

CITY OF HUNTSVILLE, TEXAS

Russell Humphrey, Mayor

Vicki McKenzie, Mayor Pro Tem
Position 3 At-Large
Bert Lyle, Position 1 At-Large
Karen Denman, Position 2 At-Large
Pat Graham, Position 4 At-Large



Tore Fossum, Ward 1
Casey Cox, Ward 2
Anissa Antwine, Ward 3
Jon Strong, Ward 4

**HUNTSVILLE CITY COUNCIL AGENDA
TUESDAY, JANUARY 7, 2025**

REGULAR SESSION 6:00 P.M. - Main Conference Room

City of Huntsville Service Center Complex, 448 Highway 75 N, Huntsville, Texas, 77320

Persons with disabilities who plan to attend this meeting and may need auxiliary aids or services are requested to contact the City Secretary's office (936.291.5413) two working days prior to the meeting for appropriate arrangements.

MAIN SESSION (6:00 p.m.)

CALL TO ORDER

INVOCATION AND PLEDGES - *U.S. Flag and Texas Flag: Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one, and indivisible.*

1. CONSENT AGENDA

The presiding officer will call for public comments before action is taken on these items. *(Approval of Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendations. An item may be removed from the Consent Agenda and added to the Statutory Agenda for full discussion by request of a member of Council.)*

- a. Consider approving the Minutes from the December 17, 2024, Regular City Council Meeting.
Kristy Doll, City Secretary
- b. Consider adoption of Ordinance 2025-2 to amend the budget for FY 24-25 and/or CIP Project Budgets.
Steve Ritter, Finance Director
- c. Consider adopting Resolution 2025-01 to adopt a policy to set guidelines for the management of the City of Huntsville's electronic textual communication, including email and text messages, and establish guidelines for managing email communications.
Kristy Doll, City Secretary
- d. Consider approving the expenditure of funds approved in the 2024-2025 FY budget for the up-fitting of police vehicles.
Darryle Slaven, Police Chief
- e. Consider authorizing the City Manager to approve a supply agreement with Badger Meter for water meters, software, and associated supply items.
Brent Sherrod, Public Works Director
- f. Consider authorizing the City Manager to enter into a contract for sewer line replacement and rehabilitation.
Brent Sherrod, Public Works Director

2. STATUTORY AGENDA

- a. First Reading** - Consider and possible action to approve Ordinance No. 2025-1, authorizing participation with other Entergy Service Area Cities in matters concerning Entergy Texas, Inc and authorizing the hiring of lawyers and rate experts and the City's participation at the Public Utility Commission of Texas.
Leonard Schneider, City Attorney
- b. Second Reading** - Consider Ordinance 2024-34, a Zoning District Map Amendment request to change the zoning designation from Medium-Density Residential to Mixed Use at 1605 15th Street, Walker County Property ID 27851.
Layne Yeager, City Planner/Airport Manager

3. CITY COUNCIL/MAYOR/CITY MANAGER

- a.** Receive an update from Development Services Staff on The Ridge development and its current stage in the City's development process.
Jon Strong, Councilmember Ward 4
Vicki McKenzie, Councilmember At-Large Position 3
Tore Fossum, Councilmember Ward 1
- b.** Consider authorizing staff to solicit a Request for Qualifications (RFQ) for a Municipal Court Prosecutor.
Russell Humphrey, Mayor
- c.** Consideration and possible action to accept Judge Gaines's Letter of Resignation effective January 1, 2025.
Russell Humphrey, Mayor

4. MEDIA INQUIRIES RELATED TO MATTERS ON THE AGENDA

5. ITEMS OF COMMUNITY INTEREST

6. EXECUTIVE SESSION

- a.** City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.071, to receive legal advice on personnel matters and procedures involving Municipal Court, and Chapter 551, Section 551.074 – Personnel Matters: regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Municipal Court Judge and Municipal Court Alternate Judge.
Leonard Schneider, City Attorney
Russell Humphrey, Mayor
- b.** City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.074 – Personnel Matters: regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Municipal Court Prosecutor.
Russell Humphrey, Mayor
- c.** City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.074 – Personnel Matters: regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Manager.
Russell Humphrey, Mayor

7. RECONVENE

Take action on items discussed in executive session, if needed.

ADJOURNMENT

*If during the course of the meeting and discussion of any items covered by this notice, City Council determines that a Closed or Executive session of the Council is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Section 551.071 – consultation with counsel on legal matters; 551.072 – deliberation regarding purchase, exchange, lease or value of real property; 551.073 – deliberation regarding a prospective gift; 551.074 – personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; 551.076 – implementation of security personnel or devices; 551.087 – deliberation regarding economic development negotiation; Sec. 551.089 - deliberation regarding security devices or security audits; and/or other matters as authorized under the Texas Government Code. If a Closed or Executive session is held in accordance with the Texas Government Code as set out above, the City Council will reconvene in Open Session to take action, if necessary, on the items addressed during Executive Session.

CERTIFICATE

I, Kristy Doll, City Secretary, do hereby certify that the above notice was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City’s website, www.HuntsvilleTX.gov, in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: January 3, 2024

TIME OF POSTING: 10:00 a.m.

TAKEN DOWN:

Kristy Doll

Kristy Doll, City Secretary



CITY COUNCIL AGENDA

1/7/2025

Agenda Item Number: 1.a.

Agenda Item: Consider approving the Minutes from the December 17, 2024, Regular City Council Meeting.

Initiating Department/Presenter: City Secretary

Presenter:

Kristy Doll, City Secretary

Recommended Motion: Motion to approve the Minutes from the December 17, 2024 Regular City Council Meeting.

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications:

Approvals:

Kristy Doll

Associated Information:

1. City Council Meeting Minutes 12-17-2024

HUNTSVILLE CITY COUNCIL MINUTES REGULAR MEETING HELD ON THE 17th DAY OF DECEMBER 2024 AT 6:00 P.M. AT THE CITY OF HUNTSVILLE SERVICE CENTER COMPLEX, LOCATED AT 448 HIGHWAY 75, IN THE CITY OF HUNTSVILLE, WALKER COUNTY, TEXAS.

The City Council met in regular session with the following:

COUNCILMEMBERS PRESENT: Mayor Humphrey, Mayor Pro Tem McKenzie, Councilmember At-Large Position 1 Lyle, Councilmember Ward 1 Fossum, Councilmember At-Large Position 2 Denman, Councilmember Ward 2 Cox, Councilmember Ward 3 Antwine, Councilmember At-Large Position 4 Graham, Councilmember Ward 4 Strong

COUNCILMEMBERS ABSENT:

OFFICERS PRESENT: Sam Masiel, Interim City Manager; Kristy Doll, City Secretary; Leonard Schneider, City Attorney

OFFICERS ABSENT:

WORKSHOP (5:00 p.m.)

Mayor Humphrey called the workshop to order at 5:00 p.m.

DISCUSSION

- a. Presentation on priorities for Wastewater Capital Improvement Projects Kathlie Jeng-Bulloch, City Engineer

Mayor Humphrey adjourned the workshop at 5:43 p.m.

MAIN SESSION CALL TO ORDER

Mayor Humphrey called the meeting to order at 6:00 p.m.

INVOCATION AND PLEDGES - *U.S. Flag and Texas Flag:* *Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one, and indivisible.*

Councilmember Lyle gave the invocation, and the pledges were led by Mayor Humphrey.

Councilmember Lyle stepped down from the dias.

PUBLIC HEARING

- a. **Hold a public hearing on a Zoning District Map Amendment request to change the zoning designation from Medium-Density Residential to Mixed Use at 1605 15th Street, Walker County Property ID 27851.**
Layne Yeager, City Planner/Airport Manager

Mayor Humphrey called the Public Hearing to order at 6:03 p.m.

Applicant Bert Lyle spoke regarding an amendment request to the item.

Mayor Humphrey called for citizen comments, there were no comments from the public.

Mayor Humphrey closed the Public Hearing at 6:06 p.m.

Councilmember Lyle returned to the dias.

- b. Hold a public hearing on a Zoning District Map Amendment request to change the zoning designation from Mixed Use to a Planned Development and consideration of the concept plan for a master-planned development known as Legacy Pines, located adjacent to Veterans Memorial and Smither Road on Walker County Property ID's 11382, 11394, 11417, 15912, 15914, 15915, 15919, 17467, 20696, 20701, 20702, 20703, 20706, 21344, 21347, 21348, 38208, 42930, 45677, 45678, 45680, 45682, 45683, 45685, 52771, 55265, 55884, 62370, 69465, 69467.
Layne Yeager, City Planner/Airport Manager**

Mayor Humphrey called the Public Hearing to order at 6:06 p.m.

The applicant for Legacy Pines gave a presentation.

Mayor Humphrey called for citizen comments, there were no comments from the public.

Mayor Humphrey closed the Public Hearing at 6:24 p.m.

1. CONSENT AGENDA

The presiding officer will call for public comments before action is taken on these items. (*Approval of Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendations. An item may be removed from the Consent Agenda and added to the Statutory Agenda for full discussion by request of a member of Council.*)

- a. Consider approving the Minutes from the December 3, 2024, Regular City Council Meeting.
Kristy Doll, City Secretary**
- b. Consider adoption of Ordinance 2024-33 to amend the budget for FY 24-25 and/or CIP Project Budgets.
Steve Ritter, Finance Director**
- c. Consider Resolution 2024-27 authorizing the City Manager to apply for and accept, if awarded, funding under the FY24 High Hazard Potential Dams (HHPD) Rehabilitation Grant for Dawson Lake Dam.
Kathlie Jeng-Bulloch, City Engineer**
- d. Consider approving the Master Interlocal Agreement with "791 Purchasing Cooperative", authorizing the City Manager to enter into an interlocal agreement with the 791 Purchasing Cooperative in order for the City to participate in 791 Purchasing Coop public purchasing cooperative.
Steve Ritter, Finance Director**
- e. Consider authorizing the City Manager to approve the purchase of a prefabricated restroom facility for Emancipation Park.
Penny Joiner, Director of Parks and Leisure**
- f. Consider approving the contract renewal for janitorial services for City facilities provided by Metroclean.
Penny Joiner, Director of Parks and Leisure**
- g. Consider authorizing the City Manager to execute the first amendment to the Urban Forest Development Agreement.
Kevin Byal, Director of Development Services**

- h. Consider authorizing the City Manager to approve the Additional Service for the AJ-08 & AJ-10 Trunk Sanitary Sewer Line Replacements Project Number 21-03-01.**
Kathlie Jeng-Bullock, City Engineer

Councilmember Jon Strong made a motion to approve the Consent Agenda, Items a through h. The motion was seconded by Councilmember Casey Cox. The motion passed 9 - 0. Yes: Russell Humphrey, Karen Denman, Vicki McKenzie, Jon Strong, Pat Graham, Bert Lyle, Anissa Antwine, Tore Fossum, Casey Cox; No: None.

2. STATUTORY AGENDA

Councilmember Lyle excused himself from his seat at the dias and left the council chambers prior to the reading of item 2.a.

- a. First Reading - Consider Ordinance 2024-34, a Zoning District Map Amendment request to change the zoning designation from Medium-Density Residential to Mixed Use at 1605 15th Street, Walker County Property ID 27851.**
Layne Yeager, City Planner/Airport Manager

First reading, no action taken

Councilmember Lyle returned to the council chambers and his seat at the dias.

- b. Consider approving the concept plan for a master-planned development known as Legacy Pines, located adjacent to Veterans Memorial Parkway, Col. Etheredge Blvd., Smither Drive and Woodward Drive on Walker County Property ID's 11382, 11394, 11417, 15912, 15914, 15915, 15919, 17467, 20696, 20701, 20702, 20703, 20706, 21344, 21347, 21348, 38208, 42930, 45677, 45678, 45680, 45682, 45683, 45685, 52771, 55265, 55884, 62370, 69465, 69467.**
Layne Yeager, City Planner/Airport Manager

Councilmember Vicki McKenzie made a motion to approve the concept plan for a master-planned development known as Legacy Pines, located adjacent to Veterans Memorial Parkway, Col. Etheredge Blvd., Smither Drive and Woodward Drive on Walker County Property ID's 11382, 11394, 11417, 15912, 15914, 15915, 15919, 17467, 20696, 20701, 20702, 20703, 20706, 21344, 21347, 21348, 38208, 42930, 45677, 45678, 45680, 45682, 45683, 45685, 52771, 55265, 55884, 62370, 69465, 69467. The motion was seconded by Councilmember Anissa Antwine. The motion passed 9 - 0. Yes: Russell Humphrey, Karen Denman, Vicki McKenzie, Jon Strong, Pat Graham, Bert Lyle, Anissa Antwine, Tore Fossum, Casey Cox; No: None

3. CITY COUNCIL/MAYOR/CITY MANAGER

4. MEDIA INQUIRIES RELATED TO MATTERS ON THE AGENDA

None

5. ITEMS OF COMMUNITY INTEREST

Councilmembers announced Items of Community Interest.

6. EXECUTIVE SESSION

- a. City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.074 – Personnel Matters: regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Manager.**
Russell Humphrey, Mayor

- b. City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.087 for deliberation regarding economic development negotiations - Project Cowboy. Tammy Gann, Director of Economic Development**

City Council convened in Executive Session at 6:33 p.m.

7. RECONVENE

City Council reconvened from Executive Session at 8:03 p.m.

Councilmember Vicki McKenzie made a motion to authorize the City Manager to enter into a 380 agreement with Zenner USA after the City Attorney reviews the agreement. The motion was seconded by Councilmember Tore Fossum. The motion passed 9 - 0. Yes: Russell Humphrey, Karen Denman, Vicki McKenzie, Jon Strong, Pat Graham, Bert Lyle, Anissa Antwine, Tore Fossum, Casey Cox; No: None

ADJOURNMENT

Mayor Humphrey adjourned the meeting without objection at 8:04 p.m.

ATTEST:

CITY OF HUNTSVILLE

Kristy Doll, City Secretary

Russell Humphrey, Mayor



CITY COUNCIL AGENDA

1/7/2025

Agenda Item Number: 1.b.

Agenda Item: Consider adoption of Ordinance 2025-2 to amend the budget for FY 24-25 and/or CIP Project Budgets.

Initiating Department/Presenter: Finance

Presenter:

Steve Ritter, Finance Director

Recommended Motion: Move to adopt Ordinance 2025-2 to amend the budget for FY 24-25 and/or CIP Project Budgets.

Strategic Initiative: Strategic Priority #2, Economic Development - Create an economic climate for the City of Huntsville that drives development of diverse industries and sectors, providing sustainable economic growth and improved living standards.

Discussion: Detailed explanation for the Budget Amendments is provided in the attachment, Exhibit A, to the Ordinance. The Budget Amendment was discussed with the Finance Committee at their January 7, 2025 meeting.

Previous Council Action: No previous Council action for these budget amendments

Financial Implications: See the attached Ordinance 2025-2 and related Budget Amendment (Exhibit A).

Approvals:

Steve Ritter

Sam Masiel

Kristy Doll

Associated Information:

1. Ordinance 2025-2 1-7-25 CC mtg
2. 1-7-25 Budget Amendments Exhibit A

ORDINANCE NO. 2025-2

AN ORDINANCE OF THE CITY OF HUNTSVILLE, TEXAS, AMENDING THE 2024-2025 ANNUAL BUDGET AND CAPITAL IMPROVEMENTS PROJECTS (CIP) BUDGETS, ORDINANCE NO. 2024-24 TO AMEND ADOPTED EXPENDITURES OF THE BUDGET; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the 2024-2025 Annual Budget and CIP Budgets were adopted by Ordinance 2024-24 on September 17, 2024;

WHEREAS, various unforeseen circumstances affecting the City have presented themselves during the course of the fiscal year;

WHEREAS, the City Council considered the circumstances independently, deliberating appropriately on the associated revenues and expenditures and the overall impact on the general financial status of the City;

WHEREAS, pursuant to the laws of the State of Texas and the City Charter of the City of Huntsville, Texas, the City Council has determined that it will be beneficial and advantageous to the citizens of the City of Huntsville to amend the annual budget for fiscal year 2024 – 2025 and the Capital Improvements Projects (CIP) budget as set forth herein; and

WHEREAS, this ordinance combines the independent Council actions into one budget amendment document;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, that:

Section 1. The findings set forth above are incorporated into the body of this ordinance.

Section 2. The annual budget for fiscal year 2024 – 2025 is hereby amended to include the expenditures and revenues in Exhibit “A” and the Capital Improvements Projects budget is hereby amended to include the expenditures described in Exhibit “A” attached hereto and made a part of this ordinance as if set out verbatim herein.

Section 3. All ordinances of the City in conflict with the provisions of this ordinance are hereby repealed, and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

Section 4. Should any section, portion, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reason, it shall not invalidate or impair the force or effect of any other section or portion of this ordinance.

Section 5. The necessity for amending the budget for the fiscal year 2024 – 2025 and Capital Improvements Projects, as required by the laws of the State of Texas, requires that this ordinance shall take effect immediately from and after its passage, as the law in such cases provides.

Section 6. This ordinance shall take effect immediately after its passage.

PASSED AND APPROVED on this the 7th day of January 2025.

THE CITY OF HUNTSVILLE, TEXAS

Russell Humphrey, Mayor

ATTEST:

APPROVED AS TO FORM:

Kristy Doll, City Secretary

Leonard Schneider, City Attorney

	Budget Amendments FY 24-25 City Council - January 7, 2025
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Exhibit A	Increase: Contributions - Customers	\$ 734,800
	Increase: Surface Water Plant Improvements	\$ 734,800
	Explanation: The City has an agreement dated June 1, 1998 with Tenaska Frontier Partners, Ltd. to provide clarified water to Tenaska's power plant approximately 25 miles west from the City of Huntsville. The agreement provides that Tenaska will pay for all costs for improvements to the TRA water plant that relate to providing Tenaska their water. Part of the Trinity River Authority's (TRA) CIP for the next several years includes improvements to the equipment and facilities to provide water to Tensaka. The estimated total cost for such is estimated to be \$4,903,500. Recently TRA provided an invoice to the City for the design cost (including "TRA labor") for the improvements related to Tenaska. The invoice is in the amount of \$734,800. The proposed budget amendment will put in place budget for the cost and related reimbursement/revenue to be received from Tenaska. If additional costs for improvements to the TRA plant related to Tenaska are anticipated in FY 24-25 an additional proposed Budget Amendment will be brought to the Finance Committee and Council for consideration.	



CITY COUNCIL AGENDA

1/7/2025

Agenda Item Number: 1.c.

Agenda Item: Consider adopting Resolution 2025-01 to adopt a policy to set guidelines for the management of the City of Huntsville's electronic textual communication, including email and text messages, and establish guidelines for managing email communications.

Initiating Department/Presenter: City Secretary

Presenter:

Kristy Doll, City Secretary

Recommended Motion: Motion to adopt Resolution 2025-01 adopting a policy to set guidelines for the management of the City of Huntsville's electronic textual communication, including email and text messages, and establish guidelines for managing email communications in compliance with the Texas Local Government Records Act, ensuring proper retention, preservation, and destruction of government records.

Strategic Initiative: Strategic Priority #1, Public Safety - Create a community where all individuals feel safe and protected, where citizens trust the effectiveness of our agencies through community engagement, technologies, and best practices. We strive to promote a culture of service, prevention and partnership.

Discussion: The City has adopted the Texas State Library and Archives Commission as its Records Management Program in Ordinance No. 2018-01. The Resolution adopts a policy to set guidelines for the management of the City of Huntsville's electronic textual communication, including email and text messages, and establish guidelines for managing email communications in compliance with the Texas Local Government Records Act, ensuring proper retention, preservation, and destruction of government records.

Previous Council Action: N/A

Financial Implications: N/A

Approvals:

Leonard Schneider

Sam Masiel

Kristy Doll

Associated Information:

1. Resolution No. 2025-01 Email Policy
2. COH email policy 11-22-2024
3. Schedule GR Revised 5th

**CITY OF HUNTSVILLE
RESOLUTION NO. 2025-01**

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, ADOPTING A POLICY TO ESTABLISH GUIDELINES FOR MANAGING ELECTRONIC TEXTUAL COMMUNICATION; MANAGING EMAIL AND TEXT MESSAGING COMMUNICATION IN COMPLIANCE WITH THE TEXAS LOCAL GOVERNMENT RECORDS ACT; ENSURING PROPER RETENTION, PRESERVATIONS, AND DESTRUCTION OF GOVERNMENT RECORDS.

WHEREAS the Texas Local Government Records Act required the governing body of each local government to adopt an ordinance, order or plan establishing a records management program before January 1, 1991; and

WHEREAS the City of Huntsville established an active and continuing program for the efficient and economical management of all City of Huntsville records on December 4, 1990, and updated it via Ordinance 2012-05 and again with Ordinance No. 2018-01 to provide a records management program for the efficient management of City records.

WHEREAS the City desires to establish a policy for managing the retention, preservation, and destruction of electronic textual communications in compliance with the Texas State Library and Archives Commission Retention Schedule and the City's Records Management Program

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS THAT:

SECTION 1. The City hereby adopts the Electronic Textual Communication Management Policy

SECTION 2: The Electronic Textual Communication Management Policy, as presented herein as Attachment "Exhibit A." is hereby adopted and approved,

SECTION 3. This Resolution shall take effect immediately upon its passage by the City of Huntsville City Council.

Passed, Approved, and Adopted this 7th day of January 2025.

