

**THE CITY OF CISCO
CITY COUNCIL, REGULAR CALLED MEETING
March 24, 2025**

**CISCO, TEXAS §
EASTLAND, COUNTY §**

The City Council of the City of Cisco met in a regular called session at the Cisco Council Chambers in Cisco as scheduled, and notice was posted 72 hours in advance and prior to the meeting.

MEMBERS PRESENT:

MAYOR _____	STEPHEN FORESTER
COUNCILMEMBER PLACE I _____	JASON WHETSTONE
COUNCILMEMBER PLACE II _____	ROBERT JOHNSTON
COUNCILMEMBER PLACE III _____	VACANT
COUNCILMEMBER PLACE V _____	CHRIS JOHNSON
COUNCILMEMBER PLACE VI _____	TRAVIS TOOF

PERSONNEL PRESENT:

CITY MANAGER _____	SARAH ADAMS
CITY SECRETARY _____	TAMMY OSBORNE

PERSONNEL ABSENT:

COUNCILMEMBER PLACE IV _____	NATHAN BRUNER
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Guests: Scott Stevens, Jane Nichols, Kenneth Preston, Marcia Hale, Paul Flores, Peggy Ledbetter, Rod Abbott, Glenn Boles, Brian Cross, Ervin Light, James Freeman, Amanda Bennett, Walter Fairbanks

I. MEETING CALLED TO ORDER:

Mayor Forester called the meeting to order at 6:02 p.m.

II. PLEDGES

- A. Pledge of Allegiance
- B. Pledge to the Texas Flag

III. INVOCATION:

Councilmember Toof gave the invocation.

IV. CITIZEN-VISITOR COMMENTS:

Mr. Stevens spoke to the Council giving thanks to the city employees that helped him with water upgrades at his property. He further added that he felt Code Enforcement process is not working and takes too long.

V. APPROVE MINUTES OF THE MEETING CONDUCTED ON:

- **March 10, 2025**

Motion was made by Councilmember Whetstone to approve the minutes as presented, second was made by Councilmember Johnston. Motion prevailed by the following vote:

Ayes: Councilmembers: Whetstone, Johnston, C. Johnson, Toof, Forester
Nays: None/Motion Carries
Voted: 5 to 0
Absent: Bruner

VI. REPORTS:

- City Manager Report—Ms. Adams presented the Finance Committee Report.

- City Manager Report—Ms. Adams presented the City Manager’s report.

VII. THE CITY COUNCIL MAY DISCUSS AND/OR TAKE ACTION ON ANY OF THE FOLLOWING AGENDA ITEMS:

A. Consider and Discuss Approval of the Audit for the Fiscal Year 2023-2024.—Rod L. Abbott, CPA

Mr. Abbott presented the audit for 2023-2024.

Motion was made by Councilmember C. Johnson to approve the audit as presented, second was made by Councilmember Toof. Motion prevailed by the following vote:

Ayes: Councilmembers: Whetstone, Johnston, C. Johnson, Toof, Forester
Nays: None/Motion Carries
Voted: 5 to 0
Absent: Bruner

B. Consider and Discuss Approval of Grant of License for 605 W. 17th St.—Marcia Hale

The City Secretary explained that the grant was for retaining walls on two sides of her property.

Motion was made by Councilmember C. Johnson to approve the Grant of License as presented, second was made by Councilmember Whetstone. Motion prevailed by the following vote:

Ayes: Councilmembers: Whetstone, Johnston, C. Johnson, Toof, Forester
Nays: None/Motion Carries
Voted: 5 to 0
Absent: Bruner

C. Consider and Discuss Authorizing the City Manager or her Designee, on behalf of the City of Cisco, to join the Tyco and/or BASF settlements in City of Camden, et al. v. 3M Company, Case No. 2:23-cv-03147-RMG (D.S.C.), and City of Camden, et al. v. E.I. DuPont de Nemours and Company, et al., No. 2:23-cv-03230-RMG (D.S.C.), respectively, and file any documents necessary for the City of Cisco to participate in both settlements.

Ms. Adams explained that the proposed item, recommended by the City Attorney, would allow the city to join the settlements that are testing for harmful chemicals in drinking water, and if detected, comply with EPA rules to mitigate the defect.

Motion was made by Councilmember C. Johnson to authorize the City Manager or her designee to join the settlements presented, second was made by Councilmember Toof. Motion prevailed by the following vote:

Ayes: Councilmembers: Whetstone, Johnston, C. Johnson, Toof, Forester
Nays: None/Motion Carries
Voted: 5 to 0
Absent: Bruner

D. Consider and Discuss Ordinance No. 0-2025-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CISCO, TEXAS PROVIDING THAT THE CITY’S CODE OF ORDINANCES BE AMENDED BY REVISING CHAPTER 20 “UTILITIES”, ARTICLE II “WATER AND SEWER SERVICE”, INCREASING DEPOSIT FEES AND CONNECTION FEES, AND AMENDING SEWER RATES; AND ESTABLISHING AN EFFECTIVE DATE. (First Reading)

Mayor Forester began by saying that the ordinance was returned from the last meeting. Ms. Adams brought additional information regarding the potential savings for removing the ‘over 65’ discount, stating that there were approximately 392 customers receiving a \$2.14 per month discount, equaling over \$10,000.00 per year. She would like to purge the list and add customers back on that meet the disability exemption. The Council debated if the savings would be worth the effort to remove and add people back on and if people of a certain age should receive the discount. Councilmember Johnston thought the sewer rate should be unchanged. Councilmember Whetstone said he would be in favor of starting the list over, but would like to see a discount available to older citizens. Councilmember C. Johnson said that he does not want customers to have the discount

removed and then they have to take steps themselves to receive the discount again. The Council agreed that they would like to see the two provisions of the proposed ordinance presented separately in two different ordinances.

Motion was made by Councilmember C. Johnson to separate the two provisions into two different ordinances, second was made by Councilmember Johnston. Motion prevailed by the following vote:

Ayes: Councilmembers: Whetstone, Johnston, C. Johnson, Toof, Forester
Nays: None/Motion Carries
Voted: 5 to 0
Absent: Bruner

Motion was made by Councilmember C. Johnson to add 'over 70' back to proposed ordinance for Section 20-24, second was made by Councilmember Johnston. Motion prevailed by the following vote:

Ayes: Councilmembers: Johnston, C. Johnson, Toof, Forester
Nays: Whetstone/Motion Carries
Voted: 4 to 1
Absent: Bruner

E. Consider and Discuss Resolution No. 2025-03-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CISCO, TEXAS, AUTHORIZING THE MAYOR TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE EASTLAND COUNTY JOINT ELECTION ADMINISTRATOR FOR THE PURPOSE OF SERVING AS THE ELECTION ADMINISTRATOR FOR THE CITY OF CISCO; ESTABLISHING FEES FOR ELECTION SERVICES; ESTABLISHING TERMS FOR THE AGREEMENT; AND OTHER PROVISION IN REGARD TO GENERAL AND SPECIAL ELECTIONS HELD BY THE CITY.

Motion was made by Councilmember C. Johnson to approve the resolution as presented, second was made by Councilmember Whetstone. Motion prevailed by the following vote:

Ayes: Councilmembers: Whetstone, Johnston, C. Johnson, Toof, Forester
Nays: None/Motion Carries
Voted: 5 to 0
Absent: Bruner

F. Consider and Discuss Resolution No. 2025-03-24-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CISCO, TEXAS, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS PERTAINING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT MITIGATION (CDBG-MIT) RESILIENT COMMUNITIES PROGRAM THROUGH THE GENERAL LAND OFFICE.

City Secretary explained that the resolution was intended to update the signatories to include the new City Manager, Sarah Adams.

Motion was made by Councilmember C. Johnson to approve the resolution as presented, second was made by Councilmember Johnston. Motion prevailed by the following vote:

Ayes: Councilmembers: Whetstone, Johnston, C. Johnson, Toof, Forester
Nays: None/Motion Carries
Voted: 5 to 0
Absent: Bruner

G. Consider and Discuss Public Works Department. (Executive Session)

The Council retired into Executive Session under Section 551.074 Personnel Matters at 7:30 p.m.

The Council reconvened into Regular Session at 7:58 p.m. and took no action.

H. Announcements for City Council.

Councilmember C. Johnson stated he had questions about the sales tax and would like to have a discussion about that with Mr. Jaworski at the next meeting.

VIII. ADJOURNMENT

Motion was made by Councilmember Toof to adjourn, second made by Councilmember Johnston. Motion passed unanimously and the meeting adjourned at 8:00 p.m.

ATTEST:

Tammy Osborne, City Secretary

Stephen Forester, Mayor

Draft



CITY OF CISCO, TEXAS

* 502 Conrad Hilton Blvd. * P.O. Box 110 * Cisco, TX 76437 * www.cityofcisco.com

Planning & Zoning Change

The Planning & Zoning Commission Board of Adjustment is endowed with the following powers and duties:

- Review applications for zoning changes, hear public comments, and make recommendations to the Council regarding such applications.
- Review proposed preliminary subdivision plats, engineering plans, requested plat and plan variances, and proposed restrictive covenants and make recommendations to the Council pertaining to each.
- Recommend to the Council amendments, extensions, and additions to the comprehensive master plan of the city including the planning and zoning ordinance.
- Recommend to the Council changes to the official zoning map of the city.
- When appropriate, make a determination of appropriate zoning or use.

