    |

**Table 3.2.14: Update City engineering standards**

| Update City engineering standards |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Priority Rank 14</b>           | <b>Description:</b> The City should adopt its own clear, concise set of engineering standards. Leander currently has standard construction details, but defaults to City of Austin standards in most cases where a Leander standard does not exist. They also follow some Texas Department of Transportation (DOT) standards. During the fact-finding process, it was reported that there was confusion among contractors about which standards to follow, leading to |

| Update City engineering standards                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                  |                                                                                              |                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                             | incomplete or inaccurate plans. Having a clear set of standards will help contractors submit complete plans and reduce the number of revisions related to engineering standards. |                                                                                              |                                                                                                    |
| Prioritization Category Rankings                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                  |                                                                                              |                                                                                                    |
| Priority Rank                                                                                                                                                                                                                                                                                                                                                               | Relative Benefit                                                                                                                                                                 | Ease of Implementation                                                                       | Best Practices                                                                                     |
| <br>Medium                                                                                                                                                                                                                                                                                 | <br>Medium                                                                                      | <br>Medium | <br>Established |
| Anticipated Benefits                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                  |                                                                                              |                                                                                                    |
| <ul style="list-style-type: none"><li>✓ Improve quality and completeness of plans submitted to the City.</li><li>✓ Improve communication and understanding of standards between City staff and business partners.</li><li>✓ Decrease number of plan revision rounds.</li></ul>                                                                                              |                                                                                                                                                                                  |                                                                                              |                                                                                                    |
| Action Items to Implement                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                  |                                                                                              |                                                                                                    |
| <ul style="list-style-type: none"><li>✓ Review the standard construction details that the City currently has in place.</li><li>✓ Update the current manual to include new City-created standards based on the City of Austin, DOT, and other standards.</li><li>✓ Clearly communicate changes to standards with business partners through the development forums.</li></ul> |                                                                                                                                                                                  |                                                                                              |                                                                                                    |

**Table 3.2.15: Create a Master List of Inspection Requirements**

| Create a Master List of Inspection Requirements |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                        |                |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------|
| Description                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                        |                |
| Priority Rank 15                                | <b>Description:</b> The City should create a master list of requirements for different inspection types. During the as-is diagramming process, staff reported that there is not a standard list of requirements that inspectors can reference or follow during an inspection. A standard list could make the inspection process more consistent and predictable for staff and business partners and could facilitate the training of new inspectors. Inspectors should have access to the list on devices used in the field. |                        |                |
| Prioritization Category Rankings                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                        |                |
| Priority Rank                                   | Relative Benefit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Ease of Implementation | Best Practices |



| Create a Master List of Inspection Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                    |                                                                                                   |                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <br><b>Low</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <br><b>Medium</b> | <br><b>Easy</b> | <br><b>Established</b> |
| Anticipated Benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                    |                                                                                                   |                                                                                                           |
| <ul style="list-style-type: none"> <li>✓ Improve consistency during the inspection process.</li> <li>✓ Improve efficiency of inspection process.</li> <li>✓ Standardize the inspection process across the Department.</li> </ul>                                                                                                                                                                                                                                                                                                                          |                                                                                                    |                                                                                                   |                                                                                                           |
| Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                    |                                                                                                   |                                                                                                           |
| <ul style="list-style-type: none"> <li>✓ Compile any existing inspection checklists or tasks into a master list by inspection type.</li> <li>✓ Present the master list of inspection requirements with the business partners through the development forums.</li> <li>✓ Make the master list accessible to inspectors on iPads, laptops, or as paper copies for use in the field.</li> <li>✓ Designate an Inspection staff member or designee to frequently review and update the list against changing requirements and updates with EnerGov.</li> </ul> |                                                                                                    |                                                                                                   |                                                                                                           |

### 3.3 Implementation Action Matrix

Table 3.3, below, summarizes the priority rank, relative benefit of the initiative, ease of implementation, and best practices for the recommendations for improvement. The symbology used is based on Table 3.1.1 prioritization rankings.

**Table 3.3: Implementation Matrix**

| No. | Description                               | Priority Rank                                                                               | Relative Benefit                                                                            | Ease of Implementation                                                                       | Best Practices                                                                                       | Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|-------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Implement a standard response time policy | <br>High   | <br>High   | <br>Easy   | <br>Established   | <ul style="list-style-type: none"> <li>✓ Establish a uniform time frame for returning phone calls and responding to emails.</li> <li>✓ Provide an initial response to customers within the prescribed time frame, even if the answers to their questions are still be developed.</li> <li>✓ Update customers during the process if inquiry requires in-depth research or multiple steps in the process.</li> </ul>                                                                                                            |
| 2   | Initiate a developer's forum              | <br>High | <br>High | <br>Easy | <br>Established | <ul style="list-style-type: none"> <li>✓ Develop a master contact list of business partners in the development community.</li> <li>✓ Include City leadership and representation.</li> <li>✓ Develop a desired frequency and time for the developer's forum.</li> <li>✓ Make a forum kickoff announcement to the developer's forum.</li> <li>✓ Establish an annual schedule of meetings.</li> <li>✓ Establish agendas and distribute them in advance.</li> <li>✓ Solicit participant input on future agenda topics.</li> </ul> |

| No. | Description                                  | Priority Rank                                                                               | Relative Benefit                                                                            | Ease of Implementation                                                                         | Best Practices                                                                                       | Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|----------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3   | Reestablish internal coordination meetings   | <br>High   | <br>High   | <br>Easy     | <br>Established   | <ul style="list-style-type: none"> <li>✓ Establish a recurring meeting time that is inclusive of all departments and divisions involved in the development review process.</li> <li>✓ Establish a virtual meeting option.</li> <li>✓ Define the meeting structure, including a defined time frame, meeting format, and meeting summaries/minutes.</li> <li>✓ Set an agenda and share with participants prior to each meeting to help ensure that the meeting time is used effectively and that participants can attend and provide comments or questions prior to the meeting.</li> <li>✓ Solicit staff input on agenda topics on an ongoing basis.</li> </ul> |
| 4   | Streamline the application submittal process | <br>High | <br>High | <br>Medium | <br>Established | <ul style="list-style-type: none"> <li>✓ Modify the workflow process to include one completeness check round and direct submittals to technical staff after completeness is confirmed.</li> <li>✓ Using the online submission portal, develop an online checklist or set up standard required documents/files to be submitted for each application type.</li> <li>✓ Develop a protocol to meet with applicants that have difficulty passing the completeness process to guide them through completeness requirements.</li> </ul>                                                                                                                               |



| No. | Description                                             | Priority Rank                                                                               | Relative Benefit                                                                            | Ease of Implementation                                                                            | Best Practices                                                                                       | Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|---------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5   | Establish a flexible timeline for application submittal | <br>High   | <br>High   | <br>Medium      | <br>Established   | <ul style="list-style-type: none"> <li>✓ Implement online application submittal and allow for applications to be submitted at any time.</li> <li>✓ Include a step in the online process that deems an application complete when it passes the completeness check for ease of tracking applications in the system.</li> <li>✓ Clearly post Commission meeting dates and deadlines for application submission.</li> </ul>                                                                                                                   |
| 6   | Consider expansion of third-party review firms          | <br>High   | <br>High   | <br>Medium      | <br>Established   | <ul style="list-style-type: none"> <li>✓ Identify areas where Development Services is experiencing customer service challenges caused by staff shortages.</li> <li>✓ Identify potential third-party firms to help fill service gaps.</li> <li>✓ Follow the City's procurement process to retain third-party firms to conduct plan review and inspections on an as-needed basis.</li> <li>✓ Establish a policy and procedures for the use of third-party firms, including processes for communication with staff and customers.</li> </ul> |
| 7   | Incorporate other departments and functions in EnerGov  | <br>High | <br>High | <br>Difficult | <br>Established | <ul style="list-style-type: none"> <li>✓ Work with Engineering staff to establish workflows for inspections in the new system.</li> <li>✓ Provide iPads or tablets for use in the field.</li> <li>✓ Establish standard operating procedures for processes that are shared among departments and conduct training to help</li> </ul>                                                                                                                                                                                                       |

| No. | Description                                           | Priority Rank                                                                               | Relative Benefit                                                                            | Ease of Implementation                                                                            | Best Practices                                                                                       | Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|-------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                       |                                                                                             |                                                                                             |                                                                                                   |                                                                                                      | ensure that all users are familiar with the processes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8   | Make the website more user-friendly                   | <br>High   | <br>High   | <br>Difficult   | <br>Established   | <ul style="list-style-type: none"> <li>✓ Develop a centralized location on the Development Services webpage or in the Development Hub that could act as a one-stop shop.</li> <li>✓ Include all development application forms, guides, checklists, and schedules with direct links between materials for ease of navigation.</li> <li>✓ Include a direct link to this centralized location from the homepage of the City website.</li> <li>✓ Include a public-facing portal tied to the City's GIS system.</li> </ul> |
| 9   | Resolve staffing issues in the Engineering Department | <br>High | <br>High | <br>Difficult | <br>Established | <ul style="list-style-type: none"> <li>✓ Complete and implement the appropriate sections of the compensation study.</li> <li>✓ Research surrounding jurisdictions for innovative recruitment incentives (e.g., retirement call-backs).</li> <li>✓ Expand the use of third-party reviewers to off-set peaks in the development review where necessary.</li> <li>✓ Establish an ongoing recruiting program with the University of Texas to recruit local talent into the City.</li> </ul>                               |

| No. | Description                                                           | Priority Rank                                                                                 | Relative Benefit                                                                            | Ease of Implementation                                                                            | Best Practices                                                                                         | Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10  | Ensure uniformity in staff review timeframes                          | <br>Medium   | <br>High   | <br>Easy        | <br>Established     | <ul style="list-style-type: none"> <li>✓ Implement EnerGov and periodically review development review performance metrics (i.e., biweekly review of applications outside the established performance metrics).</li> <li>✓ Ensure calendars for major application types are accessible and modeled after Leander's zoning calendar.</li> <li>✓ Notify customers during periods of anticipated delay (e.g., all hands training will close the permit counter for two consecutive days).</li> </ul> |
| 11  | Standardize the plan review process                                   | <br>Medium   | <br>High   | <br>Medium      | <br>Leading Edge    | <ul style="list-style-type: none"> <li>✓ Install Bluebeam Studio for all reviewers and provide Citywide training for staff.</li> <li>✓ Establish markup standards to be used by all reviewers, including establishing colors for each department's comments, standardizing symbology used in markups, and developing common terminology to be used in the review process.</li> <li>✓ Develop a standard set of common review comments to streamline the review process.</li> </ul>               |
| 12  | Provide educational resources to support commercial tenant applicants | <br>Medium | <br>High | <br>Difficult | <br>Bleeding edge | <ul style="list-style-type: none"> <li>✓ Partner with the Economic Development Department to develop print, video, and workshop resources.</li> <li>✓ Once resources are available, work with the City's Communications Department to reach out to the business community, Chamber of Commerce, landlords, property managers, and the real estate community to make</li> </ul>                                                                                                                   |



| No. | Description                                   | Priority Rank                                                                                        | Relative Benefit                                                                                     | Ease of Implementation                                                                                | Best Practices                                                                                              | Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|-----------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                               |                                                                                                      |                                                                                                      |                                                                                                       |                                                                                                             | <p>stakeholders aware of these new resources.</p> <ul style="list-style-type: none"> <li>✓ Establish a process for requesting and facilitating pre-development meetings, including identifying reviewers to participate, creating a recurring scheduling or block of time for pre-development meetings, and compiling materials and resources to be provided to applicants prior to or at the pre-development meetings.</li> <li>✓ Standardize the pre-development meetings by preparing a set of the most common application requirements in the COT process.</li> </ul> |
| 13  | Implement a more effective communication tool | <br><b>Medium</b>  | <br><b>Medium</b>  | <br><b>Easy</b>    | <br><b>Established</b>  | <ul style="list-style-type: none"> <li>✓ Make the installation of Microsoft 365 a standard requirement for all staff computers.</li> <li>✓ Provide a Microsoft Teams online training option of Microsoft 365.</li> <li>✓ Create an FAQ for staff on how to use Microsoft Teams to communicate.</li> </ul>                                                                                                                                                                                                                                                                 |
| 14  | Update City engineering standards             | <br><b>Medium</b> | <br><b>Medium</b> | <br><b>Medium</b> | <br><b>Established</b> | <ul style="list-style-type: none"> <li>✓ Review the standard construction details that the City currently has in place.</li> <li>✓ Update the current manual to include new City-created standards based on the City of Austin, DOT, and other standards.</li> <li>✓ Clearly communicate changes to standards with business partners through the development forums.</li> </ul>                                                                                                                                                                                           |

| No. | Description                                     | Priority Rank                                                                            | Relative Benefit                                                                            | Ease of Implementation                                                                     | Best Practices                                                                                     | Action Items to Implement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|-------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15  | Create a master list of inspection requirements | <br>Low | <br>Medium | <br>Easy | <br>Established | <ul style="list-style-type: none"> <li>✓ Compile any existing inspection checklists or tasks into a master list by inspection type.</li> <li>✓ Present the master list of inspection requirements with the business partners through the development forums.</li> <li>✓ Make the master list accessible to inspectors on iPads, laptops, or as paper copies for use in the field.</li> <li>✓ Designate an Inspection staff member or designee to frequently review and update the list against changing requirements and updates with EnerGov.</li> </ul> |

## 4.0 Next Steps

This section describes the future activities of the project.

### 4.1 Upcoming Tasks and Deliverables

BerryDunn will facilitate a web conference work session to review the content of the draft memo with the City project team. Once additional City reviews are complete, BerryDunn will revise the memo and update its status to final. The next steps of the project are summarized in Table 4.1, below.

**Table 4.1: Upcoming Tasks and Deliverables**

| Upcoming Tasks and Deliverables                                          |  |
|--------------------------------------------------------------------------|--|
| Recommendations for Improvement Report                                   |  |
| Review and finalize draft recommendations for Improvement Report         |  |
| Deliverable 6 – Recommendations for Improvement Report                   |  |
| Conduct Final Presentation                                               |  |
| Conduct recommendations for Improvement Presentation before City Council |  |
| Deliverable 7 – Recommendations for Improvement Presentation             |  |



## Appendix A: Project Participants

This section contains a table of City staff and business partners who participated in focus groups and individual meetings.

**Table A.1: City Staff Participants**

| List of City Staff Participants |                                      |                    |
|---------------------------------|--------------------------------------|--------------------|
| No.                             | Department                           | Name               |
| 1                               | Planning                             | Justin Hunt        |
| 2                               | Planning                             | Merrily Van Leuven |
| 3                               | Planning                             | Cory Dale          |
| 4                               | Planning                             | Ellen Coufal       |
| 5                               | Planning                             | Laura McFadden     |
| 6                               | Planning                             | Veronica Tovar     |
| 7                               | Building Inspections                 | Deborah Ackerman   |
| 8                               | Building Inspections                 | Brenda DiTuillo    |
| 9                               | Building Inspections                 | Chad McTeer        |
| 10                              | Building Inspections                 | Chris Wheat        |
| 11                              | Building Inspections                 | German Saiz        |
| 12                              | Building Inspections                 | Angelica Garcia    |
| 13                              | Building Inspections                 | Julie Dominguez    |
| 14                              | Fire                                 | Joshua Davis       |
| 15                              | Fire                                 | Seth Robinson      |
| 16                              | Fire                                 | Eddie Bailey       |
| 17                              | Fire                                 | Amy Thomas         |
| 18                              | Fire                                 | Shane Blake        |
| 19                              | Fire                                 | Kimberley Penberg  |
| 20                              | Chief of Staff                       | Mike Neu           |
| 21                              | DSD                                  | Robin Griffin      |
| 22                              | Executive Director of Infrastructure | Dan Grimsbo        |
| 23                              | Engineering                          | Paul Carone        |
| 24                              | Engineering                          | Caleb Fuhrer       |

| List of City Staff Participants |                |                   |
|---------------------------------|----------------|-------------------|
| No.                             | Department     | Name              |
| 25                              | Engineering    | Lynn Bradshaw     |
| 26                              | Engineering    | Sarvesh Dhakal    |
| 27                              | Engineering    | Ross Blackketter  |
| 28                              | Parks          | Kelsey Heiden     |
| 29                              | Parks          | Mark Tummons      |
| 30                              | City Manager   | Rick Beverlin     |
| 31                              | Chief of Staff | Mike Neu          |
| 32                              | Mayor          | Christine DeLisle |
| 33                              | City Council   | David McDonald    |
| 34                              | City Council   | Na’Cole Thompson  |
| 35                              | City Council   | Jason Shaw        |
| 36                              | City Council   | Chris Czernek     |

**Table A.2: Business Partner Participants**

| Business Partner Participants |                                                                                 |
|-------------------------------|---------------------------------------------------------------------------------|
| No.                           | Name                                                                            |
| 1                             | Austin Contractors and Engineers Association members                            |
| 2                             | Home Builders Association Greater Austin members                                |
| 3                             | Anthony Goode, Good Faith Engineering, LLC                                      |
| 4                             | Michael Moyer, Taylor Morrison                                                  |
| 5                             | Wade Funk, Funk Group                                                           |
| 6                             | Dane Rymer, Northline Leander Development Company                               |
| 7                             | Diane Bernal, DB Land Consulting, LLC                                           |
| 8                             | Hamilton M’Rae, Austin Geo-Logic and Austin Contractors & Engineers Association |
| 9                             | Grant Rollo, Randolph Texas Development                                         |
| 10                            | Walter Hoysa, LJA Engineering                                                   |

## Appendix B: Current Environment Report and As-Is Process Diagrams

This appendix includes the Current Environmental Assessment Report and As-Is Process Diagrams.

*Please refer to the PDF titled Current Environment Assessment Report and As-Is Process Diagrams, file to be inserted in final PDF*



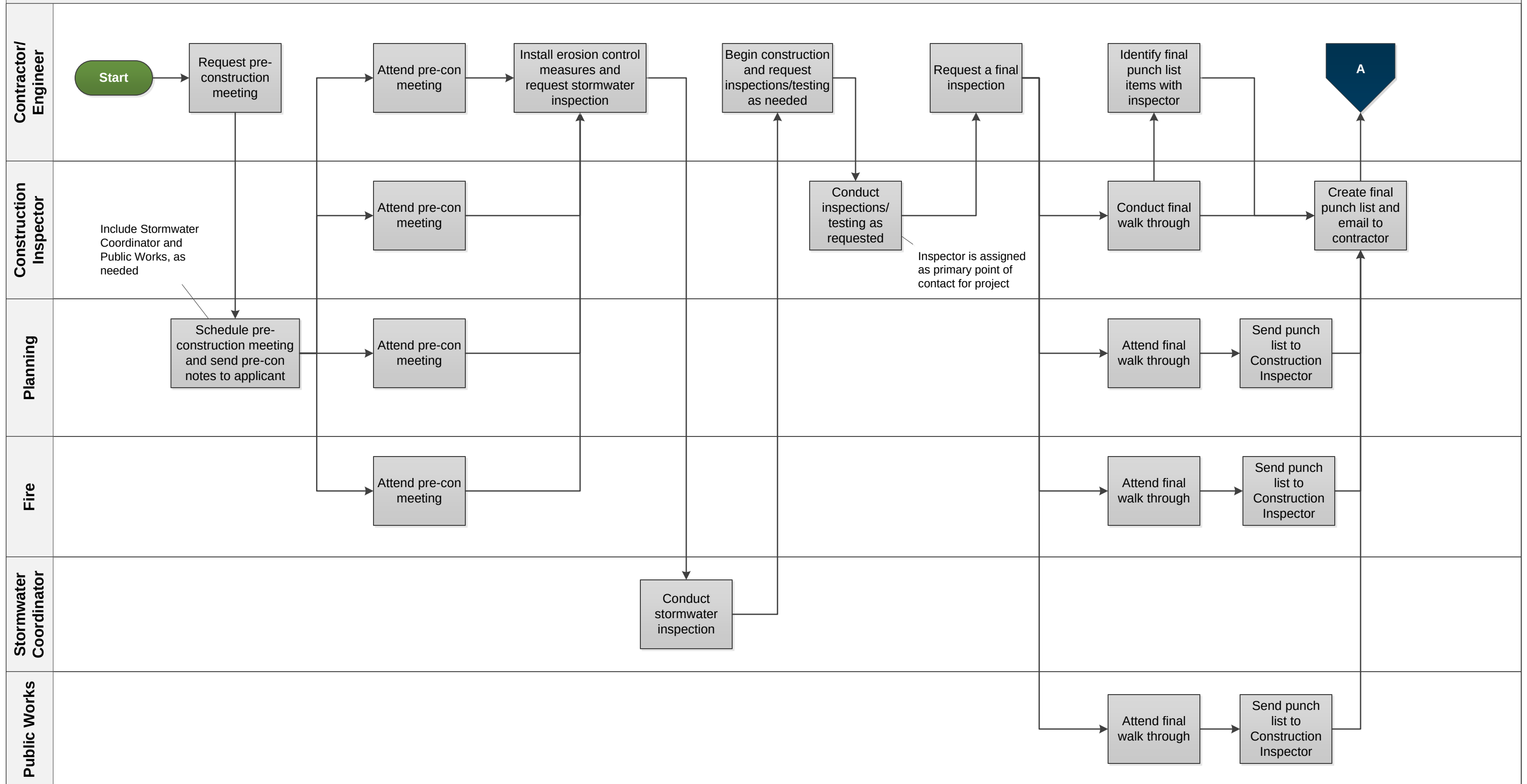


Project:

City of Leander – Development Process Review Project

Business Process:

Public Improvement Construction Plans (PICP) Closeout (1 of 2): As-Is Diagram



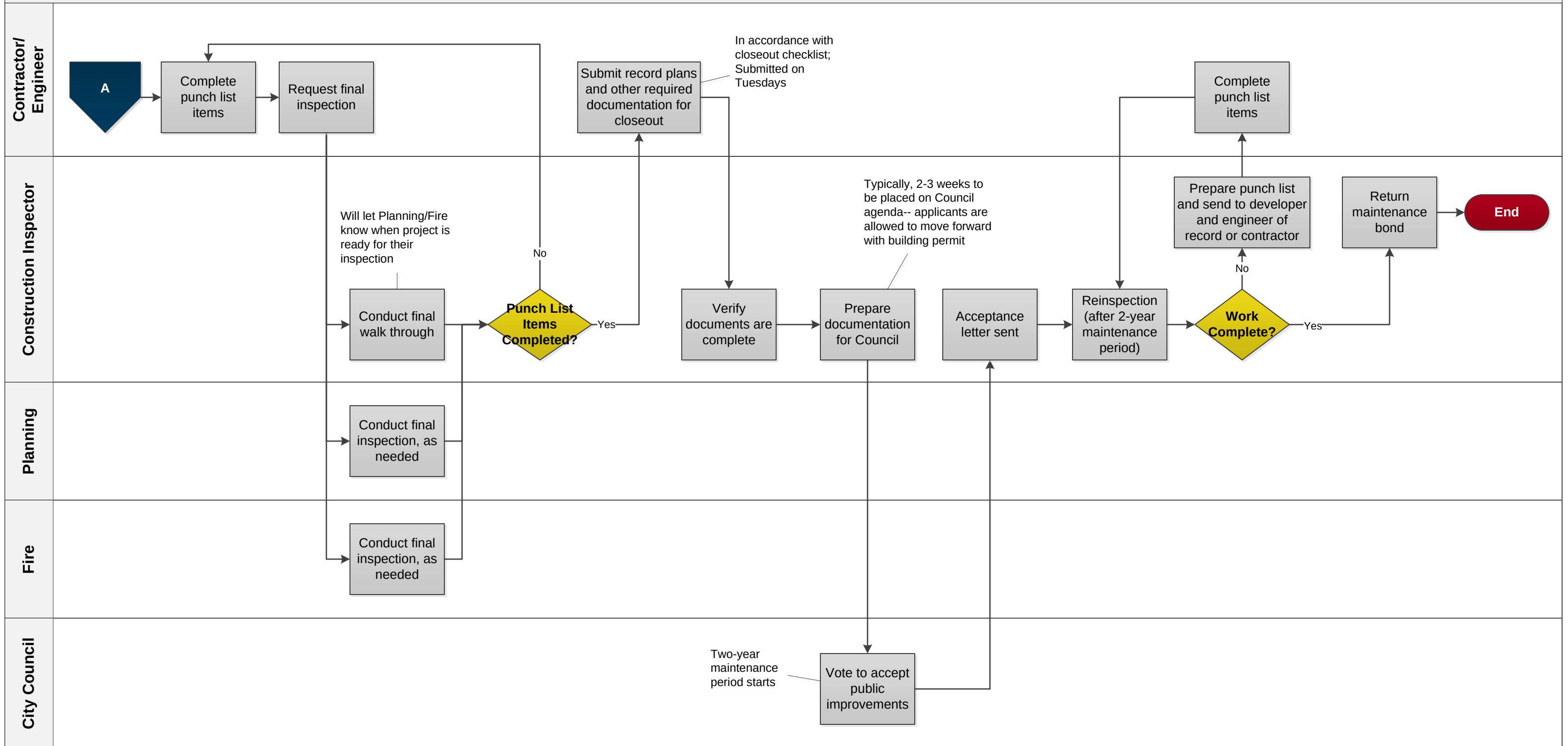


Project:

City of Leander – Development Process Review Project

Business Process:

Public Improvement Construction Plans (PICP) Closeout (1 of 2): As-Is Diagram



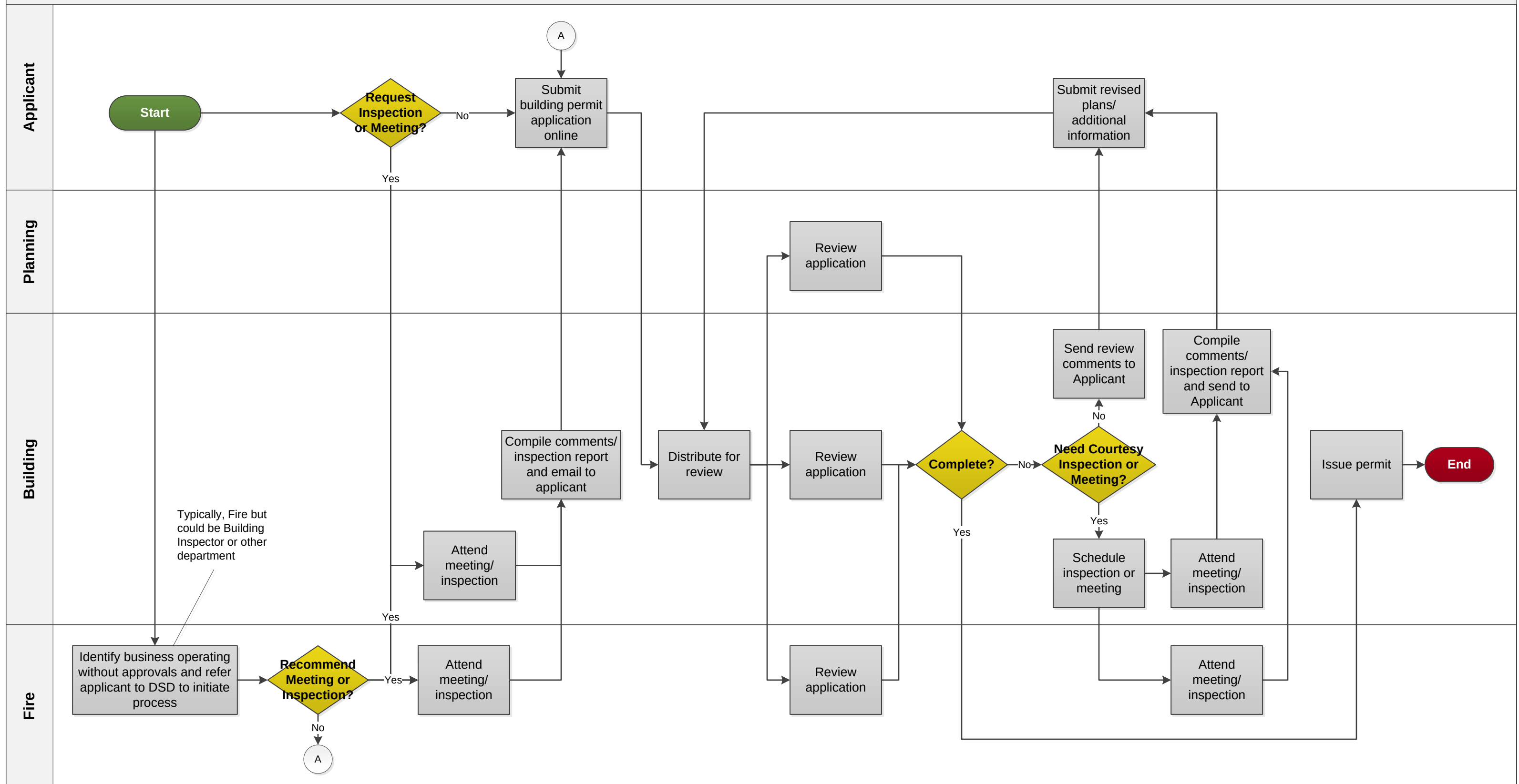


Project:

City of Leander – Development Process Review Project

Business Process:

Change of Tenant (COT): As-Is Diagram





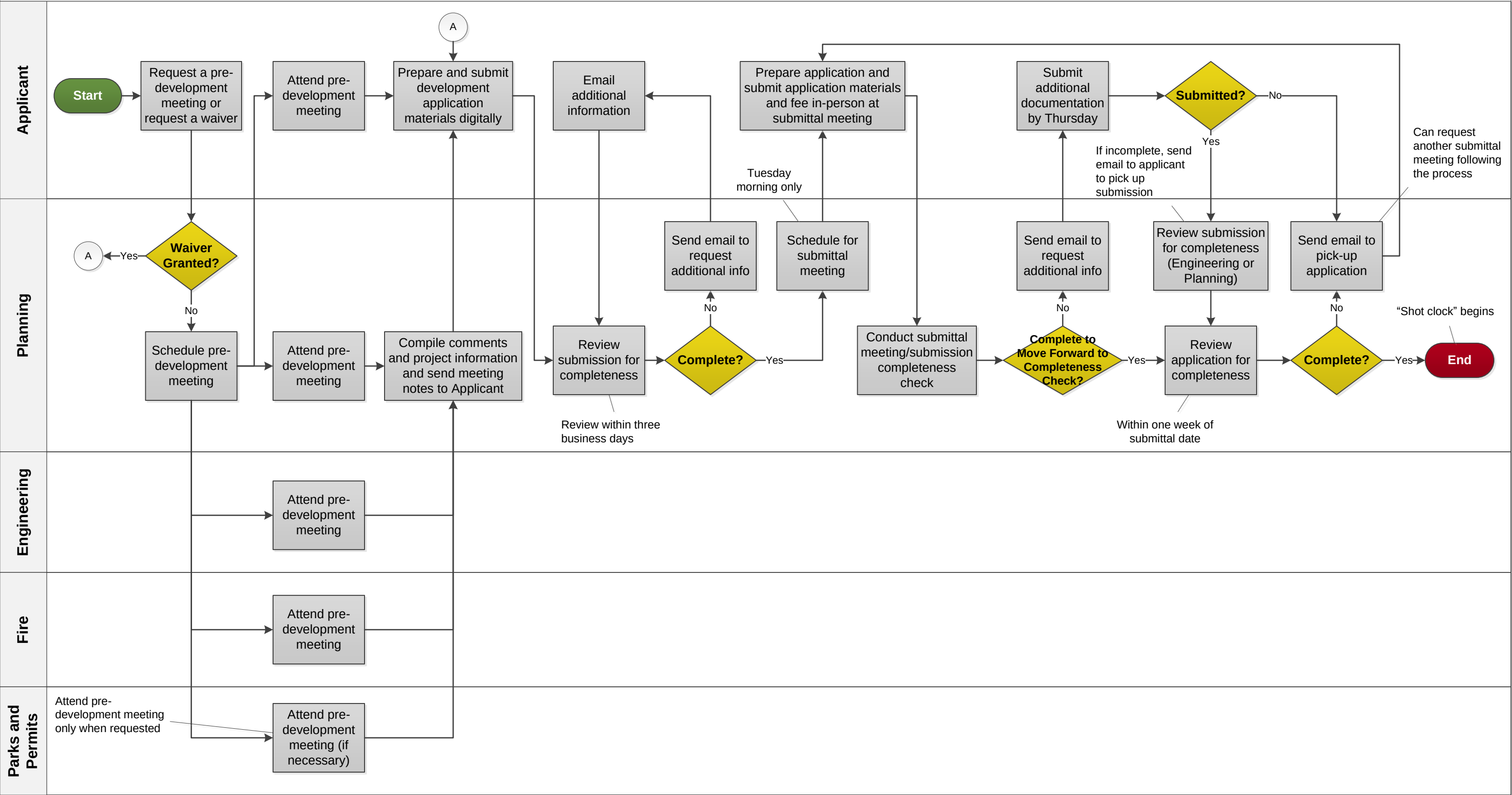


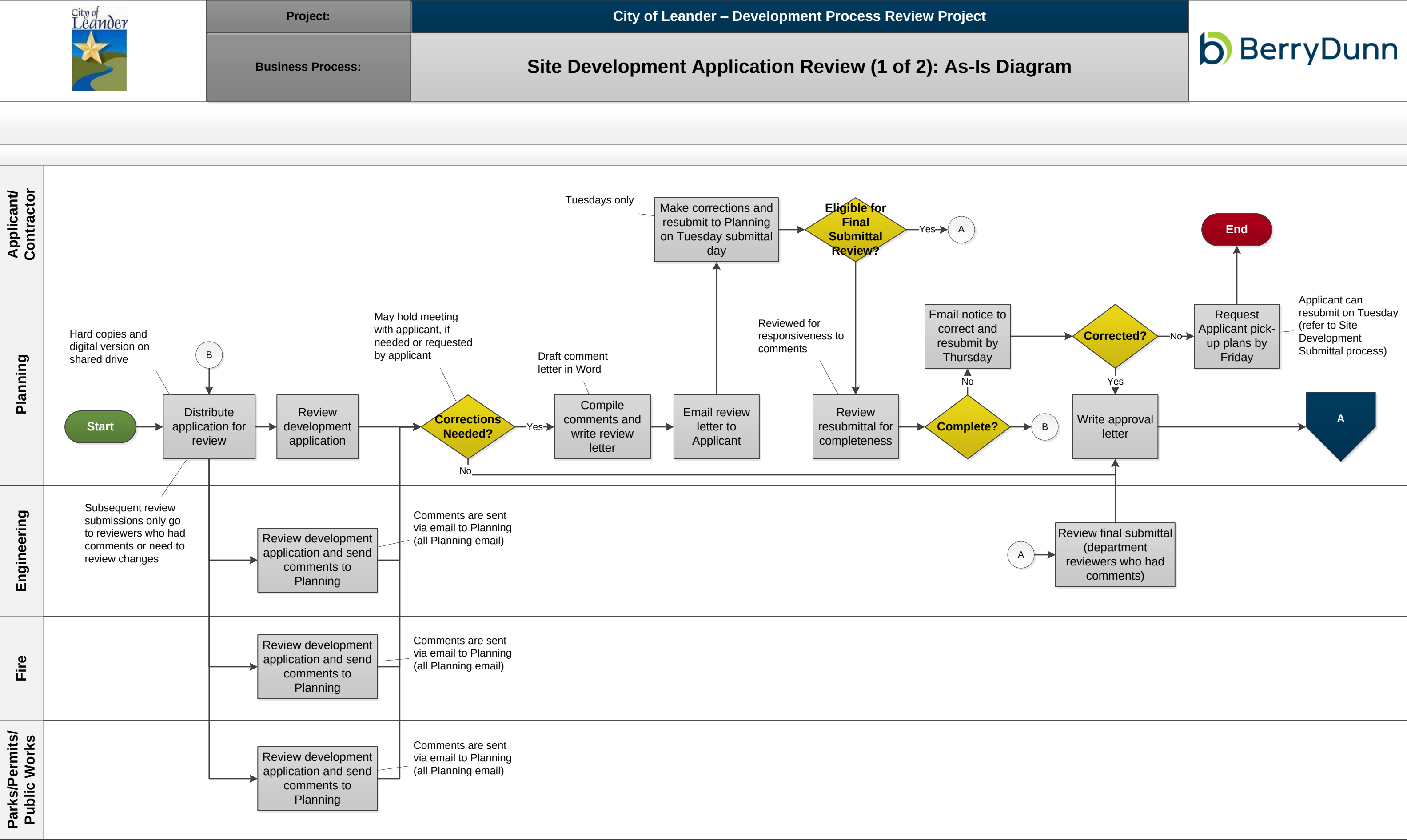
Project:

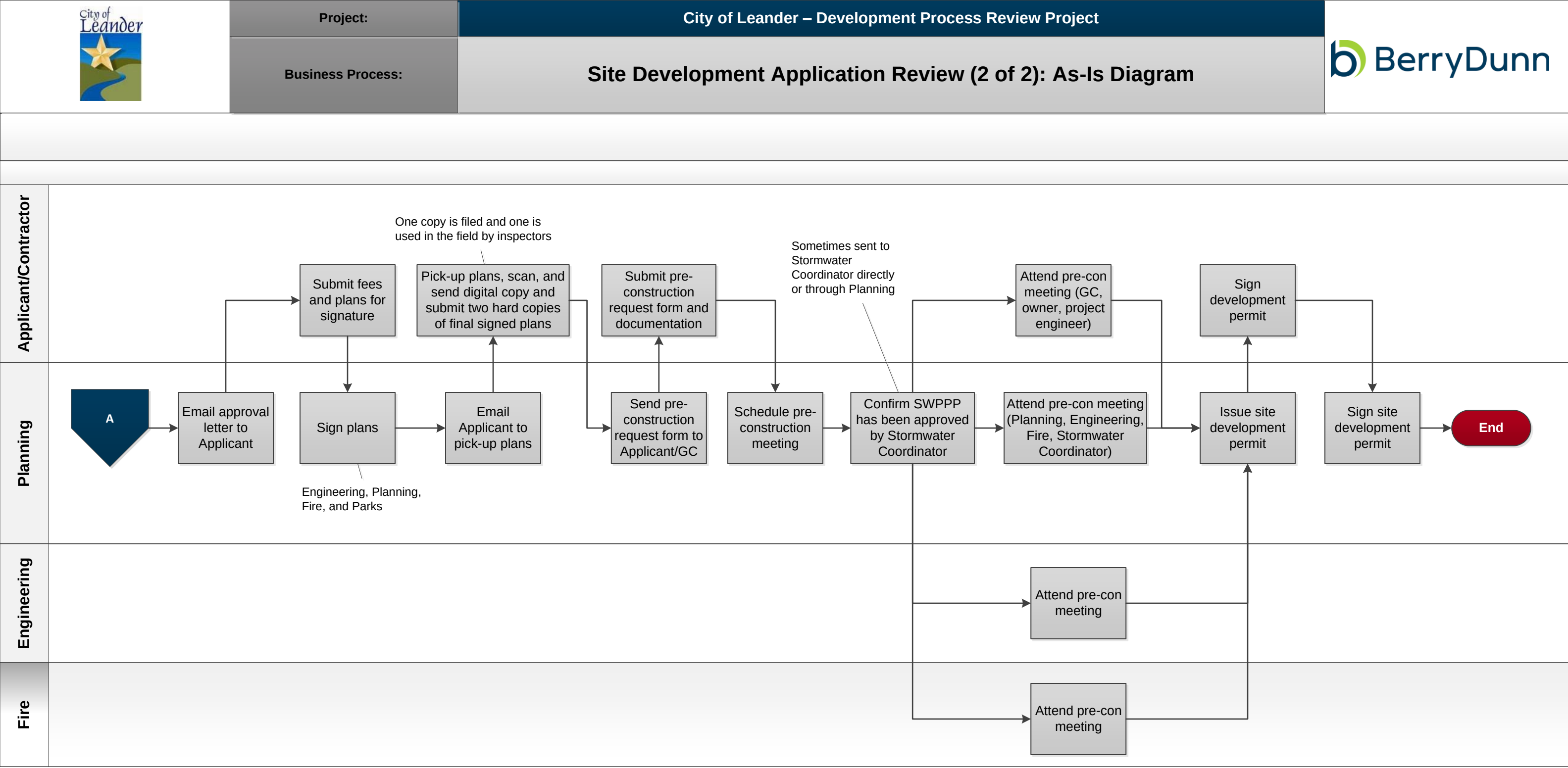
City of Leander – Development Process Review Project

Business Process:

Site Development Application Submittal: As-Is Diagram











**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Discuss and consider action directing staff on an amendment to the Composite Zoning Ordinance regarding carports on residential properties; Leander, Williamson and Travis Counties, Texas.

**BACKGROUND:**

The City of Leander Board of Adjustment (BOA) reviewed a variance request to allow for a carport in front of a home. The current ordinances require that the carport is located either behind or flush with the home. The BOA determined that the request did not meet the finding of facts for a variance. In order to approve a variance, there must be a hardship that is not financial in nature and not created by the applicant.

The BOA agreed that it would be more appropriate to evaluate the ordinance and consider allowing carports in front of homes within the City.

**HISTORY/TIMELINE:**

2005 Adoption of the Composite Zoning Ordinance

**APPLICANT/AGENT:**

Board of Adjustment

**PRESENTER:**

Robin M. Griffin, AICP, Executive Director of Development Services

---



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Discuss and consider action on an Ordinance amending Article 4.05 of the Leander Code of Ordinances and Ordinance No. 17-035-00 to amend regulations for Special Events; providing definitions; requiring applications, permits and fees; providing regulations and prohibitions; providing a penalty clause; and providing for related matters.

**BACKGROUND:**

The current Special Event Ordinance was approved by City Council in 2017. Since that time, additional special events have been added to the Leander parks and recreation lineup of events.

In an effort to remain consistent and provide the best experience possible for our partners and citizens we have modified the Special Event Ordinance to include regulations for vendor participation and sponsorship engagements for political parties, candidates, political action groups and politically affiliated groups at City hosted special events.

Furthermore, the ordinance has been modified to include City Parks and Recreation Event Adoption Requirements.

In addition, staff has created a policies and procedures document for special events in the park.

These recommendations were presented to City Council during a workshop on September 15, 2022.

**RECOMMENDATION:**

Staff recommends approval of the updated Special Event Ordinance.

**PRESENTER:**

Mark Tummons, Parks and Recreation Director

---

**Attachments**

1. Ordinance
2. Special Event Permit - Redline
3. Leander PARD Special Event in the Park Policy and Procedures

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF LEANDER, TEXAS, AMENDING ARTICLE 4.05, DIVISION 3, SPECIAL EVENTS, TO IMPLEMENT NEW POLICIES OF THE CITY OF LEANDER IN REGARD TO SPECIAL EVENTS; PROVIDING FOR OTHER MATTERS AND AN EFFECTIVE DATE.**

**WHEREAS**, the regulation of special events and the permit procedure are necessary for the public health and safety, and;

**WHEREAS**, the City of Leander desires to amend Article 4.05, Division 3, regarding special events.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS, THAT:**

**Section 1. Findings.** The above and foregoing recitals are hereby found to be true and correct and are incorporated as findings of fact.

**Section 2. Amending Section 4.05, Division 3.** Section 4.05, Division 3, of the Ordinances of the City of Leander is hereby replaced in its entirety by those on **Exhibit A**, attached hereto and incorporated herein.

**Section 3. Amendment of Ordinances.** The Leander Code of Ordinances, Article 4.05, Division 3, are hereby amended in their entirety and all ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City, the terms and provisions of this ordinance govern.

**Section 4. Savings Clause. Section 8. Savings Clause.** All rights and remedies of the City of Leander are expressly saved as to any and all violations of the provisions of any ordinances affecting special use permits within the City which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

**Section 9. Effective Date.** This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov't. Code.

**Section 10. Open Meetings.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act.

**PASSED AND APPROVED** on the first reading on this 20 day of October, 2022.



**THE CITY OF LEANDER**

---

---

Christine Delisle, Mayor

**ATTEST:**

---

Dara Crabtree, City Secretary

**EXHIBIT A**  
**[SEE ATTACHED]**

### Division 3. Special Event Permit

#### Sec. 4.05.071 Definitions

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Affected person. A property owner, property manager or tenant of each property fronting on the portion of a public street to be closed. With respect to an application in which a waiver from the city's noise regulations are requested, an "affected person" means a property owner, property manager, or tenant of each property located within 500 feet of the closure area. The term "affected person" shall also include the neighborhood association of a residential subdivision any portion of which fronts on a portion of public street to be closed or is within 500 feet of the closure.

City. Means the City of Leander, Texas.

City Park. Means any property in the City designated as a park, playground, recreational facility, swimming pool or hike and bike path, and shall include buildings, parking lots and driveways in such areas..

Closure area. The perimeter of the area in which a special event is authorized to be held.

Neighborhood association. A property owner's or homeowners' association.

Parade. Any assembly, march, demonstration or procession upon public streets or properties within the City including persons, animals, or vehicles that is reasonably likely to interfere with the normal flow or regulation of traffic.

Permittee. means the person to whom a Special Event Permit is granted pursuant to this division.

Person means any individual, entity, association or organization.

Reviewers. The persons reviewing the special event application from the city. The reviewers are comprised of the fire chief and/or his/her appointed designee, police chief and/or his/her appointed designee, emergency management coordinator and/or his/her appointed designee, public works director and/or his/her appointed designee, and the parks and recreation director and/or his/her appointed designee.

Road closure. A road not open to the public.

Special event. An organized activity which makes a significant contribution to the cultural, economic, or social welfare of the city which is to occur upon public property and requires a special event permit as set forth in [section 4.05.072\(b\)](#). Events occurring upon property not owned by or under the control of the city may occur without application for the special event permit provided that none of the event flows onto or into public property under the jurisdiction of the city and is consented to by the person who owns, controls, or is otherwise in charge of the property.

#### Sec. 4.05.072 Permit required

(a) It shall be unlawful for any Person to hold a special event, sponsor a special event or cause a special event to occur upon public property within the city without a special event permit from the City, as required in this division, unless exempt per section 4.05.073

(b) Special event permits shall be required for:

- (1) Any event with a crowds greater than 1,000 people projected to attend or who actually attend a special event;
- (2) When an event will require blocking, standing, or limiting of vehicle, bicycle, or pedestrian traffic flow in public streets, sidewalks, rights-of-way, trails, or parking lots; or
- (3) When the event will have vendors or others sell or distribute services or goods on public property during special events.



#### **Sec. 4.05.073 Exceptions**

The provisions of this division shall not apply to the following:

- (1) Organized community and festival events held by authority of agreements or special permits issued by the city council or held upon public premises or in or upon public parks under the auspices or sponsorship of the city.
- (2) Events that are within the regular administration of the parks and recreation department of the city that do not meet the requirements for a special event permit because of crowd size, public roadway closures, or presence of vendors during the event.
- (3) Authorized contractual concessions permitted upon city premises by agreement, lease or contract with the city duly authorized by the city council.
- (4) The requirements of this division do not apply to use of a city sidewalk or right-of-way organized solely to express the participants' right of free speech that does not block pedestrian or vehicular traffic. Applicants must meet requirements for mass gathering for crowds over a 1,000 people.