THE CITY OF HUNTSVILLE

Russell Humphrey, Mayor

ATTEST:

Kristy Doll, City Secretary

APPROVED AS TO FORM:

Leonard Schneider, City Attorney

Electronic Textual Communication Management

1. Purpose

The City of Huntsville maintains an electronic messaging system to provide a quick, accessible, and efficient platform for conducting business. The email system is not intended to be an archive. The purpose of this policy is to set guidelines for the management of the City of Huntsville's electronic textual communication, including email and text messages, and establish guidelines for managing email communications in compliance with the Texas Local Government Records Act, ensuring proper retention, preservation, and destruction of government records.

2. Applicability

This policy applies to all Departments, employees, city officials, and creators of email and text messages owned by the City of Huntsville insofar as they are generated and/or transmitted on or with City-owned electronic devices or resulting from or documenting City business (the "User").

LEGAL COMPLIANCE

This policy ensures compliance with:

- a) City of Huntsville Code of Ordinance, Chapter 2, Article III, Records Management
- b) Texas State Library and Archives Commission
- c) Texas Public Information Act
- d) Texas Local Government Records Act, as amended
- e) Texas Local Government Code, Ch. 205, Electronic Storage of Records, as amended
- f) Texas Administrative Code, Title 13, Ch. 7, Local Records, as amended
- g) City of Huntsville Employee and Procedure Manual section 12.09 Electronic Communications System

3. Definitions

Electronic textual communication - is a textual communication made through a computer online service, Internet service, or any other means of electronic communication, including but not limited to an Internet chat room, electronic mail, or online messaging service.

Email - Any electronic message transmitted through an email system or service, including the message, transmission information, and attachments.

Email System - Any messaging system or service that transmits information electronically, either explicitly through an electronic mail protocol or implicitly through services such as electronic bulletin boards, list servers, and newsgroups.

Message - The content of the body of an email that conveys its purpose. It may be text, graphics, hyperlinks, or any combination of elements.

Correspondence - Any written communication that, depending on the content of the message, may be complete in itself or an integral part directly linked to another record, such as a cover letter to a contract.

Record - Any information, regardless of physical form, created or received in the transaction of City business and which officially documents that activity.

Non-Record - Any type of recorded information that does not meet the definition of “record,” as defined by statute or regulation, including duplicate (or reference or convenience) copies of official records.

User - Any City employee, elected officials, city officers, interns, and other affiliates who use the City’s electronic communication systems to create, send, or receive emails or text messages conducting City business.

4. Authority

The Local Government Records Act and the City of Huntsville Code of Ordinances require the retention of local government records in any format.

5. Policy

The City recognizes electronic textual communication as an effective tool to facilitate workflow when appropriately managed. This technology is provided to Users to complement other methods of communication and to improve efficiency. Users are responsible for managing these resources efficiently, effectively, ethically, and lawfully.

City-provided electronic textual communication systems and their contents belong to the City. No official or User has any personal, proprietary, tangible property, or privacy right or interest in any information created, collected, assembled, or passed through any City of Huntsville Electronic Communications Resource. Recorded email messages are subject to the requirements of the Texas Public Information Act and the laws applicable to Texas records retention.

The City has adopted the retention schedules published by the Texas State Library and Archives Commission, and emails and their attachments must be retained according to the subject matter of their content. The Users are responsible for retaining email documents in a manner consistent with the retention schedules established by the City. The Users must individually determine whether a message is to be retained and to exercise judgment in retaining emails in the same manner as they would in retaining paper documents.

Periodic purging of all emails is necessary to comply with the adopted record retention schedules, maintain reliable performance of the email system, and manage available space. Users are responsible for determining the classification of their sent and received emails and managing them according to the guidelines and procedures of this policy. Emails left in the messaging system will be automatically purged permanently according to the default time limit set by the City.

6. Guidelines

- a. For acceptable use of emails, see the City's Email and Acceptable Use Procedures.
- b. Any email that is not work-related is considered a non-record. Non-records should be deleted immediately.
- c. Work-related emails of a routine or transitory in nature should be deleted as soon as the issue, task, decision, or activity has been concluded or resolved.
- d. Emails left on the messaging system will be automatically deleted after **four years**. If there is a litigation hold on email records, they may not be deleted.
- e. The City has adopted the retention schedules published by the Texas State Library and Archives Commission, and emails and their attachments must be retained according to the subject matter of their content.
- f. If an email exists when a request for communication is made under the Public Information Act ("the Act"), it must be produced in response to the request, subject to the provisions of the Act.
- g. The burden of responsibility for determining the retention of an email rests on the individual user.
- h. Failure to comply with this policy may result in disciplinary actions as outlined in the Employee Policy and Procedure Manual Section 12.09 Electronic Communication System.

7. Procedure

EMAIL RETENTION AND MANAGEMENT

The content of the message and attachments determines the applicable retention period of the email. Users are responsible for determining the classification of their sent and received emails and managing them according to the guidelines and procedures of this policy. The Users should migrate significant emails or attachments to official record-keeping systems. The content of the message and attachments determines the applicable retention schedule and the time period for saving the attachment of the email and the email. If an attachment requires a different retention from the email message, the longest retention period applies. If the attachment is a record, the attachment should be saved in Laserfiche with the proper record retention schedule. Emails left in the messaging system will be automatically purged according to the default time limit set by the City.

Retention Policies Applicable to Email Communications

Email communications may be considered public records under the Texas Local Government Records Act. The City's Records Retention Schedule applies to email communications in the same manner as other records.

Below are a few examples of the most common record retention schedules used for email. The record retention examples listed below are not an inclusive list of the adopted record retention schedule. For email records not listed in the examples below, refer to the adopted retention

schedule for local government. The Texas Library and Archives Commission (TSLAC) Local Government Retention Schedule is attached to this policy.

COMMON TYPES OF EMAIL COMMUNICATIONS ARE:

Certain types of correspondence are expressly not a public record (transitory value), including that which is a “work product” and correspondence of extremely short-term value. Examples include drafts and worksheets, desk notes, copies of materials circulated for informational “read-only” purposes, announcements of meetings, advertisements, unsolicited conversational emails, and other records with preliminary or short-term informational value. The retention period is until the material has been read.

- a. **Transitory Information** – Emails of temporary usefulness. A majority of emails are considered transitory because they are created and used primarily as a vehicle to communicate and transmit information in the normal course of work and are to be maintained only briefly. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.), are drafts and working papers; routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication.

Record No: GR1000-50

Retention: AV (as long as administratively valuable)

Any email that does not constitute a record and is no longer useful shall be permanently deleted from the User’s email account.

Email records that are not directly linked to a record series listed in the State retention schedules are classified as general correspondence (Record No. 1000-26) and fall under one of three categories:

- b. **Routine** – Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters.
Record No. GR1000-26c
Retention: AV (as long as administratively valuable)
- c. **General** – Incoming/outgoing and internal correspondence pertaining to the regular operation of a local government's policies, programs, services, or projects and topics.
Record No. GR1000-26b
Retention: 2 Years
- d. **Administrative** – Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, modification, or redefinition of a local government's programs, services, or projects and the administrative regulations, policies, and procedures that govern them.
Record No. GR1000-26a
Retention: 4 Years

RECORD EMAILS

Emails that are records must be maintained for the length of time required by applicable retention schedules as documentation of public business transactions. Each employee is responsible for filing record emails according to applicable retention schedules based on email content. If only the email's attachment is a record, it should be moved to Laserfiche and saved with the appropriate retention schedule. The documents transferred are considered official record copies, and once the record is saved, the email that is not a record may be deleted.

EMAIL DELETION

Users must regularly and responsibly delete emails with no enduring value or retention requirement to manage and reduce the City's email storage and retrieval burden and costs. Email is not preserved on a permanent basis. Unless otherwise authorized, the Information Technology Department will purge continually to ensure that only (4) **four years** of emails are available on the email system. All emails in the City's email system will be automatically marked for deletion after four (4) years from the date the email was received. All emails that are marked for deletion (either by automated or manual means) will be fully deleted after **thirty (30)** days and purged by the IT Department from the email system and cannot thereafter be recovered.

The burden of responsibility for determining the retention of an email rests on the individual user.

LEGAL HOLDS ON EMAIL

A hold will be placed on the deletion of select emails that are the subject of a current public information request or if there is current or reasonably anticipated litigation or audits associated with email content. All legal hold data will be retained until the City Attorney determines it is no longer required, after which the City Attorney will facilitate the disposal of the data.

EMAIL OF SEPARATED USERS

When an employee leaves the City's employment, the Department Head will be given access to the employee's archived email account for 90 days. All emails that must be kept for official record purposes shall be printed or saved in Laserfiche. After 90 days, the Information Technology Department will delete the former employee's email account.

8. TEXT/INSTANT MESSAGING

- a. City electronic communications other than email (such as text messaging, instant messaging, and chat communication) conducted via City-owned electronic devices and personal electronic devices may provide an efficient and informal means of communication among Users. Examples of such types of communications include the following:

Short Message Service (SMS) - Initial standard reference as a "text message" to and from a mobile (cell) phone, fax machine, and/or internet protocol (IP) address; limited to 160 alpha- numeric characters; longer messages may be split into multiple parts.

Multimedia Messaging Service (MMS) - An evolution of SMS to include longer messages, pictures, video, or audio content. Most current devices support this enhanced communication.

Instant Messaging (IM)/Chat - Online communication also known as "chat" that offers real- time text transmission over the internet.

- b. City electronic communications other than email (such as text messaging, instant messaging, and chat communication) internal chat messages are considered transitory. These electronic messages should not be used to maintain official City records, and there is no expectation of privacy or retention. If a User determines that the content of a message should be maintained, the User is charged with transferring the content to a format that is more appropriate for longer-term storage and use (for example, via forwarding to a City e- mail address, printing, or exporting or saving a "screenshot" or other photographic records).
- c. Users should promptly delete City electronic communications from City devices if the messages do not need to be maintained. This deleted information will not be retained in the City's electronic system and cannot thereafter be recovered.
- d. The City does not generally maintain or have access to electronic communications in non-email electronic messaging systems unless a litigation hold is requested; all available existing and future employee electronic communications are retained until the hold is lifted.
- e. If electronic communication regarding City business exists on a User's device when a request for the communication is made under the Public Information Act ("the Act"), it must be produced in response to the request, subject to the provisions of the Act.

Attachments:

City of Huntsville Adopted Record Retention: Texas Library and Archives Commission (TSLAC) Local Government Retention Schedule, as amended.



LOCAL SCHEDULE GR

(Revised Fifth Edition)

RETENTION SCHEDULE FOR RECORDS COMMON TO ALL LOCAL GOVERNMENTS

This schedule establishes mandatory minimum retention periods for records that are usually found in all local governments, regardless of type. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a retention period that is less than that established for the record in this schedule. Original paper records may be disposed of prior to the expiration of their minimum retention periods if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission adopted under those chapters. Actual disposal of such records by a local government is subject to the policies and procedures of its records management program.

Destruction of local government records contrary to the provisions of the Local Government Records Act of 1989 and administrative rules adopted under it, including this schedule, is a Class A misdemeanor and, under certain circumstances, a third degree felony (Penal Code, Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act (Government Code, Chapter 552).

INTRODUCTION

The Government Code, Section 441.158, provides that the Texas State Library and Archives Commission shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local government. The law provides further that each schedule must state the retention period prescribed by federal or state law, rule of court, or regulation for a record for which a period is prescribed; and prescribe retention periods for all other records, which periods have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the Commission. If applicable, the wording of the records series will match that of any federal or state law, rule of court, or regulation, and citation to law, rule, or regulation will be provided in the Remarks section.

Retention periods listed in this schedule apply to records in any medium. If records are stored electronically, they must remain available and accessible until the retention period assigned by this schedule, along with any hardware or software required to access or read them. Electronic records may include electronic mail (e-mail), websites, electronic publications, or any other machine-readable format. Paper or microfilm copies may be retained in lieu of electronic records.

The use of social media applications may create public records. Any content (messages, posts, photographs, videos, etc.) created or received using a social media application may be considered records and should be managed appropriately. The retention of social media records is based on content and function. Local governments will need to consult the relevant records retention schedule for the minimum retention periods.

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period, applies only to an official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each local government should decide which shall be the official record and in which of its divisions or departments it will be maintained. Local governments in their records management programs should establish policies and procedures to provide for the systematic disposal of copies.

A local government record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A local government record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

If a record described in this schedule is maintained in a bound volume of a type in which pages were not meant to be removed, the retention period, unless otherwise stated, dates from the date of last entry.

If two or more records listed in this schedule are maintained together by a local government and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. A record whose minimum retention period on this schedule has not yet expired and is **less than permanent** may be disposed of if it has been so badly damaged by fire, water, or insect or rodent infestation as to render it unreadable, or if portions of the information in the record have been so thoroughly destroyed that remaining portions are unintelligible. If the retention period for the record is **permanent** in this schedule, authority to dispose of the damaged record must be obtained from the Director and Librarian of the Texas State Library and Archives Commission. A Request for Authority to Destroy Unscheduled Records (Form SLR 501) should be used for this purpose.

Certain records listed in this schedule are assigned the retention period of AV (as long as administratively valuable). This retention period affords local governments the maximum amount of discretion in determining a specific retention period for the record described.

Use of Asterisk (*)

The use of an asterisk in this edition of Local Schedule GR indicates that the record is either new to this edition, the retention period for the record has been changed, or amendments have been made to the description of or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation.

ABBREVIATIONS USED IN THIS SCHEDULE

AV - As long as administratively valuable
FE - Fiscal year end
TAC - Texas Administrative Code
US - Until superseded
LA – Life of asset
CE – Calendar year end

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PART 1: ADMINISTRATIVE RECORDS**SECTION 1-1: RECORDS OF GOVERNING BODIES**

Retention Note: SCOPE OF SECTION - The retention periods established in this section also apply to the records of subsidiary boards, bureaus, commissions, or committees established by the governing body of a local government that have rulemaking or quasi-judicial authority over any activity or program of the government or that were established by ordinance, order, or resolution for the purposes of advising the governing body or a subsidiary body on policy. Consequently, the use of the term “governing body” in a records description includes the corresponding records of those subsidiary bodies.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-01	AGENDAS			
GR1000-01a	AGENDAS	Open meetings. 1) If the minutes describe each matter considered by the governing body and reference to an agenda is not required. 2) If the minutes do not describe each matter considered by the governing body and reference to an agenda is required.	2 years. PERMANENT.	
GR1000-01b	AGENDAS	Certified agendas of closed meetings.	2 years.	By law - Government Code, Section 551.104(a).
GR1000-02	DEDICATIONS		PERMANENT.	
*GR1000-03	MINUTES			Retention Note: The use of the term “audiovisual recordings” in (c)-(f) means any medium on which audio or a combination of audio and video is recorded.
GR1000-03a	MINUTES	Written minutes.	PERMANENT.	
GR1000-03b	MINUTES	Notes taken during meetings from which written minutes are prepared.	90 days after approval of minutes by the governing body.	
*GR1000-03c	MINUTES	Audiovisual recordings of open meetings, except as described in (d), for which written minutes are not prepared.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-03d	MINUTES	Audiovisual recordings of workshop sessions of governing bodies in which votes are not made and written minutes are not required by law to be taken.	2 years.	
*GR1000-03e	MINUTES	Audiovisual recordings of open meetings for which written minutes are prepared.	90 days after approval of minutes by the governing body.	
*GR1000-03f	MINUTES	Certified audiovisual recordings of closed meetings.	2 years.	By law - Government Code, Section 551.104(a).

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-03g	MINUTES	Supporting documentation - One copy of each document of any type submitted to a meeting of a governing body for consideration, approval, or other action; if such action is reflected in the minutes of the meeting.	2 years.	Retention Notes: a) The retention periods for many of the documents submitted to a governing body for action are established elsewhere in this or other commission schedules and are often longer than the 2-year retention period for supporting documentation set here. The 2-year retention requirement does not override a longer retention requirement set elsewhere, but rather is meant to ensure that all documents presented for action by a governing body are retained at least two years. This schedule does not require that supporting documentation be maintained together, but the retention by the clerk or secretary to the governing body of one set of the documents submitted at each meeting (often called "council packets" in municipalities) for two years would ensure satisfaction of the minimum retention requirement. Clerks or secretaries to governing bodies should exercise caution in disposing of supporting documentation to avoid destruction of the record copy of a document for which they are custodian before the expiration of its retention period. b) Review before disposal; some supporting documentation, not already required to be maintained PERMANENTLY elsewhere in this or other commission schedules, may merit PERMANENT retention for historical reasons.
GR1000-04	OPEN MEETING NOTICES		2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-05	ORDINANCES, ORDERS, AND RESOLUTIONS		PERMANENT.	Retention Note: Includes ordinances, orders, or resolutions that have been repealed, revoked, or amended.
GR1000-06	PETITIONS	Petitions from the public to the governing body or subsidiary boards or commissions of a local government.	Final action on the petition + 2 years.	Retention Notes: a) Does not include petitions noted elsewhere in this or other commission schedules or any petition presented to a commissioners court that state law requires a county clerk to record. See Local Schedule CC (Records of County Clerks). b) "Final action" includes a decision to take no further action on a petition.
GR1000-07	PROCLAMATIONS		2 years.	
*GR1000-08	SPEECHES, PAPERS, AND PRESENTATIONS— ELECTED OFFICIALS	Notes or text of speeches, papers, presentations or reports delivered in conjunction with government work by elected officials.	End of term in office or termination of service in that position.	Retention Notes: a) For speeches, papers, and presentations of other local government staff see GR1000-51. b) Review before disposal; some records may merit PERMANENT retention for historical reasons.
*GR1000-09	PUBLIC COMMENT FORMS	Public comment forms, citizen comment forms, registration cards, or other similar documents filled out by members of the public wishing to speak at an open meeting.	2 years.	Retention Note: If all information from the public comment form is documented in written minutes of the meeting, the public comment form need only be retained for the retention period listed in GR1000-03b.

SECTION 1-2: GENERAL RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-20	ACCIDENT REPORTS	Reports of accidents to persons on local government property or in any other situation in which a local government could be party to a lawsuit.		Retention Note: For reports of work-related injuries and illnesses to employees see GR1050-32.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-20a	ACCIDENT REPORTS	Reports of accidents to adults.	3 years from date of report if no claim is filed; 3 years after settlement or denial of the claim if a claim is filed, whichever applicable.	
GR1000-20b	ACCIDENT REPORTS	Reports of accidents to minors.	Date minor reaches majority age + 3 years, if no claim filed; 3 years after settlement or denial of claim if a claim is filed, whichever applicable.	
*GR1000-21	AFFIDAVITS OF PUBLICATION	Affidavits of Publication, including any accompanying clipping proofs or tear sheets.		
*GR1000-21a	AFFIDAVITS OF PUBLICATION	Publication of municipal ordinances.	PERMANENT.	Retention Note: It is an exception to the permanent retention period that affidavits of publication and associated documentation for ordinances that are codified or re-codified may be disposed of after the effective date of the new code.
*GR1000-21b	AFFIDAVITS OF PUBLICATION	Election notices.		By law – Election Code, Sections 4.005(d) and 66.058(a).
		1) In an election involving a federal office.	Election day + 22 months.	
		2) In an election not involving a federal office.	Election day + 6 months.	
GR1000-21c	AFFIDAVITS OF PUBLICATION	All other published legal notices.	2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-22	ANNEXATION, DISANNEXATION, ABOLITION, AND OTHER JURISDICTIONAL RECORDS	Records relating to the annexation or disannexation of territory to or from a local government, to its abolition, or to other actions which affect its territorial jurisdiction or service area, including reports, correspondence, records of public hearings, agreements, and similar records.	PERMANENT.	Retention Note: A contract or agreement relating to territorial jurisdiction or the delivery of services between two or more governments (e.g., between a city and a county for fire services in an unincorporated area) must be kept for the retention period in item number GR1000-25.
*GR1000-23	CHARTERS	Charters, Articles of Incorporation, Orders of Incorporation, Orders of Change, or other similar documents used to establish or modify the administration of a local government.	PERMANENT.	
*GR1000-24	COMPLAINTS	Complaints received from the public by a governing body or any officer or employee of a local government relating to government employees, policies, etc.	Resolution or dismissal of complaint + 2 years.	Retention Notes: a) The 2-year retention period applies only to complaints of a general nature that do not fall into a different category of complaint noted in this or other commission schedules. For example, complaints from the public about potential fire hazards are scheduled in Local Schedule PS (Records of Public Safety Agencies) and have a longer retention period. b) For complaints received from local government employees see GR1050-20.
*GR1000-25	CONTRACTS, LEASES, AND AGREEMENTS	Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records relating to their negotiation, administration, renewal, or termination, except construction contracts (see item number GR1075-16).	4 years after the expiration or termination of the instrument according to its terms.	Retention Note: Review before disposal; some records of this type may merit PERMANENT retention for historical reasons.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-26	CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES			Retention Note: The minimum retention period for correspondence or internal memoranda in categories (a) and (b) directly linked to another record series or group listed in this or other commission schedules is that assigned to the other group or series. For example, a letter from an external auditor regarding an audit of a local government's financial records should be retained for the retention period given under item number GR1025-01(e); a letter concerning a workers compensation claim should be retained for the period given under item number GR1050-32, etc. The retention periods that follow are for correspondence and internal memoranda that do not readily fall within other record groups.
GR1000-26a	CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES	Administrative – Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, modification, or redefinition of the programs, services, or projects of a local government and the administrative regulations, policies, and procedures that govern them. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.	4 years.	Retention Note: Review before disposal; some correspondence of this type may merit PERMANENT retention for historical reasons.
*GR1000-26b	CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES	General – Incoming/outgoing and internal correspondence pertaining to the regular operation of the policies, programs, services, or projects of a local government. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.	2 years.	Retention Note: Records management officers should use caution before disposal of these records to ensure the records should not be classified under administrative correspondence (GR100-26a).