Fees for applications are due at the time application is turned in to the City Secretary.

Fee Type	Cost
Variance/Zoning Change Application Fee	\$32.00
Specific Use Permit Fee	\$110.00
Limited Use Application Fee	\$110.00
Limited Use Permit Fee	\$850.00

Planning & Zoning Change Application & Checklist

General Requirements:

- ☒ Completed application form and the appropriate fees.
- ☒ A letter of explanation/justification.
- ☒ Submit copies of site plan (if applicable) for the property.
- ☒ A location map clearly indicating the site in relation to adjacent streets, distance to nearest intersection and other landmarks.
- ☒ I have reviewed the checklist and all submittals for completeness and accuracy. If application submittal is determined to be incomplete, additional fees may be assessed.

Malcolm Martin
Signature

March 16, 2025
Date

Incomplete applications will be rejected

CHECK BOX TO INDICATE APPLICATION TYPE

<input type="checkbox"/> Amending Plat <input type="checkbox"/> Comprehensive Plan <input type="checkbox"/> Amendment Conveyance <input type="checkbox"/> Replat <input type="checkbox"/> Final Plat <input checked="" type="checkbox"/> Zoning Change	<input type="checkbox"/> Other: _____ _____ _____ _____ _____
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PROJECT INFORMATION:☒ Residential☐ CommercialIs this property platted? ☐ Yes ☐ NoProject Name: Manufactured HomesteadTotal Acres: 2.68Project Address (Location): 501 West 1st StreetParcel(s) Tax ID R #: 4783(LOT, BLOCK & SUBDIVISION OR SURVEY WITH METES & BOUNDS DESCRIPTION SEALED BY A LICENSED SURVEYOR)Parent Project Name/Number: NAParcel(s) Tax ID GEO #: 01080-03520-00000-000000Brief Description of Project: Place manufactured home on property for residential purposes ☐ Yes ☒ No

Please state the identity of any individual(s), or other entities that presently hold a lien upon the real estate which is the subject of

this request:

Lien holder/mortgagee must also sign plat for filing of record.

Existing Use: Vacant Existing Zoning: Single Family # of Existing Lots: 1 # of Existing Units: 0Proposed Use: Manufactured Home Proposed Zoning: Manufactured home # of Proposed Lots: 1 # of Proposed Units: 1**APPLICANT INFORMATION:**

Please circle your preferred method of contact.

Applicant / Company: Malcolm MartindaleEmail: missashley12790@icloud.comAddress: 702 West 8th StreetPhone: 325-6108-2913

Fax:

City: CiscoState: TexasZip: 76437Property Owner: Same as applicant

Email:

Address:

Phone:

Fax:

City:

State:

Zip:

Key Contact/Company: Ashley FailEmail: missashley12790@icloud.comAddress: 702 West 8th StreetPhone: 254-334-0507

Fax:

City: CiscoState: TexasZip: 76437**(MUST BE SIGNED FOR ALL APPLICATIONS) -**

I hereby certify that I am the owner of the property identified in this application; or, that I am the authorized agent of the owner of said property; and that I am authorized to act in their behalf, and that this application, to the best of my knowledge and belief, is true and correct.

Malcolm Martindale
SIGNATURE OF PROPERTY OWNER_____
SIGNATURE OF LIEN HOLDER

Letter of authorization required if signature is other than property owner and a letter of authorization is required from lienholder/mortgagee, if applicable.

FREQUENTLY ASKED QUESTIONS

When should I apply?

By law, your application may require public hearings. If a public hearing is required, it must take place prior to the consideration of your application. These hearings must be advertised in the local newspaper and direct notice must be provided to any neighboring property owner within 200 feet of the proposed property at least 15 days prior to the meetings. In order to be heard at the next P & Z meeting, you will need to apply AS SOON AS POSSIBLE to allow the City to meet all timelines set out by law.

When will my application be considered?

After the public hearing, your application will be reviewed by the Planning & Zoning Commission (P & Z) and then the City Council. P & Z usually meets the third **Tuesday** of each month at the end of each quarter (March, June, September, and December). The City Council meets on the 2nd and 4th **Mondays** of each month. Depending on the timeline of construction, the P & Z may call a Special Called Meeting to review the application.

What should the letter of justification say?

Some things you should address in the letter of justification are: Does the requested variance violate the intent and spirit of the ordinance? Do special conditions of restricted area, shape, topography or physical features exist that are peculiar to the subject parcel of land and are not applicable to the other parcels of land in the same zoning district? Does the interpretation of the provisions in this ordinance deprive the applicant of rights commonly enjoyed by other properties in the same zoning district that comply with the same provisions?

What happens at the Public Hearing/meetings?

The person chairing the meeting will open the public hearing and invite people to speak about your item. After gathering all public comments, the chair will close the public hearing. At their meeting, the Commission will then consider any public comments made and will make a decision about your application.

So others may talk about my application?

Yes, if your application requires a public hearing, your case will be advertised in the local newspaper. In addition, for most public hearing items, everyone within 200 feet of the property will be mailed a notification letter. Also, all meetings of the Planning & Zoning Commission are open to the public.

How do they decide?

The P & Z looks at local, state and federal laws as well as the City's long-range plan and makes a recommendation to the City Council. Council considers P & Z's recommendation and may approve, deny or approve with conditions.

How much does it cost?

The application fee is based on the City's current Fee Schedule Ordinance. Check the City's Web Site or the Planning Department for the most current Fee Schedule. Please make checks payable to the "City of Cisco".

What type of Property Drawings do I need?

The applicant must provide a legible and reasonable drawing, to scale, illustrating that which is requested. At a minimum, the drawing must show property in question along with all adjacent properties, streets, street names, north arrow and scale of drawing. Identify lots with lot and block numbers and subdivision name or, if not subdivided, a complete metes and bounds description when addressed. For assistance, contact a surveyor. For additional requirements, please refer to City of Cisco's Planning & Zoning Ordinance.

Submit Permits:

In Person	500 Conrad Hilton Blvd., Cisco, TX 76437
By Mail	P.O. Box 110, Cisco, TX 76437
By Email	citysecretary@ciscotexas.gov

DO NOT WRITE BELOW THIS LINE—TO BE COMPLETED BY STAFF ACCEPTING APPLICATION

• Application	Yes	No
• Fee Paid	Yes	No
• Survey Provided	Yes	No
• Plans Provided	Yes	No
• Application	Yes	No

Key Dates:

On P&Z Agenda: 3/10/25
On Council Agenda: 4/14/25
Newspaper Publication Dates:
P&Z: _____
CC: 4/8/25
Property Owner Notification Date 4/1/25

Recommendations and Decisions

Staff: Pass
P&Z: Pass
CC: _____

We are currently looking at housing options for our family. I am asking the City Council and the Planning & Zoning Commission Board of Adjustment to allow the zoning change for 501 W 1st Street in Cisco Texas. We are being faced with either finding an affordable option locally or we will have to move to a larger populated city to find an affordable housing option. We prefer to keep our family in Cisco. Our family has grown up in Eastland County for generations. Our kids play sports and are active in various school activities, we have built a life here where my husband has found long term employment, and I have built a support system for my family that I can call upon at moment's notice. My goal is to find an affordable option for my family in Cisco. If you approve the zoning change there are several benefits that would arise.

The City of Cisco could benefit in the following ways:

- This lot has been empty for more than 5 years. If you allowed us to rezone this lot the City would get increased property tax revenue for a newer home vs an empty lot.
- The city would not lose out on local business revenue from the lose of residents to larger communities.
- A new home installation provides continued work for local businesses, which in turn supports our local economy. (electrical, plumbing, house skirting, fencing, driveway, carport, etc...)
- The City of Cisco is in need of community reinvigoration. A lot of homes in our community are 80+ years old and are either falling down or are in need of massive costly repairs. New development can help revitalize a community. Not many families can afford to pay \$150-\$250 a square foot to build a new home. The job market in our community does not support these kinds of prices.
- Our home would help provide resale value for other properties in the area due to the age of the home and the modern features. Manufactured homes have become a very popular alternative to pier and beam or concrete foundation homes due to the \$150-\$250 per square foot cost to build. The home we are wanting to have installed at this address will be up to standard building codes and would offer more energy efficiency than a lot of current homes in Cisco would provide.

My family could benefit in the following ways:

- 2
- This could give me the opportunity to change my family's life. We would become 1st time property owners. We have worked hard for years to finally have the credit to buy a home for our family. This would give my family the opportunity to have something of our own versus turning to government funded housing.
 - We have a large family and we need several bedrooms to give our kids space to grow. A manufactured home provides an affordable option for us to give our children that space. We currently rent a house in Cisco that is 80+ years old with multiple holes in the floor, non-existent insulation, high electricity bills in the summer, and high gas bills in the winter. The energy efficiency of a newer built home would provide so many more opportunities for me to budget for a family our size.
 - Other housing options don't provide any better circumstances for my family. Our budget is tight and with the current housing prices we would not get the opportunity to buy something that would change our current circumstances by much. We would still be buying an older home with hidden repairs, poor insulation, expensive updates for plumbing and electrical, old AC & heating options, etc... If we were allowed to rezone the land and put a manufactured home it would allow us to avoid these costly repairs on top of a mortgage payment.
 - There are very few options in our price range that would allow my family to better ourselves. We are very aware that this off-market property could be sold to someone with more money to build something much fancier. We are asking for our family to be given this opportunity versus a real estate investor.