#### **Sec. 4.05.074 Application**

- (a) The application for a special event permit required by this division shall be a form prescribed by the reviewers. A permittee shall comply with any requirements for applying for a special event permit established by this division and other applicable law.. In addition to permits required under this division, a permittee for a special event shall be responsible for obtaining any additional required permits, including but not limited to permits related to health, food, alcohol, and safety. An application for a special event permit shall be filed with the fire department online upon a form provided for that purpose.

#### **Sec. 4.05.75 Timeframes and Deadlines**

The deadlines for submission of a special permit application are as follows:

- (1) A permittee for a permit under this division must submit an application to the fire department no later than 15 days prior to the first day of the proposed event for an event of a crowd estimated to be at 300 people or less.
- (2) An application for a permit under this division must submit an application to the fire department no later than 30 days prior to the first day of the proposed event for an event of a crowd estimated to be at 301 people to 1,000.
- (3) An application for a permit under this division must submit an application to the fire department no later than 90 days prior to the first day of the proposed event for an event of a crowd estimated to be at 1,001 people or greater.
- (4) An application for annual special event has priority over other event applications if it is filed by the permittee not later than the 90 day prior to the first day of the proposed event.
- (5) The permittee may request an exception to the deadlines set forth in this section. The city manager will decide whether to grant an exception, and the city manager's decision is final.
- (6) Permittees for special events of the same type that will occur multiple times within a six (6) month period may apply to receive one (1) permit for the six (6) month period for that special event. A six (6) month permit may be approved and issued at the discretion of the reviewers.

#### **Sec. 4.05.076 Information required for permit**

- (a) Permittees for a special event permit shall provide the information listed as well as any other information required by the reviewers:
  - (1) Application - completed in its entirety.
  - (2) Site plan/event route or map.
  - (3) Proof of liability insurance, a certificate of liability insurance naming the city as an additional insured in the amount and type of coverage required by the reviewers.
  - (4) Signatures and contact information of citizens and/or businesses affected by the event.

- (5) Safety plan.
- (6) Approval from other jurisdictions, if the event is taking place in more than one jurisdiction the approval of other jurisdictions (such as the health district) may be required.
- (7) Traffic-control plan.
- (8) Outreach to neighborhoods affected by the event.
- (9) Texas Alcoholic Beverage Commission permits, if applicable.
- (10) For Parades/Races also include:
  - A route map.
  - Approximate number of participants and type of participants (ex. animals, floats, etc.).
  - On-site registration time, assembly time for participants and start and end times.

Proof that all property owners adjacent to the Parade/Race route have been notified of the route, date and duration of the Parade/Race.(b) Additional permits are required for the following. The following is not an exhaustive list of additional items that may need a permit in addition to the special event permit:

- (1) Signs (banners, “A” frame, etc.).
- (2) Tents larger than 200 sq. ft.
- (3) Any pyrotechnics/firework display.
- (4) Mass gathering - greater than 1,000 people.
- (5) Mobile food vendors or food vendor permit (ordinance 320, 321).
- (6) Noise ordinance variance (ordinance 8.04).
- (7) Commercial Animal Enterprise permit, (petting zoo, pony rides, etc.) if applicable.

#### **Sec. 4.05.078 Review and Action on Application**

(a) After inspection and/or investigation of an application, the reviewers shall recommend to approve or to deny an application for a special event permit. If the application is approved, the reviewers shall issue a special event permit which shall state on its face the name of the person to whom it is granted and the expiration date. The reviewers shall designate on such permit the location at which the special event is permitted and any other conditions the permittee must comply with in holding the special event. The reviewers may authorize the closure of a public street for up to 8 hours in connection with approval of a special event permit. All special events applied for in a park permits application from the parks and recreation department shall be reviewed by the special event application reviewers in accordance with this division.

(b) Compliance with division. Except for the permitting requirements, the permittee for a special event permit and/or the holder of a special event permit shall comply with all of the sections of this division and other applicable ordinances of the city.

(c) City council review. A special event permit shall not be issued for the following events without council approval:

- (1) A special event that exceeds 12 hours.
- (2) A special event in which more than 6,000 attendees are expected.
- (3) The cost to the city of the special event is projected to exceed \$30,000.00, including the cost of city employee time.
- (4) More than two arterial roads will be closed with no traffic flow for greater than two hours.

#### **Sec. 4.05.078 General Information and Restrictions**

- (a) Sale or distribution of services or goods on public property. Notwithstanding other provisions of this division, the reviewers may issue a special event permit to enable the holder to sell or distribute services or goods on public property during special events. The special event permittee shall comply with and ensure compliance with all of the specifications, including location of uses and uses authorized as listed in the permit. The provisions of this division, the reviewers may issue a special event permit to enable the holder to sell or distribute services or goods on public property during special events.
- (b) Sale or distribution of food on public property. The permit may provide for temporary food establishments, provided that the permittee complies with the Travis County Health District or Williamson County Health District rules and regulations and the reviewers determine adequate facilities are available for public use during the special event. Open air vending is permitted during a special event provided the permit authorizes the open air vending in the specific location(s) indicated in the permit for the duration of the special event. Open air vending, temporary food establishments, and mobile food establishments authorized under a special event permit are not required to obtain a separate permit under [division 2](#).
- (c) Vendor participation at City hosted special events. All vendors participating in City hosted special events are required to follow the established rules, regulations, and application process, including heeding all deadlines and providing all information requested. Failure to do so are cause to terminate the application and deny participation.
- (d) Sponsorship of City hosted special events. Sponsorship engagements are limited to organizations that are dedicated to improving the quality of life of the citizens of Leander, without the primary purpose being that engaged in influencing local, state, or federal electoral outcomes.
- (e) All vendors and entities participating in sponsorship engagements are required to sign a code of conduct. Failure to sign and abide by the terms of the code of conduct are cause to terminate the application and cease participation on the part of the vendor or entity participating in sponsorship engagements.
- (f) Road closure. Road Closure. A permittee may not block a street in a manner that prevents the free movement of pedestrians into and out of the closure area.
- (g) Entry fees. If an entry fee is charged for a special event, a permittee may not charge the fee to:
  - a. A person who resides or operates a business in the closure area; or
  - b. A customer of/or a person making a delivery to a business or residence in the closure area.
- (g) A permittee shall post a sign at each entrance and exit to the closure area visible to all patrons entering the area that includes the amount of the entry fee, if any, and the rules of access to the closure area. A permittee must post the sign required under this section during the time the entry fee is in effect.
- (h) The permittee must meet and provide all exits and emergency exits required by current fire code, ordinance, and have a posted evacuation plan throughout the venue.

#### **Sec. 4.05.079 Notice of special event and signature requirement**

- (a) Notice. A written notice of proposed special event shall be mailed or hand delivered to all affected persons no later than the 14 days prior to the start of the special event. The notice must include:
  - (1) The address, and, if available, the name, e-mail address and telephone number of each affected person;
  - (2) A description of the special event and the time, date, and duration of the special event;
  - (3) A description of any streets to be closed during the special event and the duration of the closure;
  - (4) Whether a variance from the city's noise ordinance (ordinance 8.04) will be sought in connection with the application;
  - (5) When applicable under subsection (b) below, a space for the typed or printed name of the affected person, and a space in which the signer may indicate with an original signature whether the affected person objects or does not object to the proposed street closure and/or objects or does not object to a proposed waiver from the city's noise regulations; and
  - (6) An affidavit by the person circulating the notice that each affected person was provided a copy of the map of the closure area and the promotional literature for the special event.



(b) Signature requirement.

(1) The permittee shall obtain signatures from affected persons indicating whether the affected person does not object to or opposes a street closure when the special event requires a street closure. The permittee shall submit the signatures to the reviewers at least 7 days before the special event.

(2) The permittee shall obtain the signatures of affected persons for events that require a waiver from the city's noise regulations that indicate whether the affected person does not object to or opposes the waiver from the noise regulations. The permittee shall submit the signatures to the city prior to the date of the city council meeting at which the special event permit application will be considered.

(c) Authorized signer and additional notice requirements.

(1) A neighborhood association, on its own letterhead, may state its opposition to the reviewers regarding a proposed road closure or noise ordinance waiver through the signature of any authorized officer of the neighborhood association.

(2) The property owner or property manager of a multi-occupant building is the affected person under subsection (a). If the property owner or property manager is unavailable, the permittee shall provide each tenant in a multi-occupant building with the opposition form, event notice, copy of a map of the closure area and the right-of-way event's promotional material.

(3) For special events with road closures or noise regulation waivers in a residential area, a permittee must notify all affected persons on any block to be closed of the required documentation by delivering it to at least one adult occupant of a residence.

**Sec. 4.05.080 False information**

It shall be unlawful for any person to give any false or misleading information in connection with the application for a permit or a license required pursuant to this division.

**Sec. 4.05.081 Security, fire, and emergency medical service approvals**

(a) The police chief or his designee shall determine the number of peace officers and/or security agents required for the special event.

(b) The fire chief or his designee must approve the proposed location and size of any fire lane, booth, stage, and other equipment that is located in the street. Fire department personnel shall conduct a safety inspection to ensure compliance with the adopted fire code.

(c) The fire chief or his designee shall determine the number and type of emergency medical personnel, services, and equipment required for the event. Fire department personnel may conduct a compliance inspection at a permitted event.

(d) The emergency management coordinator may require a plan to be submitted and approved prior to a permit to be issued plan(s) addressing the matters effecting a mass gathering including health needs, shelter, weather protections, evacuations, and associated items.

**Sec. 4.05.082 Safety requirements**

(a) An applicant may employ off-duty peace officers commissioned by the Texas Commission on Law Enforcement Officer Standards and Education for traffic control.

(b) An applicant may use a private licensed security agency for crowd control and security, if the use is approved by the police chief. A security agent employed under this section must:

(1) Be in uniform;

(2) Be able to contact the city police or emergency medical services if necessary; and

(3) Not consume an alcoholic beverage or participate in the event.

(c) An applicant shall ensure that the number of security officers or agents established by the police chief remain on-site during the street closure. A supervising peace officer may reduce the number of officers or agents posted at a street event at the discretion of the supervising peace officer.

- (d) An applicant shall provide emergency medical personnel and EMS stations as approved by the fire chief on the emergency medical services special events information and resource form to ensure the safety of participants at the street event.
- (e) An applicant shall comply with the adopted fire code and the fire department's street closure guidelines and maintain adequate fire lanes within the closure area.
- (f) An applicant shall provide a barricade approved by the public works director and the fire marshal for the lawn or other property of a resident within the closure area who requests a barricade. A barricade provided under this section may not impede access to or from any property.
- (g) If a street event is gated, an applicant shall station at least one peace officer or security agent from a city-approved firm at each exit to enforce all required rule, state law, and safety requirements.
- (h) An applicant shall comply with all requirements of the Texas Alcoholic Beverage Commission, if alcoholic beverages are to be sold/served at an event.

**Sec. 4.05.083 Heath requirements**

- (a) The applicant must close a special event in sufficient time to allow the affected areas to be cleaned and the street to reopen at the time established in the permit.
- (b) If a food or beverage booth is used during a street closure, an applicant shall spray-clean the sidewalk and area around the food and beverage booth with water in accordance with health regulations established by the health department in whose jurisdiction the special event is located.
- (c) If an applicant fails to promptly spray-clean the sidewalk and area around a food and beverage booth, the city shall provide the clean-up and send an invoice of the cost to the applicant.
- (d) An applicant shall provide an adequate number of trash containers based on the estimated number of participants at the event. The applicant shall provide suitable protection around stormwater inlets to prevent debris from entering the stormwater system.
- (e) If an applicant fails to promptly clean-up trash or remove debris from the stormwater system inlets, the public works director shall provide the clean-up and send an invoice of the cost to the applicant.
- (f) Except as provided by subsection (g), an applicant shall provide an adequate number of portable toilets based on the estimated number of participants at the street event. An applicant may not place a portable toilet within 25 feet of an entryway to an adjacent business or residence, unless the adjacent property owner or tenant approves a distance less than 25 feet in writing.
- (g) An applicant may present as part of the plan a diagram showing sufficient existing toilet facilities and written certification that the facilities are available for public use during the street event. If the plan is approved, the applicant must clearly mark the location of the toilets during the event.

**Sec 4.05.084 City Parks and Recreation Event Adoption Requirements**

In order to have an event adopted by the City of Leander Parks and Recreation Department, special event organizers must meet the following requirements:

- (a) Event must have been offered to the public for two previous years.
- (b) Special event organizers must provide detailed written documentation of event budget, staff/volunteer needs, planning process and sponsorships.
- (c) Presentation and approval of event to the Leander Parks and Recreation Director and Advisory Board
- (d) Presentation and approval of event to the Leander City Council

Adoption of a special event by the City requires approval from the City Manager, City Council, Parks and Recreation Director, and Parks and Recreation Advisory Board. Approvals are based on the following:

- (a) Positive impacts the event bring to the City of Leander and its citizenship.
- (b) Potential negative impacts of the event for the City of Leander and its citizenship.
- (c) Financial impacts of the event.
- (d) Staffing requirements and impacts of the event.
- (e) Alignment with the Parks and Recreation Department's mission and vision statement.

- (f) Implications the event have on current special events and program offerings.

Newly adopted special events and programs will not be added into a current budget year. If adopted, a new program or event will be added into the following budget year, or concurrent year if budgetary process has already begun. Adopted events will be solely organized and planned by the City of Leander Parks and Recreation Department. Groups looking to partner with the City of Leander must be a recognized non-profit or 501(c)3 organization.

#### **Sec. 4.05.085 Fee**

Before any permit shall be issued under the provisions of this division:

- (1) The applicant shall pay a fee as provided for in the fee schedule in appendix A of this code.
- (2) The applicant shall also obtain all inspections and permits required under any other ordinance or regulation of the city or the Travis/Williamson County Health District.
- (3) An applicant shall pay to the city the balance due for the actual cost of service, staff, and billed items not later than the 20th business day following the event.
- (4) The reviewers may recommend to the city manager that a special event permit fee be waived for an event that is benefiting or assisting an identified organization that has ties to the city and has shown a financial inability to pay the fee. The city manager's decision regarding whether to waive a special event permit fee shall be final.

#### **Sec. 4.05.083 Issuance**

- (a) No permit shall be issued under the provisions of this division until the applicant has complied with all the provisions and requirements of this division applicable to such permit.
- (b) The reviewers shall issue a permit to the applicant if the reviewers determine that the application complies with this division and rules approved under this division.
- (c) The city may not issue a permit before the applicant pays the applicable fee established by ordinance.

#### **Sec. 4.05.084 Contents**

Each permit issued under the provisions of this division shall be signed by the appropriate authority issuing the permit; dated as of the date of its issuance; and shall state the duration or term of such permit on the face thereof. Any permit not dated and signed as provided in this section shall be void. The time and location for which the permit is valid shall be shown on the permit.

#### **Sec. 4.05.085 Display**

Every permit holder having a permit issued under this division or required to have a permit and doing business within the city or any individual listed on a permit shall display the permit or copy of same upon the request of any person, and failure to do so shall be deemed a violation of this division.

#### **Sec. 4.05.086 Duration**

A special event permit issued under the provisions of this division shall be valid for the period of time stated therein, but shall not be for a period of time in excess of four (4) days unless otherwise specified in the permit by the reviewers.

#### **Sec. 4.05.087 Modification or termination of special event permit**

- (a) If the reviewers determine that an applicant has violated or failed to comply with the terms of a special event permit issued under this division, the reviewers may immediately halt the special event and reopen any closed areas and/or roads.
- (b) The police chief, emergency management coordinator, or fire chief or appointed designees may modify any route, time, and manner of conduct of any special event as necessary to protect the safety and welfare of the public, including but not limited to preservation of access to public buildings, maintenance of vehicular and pedestrian mobility.



#### **Sec. 4.05.088 Offense and penalty**

A person commits an offense if the person violates the terms of a special event permit, closes any roads without a special event permit, or violates any provisions of this division.

#### **Sec. 4.05.089 Previous violation**

An applicant who is found violating the terms of a permit issued under this division may not apply for or receive another closure permit under this chapter for a minimum period of 24 months after the date of the violation.

#### **Sec. 4.05.090 Denial, revocation, and appeal**

(a) Denial. The city reserves the right to deny an application for a permit to any individual or group who has:

(1) In the past 12 months:

(A) Had a permit issued under this division revoked;

(B) Received a complaint from a special event permit issued previously;

(C) Has failed to pay fees related to a prior special event; or

(D) Otherwise violated this division.

(2) In the past 36 months:

(A) Had a valid complaint that the special event permit issued interferes with the safety and welfare of the public; or

(B) Has failed to pay fees related to a prior special event.

(3) A permit application that does not comply with this division or other applicable ordinances, rules, regulations or statutes.

(b) Revocation. Any permit issued under the provisions of this division may be revoked for the violation by the applicant or licensee of any provision of this division, state law or other ordinance that directly relates to the duties and responsibilities of the applicant or licensed occupation authorized in the permit. Upon such revocation, such permit shall immediately be surrendered to the authority that issued the permit, and failure to do so shall be deemed a misdemeanor.

(c) Appeal.

(1) Any person aggrieved by the denial or revocation of a permit reviewed by the reviewers may appeal within five days of the denial or revocation of the permit by written appeal tendered to the city secretary. The city manager may uphold, revise or overturn the denial or revocation. If the city manager upholds the denial or revocation, the decision shall be effective immediately. The decision of the city manager is final.

(2) Any person aggrieved by the revocation of a permit approved by the city council may appeal within five days of the denial or surrender of the permit by written appeal tendered to the city secretary. The city manager may uphold, revise or overturn the revocation. If the city manager upholds the revocation, the decision shall be effective immediately as to the revocation. Any person aggrieved by the decision of the city manager may appeal to the city council within ten (10) days from the decision of the city manager being mailed to the aggrieved person in writing by tendering a written appeal to the city secretary. The city council shall hear the appeal at the next available regular or special city council meeting. The decision of the city council is final.

#### **Sec. 4.05.091 Penalties**

Any person convicted of violating any provision of this division shall be guilty of a misdemeanor and shall be subject to a fine in an amount not to exceed two thousand dollars (\$2,000.00).

#### **Sec. 4.05.092 Enforcement**

For the purposes of discharging the duties imposed by this division and to enforce its provisions, any peace officer, fire marshal, or code enforcement officer is empowered to enter upon any premises for which a permit is issued and take such action to enforce this division as permitted in the Code of Criminal Procedure.



### Division 3. Special Event Permit

#### Sec. 4.05.071 Definitions

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Affected person. A property owner, property manager or tenant of each property fronting on the portion of a public street to be closed. With respect to an application in which a waiver from the city's noise regulations are requested, an "affected person" means a property owner, property manager, or tenant of each property located within 500 feet of the closure area. The term "affected person" shall also include the neighborhood association of a residential subdivision any portion of which fronts on a portion of public street to be closed or is within 500 feet of the closure.

City. Means the City of Leander, Texas.

City Park. Means any property in the City designated as a park, playground, recreational facility, swimming pool or hike and bike path, and shall include buildings, parking lots and driveways in such areas.

Closure area. The perimeter of the area in which a special event is authorized to be held.

Neighborhood association. A property owner's or homeowners' association.

Parade. Any assembly, march, demonstration or procession upon public streets or properties within the City including persons, animals, or vehicles that is reasonably likely to interfere with the normal flow or regulation of traffic.

Permittee. means the person to whom a Special Event Permit is granted pursuant to this division.

Person means any individual, entity, association or organization.

Reviewers. The persons reviewing the special event application from the city. The reviewers are comprised of the fire chief and/or his/her appointed designee, police chief and/or his/her appointed designee, emergency management coordinator and/or his/her appointed designee, public works director and/or his/her appointed designee, and the parks and recreation director and/or his/her appointed designee.

Road closure. A road not open to the public.

Special event. An organized activity which makes a significant contribution to the cultural, economic, or social welfare of the city which is to occur upon public property and requires a special event permit as set forth in [section 4.05.072\(b\)](#). Events occurring upon property not owned by or under the control of the city may occur without application for the special event permit provided that none of the event flows onto or into public property under the jurisdiction of the city and is consented to by the person who owns, controls, or is otherwise in charge of the property.

#### Sec. 4.05.072 Permit required

(a) It shall be unlawful for any Person to hold a special event, sponsor a special event or cause a special event to occur upon public property within the city without ~~first obtaining~~ a special event permit from the City, as required in this division, unless exempt per section 4.05.073.

(b) —Special event permits shall be required for:

(1) —Any event with a crowds greater than 1,000 people projected to attend or who actually attend a special event;

(2) —When an event will require blocking, standing, or limiting of vehicle, bicycle, or pedestrian traffic flow in public streets, sidewalks, rights-of-way, trails, or parking lots; or

(3) When the event will have vendors or others sell or distribute services or goods on public property during special events.



#### **Sec. 4.05.0736 Exceptions**

The provisions of this division shall not apply to the following:

- (1) –Organized community and festival events held by authority of agreements or special permits issued by the city council or held upon public premises or in or upon public parks under the auspices or sponsorship of the city.
- (2) –Events that are within the regular administration of the parks and recreation department of the city that do not meet the requirements for a special event permit because of crowd size, public roadway closures, or presence of vendors during the event.
- (3) –Authorized contractual concessions permitted upon city premises by agreement, lease or contract with the city duly authorized by the city council.
- (4) —The requirements of this division do not apply to use of a city sidewalk or right-of-way organized solely to express the participants’ right of free speech that does not block pedestrian or vehicular traffic. Applicants must meet requirements for mass gathering for crowds over a 1,000 people.

#### **Sec. 4.05.0734 Application**

(a) The application for a special event permit required by this division shall be ~~on~~ a form prescribed by the reviewers. A permittee shall comply with any requirements for applying for a special event permit established by ~~this division and other applicable law, e-reviewers~~. In addition to permits required under this division, a permittee for a special event shall be responsible for obtaining any additional required permits, including but not limited to permits related to health, food, alcohol, and safety. An application for a special event permit shall be filed with the fire department online upon a form provided for that purpose.

#### **Sec. 4.05.75 Timeframes and Deadlines (b)–**

The deadlines for submission of a special permit application are as follows:

- (1) A permittee for a permit under this division must submit an application to the fire department no later than 15 days prior to the first day of the proposed event for an event of a crowd estimated to be at 300 people or less.
- (2) An application for a permit under this division must submit an application to the fire department no later than 30 days prior to the first day of the proposed event for an event of a crowd estimated to be at 301 people to 1,000.
- (3) An application for a permit under this division must submit an application to the fire department no later than 90 days prior to the first day of the proposed event for an event of a crowd estimated to be at 1,001 people or greater.
- (4) An application for annual special event has priority over other event applications if it is filed by the permittee not later than the 90 day prior to the first day of the proposed event.
- (5) The permittee may request an exception to the deadlines set forth in this section. The city manager will decide whether to grant an exception, and the city manager’s decision is final.
- (6) Permittees for special events of the same type that will occur multiple times within a six (6) month period may apply to receive one (1) permit for the six (6) month period for that special event. A six (6) month permit may be approved and issued at the discretion of the reviewers.

#### **Sec. 4.05.0764 Information required for permit**

(a) Permittees for a special event permit shall provide the information listed as well as any other information required by the reviewers:

- (1) Application - completed in its entirety.