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-26c	CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES	Routine - Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.	AV.	
*GR1000-27	DEEDS	Deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and similar records evidencing public ownership of real property.	PERMANENT.	
GR1000-28	EASEMENTS	Documentation relating to easements and rights-of-way for public works or other local government purposes, including releases.	PERMANENT.	
*GR1000-29	INSURANCE POLICIES	Liability, theft, fire, health, life, automobile, and other policies for local government property and personnel including supporting documentation relevant to the implementation, modification, renewal, or replacement of policies.	4 years after expiration or termination of the policy according to its terms and all rights granted under it.	
GR1000-30	LEGAL OPINIONS	Formal legal opinions rendered by counsel or the Attorney General for a local government, including any written requests for opinions, concerning the governance and administration of a local government.	PERMANENT.	Retention Note: For retention of opinions rendered for a Public Information Act Request see GR1000-34. For retention of informal legal opinions and other correspondence provided by counsel see GR1000-26a.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-31	LITIGATION CASE FILES		AV after decision of a local government not to file a lawsuit or decision that a lawsuit will not be filed against it; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	Retention Notes: a) Includes all cases to which a local government is a party unless the case file is of a type noted elsewhere in this or other commission schedules. b) Review before disposal; some case files may merit PERMANENT retention for historical reasons.
*GR1000-32	MINUTES (STAFF)	Minutes of internal staff meetings.	AV.	Retention Note: For minutes of governing bodies of local governments see GR1000-03.
GR1000-33	PUBLIC RELATIONS RECORDS	News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2 years.	Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons.
GR1000-34	PUBLIC INFORMATION ACT REQUESTS	Includes all correspondence and documentation relating to requests for records under the Public Information Act (Chapter 552, Government Code).		
*GR1000-34a	PUBLIC INFORMATION ACT REQUESTS	Non-exempted records and withdrawn requests.	Date request for records fulfilled or withdrawn + 1 year.	
*GR1000-34b	PUBLIC INFORMATION ACT REQUESTS	Exempted records.	Date of notification that records requested are exempt from disclosure + 2 years.	
*GR1000-35	ORGANIZATIONAL CHARTS		US.	Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-36	PERMITS AND LICENSES	Records documenting the application for and the issuance of permits and licenses (including certificates of liability and other required documentation) by a local government for sales, solicitation, facility usage, and similar activities. Does not include permits and licenses issued for the construction of or alterations to real property, for those relating to health and sanitation, or for those issued by police or fire departments listed in other commission schedules.	Expiration, cancellation, revocation, or denial + 2 years.	
GR1000-37	PHOTOGRAPHS, IMAGES, RECORDINGS, AND OTHER NON-TEXTUAL MEDIA	Photographs, photographic scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of a local government or any of its departments, programs, or projects except such records noted elsewhere in this or other commission schedules.	AV.	Retention Note: Review before disposal, some records may merit PERMANENT retention for historical reasons. Local governments should consult with local historical or genealogical societies to assist with the appraisal. Be certain that photographs and other non-textual media do not fall within other records series. For example, mug shots and photographs of fire damage are listed in Local Schedule PS (Records of Public Safety Agencies) under police and fire department records respectively.
GR1000-38	POLICY AND PROCEDURE DOCUMENTATION	Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing the operations or activities of a local government as a whole or any of its departments, programs, services, or projects.	US, expired, or discontinued + 5 years.	Retention Note: Review before disposal; some records may merit PERMANENT or long-term retention for historical or legal reasons.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-39	PUBLICATIONS	Pamphlets, reports, studies, proposals, and similar material printed by or for a local government or any of its departments, subdivisions, or programs and distributed to or intended for distribution to the public on request and departmental or program newsletters designed for internal distribution.	One copy of each PERMANENT.	Retention Note: The following categories of printed material, whether distributed publicly or internally, are exempted from the retention period and may be disposed of at option; (a) educational matter provided by charitable or public awareness organizations (e.g., United Way, American Heart Association); and (b) public service leaflets or flyers whose contents are of a general nature and not specific to the government distributing them, beyond the inclusion of an address, telephone number, office hours, and similar information (e.g., a flyer detailing water conservation tips sent to customers of a municipal water utility; a pamphlet explaining the appraisal review board process sent to taxpayers by an appraisal district).
GR1000-40	RECORDS MANAGEMENT RECORDS			
GR1000-40a	RECORDS MANAGEMENT RECORDS	Records control schedules (including all successive versions of and amendments to schedules).	US.	Retention Note: Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.
*GR1000-40b	RECORDS MANAGEMENT RECORDS	Records documenting the disposition of records under records control schedules, including requests submitted to the Texas State Library and Archives Commission for authorization to destroy unscheduled records or the originals of permanent records that have been microfilmed.	PERMANENT.	
GR1000-40c	RECORDS MANAGEMENT RECORDS	Lists or inventories of the active and inactive records created or received by a local government.	US, expired, or discontinued.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-40d	RECORDS MANAGEMENT RECORDS	Plans and similar documents establishing the policies and procedures under which a records management program operates.	US, expired, or discontinued + 5 years.	
*GR1000-40e	RECORDS MANAGEMENT RECORDS	Records transmittal forms or similar records documenting transfer of records to or from a records storage facility.	Date of disposition or return of records from storage, whichever sooner, +2 years.	
GR1000-41	REPORTS AND STUDIES (NON-FISCAL)			

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-41a	REPORTS AND STUDIES (NON-FISCAL)	Annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the governing body or chief administrative officer of a local government or by the local government to a state agency, as may be required by law or regulation, on the non-fiscal performance of a department, program, or project or for planning purposes, including those prepared by consultants under contract with a local government, except documents of similar types noted in this or other commission schedules.		
		(1) Annual reports.	PERMANENT.	
		(2) Special reports or studies prepared by order or request of the governing body or considered by the governing body (as reflected in its minutes) or ordered or requested by a state agency or a court.	PERMANENT.	
		(3) Special reports or studies prepared by order or request of the chief administrative officer.	5 years.	Retention Note: Review before disposal; some records may merit PERMANENT retention for historical reasons.
		(4) Monthly, bimonthly, quarterly, or semi-annual reports.	3 years.	
		(5) Working papers and raw data used to create any report for (1) and (2) above.	3 years.	
		(6) Working papers and raw data used to create any report for (3) and (4) above.	1 year.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-41b	REPORTS AND STUDIES (NON-FISCAL)	Activity reports compiled on a daily or other periodic basis pertaining to workload measures, time studies, number of public contacts, etc., except reports of similar types noted in this or other commission schedules.	1 year.	
*GR1000-42	WAIVERS OF LIABILITY	Waivers of liability, including statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc.	3 years from date of cessation of activity for which the waiver was signed.	Retention Note: If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. See item number GR1000-20 in this schedule.
GR1000-43	CONFLICTS DISCLOSURE STATEMENTS AND CONFLICT OF INTEREST QUESTIONNAIRES	Conflicts disclosure statements and conflict of interest questionnaires submitted by local government officers or vendors and other persons for filing with a local government in accordance with the requirements of Chapter 176, Local Government Code.	Date of filing + 3 years.	
GR1000-44	LOCAL GOVERNMENT OFFICERS, LISTS OF	Lists of local government officers prepared and made available to the public by the local government officer with whom conflicts disclosure statements and conflict of interest questionnaires are filed in accordance with the requirements of Chapter 176, Local Government Code.	US + 1 year.	
GR1000-45	CALENDARS, APPOINTMENT AND ITINERARY RECORDS	Calandars, appointment books or programs, and scheduling or itinerary records, purchased with local government funds or maintained by staff during business hours that document appointments, itineraries and other activities of agency officials or employees.	CE + 1 year.	Retention Note: A record of this type purchased with personal funds, but used by a public official or employee to document his or her work activities may be a local government record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Texas Attorney General.
GR1000-46	INSURANCE CLAIMS	Claims related to liability, theft, fire, health, life, automobile, and other insurance policies.	Settlement or denial of claim + 3 years.	
GR1000-47	CUSTOMER SURVEYS	Surveys returned by the customers or clients of a local government, and the statistical data maintained rating a government's performance.	Issuance of report on results of the survey + 3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-50	TRANSITORY INFORMATION	Records of temporary usefulness that are not an integral part of a records series of a local government, that are not regularly filed within a local government's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the local government or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of government functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc.) are drafts and working papers; routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific government transaction.	AV.	Retention Note: Records management officers should use caution in assigning this record series to records of a local government to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction authorizations or in records disposition logs, but local governments should establish procedures governing disposal of these records.
*GR1000-51	SPEECHES, PAPERS, AND PRESENTATIONS	Notes or text of speeches, papers, presentations, or reports delivered in conjunction with government work by staff of a local government.	End of event, US, or discontinued + 2 years.	Retention Notes: a) For speeches, papers, and presentations of elected officials see GR1000-08. b) For materials developed for in-house training of staff see GR1050-28c.
*GR1000-52	SUBPOENAS	Subpoenas for production of evidence produced for litigation in which the local government is not a party.	AV after fulfilled.	Retention Notes: a) For subpoenas received for litigation in which the local government is a party see GR1000-31. b) For subpoenas requesting personally identifiable information of students see SD3225-02 (for school districts) or JC3775-02 (for junior colleges).

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1000-53	RELEASE OF RECORDS DOCUMENTS	Records that document the release of records or information through any method other than a Public Information Act request or subpoena (including employment verification).	Date records produced + 1 year.	Retention Notes: a) For records released under the Public Information Act see GR1000-34. b) For records produced for a subpoena where the local government is not a party, see GR1000-52. c) For records produced for a subpoena where the local government is a party, see GR1000-31.
*GR1000-54	COMMITTEE RECORDS	Records of committees, councils, boards, or commissions which are not subject to the Texas Open Meetings Act. Records may include, but are not limited to, member lists, officer election records, agendas, meeting minutes, and related documentation and correspondence.	2 years.	Retention Notes: a) For records of committees, councils, boards, or commissions which are subject to the Texas Open Meetings Act see Section 1-1 of this schedule. b) Review before disposal; some records may merit PERMANENT retention for historical reasons.
*GR1000-55	LOBBYIST REGISTRATION DOCUMENTATION	Forms, reports, or other similar documents submitted to local governments documenting lobbying activities as required by local regulations.	Date of filing + 3 years.	

PART 2: FINANCIAL RECORDS

Retention Notes: a) AUDIT REQUIREMENTS - Most local governments are required by state law to conduct annual or biennial audits of their records and accounts. These audit requirements were taken into account in setting the retention periods in this schedule. The following retention rules also apply:

- 1) In any local government for which there is no statutory audit requirement and audits are conducted irregularly or in a local government in which a statutorily required audit is delayed, any record in this schedule whose retention period dates from the end of a fiscal year (FE) must be retained for the retention period stated or one year after audit, whichever later.

2) With regard to any special fund of a local government or elective county office for which there is no statutory audit requirement and the fund is not audited, any records listed under item numbers GR1025-26, GR1025-27, GR1025-28, and GR1025-30 associated with receipts and disbursements from or to the fund must be retained for FE + 10 years.

b) GRANT OR LOAN RECORDS - Subsections (1)-(3) apply to any local government, except school districts, receiving federal, state, or private grants; subsection (4) applies to school districts only. If a grant or loan requires a longer retention period than those stated in this schedule, the associated records must be retained for the full retention period required by the terms of the grant or loan.

1) Direct Federal Grants - This subsection applies to grants received by a local government **directly** from a federal grantor agency.

i) Federal grantor agencies require that grant-related records be retained for audit purposes for 3 years from the filing of required expenditure reports.

ii) In addition to item number GR1025-08(a)-(b), financial and programmatic records of grant-funded projects, including copies or documentation of relevant accounting, banking, purchasing, and payroll records, and other documents and working papers associated with the financial and programmatic administration of the grant funds or used to prepare reports or forms required by federal law or regulation must be retained for the following periods:

(A) For grants continued or renewed annually or at other intervals except quarterly that are not part of a multi-year funding cycle - 3 years from the date of submission of the annual or other periodic expenditure report.

B) For grants continued or renewed annually or at other intervals except quarterly that are a part of a multi-year funding cycle – 3 years from the date of submission of the annual or other periodic expenditure report for the final reporting period of the grant cycle.

C) For grants continued or renewed quarterly - 3 years from the date of submission of the expenditure report for the last quarter of the federal fiscal year.

D) For grants for which the requirement of a final expenditure report has been waived - 3 years from the date the report would have been due.

E) For all other grants – 3 years from the date of submission of the final expenditure report.

iii) The retention periods for the following types of records are exceptions to the periods noted above:

A) Records of non-expendable property or equipment acquired with grant funds - 3 years from the date of transfer, replacement, sale, or junking of the item.

B) Cost allocation plans and indirect cost records - 3 years from date of submission or, for plans prepared and retained by the grantee, from the close of the fiscal year covered by the plan.

C) Income records - 3 years from the end of the fiscal year in which the income is used.

iv) If any litigation or audit commences before the expiration of the 3-year period, the records must be retained until all litigation or audit findings are resolved or until the end of the regular 3-year period, whichever is later.

v) If records are transferred to the grantor agency at its request, copies of the records need not be retained.

2) Indirect Federal Grants - This subsection applies to federal grants received as subgrants from state agencies or other local governments (e.g., regional councils of government).

The expenditure reports are submitted to the federal agency by the state or local subgrantor agency after all subgrantees have submitted reports to the subgrantor. Consequently, records under item number GR1025-08(a)-(b) and records described in section (b) (1) must be retained by local government subgrantees for FE + 5 years. Local governments should consult with the state or local subgrantor agency to determine if there are additional or special requirements associated with a particular grant.

The local government must retain copies of reports or records submitted to the subgrantor agency for the periods indicated.

3) State and Private Grants - This schedule extends the 3-year federal retention requirement described in section (b)(1) to state (excluding federal subgrants) and private grant records unless the state or private grantor agency has established different retention requirements, in which case those requirements shall prevail. It is an exception to the extension of federal grant requirements to state and private grants that for state or private grants renewed quarterly as described in section (b) (1) (ii) (B), the 3-year retention requirement runs from the date of submission of the expenditure report for the last quarter of the state fiscal year for state grants and from the last quarter of the local government's fiscal year for private grants.

4) Grant Records and School Districts (including Educational Service Centers) - See Local Schedule SD (Records of Public School Districts). Because of the difficulty of effectively separating financial data that evidence the expenditure of federal funds from those that document the expenditure of local or state-allocated funds, a 5-year retention period has been adopted for most financial records of school districts. The use of the term "school district" in this schedule includes educational service centers, charter schools, county departments of education, and educational cooperatives.

SECTION 2-1: FISCAL ADMINISTRATION AND REPORTING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1025-01	FISCAL AUDIT RECORDS	Records of fiscal audits conducted by internal or external auditors.		Caution: See note (a) at the beginning of Part 2 of this schedule.
*GR1025-01a	FISCAL AUDIT RECORDS	Annual, biennial, or other periodic audit of any department, fund, account, or activity of a local government.	PERMANENT.	
*GR1025-01b	FISCAL AUDIT RECORDS	Annual, biennial, or other periodic audit of a department, program, fund, or account if included in a cumulative audit under (a).	2 years.	
*GR1025-01c	FISCAL AUDIT RECORDS	Annual, biennial, or other periodic audit of a department, program, fund, or account if not included in a cumulative audit under (a).	PERMANENT.	
*GR1025-01d	FISCAL AUDIT RECORDS	Special audits ordered by a governing body, a court or grand jury, or mandated by administrative rules of a state or federal agency.	PERMANENT.	
*GR1025-01e	FISCAL AUDIT RECORDS	Working papers, summaries, and similar records created for the purposes of conducting an audit.	3 years after all questions arising from the audit have been resolved.	
GR1025-02	BANK SECURITY RECORDS	Records documenting the pledging of bonds or securities by banks serving as depositories for public funds including depository contracts, security pledges and statements, surety bonds, and similar records.	4 years after termination, expiration, or release of contractual obligations.	
GR1025-03	BOND RECORDS			Retention Note: For investment transaction records of bonds see item number GR1025-09b.
GR1025-03a	BOND RECORDS	Bond administrative records consisting of preliminary studies, proposals and prospectuses, authorizations and certifications for issuance or cancellation, and related policy correspondence.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-03b	BOND RECORDS	Bond certificates and redeemed coupons.	1 year after payment.	By law - Government Code, Section 1302.003 for counties (see statute for procedural instructions for destruction) and by authority of this schedule for all other local governments.
GR1025-03c	BOND RECORDS	Bond registers.	PERMANENT.	
GR1025-03d	BOND RECORDS	Records relating to the exchange, conversion, or replacement of bonds by bondholders.	1 year if information is contained in a bond register; PERMANENT if information is not contained in a bond register.	
GR1025-04	BUDGETS AND BUDGET DOCUMENTATION			
GR1025-04a	BUDGETS AND BUDGET DOCUMENTATION	Annual budgets (including amendments).	PERMANENT.	
GR1025-04b	BUDGETS AND BUDGET DOCUMENTATION	Special budgets (includes budgets for capital improvement projects, grant-funded projects, or other projects prepared on a special or emergency basis and not included in an annual budget).	PERMANENT.	
*GR1025-04c	BUDGETS AND BUDGET DOCUMENTATION	Working papers created exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents.	3 years.	
GR1025-04d	BUDGETS AND BUDGET DOCUMENTATION	Encumbrance and expenditure reports (status reports showing expenditures and encumbrances against a budget).	2 years.	
GR1025-04e	BUDGETS AND BUDGET DOCUMENTATION	Budget change documentation, including line item or contingency/reserve fund transfers and supplemental budget requests.	2 years.	
GR1025-05	CAPITAL ASSETS RECORDS	Documentation relating to the capital and fixed assets of a local government.		

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1025-05a	CAPITAL ASSETS RECORDS	Equipment or property history cards or similar records containing data on initial cost, including disposal authorizations when disposed of.	FE of date of disposal + 5 years for school districts; FE of date of disposal + 3 years for other governments.	Retention Note: Review before disposal; property history cards documenting the original construction and additions to or renovations of structures may merit PERMANENT retention for historical reasons.
GR1025-05b	CAPITAL ASSETS RECORDS	Equipment or property cost and depreciation schedules or summaries used for capital outlay budgeting or other financial or budget control purposes.	FE + 5 years for school districts; FE + 3 years for other governments.	
GR1025-05c	CAPITAL ASSETS RECORDS	Equipment or property inventories (including sequential number property logs).	US + 3 years.	
GR1025-05d	CAPITAL ASSETS RECORDS	Property sale, auction, or disposal records of government-owned equipment or property.	1 year.	By law - Local Government Code, Section 263.155(b) for counties and by authority of this schedule for all other local governments. Retention Note: Property sale or auction records do not include records arising from the sale or auction of property foreclosed or seized by a taxing unit for failure to pay property taxes or for the sale or auction of property seized by law enforcement officers. For such records use Local Schedule TX (Records of Property Taxation) or Local Schedule PS (Records of Public Safety Agencies) respectively.
*GR1025-06	FEDERAL REVENUE SHARING RECORDS	Records concerning the use of federal revenue sharing funds by a local government, including revenue and expenditure summaries; status, budget, and audit reports; and other reports or documentation required by federal law or regulation.	AV.	Obsolete record.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-07	FINANCIAL REPORTS	Annual, sub-annual, or irregularly prepared financial reports or statements on the accounts, funds, or projects of a local government created either for internal use or for submission to state agencies as may be required by law or regulation, except reports of similar types noted in this or other commission schedules.		
GR1025-07a	FINANCIAL REPORTS	Monthly, bimonthly, quarterly, or semi-annual reports.	FE + 3 years.	
GR1025-07b	FINANCIAL REPORTS	Annual reports.	PERMANENT.	
GR1025-07c	FINANCIAL REPORTS	Long range fiscal planning reports.	PERMANENT.	
GR1025-07d	FINANCIAL REPORTS	Capital improvement reports.	PERMANENT.	
GR1025-08	GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS			Retention Note: If grant is for construction of a local government owned facility or part of the infrastructure, follow retention for GR1075-16.
GR1025-08a	GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS	Successful grant applications and proposals and any documentation that modifies the terms of a grant.	FE + 5 years for school districts; FE + 3 years for other governments.	Retention Note: See note (b) at beginning of Part 2 of this schedule.
GR1025-08b	GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS	Financial, performance, and compliance reports submitted to grantor or sub-grantor agencies.	FE + 5 years for school districts; FE + 3 years for other governments.	Retention Note: See note (b) at beginning of Part 2 of this schedule.
GR1025-08c	GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS	Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals.	3 years.	
GR1025-08d	GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS	Any records of the type noted in (a) or (b) relating to unsuccessful grant proposals.	AV.	
GR1025-09	INVESTMENT TRANSACTION RECORDS			

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-09a	INVESTMENT TRANSACTION RECORDS	Documentation relating to the investment of public funds (e.g., certificates of deposit) that evidences the investment of funds, the performance or return of investments, the cancellation or withdrawal of investments, and similar activity.	FE + 5 years.	
GR1025-09b	INVESTMENT TRANSACTION RECORDS	Documentation related to the calculation of arbitrage rebate amounts, if any, on proceeds from the sale of tax-exempt bonds.	Retirement of the last obligation of the bond issue + 6 years.	
GR1025-10	CHARGE SCHEDULES/ PRICE LISTS	Schedules of prices charged by a local government for services to the public or other governments, including any documentation used to determine the charges.	US + 3 years.	