We have tried to remain patient for prices to change after COVID so that we could choose another option for our family, but with the current political moves that are being made with tariffs we are uncertain that this will change for years to come. We are asking that you not stifle growth in our community and discourage an already struggling socioeconomic class because of zoning laws. I ask that the City Council and the Planning & Zoning Commission Board of Adjustment carefully consider our request. Please give my family the opportunity to better our circumstances versus a real estate investor.

Does the requested variance violate the intent and spirit of the ordinance?

3 We understand that the intention of zoning this area of Cisco to "single family" is to try to maintain a certain building style like pier and beam or a concrete foundation. During our research of this property and with the limitations of the Eastland County CAD site we were able to research as far back as 1993 and could see no indication of a home site every being on this location. For over 30 years this land has remained vacant without any form of a structure. It is very evident that with the rising cost of building homes and the lack of job growth in our area that this property will more than likely remain vacant. Let us change that.

Do special conditions of restricted area, shape, topography or physical features exist that are peculiar to the subject parcel of land and are not applicable to the other parcels of land in the same zoning district?

We are not sure when the zoning changed for this area to not allow manufactured or mobile homes, but there is already a significant amount of them in and around 501 W 1st Street Cisco Texas. Also, with the lack of interest over the last 30 years of building a custom home in this area regardless of current market prices would be deterred by the proximity of the railroad to this location.

Does this interpretation of the provisions in this ordinance deprive the applicant of rights commonly enjoyed by other properties in the same zoning district that comply with the same provisions?

There are several manufactured/mobile homes in and around Cisco that are currently in the "single family" zoning areas and more specifically on the same street that we are requesting the zoning change. This will not cause harm to valuations of other homes in this area.

- Ashley Tait

- Malcolm Martindale

11:14

10



3D

N

W FIRST ST

501 W First St

W SECOND ST

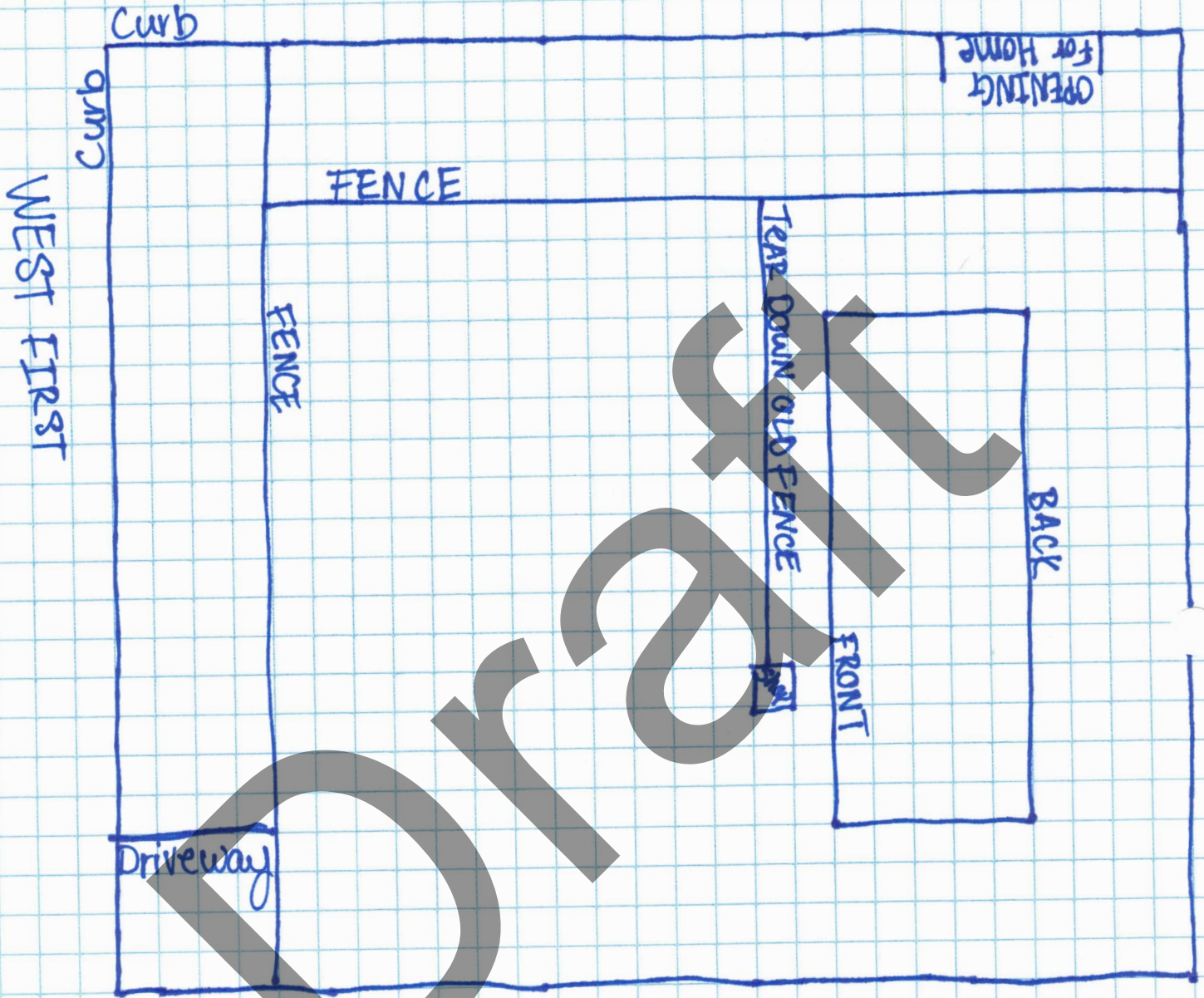
72°
AQI 33

501 W First St

Address · Cisco, Texas



AVENUE H



□ = 5 FT

PROCLAMATION

Proclaiming the Month of April Child Abuse Awareness & Prevention Month

Whereas, children are vital to our community's future success, prosperity, and quality of life as well as being our most vulnerable assets;

Whereas, nearly 60,000 children receive services from a Children's Advocacy Center in Texas annually;

Whereas, child abuse prevention is a community responsibility and finding solutions depends on involvement among all people;

Whereas, communities must make every effort to promote programs that benefit children and their families;

Whereas, effective child abuse prevention programs succeed because of partnerships among agencies, schools, religious organizations, law enforcement agencies, and the business community;

Therefore, the City of Cisco City Council does hereby proclaim April as Child Abuse Awareness and Prevention Month and call upon all cities, community agencies, faith groups, medical facilities, elected leaders, and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the community in which we live.

Mayor, City of Cisco

Date

City Secretary, City of Cisco

ORDINANCE NO. 0-2025-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CISCO, TEXAS PROVIDING THAT THE CITY'S CODE OF ORDINANCES BE AMENDED BY REVISING CHAPTER 20 "UTILITIES", ARTICLE II "WATER AND SEWER SERVICE", INCREASING DEPOSIT FEES AND CONNECTION FEES; AND ESTABLISHING AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY CISCO, TEXAS:

Section 1: That Chapter 20, Article II, of the City's Code of Ordinance is amended to read as follows:

1. Section 20-19 Water Service Deposit

- (a) A deposit of \$255.00 shall be paid in advance to the city for water service to be metered by five-eighths-inch meters, three-quarter-inch meters, one-inch meters, and/or one and one-half inch meters.
- (b) A deposit of \$305.00 shall be paid in advance to the city for water service to be metered by two-inch meters.
- (c) All water customers shall pay in advance a water system connection fee every time a water meter is turned on because of initiating a new water account or for a transfer of an existing account based on meter size as follows:

Meter size	Amount of Charge
5/8"	\$57.00
1"	\$63.00
1 1/2"	\$74.00
2"	\$85.00

Section 2: That these rates shall become effective immediately upon final passage.

PASSED AND APPROVED on first reading on the _____ day of _____, 20_____.

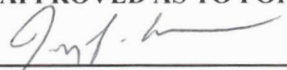
PASSED AND APPROVED on second reading on the _____ day of _____, 20_____.

Stephen Forester, Mayor

ATTEST:

Tammy Osborne, City Secretary

APPROVED AS TO FORM:



William P. Chesser, City Attorney

ORDINANCE NO. 0-2025-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CISCO, TEXAS PROVIDING THAT THE CITY'S CODE OF ORDINANCES BE AMENDED BY REVISING CHAPTER 20 "UTILITIES", ARTICLE II "WATER AND SEWER SERVICE", AMENDING SEWER RATES; AND ESTABLISHING AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY CISCO, TEXAS:

Section 1: That Chapter 20, Article II, of the City's Code of Ordinance is amended to read as follows:

1. Section 20-24 Sewer Rates

(a) All sewer usage charges shall be based upon the total water usage registered on the customers' water meter. Along with the base charge established in this section, there shall be a user charge to fund operation and maintenance cost of the treatment facilities.