- (2) Site plan/event route or map.
- (3) Proof of liability insurance, a certificate of liability insurance naming the city as an additional insured in the amount and type of coverage required by the reviewers.
- (4) Signatures and contact information of citizens and/or businesses affected by the event.
- (5) Safety plan.
- (6) Approval from other jurisdictions, if the event is taking place in more than one jurisdiction ~~or~~ the approval of other jurisdictions (such as the health district) ~~is~~ may be required.
- (7) Traffic-control plan.
- (8) Outreach to neighborhoods affected by the event.
- (9) Texas Alcoholic Beverage Commission permits, if applicable.

(10) For Parades/Races also include:

- A route map.
- Approximate number of participants and type of participants (ex. animals, floats, etc.).
- On-site registration time, assembly time for participants and start and end times.
- Proof that all property owners adjacent to the Parade/Race route have been notified of the route, date and duration of the Parade/Race.

(b) Additional permits are required for the following. The following is not an exhaustive list of additional items that may need a permit in addition to the special event permit:

- (1) Signs (banners, “A” frame, etc.).
- (2) Tents larger than 200 sq. ft.
- (3) Any pyrotechnics/firework display.
- (4) Mass gathering - greater than 1,000 people.
- (5) Mobile food vendors or food vendor permit (ordinance 320, 321).
- (6) Noise ordinance variance .(ordinance 8.04).
- (7) Commercial Animal Enterprise permit, (petting zoo, pony rides, etc.) if applicable.

~~(7)—Food vendor permit.~~

**Sec. 4.05.078 Review and Action on Application**~~(b)—Review and action on application.~~

(a) After inspection and/or investigation of an application, the reviewers shall recommend to approve or to deny an application for a special event permit. If the application is approved, the reviewers shall issue a special event permit which shall state on its face the name of the person to whom it is granted and the expiration date. The reviewers shall designate on such permit the location at which the special event is permitted and any other conditions the permittee must comply with in holding the special event. The reviewers may authorize the closure of a public street for up to 8 hours in connection with approval of a special event permit. All special events applied for in a park permits application from the parks and recreation department shall be reviewed by the special event application reviewers in accordance with this division.

(b) Compliance with division. Except for the permitting requirements, the permittee for a special event permit and/or the holder of a special event permit shall comply with all of the sections of this division and other applicable ordinances of the city.

(c) City council review. A special event permit shall not be issued for the following events without council approval:

- (1) A special event that exceeds 12 hours.

- (2) A special event in which more than 6,000 attendees are expected.
- (3) The cost to the city of the special event is projected to exceed \$30,000.00, including the cost of city employee time.
- (4) More than two arterial roads will be closed with no traffic flow for greater than two hours.

**Sec. 4.05.07~~85~~ General ~~I~~nformation and ~~R~~estrictions**

- (a) ~~(a)~~ Sale or distribution of services or goods on public property. Notwithstanding other provisions of this division, the reviewers may issue a special event permit to enable the holder to sell or distribute services or goods on public property during special events. The special event permittee shall comply with and ensure compliance with all of the specifications, including location of uses and uses authorized as listed in the permit. The reviewers may issue a special event permit to enable the holder to sell or distribute services or goods on public property during special events. ~~The special event permittee shall comply with and ensure compliance with all of the specifications, including location of uses and uses authorized as listed in the permit.~~
- (b) Sale or distribution of food on public property. The permit may provide for temporary food establishments, provided that the permittee complies with the Travis County Health District or Williamson County Health District rules and regulations and the reviewers determine adequate facilities are available for public use during the special event. Open air vending is permitted during a special event provided the permit authorizes the open air vending in the specific location(s) indicated in the permit for the duration of the special event. Open air vending, temporary food establishments, and mobile food establishments authorized under a special event permit are not required to obtain a separate permit under [division 2](#).
- (c) Vendor participation at City hosted special events. All vendors participating in City hosted special events are required to follow the established rules, regulations, and application process, including heeding all deadlines and providing all information requested. Failure to do so are cause to terminate the application and deny participation.
- (d) Sponsorship of City hosted special events. Sponsorship engagements are limited to organizations that are dedicated to improving the quality of life of the citizens of Leander, without the primary purpose being that engaged in influencing local, state, or federal electoral outcomes.
- (e) All vendors and entities participating in sponsorship engagements are required to sign a code of conduct. Failure to sign and abide by the terms of the code of conduct are cause to terminate the application and cease participation on the part of the vendor or entity participating in sponsorship engagements.
- (f) Road closure. Road Closure. A permittee may not block a street in a manner that prevents the free movement of pedestrians into and out of the closure area.
- (g) Entry fees. If an entry fee is charged for a special event, a permittee may not charge the fee to:
  - a. A person who resides or operates a business in the closure area; or
  - b. A customer of/or a person making a delivery to a business or residence in the closure area.
- ~~(b) Review and action on application. After inspection and/or investigation of an application, the reviewers shall recommend to approve or to deny an application for a special event permit. If the application is approved, the reviewers shall issue a special event permit which shall state on its face the name of the person to whom it is granted and the expiration date. The reviewers shall designate on such permit the location at which the special event is permitted and any other conditions the permittee must comply with in holding the special event. The reviewers may authorize the closure of a public street for up to 8 hours in connection with approval of a special event permit. All special events applied for in a park permits application from the parks and recreation department shall be reviewed by the special event application reviewers in accordance with this division.~~
- ~~(c) Compliance with division. Except for the permitting requirements, the permittee for a special event permit and/or the holder of a special event permit shall comply with all of the sections of this division and other applicable ordinances of the city.~~



~~(d) City council review. A special event permit shall not be issued for the following events without council approval:~~

~~(1) A special event that exceeds 12 hours.~~

~~(2) A special event in which more than 6,000 attendees are expected.~~

~~(3) The cost to the city of the special event is projected to exceed \$30,000.00, including the cost of city employee time.~~

~~(4) More than two arterial roads will be closed with no traffic flow for greater than two hours.~~

~~(e) A permittee may not block a street in a manner that prevents the free movement of pedestrians into and out of the closure area.~~

~~(f) If an entry fee is charged for a special event, a permittee may not charge the fee to:~~

~~(1) A person who resides or operates a business in the closure area; or~~

~~(2) A customer of or person making a delivery to a business or residence in the closure area.~~

(g) -A permittee shall post a sign at each entrance and exit to the closure area visible to all patrons entering the area that includes the amount of the entry fee, if any, and the rules of access to the closure area. A permittee must post the sign required under this section during the time the entry fee is in effect.

(h) The permittee must meet and provide all exits and emergency exits required by current fire code, ordinance, and have a posted evacuation plan throughout the venue.

#### **~~Sec. 4.05.076~~ Exceptions**

~~The provisions of this division shall not apply to the following:~~

~~(1) Organized community and festival events held by authority of agreements or special permits issued by the city council or held upon public premises or in or upon public parks under the auspices or sponsorship of the city.~~

~~(2) Events that are within the regular administration of the parks and recreation department of the city that do not meet the requirements for a special event permit because of crowd size, public roadway closures, or presence of vendors during the event.~~

~~(3) Authorized contractual concessions permitted upon city premises by agreement, lease or contract with the city duly authorized by the city council.~~

~~(4) The requirements of this division do not apply to use of a city sidewalk or right of way organized solely to express the participants' right of free speech that does not block pedestrian or vehicular traffic. Applicants must meet requirements for mass gathering for crowds over a 1,000 people.~~

#### **Sec. 4.05.07~~97~~ Notice of special event and signature requirement**

(a) Notice. A written notice of proposed special event shall be mailed or hand delivered to all affected persons no later than the 14 days prior to the start of the special event. The notice must include:

(1) The address, and, if available, the name, e-mail address and telephone number of each affected person;

(2) A description of the special event and the time, date, and duration of the special event;

(3) A description of any streets to be closed during the special event and the duration of the closure;

(4) Whether a variance from the city's noise ~~regulations~~ ordinance (ordinance 8.04) will be sought in connection with the application;

(5) When applicable under subsection (b) below, a space for the typed or printed name of the affected person, and a space in which the signer may indicate with an original signature whether the affected person objects or does not object to the proposed street closure and/or objects or does not object to a proposed waiver from the city's noise regulations; and

(6) An affidavit by the person circulating the notice that each affected person was provided a copy of the map of the closure area and the promotional literature for the special event.

(b) Signature requirement.

- (1) The permittee shall obtain signatures from affected persons indicating whether the affected person does not object to or opposes a street closure when the special event requires a street closure. The permittee shall submit the signatures to the reviewers at least 7 days before the special event.
- (2) The permittee shall obtain the signatures of affected persons for events that require a waiver from the city's noise regulations that indicate whether the affected person does not object to or opposes the waiver from the noise regulations. The permittee shall submit the signatures to the city prior to the date of the city council meeting at which the special event permit application will be considered.

(c) Authorized signer and additional notice requirements.

- (1) A neighborhood association, on its own letterhead, may state its opposition to the reviewers regarding a proposed road closure or noise ~~regulation-ordinance~~ waiver through the signature of any authorized officer of the neighborhood association.
- (2) The property owner or property manager of a multi-occupant building is the affected person under subsection (a). If the property owner or property manager is unavailable, the permittee shall provide each tenant in a multi-occupant building with the opposition form, event notice, copy of a map of the closure area and the right-of-way event's promotional material.
- (3) For special events with road closures or noise regulation waivers in a residential area, a permittee must notify all affected persons on any block to be closed of the required documentation by delivering it to at least one adult occupant of a residence.

**Sec. 4.05.0780 False information**

It shall be unlawful for any person to give any false or misleading information in connection with the application for a permit or a license required pursuant to this division.

**Sec. 4.05.081079 Security, fire, and emergency medical service approvals**

- (a) The police chief or his designee shall determine the number of peace officers and/or security agents required for the special event.
- (b) The fire chief or his designee must approve the proposed location and size of any fire lane, booth, stage, and other equipment that is located in the street. Fire department personnel shall conduct a safety inspection to ensure compliance with the adopted fire code.
- (c) The fire chief or his designee shall determine the number and type of emergency medical personnel, services, and equipment required for the event. Fire department personnel may conduct a compliance inspection at a permitted event.
- (d) The emergency management coordinator may require a plan to be submitted and approved prior to a permit to be issued plan(s) addressing the matters effecting a mass gathering including health needs, shelter, weather protections, evacuations, and associated items.

**Sec. 4.05.0802 Safety requirements**

- (a) An applicant may employ off-duty peace officers commissioned by the Texas Commission on Law Enforcement Officer Standards and Education for traffic control.
- (b) An applicant may use a private licensed security agency for crowd control and security, if the use is approved by the police chief. A security agent employed under this section must:
  - (1) Be in uniform;
  - (2) Be able to contact the city police or emergency medical services if necessary; and
  - (3) Not consume an alcoholic beverage or participate in the event.
- (c) An applicant shall ensure that the number of security officers or agents established by the police chief remain on-site during the street closure. A supervising peace officer may reduce the number of officers or agents posted at a street event at the discretion of the supervising peace officer.

- (d) An applicant shall provide emergency medical personnel and EMS stations as approved by the fire chief on the emergency medical services special events information and resource form to ensure the safety of participants at the street event.
- (e) An applicant shall comply with the adopted fire code and the fire department's street closure guidelines and maintain adequate fire lanes within the closure area.
- (f) An applicant shall provide a barricade approved by the public works director and the fire marshal for the lawn or other property of a resident within the closure area who requests a barricade. A barricade provided under this section may not impede access to or from any property.
- (g) If a street event is gated, an applicant shall station at least one peace officer or security agent from a city-approved firm at each exit to enforce all required rule, state law, and safety requirements.
- (h) An applicant shall comply with all requirements of the Texas Alcoholic Beverage Commission, if alcoholic beverages are to be sold/served at an event.

#### **Sec. 4.05.0813 Heath requirements**

- (a) The applicant must close a special event in sufficient time to allow the affected areas to be cleaned and the street to reopen at the time established in the permit.
- (b) If a food or beverage booth is used during a street closure, an applicant shall spray-clean the sidewalk and area around the food and beverage booth with water in accordance with health regulations established by the health department in whose jurisdiction the special event is located.
- (c) If an applicant fails to promptly spray-clean the sidewalk and area around a food and beverage booth, the city shall provide the ~~clean-up~~clean-up and send an invoice of the cost to the applicant.
- (d) An applicant shall provide an adequate number of trash containers based on the estimated number of participants at the event. The applicant shall provide suitable protection around stormwater inlets to prevent debris from entering the stormwater system.
- (e) If an applicant fails to promptly ~~clean-up~~ trash or remove debris from the stormwater system inlets, the public works director shall provide the ~~clean-up~~clean-up and send an invoice of the cost to the applicant.
- (f) Except as provided by subsection (g), an applicant shall provide an adequate number of portable toilets based on the estimated number of participants at the street event. An applicant may not place a portable toilet within 25 feet of an entryway to an adjacent business or residence, unless the adjacent property owner or tenant approves a distance less than 25 feet in writing.
- (g) An applicant may present as part of the plan a diagram showing sufficient existing toilet facilities and written certification that the facilities are available for public use during the street event. If the plan is approved, the applicant must clearly mark the location of the toilets during the event.

#### **Sec 4.05.084 City Parks and Recreation Event Adoption Requirements**

In order to have an event adopted by the City of Leander Parks and Recreation Department, special event organizers must meet the following requirements:

- (a) Event must have been offered to the public for two previous years.
- (b) Special event organizers must provide detailed written documentation of event budget, staff/volunteer needs, planning process and sponsorships.
- (c) Presentation and approval of event to the Leander Parks and Recreation Director and Advisory Board
- (d) Presentation and approval of event to the Leander City Council

Adoption of a special event by the City requires approval from the City Manager, City Council, Parks and Recreation Director, and Parks and Recreation Advisory Board. Approvals are based on the following:

- (a) Positive impacts the event bring to the City of Leander and its citizenship.
- (b) Potential negative impacts of the event for the City of Leander and its citizenship.
- (c) Financial impacts of the event.
- (d) Staffing requirements and impacts of the event.
- (e) Alignment with the Parks and Recreation Department's mission and vision statement.



(f) Implications the event have on current special events and program offerings.

Newly adopted special events and programs will not be added into a current budget year. If adopted, a new program or event will be added into the following budget year, or concurrent year if budgetary process has already begun. Adopted events will be solely organized and planned by the City of Leander Parks and Recreation Department. Groups looking to partner with the City of Leander must be a recognized non-profit or 501(c)3 organization.

**Sec. 4.05.08~~25~~ Fee**

Before any permit shall be issued under the provisions of this division:

- (1) The applicant shall pay a fee as provided for in the fee schedule in appendix A of this code.
- (2) The applicant shall also obtain all inspections and permits required under any other ordinance or regulation of the city or the Travis/Williamson County Health District.
- (3) An applicant shall pay to the city the balance due for the actual cost of service, staff, and billed items not later than the 20th business day following the event.
- (4) The reviewers may recommend to the city manager that a special event permit fee be waived for an event that is benefiting or assisting an identified organization that has ties to the city and has shown a financial inability to pay the fee. The city manager's decision regarding whether to waive a special event permit fee shall be final.

**Sec. 4.05.083 Issuance**

- (a) No permit shall be issued under the provisions of this division until the applicant has complied with all the provisions and requirements of this division applicable to such permit.
- (b) The reviewers shall issue a permit to the applicant if the reviewers determine that the application complies with this division and rules approved under this division.
- (c) The city may not issue a permit before the applicant pays the applicable fee established by ordinance.

**Sec. 4.05.084 Contents**

Each permit issued under the provisions of this division shall be signed by the appropriate authority issuing the permit; dated as of the date of its issuance; and shall state the duration or term of such permit on the face thereof. Any permit not dated and signed as provided in this section shall be void. The time and location for which the permit is valid shall be shown on the permit.

**Sec. 4.05.085 Display**

Every permit holder having a permit issued under this division or required to have a permit and doing business within the city or any individual listed on a permit shall display the permit or copy of same upon the request of any person, and failure to do so shall be deemed a violation of this division.

**Sec. 4.05.086 Duration**

A special event permit issued under the provisions of this division shall be valid for the period of time stated therein, but shall not be for a period of time in excess of four (4) days unless otherwise specified in the permit by the reviewers.

**Sec. 4.05.087 Modification or termination of special event permit**

- (a) If the reviewers determine that an applicant has violated or failed to comply with the terms of a special event permit issued under this division, the reviewers may immediately halt the special event and reopen any closed areas and/or roads.
- (b) The police chief, emergency management coordinator, or fire chief or appointed designees may modify any route, time, and manner of conduct of any special event as necessary to protect the safety and welfare of the

public, including but not limited to preservation of access to public buildings, maintenance of vehicular and pedestrian mobility.

**Sec. 4.05.088 Offense and penalty**

A person commits an offense if the person violates the terms of a special event permit, closes any roads without a special event permit, or violates any provisions of this division.

**Sec. 4.05.089 Previous violation**

An applicant who is found violating the terms of a permit issued under this division may not apply for or receive another closure permit under this chapter for a minimum period of 24 months after the date of the violation.

**Sec. 4.05.090 Denial, revocation, and appeal**

(a) Denial. The city reserves the right to deny an application for a permit to any individual or group who has:

(1) In the past 12 months:

(A) Had a permit issued under this division revoked;

(B) Received a complaint from a special event permit issued previously;

(C) Has failed to pay fees related to a prior special event; or

(D) Otherwise violated this division.

(2) In the past 36 months:

(A) Had a valid complaint that the special event permit issued interferes with the safety and welfare of the public; or

(B) Has failed to pay fees related to a prior special event.

(3) A permit application that does not comply with this division or other applicable ordinances, rules, regulations or statutes.

(b) Revocation. Any permit issued under the provisions of this division may be revoked for the violation by the applicant or licensee of any provision of this division, state law or other ordinance that directly relates to the duties and responsibilities of the applicant or licensed occupation authorized in the permit. Upon such revocation, such permit shall immediately be surrendered to the authority that issued the permit, and failure to do so shall be deemed a misdemeanor.

(c) Appeal.

(1) Any person aggrieved by the denial or revocation of a permit reviewed by the reviewers may appeal within five days of the denial or revocation of the permit by written appeal tendered to the city secretary. The city manager may uphold, revise or overturn the denial or revocation. If the city manager upholds the denial or revocation, the decision shall be effective immediately. The decision of the city manager is final.

(2) Any person aggrieved by the revocation of a permit approved by the city council may appeal within five days of the denial or surrender of the permit by written appeal tendered to the city secretary. The city manager may uphold, revise or overturn the revocation. If the city manager upholds the revocation, the decision shall be effective immediately as to the revocation. Any person aggrieved by the decision of the city manager may appeal to the city council within ten (10) days from the decision of the city manager being mailed to the aggrieved person in writing by tendering a written appeal to the city secretary. The city council shall hear the appeal at the next available regular or special city council meeting. The decision of the city council is final.

**Sec. 4.05.091 Penalties**

Any person convicted of violating any provision of this division shall be guilty of a misdemeanor and shall be subject to a fine in an amount not to exceed two thousand dollars (\$2,000.00).

**Sec. 4.05.092 Enforcement**

For the purposes of discharging the duties imposed by this division and to enforce its provisions, any peace officer, fire marshal, or code enforcement officer is empowered to enter upon any premises for which a permit is issued and take such action to enforce this division as permitted in the Code of Criminal Procedure.

(Ordinance 17-035-00, sec. 7, adopted 5/4/17)





*City of Leander*  
**PARKS AND RECREATION**

# Special Events Policy and Procedures



City of Leander

Revised October 2022

## Special Events Policy & Procedures

---

### General Policy Statement

The City of Leander sponsors, co-sponsors and encourages its residents and businesses to sponsor special events that enhance the quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors and contribute to the dynamic atmosphere of the community. To facilitate the use of City-owned, leased or managed recreation and park facilities, the city has established policies and procedures to ensure the success of such events by providing a system for advanced planning, standard information, and basic ground rules that allow special event sponsors and facility users to achieve their mutual goals, while minimizing the impact of the event on the community.

It is the purpose of this policy and related procedures to regulate special events held in City of Leander parks and public spaces so that such events can occur with the safety and health of the participants in mind, the protection of public property considered, and the impact on non-participating residents minimized.

### General Information

The City provides a wide variety of facilities for special events and general leisure time use. When planning a festival, race, walk, parade, concert, rally, or any major event on City property, a Special Event Permit Application must be submitted. The City will then determine the review and approval process and the level of involvement or support service provision, if any, that the event requires. Usually, filling out a permit application is just the first step. Once the application is received, City staff will guide applicants through the process for City approval.

### Special Event Permit Requirements

To determine which steps to take for a special event within the City of Leander, refer to the following guide:

| Special Event Permit                                                                                                                                                                                                                                                                                                                                                                                                                                        | Special Event in the Park Permit                                                                                                                                                                                                                                                                                                                                                                                                            | Reservation Supplement Permit                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Apply for your special event permit through the City's online permitting software if your event includes any of the following:<br><br><input type="radio"/> Estimated attendance is more than 1,000 people<br><input type="radio"/> Event requires blocking, standing, limiting traffic flow in streets, sidewalks, trails, or parking lots<br><input type="radio"/> Event has vendors or others to sell or distribute services or goods on public property | Apply for your special event permit through the Parks and Recreation Department if your event includes any of the following:<br><br><input type="radio"/> Estimated attendance is greater than 100 people<br><input type="radio"/> Involve a public performance, musical event, or play<br><input type="radio"/> Involve selling alcohol<br><input type="radio"/> Use amplified sound<br><input type="radio"/> Occur within a park or trail | If your reservation does not meet any previous qualification, but you wish to have any of the following, specific additional permits are required.<br><br><input type="radio"/> Inflatable Amusement Permit<br><input type="radio"/> Private Event Alcohol Permit<br><input type="radio"/> Oversized Grill / Mobile Food Vendor Permit<br><input type="radio"/> Walk/Race Permit *no road closure<br><input type="radio"/> Non-Food Vendor Permit |

## Obtaining/Submitting Applications

The Leander Parks and Recreation Department is responsible for distributing, receiving and processing all applications for special events on City property and for coordinating review of applications by appropriate City. The Parks and Recreation Department is located at 406 Municipal Drive; Leander, Texas 78642. The hours of operation are 8:00am - 5:00pm Monday through Friday. For additional information, please call 512-528-9909. Special Event Permit Applications can be found on the City's website at [www.leandertx.gov/specialeventpermit](http://www.leandertx.gov/specialeventpermit) or by calling 512-528-9909.

The City's Parks and Recreation Department is also responsible for distributing, receiving and processing all facility reservations for the use of City-owned athletic fields, park pavilions, and swimming pools. Reservations at these facilities for the purposes of conducting anything other than a special event do not require a Special Event Permit. Facility reservations can be made online on the City's website at [www.leandertx.gov/parks](http://www.leandertx.gov/parks) or by calling 512-528-9909.

The Special Event Application approval process does not necessarily automatically reserve facilities. Park areas that can be reserved that are impacted by the event will require a facility reservation so not to further impact a park patron. A facility reservation does not provide exclusive use of the entire park and/or facility. The general area of the park, pathway and/or facility must remain open to the public.

## Application Processing Time Frame

While all special events require the same application, the application review and approval period and required permit(s) may vary depending on the type and location. No events should be publicized until the applicant has received all necessary permits and approvals from the City. Permits and approvals for events, facility use or support services are issued on a first-come, first-served basis. Applications should be submitted within the time frames specified for the types of events proposed.