SECTION 2-2: ACCOUNTING RECORDS

Retention Note: ACCOUNTING RECORDS OF MOTOR VEHICLE AND BOAT LICENSING AND REGISTRATION - For accounting and banking records relating to motor vehicle licensing not noted in this part, use Part 3 of Local Schedule TX.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-25	ACCOUNTING POLICIES AND PROCEDURES DOCUMENTATION	Policy and procedure directives and similar records documenting accounting methodology.	US, expired, or discontinued + 5 years.	
GR1025-26	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS			
*GR1025-26a	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses.	FE of date of final payment + 5 years for school districts; FE of date of final payment + 3 years for other governments.	Retention Note: Accounts payable and disbursement records for bond-funded projects must be maintained according to the retention period listed in GR1025-26d.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1025-26b	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Accounts payable records sufficient to document the purchase costs of capital equipment or other fixed assets.	FE of date of disposal + 5 years for school districts; FE of date of disposal + 3 years for other governments.	
*GR1025-26c	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Reports accompanying the transmittal of funds to federal, state, or other local government agencies (e.g., sales tax to the State Comptroller of Public Accounts); to retirement systems, or to other entities if the funds are collected, in whole or in part, on behalf of other agencies or individuals (e.g., retirement deductions of employees).	FE of period covered by report + 3 years.	Retention Note: For reports accompanying the transmittal of federal and state payroll and unemployment taxes see item number GR1050-53(b).
GR1025-26d	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Accounts payable records for bond-funded projects.	FE of date of last bond payment + 5 years for school districts; FE of date of last bond payment + 3 years for other governments.	
GR1025-27	ACCOUNTS RECEIVABLE RECORDS			Retention Note: For accounts receivable records associated with the collection of property taxes, all local governments, including school districts, should use Local Schedule TX (Records of Property Taxation).
*GR1025-27a	ACCOUNTS RECEIVABLE RECORDS	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records (such as returned checks and associated fees) that serve to document money owed to or received by a local government and its collection or receipt.	FE of date of receipt + 5 years for school districts; FE of date of receipt + 3 years for other governments.	
GR1025-27b	ACCOUNTS RECEIVABLE RECORDS	Accounts receivable records documenting the receipt of any monies by any local government that are remittable to the State Comptroller of Public Accounts (e.g., court costs in criminal cases, sales tax).	Remittance due date + 5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-27c	ACCOUNTS RECEIVABLE RECORDS	Account card or similar records documenting payments to a local government in which the government holds a property lien until the debt is satisfied (e.g., liens arising from demolition, lot cleaning), including original liens and lien releases.	FE of date of final payment and release of lien + 3 years.	
GR1025-27d	ACCOUNTS RECEIVABLE RECORDS	Account card or similar records relating to the receipt of cash deposits as sureties for the delivery of services (e.g., water and wastewater).	FE of termination of service or refund of deposit + 3 years.	
*GR1025-27e	ACCOUNTS RECEIVABLE RECORDS	Records of accounts deemed uncollectable, including write-off authorizations.	FE of write-off date + 5 years for school districts; FE of write-off date + 3 years for other governments.	
*GR1025-28	BANKING RECORDS	Bank statements, credit card statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, monetary transport records (including armored car pickup logs) etc.	FE + 5 years.	
GR1025-29	COST ALLOCATION AND DISTRIBUTION RECORDS	Records created to document the allocation of costs among accounts and funds of a local government, including records relating to chargebacks and other interdepartmental or interfund accounting transactions.	FE + 5 years for school districts; FE + 3 years for other governments.	Retention Note: If any of the records in this group are used as ledger and journal entry documentation, they must be retained for FE + 5 years (see item number GR1025-30) by all local governments.
GR1025-30	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION			Retention Note: Be certain to verify before the disposal of any ledger or journal under this item number that the ledger or journal does not serve to document financial activities that require a longer retention period (e.g. investment documentation of proceeds of tax exempt bonds under item number GR1025-09).

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-30a	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	General ledger showing receipts and expenditures from all accounts and funds of a local government.		
		(1) For fiscal years for which an annual financial audit report (see item number GR1025-01) exists.	FE + 5 years.	Retention Note: Review before disposal; some ledgers may merit PERMANENT retention for historical reasons.
		(2) For fiscal years for which an annual financial audit report (see item number GR1025-01) does not exist.	PERMANENT.	
GR1025-30b	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	Subsidiary ledgers.	FE + 5 years.	Retention Note: Review before disposal; some ledgers may merit PERMANENT retention for historical reasons.
GR1025-30c	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	Receipt, disbursement, general, or subsidiary journals.	FE + 5 years.	Retention Note: Review before disposal; some journals may merit PERMANENT retention for historical reasons.
GR1025-30d	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	Journal vouchers and entries or similar posting control forms (including supporting documentation such as correspondence and auditor adjustments that evidence journal entries and amendments).	FE + 5 years.	Retention Note: If bill stubs (see item number GR1025-27a) are used as entry documentation for account journals, they must be retained by all local governments for FE + 5 years rather than the FE + 3 year retention period for accounts receivable records.
GR1025-30e	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	Perpetual care fund registers of government-owned cemeteries.	PERMANENT.	By law - Health and Safety Code, Section 713.005(a).
GR1025-31	TRANSACTION SUMMARIES	Periodic summaries or reports of accounting transactions or activity by department, budget code, program, account, fund, or type of activity, including trial balances, unless the summary is of a type noted elsewhere in this part.		
GR1025-31a	TRANSACTION SUMMARIES	Daily.	30 days.	
GR1025-31b	TRANSACTION SUMMARIES	Weekly.	90 days.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-31c	TRANSACTION SUMMARIES	Monthly, bimonthly, quarterly, or semi-annual.	2 years.	
GR1025-31d	TRANSACTION SUMMARIES	Annual.	FE + 5 years for school districts; FE + 3 years for other governments.	Retention Note: If an annual trial balance is not maintained, then the least frequent sub-yearly trial balance must be retained for FE + 5 years by school districts and FE + 3 years by all other local governments.
GR1025-32	UNCLAIMED PROPERTY DOCUMENTATION	Any form of record sufficient to verify information on unclaimed property previously reported to the State Treasurer showing the name and last known address of the apparent owner of reportable unclaimed property, a brief description of the property, and the balance of each unclaimed account, if appropriate.	Date on which property is reportable + 10 years.	By law - Property Code, Section 74.103(b).

PART 3: PERSONNEL AND PAYROLL RECORDS

Retention Notes: a) FEDERAL RETENTION REQUIREMENTS - Federal retention periods for personnel and payroll records arise principally from the administration of the Civil Rights Act of 1964, Title VII; the Age Discrimination and Employment Act of 1967; the Equal Pay Act; the Fair Labor Standards Act; the Federal Insurance Contribution Act; and the Federal Unemployment Tax Act. Various federal agencies or departments of agencies administer these acts and, because retention periods are set to enable each agency to carry out its particular oversight authority, different retention periods are often established for the same record. In compiling Schedule GR, the longest applicable federal retention period is cited as authority for the retention period indicated. A federal regulation is not cited if a state law or regulation requires a longer retention period. A federal retention period is also not cited if a Texas statute of limitations makes a longer retention period advisable. For example, the federal retention requirement for employment contracts [see item number GR1050-15(a)] is given as 3 years from the last effective date of the contract in 26 CFR 516.5, but suits in Texas may be brought by either party to such a contract within four years of the occurrence of an alleged breach; therefore a retention period of 4 years from the last effective date of the contract is set in this schedule. All retention periods in this part apply, by authority of this schedule, to all local governments, although some of them may be otherwise exempt from the federal requirement cited. This provision does not require the creation by exempted local governments of any special documentation demonstrating compliance with federal regulations that may be required of non-exempted governments.

b) PERSONNEL FILES - The individual employee personnel file is not scheduled as a unit in this section; documents normally placed in such files are scheduled separately.

c) TERMINATED EMPLOYEES - Notwithstanding any retention periods in this part, all personnel records existing on the date of termination of an involuntarily terminated employee must be retained for 2 years from the date of termination [29 CFR 1602.31, 1602.40, and 1602.49].

d) JTPA AND CETA EMPLOYEES - Any records maintained on applicants for or holders of positions paid in whole or in part from Comprehensive Employees' Training Act (CETA) funds or affirmative action apprenticeship program funds administered by the U. S. Department of Labor must be retained for 5 years from the date of enrollment in the program [29 CFR 30.8(e)]. This 5-year retention period is extended by authority of this schedule to comparable records on applicants for or holders of positions paid in whole or in part from Job Training Partnership Act (JTPA) funds.

e) DEFINITION OF EMPLOYEE - For the purposes of this part, the term "employee" also includes elected or appointed officials of a local government who are paid wages or a salary from any funds of the local government and anyone voluntarily working or not receiving payment or compensation for working.

f) PERSONNEL RECORDS IN SHERIFF'S DEPARTMENTS IN CERTAIN COUNTIES - The Local Government Code, Section 157.904, provides that sheriff's departments in counties with a population of 3.3 million or more shall maintain "a permanent personnel file on each department employee." The precise contents of a personnel file are not specified, but three groups of records are expressly mentioned. Consequently, any record in item numbers GR1050-03, GR1050-07, and GR1050-21, all of which are records of a type mentioned in the statute, must be retained permanently. The sheriffs and their legal counsel should determine what other records may be includable in a permanent personnel file in sheriffs' departments subject to the law.

SECTION 3-1: PERSONNEL RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-01	AFFIRMATIVE ACTION PLANS			
GR1050-01a	AFFIRMATIVE ACTION PLANS	Reports, analyses, and statistical data compiled from source documentation used to develop, implement, and monitor affirmative action plans.	5 years.	By regulation - 29 CFR 30.8(e).
GR1050-01b	AFFIRMATIVE ACTION PLANS	Affirmative action plans.	US + 5 years.	By regulation - 29 CFR 30.8(e).
GR1050-02	APTITUDE AND SKILLS TEST RECORDS	Records relating to aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer, including civil service examinations.		
GR1050-02a	APTITUDE AND SKILLS TEST RECORDS	Validation studies.	Life of test + 2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-02b	APTITUDE AND SKILLS TEST RECORDS	Tests.	US + 2 years.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. Retention Note: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.
*GR1050-02c	APTITUDE AND SKILLS TEST RECORDS	Test papers or results of persons taking tests.	Date of creation or personnel action involved, whichever later, + 2 years.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-02d	APTITUDE AND SKILLS TEST RECORDS	Records, other than those noted (a)-(c), relating to the planning and administration of tests.	3 years.	
*GR1050-03	AWARDS AND COMMENDATIONS	Individual award, honor, or commendation bestowed on an employee.	Date of separation + 5 years.	Retention Notes: a) For administrative records of awarding committees, see item number GR1050-09. b) Refer to Retention Note (f) on page 1 of this schedule for awards bestowed on certain Sheriff's office employees.
GR1050-04	CERTIFICATES AND LICENSES	Certificates, licenses, or permits required of employees to qualify for or remain eligible to hold a position requiring certification or licensing.	US or separation of employee + 5 years.	Retention Note: If the submission of copies of certificates, licenses, or permits is required of all applicants for a position, those of applicants not hired must be retained for 2 years under item number GR1050-14.
GR1050-05	CONFLICT OF INTEREST AFFIDAVITS		5 years after leaving position for which the affidavit was filed.	
GR1050-06	COUNSELING PROGRAM RECORDS			

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-06a	COUNSELING PROGRAM RECORDS	Reports of interviews, analyses, and similar records relating to the counseling of an employee for work-related, personal, or substance abuse problems, including any warnings associated with the counseling. Usually maintained at the supervisory level or by human resources departments.	3 years after termination of counseling.	Retention Note: For records retained by professional therapists; refer to Local Schedule HR for patient records.
GR1050-06b	COUNSELING PROGRAM RECORDS	Records relating to the planning, coordination, implementation, direction, and evaluation of an employee counseling program.	3 years.	
*GR1050-07	DISCIPLINARY AND ADVERSE ACTION RECORDS	Records created by civil service boards or by personnel or supervisory officers in considering, or reconsidering on appeal, an adverse action (e.g., demotion, probation, termination, suspension, leave without pay) against an employee, including, as applicable, witness and employee statements, interview reports, exhibits, reports of findings, and decisions and judgments.		Retention Note: Refer to Retention Note (f) on page 1 of this schedule for disciplinary records of certain Sheriff's office employees.
		(1) All employees of sheriff's departments in counties with a population of 3.3 million or more.	PERMANENT.	By law – Local Government Code, Section 157.904.
		(2) Police and fire department personnel in municipalities with a population of 10,000 or more that have established civil service boards under Local Government Code, Chapter 143.	PERMANENT.	By law – Local Government Code, Section 143.011(c).
		(3) All other local government employees.	2 years after case closed or action taken, as applicable.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-08	EMPLOYEE PENSION AND BENEFITS RECORDS			For records of pension and deferred compensation deductions from payroll see GR1050-52(b).

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-08a	EMPLOYEE PENSION AND BENEFITS RECORDS	Employee benefit plans such as pension; life, health, and disability insurance; seniority and merit systems; and deferred compensation plans, including amendments.	Termination of plan + 1 year.	By regulation - 29 CFR 1627.3(b)(2). Retention Note: If the plan or system is not in writing, a memorandum fully outlining the terms of the plan or system and the manner in which it has been communicated to affected employees, together with notations relating to any revisions, must be retained for the same period as written plans.
*GR1050-08b	EMPLOYEE PENSION AND BENEFITS RECORDS	Enrollment forms providing personal identifying data, beneficiary information, option selection, acknowledgement forms, and similar information. (1) If the official record is maintained by the retirement system of which the local government is a member or by the service provider. (2) If the official record is maintained by the local government. (A) Pension and deferred compensation. (B) Life, health, accidental death, and disability insurance. (C) Any benefit other than those noted in (A) or (B).	AV. Date of separation + 75 years. Termination of coverage + 4 years. US or separation + 2 years, as applicable.	Retention Note: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for item number GR1050-50.
GR1050-08c	EMPLOYEE PENSION AND BENEFITS RECORDS	Annual reports from a pension system or fund.	PERMANENT.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-09	EMPLOYEE RECOGNITION RECORDS	Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs.	2 years.	Retention Note: For records of an award/commendation given to an individual employee, see item number GR1050-03.
GR1050-10	EMPLOYEE SECURITY RECORDS			
GR1050-10a	EMPLOYEE SECURITY RECORDS	Records created to control and monitor the issuance of keys, identification cards, passes, or similar instruments of identification and access.	US, date of expiration, or date of separation + 2 years, as applicable.	
GR1050-10b	EMPLOYEE SECURITY RECORDS	Records relating to the issuance of parking permits.	US.	
GR1050-11	EMPLOYEE SELECTION RECORDS	Notes of interviews with candidates; audio and videotapes of job interviews; applicant rosters; eligibility lists; test ranking sheets; justification statements for violating eligibility or ranking sequence; and previous injury checks; offers of employment letters; and similar records documenting the filling of a vacant position.	2 years from the creation (or receipt) of the record or the personnel action involved, whichever later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. Retention Note: See GR1050-36 for background and criminal history checks.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-12	EMPLOYEE SERVICE RECORDS	Summary employment history record for each employee maintained on one or more forms, containing the following minimum information: name; sex; date of birth; social security number; positions held with dates of hire, promotion, transfer, or demotion; dates of leaves of absence or suspension that affect computation of length of service; wage or salary rate for each position held, including step or merit increases within grades; most recent public access option form; and date of separation.	Date of separation + 75 years.	For other information on employees that must also be retained either as part of this record or in another form, see item numbers GR1050-52(b) and GR1050-54(a). Retention Notes: a) This schedule does not require the creation of an employee service record of the type described, but the creation of the record is strongly recommended to allow frequent disposal of documents from which information has been summarized. If an employee service record is not maintained, documents (e.g., employment applications, personnel action forms) containing the prescribed information must be retained date of separation + 75 years. More than one document providing the same element of required information need not be retained. b) The Teacher Service Record (Texas Education Agency Form FIN-115 or its equivalent), containing information required by statute or regulation, shall be considered an employee service record of the type described and must be retained date of separation + 75 years. c) Salary or wage data on an employee service record may be indicated by grade and step numbers if all corresponding wage rate tables (see item number GR1050-59) applicable to a person's employment history are retained date of separation + 75 years.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-13	EMPLOYMENT ADVERTISEMENTS OR ANNOUNCEMENTS	Advertisements or postings relating to job openings, promotions, training programs, or overtime opportunities, including jobs orders submitted to employment agencies.	2 years.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-14	EMPLOYMENT APPLICATIONS			
GR1050-14a	EMPLOYMENT APPLICATIONS	Applications, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions (both hired and not hired) or for promotion, transfer, or training opportunity (both selected and not selected) is required on the application form, by application procedures, or in the employment advertisement.	2 years from the creation (or receipt) of the record or the personnel action involved, whichever later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-14b	EMPLOYMENT APPLICATIONS	Samples of publications, artwork, or other products of prior achievement not returned to applicants.	AV.	
GR1050-14c	EMPLOYMENT APPLICATIONS	Transcripts of persons hired if state or federal law or regulation mandates a level of education needed to qualify for employment (e.g., school district professional and paraprofessional personnel). See also item number GR1050-28(a).	Date of separation + 5 years.	Retention Note: If applicant screening or hiring decisions are based on resumés, with only successful or interviewed candidates completing employment applications, then resumés of persons not hired must be kept for the same period as employment applications. If resumés are supplemental to employment application forms, they need only be retained as long as administratively valuable.
GR1050-15	EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS			
GR1050-15a	EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS	Contracts and agreements, including collective bargaining agreements, between a local government and an employee or a group of employees, including written acceptances of such contracts.	Last effective date of contract + 4 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-15b	EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS	Records relating to the negotiation of collective bargaining agreements or similar group contracts, including reports; correspondence; mediation or arbitration agreements; the proceedings, findings, and awards of arbitration boards; and similar records.	Last effective date of contract + 4 years or, if no agreement or contract results, 4 years.	
GR1050-16	EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS			
GR1050-16a	EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS	Reports, analyses, or statistical data compiled from source documentation used to complete EEO reports.	3 years.	By regulation - 29 CFR 1602.30, 1602.39, and 1602.48.
GR1050-16b	EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS	EEO-1, EEO-4, EEO-5, and EEO-6 reports.	3 years.	By regulation - 29 CFR 1602.32, 1602.41, and 1602.50.
GR1050-16c	EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS	Case files relating to discrimination complaints, including complaints, legal and investigative documents, exhibits, related correspondence, withdrawal notices, and decisions or judgments.	Resolution of case + 3 years.	
GR1050-17	EQUAL PAY RECORDS	Reports, studies, aggregated or summarized data, and similar documentation compiled to monitor and demonstrate compliance with the Equal Pay Act.	2 years.	By regulation - 29 CFR 1620.32(c).
GR1050-18	FIDELITY BONDS		Effective life of bond + 5 years.	Retention Note: Does not include the Official Bond Record maintained by county clerks, which must be retained PERMANENTLY .
GR1050-19	FINGERPRINT CARDS		Date of separation + 5 years.	Retention Note: If fingerprint cards are created for all applicants for a position, those of persons not hired must be retained 2 years under item number GR1050-14.
*GR1050-20	GRIEVANCE RECORDS	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	Final decision on the grievance + 2 years.	Retention Note: Do not confuse these records with those involving EEO complaints [see item number GR1050-16(c)].