(b) The monthly rates for sanitary sewer service shall be as follows:

		Rate
(1) Residential		
a.	First 4,000 gallons metered.....	\$26.05
b.	First 4,000 gallons metered for persons over 70 years of age, totally disabled persons unable to work, city employees and volunteer firemen.....	\$23.91
c.	Next 8,000 gallons per 1,000 gallons metered.....	1.15
(2) Commercial:		
a.	First 4,000 gallons metered.....	\$28.36
b.	Over 4,000 gallons per 1,000 gallons metered.....	1.15
(3) Public Schools:		
a.	First 4,000 gallons metered.....	\$28.36
b.	Over 4,000 gallons, per 1,000 gallons metered.....	1.15

Section 2: That these rates shall become effective immediately upon final passage.

PASSED AND APPROVED on first reading on the _____ day of _____, 20_____.

PASSED AND APPROVED on second reading on the _____ day of _____, 20_____.

Stephen Forester, Mayor

ATTEST:

Tammy Osborne, City Secretary

APPROVED AS TO FORM:

William P. Chesser, City Attorney

ORDINANCE NO. 0-2023-22

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CISCO, TEXAS PROVIDING THAT THE CITY'S CODE OF ORDINANCES BE AMENDED BY REVISING CHAPTER 20 "UTILITIES", ARTICLE II "WATER AND SEWER SERVICE", INCREASING TAPPING FEES, WATER RATES,, SEWER TAP FEES, AND SEWER RATES; AND ESTABLISHING AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY CISCO, TEXAS:

Section 1: That Chapter 20, Article II, of the City's Code of Ordinance is amended to read as follows:

1. Section 20-18 Water Tap Fees

- (a) The tapping fees for water service by size of the tap shall be as follows:

Size of Tap	Amount of Charge
¾ inch	\$717.73
1 inch	\$937.13
1 ½ inch.....	\$1,203.93
2 inch	\$2,066.36
3 inch	\$4,200.00
4 inch	\$5,250.00

- (b) The fee for water taps in excess of 4 inches shall be the cost of materials and labor as determined by the City Manager.

2. Section 20-19 Water Service Deposit

- Changed to \$255.00 for polycart removal*
(a) A deposit of \$225.00 shall be paid in advance to the city for water service to be metered by five-eighths-inch meters, three-quarter-inch meters, on-inch meters, and/or one and one-half inch meters.

- Changed to \$305.00 for polycart removal*
(b) A deposit of \$275.00 shall be paid in advance to the city for water service to be metered by two-inch meters.

- (c) All water customers shall pay in advance a water system connection fee every time a water meter is turned on because of initiating a new water account or for a transfer of an existing account based on meter size as follows:

Meter size	Amount of Charge
5/8"	\$27.00
1"	\$33.00
1 ½"	\$44.00
2"	\$50.00

Changed to:

*\$57.00
\$63.00
\$74.00
\$85.00*

*to cover delivery
of polycart.*

3. Section 20-22 Water Rates

- (a) *Generally.* Except as otherwise provided in this section, the monthly water rates for city water shall be as follows:

<i>Usage</i>	<i>Rate</i>
2000 gallon minimum.....	\$32.41
2001—4000 gallons, per 1000 gallons.....	\$ 4.05
4001—6000 gallons, per 1000 gallons.....	\$ 4.34
6001—8000 gallons, per 1000 gallons.....	\$ 4.63
8001—10000 gallons, per 1000 gallons.....	\$ 4.92
10,001—12,000 gallons, per 1000 gallons.....	\$ 5.21
All over 12,001 gallons, per 1000 gallons.....	\$ 5.50

4. Section 20-23 Sewer Tap Fee

The tapping fees for sewer service shall be as follows:

<i>Depth of Tap</i>	<i>Amount of Charge</i>
Up to 3 ft.	\$400.00
3 ft.—10 ft.	\$690.00
Over 10 ft.	TBD

5. Section 20-24 Sewer Rates

(a) All sewer usage charges shall be based upon the total water usage registered on the customers' water meter. Along with the base charge established in this section, there shall be a user charge to fund operation and maintenance cost of the treatment facilities.

- (b) The monthly rates for sanitary sewer service shall be as follows:

		<u>Rate</u>
(1)	<i>Residential</i>	
a.	First 4,000 gallons metered.....	\$26.05
b.	First 4,000 gallons metered for persons over 65 years of age, totally disabled persons, city employees and volunteer firemen.....	23.91
c.	Next 8,000 gallons per 1,000 gallons metered.....	1.15
(2)	<i>Commercial:</i>	
a.	First 4,000 gallons metered.....	\$28.36
b.	Over 4,000 gallons per 1,000 gallons metered.....	1.15
(3)	<i>Public Schools:</i>	
a.	First 4,000 gallons metered.....	\$28.36
b.	Over 4,000 gallons, per 1,000 gallons metered.....	1.15

changed to
over 70

6. That Section 20-25 Water service outside city

Customers residing outside of the city limits shall be charged the same rate as customers inside the city limits for water service, plus a surcharge of \$22.00 per utility per month.

7. Section 20-26 Sewer Service Outside City

Customers residing outside of the city limits shall be charged the same rate as customers inside the city limits for sewer service, plus a surcharge of \$5.50 per utility per month.

8. Section 20-28 Due Date for payment; Late charge

The monthly rates and charges for sewer; water, and sanitation services furnished by the city shall be due and payable before the 16th day following the mailing of the monthly bill. If such charges are not paid on or before such date, the charges shall therefore be considered delinquent, and a late charge of \$25.00 on the amount of that month's bill will be made.

9. Section 20-29 Discontinuance of service; reconnections; handling of complaints.

- (a) If utility service and/or delinquent charges are not paid on or before the expiration of ten days from the date the charges become delinquent, the city is hereby authorized to disconnect the water service furnished by the city. A fee of \$80.00 shall be charged for the reconnecting of such service. If disconnecting of water service because of delinquent charges or other such cause necessitates the removal of the water meter, a fee of \$120.00 shall be charged for the reconnecting of such service.

Section 2: That these rates shall become effective on October 1, 2023.

PASSED AND APPROVED on first reading on the 16th day of September, 2023.

PASSED AND APPROVED on second reading on the 25th day of September, 2023.

ATTEST:

Tammy Osborne
Tammy Osborne, City Secretary

Stephen Forester
Stephen Forester, Mayor

APPROVED AS TO FORM:

W. B. Wright, Jr.
W. B. Wright, Jr., City Attorney



ORDINANCE NO. 0-2025-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CISCO, TEXAS, AMENDING CHAPTER 12 "LICENSES AND BUSINESS REGULATIONS" SPECIFICALLY SECTION 12-21 "LICENSE FEE" AMENDING FEES FOR ITINERANT VENDOR/SOLICITORS LICENSE FEES; PROVIDING FOR A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CISCO, TEXAS:

Chapter 12, Licenses and Business Regulations, Article II is amended as follows:

Article II, Sec. 12-21 is amended to read as follows:

Sec. 12-21. License Fee.

(a) The fee for a license required by this article shall be as follows:

<i>Term of License</i>	<i>Fee</i>
One day	\$7.50
Seven days	\$11.50
30 days	\$25.00
Annual	\$100.00

(b) Non-profit organizations shall be exempt from the license fee requirements of this chapter.

Effective Date: This Ordinance shall be effective on April 15, 2025 and upon publication as required by law.

PASSED AND APPROVED on the first reading this the _____ day of _____, 2025.

PASSED AND APPROVED on the second reading this the _____ day of _____, 2025.

ATTEST:

Stephen Forester, Mayor

Tammy Osborne, City Secretary

APPROVED AS TO FORM:

William P. Chesser, City Attorney

Fees were amended on 10/01/24
not reflected yet online.

(a) The fee for a license required by this article shall be as follows:

Term of license	Fee
One day	\$5.00
Seven days	\$10.00
30 days	\$20.00
Annual	\$75.00

~~Removed~~
(b) Non-profit organizations, and multi-vendor events not exceeding three days shall be exempt from the license fee requirements of this chapter.

(Ord. of 11-26-57, § 6; Ord. No. O-1981-10-27, § 1, 10-27-81; Ord. No. O-84-7, 4-10-84; Code 1984, § 12-21; Ord. No. O-2014-4, 9-22-14)

This amendment will require vendors for multi-day events like Piefest to pay the regular license fees of:

One day - \$7.50
Seven days - \$11.50
Thirty days - \$25.00
Annual - \$100.00

PERSONNEL RULES AND PROCEDURES

2025 EDITION



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SECTION 1. AUTHORITY AND PURPOSE.

Under the authority granted to the City Manager by Section 42 of the City Charter, the following personnel policies are established to provide efficient application of practical procedures in personnel administration, to assure a uniform policy for all employees, to provide information concerning workplace behavior, and to establish employment benefits for all City of Cisco employees. The objectives of these rules and procedure's are as follows:

- a. To establish the expectation that all employees shall be efficient and competent in their work,
- b. To promote a positive work environment,
- c. To provide equal opportunity to all applicants seeking employment with the City of Cisco based on education, training, experience, and qualifications,
- d. To maintain a uniform plan of employment benefits,
- e. To establish a uniform plan to address employee misconduct,
- f. To establish that employment is subject to appropriate behavior, satisfactory work performance, and the City's budget.

SECTION 2. ADMINISTRATION.

The final authority for the administration of these policies is the City Manager, who, at their discretion, may delegate certain responsibilities to Department Heads and/or Supervisors as appropriate. Department Head is defined as the Police Chief, Fire Chief, City Secretary, Director of Public Works, and Director of Finance. Supervisor is defined as Wildfire Mitigation Supervisor, Street Supervisor, Chief Water Plant Operator, and Wastewater Supervisor.