Special Event Permit Applications must be received by the City:

### 90 Days Prior

- Athletic races, walks, and all new events (those events which did not occur in the City within the past year) which involve a public road or street. All new events requiring a road or lane closure or impacting traffic flow will require approval from the Leander Police Department. A renewal of a previously held special event must follow the same policy and procedures as approved for the prior year's event. All organized event walks must take place on pathways unless streets are specifically requested or required due to high anticipated attendance. Law enforcement/security requirements and/or traffic control requirements for walks on pathways will be determined based upon an evaluation of the level of services needed.
- Community Festival - Defined by one or more of the following activities occurring:
  - Attendance of more than 1001 people is expected
  - An admission fee is charged
  - Vendors selling goods, products/wares or services
  - Food and beverage are provided
    - Williamson County health permit may be required
  - Games, amusement rides, or bounce houses are offered
    - Insurance certificate/indemnification may be required
  - Purpose of event is a fundraiser
  - Amplified sound, music and/or bands will be present



- Event is advertised to the general public
- Event will impact parking and safe movement of pedestrians and/or vehicular traffic in the area
- Alcoholic beverages are consumed
  - Insurance certificate/indemnification is required
  - Law enforcement and/or security requirements will be determined based upon an evaluation of the event
  - TABC licensing may be required

### **30 Days Prior**

- Private events, weddings, ceremonies or parties involving any of the following:
  - Tents larger than 10ft x 10ft
  - Portable restroom facilities (i.e. porta potties)
  - The sale of any product, goods or service
  - Amplified sound
  - Fundraising
  - Estimated attendance is between 300 and 1000 guests

### **7 Days Prior:**

- Private events, weddings, ceremonies or parties involving any of the following:
  - Tents larger than 10ft x 10ft
  - Amplified sound
  - Fundraising
  - The sale of any product, goods or service
  - More than 50 but less than 300 anticipated guests

Private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage or alcohol, do not use roads, streets or pathways and do not have amplified sound or large tents do not require a Special Event Permit. A facility reservation may be required.

The City of Leander Parks and Recreation Director may waive the submission deadline in extreme cases of unforeseen events.

## **Criteria for Approval/Disapproval**

In issuing a permit for a special event, the City considers whether:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards
2. The positive impact the event may bring to the community
3. The event will unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area
4. The proposed location is adequate for the size and nature of the event
5. The event does not unreasonably interfere with the intended use of the area (e.g. athletic fields, picnic areas, etc.)
6. The Applicant's apparent ability to execute the event
7. The Applicant's apparent ability to obtain the appropriate insurance (if applicable)

8. The event unreasonably conflicts with other scheduled special events in the community
9. Approvals by other governing agencies (i.e. County)
10. All permit requirements have been met

### **Required Approvals/Appeals Process**

The application review process begins when the City's Parks and Recreation Department has received a completed application. Applications for special events must be approved by all appropriate departments. City Ordinance 1.11.034 establishes that in the event an application is denied by the Parks and Recreation Department, the applicant may appeal to the City Manager or their designee in writing within seven (7) days of denial. The decision of the City Manager or their designee is final.

### **Fees**

City Ordinance A4.004 establishes that a Special Event Application fee is set at \$35.00 per application and an additional \$35.00 for each subsequent review.

City Ordinance 21.073.00 establishes reservation fees for the use of City recreation and park facilities. A refundable security/damage deposit is required to secure the facility for the special event, and reservation fees are due at least one (1) week prior to the event. The reservation fee includes the use of the facility and existing utilities. Special Event Permits are applicable for commercial and non-resident/non-profit events. Additional charges may be incurred by the Applicant if the facility used for the Special Event is damaged or not cleaned up including but not limited to trash, sign/barricade, and traffic control device removal. Permit holder is responsible for all costs associated with the special event such as tents, tables, chairs, sound, trash removal, portable toilets, insurance, security, medical services/first-aid, advertising, etc.

### **Traffic Control**

If a proposed event utilizes City of Leander roads, the City has policies and requirements for traffic control. Such traffic control plans and City approval must be obtained prior to the final approval of the City and issuance of the Special Event Permit. It is the sole responsibility of the event organizer to obtain these approvals. The City may require a traffic control plan and/or parking plan for Special Events that may impact egress/ingress of the facility and parking in the area. If an event will impact public roads or right of way, the applicant should complete the Special Event Permit through the City of Leander rather than the Special Event in the Park Permit through the Parks and Recreation Department.

### **Amplified Sound/Noise**

The City of Leander has noise ordinances which prohibit excessive noise before 7:00am and after 10:00pm. The City of Leander Ordinance 4.05.077 allows amplified sound pursuant to a Special Event Permit.

The City of Leander prohibits any activity which may be an annoyance or a nuisance to surrounding owners or residents. It is the sole responsibility of the event organizer to familiarize themselves with these noise restrictions and ensure the event is in compliance.

## **Alcoholic Beverages**

City Ordinance 4.06.004 prohibits the consumption of any alcoholic beverage on city property without a valid permit. If alcoholic beverages are to be consumed at a special event open to the public the applicant must provide a minimum of \$1,000,000 General Liability Insurance coverage naming The City of Leander as additionally insured. Additional restrictions may apply (i.e. private event security and permit with TABC).

Private events wishing to provide alcohol to their group (not for sale) may complete the reservation supplement form: Private Event Alcohol Permit.

## **Sale of Food**

Where food is to be offered for sale, organizers are responsible for obtaining appropriate permits through Williamson County Cities and Health District. A copy of the permit(s) will be required prior to the issuance of the Special Event Permit.

Williamson County and Cities Health District      512-260-4240

Certain City facilities may be subject to a contractual exclusive right to sell food which requires consent of the concessionaire for the Special Event Permit holder to sell food.

## **Inflatable Attractions**

Special event organizers may utilize services from inflatable attractions vendors. Certificate of liability insurance coverage in the amount of at least one million dollars (\$1,000,000) single limit, covering both bodily injury and property damage must be provided for each company used. Each inflatable attraction must be included on the event's site map and must provide its own power source. Utilization of park or city property electrical outlets is not permitted. Any power source must comply with Leander Fire Department regulations (one 5lb. ABC fire extinguisher for each generator).

Inflatable attractions are acceptable at Bledsoe Park, Northcreek Ranch Park, Benbrook Ranch Park, and Mason Homestead. Attractions may not be staked into the ground and must use another method to secure (ex: sand bags or water barrels).

## **Petting Zoos**

Special event organizers may choose to utilize services from petting zoo vendors. A separate application must be submitted to the Animal Services Division of the Leander Police Department no later than 14 days prior to the event date.

Petting zoos are acceptable at Bledsoe Park, Devine Lake Park, Northcreek Ranch Park, Benbrook Ranch Park, and Mason Homestead.

## **Political Entities**

(Vendor participation at City hosted special events. All vendors participating in City hosted special events are required to follow the established rules, regulations, and application process, including



heeding all deadlines and providing all information requested. Failure to do so are cause to terminate the application and deny participation.

Sponsorship of City hosted special events. Sponsorship engagements are limited to organizations that are dedicated to improving the quality of life of the citizens of Leander, without the primary purpose being that engaged in influencing local, state, or federal electoral outcomes.

All vendors and entities participating in sponsorship engagements are required to sign a code of conduct. Failure to sign and abide by the terms of the code of conduct are cause to terminate the application and cease participation on the part of the vendor or entity participating in sponsorship engagements.

Special event applicants not working in conjunction with the City may choose the manner in which they work with/do not work with political entities at their event. If allowed, special event organizers must require political entities at events to remain in their designated permitted space and must not interfere with any public that may be at park locations.

## **Insurance**

Special events organizers may be required to carry and provide proof of liability insurance coverage in the amount of at least one million dollars (\$1,000,000) single limit, covering both bodily injury and property damage during the term of the event. Insurance limit may be increased depending on the nature, size and risk of the event. All costs associated with insurance are the responsibility of the event organizer. The certificate must:

1. Name The City of Leander as an "Additional Insured"
2. Be submitted within 14 days of the special event
3. Contain a provision for ten (10) days prior written notice to the City if the policy expires or is canceled or changed
4. Not have exclusions in the insurance coverage regarding publicly owned or leased property or City operations or personnel, employees, licensees or agents

## **Site Plan/Race Course Route Maps**

In order to understand the impact of the special event to the City facility and the community, a detailed site set-up plan and/or route or race course map and parking plan may be required as part of the application process. For walks that only utilize the pathway system a staffing plan (or Pathway Management Plan) is also required to address all pathway/street intersections to ensure the safety of event participants and the movement of traffic. For walks the plan would ensure the movement of vehicles is not delayed by the event.

## **Event Impact Management**

Alternate locations/routes may need to be developed to assist The City in managing the number of events and walks/run in the community so that certain areas are not routinely impacted by events. In order to determine if an alternate location or route is needed, City staff will review the following:

- Community impact issues with the respective walk/run in previous years
- Did a run/walk occur in this location/road/pathway in the previous two weeks?
- Will a run/walk occur in this location/road/pathway next two weeks?

- How many runs/walks are scheduled in this area in the calendar year?
- Is the size of the walk/run suitable for an alternate location?

If staff determines the impact of the event is significant, as defined by the bullets above, they are authorized to work with the organizer to:

- Change the date of the event to other times in the community to reduce the congestion of events in certain months
- Alter the route of the event to minimize the impact to various neighborhoods
- Modify the route to reduce the overall time of the road/lane closure (10K to 5K, 26.2 miles to 13.1 miles)

If the organizer does not agree to the alternate location or date, they have the ability to appeal the decision of staff to the Parks and Recreation Director of The City of Leander. The decision of the Parks and Recreation Director is final.

### **City Services**

All regularly scheduled City services will be provided during the normal work hours whenever possible. The City does not have special event equipment, signs or supplies for loan or for rent.

### **Use of Private Security**

In reviewing applications, the City may require the applicant to provide internal security and a security plan. Private licensed security or off-duty law enforcement officers may be used to meet these requirements. All costs associated with security are the responsibility of the permit holder.

### **Clean-Up**

Permit holders are responsible for providing clean up during and following the event including all trash and litter removal. If it becomes necessary for the City to clean up any given area, the permit holder will forfeit any deposit and may be billed for all costs of the clean up. Applicants may be required to provide, at minimum, one eight-yard dumpster depending on the level of park use on the day of the event.

### **Restrooms**

Organizers of special events may be required to provide portable toilets or make arrangements for restroom facilities, at the event organizer's expense. Portable toilets may be delivered 24 hours in advance of the event and must be removed within 24 hours following the event. The public restrooms at any City facility typically must remain open to the general public during the special event.

Two portable toilets and one hand wash station for each 300 estimated attendees are required at each event located at locations that do not have adequate bathroom facilities (trails, Old Town Park, Devine Lake Park, etc.). At least one of the portable toilets must be wheelchair accessible. Portable toilets must be in place no later than three hours prior to advertised start of event and placed in a location approved by the Parks and Recreation Department. The renter is responsible for the care and cleaning of portable toilets. Portable toilets are required for all walks/runs. Receipt or confirmation must be submitted prior to rental.

## Signs and Banners

All signs and/or banners to be displayed prior to and during the event must be approved prior to issuance of the Special Event Permit. Approval may be required by city staff. Signs are not allowed in the road right-of-way without approval of the City. Signs must be removed immediately after the special event. If it becomes necessary for the City to remove any signs or banners after the approved display time, the permit holder will forfeit any deposit and will be billed for all costs of the removal.

## Special Rules and Additional Procedures

Special rules and additional procedures may be required that are unique to certain City facilities. All rules and regulations contained within City Ordinance Article 4.05, as may be amended from time to time, apply to special events. Most park and pathway areas cannot be reserved or permitted for the exclusive use of one group, and access to the area by the general public may be required to be available at all times. Approval of the event by any other entity does not imply approval by The City of Leander.

**The City of Leander has the authority to cancel or stop an event, before or during the event, if the conditions required for approval of the event are not being met. In addition, the Parks and Recreation Director and public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety, or welfare is being jeopardized and/or would be better served with additional restrictions or requirements.**

The City of Leander's approval of a special event and/or issuance of a park permit does not grant or authorize use of "The City of Leander" trademark, brand or domain name.

Please note that City staff and their respective contractors, shall have unrestricted access to the reserved facility or facilities at any time during the event (set up, tear down, event production) to execute the functions of their respective job or contract. City staff and contractors will be identifiable through a uniform or employee ID badge.

## Parks and Recreation Department Event Adoption

In order for outside groups or organizations to have an event adopted by the City of Leander Parks and Recreation Department, special event organizers must meet the following requirements:

- Event must have been offered to the public for two previous years
- Special event organizers must provide detailed written documentation of event budget, staff/volunteer needs, planning process, sponsorships
- Presentation of event to the Leander Parks and Recreation Director and Advisory Board

Adoption of a special event by the City requires approval from the City Manager, Parks and Recreation Director, and Parks and Recreation Advisory Board. Approvals are based on similar internal conditions and processes including the following:

- What positive impacts does the event bring to the City and its citizenship as a whole?
- What are potential negative impacts of this event or program for the City of Leander and its citizenship as a whole?
- What are the financial impacts of this event?
- What will the staffing requirements be for this event?
- Does the event fit into the Department's mission and vision statements?
- What implications will this event have on current special events and programs?



Newly adopted special events and programs will not be added into a current budget year. If adopted, a new program or event will be added into the following budget year, or concurrent year if budgetary process has already begun. Adopted events will be solely organized and planned by the City of Leander Parks and Recreation Department. Groups looking to partner with the City of Leander must be a chartered taxable entity or 501(c)3 organization.



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Discuss and consider action on a Resolution of support to limit consideration of zoning requests that seek to add residential zoning or increase the density of residential land uses in lieu of nonresidential uses; prioritize a desired residential land distribution mix of zero (0%) percent within the Multi-Use, Neighborhood Center, Activity Center, Employment Center, Urban Mixed Use, and Leander Central land use categories identified on the Future Land Use Map; prioritize low-density use components (Single-Family Rural, Single-Family Estate, and Single-Family Suburban) within the Neighborhood Residential land use categories identified on the Future Land Use Map; and continue to encourage conservation actions that will reduce short- and long-term water system demands.

**BACKGROUND:**

This item relates to the Council directive to develop, plan, and present recommendations and updates for meeting water delivery needs, as well as confirming the current development capacity for the city. The City Manager presented recommendations on October 15, 2021, and Council approved Resolution 22-012-00 on May 5, 2022, supporting the City's planned actions.

Staff is requesting Council's consideration of the proposed Resolution in order to assist Staff in communicating with prospective development applicants about Leander's water treatment capacity, planned water system improvements, and projected population growth. Emphasis is placed on residential zoning requests.

**RECOMMENDATION:**

Staff recommends Council approval of the proposed Resolution.

**PRESENTER:**

Rick Beverlin, City Manager

---

**Attachments**

1. Proposed Resolution

**A RESOLUTION OF THE CITY OF LEANDER, TEXAS**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF SUPPORT TO LIMIT CONSIDERATION OF ZONING REQUESTS THAT SEEK TO ADD RESIDENTIAL ZONING OR INCREASE THE DENSITY OF RESIDENTIAL LAND USES IN LIEU OF NONRESIDENTIAL USES; PRIORITIZE A DESIRED RESIDENTIAL LAND DISTRIBUTION MIX OF ZERO (0%) PERCENT WITHIN THE MULTI-USE, NEIGHBORHOOD CENTER, ACTIVITY CENTER, EMPLOYMENT CENTER, URBAN MIXED USE, AND LEANDER CENTRAL LAND USE CATEGORIES IDENTIFIED ON THE FUTURE LAND USE MAP; PRIORITIZE LOW-DENSITY USE COMPONENTS (SINGLE-FAMILY RURAL, SINGLE-FAMILY ESTATE, AND SINGLE-FAMILY SUBURBAN) WITHIN THE NEIGHBORHOOD RESIDENTIAL LAND USE CATEGORIES IDENTIFIED ON THE FUTURE LAND USE MAP; AND CONTINUE TO ENCOURAGE CONSERVATION ACTIONS THAT WILL REDUCE SHORT- AND LONG-TERM WATER SYSTEM DEMANDS.**

**WHEREAS**, the cities of Cedar Park, Leander, and Round Rock are participating cities in the Brushy Creek Regional Utility Authority, Inc. (BCRUA), which was formed to develop a regional system for treating and distributing water from Lower Colorado River Authority sources; and

**WHEREAS**, in 2022, Leander's total water treatment capacity between the Sandy Creek Water Treatment Plant and BCRUA Water Treatment Plant is 25.6 million gallons per day (MGD), and the city's peak water usage to date was 20.8 MGD; and

**WHEREAS**, in 2028, when the BCRUA Phase 1D, Phase 2, and Phase 2A expansion projects, the Sandy Creek Water Treatment Plant sludge improvement project, and various other city capital improvement projects are complete, Leander's total water treatment capacity will increase to 44 MGD; and

**WHEREAS**, following a 308% increase in population from 2010 to 2022, driven in part by unprecedented growth and investment in the Austin region, Leander anticipates a continuation of strong demand for new residential development over the next decade; and

**WHEREAS**, the Comprehensive Plan adopted April 1, 2021, states that population growth is both a tremendous opportunity and a difficult challenge, as the city will need to provide and maintain utilities across vast areas of existing and future land development, and land use is one of the most important elements of determining how Leander remains prosperous in the future; and

**WHEREAS**, the Comprehensive Plan adopted April 1, 2021, states that Leander should prioritize commercial development through the use of zoning, the Future Land Use Map, and prioritized investments and incentives to ensure commercial and industrial business opportunities; and

**WHEREAS**, for the City of Leander's long-term financial stability over the next decade, it will be critical to establish a proportionate balance of land uses; and

**WHEREAS**, the current array of land uses zoned in Leander is estimated at 58% residential (single-family, duplex, condo, apartments), 14.5% nonresidential (commercial, retail, office, industrial), 5.5% other (churches, city-owned properties, parks, utilities) and 22% interim (annexed but final zoning not requested), with interim zoned land uses most likely to rezone and densify through redevelopment; and

**WHEREAS**, construction of an estimated 12,856 new residential units are expected over the next five (5) years, based on entitled properties currently planned or under development; and



**WHEREAS**, Resolution 22-012-00 approved May 5, 2022, states that Leander City Council supports the City Manager’s recommendation to consider carefully any development proposals that seek to amend the Comprehensive Plan, as the city should look to preserve as much potentially viable commercial and industrial areas as possible.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS THAT:**

Until the BCRUA Phase 1D, Phase 2, and Phase 2A projects are complete, thereby increasing Leander’s total water treatment capacity to 44 MGD, Leander City Council will:

- (1) Limit consideration of zoning requests that seek to add residential zoning or increase the density of residential land uses in lieu of nonresidential uses; and
- (2) Prioritize a desired residential land distribution mix of zero (0%) percent within the Multi-Use, Neighborhood Center, Activity Center, Employment Center, Urban Mixed Use, and Leander Central land use categories identified on the Future Land Use Map; and
- (3) Prioritize low-density use components (Single-Family Rural, Single-Family Estate, and Single-Family Suburban) within the Neighborhood Residential land use categories identified on the Future Land Use Map; and
- (4) Continue to encourage conservation actions that will reduce short- and long-term water system demands.

**DULY PASSED AND APPROVED this the 20<sup>th</sup> day of October, 2022.**

CITY OF LEANDER, TEXAS

---

Christine DeLisle, Mayor

ATTEST:

---

Dara Crabtree, City Secretary



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Discuss and consider action on authorizing the Brushy Creek Regional Utility Authority (BCRUA) President to execute a Professional Engineering Services Agreement with Walker Partners for the final design of a six-million-gallon clearwell in the amount of \$291,749.00.

**BACKGROUND:**

The six-million-gallon (6 MG) clearwell was originally planned for construction with Phase 2A, which will not be completed until 2027/28. The Engineering consultants and the BCRUA Operations Committee (OC) have determined that building the 6 MG clearwell in conjunction with Phase 1D would add significant redundancy and treated water storage capacity to the BCRUA system that would greatly benefit all cities and increase overall system safety and operations.

This project could be delivered more quickly and have a larger impact relative to currently planned Leander water CIP projects. Because of this, Leander will be funding the full cost of design and would consider paying for the clearwell (Ground Storage Tank) up front, with a “true-up” in future expansion phases between the cities.

As not to affect the critical timeline for the design and construction of Phase 1D, the design and construction of the 6 MG clearwell will be a standalone project and therefore will be awarded on a separate contract.

Based on the potential benefits, Leander City Council approved a resolution on July 21, 2022, supporting the acceleration of the 6 MG clearwell design and construction.

On Sept 28, 2022, the BCRUA Board approved a resolution authorizing the BCRUA Board President to execute a contract for engineering services with Walker Partners for the design of the 6 MG clearwell.

The potential benefits of accelerating the 6 MG clearwell to Phase 1D are as follows:

- Since the clearwell would increase the amount of water able to be stored at the BCRUA water treatment plant, it is anticipated (pending water model confirmation) that this would thereby buffer the impact of the cities simultaneously diverting water at a rate that exceeds the plant’s treatment capacity.
- The clearwell could be brought online prior to Summer 2024 to provide additional stored water as the Phase 1D is being completed.
- Economically, infrastructure built today costs less than infrastructure built in the future.

**RECOMMENDATION:**

Staff recommends approval of authorizing the BCRUA President to execute a Professional Engineering Services Agreement with Walker Partners for the final design of a six-million-gallon clearwell.

**PRESENTER:**

Daniel Grimsbo, Executive Director of Infrastructure

**Amount requested:** \$291,749.00

**Approved in current budget (Yes / No):** Yes

**Expenditure (New / Amended):** New

**Recurring or one-time:** One-Time

**Fund source (Operating / Utility / etc.):** Utility

---

**Attachments**

1. City of Leander Resolution 22-019-00
2. BCRUA Resolution No. R-22-09-2B-5B

**A RESOLUTION OF THE CITY OF LEANDER, TEXAS**

**RESOLUTION NO. 22-019-00**

**A RESOLUTION OF SUPPORT FOR THE DESIGN OF BRUSHY CREEK REGIONAL UTILITY AUTHORITY, INC. (BCRUA) PHASE 2A, AND CONSTRUCTION OF THE BCRUA PARALLEL RAW WATER LINE AND CLEARWELL PROJECTS.**

**WHEREAS**, the cities of Cedar Park, Leander, and Round Rock are participating cities in the Brushy Creek Regional Utility Authority, Inc. (BCRUA); and

**WHEREAS**, the BCRUA Phase 1D and Phase 2 projects will increase the BCRUA water treatment plant capacity to approximately 42 MGD and provide a deep raw water intake source with a capacity of 145 MGD, with 106 MGD of that capacity going to the BCRUA plant; and

**WHEREAS**, on April 29, 2022, and October 15, 2021, Leander City Council received water system recommendations from the City Manager describing the City's short- and long-term strategic planning efforts, and it is in the City's interest to support BCRUA projects that would improve or expand Leander's water system capabilities without delay; and

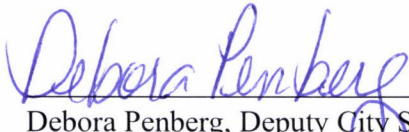
**WHEREAS**, completion of the Phase 2A portion of Phase 2 design would accelerate BCRUA system expansion, the construction of a parallel raw water line is critical to successful completion of BCRUA Phase 1D, and the expedited design and construction of a clearwell identified in Phase 2A would improve BCRUA system redundancy, management of maximum water flows, and overall system safety.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS THAT:**

Leander City Council supports the completion of certain BCRUA projects without delay, to include the design of BCRUA Phase 2A, construction of a parallel raw water line, and acceleration of the clearwell design and construction from Phase 2A, because these projects are critical to the successful operation of the City's water system.