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-21	JOB EVALUATIONS	Job evaluations, performance appraisals, or other similar documents used to evaluate the performance of employees.	US + 2 years or date of separation + 2 years, whichever sooner.	By regulation – 29 CFR 1620.32(c). Retention Notes: a) Refer to SD3575-05 pertaining to evaluations on school teachers. b) Refer to Retention Note (f) on page 1 of this schedule for evaluations of certain Sheriff's office employees.
GR1050-22	MEDICAL AND EXPOSURE REPORTS			
*GR1050-22a	MEDICAL AND EXPOSURE REPORTS	Health, physical or psychological examination reports or certificates of all job applicants if physical or psychological condition is a factor in hiring decisions, including the promotion, transfer, or selection for training of current personnel.	2 years from the date of creation or personnel action involved, whichever is later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
GR1050-22b	MEDICAL AND EXPOSURE REPORTS	Health or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required. (1) For employees exposed in the course of their work to toxic substances, harmful physical agents, or bloodborne pathogens. (2) For all other employees.	Date of separation + 30 years. US + 2 years.	By regulation - 29 CFR 1910.1020(d)(1)(i)-(iii).
GR1050-22c	MEDICAL AND EXPOSURE REPORTS	Environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports.	30 years.	By regulation - 29 CFR 1910.1020(d)(1)(ii). See Local Schedule PW 5450-01 for Asbestos Management Records.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-22d	MEDICAL AND EXPOSURE REPORTS	Records of controlled substances and alcohol use and testing. (1) Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater; records of driver verified positive controlled substances test results; documentation of refusals to take required alcohol and/or controlled substances tests; driver evaluation and referrals; calibration documentation; records related to the administration of the alcohol and controlled substances testing programs; copy of each annual calendar year summary required by 49 CFR 382.403. (2) Records related to the alcohol and controlled substances collection process. (3) Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02.	5 years. 2 years. 1 year.	By regulation – 49 CFR 382.403.
*GR1050-23	OATHS OF OFFICE	Any oaths or affirmations required of local government employees or officers. Includes the Statement of Elected Officer (Secretary of State Form 2201).	US + 5 years or 5 years after leaving position for which oath required, whichever is applicable.	
*GR1050-24	PERSONNEL ACTION OR INFORMATION NOTICES	Documents used by personnel officers to create or change information in the personnel records of individual employees concerning hiring, termination, transfer, pay grade, position or job title, leaves of absence, name changes, and similar personnel actions except those noted elsewhere in this part.	2 years from the date of creation or the personnel action involved, whichever is later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-25	PERSONNEL STUDIES AND SURVEYS	Studies, statistical reports, surveys, cost analyses and projections, and similar records, except those noted elsewhere in this part, on any aspect of the personnel management or administration of a local government.	3 years.	Retention Note: Review before disposal; some documents may merit PERMANENT retention for historical reasons.
GR1050-26	POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS			
GR1050-26a	POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS	Job descriptions, including any associated task or skill statements. Also includes documentation concerning the development and analysis of job descriptions and classification systems, including survey, review and audit reports; classification standards and guidelines; selection criteria; determination of classification appeals; etc.	US or position abolished + 4 years.	By regulation - 40 TAC 815.106(i).
GR1050-26b	POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS	Position staffing and vacancy reports.	US.	
GR1050-26c	POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS	Personnel requisitions.	2 years.	
*GR1050-27	REDUCTION IN FORCE PLANS	Reduction in force plans and any related documentation.	US, or if implemented, 2 years from date of last reduction in force action under the plan.	
GR1050-28	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS			For other records relating to aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer see item number GR1050-02.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-28a	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS	Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee if such training or testing is required for the position held or if the educational or skill attainment or enhancement affects or could affect career advancement in the local government or, in the case of licensed or certified personnel (e.g., school professionals, firefighters, police officers, health care professionals), in other governments or the private sector.	Date of separation + 5 years.	Retention Note: If information concerning training or testing (e.g., test scores) is transferred to an Employee Service Record (item number GR1050-12), the document from which the information is taken need be retained for only 2 years.
GR1050-28b	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS	Records documenting the planning, development, implementation, administration and evaluation of in-house training programs.	2 years.	
GR1050-28c	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS	Training manuals, syllabuses, course outlines, and similar training aids used in in-house training programs.	US, expired, or discontinued + 2 years.	
GR1050-28d	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS	Skill or achievement measurement records of a training group or class as a whole (e.g., rosters with scores).	2 years.	Retention Note: If the only information documenting the in-house training of an employee of the types described in (a) is contained in the measurement records of a group or class as a whole, the group records must be retained for the date of separation + 5 years for all employees included in the group records.
GR1050-29	UNEMPLOYMENT COMPENSATION CLAIMS RECORDS	Unemployment claims, pertinent correspondence, and similar records documenting unemployment compensation cases.	After closed + 5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1050-30	VERIFICATIONS OF EMPLOYMENT ELIGIBILITY (Form I-9)		3 years from hire or 1 year after separation, whichever later.	By regulation - 8 CFR 274a.2(b)(2)(i)(A) and (c)(2) Retention Note: If a former employee is rehired and a Form I-9 is still on file for the employee, the 3-year retention period dates from date of first hire.
GR1050-31	WORK SCHEDULES	Work, duty, shift, crew, case schedules, rosters, or assignments except work schedules includable in item number GR1050-56.	1 year.	
*GR1050-32	WORKERS COMPENSATION CLAIM RECORDS	Records of accidents to or job-related illnesses of employees.		Retention Note: Refer to GR1050-22b(1) for any medical or exposure records created or collected.
*GR1050-32a	WORKERS COMPENSATION CLAIM RECORDS	Initial and supplemental incident forms, reports, or logs.	CE + 5 years.	By regulation - 29 CFR 1904.33. Retention Note: If a claim is filed as a result of the accident or illness any forms or reports related to the incident must be retained under GR1050-32b.
*GR1050-32b	WORKERS COMPENSATION CLAIM RECORDS	Records of workers compensation claims filed by employees, including any reports or investigations used to determine eligibility. (1) If the local government is self-insured. (2) If the local government is not self-insured.	CE of closure of claim + 50 years. CE + 5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-33	FINANCIAL DISCLOSURE STATEMENTS	Financial disclosure statements of officers and/or employees of a local government required by Local Government Code Section 145.007(c) or 159.007(c).	Date of separation + 2 years.	By law – Local Government Code, Section 145.007(c); 159.007(c). Retention Notes: a) For campaign contribution and expenditure statements see item number EL3125-01 in Local Schedule EL (Records of Elections and Voter Registration). b) See item number EL3125-04 for financial disclosure statements of local government candidates.
GR1050-34	PUBLIC ACCESS OPTION FORMS	Form completed and signed by employee or official, or former employee or official, electing to keep home address, home telephone number, social security number, and family information open or confidential under the Public Information Act, Government Code 552.024.	US.	Retention Note: The last public access option form completed by an employee prior to termination of employment must be retained as part of the Employee Service Record (see record number GR1050-12 in this schedule).
GR1050-35	EMPLOYEE EXIT INTERVIEWS	Records of interviews and other supporting documentation conducted at time of employee termination.	Date of separation + 2 years.	
GR1050-36	CRIMINAL HISTORY CHECKS	Used for condition of or in conjunction with employment application.	End of employee's probationary period or after immediate purpose has been fulfilled, as applicable.	By law - Government Code, Chapter 411 Subchapter F for certain education institutions and fire departments, and by authority of this schedule for all other local governments. Retention Note: A local government that is authorized to obtain criminal history recorded information from the Texas Department of Public Safety must refer to Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.
*GR1050-37	EMPLOYEE ACKNOWLEDGEMENT FORMS	Employee acknowledgement forms or other documentation that show proof of receipt and awareness of local government policies and procedures.	US or date of separation +2 years, as applicable.	Retention Note: See item number GR1050-08b for acknowledgement forms of pension and deferred compensation policies and procedures.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-38	UNSOLICITED RÉSUMÉS	Unsolicited résumés received by local governments not used in the employment selection process.	AV.	Retention Note: See item number GR1050-14 for résumés, whether solicited or unsolicited, that are used in any way in the employment selection process.
GR1050-39	VOLUNTEER SERVICE FILES	Information about individual volunteers and duties they perform.	US or date of separation + 3 years.	
*GR1050-40	APPLICATIONS FOR PERMANENT EMPLOYMENT CERTIFICATION (ETA Form 9089)	Includes applications and supporting documentation, including employment applications, summaries of recruitment efforts, job postings, newspaper advertisements, job orders with the Texas Workforce Commission, and correspondence with the U.S. Department of Labor and attorneys.	Date of filing of application + 5 years.	
*GR1050-41	OUTSIDE/SECONDARY EMPLOYMENT AUTHORIZATIONS	Personnel forms requesting permission to perform at a job outside of the local government.	Date of separation or until superseded + 2 years, as applicable.	
*GR1050-42	LICENSE AND DRIVING RECORD CHECKS		US or date of separation.	Retention Note: See item number SD3500-03c for driving record checks of school bus drivers.
*GR1050-43	LABOR STATISTICS REPORTS	Reports providing statistical information on labor force.	3 years.	
*GR1050-44	AMERICANS WITH DISABILITIES ACT (ADA) DOCUMENTATION	Self evaluations and plans documenting compliance with the requirements of the Americans with Disabilities Act.	3 years.	By regulation - 28 CFR 35.105(c).

SECTION 3-2: PAYROLL RECORDS

Retention Note: OTHER ACCOUNTING RECORDS - This section supplements Section 2-2 and schedules financial and accounting records found in most local governments specific to the disbursement of payroll. If a payroll-related record is not scheduled in this section, use Section 2-2 for the comparable record; e.g., payroll fund reconciliations should be retained for FE + 5 years under the retention for Banking Records (see item number GR1025-28).

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-50	DEDUCTION AUTHORIZATIONS	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including orders of garnishment or other court-ordered attachments.	4 years after separation or 4 years after amendment, expiration, or termination of authorization, whichever sooner.	
GR1050-51	DIRECT DEPOSIT APPLICATIONS/ AUTHORIZATIONS		US or date of separation, as applicable.	
GR1050-52	EARNINGS AND DEDUCTION RECORDS			
GR1050-52a	EARNINGS AND DEDUCTION RECORDS	A record containing the following payroll information on each employee: name, last known address and social security number, amount of wages paid to the employee for each payroll period, including all deductions, and date of payment.	Retention of any one of the following records for 5 years by school districts or 4 years by other local governments will satisfy the retention requirement: 1) Individual employee earnings card or record that shows earnings and deductions for each pay period. 2) Master payroll register which shows earnings and deductions for each pay period.	By regulation - 20 CFR 404.1225(b) (3) and 40 TAC 815.106(i).

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-52b	EARNINGS AND DEDUCTION RECORDS	A record containing the following minimum pension and deferred compensation information on each employee: name, date of birth, social security number, and amount of pension and deferred compensation deductions.	The retention of any one of the following for date of separation + 75 years will satisfy the retention requirement: 1) Individual employee earnings card or record as in (a)(1). 2) Employee Service Record (see item number GR1050-12) if it contains the prescribed pension and deferred compensation deduction data. 3) Master payroll register, or the final year-to-date register of each calendar year, if the register shows all persons employed during the year from whose wages, pension, and deferred compensation deductions were made.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-52b (continued)	EARNINGS AND DEDUCTION RECORDS		4) Pension and deferred compensation deduction register, or the final year-to-date pension deduction register of each calendar year, if the register lists all persons employed during the year from whose wages pension and deferred compensation deductions were made. 5) Copies of annual or other periodic statements furnished to each employee detailing the deductions and contributions to a pension or deferred compensation plan during the past year or period.	
GR1050-52c	EARNINGS AND DEDUCTION RECORDS	Master payroll register, including year-to-date registers, if not used to satisfy either of the retention requirements set in (a) or (b).	FE + 5 years for school districts; FE + 3 years for other governments.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-52d	EARNINGS AND DEDUCTION RECORDS	Subsidiary payroll registers, if not used to satisfy either of the retention requirements set in (a) or (b). (1) If data contained in the subsidiary payroll register is not contained in the master payroll register. (2) If data contained in the subsidiary payroll register is contained in the master payroll register.	FE + 5 years for school districts; FE + 3 years for other governments. AV.	
GR1050-52e	EARNINGS AND DEDUCTION RECORDS	Copies of annual or other periodic statements furnished to each employee detailing the deductions and contributions to a pension or deferred compensation plan during the past year or period, if not used to satisfy the retention requirement set in (b).	2 years.	
GR1050-52f	EARNINGS AND DEDUCTION RECORDS	Payroll adjustment records, including transaction registers, authorizations, and similar records authorizing and detailing adjustments to payroll records because of overpayment, underpayment, etc.	FE + 5 years for school districts; FE + 3 years for other governments.	
GR1050-53	FEDERAL AND STATE TAX FORMS AND REPORTS			
GR1050-53a	FEDERAL AND STATE TAX FORMS AND REPORTS	Forms used to determine withholding from wages and salaries for payroll tax purposes (W-4 Forms).	4 years after separation or 4 years after form amended, whichever sooner.	By regulation - 20 CFR 404.1225(b) (3), 26 CFR 31.6001-1(e) (2) for federal forms and by authority of this schedule for any state forms.
GR1050-53b	FEDERAL AND STATE TAX FORMS AND REPORTS	Forms and reports used to report the collection, distribution, deposit, and transmittal of payroll or unemployment taxes (W-2, 1099).	4 years after tax due date or date tax paid, whichever later.	By regulation - 20 CFR 404.1225(b) (3), 26 CFR 31.6001-1(e) (2) for federal forms and by authority of this schedule for state forms.
GR1050-54	LEAVE RECORDS			

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-54a	LEAVE RECORDS	A record containing a record of the unused accumulated sick leave of each employee if (1) all or a percentage of accumulated sick leave is used to calculate length of service and/or (2) accumulated sick leave is creditable to an employee if rehired.	The retention of any one of the following for date of separation + 75 years will satisfy the retention requirement: 1) Individual employee earnings card or record as described in item number GR1050-52a if it also contains accumulated sick leave data. 2) Employee Service Record (see item number GR1050-12) if it contains the accumulated sick leave data prescribed. 3) Copy of the final time summary or leave status report, as noted in (d), of each separated employee.	
GR1050-54b	LEAVE RECORDS	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), and other types of authorized leave, and supporting documentation.	FE + 5 years for school districts; FE + 3 years for other governments.	By regulation – 29 CFR 825.500.
GR1050-54c	LEAVE RECORDS	Leave or hours-to-date registers.	FE + 5 years for school districts; FE + 3 years for other governments.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-54d	LEAVE RECORDS	Copies of periodic time summary or leave status reports furnished to each employee containing information on vacation, sick, compensatory, or other leave earned and used, including the final report of separated employees if they are not used to satisfy the retention requirement set in (a).	2 years.	
GR1050-55	PAYROLL ACTION OR INFORMATION NOTICES	Documents used by payroll officers to create or change information in the payroll records of individual employees except deduction authorizations (see item number GR1050-50) and federal tax forms [see item number GR1050-53(a)].		
*GR1050-55a	PAYROLL ACTION OR INFORMATION NOTICES	Documents concerning hiring, termination, transfer, pay grade, position or job title, name changes, etc.	2 years from the date of creation or personnel action involved, whichever is later.	By regulation - 29 CFR 1602.31, 1602.40, and 1602.49. Retention Note: Refer to GR1050-12 in this schedule as some information must be kept in Employee Service Record.
GR1050-55b	PAYROLL ACTION OR INFORMATION NOTICES	Documents concerning adjustments to payroll and leave status.	FE + 3 years.	Retention Note: Refer to GR1050-12 in this schedule as some information must be kept in Employee Service Record.
GR1050-56	TIME AND ATTENDANCE REPORTS	Time cards or sheets, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules.	4 years.	By regulation - 40 TAC 815.106(i).
GR1050-57	TIME CHANGE RECORDS	Requests and authorizations for overtime, time trading, and other actions that affect normal work time except leave requests [see item number GR1050-54(c)].	2 years.	
GR1050-58	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN	Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other <i>bona fide</i> work-related activities in which the expenses of an employee are defrayed or reimbursed.	FE + 5 years for school districts; FE + 3 years for other governments.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-59	WAGE AND SALARY RATE TABLES			
GR1050-59a	WAGE AND SALARY RATE TABLES	If wage or salary rate for each position listed on an Employee Service Record (see item number GR1050-12) is expressed in dollars.	2 years after last effective date.	By regulation - 29 CFR 516.6(a)(2).
GR1050-59b	WAGE AND SALARY RATE TABLES	If wage or salary rate for each position listed on an Employee Service Record (see item number GR1050-12) is indicated by grade or step number only.	Date of separation + 75 years.	

PART 4: SUPPORT SERVICES RECORDS

SECTION 4-1: PURCHASING RECORDS

Retention Notes: RELATIONSHIP WITH ACCOUNTS PAYABLE RECORDS - In a local government in which purchasing and accounts payable records (see item number GR1025-26) are maintained by the same individual or department, duplicate copies of a record need not be created and/or retained to satisfy the retention requirements of this section if the record is used in documenting both the ordering and procurement of and payment for goods and services. In such instances, retention requirements for accounts payable records prevail over those noted in this section.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-01	BIDS AND BID DOCUMENTATION			
GR1075-01a	BIDS AND BID DOCUMENTATION	Successful bids and requests for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation.	FE of award + 5 years for school districts; FE + 3 years for other governments.	Retention Note: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See item number GR1000-25.
GR1075-01b	BIDS AND BID DOCUMENTATION	Unsuccessful bids.	2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-01c	BIDS AND BID DOCUMENTATION	Requests for informal bid estimates, quotes, or responses from providers for the procurement of goods or services for which state law or local policy does not require the formal letting of bids.	1 year.	
GR1075-01d	BIDS AND BID DOCUMENTATION	Requests for information (RFI) preliminary to the procurement of goods or services by direct purchase or bid.	AV after date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable.	
*GR1075-02	PARTS AND SUPPLIES INVENTORY RECORDS	Inventories of parts and supplies.	1 year.	
GR1075-03	PURCHASE ORDER AND RECEIPT RECORDS			
GR1075-03a	PURCHASE ORDER AND RECEIPT RECORDS	Purchase orders, requisitions, and receiving reports.	FE + 5 years for school districts; FE + 3 years for other governments.	
GR1075-03b	PURCHASE ORDER AND RECEIPT RECORDS	Purchasing log, register, or similar record providing a chronological record of purchase orders issued, orders received, and similar data on procurement status.	FE + 3 years.	
GR1075-03c	PURCHASE ORDER AND RECEIPT RECORDS	Packing slips and order acknowledgments.	AV.	
GR1075-03d	PURCHASE ORDER AND RECEIPT RECORDS	Vendor and commodity lists.	US.	
GR1075-04	W-9 FORM - REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (TIN) AND CERTIFICATION	W-9 IRS Form used to request a taxpayer identification number (TIN) for reporting information to IRS. This includes W-9 forms received by local governments from vendors.	Date account is opened or date instrument purchased + 3 years.	By regulation - 26 CFR 31.3406(h)-3(g).

SECTION 4-2: FACILITY, VEHICLE, AND EQUIPMENT MANAGEMENT RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-15	ACCIDENT AND DAMAGE REPORTS (PROPERTY)	Reports of accidents or damage to facilities, vehicles, or equipment if no personal injury is involved.	3 years.	Retention Note: For accident reports involving personal injury see item numbers GR1000-20 and GR1050-32.
GR1075-16	CONSTRUCTION PROJECT RECORDS			
*GR1075-16a	CONSTRUCTION PROJECT RECORDS	Records concerning the planning, design, construction, conversion, or modernization of local government-owned facilities, structures, infrastructure (i.e. electrical lines, underground water lines), and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, elevations, profiles, blueprints, and as-builts; inspection and investigative reports; laboratory test reports; environmental impact statements; construction contracts and bonds; correspondence; and similar documentation except as described in (b), (c) or (d).	LA + 10 years.	Retention Notes: a) Review before disposal; some records may merit PERMANENT retention for historical reasons. b) If a structure, facility, or system is sold or transferred to another person or entity, the local government must retain the original records relating to its construction to fulfill retention requirements. Copies of the records may be given to the person or entity to which the structure, facility, or system is sold or transferred. c) Records of the types described relating to places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1075-16b	CONSTRUCTION PROJECT RECORDS	Records of the types described in GR1075-16a relating to the construction of prefabricated storage sheds, bus shelters, parking lot kiosks, non-structural recreational facilities such as baseball diamonds and tennis courts, and similar structures and facilities.	Completion of the project + 10 years.	Retention Notes: a) Review before disposal; some records may merit PERMANENT retention for historical reasons. Records relating to construction of some of the described structures will have historical value if they are closely associated with a major structure as described in GR1075-16a. For example, records relating to the construction of gazebos, fountains, walls, or statuary located on the grounds of a county courthouse are part of the landscape of the courthouse and its grounds and should be retained PERMANENTLY. b) Records of the types described relating to places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY. c) If the construction of a structure described in GR1075-16b includes infrastructure (i.e. electrical lines, underground water lines, etc.), records of the infrastructure must be maintained Life of Asset + 10 years.
*GR1075-16c	CONSTRUCTION PROJECT RECORDS	Records relating to construction projects described in GR1075-16a and GR1075-16b, that are transitory or of ephemeral relevance, and are not required for maintaining, modifying, and repurposing the building or structure. Records may include, but are not limited to, records of architectural and engineering draft design plans and specifications that precede the signed and sealed versions, , delivery tickets for expendable products, daily work reports, etc.	5 years.	Retention Note: Records of the types described relating to places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1075-16d	CONSTRUCTION PROJECT RECORDS	Line Locate Requests, Call Before You Dig records, or other similar records documenting requests for information regarding locations of the underground cable or utility lines.	Completion of project requiring the locate request + 2 years.	Retention note: If damage to utility lines becomes subject to litigation, the locate records must be retained in accordance with GR1000-31 (Litigation Case Files).
GR1075-17	LOST AND STOLEN PROPERTY REPORTS		FE + 3 years.	
GR1075-18	MAINTENANCE, REPAIR, AND INSPECTION RECORDS	Records documenting the maintenance, repair, and inspection of facilities, vehicles, and equipment.		Retention Note: This record group schedules records of maintenance and repair to general-purpose vehicles, office equipment, and office facilities. For retention requirements for the maintenance and repair of specialized vehicles (e.g., police cars, fire trucks, school buses), equipment (e.g., airport runway beacons, traffic lights), or facilities (e.g., wastewater treatment plants) see other commission schedules.
GR1075-18a	MAINTENANCE, REPAIR, AND INSPECTION RECORDS	Vehicles and equipment.		
		(1) Routine inspection records.	1 year.	
		(2) Maintenance and repair records.	Life of asset.	Retention Note: If a vehicle is salvaged as the result of an accident, the maintenance and repair records for the vehicle must be retained for date of salvage + 1 year.