SECTION 3. APPLICABILITY.

These policies shall apply to all employees in the service of the City of Cisco, except for the City Manager and others in the specific instances as noted.

SECTION 4. POSITIVE ATTITUDE

All city employees are employed to serve the residents of our city. Each employee must strive to treat all residents equally. The attitude and conduct of each City employee should promote goodwill and an agreeable attitude toward the City Administration.

SECTION 5. COMPETENCE

Each employee should have a thorough knowledge of what is required to do their job. They must maintain all professionally required licenses and/or certifications for the duration of their employment. Every employee has a duty to inform their superior if they are aware that they do not have the proper license and/or certification.

SECTION 6. DISCRIMINATION.

No employee or applicant shall be discriminated against based on race, color, sex, national origin, or religious beliefs,

Further, no employee or applicant shall be given an advantage or discriminated against because of political opinions or affiliations, provided that such opinions, affiliations, or beliefs do not advocate the overthrow of City government, State government or the Government of the United States of America by force or violence.

SECTION 7. CITIZENSHIP.

All employees of the City of Cisco shall be legal citizens of the United States of America.

SECTION 8. AGE LIMITS.

No person under the age of 18 shall be hired unless a parent or legal guardian executes a waiver and release.

SECTION 9. RECRUITMENT AND APPOINTMENT.

- a. The City Manager shall examine carefully the personnel needs of each department and determine the most economical use of resources to achieve the department's purpose.
- b. When it is determined that a vacant position should be filled or a new position is created, the Department Head will make recommendations to the City Manager as to who is the best qualified applicant.
- c. Active advertising and recruitment efforts such as newspaper advertising, contact with State employment representatives, job fairs and/or other means, should be used to reach as wide an audience as possible for qualified candidates.
- d. Application forms will be available at the City Hall and on the City of Cisco website.
- e. All people being considered for a position shall be required to complete an application and submit additional information regarding education, experience, references, and training, as requested.

- f. Each applicant shall:
 - i. Complete an in-person interview.
 - ii. Undergo a physical examination, if required.
 - iii. Complete a written examination or demonstrate skills in the field of employment for which he/she seeks a position, if requested.
- g. People who have been dismissed from employment with the City shall not be considered for reemployment except under extenuating circumstances and only with the approval of the applicable Department Head and the City Manager.
- h. The City Manager makes the final decision on all employment decisions.

SECTION 10. PROBATION PERIOD.

Every person appointed to a position in the service of the City shall be required to successfully complete a probation period of 180 days.

- a. The Department Head shall, during the probation period, closely observe and evaluate the work of all newly hired employees.
- b. A new employee may be dismissed at any time during the probation period.

SECTION 11. TRANSFERS.

Transfer of any employee from one department to another shall be made only with the approval of the City Manager. This is not to be interpreted as preventing temporary interdepartmental assignments in times of emergencies, vacation substitutions, or other unusual circumstances.

SECTION 12. CONTINUING EDUCATION

Employees are encouraged to take advantage of opportunities to continue their education, complete additional certifications, and acquire new licenses.

SECTION 13. HOURS OF WORK

The hours of work will normally be the 8-hour day beginning at 8:00 am and ending at 5:00 pm, when the city offices and departments are open for business. Work schedules that differ in number of hours and beginning and closing times from the traditional 8-hour workday may be set as required in the operation of certain departments, at the discretion of the Department Head, with the approval of the City Manager.

SECTION 14. REST PERIODS.

If authorized by their Department Head or supervisor, employees may take two (2) 15-minute rest periods each workday – such rest periods to be considered a privilege and not a right and never to interfere with work responsibilities.

SECTION 15. OVERTIME

- a. For Employees not Employed with the Fire Department – Overtime is paid in accordance with the Fair Labor Standards Act for each department. Hourly employees required to work overtime may be paid for overtime hours at 1 ½ times their regular rate of pay. Overtime is to be strictly controlled.
- b. For Employees Employed with the Fire Department – Firefighters required to work overtime may be paid for 12 overtime hours at 1 ½ times their regular rate of pay per 24-hour period. Overtime is to be strictly controlled.

SECTION 16. COMPENSATORY TIME

Instead of receiving cash payment for overtime worked, a nonexempt employee may be granted compensatory time. Taking compensatory time off from work should be scheduled so as not to unnecessarily interfere with City operations. Approval of Department Head or Supervisor is required.

- a. Same Work Week. The employee shall receive equal time off if the time off is taken within the same work week.
- b. Different Work Week. If the employee is unable to take off during the same work week, the overtime hours worked will be credited to the employee's "compensatory time bank." Compensatory hours are banked at one and one-half (1 ½) times the overtime hours worked.
- c. Maximum Accruals. All departments should encourage employees to maintain minimum balances in their compensatory time banks. Maximum accruals of compensatory time shall be 80 compensatory hours, except full-time firefighters will be allowed a maximum of 120 compensatory hours.
- d. Termination. Upon leaving the service of the City, an employee will be paid for any time remaining in his/her compensatory time bank. Since the accumulated hours are already recorded at time and a half, the balance will be paid based upon the employee's final hourly rate of pay.

SECTION 16. PART-TIME AND TEMPORARY PERSONNEL.

If necessary part-time or temporary employees may be hired with approval of the City Manager. Such part-time or temporary employees shall be paid at an hourly rate as

established by the City Manager; however, such employees shall not be entitled to any employment benefits (i.e., retirement, insurance, sick leave, vacation, etc.).

SECTION 17. VACATION.

Employees not Employed with the Fire Department:

- a. Employees are paid in accordance with the Fair Labor Standards. Permanent employees are eligible for annual vacation time. Vacation time will be based on a calendar year.
- b. An employee will earn 80 hours per year after the completion of the employee's first full calendar year. During the first calendar year of employment, employees will accumulate annual vacation time at the rate of 6.6 hours per month to be taken during the following full calendar year.
For example: an employee hired in March 2025 will accumulate 66 hours of vacation time to be taken during the 2026 calendar year; while an employee hired in October 2025 will accumulate 20 hours of vacation time to be taken during the 2026 calendar year.
- c. Employees completing ten (10) consecutive years of service with the City will be eligible for 120 hours of annual vacation time commencing on the first full calendar year after the employee's anniversary date.
Employees eligible for 120 hours of vacation time will be restricted to taking 80 hours of vacation time at any one time. Eligible employees will also have the option of accepting 40 hours of vacation time in salary at their current hourly rate instead of taking time off.
- d. Any employee completing twenty (20) consecutive years of service with the City will be eligible for 160 hours of annual vacation time commencing on the first full calendar after the employee's anniversary date.
Employees eligible for 160 hours of vacation time will be restricted to taking 80 hours of vacation time at any one time. Eligible employees will also have the option of accepting 80 hours of vacation time in salary at their current hourly rate instead of taking time off.
- e. An employee whose employment with the City is terminated for any reason after January 1 of the year following their date of employment, shall receive

a lump sum payment for all unused vacation time earned in prior years and a pro-rated amount of vacation time earned in the current year.

- i. The pro-rated amount for employees with less than 10 consecutive years of service will be equal to 3.07 hours multiplied by the pay periods worked minus any used vacation time.
- ii. The pro-rated amount for employees with 10 consecutive years of service but less than 20 consecutive years of service will be equal to 4.60 hours multiplied by the pay periods worked minus any used vacation time.
- iii. The pro-rated amount for employees with 20 or more consecutive years of service will be equal to 6.15 hours multiplied by the pay periods worked minus any used vacation time.

For example: an employee leaving employment with 12 years of service on June 5, 2026, will receive all their unused vacation time plus 4.60 of vacation hours per 13 pay periods for a total of 60 hours minus any vacation hours taken by the employee in 2026.

- f. Employees requesting vacation time must fill out a vacation request form and present it for approval to their supervisor, after approval from the supervisor, then presented to the City Manager for approval and then submitted to HR for approval. It must be presented for approval at least two (2) weeks (14 calendar days) in advance.
- g. To ensure that City services are not disrupted during the holiday season, all vacations scheduled during the months of November and December shall require prior approval of the City Manager and must be submitted for approval no later than September 30 for the same year. (Variation from this specific policy may be considered under special extenuating circumstances, subject to approval of the City Manager.)
- h. No vacation hours over the maximum number of hours allowed for employees may be carried into the next calendar year. The maximum number of vacation hours that can be carried into the next calendar year are as follows:
 - i. Employees with 1-9 years of service can carry a maximum of 80 hours of vacation time to the next calendar year.

- ii. Employees with 10-19 years of service can carry a maximum of 120 hours of vacation time to the next calendar year.
 - iii. Employees with 20 or more years of service can carry a maximum of 160 hours of vacation time to the next calendar year.
- i. On January 1, HR will convert any vacation hours over the maximum allowable to sick time. If an employee has maxed out their personal sick time, those days will be considered lost and not eligible for usage.

Fire Department Employees:

- a. Permanent full-time employees with the Fire Department are eligible for annual vacation time. Vacation time will be based on a calendar year.
- b. An employee will earn 120 hours per year after the completion of the employee's first full calendar year. During the first calendar year of their employment, employees will accumulate annual vacation time at the rate of 10 hours per month to be taken during the following full calendar year.