**DULY PASSED AND APPROVED this the 21<sup>st</sup> day of July, 2022.**

**ATTEST:**

  
Debora Penberg, Deputy City Secretary



**CITY OF LEANDER, TEXAS**

  
Christine DeLisle, Mayor



**RESOLUTION NO. R-22-09-28-5B**

**WHEREAS**, the Brushy Creek Regional Utility Authority, Inc. (“BCRUA”) desires to retain engineering services for the BCRUA Final Design of a Six-Million-Gallon Clearwell Project; and

**WHEREAS**, Walker Partners has submitted a Contract for Engineering Services to provide said services; and

**WHEREAS**, the BCRUA desires to enter into said contract with Walker Partners, Now  
Therefore

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BRUSHY CREEK  
REGIONAL UTILITY AUTHORITY:**

That the Board President is hereby authorized and directed to execute on behalf of the BCRUA a contract for engineering services with Walker Partners for the BCRUA Final Design of a Six-Million-Gallon Clearwell Project, a copy of said contract being attached hereto as Exhibit “A” and incorporated herein for all purposes.

The Board hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

**RESOLVED** this 28th day of September, 2022.

---

ANNE DUFFY, President  
Brushy Creek Regional Utility Authority

ATTEST:

---

NA’COLE THOMPSON, Secretary

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Walker Partners, LLC  
Waco, TX United States

**Certificate Number:**  
2022-936570

**Date Filed:**  
09/21/2022

**Date Acknowledged:**

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Brushy Creek Regional Utility Authority

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

ATX  
Professional engineering and surveying services in connection with the BCRUA 6 MG Clearwell project.

| 4 | Name of Interested Party | City, State, Country (place of business) | Nature of interest (check applicable) |              |
|---|--------------------------|------------------------------------------|---------------------------------------|--------------|
|   |                          |                                          | Controlling                           | Intermediary |
|   | Walker, Jr., George E.   | Waco, TX United States                   | X                                     |              |
|   |                          |                                          |                                       |              |
|   |                          |                                          |                                       |              |
|   |                          |                                          |                                       |              |
|   |                          |                                          |                                       |              |
|   |                          |                                          |                                       |              |
|   |                          |                                          |                                       |              |
|   |                          |                                          |                                       |              |
|   |                          |                                          |                                       |              |

**5 Check only if there is NO Interested Party.**

☐

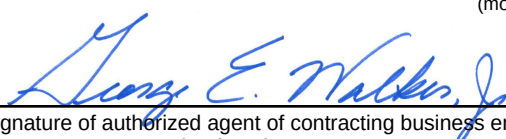
## 6 UNSWORN DECLARATION

My name is George E. Walker, Jr., and my date of birth is 12/26/1960.

My address is 823 Washington Avenue, Suite 100, Waco, TX, 76701, US.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in McLennan County, State of Texas, on the 21st day of September, 2022.  
(month) (year)

  
Signature of authorized agent of contracting business entity  
(Declarant)



**BRUSHY CREEK REGIONAL UTILITY AUTHORITY  
CONTRACT FOR ENGINEERING SERVICES**

**FIRM:** WALKER PARTNERS (“Engineer”)  
**ADDRESS:** 804 Las Cimas Parkway, Suite 150, Austin, TX 78746  
**PROJECT:** Final Design of a Six-Million-Gallon Clearwell

**THE STATE OF TEXAS** §  
§  
**COUNTY OF WILLIAMSON** §

THIS CONTRACT FOR ENGINEERING SERVICES (“Contract”) is made and entered into on this the \_\_\_\_ day of \_\_\_\_\_, 2022 by and between the BRUSHY CREEK REGIONAL UTILITY AUTHORITY, a Texas local government corporation, whose offices are located at 221 East Main Street, Round Rock, Texas 78664-5299, (hereinafter referred to as “BCRUA”), and Engineer, and such Contract is for the purpose of contracting for professional engineering services.

**RECITALS:**

WHEREAS, V.T.C.A., Government Code §2254.002(2)(A)(vii) under Subchapter A entitled “Professional Services Procurement Act” provides for the procurement by municipalities of services of professional engineers; and

WHEREAS, BCRUA and Engineer desire to contract for such professional engineering services; and

WHEREAS, BCRUA and Engineer wish to document their agreement concerning the requirements and respective obligations of the parties;

NOW, THEREFORE, WITNESSETH:

That for and in consideration of the mutual promises contained herein and other good and valuable considerations, and the covenants and agreements hereinafter contained to be kept and performed by the respective parties hereto, it is agreed as follows:

## **CONTRACT DOCUMENTS**

The Contract Documents consist of this Contract and any exhibits attached hereto (which exhibits are hereby incorporated into and made a part of this Contract) and all Supplemental Contracts (as defined herein in Article 13) which are subsequently issued. These form the entire contract, and all are as fully a part of this Contract as if attached to this Contract or repeated herein.

### **ARTICLE 1** **BCRUA SERVICES**

BCRUA shall perform or provide services as identified in Exhibit A entitled “BCRUA Services.”

### **ARTICLE 2** **ENGINEERING SERVICES**

Engineer shall perform Engineering Services as identified in Exhibit B entitled “Engineering Services.”

Engineer shall perform the Engineering Services in accordance with the Work Schedule as identified in Exhibit C entitled “Work Schedule.” Such Work Schedule shall contain a complete schedule so that the Engineering Services under this Contract may be accomplished within the specified time and at the specified cost. The Work Schedule shall provide specific work sequences and definite review times by BCRUA and Engineer of all Engineering Services. Should the review times or Engineering Services take longer than shown on the Work Schedule, through no fault of Engineer, Engineer may submit a timely written request for additional time, which shall be subject to the approval of the General Manager.

### **ARTICLE 3** **CONTRACT TERM**

**(1) Term.** The Engineer is expected to complete the Engineering Services described herein in accordance with the above described Work Schedule. If Engineer does not perform the Engineering Services in accordance with the Work Schedule, then BCRUA shall have the right to terminate this Contract as set forth below in Article 20. So long as the BCRUA elects not to terminate this Contract, it shall continue from day to day until such time as the Engineering Services are completed. Any Engineering Services performed or costs incurred after the date of termination shall not be eligible for reimbursement. Engineer shall notify BCRUA in writing as soon as possible if he/she/it determines, or reasonably anticipates, that the Engineering Services will not be completed in accordance with the Work Schedule.

**(2) Work Schedule.** Engineer acknowledges that the Work Schedule is of critical importance, and agrees to undertake all necessary efforts to expedite the performance of Engineering Services required herein so that construction of the project will be commenced and completed as scheduled. In this regard, and subject to adjustments in the Work Schedule as provided in Article 2 herein, Engineer shall proceed with sufficient qualified personnel and consultants necessary to fully and timely accomplish all Engineering Services required under this Contract in a professional manner.



**(3) Notice to Proceed.** After execution of this Contract, Engineer shall not proceed with Engineering Services until authorized in writing by BCRUA to proceed as provided in Article 7.

#### **ARTICLE 4** **COMPENSATION**

BCRUA shall pay and Engineer agrees to accept the amount shown below as full compensation for the Engineering Services performed and to be performed under this Contract.

The amount payable under this Contract, without modification of the Contract as provided herein, is the sum of Two Hundred Ninety-One Thousand Seven Hundred Forty-Nine and No/100 Dollars (\$291,749.00) as shown in Exhibit D. The lump sum amount payable shall be revised equitably only by written Supplemental Contract in the event of a change in Engineering Services as authorized by BCRUA.

Engineer shall prepare and submit to BCRUA monthly progress reports in sufficient detail to support the progress of the Engineering Services and to support invoices requesting monthly payment. Any preferred format of BCRUA for such monthly progress reports shall be identified in Exhibit B. Satisfactory progress of Engineering Services shall be an absolute condition of payment.

The fee herein referenced may be adjusted for additional Engineering Services requested and performed only if approved by written Supplemental Contract.

#### **ARTICLE 5** **METHOD OF PAYMENT**

Payments to Engineer shall be made while Engineering Services are in progress. Engineer shall prepare and submit to BCRUA, not more frequently than once per month, a progress report as referenced in Article 4 above. Such progress report shall state the percentage of completion of Engineering Services accomplished during that billing period and to date. Simultaneous with submission of such progress report, Engineer shall prepare and submit one (1) original and one (1) copy of a certified invoice in a form acceptable to BCRUA. This submittal shall also include a progress assessment report in a form acceptable to BCRUA.

Progress payments shall be made in proportion to the percentage of completion of Engineering Services identified in Exhibit D. Progress payments shall be made by BCRUA based upon Engineering Services actually provided and performed. Upon timely receipt and approval of each statement, BCRUA shall make a good faith effort to pay the amount which is due and payable within thirty (30) days. BCRUA reserves the right to withhold payment pending verification of satisfactory Engineering Services performed. Engineer has the responsibility to submit proof to BCRUA, adequate and sufficient in its determination, that tasks were completed.

The certified statements shall show the total amount earned to the date of submission and shall show the amount due and payable as of the date of the current statement. Final payment does not relieve Engineer of the responsibility of correcting any errors and/or omissions resulting from his/her/its negligence.

**ARTICLE 6**  
**PROMPT PAYMENT POLICY**

In accordance with Chapter 2251, V.T.C.A., Texas Government Code, payment to Engineer will be made within thirty (30) days of the day on which the performance of services was complete, or within thirty (30) days of the day on which BCRUA receives a correct invoice for services, whichever is later. Engineer may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply in the event:

- A. There is a bona fide dispute between BCRUA and Engineer concerning the supplies, materials, or equipment delivered or the services performed that causes the payment to be late; or
- B. The terms of a federal contract, grant, regulation, or statute prevent BCRUA from making a timely payment with federal funds; or
- C. There is a bona fide dispute between Engineer and a subcontractor or between a subcontractor and its supplier concerning supplies, materials, or equipment delivered or the Engineering Services performed which causes the payment to be late; or
- D. The invoice is not mailed to BCRUA in strict accordance with instructions, if any, on the purchase order, or this Contract or other such contractual agreement.

BCRUA shall document to Engineer the issues related to disputed invoices within ten (10) calendar days of receipt of such invoice. Any non-disputed invoices shall be considered correct and payable per the terms of Chapter 2251, V.T.C.A., Texas Government Code.

**ARTICLE 7**  
**NOTICE TO PROCEED**

The Engineer shall not proceed with any task listed on Exhibit B until the BCRUA has issued a written Notice to Proceed regarding such task. The BCRUA shall not be responsible for work performed or costs incurred by Engineer related to any task for which a Notice to Proceed has not been issued.

**ARTICLE 8**  
**PROJECT TEAM**

BCRUA's Designated Representative for purposes of this Contract is as follows:

Karen Bondy  
General Manager  
221 E. Main  
Round Rock, TX 78664  
Cell Number (512) 688-0475  
Work Number (512) 215-9151  
Email Address [kbondy@bcrua.org](mailto:kbondy@bcrua.org)

BCRUA's Designated Representative shall be authorized to act on BCRUA's behalf with respect to this Contract. BCRUA or BCRUA's Designated Representative shall render decisions in a timely manner pertaining to documents submitted by Engineer in order to avoid unreasonable delay in the orderly and sequential progress of Engineering Services.

Engineer's Designated Representative for purposes of this Contract is as follows:

Aaron Archer, P.E.  
Vice President  
6850 Austin Center Boulevard, Suite 150  
Austin, TX 78731  
Telephone Number (512) 382-0021  
Email Address [aarcher@walkerpartners.com](mailto:aarcher@walkerpartners.com)

## **ARTICLE 9**

### **PROGRESS EVALUATION**

Engineer shall, from time to time during the progress of the Engineering Services, confer with BCRUA at BCRUA's election. Engineer shall prepare and present such information as may be pertinent and necessary, or as may be requested by BCRUA, in order for BCRUA to evaluate features of the Engineering Services. At the request of BCRUA or Engineer, conferences shall be provided at Engineer's office, the offices of BCRUA, or at other locations designated by BCRUA. When requested by BCRUA, such conferences shall also include evaluation of the Engineering Services.

Should BCRUA determine that the progress in Engineering Services does not satisfy the Work Schedule, then BCRUA shall review the Work Schedule with Engineer to determine corrective action required.

Engineer shall promptly advise BCRUA in writing of events which have or may have a significant impact upon the progress of the Engineering Services, including but not limited to the following:

- (1) Problems, delays, adverse conditions which may materially affect the ability to meet the objectives of the Work Schedule, or preclude the attainment of project Engineering Services units by established time periods; and such disclosure shall be accompanied by statement of actions taken or contemplated, and BCRUA assistance needed to resolve the situation, if any; and
- (2) Favorable developments or events which enable meeting the Work Schedule goals sooner than anticipated.

## **ARTICLE 10**

### **SUSPENSION**

Should BCRUA desire to suspend the Engineering Services, but not to terminate this Contract, then such suspension may be effected by BCRUA giving Engineer thirty (30) calendar days' verbal notification followed by written confirmation to that effect. Such thirty-day notice may be waived in writing by agreement and signature of both parties. The Engineering Services may be reinstated and resumed in full force and effect within sixty (60) days of receipt of written notice from BCRUA to resume the Engineering Services. Such sixty-day notice may be waived in writing by agreement and signature of both parties. If this Contract is suspended for more than thirty (30) days, Engineer shall have the option of terminating this Contract.

If BCRUA suspends the Engineering Services, the contract period as determined in Article 3, and the Work Schedule, shall be extended for a time period equal to the suspension period.

BCRUA assumes no liability for Engineering Services performed or costs incurred prior to the date authorized by BCRUA for Engineer to begin Engineering Services, and/or during periods when Engineering Services is suspended, and/or subsequent to the contract completion date.

## **ARTICLE 11**

### **ADDITIONAL ENGINEERING SERVICES**

If Engineer forms a reasonable opinion that any work he/she/it has been directed to perform is beyond the scope of this Contract and as such constitutes extra work, he/she/it shall promptly notify BCRUA in writing. In the event BCRUA finds that such work does constitute extra work and exceeds the maximum amount payable, BCRUA shall so advise Engineer and a written Supplemental Contract will be executed between the parties as provided in Article 13. Engineer shall not perform any proposed additional work nor incur any additional costs prior to the execution, by both parties, of a written Supplemental Contract. BCRUA shall not be responsible for actions by Engineer nor for any costs incurred by Engineer relating to additional work not directly associated with the performance of the Engineering Services authorized in this Contract or any amendments thereto.

## **ARTICLE 12**

### **CHANGES IN ENGINEERING SERVICES**

If BCRUA deems it necessary to request changes to previously satisfactorily completed Engineering Services or parts thereof which involve changes to the original Engineering Services or character of Engineering Services under this Contract, then Engineer shall make such revisions as requested and as directed by BCRUA. Such revisions shall be considered as additional Engineering Services and paid for as specified under Article 11.

Engineer shall make revisions to Engineering Services authorized hereunder as are necessary to correct errors appearing therein, when required to do so by BCRUA. No additional compensation shall be due for such Engineering Services.



**ARTICLE 13**  
**SUPPLEMENTAL CONTRACTS**

The terms of this Contract may be modified by written Supplemental Contract if BCRUA determines that there has been a significant change in (1) the scope, complexity or character of the Engineering Services, or (2) the duration of the Engineering Services. Any such Supplemental Contract must be duly authorized by the BCRUA. Engineer shall not proceed until the Supplemental Contract has been executed. Additional compensation, if appropriate, shall be identified as provided in Article 4.

It is understood and agreed by and between both parties that Engineer shall make no claim for extra work done or materials furnished until the BCRUA authorizes full execution of the written Supplemental Contract and authorization to proceed. BCRUA reserves the right to withhold payment pending verification of satisfactory Engineering Services performed.

**ARTICLE 14**  
**OWNERSHIP OF DOCUMENTS**

All data, basic sketches, charts, calculations, plans, specifications, and other documents created or collected under the terms of this Contract are the exclusive property of BCRUA and shall be furnished to BCRUA upon request. All documents prepared by Engineer and all documents furnished to Engineer by BCRUA shall be delivered to BCRUA upon completion or termination of this Contract. Engineer, at its own expense, may retain copies of such documents or any other data which it has furnished BCRUA under this Contract.

**ARTICLE 15**  
**PERSONNEL, EQUIPMENT AND MATERIAL**

Engineer shall furnish and maintain, at its own expense, quarters for the performance of all Engineering Services, and adequate and sufficient personnel and equipment to perform the Engineering Services as required. All employees of Engineer shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Engineer who, in the opinion of BCRUA, is incompetent or whose conduct becomes detrimental to the Engineering Services shall immediately be removed from association with the project when so instructed by BCRUA. Engineer certifies that it presently has adequate qualified personnel in its employment for performance of the Engineering Services required under this Contract, or will obtain such personnel from sources other than BCRUA. Engineer may not change the Project Manager without prior written consent of BCRUA.

**ARTICLE 16**  
**SUBCONTRACTING**

Engineer shall not assign, subcontract or transfer any portion of the Engineering Services under this Contract without prior written approval from BCRUA. All subcontracts shall include the provisions required in this Contract and shall be approved as to form, in writing, by BCRUA prior to Engineering Services being performed under the subcontract. No subcontract shall relieve Engineer of any responsibilities under this Contract.

**ARTICLE 17**  
**EVALUATION OF ENGINEERING SERVICES**

BCRUA, or any authorized representatives of it, shall have the right at all reasonable times to review or otherwise evaluate the Engineering Services performed or being performed hereunder and the premises on which it is being performed. If any review or evaluation is made on the premises of Engineer or a subcontractor, then Engineer shall provide and require its subcontractors to provide all reasonable facilities and assistance for the safety and convenience of BCRUA or other representatives in the performance of their duties.

**ARTICLE 18**  
**SUBMISSION OF REPORTS**

All applicable study reports shall be submitted in preliminary form for approval by BCRUA before any final report is issued. BCRUA's comments on Engineer's preliminary reports shall be addressed in any final report.

**ARTICLE 19**  
**VIOLATION OF CONTRACT TERMS/BREACH OF CONTRACT**

Violation of contract terms or breach of contract by Engineer shall be grounds for termination of this Contract, and any increased costs arising from Engineer's default, breach of contract, or violation of contract terms shall be paid by Engineer.

**ARTICLE 20**  
**TERMINATION**

This Contract may be terminated as set forth below.

- (1) By mutual agreement and consent, in writing, of both parties.
- (2) By BCRUA, by notice in writing to Engineer, as a consequence of failure by Engineer to perform the Engineering Services set forth herein in a satisfactory manner.
- (3) By either party, upon the failure of the other party to fulfill its obligations as set forth herein.
- (4) By BCRUA, for reasons of its own and not subject to the mutual consent of Engineer, upon not less than thirty (30) days' written notice to Engineer.
- (5) By satisfactory completion of all Engineering Services and obligations described herein.

Should BCRUA terminate this Contract as herein provided, no fees other than fees due and payable at the time of termination shall thereafter be paid to Engineer. In determining the value of the Engineering Services performed by Engineer prior to termination, BCRUA shall be the sole judge. Compensation for Engineering Services at termination will be based on a percentage of the Engineering

Services completed at that time. Should BCRUA terminate this Contract under Subsection (4) immediately above, then the amount charged during the thirty-day notice period shall not exceed the amount charged during the preceding thirty (30) days.

If Engineer defaults in the performance of this Contract or if BCRUA terminates this Contract for fault on the part of Engineer, then BCRUA shall give consideration to the actual costs incurred by Engineer in performing the Engineering Services to the date of default, the amount of Engineering Services required which was satisfactorily completed to date of default, the value of the Engineering Services which are usable to BCRUA, the cost to BCRUA of employing another firm to complete the Engineering Services required and the time required to do so, and other factors which affect the value to BCRUA of the Engineering Services performed at the time of default.

The termination of this Contract and payment of an amount in settlement as prescribed above shall extinguish all rights, duties, and obligations of BCRUA and Engineer under this Contract, except the obligations set forth herein in Article 21 entitled "Compliance with Laws." If the termination of this Contract is due to the failure of Engineer to fulfill his/her/its contractual obligations, then BCRUA may take over the project and prosecute the Engineering Services to completion. In such case, Engineer shall be liable to BCRUA for any additional and reasonable costs incurred by BCRUA.

Engineer shall be responsible for the settlement of all contractual and administrative issues arising out of any procurements made by Engineer in support of the Engineering Services under this Contract.

## **ARTICLE 21**

### **COMPLIANCE WITH LAWS**

**(1) Compliance.** Engineer shall comply with all applicable state, federal and local laws, statutes, codes, ordinances, rules and regulations, and the orders and decrees of any court, or administrative bodies or tribunals in any manner affecting the performance of this Contract, including without limitation, minimum/maximum salary and wage statutes and regulations, and licensing laws and regulations. Engineer shall furnish BCRUA with satisfactory proof of his/her/its compliance.

Engineer shall further obtain all permits and licenses required in the performance of the Engineering Services contracted for herein.

**(2)** As required by Chapter 2271, Government Code, Engineer hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

**(3)** In accordance with 2274, Texas Government Code, a governmental entity may not enter into a contract with a company with at least ten (10) full-time employees for value of at least One Hundred Thousand and No/100 Dollars (\$100,000.00) unless the contract has a provision in the contract verifying that it: (1) does not have a practice, policy, guidance, or directive that discriminates

against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. The signatory executing this Contract on behalf of the Engineer verifies Engineer does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and it will not discriminate during the term of this Contract against any firearm entity or firearm trade association.

**(4)** In accordance with 2274, Texas Government Code, a governmental entity may not enter into a contract with a company with at least ten (10) full-time employees for a value of at least One Hundred Thousand and No/100 Dollars (\$100,000.00) unless the contract has a provision in the contract verifying that it: (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of this Contract. The signatory executing this Contract on behalf of Engineer verifies Engineer does not boycott energy companies, and it will not boycott energy companies during the term of this Contract.

**(5) Taxes.** Engineer will pay all taxes, if any, required by law arising by virtue of the Engineering Services performed hereunder. BCRUA is qualified for exemption pursuant to the provisions of Section 151.309 of the Texas Limited Sales, Excise, and Use Tax Act.

## **ARTICLE 22**

### **INDEMNIFICATION**

Engineer shall save and hold harmless BCRUA and its officers and employees from all claims and liabilities due to activities of his/her/itself and his/her/its agents or employees, performed under this Contract, which are caused by or which result from the negligent error, omission, or negligent act of Engineer or of any person employed by Engineer or under Engineer's direction or control.

Engineer shall also save and hold BCRUA harmless from any and all expenses, including but not limited to reasonable attorneys fees which may be incurred by BCRUA in litigation or otherwise defending claims or liabilities which may be imposed on BCRUA as a result of such negligent activities by Engineer, its agents, or employees.

## **ARTICLE 23**

### **ENGINEER'S RESPONSIBILITIES**

Engineer shall be responsible for the accuracy of his/her/its Engineering Services and shall promptly make necessary revisions or corrections to its work product resulting from errors, omissions, or negligent acts, and same shall be done without compensation. BCRUA shall determine Engineer's responsibilities for all questions arising from design errors and/or omissions. Engineer shall not be relieved of responsibility for subsequent correction of any such errors or omissions in its work product, or for clarification of any ambiguities until after the construction phase of the project has been completed.



## **ARTICLE 24**

### **ENGINEER'S SEAL**

The responsible engineer shall sign, seal and date all appropriate engineering submissions to BCRUA in accordance with the Texas Engineering Practice Act and the rules of the State Board of Registration for Professional Engineers.

## **ARTICLE 25**

### **NON-COLLUSION, FINANCIAL INTEREST PROHIBITED**

**(1) Non-collusion.** Engineer warrants that he/she/it has not employed or retained any company or persons, other than a bona fide employee working solely for Engineer, to solicit or secure this Contract, and that he/she/it has not paid or agreed to pay any company or engineer any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, BCRUA reserves and shall have the right to annul this Contract without liability or, in its discretion and at its sole election, to deduct from the contract price or compensation, or to otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

**(2) Financial Interest Prohibited.** Engineer covenants and represents that Engineer, his/her/its officers, employees, agents, consultants and subcontractors will have no financial interest, direct or indirect, in the purchase or sale of any product, materials or equipment that will be recommended or required for the construction of the project.