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-18b	MAINTENANCE, REPAIR, AND INSPECTION RECORDS	Facilities. (1) Routine cleaning, janitorial, and inspection work. (2) All other facility maintenance, repair and inspection records (including those relating to plumbing, electrical, fire suppression, and other infrastructural systems).	1 year. 5 years.	Retention Note: Records of the types described relating to government-owned structures or places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY .
*GR1075-19	SERVICE REQUESTS/WORK ORDERS	Requests or work order for repairs or maintenance to facilities, vehicles, or equipment.	2 years.	Retention Note: If work orders serve as the only form of record documenting repairs to vehicles or equipment [see item number GR1075-18(a)] they must be retained for the life of the vehicle or equipment.
GR1075-20	USAGE REPORTS	Reports of usage of facilities, vehicles, and equipment.		
*GR1075-20a	USAGE REPORTS	Any type of usage report (e.g., mileage, fuel consumption, copies run) if such reports are the basis for allocating costs, for determining payment under rental or lease agreements, etc.	FE + 5 years for school districts; FE + 3 years for other governments.	
*GR1075-20b	USAGE REPORTS	Reservation logs or similar records relating to the use of facilities such as meeting rooms, auditoriums, etc. by the public or other governmental agencies.	2 years.	
*GR1075-20c	USAGE REPORTS	Usage reports compiled for purposes other than those noted in (a) or (b).	1 year.	
GR1075-21	VEHICLE OR EQUIPMENT ASSIGNMENT RECORDS	Assignment logs, authorizations, and similar records relating to the assignment and use of government-owned vehicles or equipment by employees.	After return or reassignment + 2 years.	
GR1075-22	VISITOR CONTROL REGISTERS	Logs, registers, or similar records documenting visitors to limited access or restricted areas.	3 years.	Retention Note: If the visitor control register is needed as part of an investigation it should be retained with the investigation case file PS4125-05.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR1075-23	VEHICLE AND EQUIPMENT WARRANTIES	Warranties for vehicles and equipment.	Expiration of warranty + 1 year.	
GR1075-24	VEHICLE TITLES AND REGISTRATIONS	Vehicle titles and registrations of government- owned vehicles.	LA.	
GR1075-25	SURVEILLANCE VIDEOS	Video surveillance for, but not limited to, security of property and persons.	AV.	Retention Note: If the surveillance video is needed as part of an investigation it should be retained with the investigation case file PS4125-05.
*GR1075-26	EQUIPMENT MANUALS	Equipment manuals, owner's manuals, instructional manuals, or other similar documentation for government owned equipment, except for equipment manuals noted elsewhere in this schedule or other schedules adopted by the commission.	LA.	

SECTION 4-3: COMMUNICATIONS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-40	POSTAL AND DELIVERY SERVICE RECORDS			
GR1075-40a	POSTAL AND DELIVERY SERVICE RECORDS	Meter and permit usage records.	1 year.	
GR1075-40b	POSTAL AND DELIVERY SERVICE RECORDS	Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies.	1 year.	
GR1075-41	TELEPHONE LOGS OR ACTIVITY REPORTS	Registers or logs of telephone calls and fax transmissions made and similar activity reports.		
GR1075-41a	TELEPHONE LOGS OR ACTIVITY REPORTS	If the log, report, or similar record is used for cost allocation purposes.	FE + 5 years for school districts; FE + 3 years for other governments.	
GR1075-41b	TELEPHONE LOGS OR ACTIVITY REPORTS	If the log, report, or similar record is used for internal control purposes other than cost allocation.	1 year.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1075-41c	[WITHDRAWN –SEE GR1075-43]			
*GR1075-42	E-RATE RECORDS	E-Rate is the Schools and Libraries Program of the Universal Service Fund that provides discounts to schools and libraries for telecommunications and Internet access. E-Rate is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communication Commission (FCC). All records related to the application for, receipt, and delivery of discounted telecommunications and other supported services.	FE + 10 years.	By regulation - 47 CFR 54.516.
*GR1075-43	DIRECTORY INFORMATION	Mailing addresses, telephone or fax numbers, or email addresses, or other contact information maintained by a local government on its employees or persons it serves.	US, expired, or discontinued.	

SECTION 4-4: WORKPLACE SAFETY RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5750-01	BLOODBORNE PATHOGEN TRAINING RECORDS	Records of training given to employees with exposure to bloodborne pathogens showing the dates of training sessions, contents or summaries of the sessions, names and job titles of those who received training, and names and qualifications of instructors.	3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5750-02	FACILITY CHEMICAL LISTS	Copies of tier two forms containing information of hazardous chemicals present in local government facilities submitted to the fire chief of the fire department having jurisdiction over the facilities and to the Texas Department of State Health Services as required by Health and Safety Code, Section 506.006.	30 years.	
GR5750-03	HAZARD COMMUNICATION PLANS	Plans describing how criteria of the Hazard Communications Act (Chapter 502, Health and Safety Code) with regard to the education and training of employees will be met.	US + 5 years.	By law - Health and Safety Code, Section 502.009(g).
GR5750-04	HAZARDOUS MATERIALS TRAINING RECORDS	Records of training given to employees in a hazard communications program showing the date of each training session, subjects covered during the session, rosters of employees who attended, and the names of instructors.	5 years.	By law - Health and Safety Code, Section 502.009(g).
GR5750-05	MATERIAL SAFETY DATA SHEETS (MSDS)	Material safety data sheets (MSDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals.	AV after receipt of updated sheet or the hazardous chemical is no longer present in the local government, as applicable.	
GR5750-06	WORKPLACE CHEMICAL LISTS	Lists of hazardous chemicals, including superseded lists, compiled and maintained by local governments in accordance with the Health and Safety Code, Section 502.005.	30 years.	By law - Health and Safety Code, Section 502.005(d). Retention Note: State law (Health and Safety Code, Section 502.005(d)) provides that if a local government is dissolved (e.g., a municipality through disincorporation), it shall send the workplace chemical lists in its possession to the director of the Texas Department of State Health Services.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR5750-07	DISASTER PREPAREDNESS AND RECOVERY PLANS	Disaster preparedness, continuity of operations, business continuity, or other plans used to prepare for or respond to emergencies or disasters.	US.	

PART 5: INFORMATION TECHNOLOGY RECORDS

Retention Notes: (a) This part establishes retention periods for records essential to the creation, maintenance, and use of electronic records (information recorded in a form for computer processing including data, graphics, digital images, multi-media records, etc.) and records related to computer operations/technical support not covered elsewhere in this schedule. Records in this part may be maintained on whatever medium is appropriate including electronic (on-line, magnetic tape, optical disk, CD-ROM, etc.), paper, and microform.

(b) Other types of records may be maintained electronically that are listed elsewhere in this schedule, such as administrative, fiscal, personnel, and support services records, or in other specialized schedules adopted by the Texas State Library and Archives Commission, such as Local Schedule PS (Records of Public Safety Agencies), Local Schedule HR (Records of Public Health Agencies), etc. The retention period for those electronic records will be as specified under the appropriate records series item number according to the function of the information. For example, if an electronic system were used to maintain encumbrance and expenditure reports, the retention period for these electronic records would be 2 years as specified in item number 1025-04(d). Retention requirements apply to records maintained on all types of electronic systems including mainframe, minicomputer, microcomputer, local-area-network based systems, etc.

(c) Administrative rules of the Texas State Library and Archives Commission (13 TAC 7.71-7.79) require that retention procedures for electronic records with an approved retention of 10 years or more must include provisions for scheduling the disposition of the electronic records as well as related software, documentation, and indexes; and for regular recopying, reformatting, and other necessary maintenance or conversion activities to ensure the retention and stability of electronic records until the expiration of their retention periods.

(d) If automated information is copied to paper or microform to create the official record, the electronic files do not have to be maintained for the full retention period of the record. The added value of electronic files for facilitating retrieval, making queries, providing for automated audit trails, etc., should be carefully reviewed prior to destruction of the electronic files even though there is an official record in another medium.

SECTION 5-1: RECORDS OF AUTOMATED APPLICATIONS

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5800-01	AUDIT TRAIL RECORDS	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	Until audit requirements met.	
GR5800-02	FINDING AIDS, INDEXES, AND TRACKING SYSTEMS	Automated indexes, lists, registers, and other finding aids used to provide access to the hard copy and electronic records.	Until the related hard copy or electronic records have been destroyed.	
GR5800-03	HARDWARE DOCUMENTATION	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	Until electronic records are transferred to and made usable in a new hardware environment, or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.	Retention Note: If the retention period of electronic records is extended to meet requirements of an audit, litigation, Public Information Act request, etc., any hardware documentation required to retrieve and read the records must also be retained for the same period.
*GR5800-04	INFORMATION SYSTEM/DATABASE RECORDS	Relatively long-lived computer files, including databases, containing organized and consistent sets of complete and accurate electronic records.	Until electronic records are transferred to and made usable in a new system environment, or the files have met a retention period established in this or other commission schedule, whichever sooner.	Retention Notes: a) The need to retain "snapshots" of some continuing information systems or databases should be carefully evaluated. For example, if a Geographic Information System has only current mapping information, historical versions of zoning changes would need to be maintained for long-term legal and historical value. b) Records managers should ensure that snapshots which support records on this or other commission schedules are retained for the full retention period of the records they support.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR5800-05	PROCESSING RECORDS	Electronic files used to produce or modify an information system or database, including, but not limited to, work files, maintenance and test files, print files, and intermediate input/output records.	Until electronic records are transferred to and made usable in a new system environment, or the files have met a retention period established in this or other commission schedule, whichever sooner.	Retention Note: Routine or benchmark files used to test system performance and files which facilitate processing of a particular job or system run, but which do not add to, delete from, or substantially modify information in an information system or database need be retained only as long as administratively valuable.
*GR5800-06	SOFTWARE PROGRAMS	Automated software applications and operating system files including job control language, etc.	Until electronic records are transferred to and made usable in a new software environment, or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.	Retention Note: If the retention period of electronic records is extended to meet requirements of an audit, litigation, Public Information Act request, etc. any software program required to retrieve and read the records must also be retained for the same period.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR5800-08	TECHNICAL DOCUMENTATION	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition. Includes documentation describing how a system operates and which is necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	Until electronic records are transferred to and made usable in a new hardware or software environment with new documentation, or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.	Retention Note: If the retention period of electronic records is extended to meet requirements of an audit, litigation, open records action, etc. any technical documentation required to retrieve and read the records must also be retained for the same period.
*GR5800-09	AUTOMATED PROGRAM LISTING / SOURCE CODE	Automated program code and builds which generate the machine-language instructions used to operate software programs.	Until superseded or software program no longer used, whichever sooner.	

SECTION 5-2: COMPUTER OPERATIONS AND TECHNICAL SUPPORT RECORDS

Retention Note: Not all of the following types of records will be created with all electronic systems. A local government should determine which records are needed according to the type of computer operation in use (mainframe, individual personal computers, networked personal computers, etc.). The records in this section may be maintained electronically (on-line, magnetic tape, optical disk, etc.) or on another medium such as paper or microform provided the approved retention period is met.

Record Number	Record Title	Record Description	Retention Period	Remarks
*GR5825-01	SYSTEM SECURITY RECORDS		.	
*GR5825-01a	SYSTEM SECURITY RECORDS	Records created for security purposes to control or monitor individual access to a system and its data, including but not limited to user account records, security login information, and password files.	US, date of expiration, or date of separation + 2 years, as applicable.	
*GR5825-01b	SYSTEM SECURITY RECORDS	Records used to control and monitor the security of a system and its data, including vulnerability scans, intrusion tests, malicious code detection tests, threat and risk assessments, technical security reviews, patch management logs, intrusion detection logs, firewall logs, and related records. Records documenting incidents and investigations involving unauthorized attempted entry, probes and/or attacks on information systems or networks.	AV.	
GR5825-02	BATCH DATA ENTRY CONTROL RECORDS	Forms and logs used to reconcile batches submitted for processing against batches received and processed.	AV after reconciliation confirmed.	
GR5825-03	CHARGEBACK RECORDS TO DATA PROCESSING SERVICES USERS	Records used to document, calculate costs, and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.	FE + 5 for school districts; FE + 3 years for other local governments.	
GR5825-04	COMPUTER JOB SCHEDULES AND REPORTS	Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.	90 days.	
GR5825-06	DATA PROCESSING PLANNING RECORDS	Reports, studies, analyses, projections, and similar records concerning the creation, development, or modification of data processing systems and services.	5 years.	Retention Note: Review before disposal; some records of this type may merit PERMANENT retention for historical reasons.
*GR5825-07	[WITHDRAWN – SEE GR5750-07]			

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5825-08	ELECTRONIC MEDIA LIBRARY SYSTEM RECORDS	Records used to control the location, maintenance, and disposition of media in an electronic media library except for records destruction documentation that is maintained permanently (see item number GR1000-40).	Until related records or media are destroyed or withdrawn from the library.	
*GR5825-09	DATA ENTRY DOCUMENTS	Records or forms designed and used solely for data input and control except for data entry documents noted elsewhere in this schedule or other schedules adopted by the commission.	Until all data has been entered into the system and, if required, verified.	
GR5825-10	NETWORK CIRCUITS INVENTORIES	Records containing information on network circuits used by the government including circuit number, vendor, type of connection, terminal series, software, contact person, and other relevant information about the circuit.	US.	
GR5825-11	NETWORK IMPLEMENTATION RECORDS	Records used to implement a computer network including reports, diagrams of network, and wiring schematics.	US.	
*GR5825-12	OPERATING SYSTEM AND HARDWARE CONVERSION PLANS	Records relating to the replacement of equipment or computer operating systems not included elsewhere in this schedule.	2 years after completion of conversion.	
GR5825-13	OUTPUT RECORDS FOR COMPUTER PRODUCTION	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	AV.	
*GR5825-14	QUALITY ASSURANCE RECORDS	Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	Until no longer needed as an audit trail.	

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5825-15	PROJECT RECORDS	Records created and used in the development, redesign, or modification of automated systems or applications.		Retention Note: Does not include purchasing records for computer software or hardware such as individual personal computers, which are covered in Part 4 of this schedule.
GR5825-15a	PROJECT RECORDS	Project management records, design documentation, feasibility studies, justifications, user requirements, etc.	3 years after completion of project.	
GR5825-15b	PROJECT RECORDS	Routine status reports, memos, and correspondence.	AV.	
*GR5825-16	SYSTEM ACTIVITY MONITORING RECORDS	Records or logs that monitor and report levels and patterns of individual and organizational usage of system hardware, software application, and internet resources, including but not limited to log in files, system usage files, application usage files, data entry logs, print spool logs, and records of individual computer usage. May also include levels of storage and network/bandwidth traffic and other documentation related to activities for monitoring and ensuring optimal efficiency of system resource use.	AV.	
*GR5825-17	[WITHDRAWN – SEE GR1050-28]			
GR5825-18	INTERNET COOKIES	Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV.	Retention Note: The disposal of Internet cookies need not be documented through destruction authorizations (GR1000-40(b)), but governments should establish procedures governing disposal of these records as part of its records management plan (GR1000-40(d)).
GR5825-19	HISTORY FILES – WEB SITES	A record of the documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of a user's progress.	AV.	Retention Note: The disposal of Internet history files need not be documented through destruction authorizations (GR1000-40(b)), but governments should establish procedures governing disposal of these records as part of its records management plan (GR1000-40(d)).

Record Number	Record Title	Record Description	Retention Period	Remarks
GR5825-20	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS		LA + 3 years.	

Comments or complaints regarding the programs and services of the
Texas State Library and Archives Commission can be addressed to the
Director and Librarian, PO Box 12927, Austin, TX 78711-2927
512-463-5460 or 512-463-5436 Fax

Copies of this publication are available in alternative format upon request.



CITY COUNCIL AGENDA

1/7/2025

Agenda Item Number: 1.d.

Agenda Item: Consider approving the expenditure of funds approved in the 2024-2025 FY budget for the up-fitting of police vehicles.

Initiating Department/Presenter: Police Department

Presenter:

Darryle Slaven, Police Chief

Recommended Motion: Move to authorize the usage of allocated funds to approve a purchase order for up-fitting police patrol vehicles for the amount of \$103,506.41.

Strategic Initiative: Strategic Priority #1, Public Safety - Create a community where all individuals feel safe and protected, where citizens trust the effectiveness of our agencies through community engagement, technologies, and best practices. We strive to promote a culture of service, prevention and partnership.

Discussion: This motion allows for already budgeted funds for equipment outfitting and labor on four marked police vehicles. Outfitting includes installing computer equipment, a rear seat partition, a replacement rear seat, a radio, a siren box, a light bar, and all other associated equipment that allows for optimal operation of a marked patrol vehicle. Dana Safety Supply, Inc., will provide the outfitting.

The funds were budgeted for and approved in the FY 2024-2025 budget.

Previous Council Action: No previous council action

Financial Implications: The funds for this expenditure were budgeted and approved in the 2024-25 FY budget. Equipment and labor to outfit 4 marked police vehicles - 103,506.41.

TIPS contract # 210102

Quote # 556589-A from Dana Safety Supply is attached.

Approvals:

Darryle Slaven

Sam Masiel

Kristy Doll

Associated Information:

1. SQ - 556589 Huntsville PD (4) ffinal

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Sales Quote

Telephone: 800-845-0405

Sales Quote No.	556589-A
Customer No.	HUNTSVILLE

Bill To

CITY OF HUNTSVILLE- TX
1212 AVE M
HUNTSVILLE, TX 77340

Ship To

(For Pickup)
Houston Install Shop Warehouse
5121 Steadmont Dr
HOUSTON, TX 77040

Contact: DAVID ZAPALAC
Telephone: 936-291-5449

E-mail: DZAPALAC@HUNTSVILLETX.GOV

Contact: GERARDO VERDIN
Telephone: 713-228-8900

E-mail: GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via			F.O.B.	Customer PO Number	Payment Method	
11/27/24	UPS GROUND FREIGHT			QUOTED FREIGHT		NET30	
Entered By			Salesperson		Ordered By		Resale Number
Gerald Verdin			Gerardo Verdin Install Houston		JEFF DUGAS		
Order Quantity	Approve Quantity	Tax	Item Number / Description			Unit Price	Extended Price
4	4	N	INFO 2025 FORD PIU (4) HUNTSVILLE PD Warehouse: HOUS			0.0000	0.00
4	4	N	INFO EQUIPMENT AND INSTALL- PATROL UNITS Warehouse: INHO			0.0000	0.00
4	4	N	INFO TIPS CONTRACT #210102 Warehouse: HOUS			0.0000	0.00
4	4	N	INFO FRONT Warehouse: HOUS			0.0000	0.00
4	4	N	5344 GOR 5000 Series PB Steel - 2020+ FORD PIUT Warehouse: HOUS			488.9900	1,955.96
4	4	N	5344WHD GOR Heavy Duty Wraparounds Warehouse: HOUS			450.5700	1,802.28
8	8	N	WEC-VTX9J WEC VERTEX SUPER LED DUO BLUE RED Warehouse: HOUS			92.6010	740.81

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DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Sales Quote

Telephone: 800-845-0405

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Contact: GERARDO VERDIN
Telephone: 713-228-8900

E-mail: GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via			F.O.B.	Customer PO Number	Payment Method	
11/27/24	UPS GROUND FREIGHT			QUOTED FREIGHT		NET30	
Entered By			Salesperson		Ordered By		Resale Number
Gerald Verdin			Gerardo Verdin Install Houston		JEFF DUGAS		
Order Quantity	Approve Quantity	Tax	Item Number / Description			Unit Price	Extended Price
4	4	N	EB8DEDE WEC LEGACY WCX 48" RW/BW/RW/BW Warehouse: HOUS SEE ATTACHED WIZARD --- *****			4,135.3000	16,541.20
4	4	Y	MKEZ105 WEC STRAP KIT 2020+ PIUT Warehouse: INHO			63.7000	254.80
4	4	Y	SA315U WEC, COMPACT BLACK 100W/122DB, SPEAKER Warehouse: INHO			261.9500	1,047.80
4	4	N	SAK66P WEC SA315P BKT FORD 2020 PIUT PASS SIDE Warehouse: HOUS			33.1500	132.60
4	4	N	C399 WEC CenCom Core by WECANX Warehouse: HOUS			898.9500	3,595.80
4	4	N	CCTL6 WEC, WCX, KNOB/SLIDE CONTROL HEAD Warehouse: HOUS			300.9500	1,203.80
4	4	N	C399K4 WEC OBDII CANPORT CABLE KIT FORD Warehouse: HOUS			40.3000	161.20

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Continued on Next Page

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Sales Quote

Telephone: 800-845-0405

Sales Quote No.	556589-A
Customer No.	HUNTSVILLE

Bill To

CITY OF HUNTSVILLE- TX
1212 AVE M
HUNTSVILLE, TX 77340

Ship To

(For Pickup)
Houston Install Shop Warehouse
5121 Steadmont Dr
HOUSTON, TX 77040

Contact: DAVID ZAPALAC
Telephone: 936-291-5449

E-mail: DZAPALAC@HUNTSVILLETX.GOV

Contact: GERARDO VERDIN
Telephone: 713-228-8900

E-mail: GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via			F.O.B.	Customer PO Number	Payment Method	
11/27/24	UPS GROUND FREIGHT			QUOTED FREIGHT		NET30	
Entered By			Salesperson		Ordered By		Resale Number
Gerald Verdin			Gerardo Verdin Install Houston		JEFF DUGAS		
Order Quantity	Approve Quantity	Tax	Item Number / Description			Unit Price	Extended Price
4	4	N	CEM16 WEC, WCX, 16OUTPUT, EXPANSION MODULE Warehouse: HOUS			165.1000	660.40
4	4	N	CHWLFE29 WEC WCX LO FREQ SIREN AMP EXPLORER Warehouse: HOUS			467.3500	1,869.40
4	4	N	INFO SIDE Warehouse: HOUS			0.0000	0.00
8	8	N	I3JC WEC ION TRIO RED/BLUE/WHITE - WHITE O/R - BLK HSNG Warehouse: HOUS SIDE CARGO WINDOWS			150.1500	1,201.20
4	4	N	INFO REAR Warehouse: HOUS			0.0000	0.00
8	8	N	I3JC WEC ION TRIO RED/BLUE/WHITE - WHITE O/R - BLK HSNG Warehouse: HOUS LICENSE PLATE			150.1500	1,201.20
4	4	N	IONBKT1 WEC ION LICENSE PLATE BRACKET (HORIZ) Warehouse: HOUS			27.3000	109.20