For example: an employee hired in March 2025 will accumulate 100 hours of vacation time to be taken during the 2026 calendar year; while an employee hired in October 2025 will accumulate 30 hours of vacation time to be taken during the 2026 calendar year.

- c. Any employee completing twenty (20) consecutive years of service with the City will be eligible for 240 hours of annual vacation time commencing on the first full calendar after the employee's anniversary date.

Employees eligible for 240 hours of vacation time will be restricted to taking 120 hours of vacation time at any one time. Eligible employees will also have the option of accepting 80 hours of vacation time in salary at their current hourly rate instead of taking time off.

- d. . An employee whose employment with the City is terminated for any reason after January 1 of the year following their date of employment, shall receive a lump sum payment for all unused vacation time earned in prior years and a pro-rated amount of vacation time earned in the current year.
 - i. The pro-rated amount for employees with less than 10 consecutive years of service will be equal to 3.07 vacation hours multiplied by the pay periods worked minus any used vacation time.
 - ii. The pro-rated amount for employees with 10 consecutive years of service but less than 20 consecutive years of service will be equal to

4.60 vacation hours multiplied by the pay periods worked minus any used vacation time.

- iii. The pro-rated amount for employees with 20 or more consecutive years of service will be equal to 6.15 vacation hours multiplied by the pay periods worked minus any used vacation time.

For example: an employee leaving employment with 12 years of service on June 5, 2026, will receive all their unused vacation time plus 4.60 of vacation hours per 13 pay periods for a total of 60 hours minus any vacation hours taken by the employee in 2026.

- e. Employees requesting vacation time must fill out a vacation request form and present it for approval to their supervisor, after approval from the supervisor, then presented to the City Manager for approval and then submitted to HR for approval. It must be presented for approval at least two (2) weeks (14 calendar days) in advance.
- f. To ensure that City services are not disrupted during the holiday season, all vacations scheduled during the months of November and December shall require prior approval of the City Manager and must be submitted for approval no later than September 30 for the same year. (Variation from this specific policy may be considered under special extenuating circumstances, subject to approval of the City Manager.)
- g. No vacation hours over the maximum number of hours allowed for employees may be carried into the next calendar year. The maximum number of vacation hours that can be carried into the next calendar year are as follows:
 - iv. Employees with 1-19 years of service can carry a maximum of 120 hours of vacation time to the next calendar year.
 - v. Employees with 20 or more years of service can carry a maximum of 240 hours of vacation time to the next calendar year.
- h. On January 1, HR will convert any vacation hours over the maximum allowable to sick time. If an employee has maxed out their personal sick time, those days will be considered lost and not eligible for usage.

SECTION 17. SICK LEAVE

Employees Not Employed with the Fire Department.

- a. Sick leave is paid in accordance with the Fair Labor Standards. Employees in permanent, full-time positions will be eligible for 96 hours of sick leave per year, accrued at one 8 hours per month.
- b. Sick leave may be used when medical, dental or optical examination treatment is necessary.
- c. Sick leave has no cash value upon termination of service.
- d. Notice of absence due to illness or off-job injury must be conveyed to the employee's Department Head prior to or as soon as possible after the scheduled time for reporting for duty on the first day of such absence, and each day thereafter until the employee returns to work. Failure to comply could result in the employee being placed on leave without pay or other disciplinary action, up to and including termination.
- e. The Department Head is responsible for immediately reporting absences due to illness or any other reason to the City Manager and HR Department in order that proper notation can be made to the employee's records, and if required, appropriate action can be taken with regard to insurance claims.
- f. Sick leave will not be reported on payrolls for less than one-half (1/2) of the regular workday.
- g. No sick time over the maximum number of hours allowed for employees may be carried into the next calendar year. The maximum number of sick time that can be carried into the next calendar year are as follows:
 - i. Years of service (calculated from the employee's original date of hire and are based on completed calendar years of employment) multiplied by 48 hours of sick time with a maximum accrued amount of 720 hours.

Fire Department Employees:

- a. Employees in permanent, full-time positions will be eligible for 120 hours of sick leave per year, accrued at one 10 hours per month.
- b. Sick leave may be used when medical, dental or optical examination treatment is necessary.
- c. Sick leave has no cash value upon termination of service.
- d. Notice of absence due to illness or off-job injury must be conveyed to the employee's Department Head prior to or as soon as possible after the scheduled time for reporting for duty on the first day of such absence, and

each day thereafter until the employee returns to work. Failure to comply could result in the employee being placed on leave without pay or other disciplinary action, up to and including termination.

- e. The Department Head is responsible for immediately reporting absences due to illness or any other reason to the City Manager and HR Department in order that proper notation can be made to the employee's records, and if required, appropriate action can be taken with regard to insurance claims.
- f. Sick leave will not be reported on payrolls for less than one-half (1/2) of the regular workday.
- g. No sick time over the maximum number of hours allowed for employees may be carried into the next calendar year. The maximum number of sick time that can be carried into the next calendar year are as follows:
 - ii. Years of service (calculated from the employee's original date of hire and are based on completed calendar years of employment) multiplied by 60 hours of sick time with a maximum accrued amount of 1,080 hours.

SECTION 18. SPECIAL LEAVES WITH PAY.

- a. Jury duty, up to five (5) working days,
- b. All employees entitled to vote at national, state, county, or municipal elections shall be allowed sufficient time off with pay to exercise this privilege.
- c. The City Manager may grant leave with pay and actual or determined expenses to attend professional meetings, short courses or schools.
- d. Funeral leave of three (3) working days may be extended an employee when death occurs to a member of his immediate family – immediate family being defined as an employee's spouse, father, mother, child, brother, sister, grandparents, or grandchildren.
- e. An employee ordered to quarantine or isolate by the person's supervisor or the City's or county's health authority due to a possible or known exposure to a communicable disease while on duty is entitled to receive paid quarantine leave for the duration of the leave.

SECTION 19. LEAVE WITHOUT PAY.

Under certain circumstances an employee may be granted leave without pay for no more than five (5) working days with the consent and approval of the City Manager.

SECTION 20. ABSENCE WITHOUT LEAVE.

No employee may fail to report for duty for a single day or any part of a day without notification to his Department Head or supervisor, or permission from their Department Head or supervisor. Such absence will result in leave without pay and the employee will be subject to disciplinary action up to and including termination. An unauthorized absence for two (2) working days will automatically be considered by the City as a resignation.

SECTION 21. HOLIDAYS.

The following are designated as official holidays with pay for all full-time employees, subject to the following conditions:

New Year's Day	January 1
Martin Luther King Day	3 rd Monday of January
President's Day	3 rd Monday of February
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11th
Thanksgiving	Thursday & Friday in November
Christmas	Christmas Eve, Christmas Day & Day After
Employee's Birthday	Floating holiday (with supervisor approval)

SECTION 22: HOLIDAY PAY

HOLIDAY COMPENSATION FOR PUBLIC WORKS EMPLOYEES

- a) For regular full-time employees a holiday is a period of eight (8) hours, paid at the employee's regular rate of pay,
- b) Regular part-time employees will receive pay for holidays on a pro-rata basis based on a percentage of their normal authorized weekly hours.
- c) Holidays that fall on a Saturday will be observed on the preceding Friday and those that fall on a Sunday will be observed on the following Monday.
- d) Employees will receive 3.5 hours of their regular rate of pay per day while working "first on call." If the employee exceeds forty (40) hours worked during the workweek the employee is entitled to overtime pay in accordance with the terms of the FLSA.

- e) Employees will receive 3 hours of their regular rate of pay per day while working “second on call.” If the employee exceeds forty (40) hours worked during the workweek the employee is entitled to overtime pay in accordance with the terms of the FLSA.

HOLIDAY COMPENSATION FOR PEACE OFFICERS

- a) For full Time Peace Officers a holiday is defined as the number of hours in one regularly scheduled shift on the official City holiday, paid at the employee’s regular rate of pay.
- b) Employees who are scheduled to work on an official City holiday (excluding Thanksgiving and/or Christmas Day) will take holiday leave equal to the period of the number of hours worked on the holiday, at a later date, but no later than thirty (30) days after the official City holiday occurs unless approved by the Chief of Police.
- c) Peace Officers who work on Thanksgiving Day and/or Christmas Day shall be compensated at 1 ½ times their regular rate for hours worked on those days.
- d) Peace Officers called in on an emergency basis to work a holiday for which they are not scheduled to work will be paid for all hours worked on the holiday at regular rate of pay (excluding Thanksgiving and/or Christmas Day), in addition to 12 hours of holiday time.
- e) When a holiday and a Peace Officer’s regularly scheduled day off occur on the same day, the Peace Officer will be given 12 hours of holiday leave to be used at a later date, but no later than thirty (30) days after the official City holiday occurs unless approved by the Chief of Police.

HOLIDAY COMPENSATION FOR FIRE DEPARTMENT

- a) For full-time firefighters a holiday is a period of twenty-four (24) hours, 12 of which are paid at the employee's 1 ½ times their regular rate and 12 of which are at the employee's regular rate of pay.

HOLIDAY COMPENSATION FOR UTILITY BILLING AND NONEXCEMPT EMPLOYEES

- a) For regular full-time employees a holiday is a period of eight (8) hours, paid at the employee's regular rate of pay,
- b) Regular part-time employees will receive pay for holidays on a pro-rata basis based on a percentage of their normal authorized weekly hours.
- c) Holidays that fall on a Saturday will be observed on the preceding Friday and those that fall on a Sunday will be observed on the following Monday.