## **ARTICLE 26**

### **INSURANCE**

**(1) Insurance.** Engineer, at Engineer's sole cost, shall purchase and maintain during the entire term while this Contract is in effect professional liability insurance coverage in the minimum amount of One Million Dollars per claim from a company authorized to do insurance business in Texas and otherwise acceptable to BCRUA. Engineer shall also notify BCRUA, within twenty-four (24) hours of receipt, of any notices of expiration, cancellation, non-renewal, or material change in coverage it receives from its insurer.

**(2) Subconsultant Insurance.** Without limiting any of the other obligations or liabilities of Engineer, Engineer shall require each subconsultant performing work under this Contract to maintain during the term of this Contract, at the subconsultant's own expense, the same stipulated minimum insurance required in Article 26, Section (1) above, including the required provisions and additional policy conditions as shown below in Article 26, Section (3).

Engineer shall obtain and monitor the certificates of insurance from each subconsultant in order to assure compliance with the insurance requirements. Engineer must retain the certificates of insurance for the duration of this Contract, and shall have the responsibility of enforcing these insurance requirements among its subconsultants. BCRUA shall be entitled, upon request and without expense, to receive copies of these certificates of insurance.

**(3) Insurance Policy Endorsements.** Each insurance policy shall include the following conditions by endorsement to the policy:

- (a) Each policy shall require that thirty (30) days prior to the expiration, cancellation, non-renewal or reduction in limits by endorsement a notice thereof shall be given to BCRUA by certified mail to:

BCRUA General Manager  
221 East Main Street  
Round Rock, TX 78664

- (b) The policy clause “Other Insurance” shall not apply to any insurance coverage currently held by BCRUA, to any such future coverage, or to BCRUA’s Self-Insured Retentions of whatever nature.

**(4) Cost of Insurance.** The cost of all insurance required herein to be secured and maintained by Engineer shall be borne solely by Engineer, with certificates of insurance evidencing such minimum coverage in force to be filed with BCRUA. Such Certificates of Insurance are evidenced as Exhibit E herein entitled “Certificates of Insurance.”

## **ARTICLE 27** **COPYRIGHTS**

BCRUA shall have the royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use, any reports developed by Engineer for governmental purposes.

## **ARTICLE 28** **SUCCESSORS AND ASSIGNS**

This Contract shall be binding upon and inure to the benefit of the parties hereto, their successors, lawful assigns, and legal representatives. Engineer may not assign, sublet or transfer any interest in this Contract, in whole or in part, by operation of law or otherwise, without obtaining the prior written consent of BCRUA.

## **ARTICLE 29** **SEVERABILITY**

In the event any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such invalidity, illegality or unenforceability shall not affect any other provision thereof and this Contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

**ARTICLE 30**  
**PRIOR AGREEMENTS SUPERSEDED**

This Contract constitutes the sole agreement of the parties hereto, and supersedes any prior understandings or written or oral contracts between the parties respecting the subject matter defined herein. This Contract may only be amended or supplemented by mutual agreement of the parties hereto in writing.

**ARTICLE 31**  
**ENGINEER'S ACCOUNTING RECORDS**

Records pertaining to the project, and records of accounts between BCRUA and Engineer, shall be kept on a generally recognized accounting basis and shall be available to BCRUA or its authorized representatives at mutually convenient times. The BCRUA reserves the right to review all records it deems relevant which are related to this Contract.

**ARTICLE 32**  
**NOTICES**

All notices to either party by the other required under this Contract shall be personally delivered or mailed to such party at the following respective addresses:

**BCRUA:**

Brushy Creek Regional Utility Authority  
Attention: BCRUA General Manager  
221 East Main Street  
Round Rock, TX 78664

and to:

Stephan L. Sheets  
BCRUA Attorney  
309 East Main Street  
Round Rock, TX 78664

**Engineer:**

Aaron Archer, P.E.  
Vice President  
6850 Austin Center Boulevard, Suite 150  
Austin, TX 78731

### **ARTICLE 33**

#### **GENERAL PROVISIONS**

**(1) Time is of the Essence.** Engineer understands and agrees that time is of the essence and that any failure of Engineer to complete the Engineering Services for each phase of this Contract within the agreed Work Schedule may constitute a material breach of this Contract. Engineer shall be fully responsible for his/her/its delays or for failures to use his/her/its reasonable efforts in accordance with the terms of this Contract and the Engineer's standard of performance as defined herein. Where damage is caused to BCRUA due to Engineer's negligent failure to perform BCRUA may accordingly withhold, to the extent of such damage, Engineer's payments hereunder without waiver of any of BCRUA's additional legal rights or remedies.

**(2) Force Majeure.** Neither BCRUA nor Engineer shall be deemed in violation of this Contract if prevented from performing any of their obligations hereunder by reasons for which they are not responsible or circumstances beyond their control. However, notice of such impediment or delay in performance must be timely given, and all reasonable efforts undertaken to mitigate its effects.

**(3) Enforcement and Venue.** This Contract shall be enforceable in Round Rock, Williamson County, Texas, and if legal action is necessary by either party with respect to the enforcement of any or all of the terms or conditions herein, exclusive venue for same shall lie in Williamson County, Texas. This Contract shall be governed by and construed in accordance with the laws and court decisions of the State of Texas.

**(4) Standard of Performance.** The standard of care for all professional engineering, consulting and related services performed or furnished by Engineer and its employees under this Contract will be the care and skill ordinarily used by members of Engineer's profession practicing under the same or similar circumstances at the same time and in the same locality. Excepting Articles 25 and 34 herein, Engineer makes no warranties, express or implied, under this Contract or otherwise, in connection with the Engineering Services.

**(5) Opinion of Probable Cost.** Any opinions of probable project cost or probable construction cost provided by Engineer are made on the basis of information available to Engineer and on the basis of Engineer's experience and qualifications and represents its judgment as an experienced and qualified professional engineer. However, since Engineer has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s') methods of determining prices, or over competitive bidding or market conditions, Engineer does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost Engineer prepares.

**(6) Opinions and Determinations.** Where the terms of this Contract provide for action to be based upon opinion, judgment, approval, review, or determination of either party hereto, such terms are not intended to be and shall never be construed as permitting such opinion, judgment, approval, review, or determination to be arbitrary, capricious, or unreasonable.



**ARTICLE 34**  
**SIGNATORY WARRANTY**

The undersigned signatory for Engineer hereby represents and warrants that the signatory is an officer of the organization for which he/she has executed this Contract and that he/she has full and complete authority to enter into this Contract on behalf of the firm. The above-stated representations and warranties are made for the purpose of inducing BCRUA to enter into this Contract.

**IN WITNESS WHEREOF**, the BCRUA of Round Rock has caused this Contract to be signed in its corporate name by its duly authorized BCRUA Manager or Mayor, as has Engineer, signing by and through its duly authorized representative(s), thereby binding the parties hereto, their successors, assigns and representatives for the faithful and full performance of the terms and provisions hereof.

*[signature page follows]*

WALKER PARTNERS

By:

  
Signature of Principal

Printed Name: Aaron Archer, Vice President

BRUSHY CREEK REGIONAL UTILITY AUTHORITY

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Anne Duffy, BCRUA President

\_\_\_\_\_  
Stephan L. Sheets, BCRUA Attorney

**ATTEST:**

By: \_\_\_\_\_  
Na'cole Thompson, BCRUA Secretary

### **LIST OF EXHIBITS ATTACHED**

- |               |                           |
|---------------|---------------------------|
| (1) Exhibit A | BCRUA Services            |
| (2) Exhibit B | Engineering Services      |
| (3) Exhibit C | Work Schedule             |
| (4) Exhibit D | Fee Schedule              |
| (5) Exhibit E | Certificates of Insurance |



**EXHIBIT A**  
**BCRUA SERVICES**

In addition to the other responsibilities of Owner as set forth in this Agreement, the Owner shall at its expense:

- A. Review and comment on all deliverables in a timely manner. Owner shall provide a single set of consolidated Owner review comments on all deliverables.
- B. Assist the ENGINEER in coordinating with cooperating jurisdictional and environmental permitting agencies as needed and issue payment for required reviews, approvals, permits and mitigation.
- C. Issue payment for land acquisition costs, power service upgrades, and easements.
- D. Participate in project meetings, workshops, and conferences as described in the scope of services.
- E. Owner is responsible for posting meetings, notices and other technical materials on the Owner website. Owner is also responsible for the public notice of meetings for which public notice is required.
- F. Provide ENGINEER in a timely manner with all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which Owner shall require to be included in the Drawings and Specifications; and furnish copies of Owner's standard forms, conditions, and related documents for ENGINEER to include in the Bidding Documents, when applicable.
- G. Furnish to ENGINEER any other available information pertinent to the Project including reports and data relative to previous designs, or investigation at or adjacent to the Site.
- H. Following ENGINEER'S assessment of initially-available Project information and data and upon ENGINEER'S request, furnish or otherwise make available in a timely manner such additional Project related information and data as is reasonably required to enable ENGINEER to complete its Basic and Additional Services.
- I. Give prompt written notice to ENGINEER whenever Owner observes or otherwise becomes aware of the presence at the Site (Owner water treatment plant and/or Owner floating intake facilities) of any Constituent of Concern, or of any other development that affects the scope or time of performance of ENGINEER'S services, or any defect or nonconformance in ENGINEER'S services, the Work, or in the performance of any Contractor.
- J. Authorize ENGINEER to provide Additional Services as set forth in this Agreement, as required.
- K. Examine all alternate solutions, studies, reports, sketches, Drawings, Specifications, proposals, and other documents presented by ENGINEER (including obtaining advice of an attorney, insurance counselor, and other advisors or consultants as Owner deems appropriate with respect to such examination) and render in writing timely decisions pertaining thereto.

- L. Provide reviews of all permits that may be necessary for completion of each phase of the Project.
- M. Provide, as required for the Project:
  - 1) Accounting, bond and financial advisory, independent cost estimating, and insurance counseling services.
  - 2) Legal services with regard to issues pertaining to the Project as Owner requires or deems appropriate, Contractor raises, or ENGINEER reasonably requests, including but not limited to the review of Contract Documents supplied by ENGINEER.
  - 3) Such auditing services as Owner requires to ascertain how or for what purpose Contractor has used the moneys paid
  - 4) Placement and payment for advertisement for Bids in appropriate publications.
- N. Advise ENGINEER of the identity and scope of services of any independent consultants employed by Owner to perform or furnish services in regard to the Project, including, but not limited to, cost estimating, project peer review, value Engineering, and constructability review.
- O. Provide the services of an independent testing laboratory to perform all inspections, tests, and approvals of samples, materials, and equipment required by the Contract Documents, or to evaluate the performance of materials, equipment, and facilities of Owner, prior to their incorporation into the Work with appropriate professional interpretation thereof.
- P. Provide ENGINEER with the findings and reports generated by the entities providing services to Owner pursuant to this paragraph.

## EXHIBIT B ENGINEERING SERVICES

### **GENERAL**

*The Project consists of final design of a six million gallon (MG) clearwell. The clearwell shall be a AWWA D110 Type III partially buried concrete tank with interior baffles similar to the existing four MG clearwell constructed during Phase 1A. The Project will be designed as a stand-alone project to be constructed concurrent to completion of the Phase 1D WTP Expansion. Bidding and construction phase services shall be provided as an additional service via supplemental amendment to this Agreement.*

### **ASSUMPTIONS**

*ENGINEER'S assumptions apply to all tasks set forth in this Exhibit.*

- 1) It is assumed that the isolation butterfly valves (total of four) that serve the existing and proposed tanks are functional and do not need to be replaced or rehabilitated.*
- 2) The new 6 MG and existing 4 MG clearwells will float together. The inlet and outlet control valves on the new 6 MG clearwell will not tie into SCADA, and there are no anticipated modifications to the booster pump station and surge relief system.*
- 3) The Project will include a free/total chlorine analyzer and turbidimeter.*
- 4) The Project will not be funded by the Texas Water Development Board SWIFT program.*
- 5) ENGINEER shall prepare the construction contracts as competitive sealed proposals utilizing the City of Cedar Park Division 0 documents (proposal form, agreement general conditions, and supplemental conditions) and CSI MasterFormat specifications (6-digit, 50 division).*
- 6) The design will be based on the federal, state, and local codes and standards in effect at the start of the project. Any changes in these codes may necessitate a change in scope.*
- 7) Draft and final deliverables shall be provided in electronic (PDF) format and 10 printed copies shall be provided to Owner for review and filing. Drawings shall generally be produced as bound sets of half-size (11 x 17) prints. Five bound sets of full-size prints of final bidding documents shall be produced.*
- 8) ENGINEER shall not be required to sign any documents, no matter by whom requested, that would result in the ENGINEER having to certify, guarantee, or warrant the existence of conditions whose existence the ENGINEER cannot ascertain. Owner agrees not to make resolution of any dispute with the ENGINEER or payment of any amount due to the ENGINEER in any way contingent upon the ENGINEER signing any such documents.*
- 9) It is recognized that neither ENGINEER nor the Owner has control over the cost of labor, materials or equipment; over the Contractor's methods of determining bid prices; or over competitive bidding, market or negotiating conditions. Accordingly, ENGINEER cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's*

*Project budget or from any opinion of construction cost or evaluation prepared or agreed to by ENGINEER.*

## **BASIC SCOPE OF SERVICES**

### **Task 1.0 - Project Management, Coordination, and Meetings**

#### **1.1 Project Administration.**

- 1.1.1 Project Management Plan (PMP). Develop and document the following plans and procedures to coordinate administration of the contract: team communication, quality management, risk management, health and safety, document control, change management, and cost and schedule control.
- 1.1.2 Manage and coordinate staff resources, subconsultants, and project planning. Conduct weekly team coordination meetings by teleconference.
- 1.1.3 Prepare monthly invoices and project progress reports and updates for the Owner website portal. As a minimum, monthly progress reports shall include a summary description of tasks completed as of the report date, description of activities planned for the next 60 days, financial status of the project, status of schedule for project, and identification of technical or other issues which may have an impact to the overall project budget and/or schedule.
- 1.1.4 Provide and maintain a project schedule in MS Project format that is updated and submitted monthly with each invoice.
- 1.1.5 Facilitate document control and document sharing for electronic filing of documents. Develop and coordinate drawing and graphic standards.

- 1.2 **Project Meetings.** Project meetings will be combined with Phase 1D meeting. No separate meetings with Owner are required.

#### **Task 1.0 Deliverables**

- *Monthly invoices and project progress reports*
- *Project schedule (submitted monthly)*

**Task 2.0 - 60 Percent Design Submittal.** Prepare drawings and specifications at a 60 percent level of completion showing the scope, extent, and character of the work to be performed by or furnished by the Contractor.

- 2.1 Prepare construction drawings to a 60 percent level of completion. This level of completion shall advance the drawings prepared for the 30 percent submittal to include additional process mechanical and structural plans, sections, and details, additional electrical and instrumentation sections, schedules, schematics, and details and supplemental standard details.
- 2.2 Prepare specifications to a 60 percent level of completion. This level of completion shall generally include the following: table of contents, select front end documents, specifications for work related to major project elements, and specifications for the tank.



- 2.3 Prepare a 60 percent design opinion of probable construction costs (OPCC). Contingency shall be set at approximately 20 percent for total project costs. The 20 percent contingency is within the recommended contingency range for a Class 2 estimate based on the guidelines set forth by the American Association of Cost Engineers for a design with 30 to 75 percent project definition level.
- 2.4 Submit 60 percent design documents to Owner for review. Incorporate Owner comments into subsequent submittals and provide written responses to review comments.

Task 2.0 Deliverables

- *60 Percent Submittal (Drawings, Specifications, Opinion of Probable Construction Costs)*

**Task 3.0 - 90 Percent Design Submittal.** Prepare drawings and specifications at a 90 percent level of completion showing the scope, extent, and character of the work to be performed by or furnished by the Contractor.

- 3.1 Prepare construction drawings to a 90 percent level of completion. This level of completion is a set of bid-ready documents with the exception of minor comments related to final quality control, Owner review comments, and agency review comments.
- 3.2 Prepare specifications to a 90 percent level of completion. This level of completion is a set of all contract documents with the exception of minor comments related to final quality control, Owner review comments, and agency review comments.
- 3.3 Prepare a 90 percent design OPCC. Contingency shall be set at approximately 15 percent which is within the recommended contingency range for a Class 1 estimate based on the guidelines set forth by the American Association of Cost Engineers for a design with 65 to 100 percent project definition level.
- 3.4 Submit 90 percent design documents to Owner for review. Incorporate Owner comments into subsequent submittals and provide written responses to review comments.

Task 3.0 Deliverables

- *90 Percent Submittal (Drawings, Specifications, Opinion of Probable Construction Costs)*

**Task 4.0 - Final Bidding Documents.** Prepare final drawings and specifications sealed and signed by a Professional Engineer registered in the State of Texas and showing the scope, extent, and character of the work to be performed by or furnished by the Contractor.

- 4.1 Prepare and furnish final drawings and specifications with incorporated compliance comments and Owner signatures.
- 4.2 Prepare an OPCC based on the final documents. Contingency shall be set at approximately 15 percent which is within the recommended contingency range for a Class 1 estimate based on the guidelines set forth by the American Association of Cost Engineers for a design with 65 to 100 percent project definition level.

Task 4.0 Deliverables

- *Final Bidding Documents (Drawings and Project Manual)*

- *Final Opinion of Probable Construction Cost*

**Task 5.0 - Agency and Stakeholder Coordination.**

- 5.1 **Texas Commission on Environmental Quality (TCEQ).** Coordinate with TCEQ for permitting review of the project plans and specifications.

*Task 5.0 Deliverables*

- *Stakeholder and regulatory permitting agency meeting minutes (as required)*
- *Applications for permits and approvals (as required)*

## **EXHIBIT C**

### **WORK SCHEDULE**

The assumed overall project schedule is approximately 6 months from notice-to-proceed based 60%, 90%, and 100% design durations of 3 months, 2 months, and 1 month, respectively, and subject to regulatory agency approvals.

**EXHIBIT D**  
**FEE SCHEDULE**

*Total compensation for Basic Services set forth in Exhibit B is estimated to be \$291,749. Owner shall pay Engineer for Basic Services set forth in Exhibit B on the basis of Lump Sum as described in Paragraph 1.0. Engineer's labor and fee summaries are attached as Appendix 1.*

- 1.0 Owner shall pay Engineer for Basic Services Expansion set forth in Exhibit B as follows:
- A. A Lump Sum amount of \$291,749.
  - B. The portion of the Lump Sum amount billed for ENGINEER'S services will be based upon Engineer's estimate of the percentage of the total services actually completed during the billing period for each Task described in Paragraph 1.0.A.
  - C. Engineer shall not exceed the total Lump Sum amount unless approved in writing by the Owner.
  - D. The Lump Sum includes compensation for Engineer's services and services of Engineer's Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, expenses, and Consultant charges.



# Appendix 1 to Exhibit D

| Brushy Creek Regional Utility Authority<br>6 Million Gallon Clearwell<br>9/1/2022<br>Detailed Cost Breakdown |                                            |                 |                 |                           |                       |                    |                          |          | Project Fee Summary |                    |                      |                  |              |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------|-----------------|---------------------------|-----------------------|--------------------|--------------------------|----------|---------------------|--------------------|----------------------|------------------|--------------|
|                                                                                                              |                                            |                 |                 |                           |                       |                    |                          |          | Basic Services      |                    | \$291,749            |                  |              |
|                                                                                                              |                                            |                 |                 |                           |                       |                    |                          |          | Extra Services      |                    |                      |                  |              |
|                                                                                                              |                                            |                 |                 |                           |                       |                    |                          |          | Total Project       |                    | \$291,749            |                  |              |
| Basic Services                                                                                               |                                            |                 |                 |                           |                       |                    |                          |          |                     |                    |                      |                  |              |
|                                                                                                              |                                            | Employee        | Archer          | Noack                     | Christensen           | Yen                | Gieseke                  | Campbell | Total Hours         | Total Labor Effort | Total Expense Effort | Total Sub Effort | Total Effort |
| Task                                                                                                         | Position                                   | PM (Manager II) | QC (Manager II) | Senior PE (Senior Eng II) | EIT (Professional VI) | CAD (Technician X) | Admin (Support Staff II) |          |                     |                    |                      |                  |              |
| 1.0                                                                                                          | Project Management, Coordination, Meetings |                 |                 |                           |                       |                    |                          |          | 150                 | \$ 36,890          | \$ -                 | \$ 7,300         | \$ 44,190    |
| 1.1                                                                                                          | Project Administration                     | 80              | 2               | 32                        | 16                    | 4                  | 16                       |          |                     | \$ -               | \$ -                 | \$ -             | \$ -         |
| 1.2                                                                                                          | Project Meetings                           |                 |                 |                           |                       |                    |                          |          |                     |                    |                      |                  |              |
| 2.0                                                                                                          | 60% Design Submittal                       |                 |                 |                           |                       |                    |                          |          | 272                 | \$ 48,180          | \$ 53                | \$ 11,646        | \$ 59,878    |
| 2.1                                                                                                          | Construction Drawings to 60 Percent Level  | 8               | 4               | 60                        | 120                   | 80                 |                          |          |                     | \$ 12,740          | \$ -                 | \$ 5,496         | \$ 18,236    |
| 2.2                                                                                                          | Specifications to 60 Percent Level         | 8               | 4               | 16                        | 40                    |                    |                          |          |                     | \$ 8,860           | \$ -                 | \$ 2,024         | \$ 10,884    |
| 2.3                                                                                                          | OPCC to 60 Percent Level                   | 2               | 4               | 8                         | 40                    |                    |                          |          |                     | \$ 8,070           | \$ -                 | \$ 726           | \$ 8,796     |
| 2.4                                                                                                          | 60 Percent Submittal and Comment Recovery  | 2               | 2               | 8                         | 16                    | 16                 |                          |          |                     |                    |                      |                  |              |
| 3.0                                                                                                          | 90% Design Submittal                       |                 |                 |                           |                       |                    |                          |          | 276                 | \$ 49,360          | \$ 53                | \$ 9,252         | \$ 58,664    |
| 3.1                                                                                                          | Construction Drawings to 90 Percent Level  | 8               | 8               | 60                        | 120                   | 80                 |                          |          |                     | \$ 13,920          | \$ -                 | \$ 5,535         | \$ 19,455    |
| 3.2                                                                                                          | Specifications to 90 Percent Level         | 8               | 8               | 16                        | 40                    |                    |                          |          |                     | \$ 2,930           | \$ -                 | \$ 2,044         | \$ 4,974     |
| 3.3                                                                                                          | OPCC to 90 Percent Level                   | 1               | 2               | 4                         | 8                     |                    |                          |          |                     | \$ 8,070           | \$ -                 | \$ 733           | \$ 8,803     |
| 3.4                                                                                                          | 90 Percent Submittal and Comment Recovery  | 2               | 2               | 8                         | 16                    | 16                 |                          |          |                     |                    |                      |                  |              |
| 4.0                                                                                                          | Final Design Submittal                     |                 |                 |                           |                       |                    |                          |          | 256                 | \$ 45,860          | \$ 300               | \$ 4,039         | \$ 50,199    |
| 4.1                                                                                                          | Final Drawings and Specifications          | 8               | 8               | 60                        | 120                   | 60                 |                          |          |                     | \$ 2,930           | \$ -                 | \$ 2,105         | \$ 5,035     |
| 4.2                                                                                                          | Final OPCC                                 | 1               | 2               | 4                         | 8                     |                    |                          |          |                     |                    |                      |                  |              |
| 5.0                                                                                                          | Agency and Stakeholder Coordination        |                 |                 |                           |                       |                    |                          |          | 14                  | \$ 2,635           | \$ -                 | \$ -             | \$ 2,635     |
| 5.1                                                                                                          | TCEQ                                       | 1               | 1               | 4                         | 8                     |                    |                          |          |                     |                    |                      |                  |              |
| Total Basic Services Hours                                                                                   |                                            | 129             | 47              | 280                       | 552                   | 256                | 16                       |          | 1,280               | \$ 240,445         | \$ 405               | \$ 50,899        | \$ 291,749   |

| Task                                                  | Expenses     | Miles   | Meals   | Printing | Other | Other | Other | Total Expenses |
|-------------------------------------------------------|--------------|---------|---------|----------|-------|-------|-------|----------------|
|                                                       | Expense Cost | \$ 0.63 | \$ 1.00 | \$ 1.00  |       |       |       |                |
| <b>1.0 Project Management, Coordination, Meetings</b> |              |         |         |          |       |       |       |                |
| 1.1 Project Administration                            |              |         |         |          |       |       |       | \$ -           |
| 1.2 Project Meetings                                  |              |         |         |          |       |       |       | \$ -           |
| <b>2.0 60% Design Submittal</b>                       |              |         |         |          |       |       |       |                |
| 2.1 Construction Drawings to 60 Percent Level         |              |         |         | 50       |       |       |       | \$ 53          |
| 2.2 Specifications to 60 Percent Level                |              |         |         |          |       |       |       | \$ -           |
| 2.3 OPCC to 60 Percent Level                          |              |         |         |          |       |       |       | \$ -           |
| 2.4 60 Percent Submittal and Comment Recovery         |              |         |         |          |       |       |       | \$ -           |
| <b>3.0 90% Design Submittal</b>                       |              |         |         |          |       |       |       |                |
| 3.1 Construction Drawings to 90 Percent Level         |              |         |         | 50       |       |       |       | \$ 53          |
| 3.2 Specifications to 90 Percent Level                |              |         |         |          |       |       |       | \$ -           |
| 3.3 OPCC to 90 Percent Level                          |              |         |         |          |       |       |       | \$ -           |
| 3.4 90 Percent Submittal and Comment Recovery         |              |         |         |          |       |       |       | \$ -           |
| <b>4.0 Final Design Submittal</b>                     |              |         |         |          |       |       |       |                |
| 4.1 Final Drawings and Specifications                 |              |         |         | 300      |       |       |       | \$ 300         |
| 4.2 Final OPCC                                        |              |         |         |          |       |       |       | \$ -           |
| <b>5.0 Agency and Stakeholder Coordination</b>        |              |         |         |          |       |       |       |                |
| 5.1 TCEQ                                              |              |         |         |          |       |       |       | \$ -           |
| Total Expenses Effort                                 |              | \$ -    | \$ -    | \$ 420   | \$ -  | \$ -  | \$ -  | \$ 405         |

| Task                                                  | Subconsultants | FNI       | Schnabel | Total Sub Effort |
|-------------------------------------------------------|----------------|-----------|----------|------------------|
| <b>1.0 Project Management, Coordination, Meetings</b> |                |           |          |                  |
| 1.1 Project Administration                            |                | 6,952     |          | \$ 7,300         |
| 1.2 Project Meetings                                  |                |           |          | \$ -             |
| <b>2.0 60% Design Submittal</b>                       |                |           |          |                  |
| 2.1 Construction Drawings to 60 Percent Level         |                | 9,591     | 1,500    | \$ 11,646        |
| 2.2 Specifications to 60 Percent Level                |                | 3,734     | 1,500    | \$ 5,496         |
| 2.3 OPCC to 60 Percent Level                          |                | 1,928     |          | \$ 2,024         |
| 2.4 60 Percent Submittal and Comment Recovery         |                | 691       |          | \$ 726           |
| <b>3.0 90% Design Submittal</b>                       |                |           |          |                  |
| 3.1 Construction Drawings to 90 Percent Level         |                | 7,311     | 1,500    | \$ 9,252         |
| 3.2 Specifications to 90 Percent Level                |                | 3,771     | 1,500    | \$ 5,535         |
| 3.3 OPCC to 90 Percent Level                          |                | 1,947     |          | \$ 2,044         |
| 3.4 90 Percent Submittal and Comment Recovery         |                | 698       |          | \$ 733           |
| <b>4.0 Final Design Submittal</b>                     |                |           |          |                  |
| 4.1 Final Drawings and Specifications                 |                | 3,847     |          | \$ 4,039         |
| 4.2 Final OPCC                                        |                | 2,005     |          | \$ 2,105         |
| <b>5.0 Agency and Stakeholder Coordination</b>        |                |           |          |                  |
| 5.1 TCEQ                                              |                |           |          | \$ -             |
| Total Subconsultants Effort                           |                | \$ 44,599 | \$ 6,300 | \$ 50,899        |

**EXHIBIT E**  
**CERTIFICATE OF INSURANCE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/21/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                     |  |                                                                                                                       |  |                          |
|-----------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------|--|--------------------------|
| <b>PRODUCER</b><br>Ward & Moore Insurance Services- Gatesville<br>PO Box 179<br>Gatesville TX 76528 |  | <b>CONTACT</b><br>NAME: Monica Veazey<br>PHONE (A/C, No, Ext): 254-679-5247<br>E-MAIL ADDRESS: mveazey@ward-moore.com |  | <b>FAX</b><br>(A/C, No): |
|                                                                                                     |  | <b>INSURER(S) AFFORDING COVERAGE</b>                                                                                  |  | <b>NAIC #</b>            |
|                                                                                                     |  | <b>INSURER A :</b> The Cincinnati Casualty Company                                                                    |  | 28665                    |
|                                                                                                     |  | <b>INSURER B :</b> Texas Mutual Insurance Company                                                                     |  | 22945                    |
|                                                                                                     |  | <b>INSURER C :</b> Beazley Insurance Company Inc.                                                                     |  | 37540                    |
|                                                                                                     |  | <b>INSURER D :</b>                                                                                                    |  |                          |
|                                                                                                     |  | <b>INSURER E :</b>                                                                                                    |  |                          |
|                                                                                                     |  | <b>INSURER F :</b>                                                                                                    |  |                          |

**COVERAGES** **CERTIFICATE NUMBER:** 1893617454 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                     | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                            |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br>OTHER: |           |          | EPP 0266941   | 7/30/2022               | 7/30/2023               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| A        | <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                |           |          | EBA 0266941   | 7/30/2022               | 7/30/2023               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                   |
| A        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 0                                                                                             |           |          | EPP 0266941   | 7/30/2022               | 7/30/2023               | EACH OCCURRENCE \$ 10,000,000<br>AGGREGATE \$ 10,000,000<br>\$                                                                                                                                                                                    |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                         | Y/N<br>N  | N/A      | 0001226901    | 7/30/2022               | 7/30/2023               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                         |
| C        | Prof/Poll Liab                                                                                                                                                                                                                                                                                                                        |           |          | C11CD0221201  | 7/30/2022               | 7/30/2023               | Each Claim 5,000,000<br>Aggregate 5,000,000<br>Deductible Each Claim 100,000                                                                                                                                                                      |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
-Additional Insured endorsement for General Liability, Auto Liability & Umbrella Liability attached.  
-Waiver of Subrogation endorsement for General Liability, Auto Liability, Professional Liability & Workers' Compensation attached.  
-30 Day Notice of Cancellation endorsement for General Liability, Auto Liability, Umbrella Liability & Workers' Compensation attached  
-Notice of Cancellation endorsement for Professional Liability available upon request.  
-Primary & Non-Contributory endorsement for General Liability, Auto Liability & Umbrella Liability attached.

Project: BCRUA - Six MG Clearwell.

## CERTIFICATE HOLDER

## CANCELLATION

Brushy Creek Utility Authority  
221 East Main Street  
Round Rock, TX 78664

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Discuss and consider action directing staff to amend an Ordinance providing for the name, composition, and the powers and duties of the Public Art Commission.

**BACKGROUND:**

The Leander Public Art Commission would like to move forward in the new term by becoming more relevant through diverse arts and cultural events and activities; and become more inclusive with additional new ways to engage the Leander community through the Arts.

The Leander Public Art Commission believes adding an additional two to four commissioners to the group would assist them in planning and hosting arts events and activities for the community.

The Leander Public Art Commission would like to expand to include all cultural and diverse events including MLK, Juneteenth, Diwali, Cinco de Mayo, et cetera.

The Leander Public Art Commission would like to change their name to include culture, to the Leander Public Arts and Culture Commission, encompassing its expanded focus of not only outdoor displays but culinary arts, performing arts, music and theatre to name a few.

The Leander Public Art Commission unanimously approved all three of these recommendations at their regular meeting on October 12, 2022.

**PRESENTER:**

Kelsey Heiden, Asst. Parks and Recreation Director

---

**Attachments**

1. LPAC Minutes 10.12.2022





**Public Art Commission  
Meeting Minutes  
Leander Activity Center  
11880 Hero Way West STE 600  
October 13, 2022, at 6:00 pm**

**1. Call to Order**

Chair Haynes called the meeting to order at 6:05PM

**2. Roll Call**

Commissioners present: Jessica Alonzo, Lisa Haynes, Steve Kuwitzky, Jennifer Gardner

Commissioners absent: George Quist, Deanna Ramirez

Staff members present: Kelsey Heiden, Staff Liaison

City Council members present: Na'Cole Thompson, City Council Liaison

**3. Approval of Minutes – September 14, 2022**

Steve Kuwitzky made a motion to approve the regular meeting minutes from September 14, 2022; Jessica Alonzo seconded the motion which passed unanimously.

**4. Citizens Communication**

Sammy Panzarino shared his background in theater arts with the commission.

Keysha Bradford shared her interest in joining the commission.

**5. City Council Liaison Update**

Council Member Thompson noted that commission applicants were at the meet and great on Monday, October 10<sup>th</sup> for appointments on October 20<sup>th</sup>. Whatever business the commission's recommendations are moved forward from this evening

Councilmember Thompson stated that she was concerned we were recording the public art commission meeting. She mentioned that if it isn't in our bylaws or a part of the city ordinance, she isn't sure how it is able to be enacted without prior notification.

**6. Budget Update**

Kelsey shared the approved fiscal year 2023 budget with the commissioners. She also shared an update on fiscal year 2022, pending final costs from Arts Fest. Commissioner Gardner asked if the commission could receive an update on the fund balance of the Art Fund.

**7. New Business**

**a. Discussion and possible action of the addition of 2-4 commissioners.**

Commissioner Gardner passed out a handout showing the Leander Public Art Commission's committees. Chair Haynes noted the commission has a lot of different events that we are trying to produce for the community but we have very few commissioners to execute these events. Commissioner Gardner noted that additional commissioner seats would assist in having individuals take the lead on various committees' verses volunteers. Discussion ensued.

Commissioner Steve Kuwitzky made a motion to add 2-4 at-large commissioners to the Leander Public Art Commission; Lisa Haynes seconded the motion which passed unanimously.

**b. Discussion and possible action of the expansion of public art commission to include cultural events, exhibits, art displays including MLK, Juneteenth, Diwali, Cinco de Mayo, etc.**

Commissioner Steve Kuwitzky made a motion to expand the public art commission to include all cultural and diverse events, exhibits, art displays including MLK, Juneteenth, Diwali, Cinco de Mayo, et cetera; Jennifer Gardner seconded the motion which passed unanimously.

**c. Discussion and possible action of name change to better encompass the commissions' expanded focus.**

Commissioner Jennifer Gardner made a motion to change the name to include culture, Leander Public Arts and Culture, Steve Kuwitzky seconded the motion which passed unanimously.

**d. Mural Art Discussion**

Chair Haynes mentioned the new mural in Cedar Park on Bell Avenue. She noted that she wanted to look into located in Leander. Chair Haynes encouraged commissioners to look around town for mural art location recommendations. Kelsey mentioned Robin Bledsoe Park both the pool and restroom facilities could be potential locations; Kelsey will discuss with Parks and Recreation Director, Mark Tummons, and report back at the November meeting.

**8. Subcommittee Updates**

**a. LPAC Master Plan**

Commissioner Kuwitzky provided an update to the commission. George, Jennifer and Steve have been meeting and hope to have a draft soon. Commissioner Kuwitzky will invite Kelsey to the next meeting to assist with reviewing.

**b. Arts Fest Recap**

The commission recapped the event and thanked Jessica and Kelsey for their efforts.

**9. Adjournment**

Chair Haynes adjourned the meeting at 7:23PM.



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Discuss and consider action on appointments to the following boards, commissions and committees: Active Adult Advisory Committee, Board of Adjustment, Economic Development Committee, Ethics Commission, Historical Preservation Commission, Public Art Commission, Parks & Recreation Advisory Board, Planning & Zoning Commission, Tax Increment Reinvestment Zone No.1(TIRZ) Board, and the Development Authority Board.

**BACKGROUND:**

Vacancies on city boards, committees and commissions are filled twice a year; in April, and in October when appointments are made. The term of each member shall begin in November and end on October 31st of the year the term expires.

This item will provide the City Council an opportunity to:

- Appoint and/or reappoint members to the Active Adult Advisory Committee, Board of Adjustment, Public Art Commission, TIRZ and Development Authority with terms expiring October 31, 2024
- Appoint and/or reappoint members to the Ethics Commission and Planning & Zoning Commission with terms expiring October 31, 2025
- Fill vacancies with unexpired terms on the Board of Adjustment, Economic Development Committee, Public Art Commission, Parks & Recreation Advisory Board, TIRZ and Development Authority Board with terms expiring October 31, 2023
- Fill a vacancy with an unexpired term on the Historical Preservation Commission with a term expiring October 31, 2024

**PRESENTER:**

Debora Penberg, Sr. Deputy City Secretary

---

**Attachments**

1. Descriptions of Boards

### **Active Adult Advisory Committee**

- No more than ten adults ages 55+ with diverse backgrounds, experiences, and ethnicity shall be considered.
- Members must be residents living within Leander city limits.
- Members must consist of three or more females and three or more males.
- The Parks and Recreation Department director or designee will serve as a liaison.
- Members who are of the same family may not serve simultaneously (ex. husband and wife, sisters, brothers, etc.)
- Initial terms will consist of four members serving a one-year term and four members serving a two-year term.
- After the first year, all members will serve two-year terms from Nov. 1 through Oct. 31. If eligible, members can be reappointed.
- Interested applicants may nominate themselves or seek nomination by the Parks and Recreation Department.

### **Board of Adjustment**

The board shall consist of five citizens appointed or reappointed by the city council. The mayor shall have the authority to nominate persons for appointment. The members of the board shall be identified by place numbers one (1) through five (5). Board members shall serve two-year terms, with the term beginning on November 1st of the year of appointment and expiring on October 31st two years later. The term for board members 2 and 4 shall begin on November 1st following the general election of the mayor and city council places 2 and 4, and shall expire on October 31st two years later. The term for board members 1, 3, and 5 shall begin on November 1st following the general election of city council places 1, 3, and 5, and shall expire on October 31st two years later. The board shall elect its own chair, who shall serve for a period of one (1) year or until his or her successor is elected.

(2) Alternate Members. The Board shall also consist of not more than four alternate members who will serve in the absence of one or more regular members, as and when requested to do so by the Mayor or City Manager. Alternate members shall be appointed in the same manner as regular members; shall serve for the same period as a regular member; and are subject to removal in the same manner as a regular member. Vacancies among the alternate members shall be filled in the same manner as vacancies among the regular members.

### **Economic Development Committee**

The Economic Development Committee (EDC) was established to work with the City Council and Staff to properly plan for economic development. The Committee will support, promote, encourage and advocate projects that expand the City's commercial tax base in a manner that strengthens the local economy and diversifies the tax base consistent with the character of our community. The Committee shall act as an advisory committee only, and have no authority to make any decisions as it relates to development, incentives or authority over any staff. As citizens and members of the business community,



the EDC members act as a conduit of information between the business community, City Councilmembers, and the City of Leander.

The EDC shall be comprised of no less than seven (7) members and no more than fifteen (15) members with preference given to individuals with professional expertise in the following sectors: Education, Real Estate, Industrial, Technology, Non-Profit, Small Business, Retail, Banking and Utilities. The Committee would meet no less than once a quarter.

### **Ethics Commission**

(a) Establishment of an ethics commission. The ethics commission established by [section 12.01](#) of the city charter shall be composed of seven (7) members, all of whom shall reside in the city.

(b) Enumeration. Each Commission member shall be appointed by the city council and shall occupy a position on the commission, such positions being numbered 1 through 7. Commission members serve at the will of city council and may be removed by the city council upon five (5) members of the council, or more, voting for removal.

(c) The members of the commission shall be identified by place numbers one (1) through seven (7). Commission members shall serve three-year terms, with the term beginning on November 1st of the year of appointment and expiring on October 31st three years later. The term for commission places 2, 4, 6, and 7 shall begin on November 1st following the general election of the mayor and city council places 2, 4, and 6, and shall expire on October 31st three years later. The term for commission places 1, 3, and 5 shall begin on November 1st following the general election of city council places 1, 3, and 5, and shall expire on October 31st three years later.

### **Historical Preservation Commission**

The commission shall serve as an advisory body to the city council and shall consist of seven (7) members appointed by the city council, and shall whenever possible meet one or more of the following qualifications:

- (1) A registered architect, planner or representative of a design profession;
- (2) A registered professional engineer in the state;
- (3) A member of a nonprofit historical organization of the county;
- (4) A local licensed real estate broker or member of the financial community;
- (5) An owner of a historic landmark residential building;
- (6) An owner or tenant of a business property that is a historic landmark or in a historic district.

(c) The members of the commission shall be identified by place numbers one (1) through seven (7). All commission members shall serve three-year terms, with the term beginning on November 1st of the year of appointment and expiring on October 31st three years later. The term for commission places 2, 4, 6, and 7 shall begin on November 1st following the general election of the mayor and city council places 2, 4, and 6, and shall expire on October 31st three years later. The term for commission places 1, 3, and 5

shall begin on November 1st following the general election of city council places 1, 3, and 5, and expire on October 31st three years later.

### **Public Art Commission**

The public art commission is hereby established and shall be composed of seven (7) members who shall be residents of the city and who shall be appointed by the mayor and approved by the city council. Each member of the public art commission shall be appointed for a term of two (2) years. The parks and recreation department shall solicit for members in August as needed and make recommendations to the board selection committee and the city council in September. The board selection committee shall interview and make recommendations to the city council. Newly appointed member terms shall begin on November 1st and end on October 31st... ... The commission shall whenever possible be composed of one or more of the following members:

- (1) One (1) city council member (ex-officio, non-voting member);
- (2) One (1) member/instructor of an active local arts nonprofit organization/corporation or a commercial art dealer;
- (3) Two (2) art instructors within a local LISD middle/high school; an accredited private school or an art instructor with a local college/university such as Austin Community College or Art Institute;
- (4) Two (2) active professional artists; and
- (5) Two (2) citizens, supportive of, educated in, and/or active in the field of public art or community affairs.

### **Parks & Recreation Advisory Board**

- (a) The parks and recreation advisory board will be comprised of seven (7) citizen members who shall serve on the board for a term of three years or until their respective successors are appointed and have qualified. Board members may be removed at any time upon the affirmative vote of a majority of the city council.
- (b) The parks and recreation director shall be appointed to the board and serve as an ex-officio member, having the right to enter into discussion but not to vote and serve as the city's liaison to the board.
- (c) One Leander ISD (LISD) school representative shall be appointed to the board as one of the seven (7) board members and serve in an official capacity of the board.
- (d) During the month of September each year, or the year that board members' term expire, the parks and recreation department will solicit applications for vacant board positions and submit those to the board selection committee and/or the city council in October. The city council shall appoint members to fill all vacancies. The term of each member shall begin on November 1st and end on October 31st of the year that board member's term expires.

## **Planning & Zoning Commission**

There shall be a seven (7) member planning commission. The members must be qualified voters that have *resided within the city for one year next preceding* their appointment. A minimum of two-thirds of the members shall be citizens not directly or indirectly connected with real estate and land development. The members shall be appointed to staggered terms of office in a manner to result in the terms of office that expire in October of any year being equal to the number of members of the city council scheduled to be elected in that year. All nominees shall be subject to council approval by majority vote, and the term of the commissioners shall be the same number of years as that of the members of the council. The planning commission shall elect a chairperson from among its membership and shall meet not less than once each month.

The members of the city council elected at the general election shall each be entitled to nominate one appointee to a place on the commission whose term of office for that position expires in October following the general election, as follows:

The city council members elected to places 2, 4 and 6 shall each be entitled to nominate one appointee to commission places 2, 4, and 6, respectively.

The mayor shall be entitled to nominate one appointee to commission place 7.

The councilmembers elected to places 1, 3, and 5 shall each be entitled to nominate one appointee to commission places 1, 3, and 5, respectively.

## **Tax Reinvestment Zone No. 1**

TIRZ #1 shall be governed by a five (5) person board of directors (the board). One member of the board may be appointed by the Williamson County commissioners court (the county). The board of trustees of the LISD and the board of the WCID have, in writing, prior to the date hereof, waived appointment of a board member. Four members of the board shall be appointed by the city council. If the county waives the appointment of a board member, the position shall be filled by a city council appointment.

Qualifications. Each member of the board shall be a qualified voter of the city or county, as applicable, or a person eighteen (18) years of age or older, who owns real property within TIRZ #1.

Term of office. The members of the board shall be identified by place numbers one (1) through five (5). Board members shall serve two-year terms, with the term beginning on November 1st of the year of appointment and expiring on October 31st two years later.



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Discuss and consider action on ratifying the Mayor's appointments of high school senior(s) as ex-officio(s) to the Ad Hoc Committee to promote beautification, conservation, volunteerism and community engagement in the City of Leander.

**BACKGROUND:**

The Mayor's ad hoc committee was established to promote beautification, conservation, volunteerism and community engagement. The committee composition provides for a high school senior representative from each high school within Leander city limits.

This item allows for the City Council to ratify the appointment of the high school senior representatives.

**PRESENTER:**

Council Directive

---





**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Discuss and consider action on the appointment/reappointment of a council liaison to the Parks and Recreation Advisory Board; Public Art Commission; Historic Preservation Commission; Active Adult Advisory Committee; and Economic Development Committee.

**BACKGROUND:**

This item provides the City Council an opportunity to appoint/reappoint Council liaisons to the Parks and Recreation Advisory Board; Public Art Commission; Historic Preservation Commission; Active Adult Advisory Committee; and Economic Development Committee.

Each of the above advisory boards and commissions discussed the option of having a Council member liaison, in addition to a Staff liaison, appointed by the Council to attend regularly scheduled meetings. All of the above advisory boards and commissions were interested in having a Council liaison.

This item was previously discussed by Council on July 30, 2022, during the Council Retreat.

**PRESENTER:**

Council Directive

---



**EXECUTIVE SUMMARY**  
**10/20/2022**

---

**AGENDA SUBJECT:**

Discuss the recording of board and commission meetings.

**BACKGROUND:**

All board and commission meetings are posted as public meetings. Members of the public may attend meetings in person, and they are not prohibited from recording meeting activities on personal devices. However, the City does not capture audio or video of advisory board and commission meetings for official records. Written and approved minutes are the official record of all board and commission meetings.

In addition, City staff members have occasionally recorded meetings to aid in the preparation of minutes or follow-up tasks. Recordings of board and commission meetings are maintained according to the City's adopted record retention schedule, which is 90 days after the approval of minutes.

**PRESENTER:**

Council Directive

---