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Quote Date	Ship Via			F.O.B.	Customer PO Number	Payment Method	
11/27/24	UPS GROUND FREIGHT			QUOTED FREIGHT		NET30	
Entered By			Salesperson		Ordered By		Resale Number
Gerald Verdin			Gerardo Verdin Install Houston		JEFF DUGAS		
Order Quantity	Approve Quantity	Tax	Item Number / Description			Unit Price	Extended Price
4	4	N	TLIR WEC RED ION T-SERIES LINEARSURFACE MOUNT LIGHT HEAD Warehouse: HOUS			105.9500	423.80
4	4	N	HATCH TLIB WEC BLUE T-SERIES SURFACE MOUNT ION W/BLACK FLANGE Warehouse: HOUS			105.9500	423.80
4	4	N	HATCH SSF5150D WEC 5-PATTERN TAILLIGHT FLASHER Warehouse: HOUS			84.5000	338.00
4	4	N	INFO INTERIOR/MISC Warehouse: HOUS			0.0000	0.00
4	4	N	C-VS-1012-INUT HAV 22" Angled Low Profile Console Warehouse: HOUS C-VS-1012-INUT *MUST ADD BRACKETS* *MUST ADD BRACKETS *MUST ADD BRACKETS			433.3300	1,733.32

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GREENSBORO, NC 27407

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Quote Date	Ship Via			F.O.B.	Customer PO Number	Payment Method	
11/27/24	UPS GROUND FREIGHT			QUOTED FREIGHT		NET30	
Entered By			Salesperson		Ordered By		Resale Number
Gerald Verdin			Gerardo Verdin Install Houston		JEFF DUGAS		
Order Quantity	Approve Quantity	Tax	Item Number / Description			Unit Price	Extended Price
4	4	N	C-EB40-CCS-1P HAV CENCOM EQUIP BRACKET 1PC FACEPLATE Warehouse: HOUS			5.0000	20.00
4	4	N	C-EB25-XTL-1P HAV 1-PIECE EQ BRKT FOR XTL REMOTE HEADS & APX750 Warehouse: HOUS 1 PIECE BRACKET FOR REMOTE RADIO CONTROL HEAD *****			5.0000	20.00
4	4	Y	C-FP-35 HAV 3.5 BLANK FILLER PLATE FOR CONSOLE Warehouse: HOUS			5.0000	20.00
4	4	N	C-FP-15 HAV 1.5 BLANK FILLER PLATE FOR CONSOLE Warehouse: HOUS			5.0000	20.00
4	4	N	C-LP2-USB-BL2 HAV CONSOLE ACCESSORY BRACKET W/ 2 LIGHTER PLUG Warehouse: HOUS			104.0000	416.00
4	4	N	CUP2-1001 HAV Self-Adjusting Double Cup Holder Warehouse: HOUS			44.6600	178.64
4	4	N	C-AP-0325-1 HAV 3" Accessory Pocket, 2.5" Deep Warehouse: HOUS			34.0000	136.00

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DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Sales Quote

Telephone: 800-845-0405

Sales Quote No.	556589-A
Customer No.	HUNTSVILLE

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CITY OF HUNTSVILLE- TX 1212 AVE M HUNTSVILLE, TX 77340

Ship To
(For Pickup) Houston Install Shop Warehouse 5121 Steadmont Dr HOUSTON, TX 77040

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Telephone: 936-291-5449
E-mail: DZAPALAC@HUNTSVILLETX.GOV

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E-mail: GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
11/27/24	UPS GROUND FREIGHT		QUOTED FREIGHT		NET30	
Entered By		Salesperson		Ordered By	Resale Number	
Gerald Verdin		Gerardo Verdin Install Houston		JEFF DUGAS		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
4	4	N	C-FP-1 HAV 1.0 BLANK FILLER PLATE FOR CONSOLE Warehouse: HOUS		5.0000	20.00
4	4	N	C-ARM-102 HAV ARM REST - MOUNTS TO SIDE OF CONSOLE BOX Warehouse: HOUS		62.6600	250.64
4	4	N	C-HDM-204 HAV TELESCOPING SIDE MOUNTED POLE ASSY Warehouse: HOUS C-HDM-204 MOUNTS TO SIDE OF CONSOLE BOX *****		153.3300	613.32
4	4	N	C-MD-317 HAV Heavy-Duty Computer Monitor / Keyboard Mount and Warehouse: HOUS C-MD-317 Heavy-Duty Computer Monitor / Keyboard Mount and Motion Device		332.0000	1,328.00
4	4	N	DS-PAN-1202-2 HAV Docking Station For Panasonic Tough Book 33 Warehouse: HOUS		974.6600	3,898.64
4	4	N	CM009785-1 HAV 2020 PIU HVAC Relocation Bracket Kit Warehouse: HOUS		40.4200	161.68

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E-mail: GVERDIN@DANASAFETYSUPPLY.COM

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11/27/24	UPS GROUND FREIGHT			QUOTED FREIGHT		NET30	
Entered By			Salesperson		Ordered By		Resale Number
Gerald Verdin			Gerardo Verdin Install Houston		JEFF DUGAS		
Order Quantity	Approve Quantity	Tax	Item Number / Description			Unit Price	Extended Price
4	4	N	200-1379-00 STALKER 2020 FI SUV CU/Antenna Combo Mount Warehouse: HOUS			145.0000	580.00
4	4	N	200-1378-00 STALKER REAR ANT MOUNT PIUT 2020 Warehouse: HOUS			175.0000	700.00
4	4	N	806-0022-00 Stalker DSR-2 Antenna Radar System Warehouse: HOUS			3,815.8200	15,263.28
4	4	N	155-2211-00 STALKER REMOTE DISPLAY INTRCONNECT CABLE Warehouse: HOUS			115.0000	460.00
4	4	Y	20702 SLI SL-20L WITH 12V DC 1 CHARGER SLEEVE NIMH Warehouse: HOUS			150.1800	600.72
4	4	N	C4 LED, 350 LUMEN RECHARGEABLE FLASHLIGHT, AIRCRAFT ALUMINUM 13.1" L SC-920-5 SC UNIVERSAL RAIL GUN RACK W/ SC5 LOCK Warehouse: HOUS			458.8100	1,835.24

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DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
11/27/24	UPS GROUND FREIGHT		QUOTED FREIGHT		NET30	
Entered By		Salesperson		Ordered By	Resale Number	
Gerald Verdin		Gerardo Verdin Install Houston		JEFF DUGAS		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
4	4	N	PRPSP4712UINT20A PG 1/2 Poly, 1/4 Exp Metal Warehouse: HOUS 4700RPSP Series Space Saver Standard Prisoner Transport Partition 1/2 Poly and 1/2 Expanded Metal Window. List Price \$883 ea. Includes Recessed Panel and Lower Extension Panels		904.8000	3,619.20
4	4	N	S4705UINT20OSB PG TRANS SEAT W/ WIRE CARGO BARRIER & BELTS Warehouse: HOUS		1,741.6000	6,966.40
4	4	N	WB47NPUINT20 PG VERT. STEEL WINDOW BARS - OEM PANEL ONLY Warehouse: HOUS		256.0000	1,024.00
4	4	N	DPCP47UINT20 PG REAR DOOR HANDLE COVER PLATE Warehouse: HOUS		39.2000	156.80
4	4	N	PKG-TTP-INUT-1201-4 HAV PREMIUM EQUIPMENT TRAY Warehouse: HOUS Premium Package ? Raised Fold-Up Equipment Tray & Cargo Plate With 200 Lbs Lift Struts For 2020-2023 Ford Interceptor Utility		1,320.6600	5,282.64
4	4	N	PROKIT-2 HAV Adapter Kit for Pro-Gard Partition to Havis TTP or Warehouse: HOUS Adapter Kit for Pro-Gard Partition to Havis TTP or Storage Drawer Mount in 2020-2021 Ford Interceptor Utility		22.0000	88.00

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E-mail: GVERDIN@DANASAFETYSUPPLY.COM

Quote Date	Ship Via			F.O.B.	Customer PO Number	Payment Method	
11/27/24	UPS GROUND FREIGHT			QUOTED FREIGHT		NET30	
Entered By			Salesperson		Ordered By		Resale Number
Gerald Verdin			Gerardo Verdin Install Houston		JEFF DUGAS		
Order Quantity	Approve Quantity	Tax	Item Number / Description			Unit Price	Extended Price
4	4	N	SBX-1008 Havis Modular Storage Drawer w/ PBC Warehouse: HOUS			1,285.3300	5,141.32
4	4	N	SBX-1008 SBX-3003 HAV DRAWER OPEN TOP Warehouse: HOUS			177.3300	709.32
4	4	N	5025B BlueSea 6 Circuit ST Fuse Block w/ Cover & Ground Bus Warehouse: HOUS			50.0000	200.00
4	4	N	5026B BlueSea 12 Circuit Fuse Block w/ Ground Bus and Cover Warehouse: HOUS			60.0000	240.00
4	4	N	INFO CUSTOMER SUPPLIED EQUIPMENT Warehouse: HOUS			0.0000	0.00
4	4	N	RADIO, 2 PC INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: HOUS LOOM, WIRE, HARDWARE, CONNECTORS, ETC *****			400.0000	1,600.00

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DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

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Entered By		Salesperson		Ordered By	Resale Number	
Gerald Verdin		Gerardo Verdin Install Houston		JEFF DUGAS		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
4	4	N	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: HOUS Approved By: _____ ☐ Approve All Items & Quantities Quote Good for 30 Days		3,840.0000	15,360.00

Print Date	12/10/24
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Printed By: Gerald Verdin

Subtotal	102,306.41
Freight	1,200.00
Order Total	103,506.41



CITY COUNCIL AGENDA

1/7/2025

Agenda Item Number: 1.e.

Agenda Item: Consider authorizing the City Manager to approve a supply agreement with Badger Meter for water meters, software, and associated supply items.

Initiating Department/Presenter: Public Works

Presenter:

Brent Sherrod, Public Works Director

Recommended Motion: Move to authorize the City Manager to approve a supply agreement with Badger Meter for water meters, software, and associated supply items.

Strategic Initiative: Strategic Priority #4, Infrastructure - Develop and maintain a comprehensive and well-planned infrastructure network that prepares for the challenges of the future and provides quality, modern and efficient, water, wastewater, drainage and transportation services.

Discussion: It is necessary for the City to purchase water meters and related supply items as needed to measure water usage for residential, commercial, and industrial utility customers for the purposes of accurate billing and tracking for water consumption and to minimize water loss throughout the City. A reliable supplier of water meters, software, and related supplies is imperative to maintain the ongoing meter replacement program and daily operations throughout the fiscal year.

To address the requirements cited above, the City has utilized Badger Meters exclusively for over 30 years due to Badger's quality, accuracy, durability, pricing, and customer service. The American Water Works Association (AWWA) recommends replacing water meters approximately every ten (10) years, while the City's experience has been that Badger Meters consistently exceed this replacement threshold. Currently, the City has approximately 12,500 meters in service.

The City has historically purchased from Badger under a sole source exemption from competitive bidding, with periodic outreach to the open market via competitive bidding – the latest competitive solicitation was issued in 2017 and resulted in five (5) responses; one from Badger, and the remaining responses from bidders offering other meter manufacturers, including Neptune, Sensus, ABB and Zenner Meters. Due to the significant financial expenditure required to change meter manufacturers and to retrofit the City's existing meter infrastructure to be readable by another manufacturer's software, among other equipment purchases that would have been necessary, City Public Works management recommended an award to Badger Meter. City Council unanimously approved an award to Badger Meter in its meeting of June 20, 2017.

The agreement related to the above-referenced award has expired, and staff is recommending a new award to Badger Meter under the sole-source competitive bidding exemption afforded by Texas Local Government Code, Chapter 252.022, (7)(A) for items available from only one source because of patents, copyrights, secret processes or natural monopolies. Please note the associated information

substantiating the sole source nature of this procurement, including a Sole Source Affidavit and Sole Source Letter as provided by Badger Meter. Public Works management staff recommends approval of a supply agreement with Badger Meter for meters and related items and supplies at firm pricing through June 1, 2025, as reflected in the attached price quotation dated November 1, 2024, from Badger Meter. Badger Meter has affirmed that beyond the stated January 3, 2025, expiration, any request for price increase would be only in the amount of, and substantiated with written verification of, a commensurate increase in the pertinent Producer Price Index (PPI) over the subject supply agreement period.

Previous Council Action: City Council awarded a supply contract in February 2020 and contract prices in April 2024.

Financial Implications: Item is budgeted in the following accounts: 220-362-54050 \$62,000.00, 220-361-53060 \$15,000.00, and 220-2202 \$45,000.00

Approvals:

Brent Sherrod
Leonard Schneider
Sam Masiel
Kristy Doll

Associated Information:

1. Badger Sole Source Letter
2. Badger Proposal



4545 W Brown Deer Road
PO Box 245036
Milwaukee, Wisconsin 53224-9536
414-355-0400 | 800-876-3837
www.badgermeter.com

November 21, 2024

Mr. Paul Widner
City of Huntsville
448 Highway 75
Huntsville, TX 77320

RE: Sole Source Letter

Dear Mr. Widner:

This letter will confirm that Badger Meter is the sole source provider of E-Series® Ultrasonic Meters, Recordall® Disc Meters, Recordall Compound Series/Combo Meters, Recordall Turbo Series Meters, HR-E® Encoders, HR-E LCD Encoders, BEACON® SaaS, BEACON Mobile Reading Solutions and ORION® Endpoints for the City of Huntsville.

In the event you have any questions regarding this correspondence, we can be reached by telephone at 800-876-3837 or by email at proposals@badgermeter.com.

Sincerely,

BADGER METER, INC.

A handwritten signature in blue ink, appearing to read 'Matthew B. Gieseke', written over a blue horizontal line.

Matthew B. Gieseke
Assistant Secretary and Proposal Lead

Page 1 of 1

E-Series® Ultrasonic Meters, Recordall® Disc Meters, Recordall Compound Series/Combo Meters, Recordall Turbo Series Meters, HR-E® Encoders, HR-E LCD Encoders, BEACON® SaaS, BEACON Mobile Reading Solutions and ORION® Endpoints

Badger Meter Inc.
4545 W Brown Deer Road Milwaukee WI 53223
PO Box 245036 Milwaukee WI 53224-9536

To **Customer ID** 00422108
CITY OF HUNTSVILLE
1212 AVENUE M
HUNTSVILLE
Texas , 773404608

Revised Date:
Pricing Effective Dates: 01-03-2024 - 06-01-2025

Salesperson	Proposal Subject	Shipping Terms / INCO Terms	Payment Terms
005773 Toby Sledge	Proposal_3692658_11-01-2024	PREPAY/ADD TO INVOICE FCA FACTORY	NET 30 DAYS

Line #	Description	Qty	Unit Net Price USD	Line Totals USD
1	BMI Part No.: 101-4106 Cat String: DS-BAB-PB1P-XXD3-Y2-M1CA-2B1X1-8BE-NN-XX-TF-XX-B0A Description: Disc, M25 5/8"(3/4x7-1/2), Brz Btm 430SS-1, PL, (TS-135, SN Yr 9D & PBB, HR-E, 4CXN2 ORION, PL Lid/Shrd-GRY, Trx Scrw, Sidewalk read, 8D-0.1 Gal, SN YR 9D in & out, TT-5', BMI STD, 6 PACK,	1	152.00	152.00
2	BMI Part No.: 101-2113 Cat String: DS-KCC-PB2P-XXD3-Y2-M1CA-2B1X1-8BE-NN-XX-TF-XX-B0A Description: Disc, 70 1"(10-3/4), Brz Btm 430SS-all, PL, (TS-135, SN Yr 9D & PBB, HR-E, 4CXN2 ORION, PL Lid/Shrd-GRY, Trx Scrw, Sidewalk read, 8D-0.1 Gal, SN YR 9D in & out, TT-5', BMI STD, 4 PACK,	1	310.00	310.00
3	BMI Part No.: 101-5347 Cat String: DS-NDB-PFAS-XXD3-Y2-M1CA-2B1X1-8CE-NN-XX-TF-XX-B0A Description: Disc, M120 1-1/2"-ELL Dr w/TP, 430SS, SS, (TS-135, SN Yr 9D & PBB, HR-E, 4CXN2 ORION, PL Lid/Shrd-GRY, Trx Scrw, Sidewalk read, 8D-1 Gal, SN YR 9D in & out, TT-5', BMI STD, 1 PACK,	1	517.00	517.00
4	BMI Part No.: 101-5382 Cat String: DS-REB-PFAS-XXD3-Y2-M1CA-2B1X1-8CE-NN-XX-TF-XX-B0A Description: Disc, M170 2"-ELL Dr w/TP, 430SS, SS, (TS-135, SN Yr 9D & PBB, HR-E, 4CXN2 ORION, PL Lid/Shrd-GRY, Trx Scrw, Sidewalk read, 8D-1 Gal, SN YR 9D in & out, TT-5', BMI STD, 1 PACK,	1	671.65	671.65
5	BMI Part No.: 103-8442 Cat String: EU-EEA-PXXX-E5-AM-19BE-A6Y2-AGTF-AA-B0A Description: E-Series SS, 2" EL(17), Enc, ORION CELL C, 9D-0.1 Gal, SN Yr 9D & PBB, Thru Ld Instl Kit, TT-5', BMI STD,	1	937.00	937.00
6	BMI Part No.: 103-9481	1	2,304.00	2,304.00

Thank you for your business!

Estimated ship dates subject to change based upon component availability, as a result of global supply chain constraints, or credit review.
This acknowledgment is made subject to the terms & conditions found on our web-site: <https://www.badgermeter.com/terms-and-conditions>.
Terms and conditions related to service units, training, and professional services can be found here: <https://badgermeter.com/service-units-terms-and-conditions>

Line #	Description	Qty	Unit Net Price USD	Line Totals USD
7	Cat String: EB-EFC-PXXP-E5-AM-19BE-E3Y2-AGTF-AA-B0A Description: E-Series B-Alloy, 3" RND(12), TP Prsr, Enc, ORION CELL C, 9D-0.1 Gal, SN Yr 9D & PBB, Thru Ld Instl Kit, TT-5', BMI STD,	1	2,340.00	2,340.00
8	BMI Part No.: 105-9134 Cat String: EB-EFD-PXXP-E5-AM-19BE-E3Y2-AGTF-AA-B0A Description: E-Series B-Alloy, 3" RND(17), TP Prsr, Enc, ORION CELL C, 9D-0.1 Gal, SN Yr 9D & PBB, Thru Ld Instl Kit, TT-5', BMI STD,	1	2,780.00	2,780.00
9	BMI Part No.: 104-1820 Cat String: EB-EGC-PXXP-E5-AM-19BE-E4Y2-AGTF-AA-B0A Description: E-Series B-Alloy, 4" RND(14), TP Prsr, Enc, ORION CELL C, 9D-0.1 Gal, SN Yr 9D & PBB, Thru Ld Instl Kit, TT-5', BMI STD,	1	2,816.00	2,816.00
10	BMI Part No.: 104-0142 Cat String: EB-EGD-PXXP-E5-AM-19BE-E4Y2-AGTF-AA-B0A Description: E-Series B-Alloy, 4" RND(20), TP Prsr, Enc, ORION CELL C, 9D-0.1 Gal, SN Yr 9D & PBB, Thru Ld Instl Kit, TT-5', BMI STD,	1	4,142.00	4,142.00
11	BMI Part No.: 104-4630 Cat String: EB-EHB-PXXP-E5-AM-19CE-E6Y2-AGTF-AA-B0A Description: E-Series B-Alloy, 6"x18" RND Prsr, Enc, ORION CELL C, 9D-1 Gal, SN Yr 9D & PBB, Thru Ld Instl Kit, TT-5', BMI STD,	1	4,364.00	4,364.00
12	BMI Part No.: 107-8056 Cat String: EB-EHD-PXXP-E5-AM-19CE-E6Y2-AGTF-AA-B0A Description: E-Series B-Alloy, 6"x24" RND Prsr, Enc, ORION CELL C, 9D-1 Gal, SN Yr 9D & PBB, Thru Ld Instl Kit, TT-5', BMI STD,	1	5,060.00	5,060.00
13	BMI Part No.: 107-8057 Cat String: EB-EJB-PXXP-E5-AM-19CE-E8Y2-AGTF-AA-B0A Description: E-Series B-Alloy, 8"x20" RND, TP Prsr, Enc, ORION CELL C, 9D-1 Gal, SN Yr 9D & PBB, Thru Ld Instl Kit, TT-5', BMI STD,	1	214.00	214.00
14	BMI Part No.: 103-8154 Cat String: R4-BA1-M1AM-2B1-8BE-NX-AG-TF-AA-B0A Description: REG 4, M25, HR-E, ORION CELL C, PL Lid/Shrd-GRY, Trx Scrw, 8D-0.1 Gal, SN YR 9D in, Thru Ld Instl Kit, TT-5', Grnd/Ocean-Pause, BMI STD, 24 PACK,	1	199.00	199.00
	BMI Part No.: 100-6798 Cat String: R4-BA1-M1DA-2B1-8BE-NX-AF-TF-AA-B0A Description: REG 4, M25, HR-E, ORION ME, PL Lid/Shrd-GRY, Trx Scrw, 8D-0.1 Gal, SN YR 9D in, Pipe Instl Kit, TT-5', Grnd/Ocean-Pause, BMI STD, 24 PACK,	1		

Thank you for your business!