INELIGIBILITY FOR HOLIDAY PAY

- a) Employees on unpaid leave or sick leave are not eligible for holiday pay.
- b) Non-exempt employees who are absent without authorized leave on the day preceding and/or following a holiday may not receive the compensation for the holiday. A Department Director may request a doctor's excuse from an employee for any sick leave utilized.
- c) Temporary/Seasonal employees do not qualify for holiday pay.
- d) An employee on Workers' Compensation leave, who is not on salary continuation, will not receive holiday pay.

HOLIDAY OCCURRING DURING VACATION LEAVE

A holiday that falls while an employee is on vacation leave will be paid as holiday time in lieu of vacation time.

FLOATING HOLIDAYS

Employees may only use Floating Holidays at the discretion of the Department Director who is responsible for continued departmental operations.

SECTION 22. PROGRESSIVE DISCIPLINE

The City of Cisco's Progressive Discipline policy outlines the steps we will take to address an employee's misconduct. When possible and appropriate, want to give our employees a chance to correct their behavior. When possible and appropriate, the City of Cisco will adhere to the following progression:

- a. Verbal Counseling
- b. Written Warning
- c. Employee Suspension/Performance Improvement Plan
- d. Termination

SECTION 23. SUSPENSIONS.

A Department Head, with approval from the City Manager, may, for just cause, suspend an employee without pay for up to five (5) working days. Additionally, an employee may be suspended without pay pending an investigation to determine whether an employee engaged in misconduct. Once the investigation is complete and depending on the

outcome an employee may be dismissed, or the suspension may be retracted, and the employee restored to duty without loss of pay.

SECTION 24. TERMINATION/DISMISSALS

The City of Cisco is an at-will employer. Termination or Dismissal of any employee of the City shall be made by the Department Head only with the prior knowledge and consent of the City Manager. The following are examples of grounds for dismissal and termination of employment:

- a. Incompetency or inefficiency in performance of duties.
- b. Discourteous, offensive, or abusive, by attitude, language or conduct, to the public or to fellow employees while said employee is in line of duty.
- c. Physical or mental incapacity for performance of their duties.
- d. Conviction of a felony or other crime involving moral turpitude.
- e. Guilty of misappropriation, theft or conversion of City property or services whether on or off duty.
- f. Excessive absenteeism or tardiness.
- g. Intoxication or drinking intoxicants while on duty, or the use of narcotics.
- h. Failing to make reasonable provisions for payment of just debts.
- i. Causing damage to City property or waste of City supplies through negligence or willful conduct.
- j. Soliciting or accepting for personal use a fee, gift or other valuable thing, when such is given with the expectation of receiving a favor or better treatment than accorded other persons.
- k. Absence without leave or failure to report after leave of absence has expired.
- l. Conduct indicating a lack of good moral character or any other conduct unbecoming to a City employee.
- m. Willful or negligible violation of any official City or departmental rule, regulation, special order or the personnel rules and procedures.
- n. Failing to obey any lawful and reasonable direction given by a supervisor or Department Head, when such violation or failure to obey may be considered insubordination or serious breach of discipline.
- o. Engaging in outside employment where such employment conflicts with or interferes with the performance of his/her duties for the City.
- p. Engaging in any contract, job, work or service to the City, outside their position of employment by the City or be interested or connected in any way with the sale to the City of any supplies, equipment, material or articles that might be purchased by the City.

- q. Be guilty of any other acts or conduct considered to be equal in gravity to the causes enumerated above.

This list is by no means an exhaustive list and an employee's employment may be terminated for reasons not presented in this section.

SECTION 25. ADDITIONAL WORK SEPARATIONS.

Resignation

An employee leaving the service of the City should submit notice of the resignation to their Department Head at least ten (10) working days prior to their departure. Failure to give such reasonable notice shall be considered grounds for denying future employment with the City.

Layoff

Employees are subject to layoff, with reasonable time of notice, when layoff is necessary due to changes in personnel requirements, positions, department organization or other reasons. Two-week notice shall be given to permanent employees in the City's service for more than one year.

SECTION 26. GRIEVANCE PROCEDURE.

An employee who has any complaint or grievance regarding a work-connected problem may appeal to their Department Head, then City Manager, in that order. The decision of the City Manager shall be considered final. It is also an employee's prerogative to present his problem to the Equal Opportunity Officer, whose nearest office to Cisco is in Abilene, Texas.

SECTION 27. DRUG AND ALCOHOL USE

While on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment, no employee may use, possess, distribute, sell, or be under the influence of alcohol, inhalants, illegal drugs, including drugs which are legally obtainable but which were not legally obtained, drug paraphernalia, and prescribed or over-the-counter drugs which are not being used as prescribed or as intended by the manufacturer.

The use of alcohol by an employee during a business lunch is prohibited. Further, an employee on duty or conducting City business, including City-related business

entertainment, may not drive his or her own personal vehicle while under the influence of alcohol. No employee in his or her work-related capacity should ever be impaired because of the excessive use of alcohol. Absent specific approval by the City Manager, City employees may not bring alcoholic beverages on City premises, including parking lots adjacent to City work areas, and may not store or transport alcohol in a City-owned or leased vehicle.

Permissive Use of Prescribed and Over-The-Counter Drugs

The legal use of prescribed and over-the-counter drugs is permitted while on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment only if it does not impair an employee's ability to perform the essential functions of the job (or operate the vehicle, property or other equipment) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace. Examples of impairment include, but are not limited to, drowsiness, dizziness, confusion, or feeling shaky.

Police Department Employees

Certain City Police Department employees may be required to be in possession of alcohol and/or drugs in carrying out their job duties. Such employees will be exempted from certain portions of this policy under certain limited conditions. Additional guidelines may be established by the Police Department operating procedures.

Pre-employment Testing

Drug and alcohol tests will be conducted after a conditional offer of employment is made, but before actually performing work for the first time. These tests may also be required when employees are promoted, demoted or transferred into a job subject to this policy, subject to the City Manager's discretion.

Mandatory Disclosure by Employees.

Employees taking prescription medication and/or over-the-counter medication must report such use to the City Manager if there is a reasonable likelihood the medication will impair the employee's ability to perform the essential functions of their job (or operate a vehicle, property or other equipment, if applicable) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace.

On-Call Employees

Employees scheduled to be on call are expected to be fit for duty upon reporting to work. Any employee scheduled to be on call, and is called out, is governed by this policy. If an employee is called out for work and is under the influence of any substance such that reporting to work would result in a violation of this policy, the employee must advise the appropriate supervisor on duty. The employee will not be required to report to work.

Mandatory Reporting of Arrests and Convictions.

Employees must notify the City Manager, in writing, of any alcohol or drug-related arrest and/or convictions (including a plea of *nolo contendere*) or deferred adjudication, for a violation occurring off-duty and/or in the workplace no later than twenty-four (24) hours after the arrest and/or conviction.

Post-Accident Testing.

Drug and alcohol tests shall be conducted after accidents in which the employee's performance could have contributed to the accident and for all fatal accidents even if the employee is not cited for a moving traffic violation. Post-accident testing must be conducted as soon as practicable on all employees following an occurrence involving motor vehicle operating on a public road in commerce, as follows:

- a. When the employee is issued a moving traffic violation citation and one or more of the vehicles involved is disabled and must be towed from the scene,
- b. When the employee is issued a moving traffic violation citation and any person involved in the accident is injured to the extent that he/she requires and receives immediate medical treatment away from the scene of the accident, or
- c. In an accident involving a fatality, testing will be performed on anyone who was performing safety sensitive functions with respect to the vehicle.

An employee subject to post-accident testing must remain immediately available for such testing or will be deemed by the City to have refused to test. Nothing in this policy shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary medical care.

In post-accident situations, the City may substitute a blood or breath alcohol test for a urine drug test, so long as the test is performed by state or local law enforcement officials using procedures required by their jurisdictions, provided such test results are received directly from the local jurisdiction or the employee. A positive post-accident test administered by law enforcement will result in the same action as a positive post-accident test performed at the City's request.

Post-Accident Alcohol Testing

If alcohol testing cannot be administered within 2 hours of one of the above-mentioned occurrences, a written statement explaining why the alcohol test was not promptly administered must be provided by the City Manager. If alcohol testing cannot be administered within 8 hours after the occurrence, the City will cease attempts to administer an alcohol test and document the reasons the alcohol test was not administered. This report must be documented in the employee's drug testing file.

Post-Accident Drug Testing

An employee will be tested for substances including drugs and alcohol as soon as practicable but not later than 32 hours after one of the above listed occurrences. If the employee is not drug tested within 32 hours, a report documenting the reason why will be completed. This report must be documented in the employee's drug testing file.

Off-Duty Conduct

The City may take disciplinary action, up to and including termination of employment, if an employee's off-duty use of or involvement with drugs or alcohol is damaging to the City's reputation or business, is inconsistent with the employee's job duties, or when such off-duty use, or involvement adversely affects the employee's job performance. Any employee reporting to work under the influence of illegal drugs or alcohol (.02 blood alcohol content or higher) may be disciplined, up to and including termination.

Policy Violations.

Violations of this policy will generally lead to disciplinary action, up to and including immediate termination of employment. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Director of Human Resources to receive assistance or referrals to appropriate resources in the community.

Refusal to Take Test

Any employee who refuses to be tested, or who attempts to alter or tamper with a sample or any other part of the testing process, will be subject to disciplinary action up to and including termination.

Positive Test

A positive test result is a violation of the City's Drug and Alcohol Use Policy and may result in disciplinary action up to and including termination of employment. Any employee who is terminated for violation of the City's Drug and Alcohol Use Policy is ineligible for future employment with the City.

SECTION 28 – SMOKING AND VAPING POLICY

The City of Cisco will maintain smoke- free and vape-free facilities. No smoking or vaping of any kind is permitted in any part of the building or in vehicles owned, leased, or rented by the City of Cisco. Employees may smoke or vape outside of buildings and vehicles. When smoking Dispose of any litter properly in appropriate receptacles. No additional rest periods beyond those allowed under this policy may be taken for the purpose of smoking.

SECTION 29. SAFETY RESPONSIBILITIES.

Department Heads are responsible for promoting safety programs and regulations within their departments and providing, insofar as possible, safe surroundings in all places of employment. Department Heads shall instruct their employees in safe work habits and safe handling of equipment.

Department Heads need to be on the alert for such hazards as defective electrical equipment, chains or ropes, unguarded machines, belts and pulleys, unsafe ladders, unsafe vehicles, tools and machinery, and other conditions that could jeopardize the safety of employees, and they shall take immediate steps to correct such conditions.

Employees, in turn, are required to comply with safety regulations and take all precautionary measures to safeguard themselves, co-workers, and other persons. Any breach of safety regulations or unsafe conditions shall be reported to the Department Head immediately.

SECTION 30. CARE OF CITY EQUIPMENT AND VEHICLES.

All employees entrusted with the operation of City vehicles and equipment are expected to observe the highest standards of proper operation and care for such equipment. Defects, existing or suspected, should be reported immediately to the Department Head in writing. All motor vehicle accidents involving city-owned property shall be documented and reported immediately to the Department Head. All equipment damage shall be reported within twenty-hour (24) hours to the Department Head in writing. All drivers are required to have a valid Texas Drivers or Commercial license. All operators of City-owned equipment shall obey all State and municipal traffic laws and take all safety precautions possible to prevent accidents. There shall be no smoking in City owned, leased or rented vehicles or other property.

SECTION 31. FINANCIAL OBLIGATIONS.

All employees are expected to do everything possible to maintain a good credit rating, pay City taxes, and satisfy all just debts. Failure to do so jeopardizes the credit ratings of co-workers and reflects against the City.

SECTION 32. EMPLOYEE SUGGESTIONS.

Employees are encouraged to make suggestions which may improve municipal service, safety, communications, public relations, lower maintenance and operation costs, or improve operations in any way. Such suggestions should be given to the Department Head and/or City Manager.

SECTION 33. APPROPRIATE EMPLOYEE USE OF SOCIAL MEDIA

- a. Employees assigned to maintain City social media sites shall adhere to the principles articulated in this policy. Employees shall not work on departmental social media sites during off-duty hours unless specifically pre-approved to do so in writing on a day-to-day basis by the employee's supervisor. All such time worked outside the employee's normal work scheduled shall be reported and included in the employee's 40-hour work week. Any work in excess of 40 hours will be paid overtime as required by law and City policy.
- b. Consistent with the City's policies on use of the City's telephone and email systems, incidental and occasional personal use of social media is permitted during work hours provided it is very limited in duration and does not have a detrimental effect on employee productivity.
- c. City resources, work time, social media tools, and a City employee's official position shall not be used for personal profit or business interests or to

- participate in political activity. For example, a building inspector may not use the City's logo (or its likeness), email, or work time to promote a side business.
- d. Personal or business venture social media account names shall not be tied to the City. For example, "CityofCiscoCop" would not be an appropriate personal account name.
 - e. If commenting on City business, employees should use a disclaimer which establishes that their comments represent their own opinions and do not represent those of the City of Cisco.
 - f. Employees may not attribute personal statements or opinions to the City when engaging in private blogging or postings on social media sites.
 - g. Employees, City contract employees, and City volunteers shall not use their City email account or password in conjunction with a personal social networking site.
 - h. City employees, contract employees for the City, and City volunteers shall not post images, files, or text depicting City property, equipment, or personnel in any manner that would adversely affect the reputation of the City or a City department.
 - i. The following guidelines apply to personal communications using various forms of social media:
 1. Use common sense when using social media sites. Remember that what you write is public, may be public for a long time, and may spread to large audiences. Refrain from posting information that you would not want your supervisor or other employees to read or that you would be embarrassed to see in the newspaper or on television.
 2. The City expects its employees to be truthful, courteous, and respectful toward supervisors, co-workers, citizens, customers, and other persons associated with the City. Employees shall not engage in name-calling or personal attacks or other such demeaning behavior.

SECTION 34. CELL PHONE USE

The following are City of Cisco's basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks:

- Never use a cell phone while driving;
- Never use a cell phone while operating equipment;
- Do not use cell phones for "surfing" the internet or gaming during work; and
- Do not use cell phones to record confidential information.

SECTION 35. GROUP INSURANCE PLAN.

The City provides, at no cost to the employees, medical health, vision, and dental insurance to all permanent employees. A life insurance policy on the employee is also provided at no cost to the employee.

SECTION 36. WORKER'S COMPENSATION.

The City provides Worker's Compensation insurance which provides coverage for losses or damage suffered by the employee because of an accident during the performance of that employee's job.

Employees shall report, in writing, all possible or suspected on-the-job injuries to their Department Head immediately and to HR within twenty-four (24) hours.

SECTION 37. SOCIAL SECURITY.

All City employees are covered under Social Security.

SECTION 38. RETIREMENT BENEFITS.

The City of Cisco is a member of the Texas Municipal Retirement System, a cooperative organization of Texas towns and cities formed and operating under the provision of House Bill No. 166, Acts of the 51st Texas Legislature (1949), the purpose of which is to provide an adequate and dependable plan for the retirement of employees of Texas municipalities.

All City employees, under the age of fifty-five (55) years at the time of their employment by the City, are required as a condition of their employment, to participate in the City's retirement program.

After completion of at least five (5) years of service, any employee retiring from the City will receive a gift based on their years of service as follows:

5 – 10 years	\$ 75.00
11-15 years	\$125.00
16-20 years	\$175.00
21 plus years	\$300.00

SECTION 39. POLITICAL ACTIVITY.

No employee, permanent or part-time, shall take an active part in any political campaign relating to an election to a City office, to include soliciting, campaigning, or propagandizing. No political posters or propaganda of any manner (local, state, or

national) are to be displayed on any City property in any manner. Violation of this policy will result in disciplinary action, up to and including termination.

SECTION 40. CARRYING OF WEAPONS

No employee shall openly carry any firearm (handgun, long gun, or shotgun), whether they have a license to carry or not, during any time they are at work for the City of Cisco, including but not limited to normal working hours, call-out or special duty. Officers of the Cisco Police Department are exempt from this policy.

SECTION 41 – TRAVEL POLICY

AUTHORIZATION REQUIRED

The City Manager may authorize travel leave and expenses for city business outside the city. The City Manager or Department Head shall approve each travel request prior to its occurrence. All travel requests must be submitted on forms provided for that purpose as required by the Finance Director.

VEHICLES:

When travel is required for city business a city vehicle or personal car will normally be used. When available, it is preferred that a city vehicle be used.

City Vehicle: When city vehicles are used, all expenses incidental to the use of such vehicles (parking, gasoline, oil, repairs, etc.) shall be reimbursed. Receipts will be required to be submitted to the Finance Director for reimbursement. Use of city credit cards instead of reimbursement is preferred for transportation expenses incurred in city vehicles.

Personal Vehicle: When employees use their personal vehicles, all travel mileage will be paid in accordance with the Texas State Comptroller's standards including any parking fees.

- a. **Shortest Route:** Mileage will be paid based on the shortest route from the city to the primary travel destination. Alternate routes, which are desirable because of personal affairs of the travel, can be used, but only on the travel's time and with the traveler bearing the additional cost of the alternate route.
- b. **Incidentals:** The payment of mileage includes all costs associated with operating a personal vehicle (oil, gas, repairs, etc.) and no additional payment will be made for these items. The city will reimburse the required parking costs upon the submission of a valid receipt.

FOOD AND LODGING

Whenever authorized by the City Council or City Manager, an employee representing the city at a function or attending a meeting, training course, or seminar where food and lodging expenses are incurred will be authorized for reimbursement using the rates established by the U.S. General Services Administration and found at www.gsa.gov.

REGISTRATION

The city will be responsible for the cost of registration for meetings, training courses, or seminars. Where applicable, city credit cards should be used for payment of registration fees. If not available, registration fees can be paid with the Finance Director's approval through the normal accounts payable system upon presentation of the registration form.

SECTION 41. SAVING CLAUSE.

The provisions of these rules are declared to be severable and if any rule, section, sentence, clause, phrase, or word of these rules shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining rules, sections, sentences, clauses, phrases, and words of the rules, but they shall remain in effect.

SECTION 42. CHANGE OF RULES.

These Rules and Procedures may be amended, repealed, or supplemented and new rules issued by the City Manager at any time.

SECTION 43. EFFECTIVE DATE.

These Rules and Procedures shall be effective on April 15, 2025.

Sarah Adams
Cisco City Manager