Estimated ship dates subject to change based upon component availability, as a result of global supply chain constraints, or credit review.
This acknowledgment is made subject to the terms & conditions found on our web-site: <https://www.badgermeter.com/terms-and-conditions>.
Terms and conditions related to service units, training, and professional services can be found here: <https://badgermeter.com/service-units-terms-and-conditions>

Line #	Description	Qty	Unit Net Price USD	Line Totals USD
15	BMI Part No.: 103-6671 Cat String: E4-4E-AM-AG-TAAA-B0A Description: EP Only, For Enc, ORION CELL C, Thru Ld Instl Kit, TT-8in, Grnd/Ocean-Pause, BMI STD,	1	138.00	138.00
16	BMI Part No.: 100-2105 Cat String: E4-4E-DA-AF-TAAA-B0A Description: EP Only, For Enc, ORION ME, Pipe Instl Kit, TT-8in, Grnd/Ocean-Pause, BMI STD,	1	124.00	124.00

Subtotal - USD	27,068.65
Total Price - USD	27,068.65

Notes and Assumptions

If applicable, sales tax and freight, if included on the proposal, is an estimate and will be recalculated based on rates and tax status in effect at the time of invoicing.

To expedite the order entry process, please ensure the following is noted on your purchase order: billing address, shipping address, purchase order number, quantity, price, payment terms, quotation number, and the vendor is listed as Badger Meter, Inc.

Please send all purchase orders to the contact that prepared this quotation for you.

Actual lead time to be provided at time of order.

Badger Meter provides certification files to help manage meter and endpoint inventory and to maintain meter accuracy data. The standard method of delivery for this format is via electronic mail. Any deviations from our standard format, or any custom file formats, will be considered on a time and material basis.

Due to continuous improvements and redesign of Badger Meter products and technology solutions, Badger Meter reserves the right to provide our newest product solutions as an alternative to the proposed products provided they are in conformance with the requirements of the specifications and do not exceed the prices quoted.

Thank you for your business!

Estimated ship dates subject to change based upon component availability, as a result of global supply chain constraints, or credit review.
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CITY COUNCIL AGENDA

1/7/2025

Agenda Item Number: 1.f.

Agenda Item: Consider authorizing the City Manager to enter into a contract for sewer line replacement and rehabilitation.

Initiating Department/Presenter: Public Works

Presenter:

Brent Sherrod, Public Works Director

Recommended Motion:

Move to authorize the City Manager to enter into a contract with Experts Solutions Underground LLC for the replacement of four (4) manholes and upsizing seven-hundred and fifty-five (755) feet of eight (8) inch clay tile pipe to twelve (12) inch HDPE pipe in the amount of \$122,362.00.

Strategic Initiative: Strategic Priority #4, Infrastructure - Develop and maintain a comprehensive and well-planned infrastructure network that prepares for the challenges of the future and provides quality, modern and efficient, water, wastewater, drainage and transportation services.

Discussion:

With continued growth on the West side of I-45, there are concerns about the sewer line capacity in the area. At a manhole near the end of Normal Park is an eight (8) inch sewer line that intersects with two other eight (8) inch sewer lines and flows downstream to Mize Street via an eight (8) inch clay tile sewer line. The flow continues to a twelve (12) inch PVC line on Paul Knox Road and then to the McGary Creek Lift Station. The scope of work for this project will upgrade the eight (8) inch clay tile line to a twelve inch (12) PVC line and replace multiple degraded manholes with new cast in place concrete manholes, which will contain a liner to increase their life expectancy. These upgrades and rehab will increase the capacity of the sewer line to help decrease the chances of becoming hydraulically overloaded.

City staff solicited competitive sealed proposals, with the notice published as required. Two (2) bids were received and opened on December 12, 2024, in response to the invitation for proposals for the rehabilitation of the above-described sewer line. The bids received are reflected in the attached bid tabulation. Public Works staff has evaluated the bids received to determine the best value to the City. Based on past experience with the identified contractor and pricing, Experts Underground Solutions LLC was determined to be the best value to the City.

Previous Council Action: Council Approved the Budget Amendment on 11/19/24 for \$210,000.00.

Financial Implications: Item was budgeted in account 220-1221-55070 for \$210,000.00

Approvals:

Brent Sherrod

Leonard Schneider

Sam Masiel

Kristy Doll

Associated Information:

1. Bid NO. 25-03 Sewer Rehabilitaton - Normal Park Drive to Paul Knox Street (CC)

Bid Tabulation
Project Name: NO. 25-03 Sewer Rehabilitation - Normal Park Drive to Paul Knox Street
Location: 1220 11th St Huntsville, TX 77340
Date: Thursday, December 12, 2024 at 3:00 P.M.



Sewer Line Rehabilitation				Experts Underground Solutions LLC				Brazos Valley L4 LLC			
Item No.	Description of Work	Unit	Quantity	Base Unit Price (Pipe Burst)	Total Price (Base)	Alternant Unit Price (Open Cut)	Total Price (Alternant)	Base Unit Price (Pipe Burst)	Total Price (Base)	Alternant Unit Price (Open Cut)	Total Price (Alternant)
1	Manhole 3261 to Manhole 3278	Linear Feet	90	\$ 84.00	\$ 7,560.00	-	-	-	-	\$ 250.00	\$ 22,500.00
2	Manhole 3278 to Manhole 3284	Linear Feet	148	\$ 84.00	\$ 12,432.00	-	-	-	-	\$ 250.00	\$ 37,000.00
3	Manhole 3284 to Manhole 3286	Linear Feet	10	\$ 84.00	\$ 840.00	-	-	-	-	\$ 250.00	\$ 2,500.00
4	Manhole 3286 to Manhole 3290	Linear Feet	226	\$ 84.00	\$ 18,984.00	-	-	-	-	\$ 250.00	\$ 56,500.00
5	Manhole 3290 to Manhole 3296	Linear Feet	245	\$ 84.00	\$ 20,580.00	-	-	-	-	\$ 250.00	\$ 61,250.00
6	Manhole 3296 to Manhole 3299	Linear Feet	36	\$ 84.00	\$ 3,024.00	-	-	-	-	\$ 250.00	\$ 9,000.00
Total Base and Alternant Sewer Line Rehabilitation Price:				\$ 63,420.00		-		-		\$ 188,750.00	
Manhole Replacements											
Item No.	Description of Work	Unit	Quantity	Base Unit Price (Pipe Burst)		Total Price (Base)		Base Unit Price (Pipe Burst)		Total Price (Base)	
7	Replace Manhole 3286	Each	1	\$ 6,898.00		\$ 6,898.00		\$ 15,000.00		\$ 15,000.00	
8	Replace Manhole 3296	Each	1	\$ 6,898.00		\$ 6,898.00		\$ 15,000.00		\$ 15,000.00	
9	Replace Manhole 3299	Each	1	\$ 6,898.00		\$ 6,898.00		\$ 15,000.00		\$ 15,000.00	
Total Manhole Replacement Price				\$ 20,694.00		\$ 20,694.00		\$ 45,000.00		\$ 45,000.00	
Alternate Bid Option for Manhole Realignment											
Item No.	Description of Work	Unit	Quantity	Alternant Manhole Realignment Lump Sum Price			Alternant Manhole Realignment Lump Sum Price				
10	Abandon Manhole 3286 and realign Manhole 3284 with	Lump Sum	1	\$ 7,600.00			\$ 12,000.00				
11	Replace Manhole 3284 and 3286 with a single manhole.	Lump Sum	1	\$ 6,898.00			\$ 12,000.00				
CCTV Inspection											
Item No.	Description of Work	Unit	Quantity	CCTV Inspection Lump Sum Price			CCTV Inspection Lump Sum Price				
12	Pre- and Post Project Inspection	Lump Sum	1	\$ 6,350.00			\$ 10,000.00				
Connection Restoration (As Needed)											
Item No.	Description of Work			Lump Sum Price (Not to Exceed)			Lump Sum Price (Not to Exceed)				
13	Restoration of all private and City-owned connections, collection line connections, and manhole connections, to ensure full operability. The lump sum price includes all labor, materials, equipment, and other resources required, regardless of connection type or complexity.			\$ 7,950.00			\$ 10,000.00				
Connection Site Restoration (As Needed)											
Item No.	Description of Work			Lump Sum Price (Not to Exceed)			Lump Sum Price (Not to Exceed)				
14	Covers all areas disturbed during the project, including but not limited to pavement, driveways, landscaping, and sod. The lump sum price includes full restoration to pre-project conditions for all impacted areas, regardless of original site material.			\$ 11,250.00			\$ 25,000.00				
Bypass Setup and Monitoring (As Needed)											
Item No.	Description of Work			Lump Sum Price (Not to Exceed)			Lump Sum Price (Not to Exceed)				
15	Includes all bypass monitoring required for the project, including overnight monitoring if required.			\$ 5,800.00			\$ 10,000.00				
				Total		\$ 129,962.00		Total		\$ 312,750.00	
				Total (Line 1-9 and 11-15)		\$ 122,362.00					



CITY COUNCIL AGENDA

1/7/2025

Agenda Item Number: 2.a.

Agenda Item: First Reading - Consider and possible action to approve Ordinance No. 2025-1, authorizing participation with other Entergy Service Area Cities in matters concerning Entergy Texas, Inc and authorizing the hiring of lawyers and rate experts and the City's participation at the Public Utility Commission of Texas.

Initiating Department/Presenter: City Attorney

Presenter:

Leonard Schneider, City Attorney

Recommended Motion: **First Reading no action necessary, however if the council chooses to waive the two reading requirements the motion would be:** Move to waive the two reading requirement and approve Ordinance 2025-1 authorizing participation with other Entergy Service Area Cities in matters concerning Entergy Texas, Inc. and authorizing the hiring of lawyers and rate experts and the City's participation at the Public Utility Commission of Texas.

Strategic Initiative: Strategic Priority #4, Infrastructure - Develop and maintain a comprehensive and well-planned infrastructure network that prepares for the challenges of the future and provides quality, modern and efficient, water, wastewater, drainage and transportation services.

Discussion: The City participates with other Entergy service area cities in regulatory rate proceedings involving Entergy Texas, Inc ("ETI" or "Company") before the Public Utility Commission of Texas ("PUCT" or "Commission"). ETI every year will file proceedings before the Commission. These proceedings may be a (1) base rate case, (2) rate proceedings or cost adjustments such as a transmission cost recovery rider, a distribution cost recovery rider, a generation cost recovery rider, energy efficiency cost recovery factor, or hurricane restoration cost or offset true-ups, (3) and various fuel cost refunds or surcharges and reconciliations. The area cities (including Huntsville) annually retain the Lawton Law firm to review the proceedings filed by Entergy to ensure compliance with the law, correct calculations, and to contest the rate charges. This has benefited the City and its citizens in the past with reduced proposed increases and/or charges. This is the annual ordinance to retain the Lawton Law Firm and authorize retention of experts regarding Entergy filings with the Commission. The attached proposed Ordinance authorizes the City's participation in rate proceedings in 2025 and the retention of the Lawton Law Firm, and experts if necessary. The Council may waive the two reading requirement as we are in the month of January and this is an annual Ordinance. However, the Council can wait until the January 21st meeting to take action on this item.

Previous Council Action: The City has the past several years approved this annual ordinance.

Financial Implications: Not Applicable

Approvals:

Leonard Schneider

Sam Masiel

Kristy Doll

Associated Information:

1. Ordinance No. 2025-1 Annual ETI 2025

ORDINANCE NO. 2025-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, AUTHORIZING PARTICIPATION WITH OTHER ENTERGY SERVICE AREA CITIES IN MATTERS CONCERNING ENTERGY TEXAS, INC. AT THE PUBLIC UTILITY COMMISSION OF TEXAS IN 2025; AUTHORIZING THE HIRING OF LAWYERS AND RATE EXPERTS; AUTHORIZING THE CITY'S PARTICIPATION TO THE FULL EXTENT PERMITTED BY LAW AT THE PUBLIC UTILITY COMMISSION OF TEXAS; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; AND DECLARING AN EFFECTIVE DATE

WHEREAS, Cities have exclusive original jurisdiction over rates, operations, and services of an electric utility in areas in the municipality pursuant to *Tex. Util. Code* § 33.001; and

WHEREAS, Cities have standing in each case before the Public Utility Commission of Texas that relates to an electric utility providing service in the municipality pursuant to *Tex. Util. Code* § 33.025; and

WHEREAS, Entergy Texas, Inc. ("ETI" or "Company") is expected to file rate change requests in various proceedings before the Public Utility Commission of Texas ("Commission") or before municipalities in 2025, which may include (1) a base rate case, (2) rate proceedings or cost adjustments such as a transmission cost recovery rider, a distribution cost recovery rider, a generation cost recovery rider, energy efficiency cost recovery factor, or storm restoration cost or offset true-ups, (3) and various fuel cost refunds or surcharges and reconciliations; and

WHEREAS, Cities have the statutory right to set fair and reasonable rates for both the Company and customers within Cities; and

WHEREAS, Cities are entitled to reimbursement by the utility of their reasonable rate case expenses to participate in cases that are deemed rate proceedings pursuant to *Tex. Util. Code* § 33.023.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, that:

SECTION 1. The City of Huntsville shall participate with other Cities to intervene in ETI's various rate filings related to any base rate adjustment proceedings or cost of service adjustments, the various fuel cost surcharges and reconciliations, and any other interim or incremental surcharge proceedings or surcharge adjustments filed with the Commission or with municipalities in 2025.

SECTION 2. The City of Huntsville employs the Lawton Law Firm P.C. to represent the City regarding the ETI rate matters before local regulatory authorities and the Commission and authorizes counsel to employ rate experts as are recommended by the Cities' Steering Committee to intervene in rate- or fuel-related proceedings at the Commission concerning ETI's rates charged to Texas customers.

SECTION 3. All such actions shall be taken pursuant to the direction of the Cities' Steering Committee. Cities' Steering Committee shall have authority to retain rate consultants and lawyers. Cities' Steering Committee shall direct the actions of Cities' representatives in the above proceedings. The Steering Committee is directed to obtain reimbursement from ETI of all reasonable expenses associated with participation in said proceedings.

SECTION 4. The meeting at which this Ordinance was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

SECTION 5. This Ordinance shall be effective from and after the date of its passage.

PASSED AND APPROVED this ____ day of January 2025.

THE CITY OF HUNTSVILLE, TEXAS

Russell Humphrey, Mayor

ATTEST:

APPROVED AS TO FORM:

Kristy Doll, City Secretary

Leonard Schneider, City Attorney



CITY COUNCIL AGENDA

1/7/2025

Agenda Item Number: 2.b.

Agenda Item: Second Reading - Consider Ordinance 2024-34, a Zoning District Map Amendment request to change the zoning designation from Medium-Density Residential to Mixed Use at 1605 15th Street, Walker County Property ID 27851.

Initiating Department/Presenter: Development Services

Presenter:

Layne Yeager, City Planner/Airport Manager

Recommended Motion: Motion to approve Ordinance No. 2024-34, a Zoning District Map Amendment request to change the zoning designation from Medium-Density Residential to Mixed Use at 1605 15th Street, Walker County Property ID 27851.

Strategic Initiative: Strategic Priority #2, Economic Development - Create an economic climate for the City of Huntsville that drives development of diverse industries and sectors, providing sustainable economic growth and improved living standards.

Discussion: On December 17, 2024, City Council conducted a public hearing regarding this request. Staff has received an application from the property owner for a Zoning District Map Amendment on a 0.43-acre tract of land located at 1605 15th Street, Walker County Property ID #27851 to change the Zoning District classification from Medium Density Residential (MR) to Mixed Use (MU).

The adjoining properties are designated as Medium Density Residential (MR), and the surrounding area is already developed. Within the immediate vicinity of the subject property, several properties are classified as Mixed Use (MU). The proposed use for this property is a small insurance company office, which is permitted in MU under Article 4: Use Regulations of the City of Huntsville Development Code. Here's a revised version for improved clarity and readability:

On November 21, 2024, the Planning Commission conducted a public hearing regarding this request. No members of the public spoke in favor of or against the proposed zone change. Following the hearing, the Planning Commission voted to recommend approval of the request, with five members in favor and two opposed.

Previous Council Action: December 17, 2024 - First Reading of the ordinance.

Financial Implications: None

Approvals:

Leonard Schneider
Sam Masiel

Kristy Doll

Associated Information:

1. Ordinance 2024-34 Zoning Map Amendment - 1605 15th Street MR to MU (1) (1)

ORDINANCE NO. 2024-34

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, AMENDING THE ZONING DISTRICT MAP OF THE CITY OF HUNTSVILLE, TEXAS, TO CHANGE THE ZONING DISTRICT CLASSIFICATION FOR 1605 15TH STREET, BEING 0.43 ACRE OUT OF LOT 15 OF THE GIBBS-PRITCHETT-- ABERCROMBIE SUBDIVISION, FROM MEDIUM DENSITY RESIDENTIAL TO MIXED USE

WHEREAS the City Council of the City of Huntsville, Texas, has adopted an Official Zoning District Map and attendant regulations for the City, which, in accordance with the Comprehensive Plan, was designed to control the density of population to the end that congestion may be lessened in public streets and that the public health, safety, convenience, and general welfare is promoted in accordance with Chapter 211, Municipal Zoning Authority of the Texas Local Government Code; and

WHEREAS the Development Code of the City of Huntsville provides for the amendment of the Official Zoning Map; and

WHEREAS after public notice, the Planning Commission held a public hearing on November 21, 2024, to consider comments of the public regarding the adoption of the amendment to the Zoning District Map to change the zoning district classification for 1605 15th Street, being 0.43 acre out of Lot 15 of the **Gibbs - Pritchett - Abercrombie** subdivision, from Medium Density Residential to Mixed Use as shown and depicted on the attached Exhibit A; and

WHEREAS the Planning Commission has studied and evaluated the request and the report prepared by City staff; and

WHEREAS the Planning Commission has considered the comments of the public presented at the public hearing and has prepared a report for this Council of its conclusions and recommendations; and

WHEREAS after public notice, the City Council held a public hearing and first reading on December 17, 2024, to consider comments from the public regarding the adoption of an amendment to the Official Zoning District Map; and

WHEREAS the City Council has studied and evaluated the request, the report prepared by City staff and the recommendation by the Planning Commission; and

WHEREAS the City Council approves the updating of the map to reflect the amended area.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, that:

SECTION 1: The facts and matters set forth in the preamble of this ordinance are found to be true and correct and are hereby adopted, ratified, and confirmed.

SECTION 2: The Official Zoning District Map of the City of Huntsville, as provided in Section 2.200 of the City's Development Code, is amended, and City staff is directed to make such change.

SECTION 3: The newly amended Official Zoning District Map is adopted and shall supersede the prior Official Zoning District Map.

SECTION 4: The City Secretary is hereby directed to cause the caption of this ordinance to be published at least twice within ten days of final passage. This ordinance shall take effect ten (10) days after the date of final passage.

PASSED AND APPROVED THIS _____ DAY OF _____ 2025.

THE CITY OF HUNTSVILLE

Russell Humphrey, Mayor

ATTEST:

APPROVED AS TO FORM:

Krisy Doll, City Secretary

Leonard Schneider, City Attorney



CITY COUNCIL AGENDA

1/7/2025

Agenda Item Number: 3.a.

Agenda Item: Receive an update from Development Services Staff on The Ridge development and its current stage in the City's development process.

Initiating Department/Presenter: City Council

Presenter:

Jon Strong, Councilmember Ward 4

Vicki McKenzie, Councilmember At-Large Position 3

Tore Fossum, Councilmember Ward 1

Recommended Motion: N/A

Strategic Initiative: N/A

Discussion: N/A

Previous Council Action:

Financial Implications:

Approvals:

Sam Masiel

Kristy Doll

Associated Information:



CITY COUNCIL AGENDA

1/7/2025

Agenda Item Number: 3.b.

Agenda Item: Consider authorizing staff to solicit a Request for Qualifications (RFQ) for a Municipal Court Prosecutor.

Initiating Department/Presenter: City Secretary

Presenter:

Russell Humphrey, Mayor

Recommended Motion: Move to authorize the solicitation of a Request for Qualifications (RFQ) for Municipal Court Prosecutor services for the City of Huntsville Texas.

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications:

Approvals:

Kristy Doll

Associated Information:



CITY COUNCIL AGENDA

1/7/2025

Agenda Item Number: 3.c.

Agenda Item: Consideration and possible action to accept Judge Gaines's Letter of Resignation effective January 1, 2025.

Initiating Department/Presenter: Municipal Court

Presenter:

Russell Humphrey, Mayor

Recommended Motion: Motion to authorize Mayor Humphrey, in writing, to accept Judge Gaines's Letter of Resignation effective January 1, 2025.

Strategic Initiative:

Discussion:

Previous Council Action: None

Financial Implications: None

Approvals:

Sam Masiel

Kristy Doll

Associated Information:



CITY COUNCIL AGENDA

1/7/2025

Agenda Item Number: 6.a.

Agenda Item: City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.071, to receive legal advice on personnel matters and procedures involving Municipal Court, and Chapter 551, Section 551.074 – Personnel Matters: regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Municipal Court Judge and Municipal Court Alternate Judge.

Initiating Department/Presenter: City Attorney

Presenter:

Leonard Schneider, City Attorney

Russell Humphrey, Mayor

Recommended Motion: Not applicable

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications:

Approvals:

Leonard Schneider

Kristy Doll

Associated Information:



CITY COUNCIL AGENDA

1/7/2025

Agenda Item Number: 6.b.

Agenda Item: City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.074 – Personnel Matters: regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Municipal Court Prosecutor.

Initiating Department/Presenter: City Council

Presenter:

Russell Humphrey, Mayor

Recommended Motion: Not applicable

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications:

Approvals:

Leonard Schneider

Sam Masiel

Kristy Doll

Associated Information:



CITY COUNCIL AGENDA

1/7/2025

Agenda Item Number: 6.c.

Agenda Item: City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.074 – Personnel Matters: regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Manager.

Initiating Department/Presenter: City Council

Presenter:

Russell Humphrey, Mayor

Recommended Motion: Not applicable

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications:

Approvals:

Leonard Schneider

Kristy Doll

Associated Information: