



# Town of Poetry, Texas

## Agenda

### Executive Session & Regular Town Council Meeting

Thursday, February 19, 2026

Poetry Town Hall

5671 County Road 323, Poetry TX 75160

5:30 pm



#### A. Call to Order

Roll Call for Quorum  
Pledge of Allegiance  
Invocation

*Persons wishing to speak on any posted Workshop or Regular Agenda item may do so when the individual item is opened for consideration by the Council. Speakers will be limited to (3) minutes. If a translator is needed, the speaker may be given up to (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your request/comments to [speak@poetrytexas.org](mailto:speak@poetrytexas.org) at least 24 hours prior to the start of the meeting.*

#### B. Executive Session (approx. 30 minutes – public and staff must leave the building)

The Town Council will convene in Executive Session pursuant to Texas Government Code Section 551.076 (Security Devices, Personnel & Audits) and Section 551.089 (Information Technology & Network Security) to discuss legal opinion and possible actions regarding security of town email and electronic document storage. (Mayor)

#### C. Items of Community Interest

*Pursuant to Section 551.0415 of the Texas Government Code, the Town Council may report on the following items: 1) expression of thanks, congratulations, or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders upcoming Town Council events; 5) about community events, and 6) announcements involving an imminent threat to public health and safety.*

1. Election Day – March 3<sup>rd</sup> - Primary Election Day-various polling locations in Hunt and Kaufman Counties depending on your address, check with your county
2. Town Clean Up Day – March 7<sup>th</sup>
3. Poetry Farmers Market at Poetry Community Christian School – March 7th. For more information: <https://www.facebook.com/share/1DMqwQ9KxV/?mibextid=wwXlfr>. If you are a vendor interested in participating in the Farmers Market, more information can be found here: <https://forms.gle/Ld32rrEDM9Dp6rEQ8>

#### D. Reports

1. Financial
  - a. P&L Budget vs Actual - Jan 2026
  - b. Account Quick Reports 6010, 6011, 6012, 6020, 6100 – Jan 2026
  - c. Bank Reconciliation Summary & Detail – Jan 2026
  - d. Bank Reconciliation Petty Cash – Jan 2026

- e. Sales & Use Tax Report – Jan 2026
- f. Hunt & Kaufman County Roads Escrow Reports – Jan 2026
2. Lawsuit Feb. 3 Appeals Court Update
3. Oncor Steering Committee Update
4. Roads & Traffic Update
5. Federal System for Award Management (SAM) Registration Update
6. Mayor & Councilmember Activity Updates

#### **E. Consent Agenda**

*Items on the Consent Agenda are considered routine, not likely to require discussion or deliberation and may be approved in a single motion. If discussion is desired, items may be removed from the Consent Agenda for individual discussion by any Councilmember prior to the motion and vote.*

1. Approve Minutes – January 15, 2026 Executive Session & Regular Meeting
2. Approve OCSC Steering Committee 2026 Invoice - \$206.90

#### **F. Regular Agenda (item sponsor)**

1. Discuss and take action as needed on Executive Session items. (Mayor)  
*This is to take any action necessary on the items discussed in Executive Session. By law, no voting can occur in an Executive Session.*
2. Discuss and take action as needed on creation of a Citizen Zoning Advisory Committee. (Bryant)  
*This item is to formally define the Citizen Zoning Advisory Committee including the list of citizens selected to participate and expected meeting schedules.*
3. Discuss and take action as needed on updating Town of Poetry Employee Handbook (Kendrick)  
*Our current Employee Handbook was approved by Council at the February 20, 2025, meeting. This item is to discuss updates to that handbook including adding sections to cover acceptable use of town computers and internet along with acceptable use of town monies (debit card, checks, other).*
4. Discuss and take action as needed on current budget performance and begin considering input for 2026-2027 budget. (Hibbs)  
*This item is to discuss our year-to-date performance against our 2024-2025 budget, lessons learned so far and considerations for the 2026-2027 budget.*
5. Discuss and take action as needed on consideration of future changes to how are Sales Tax revenue funds can be utilized. (Hibbs)  
*When the citizens of Poetry voted to allow a 1.5% sales tax for our town, the money was restricted to road repairs only. That sales tax must be reauthorized in an election by the voters of Poetry every 4 years. This will be a conversation about possibly changing what that ballot proposition looks like in the November 2026 election and what things we would be allowed to use the funds collected for.*
6. Discuss and take action as needed on implementing a Town of Poetry fire code. (Kendrick)

*Now that we are a town, the counties we lie in are no longer responsible for defining and enforcing a fire code inside our town limits. This will be a discussion to determine what direction we want to go towards establishing a fire code inside our town limits. We will not be implementing a fire code in this meeting.*

7. Discuss and take action as needed on Long Range Planning. (Bryant)

*This will be a discussion about beginning to work on Long Range Planning for our town.*

8. Discuss and take action as needed on an Ordinance to Establish a Records Management Policy. (Mayor)

*We are required by state law to have a clearly defined Records Management Policy. We will discuss this topic and consider an ordinance to begin meeting that requirement.*

9. Discuss and take action as needed on an Ordinance to formally adopt our existing town seal. (Mayor)

*Our current town seal was adopted by Council back in June of 2021. This action is to adopt that seal by ordinance and establish rules around its use. No changes are being made to the current seal.*

**G. General Public Comments**

*Comments are limited to three (3) minutes. If a translator is needed, the speaker may be given up to four (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your comments to [speak@poetrytexas.org](mailto:speak@poetrytexas.org) at least 24 hours prior to the start of the meeting. The Texas Open Meetings Act restricts council members from discussing items not posted on the agenda. Action or responses to your remarks by council members (if not a posted agenda item) are limited to either a statement of fact or recitation of an existing policy or a proposal to place the subject on the agenda for a future meeting.*

**H. Adjournment**

*Note: The Town Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including Sec. 551.071 (private consultation with the attorney for the Town); Sec. 551.072 (purchase, exchange, lease, or value of real property); Sec. 551.074 (personnel or to hear complaints against personnel); Sec. 551.076 (deployment, or specific occasions for implementation of security personnel or devices); and Sec. 551.087 (economic development negotiations). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.*

**Note: Disabled persons requiring special assistance are requested to notify the Town of Poetry 24 hours in advance of the meeting by calling the Mayor at 214-704-1593.**

**I certify that the above Notice of the Meeting and Agenda was posted at 5671 CR 323 Poetry, Texas on Thursday, February 12, 2026 by 5:30 pm and online at [poetrytexas.org](http://poetrytexas.org).**



---

**Mike Jaffe, Mayor**

# Town of Poetry

## Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

October 2025 - September 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
3000 Use of Prior Year Excess		50,366.81	-50,366.81	
4000 Franchise Fees Electric				
4010 Oncor Franchise Fees	3,420.07	14,480.00	-11,059.93	23.62 %
4020 FEC Franchise Fees	18,475.30	36,000.00	-17,524.70	51.32 %
<b>Total 4000 Franchise Fees Electric</b>	<b>21,895.37</b>	<b>50,480.00</b>	<b>-28,584.63</b>	<b>43.37 %</b>
4100 Franchise Fees Solid Waste				
4160 Blackjack Disposal Franchi	24,057.00	46,000.00	-21,943.00	52.30 %
<b>Total 4100 Franchise Fees Solid Waste</b>	<b>24,057.00</b>	<b>46,000.00</b>	<b>-21,943.00</b>	<b>52.30 %</b>
4200 Franchise Fees Communicati				
4210 Charter Communications	69.61	300.00	-230.39	23.20 %
<b>Total 4200 Franchise Fees Communicati</b>	<b>69.61</b>	<b>300.00</b>	<b>-230.39</b>	<b>23.20 %</b>
4400 Sales Tax Revenue	42,013.66	108,000.00	-65,986.34	38.90 %
4450 Encumbered Road Fund Prior		103,209.63	-103,209.63	
4500 Donations				
4580 Donations Scholarship		2,000.00	-2,000.00	
<b>Total 4500 Donations</b>		<b>2,000.00</b>	<b>-2,000.00</b>	
4600 PID Permit Application	100.00		100.00	
TDA GO! Grant		0.00	0.00	
<b>Total Income</b>	<b>\$88,135.64</b>	<b>\$360,356.44</b>	<b>\$ -272,220.80</b>	<b>24.46 %</b>
<b>GROSS PROFIT</b>	<b>\$88,135.64</b>	<b>\$360,356.44</b>	<b>\$ -272,220.80</b>	<b>24.46 %</b>
<b>Expenses</b>				
5000 Salary Secretarys				
5005 Wage Exp Secretary	11,856.35	31,668.00	-19,811.65	37.44 %
Wages	0.00		0.00	
<b>Total 5005 Wage Exp Secretary</b>	<b>11,856.35</b>	<b>31,668.00</b>	<b>-19,811.65</b>	<b>37.44 %</b>
5040 Quickbooks Software		0.00	0.00	
5056 Payroll taxes -Employer	449.39	3,533.00	-3,083.61	12.72 %
Taxes	0.02		0.02	
<b>Total 5056 Payroll taxes -Employer</b>	<b>449.41</b>	<b>3,533.00</b>	<b>-3,083.59</b>	<b>12.72 %</b>
<b>Total 5000 Salary Secretarys</b>	<b>12,305.76</b>	<b>35,201.00</b>	<b>-22,895.24</b>	<b>34.96 %</b>
5100 Office Supplies	364.01	1,000.00	-635.99	36.40 %
5110 Office Equipment, Printers	179.98	1,500.00	-1,320.02	12.00 %
5130 Dues/Membership Admin				
5135 Steering Committee Members		500.00	-500.00	
5140 TML Lobbying (Membership)		812.00	-812.00	
5150 General Dues/Mbrship Admin	125.00	900.00	-775.00	13.89 %
<b>Total 5130 Dues/Membership Admin</b>	<b>125.00</b>	<b>2,212.00</b>	<b>-2,087.00</b>	<b>5.65 %</b>
5200 Shipping and Postage	35.20	500.00	-464.80	7.04 %
5300 Newspaper Publications	133.00	3,000.00	-2,867.00	4.43 %
5450 Poetry Scholarship Donated		2,000.00	-2,000.00	

# Town of Poetry

## Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

October 2025 - September 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5500 Education & Mtg Exp	90.00	1,000.00	-910.00	9.00 %
5600 Professional Services				
5640 Engineering Survey		17,966.88	-17,966.88	
5650 ETJ Removal		10,000.00	-10,000.00	
5660 Zoning Map Update Prof Services		5,000.00	-5,000.00	
5670 Dis Annexation Map Update		5,000.00	-5,000.00	
<b>Total 5600 Professional Services</b>		<b>37,966.88</b>	<b>-37,966.88</b>	
5700 Tech Support & Serv				
5705 Town Public Forum	224.95	180.00	44.95	124.97 %
5710 Website	103.92	312.00	-208.08	33.31 %
5715 Tech Services - Other	447.24	1,200.00	-752.76	37.27 %
5740 Internet Phone Services	400.92	2,100.00	-1,699.08	19.09 %
5780 Software Subscriptions	1,412.14	3,036.00	-1,623.86	46.51 %
5790 Domain Renewal		23.17	-23.17	
<b>Total 5700 Tech Support &amp; Serv</b>	<b>2,589.17</b>	<b>6,851.17</b>	<b>-4,262.00</b>	<b>37.79 %</b>
5800 Legal Services				
5810 Legal Services Meetings		1,500.00	-1,500.00	
5820 Legal Lawsuit Fees	108.24	15,000.00	-14,891.76	0.72 %
5830 Legal Documents	268.75	3,000.00	-2,731.25	8.96 %
5840 Legal - Other	107.50	500.00	-392.50	21.50 %
5860 Legal Zoning Ordinance		1,500.00	-1,500.00	
<b>Total 5800 Legal Services</b>	<b>484.49</b>	<b>21,500.00</b>	<b>-21,015.51</b>	<b>2.25 %</b>
5900 Town Insurance				
5910 Cyber Ins Policy	1,850.00	1,850.00	0.00	100.00 %
5920 Bldg Ins. *Ervin Ins. Concepts, Inc." TOP		700.00	-700.00	
5930 TML Town Ins	5,500.69	6,526.00	-1,025.31	84.29 %
<b>Total 5900 Town Insurance</b>	<b>7,350.69</b>	<b>9,076.00</b>	<b>-1,725.31</b>	<b>80.99 %</b>
6000 Capital Expenditure				
6010 Cap Exp Road Refurbishment	31,303.16		31,303.16	
6011 Cap Exp HC Road Refurbishm	7,850.00	65,000.00	-57,150.00	12.08 %
6012 Cap Exp KC Road Refurbishm	17,350.00	35,000.00	-17,650.00	49.57 %
<b>Total 6010 Cap Exp Road Refurbishment</b>	<b>56,503.16</b>	<b>100,000.00</b>	<b>-43,496.84</b>	<b>56.50 %</b>
6020 Cap Exp Signage		5,000.00	-5,000.00	
<b>Total 6000 Capital Expenditure</b>	<b>56,503.16</b>	<b>105,000.00</b>	<b>-48,496.84</b>	<b>53.81 %</b>
6100 Pothole Signage & Road Rel	-31,303.16		-31,303.16	
6111 HC Project Sheets	1,590.00	50,000.00	-48,410.00	3.18 %
6112 KC Project Sheets		23,500.00	-23,500.00	
6125 Volunteer Pothole Repair		7,000.00	-7,000.00	
6150 Volunteer Road Supplies		500.00	-500.00	
6175 Volunteer Road Equip. Rent		1,000.00	-1,000.00	
<b>Total 6100 Pothole Signage &amp; Road Rel</b>	<b>-29,713.16</b>	<b>82,000.00</b>	<b>-111,713.16</b>	<b>-36.24 %</b>
6200 TownHall Grounds Maint Services	240.00	3,500.00	-3,260.00	6.86 %

# Town of Poetry

## Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

October 2025 - September 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6350 Town Hall Building Repairs		1,300.00	-1,300.00	
6400 Bldg Utilities Exp				
6410 Reimburse Church/Utilities		600.00	-600.00	
6420 Town Hall Electricity	940.84	1,500.00	-559.16	62.72 %
6430 Water Utilities	243.30	600.00	-356.70	40.55 %
<b>Total 6400 Bldg Utilities Exp</b>	<b>1,184.14</b>	<b>2,700.00</b>	<b>-1,515.86</b>	<b>43.86 %</b>
6500 Audit Expense	5,450.00	6,000.00	-550.00	90.83 %
6575 TDA GO! Grant		0.00	0.00	
6600 Emergency Management		5,000.00	-5,000.00	
6650 Rainy Day Fund 25-26		30,549.39	-30,549.39	
6655 Rainy Day Severe Weather C		2,500.00	-2,500.00	
Payroll Expenses				
Taxes	0.00		0.00	
<b>Total Payroll Expenses</b>	<b>0.00</b>		<b>0.00</b>	
<b>Total Expenses</b>	<b>\$57,321.44</b>	<b>\$360,356.44</b>	<b>\$ -303,035.00</b>	<b>15.91 %</b>
<b>NET OPERATING INCOME</b>	<b>\$30,814.20</b>	<b>\$0.00</b>	<b>\$30,814.20</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$30,814.20</b>	<b>\$0.00</b>	<b>\$30,814.20</b>	<b>0.00%</b>

Account QuickReport

Town of Poetry

January 1, 2022-January 31, 2026

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
6000 Capital Expenditure									
6010 Cap Exp Road Refurbishment									
6010 Cap Exp Road Refurbishment	12/23/2024	Bill		U Rent It	Per Mayor	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		500.00	500.00
6010 Cap Exp Road Refurbishment	12/23/2024	Bill		U Rent It	per Mayor	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		7.68	507.68
6010 Cap Exp Road Refurbishment	01/02/2025	Bill	201434765	Texas Materials Group, Inc.	201434765	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		8,879.00	9,386.68
6010 Cap Exp Road Refurbishment	01/02/2025	Bill	TOPT-12-24-7L	LBJ Diversified, LLC	TOPT-12-24-7L	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		893.00	10,279.68
6010 Cap Exp Road Refurbishment	01/20/2025	Bill	H-19	Hunt County	H-19 Patch Refurbishment of 6 roads 2326, 2426, 2400, 2432, 2434, 2458	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		54,580.00	64,859.68
6010 Cap Exp Road Refurbishment	10/01/2025	Journal Entry	1		Move Capital Expense 09302022 to GL 6010	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		7,477.00	72,336.68
6010 Cap Exp Road Refurbishment	10/01/2025	Journal Entry	1		Move Capital Expense 09302023 to GL 6010	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment		23,826.16	96,162.84
<b>Total for 6010 Cap Exp Road Refurbishment</b>								<b>\$96,162.84</b>	
6011 Cap Exp HC Road Refurbishm									
6011 Cap Exp HC Road Refurbishm	10/30/2025	Journal Entry	11		10/14/2025 2-36" Culverts	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		530.00	530.00
6011 Cap Exp HC Road Refurbishm	10/30/2025	Journal Entry	11		10/14/2025 2-36" Culverts	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		1,590.00	2,120.00
6011 Cap Exp HC Road Refurbishm	10/30/2025	Journal Entry	11		10/14/2025 2-36" Culverts	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		400.00	2,520.00
6011 Cap Exp HC Road Refurbishm	10/30/2025	Journal Entry	11		10/14/2025 2-36" Rock	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		400.00	2,920.00
6011 Cap Exp HC Road Refurbishm	12/09/2025	Journal Entry	3		Project Sheet H-29 Complete 11102025	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6011 Cap Exp HC Road Refurbishm		4,930.00	7,850.00
<b>Total for 6011 Cap Exp HC Road Refurbishm</b>								<b>\$7,850.00</b>	
6012 Cap Exp KC Road Refurbishm									
6012 Cap Exp KC Road Refurbishm	10/01/2025	Journal Entry	2		Completed K-11 per Krystal Cruz KC Road	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6012 Cap Exp KC Road Refurbishm		3,000.00	3,000.00
6012 Cap Exp KC Road Refurbishm	11/17/2025	Journal Entry	4		Project K-12 Completed 11172025	6000 Capital Expenditure:6010 Cap Exp Road Refurbishment:6012 Cap Exp KC Road Refurbishm		6,250.00	9,250.00
<b>Total for 6012 Cap Exp KC Road Refurbishm</b>								<b>\$9,250.00</b>	
<b>Total for 6010 Cap Exp Road Refurbishment with sub-accounts</b>								<b>\$113,262.84</b>	
<b>Total for 6000 Capital Expenditure with sub-accounts</b>								<b>\$113,262.84</b>	
<b>TOTAL</b>								<b>\$113,262.84</b>	

Account QuickReport  
Town of Poetry  
January 1, 2022-January 31, 2026

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
6000 Capital Expenditure									
<b>6020 Cap Exp Signage</b>									
6020 Cap Exp Signage	06/29/2022	Check	debit	Smartsign		6000 Capital Expenditure:6020 Cap Exp Signage		1,975.54	1,975.54
6020 Cap Exp Signage	09/01/2022	Check	1082	American Express	Parking Signage (53.85x7)	6000 Capital Expenditure:6020 Cap Exp Signage		376.95	2,352.49
6020 Cap Exp Signage	09/05/2023	Bill	Road Signage	Smartsign	Road Signage	6000 Capital Expenditure:6020 Cap Exp Signage		203.05	2,555.54
6020 Cap Exp Signage	05/13/2025	Bill	RTS-343785	Xpressmyself.com LLC	Due on Receipt 37 unique customized signs ( with multiples) , 10 stop signs, 7 speed limit signs, 49 u channel post brackets, 10 cross brackets	6000 Capital Expenditure:6020 Cap Exp Signage		4,847.48	7,403.02
<b>Total for 6020 Cap Exp Signage</b>								<b>\$7,403.02</b>	
<b>Total for 6000 Capital Expenditure with sub-accounts</b>								<b>\$7,403.02</b>	
<b>TOTAL</b>								<b>\$7,403.02</b>	

**Account QuickReport**  
**Town of Poetry**  
 January 1, 2022-January 31, 2026

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
6100 Pothole Signage & Road Rel									
6100 Pothole Signage & Road Rel	02/22/2022	Check	1028	Kaufman County		6100 Pothole Signage & Road Rel		500.00	500.00
6100 Pothole Signage & Road Rel	02/28/2022	Check	1027	Hunt County		6100 Pothole Signage & Road Rel		500.00	1,000.00
6100 Pothole Signage & Road Rel	05/10/2022	Check	1046	Kaufman County		6100 Pothole Signage & Road Rel		3,557.00	4,557.00
6100 Pothole Signage & Road Rel	05/18/2022	Check	1045	Hunt County		6100 Pothole Signage & Road Rel		1,320.00	5,877.00
6100 Pothole Signage & Road Rel	06/21/2022	Deposit		John Baugh	donation from John Baugh roads	6100 Pothole Signage & Road Rel		-200.00	5,677.00
6100 Pothole Signage & Road Rel	07/26/2022	Check	1060	Hunt County		6100 Pothole Signage & Road Rel		1,800.00	7,477.00
6100 Pothole Signage & Road Rel	08/01/2022	Journal Entry			Hall Right of Way Services	6100 Pothole Signage & Road Rel		3,000.00	10,477.00
6100 Pothole Signage & Road Rel	08/01/2022	Journal Entry			Hall Right of Way Services	6100 Pothole Signage & Road Rel		700.00	11,177.00
6100 Pothole Signage & Road Rel	09/30/2022	Journal Entry	1		Audit ending entry [Hall Right of Way services misposted]	6100 Pothole Signage & Road Rel		-	7,477.00
6100 Pothole Signage & Road Rel	10/01/2022	Check	1099	Hunt County	H04- Project Sheet	6100 Pothole Signage & Road Rel		3,700.00	3,900.00
6100 Pothole Signage & Road Rel	10/28/2022	Check	1099	Hunt County		6100 Pothole Signage & Road Rel		0.00	11,377.00
6100 Pothole Signage & Road Rel	10/28/2022	Journal Entry	6			6100 Pothole Signage & Road Rel		3,900.00	15,277.00
6100 Pothole Signage & Road Rel	01/23/2023	Check	1305	Kaufman Co		6100 Pothole Signage & Road Rel		6,520.00	21,797.00
6100 Pothole Signage & Road Rel	02/22/2023	Check	1317	Hunt County		6100 Pothole Signage & Road Rel		2,900.00	24,697.00
6100 Pothole Signage & Road Rel	03/23/2023	Journal Entry	Debit 25			6100 Pothole Signage & Road Rel		-	20,797.00
6100 Pothole Signage & Road Rel	04/30/2023	Bill	H-06	Hunt County	Road Project H-06	6100 Pothole Signage & Road Rel		3,900.00	1,000.00
6100 Pothole Signage & Road Rel	05/01/2023	Bill	K-04	Kaufman Co	Road Project K-04	6100 Pothole Signage & Road Rel		3,280.00	25,077.00
6100 Pothole Signage & Road Rel	05/15/2023	Bill	Debit 36	The Home Depot	Bldg Repair and Msint	6100 Pothole Signage & Road Rel		71.12	25,148.12
6100 Pothole Signage & Road Rel	05/15/2023	Check	1518	Uline		6100 Pothole Signage & Road Rel		421.75	25,569.87
6100 Pothole Signage & Road Rel	06/07/2023	Bill	Roads Project H-07	Hunt County	Roads Project H-07	6100 Pothole Signage & Road Rel		3,000.00	28,569.87
6100 Pothole Signage & Road Rel	07/19/2023	Bill	May 06 2023 Partial	Hunt County	May 06 2023 Partial Pay	6100 Pothole Signage & Road Rel		500.00	29,069.87
6100 Pothole Signage & Road Rel	08/05/2023	Bill	Town Hall Misc	Road Traffic Signs	Reserved Parking Tow Away Zone	6100 Pothole Signage & Road Rel		22.24	29,092.11
6100 Pothole Signage & Road Rel	08/05/2023	Bill	Town Hall Misc	Road Traffic Signs	Road Signs	6100 Pothole Signage & Road Rel		39.75	29,131.86
6100 Pothole Signage & Road Rel	08/05/2023	Bill	Pipe Post Sign Brack	Amazon Online	Pipe Post Sign Bracket Heavy Duty	6100 Pothole Signage & Road Rel		15.99	29,147.85
6100 Pothole Signage & Road Rel	08/11/2023	Bill	Voter Admin	Hunt County	Voting Equipment Lic and Support Fee	6100 Pothole Signage & Road Rel		500.00	29,647.85
6100 Pothole Signage & Road Rel	08/11/2023	Bill	Final May 06 Electio	Hunt County	Final May 06 Election	6100 Pothole Signage & Road Rel		2,667.19	32,315.04
6100 Pothole Signage & Road Rel	08/31/2023	Bill	Traffic Sign 1 of 2	SmartSign	Traffic Sign 1 of 2	6100 Pothole Signage & Road Rel		7.90	32,322.94
6100 Pothole Signage & Road Rel	11/07/2023	Bill	59.94	Amazon Online	Safety Vests	6100 Pothole Signage & Road Rel		0.00	32,322.94
6100 Pothole Signage & Road Rel	11/09/2023	Bill		Amazon Online	safety vest	6100 Pothole Signage & Road Rel		19.99	32,342.93
6100 Pothole Signage & Road Rel	11/21/2023	Bill	H-08 Project	Hunt County	H-08 Project	6100 Pothole Signage & Road Rel		4,250.00	36,592.93
6100 Pothole Signage & Road Rel	02/07/2024	Bill		The Home Depot	road repair	6100 Pothole Signage & Road Rel		8.98	36,601.91
6100 Pothole Signage & Road Rel	02/07/2024	Bill	Roads Repair	The Home Depot		6100 Pothole Signage & Road Rel		29.82	36,631.83
6100 Pothole Signage & Road Rel	02/19/2024	Bill	H-11	Hunt County	H-11 Project sheet	6100 Pothole Signage & Road Rel		6,000.00	42,631.83
6100 Pothole Signage & Road Rel	02/23/2024	Bill		Texas Materials Group, Inc.	Road Refurbishment	6100 Pothole Signage & Road Rel		1,293.80	43,925.63
6100 Pothole Signage & Road Rel	03/07/2024	Bill		Poetry Tack & Ag, LLC	marking wand	6100 Pothole Signage & Road Rel		35.63	43,961.26
6100 Pothole Signage & Road Rel	03/07/2024	Bill		Poetry Tack & Ag, LLC	gatorade for workers	6100 Pothole Signage & Road Rel		8.08	43,969.34
6100 Pothole Signage & Road Rel	03/14/2024	Bill		Texas Materials Group, Inc.		6100 Pothole Signage & Road Rel		1,299.00	45,268.34
6100 Pothole Signage & Road Rel	03/15/2024	Journal Entry	09302315		CR Texas Bit	6100 Pothole Signage & Road Rel		-99.00	45,169.34
6100 Pothole Signage & Road Rel	05/30/2024	Bill	H-12 Project	Hunt County	H-12 Project: CR2326, CR2400, CR2426, CR2432, CR2434, CR2440, CR2446, CR2450	6100 Pothole Signage & Road Rel		4,000.00	49,169.34
6100 Pothole Signage & Road Rel	05/30/2024	Bill	H-13	Hunt County	4 trees approved for removal H-13	6100 Pothole Signage & Road Rel		3,200.00	52,369.34
6100 Pothole Signage & Road Rel	06/13/2024	Bill	Poetry 3317	TML Intergovernmental Risk Pool	Mobile Equipment Insurance Stryker Device	6100 Pothole Signage & Road Rel		245.00	52,614.34
6100 Pothole Signage & Road Rel	07/02/2024	Bill	271379	Texas Materials Group, Inc.	Volunteer Crew CR 247 / portion off CR 323	6100 Pothole Signage & Road Rel		1,296.10	53,910.44
6100 Pothole Signage & Road Rel	07/08/2024	Check	1543	Poetry Tack & Ag, LLC	9 BAGS OF ASPHALT FOR HOLES ON FOUR POST LANE	6100 Pothole Signage & Road Rel		83.70	53,994.14
6100 Pothole Signage & Road Rel	07/16/2024	Bill	Tree removal	Waldo Enriquez	Two large dead trees in prescriptive right away-Removal to 6 inch stump	6100 Pothole Signage & Road Rel		2,500.00	56,494.14
6100 Pothole Signage & Road Rel	07/18/2024	Bill	201352112	Texas Materials Group, Inc.	ASPPM Grade 4 Road Repair Materials	6100 Pothole Signage & Road Rel		674.70	57,168.84
6100 Pothole Signage & Road Rel	07/19/2024	Bill	H-14 Project sheet	Hunt County	Drainage ditch x 2 repair cr 2466 and cr 2326	6100 Pothole Signage & Road Rel		1,500.00	58,668.84
6100 Pothole Signage & Road Rel	07/19/2024	Bill	H-15 Project Sheet	Hunt County	H-15 Project Sheet for roads 2430, 2434, 2440, 2446, 2448, 2432, 2426, 2400	6100 Pothole Signage & Road Rel		4,000.00	62,668.84
6100 Pothole Signage & Road Rel	07/25/2024	Bill	271379	Texas Materials Group, Inc.	ASPPM Grade	6100 Pothole Signage & Road Rel		591.50	63,260.34
6100 Pothole Signage & Road Rel	08/01/2024	Bill	20135694	Texas Materials Group, Inc.	ASPPM Grade 4	6100 Pothole Signage & Road Rel		670.80	63,931.14
6100 Pothole Signage & Road Rel	08/15/2024	Bill	201366666	Texas Materials Group, Inc.	ASPP, Grade 4	6100 Pothole Signage & Road Rel		726.70	64,657.84
6100 Pothole Signage & Road Rel	09/19/2024	Bill	201380600	Texas Materials Group, Inc.	ASPPMGrade R	6100 Pothole Signage & Road Rel		665.60	65,323.44
6100 Pothole Signage & Road Rel	09/19/2024	Bill	H-16 Tree trim Fuel	Hunt County	H-16 Tree Trimming	6100 Pothole Signage & Road Rel		300.00	65,623.44

Account QuickReport

Town of Poetry

January 1, 2022-January 31, 2026

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
6100 Pothole Signage & Road Rel	10/21/2024	Bill	H-17 project sheet	Hunt County	CR 2458, CR 2434, CR 2432, CR 2426, CR 2326, Cr 2400	6100 Pothole Signage & Road Rel		4,500.00	70,123.44
6100 Pothole Signage & Road Rel	10/31/2024	Bill		Texas Materials Group, Inc.		6100 Pothole Signage & Road Rel		1,375.40	71,498.84
6100 Pothole Signage & Road Rel	11/04/2024	Bill		Centerline	Signs Roads	6100 Pothole Signage & Road Rel		450.00	71,948.84
6100 Pothole Signage & Road Rel	11/12/2024	Bill		Amazon Online	slow down signage	6100 Pothole Signage & Road Rel		39.96	71,988.80
6100 Pothole Signage & Road Rel	11/12/2024	Bill		Amazon Online	slow down signage	6100 Pothole Signage & Road Rel		35.98	72,024.78
6100 Pothole Signage & Road Rel	11/12/2024	Bill		Amazon Online	workers ahead signage	6100 Pothole Signage & Road Rel		31.18	72,055.96
6100 Pothole Signage & Road Rel	11/12/2024	Bill		Amazon Online	SLOW TRAFFIC signage	6100 Pothole Signage & Road Rel		41.00	72,096.96
6100 Pothole Signage & Road Rel	11/14/2024	Bill		Poetry Tack & Ag, LLC	Road Workers Bagged Ice	6100 Pothole Signage & Road Rel		3.00	72,099.96
6100 Pothole Signage & Road Rel	11/21/2024	Bill	271379	Texas Materials Group, Inc.	ASPPM Grade 4	6100 Pothole Signage & Road Rel		1,476.80	73,576.76
6100 Pothole Signage & Road Rel	12/05/2024	Bill	201421125	Texas Materials Group, Inc.	ASPPM GRADE 4 Inv 11222024	6100 Pothole Signage & Road Rel		657.80	74,234.56
6100 Pothole Signage & Road Rel	12/05/2024	Bill		Poetry Tack & Ag, LLC	roads	6100 Pothole Signage & Road Rel		46.50	74,281.06
6100 Pothole Signage & Road Rel	01/06/2025	Bill		Amazon Online	Rust Oleum Roads Repair	6100 Pothole Signage & Road Rel		82.44	74,363.50
6100 Pothole Signage & Road Rel	01/16/2025	Bill	01-002493	Poetry Tack & Ag, LLC		6100 Pothole Signage & Road Rel		0.00	74,363.50
6100 Pothole Signage & Road Rel	01/20/2025	Bill	H-18	Hunt County	H-18 10 roads pothole & soft spot repair	6100 Pothole Signage & Road Rel		5,500.00	79,863.50
6100 Pothole Signage & Road Rel	01/30/2025	Bill		Poetry Tack & Ag, LLC		6100 Pothole Signage & Road Rel		23.95	79,887.45
6100 Pothole Signage & Road Rel	02/13/2025	Bill	271379	Texas Materials Group, Inc.	04283 Asphalt	6100 Pothole Signage & Road Rel		1,446.20	81,333.65
6100 Pothole Signage & Road Rel	02/20/2025	Bill	201454723	Texas Materials Group, Inc.	ASPPM Grade 4	6100 Pothole Signage & Road Rel		681.80	82,015.45
6100 Pothole Signage & Road Rel	02/21/2025	Bill	Hunt Cty Roads	Hunt County		6100 Pothole Signage & Road Rel		2,200.00	84,215.45
6100 Pothole Signage & Road Rel	03/13/2025	Bill	271379	Texas Materials Group, Inc.	ASPPM Grade 4 02282025 Inv	6100 Pothole Signage & Road Rel		701.40	84,916.85
6100 Pothole Signage & Road Rel	03/13/2025	Bill	201467079	Texas Materials Group, Inc.	ASPPM Grade 4 031125 Inv	6100 Pothole Signage & Road Rel		754.80	85,671.45
6100 Pothole Signage & Road Rel	03/20/2025	Bill	271379	Texas Materials Group, Inc.	ASPPM Grade 4	6100 Pothole Signage & Road Rel		777.00	86,448.45
6100 Pothole Signage & Road Rel	03/21/2025	Bill	3089.000 58407	Nichols, Jackson, Dillard, Hager & Smith, Hunt County	Roads Related	6100 Pothole Signage & Road Rel		215.00	86,663.45
6100 Pothole Signage & Road Rel	03/21/2025	Bill	Tree Trim/Pot Hole	Hunt County		6100 Pothole Signage & Road Rel		100.00	86,763.45
6100 Pothole Signage & Road Rel	04/01/2025	Bill	271379	Texas Materials Group, Inc.	Inv 201469856 271379 03172025	6100 Pothole Signage & Road Rel		693.00	87,456.45
6100 Pothole Signage & Road Rel	04/09/2025	Bill		Texas Materials Group, Inc.	Inv 201484359 271379 04092025	6100 Pothole Signage & Road Rel		721.00	88,177.45
6100 Pothole Signage & Road Rel	04/10/2025	Bill	201485498	Texas Materials Group, Inc.	Inv 201485488 271379 04/10/2025 Road Repair Materials	6100 Pothole Signage & Road Rel		728.00	88,905.45
6100 Pothole Signage & Road Rel	06/26/2025	Bill	Volunteer Water Drn	Walmart	Volunteer Crew Water	6100 Pothole Signage & Road Rel		9.84	88,915.29
6100 Pothole Signage & Road Rel	06/26/2025	Journal Entry	09302046		05252021 Cashiers Check written to KC never cashed - bank returned funding	6100 Pothole Signage & Road Rel		-40.00	88,875.29

Account QuickReport

Town of Poetry

January 1, 2022-January 31, 2026

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
6100 Pothole Signage & Road Rel	07/03/2025	Bill	271379	Texas Materials Group, Inc.	Volunteer Roads Inv 271379 061925 Appr 484069853 484069825	6100 Pothole Signage & Road Rel		1,475.50	90,350.89
6100 Pothole Signage & Road Rel	08/18/2025	Journal Entry	5		CR 249 Project Sheet Pot Holes/Side of Road ASPPM Cold Mix	6100 Pothole Signage & Road Rel		2,100.00	92,450.89
6100 Pothole Signage & Road Rel	09/30/2025	Journal Entry	09302048		Correcting Closing Entry 09302023 GL 6010 YE 09302023 23826.16 vs entry 24845.94	6100 Pothole Signage & Road Rel		-1,019.78	91,431.11
6100 Pothole Signage & Road Rel	10/01/2025	Journal Entry	1		Move Capital Expense 09302022 to GL 6010	6100 Pothole Signage & Road Rel		-7,477.00	83,954.11
6100 Pothole Signage & Road Rel	10/01/2025	Journal Entry	1		Move Capital Expense 09302023 to GL 6010	6100 Pothole Signage & Road Rel		-23,826.16	60,127.95
<b>Total for 6100 Pothole Signage &amp; Road Rel</b>								<b>\$60,127.95</b>	
<hr/>									
6111 HC Project Sheets									
6111 HC Project Sheets	08/04/2025	Journal Entry	3		Refund Reimbursement HC Missed Work CR 2400	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		-4,300.00	-4,300.00
6111 HC Project Sheets	08/04/2025	Journal Entry	4		Pothole Repairs HC	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		2,471.80	-1,828.20
6111 HC Project Sheets	10/13/2025	Journal Entry	11		10/13/2025 Pothole and Road Edge Repair CR 2454,2526,2426,2432,2458,2460,2440,2450	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		530.00	-1,298.20
6111 HC Project Sheets	10/14/2025	Journal Entry	11		10/14/2025 Pothole and Road Edge Repair CR 2454,2326,2426,2432,2458,2460,2440,2450,2420	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		530.00	-768.20
6111 HC Project Sheets	10/30/2025	Journal Entry	11		10/20/2025 Pothole and Road Edge Repair CR2434,2426,2526,2432,2458,2460,2440,2450,2430	6100 Pothole Signage & Road Rel:6111 HC Project Sheets		530.00	-238.20
<b>Total for 6111 HC Project Sheets</b>								<b>-\$238.20</b>	
<b>Total for 6100 Pothole Signage &amp; Road Rel with sub-accounts</b>								<b>\$59,889.75</b>	
<b>TOTAL</b>								<b>\$59,889.75</b>	

Town of Poetry

American National Bank of Texas, Period Ending 01/31/2026

RECONCILIATION REPORT

Reconciled on: 02/09/2026

Reconciled by: Theresa Scholander

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	138,178.73
Checks and payments cleared (17)	-9,253.21
Deposits and other credits cleared (4)	43,231.61
Statement ending balance	172,157.13

Uncleared transactions as of 01/31/2026	-344.94
Register balance as of 01/31/2026	171,812.19
Cleared transactions after 01/31/2026	0.00
Uncleared transactions after 01/31/2026	-3,047.37
Register balance as of 02/09/2026	168,764.82

Details

Checks and payments cleared (17)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/11/2025	Bill Payment	37	Ervin Insurance Concepts, Inc.	-681.79
12/24/2025	Bill Payment	39	Nichols, Jackson, Dillard, Hag...	-107.50
12/24/2025	Bill Payment	38	MCPA, PC	-5,450.00
01/05/2026	Payroll Check	DD	Lora Lehew	-294.04
01/05/2026	Payroll Check	DD	Mrs. Theresa Rita Scholander	-1,204.73
01/05/2026	Tax Payment		QuickBooks Payroll	-333.56
01/07/2026	Payroll Check	DD	Anne Hamilton	-277.05
01/07/2026	Tax Payment		QuickBooks Payroll	-56.10
01/13/2026	Bill Payment	1724	Vista Print	-56.25
01/13/2026	Bill Payment	1722	Wix.com	-25.98
01/13/2026	Bill Payment	1723	Charter Communications	-100.21
01/15/2026	Bill Payment	1729	Town of Poetry	-47.18
01/15/2026	Bill Payment	ACH	PWSC	-36.66
01/15/2026	Bill Payment	1731	Reliant	-341.36
01/15/2026	Bill Payment	1730	Nichols, Jackson, Dillard, Hag...	-54.49
01/20/2026	Journal	5		-45.00
01/21/2026	Journal	6		-141.31
<b>Total</b>				<b>-9,253.21</b>

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/06/2026	Journal	7		12,173.70
01/14/2026	Deposit		Blackjack Disposal	11,929.50
01/14/2026	Deposit		United States Treasury	653.11
01/30/2026	Deposit		Farmers Electric Coop	18,475.30
<b>Total</b>				<b>43,231.61</b>

Additional Information

Uncleared checks and payments as of 01/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/01/2024	Bill Payment	1566	Haley Anderton-Dennis	-6.00
08/01/2024	Bill Payment	1564	Mrs. Shelley Smith	-3.05
06/26/2025	Bill Payment	36	Reliant	-123.62
09/04/2025	Bill Payment	ACH	Gusto	-65.03

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/21/2025	Bill Payment	1732	TrackerSoft, LP	-36.81
12/24/2025	Bill Payment	1733	TrackerSoft, LP	-36.81
01/29/2026	Bill Payment	1734	TrackerSoft, LP	-73.62
<b>Total</b>				<b>-344.94</b>

Uncleared checks and payments after 01/31/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/03/2026	Payroll Check	DD	Mrs. Theresa Rita Scholander	-932.30
02/03/2026	Payroll Check	DD	Lora Lehew	-1,337.60
02/03/2026	Tax Payment		QuickBooks Payroll	-489.69
02/09/2026	Payroll Check	DD	Mrs. Theresa Rita Scholander	-214.32
02/09/2026	Tax Payment		QuickBooks Payroll	-73.46
<b>Total</b>				<b>-3,047.37</b>

Town of Poetry  
**Petty Cash, Period Ending 01/31/2026**

**RECONCILIATION REPORT**

Reconciled on: 02/09/2026

Reconciled by: Theresa Scholander

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	52.82
Checks and payments cleared (2).....	-54.59
Deposits and other credits cleared (1).....	47.18
Statement ending balance.....	<u>45.41</u>
Register balance as of 01/31/2026.....	45.41

**Details**

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/24/2026	Bill Payment	1	Lora Lehew Deputy Secretary	-45.00
01/24/2026	Bill Payment	2	Theresa Scholander	-9.59
<b>Total</b>				<b>-54.59</b>

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/06/2026	Bill		Town of Poetry	47.18
<b>Total</b>				<b>47.18</b>



Town of  
Poetry

January 2026

GL Account  
6010,11,12,20  
Capital Road  
Refurbishment &  
6100 Pothole  
Signage, Road  
Repair

Sales and Use Tax Revenue

Texas Comptroller Allocation

May-23	\$392.28
Jun-23	\$6,432.63
July-23	\$8,529.55
August-23	\$7,633.36
September-23	\$9,172.77
October-23	\$8,169.48
November-23	\$10,285.29
December-2023	\$8,982.72
January-2024	\$9,297.01
February-2024	\$11,177.13
March-2024	\$8,313.79
April-2024	\$8,767.73
May-2024	\$9,379.24
June-2024	\$8,025.35
July-2024	\$8,761.22
August-2024	\$8,616.47
September-2024	\$9,517.29
October-2024	\$8,149.76
November-2024	\$8,692.26
December-2024	\$8,333.01
January-2025	\$9,549.48
February-2025	\$12,200.67
March-2025	\$8,778.05
April-2025	\$7,790.71
May-2025	\$10,381.66
June-2025	\$9,598.68
July-2025	\$9,281.90
Aug-2025	\$10,026.77
Sept-2025	\$12,416.15
Oct-2025	\$9,339.81
Nov-2025	\$10,263.27
Dec-2025	\$10,236.88
Jan-2025	\$12,173.70

Total Allocation      **\$298,666.07**

Expenditures	
Capital Expense	
GL 6010 YE 09302022	\$ 7,477.00
GL 6010 YE 09302023	\$ 23,826.16
GL 6010 YE 09302025	\$ 64,859.68
GL 6020 YE 09/30/2025 Signage	\$ 4,847.48
GL 6011 YE 09302026 HC	\$ 7,850.00
GL 6012 YE 09302026 KC	\$ 17,350.00
<b>6010 TOTAL</b>	\$ 126,210.32
Pothole and Signage	
GL 6100 YE 09302024	\$ 33,300.50
GL 6100 YE 09302025	\$ 24,999.25
GL 6100 YE 09302026	\$ 1,590.00
<b>6100 TOTAL</b>	\$ 59,889.75
HC Escrow Account	\$ 11,073.00
KC Escrow Account	\$ 9,407.00
<b>Escrow Accounts TOTAL</b>	\$ 20,480.00

10/01 -09/30/2026  
10/01 -09/30/2026

10/01 -09/30/2026

awaiting verification

Road Fund Balance	\$92,086.00
General Fund Balance	\$80,071.13
Bank Bal 12/31/2025	<u>\$172,157.13</u>

Road GL 6010 & 6100  
Total Expenditures      **\$206,580.07**

# Account QuickReport

Town of Poetry

October, 2025-September, 2026

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	FULL NAME	CLEARED	AMOUNT	BALANCE
ROADS Escrow Accounts									
Kaufman County Roads Escrow Acc									
									22,900.00
	Beginning Balance								
Kaufman County Roads Escrow Acc	10/01/2025	Journal Entry	2		Completed K-11 per Krystal Cruz KC Road	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	-3,000.00	19,900.00
Kaufman County Roads Escrow Acc	10/07/2025	Journal Entry	8		Beginning Balance - Per KC FY 2023 Rollover	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	3,857.00	23,757.00
Kaufman County Roads Escrow Acc	11/17/2025	Journal Entry	4		Project K-12 Completed 11172025	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	-6,250.00	17,507.00
Kaufman County Roads Escrow Acc	01/31/2026	Journal Entry	9		K-13 KC Road 321 from CR 321 to FM 986	ROADS Escrow Accounts:Kaufman County Roads Escrow Acc	Uncleared	-8,100.00	9,407.00
<b>Total for Kaufman County Roads Escrow Acc</b>								<b>-</b>	
								<b>\$13,493.00</b>	
<b>Total for ROADS Escrow Accounts with sub-accounts</b>								<b>-</b>	
								<b>\$13,493.00</b>	
<b>TOTAL</b>								<b>-</b>	
								<b>\$13,493.00</b>	

### Hunt County Roads Escrow Account

Deposit	Date	Date	Project Sheet	Amount	
\$ 5,000.00	7/3/25				
\$ 4,300.00	8/31 Carryover				
		8/31/25	H-25	\$ 2,500.00	
		10/3/25	H-26	\$ 530.00	
		10/13/25	H-27	\$ 530.00	
		10/20/25	H-27	\$ 530.00	
		10/21/25	H-27	\$ 530.00	
\$ 12,000.00	10/24/25				
\$ 10,000.00	11/24/25				
		11/7/25	H-28	\$ 11,171.00	
		11/7/25	H-29	\$ 4,436.00	
\$ 31,300.00				\$ 20,227.00	<b>11/30/25 Balance \$ 11,073.00</b>



# Town of Poetry, Texas

## Minutes

### Executive Session & Regular Town Council Meeting

Thursday, January 15, 2026

Poetry Town Hall

5671 County Road 323, Poetry Texas 75160

5:30pm



**STATE OF TEXAS  
COUNTIES OF KAUFMAN AND HUNT  
TOWN OF POETRY, TEXAS**

**BE IT REMEMBERED THAT ON THIS DAY OF THE 15<sup>TH</sup>** of January 2026 at 5:30pm, the Town Council of Poetry, Texas, held an Executive Session and Regular Town Council Meeting at Poetry Town Hall, 5671 County Road 323, Poetry, Texas 75160.

**A. Call to Order**

Mayor Mike Jaffe called the public meeting to order at 5:30pm. Roll call was taken by Deputy Secretary Lora Lehew. Present were: Mayor Mike Jaffe, Mayor Pro Tem Terry Fowler, Council Members: Tom Anderson, Dale Bryant, Tracie Hibbs, and Doug Kendrick. No Council Members were absent. The Deputy Secretary announced a quorum was present.

Pledge of Allegiance: Mayor Pro Tem Terry Fowler

Invocation: Mayor Pro Tem Terry Fowler

**B. Executive Session**

The Town Council convened in Executive Session pursuant to Section 551.074, Texas Government Code (Personnel) to discuss and deliberate on the employment, evaluation, duties, and pay of town secretaries.

The Council convened into Executive Session at 5:33pm.

The Executive Session concluded at 6:03pm.

No vote or action was taken during the Executive Session.

The Council reconvened and began the Regular Council Meeting at 6:07pm.

**C. Items of Community Interest**

*Pursuant to Section 551.0415 of the Texas Government Code, the Town Council may report on the following items: 1) expression of thanks, congratulations, or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders upcoming Town Council events; 5) about community events, and 6) announcements involving an imminent threat to public health and safety.*

1. Mayor Jaffe thanked the Hunt and Kaufman County Commissioners and their teams.
2. Mayor Jaffe announced that the Poetry Bingo Night at Poetry Community Christian School is February 6, 2026. Tickets and more information are available at poetrychristian.org.
3. There are two important elections coming up March 3, 2026. Hunt County Judge and Commissioner positions are on the ballot and are important to the Town of Poetry.

4. A reminder was given that oral arguments will be heard in the Court of Appeals in the lawsuit against the Town of Poetry on February 3, 2026 at 10:00am at the George Allen Courts Building, 600 Commerce Street, 2<sup>nd</sup> Floor, Dallas, Texas. This is open to the public but only the attorneys are allowed to talk. Councilmember Bryant suggested posting a Notice of Possible Quorum, and Mayor Jaffe agreed that a Notice will be created and posted.

#### D. Reports

1. Financial
  - a. P&L Budget vs Actual Dec 2025
  - b. Account Quick Reports 6010 & 6100 - Dec 2025
  - c. Bank Reconciliation Summary & Detail - Dec 2025
  - d. Bank Reconciliation Petty Cash – Dec 2025
  - e. Sales & Use Tax Report - Dec 2025
  - f. Hunt & Kaufman County Roads Escrow Reports - Dec 2025. Mayor Jaffe amended the Project Sheets to correctly reflect the actual amount verses the projected amounts. All sheets correctly balance now.
2. Mayor Jaffe reported on roads and traffic. Mayor Pro Tem Fowler gave an update on culverts.
3. Mayor and Councilmember Activity Updates – 6:23pm
  - Mayor Jaffe reported on receiving calls on various items, the future ETJ map, and current map.
  - Mayor Pro Tem Fowler reported that he met with Monroe regarding culverts, permitting, and right-of-ways.
  - Councilmember Anderson reported on zoning issues but differed to Item 1 on the Agenda for more discussion.
  - Councilmember Kendrick provided updates on CERT, the Texas Department of Emergency Management, and DMAT update.
  - Councilmember Bryant reported on the signage project and looking at the cleanup of intersections in preparation for the installation of the signage.
  - Councilmember Hibbs reported on cybersecurity and the budget.

#### E. Consent Agenda – 6:37pm

*Items on the Consent Agenda are considered routine, not likely to require discussion or deliberation and may be approved in a single motion. If discussion is desired, items may be removed from the Consent Agenda for individual discussion by any Councilmember prior to the motion and vote.*

1. Approved Minutes – December 18, 2025 Workshop & Regular Meeting
2. Approved Nichols Jackson 12/31/25 legal bill - \$54.49
3. Ratified Payment of auditor's invoice dated 11/21/25 - \$5,450 (budgeted \$6,000)

Motion made by Councilmember Anderson to approve the items on the Consent Agenda.

Motion seconded by: Mayor Pro Tem Fowler

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

F. **Regular Agenda** – 6:41pm

1. Discussed the status of the effort to create a draft to update the current Zoning Ordinance. Council is continuing to work on developing proposed updates and cleaning up the Zoning Ordinance. This was a check-in to see where we are at with the process. The red-line comments by Councilmember Anderson were reviewed and discussed. **No action was taken, no changes were made, and no vote was taken.**

Citizens Speaking on this topic:

- None

2. Discussed and took action on creating a Citizen Zoning Advisory Committee. Discussion was had on creating the Committee including information from Councilmember Bryant as to name, objective, meeting frequency, committee size and make up. It was decided that Councilmember Bryant and Councilmember Anderson would take the lead on the Committee. Councilmember Bryant will be prepared with more information at the February Council meeting.

Citizens Speaking on this topic:

- Haley Dennis, Poetry

Motion made by Councilmember Kendrick to create the Citizen Zoning Advisory Committee with the parameters discussed including the name, the meetings being open to the public, the meetings will be recorded (not live-streamed), no authority other than proposing changes, and will be reviewing document as to Code. The Committee will meet at Town Hall with the dates and times determined by Councilmembers Anderson and Bryant. Committee will be two Councilmembers and 2-4 citizens.

Motion seconded by: Councilmember Anderson

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

3. Discussed possible creation of a second Town bank account to hold all Sales Tax revenue funds. One of our auditors suggested we open a second bank account to hold all funds derived from Sales Tax revenue which are restricted use (road maintenance). We currently hold those funds in our single account and track them in our accounting system. To do this we would need minutes authorizing creation, authorized signatories, purpose of the account, and opening balance. **After discussion, no action was taken, no changes were made, and no vote was taken.**

Citizens Speaking on this topic:

- None

4. Discussed the TxDOT bridge inspection report. At the moment, there are at least two bridges in the Town of Poetry that receive regular safety inspections by TxDOT. They are CR2326 & Dry Creek and CR2434 & Simmons Branch both in Hunt County. The Town received the 12/2/25 preliminary report for CR2326 & Dry Creek bridge. According to the report, it requires maintenance. Hunt County has offered to assist with that maintenance

under our interlocal agreement (ILA). Follow up will be done with Hunt County Commissioner Monroe and TxDOT. **After discussion, no action was taken and no vote was taken.**

Citizens Speaking on this topic:

- Shelley Smith, Poetry

5. Discussed the Kaufman County 911 map updates. Recently, the Town was asked by Kaufman County 911 to verify our Kaufman County Town and ETJ boundaries. The last updated map was provided to them 4/16/25. It is slightly different from the currently approved map dated 5/9/25. Kaufman County needs an updated map with geofiles (shapefiles or .gdb) along with any annex, de-annex, or ETJ removal documentation. Discussion was had relating to the current status of the map. Mayor Pro Tem Fowler will follow up on this. **After discussion, no action was taken and no vote was taken.**

Citizens Speaking on this topic:

- None

6. Discussed and took action on renewal of our Federal System for Award Management (SAM) subscription which expires 2/3/26. We originally subscribed in 2024. For us to be eligible for any Federal grants, including the Department of Agriculture grant we applied for a while back, we must be subscribed to SAM. Updates and corrections to our contact information will be done.

Citizens Speaking on this topic:

- None

Motion made by Councilmember Kendrick to not renew subscription to the company trying to charge the Town, but rather go directly to update our SAM.

Motion seconded by: Councilmember Hibbs

All in Favor: Anderson, Bryant, Fowler, Hibbs, Kendrick

All Opposed: none

Abstain: none

Result: Passed 5-0

7. Discussed the road and traffic safety concerns for the intersection of FM986 and FM3486/CR249. This intersection has drawn the attention of a number of citizens and Councilmembers lately as there have been multiple motor vehicle accidents there recently. Most of the intersection is under the jurisdiction of TxDOT for signage and pavement maintenance. Discussion was had regarding possible options for improving the safety of the intersection working in partnership with TxDOT, law enforcement, and citizens.

Citizens Speaking on this topic:

- Shelley Smith, Poetry
- Scott Lehew, Poetry

## G. General Public Comments

*Comments are limited to three (3) minutes. If a translator is needed, the speaker may be given up to four (4) minutes. Sign up is required in advance either in-person prior to the start of the meeting or by emailing your comments to [speak@poetrytexas.org](mailto:speak@poetrytexas.org) at least 24 hours prior to the start of the meeting. The Texas Open Meetings Act restricts council members from discussing items not posted on the agenda. Action or responses to*

*your remarks by council members (if not a posted agenda item) are limited to either a statement of fact or recitation of an existing policy or a proposal to place the subject on the agenda for a future meeting.*

Citizens Speaking-General Public Comments:

- None

**H. Adjournment**

The Town Council meeting adjourned at 8:04pm.

*I certify that the minutes of January 15, 2026 were voted and approved by the Council of the Town of Poetry on this 19<sup>th</sup> day of February, 2026.*

\_\_\_\_\_  
Mike Jaffe, Mayor  
Town of Poetry, Texas

ATTEST:

\_\_\_\_\_  
Lora Lehew, Deputy Secretary  
Town of Poetry, Texas

City of Arlington

# Invoice

C/O Oncor Cities Steering Committee  
Attn: Brandi Stigler  
PO Box 90231  
Arlington, TX 76004

Date	Invoice #
1/12/2026	26-170

Bill To
Town of Poetry

Item	Population	Per Capita	Amount
2026 Membership Assessment	2,069	0.10	206.90
Make check payable to: City of Arlington, C/O Oncor Cities Steering Committee, Attn: Brandi Stigler, PO Box 90231, Arlington, Texas 76004			<b>Total</b> \$206.90

# Town of Poetry, Texas

## EMPLOYEE MANUAL



# **TABLE OF CONTENTS**

## **SECTION 1 - INTRODUCTION**

- 1.01 Changes in Policy
- 1.02 Employment Applications
- 1.03 Employment Relationship

## **SECTION 2 - EMPLOYMENT**

- 2.01 Definitions of Employee Status
- 2.02 Equal Employment Opportunity
- 2.03 Americans with Disabilities Act
- 2.04 Confidentiality of Medical Information
- 2.05 Confidentiality of Certain Employee Information
- 2.06 New Employee Orientation
- 2.07 Office Hours and Work week
- 2.08 Inclement Weather/Emergency Closings
- 2.09 Personnel Files
- 2.10 Personnel Data Changes
- 2.11 Employee Performance Evaluations
- 2.12 Building Security
- 2.13 Insurance on Personal Effects
- 2.14 Supplies; Expenditures; Obligating the Town
- 2.15 Expense Reimbursement
- 2.16 Parking
- 2.17 Visitors in the Workplace
- 2.18 Nepotism
- 2.19 Travel
- 2.20 Longevity

## **SECTION 3 – SAFETY REQUIREMENTS, ILLNESSES, AND ON THE JOB INJURIES**

- 3.01 Safety
- 3.02 Employee Requiring Medical Attention
- 3.03 Workers Compensation Insurance/Injury Leave
  - 3.03.01 Insurance
  - 3.03.02 Medical Attention
  - 3.03.03 Reporting and Documentation

## **SECTION 4 – EMPLOYEE CONDUCT**

- 4.01 Outside Employment
- 4.02 Attendance/Punctuality
- 4.03 Harassment, including Sexual Harassment
  - 4.03.01 Sexual Harassment Defined
  - 4.03.02 Sexual Harassment Distinguished
  - 4.03.03 Procedure for Complaint
  - 4.03.04 Complaint Must Be in Writing
  - 4.03.05 Respondent’s Written Answer
  - 4.03.06 Possible Suspension During Investigation

- 4.03.07 Anti-retaliation
- 4.03.08 Disciplinary Action for Bad Faith Complaint
- 4.04 Telephone Use
- 4.05 Cell Phone Use in the Workplace
- 4.06 Public Image
- 4.07 Drug Free Workplace
- 4.08 Internet Use
- 4.09 Town Property/Equipment Use
- 4.10 Conflict of Interest, Solicitation and Acceptance of Gifts
- 4.11 Political Activity
- 4.12 Arrests, Confinements and Indictments

**SECTION 5 – EMPLOYEE CONDUCT, WORK RULES/DISCIPLINARY ACTION, APPEALS/GRIEVANCES AND SEPARATIONS**

- 5.01 Employee Conduct and Work Rules/Disciplinary Actions/Appeals
- 5.02 Grievances

**SECTION 6 – WAGES AND SALARY POLICIES**

- 6.01 Wage or Salary Increases
- 6.02 Timekeeping
- 6.04 Paydays
- 6.05 Pay Following Separation from Town

**SECTION 7 – BENEFITS AND SERVICES**

- 7.01 Social Security/Medicare
- 7.02 Holidays
- 7.02 Jury Duty/Military Leave
- 7.04 Educational Assistance
- 7.05 Bereavement Time Off

**SECTION 8 – EMPLOYEE COMMUNICATION**

- 8.01 Staff Meetings
- 8.02 White Boards
- 8.03 Emails

## **SECTION 1 INTRODUCTION**

This Manual is designed to acquaint you with the Town of Poetry (the “Town ”) and provide you with information about working conditions, benefits, and policies affecting your employment. The information contained in this Manual applies to all employees. Although following the policies described in this Manual is considered a condition of continued employment, nothing in this Manual alters an employee’s at-will status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract of employment between the Town and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

Each Town employee will receive a copy of this Manual and is responsible for reading, understanding, and complying with the provisions within. Every employee is required to sign an acknowledgement of having received a copy of the Manual and of the employee’s at-will employment status.

### **1.01 CHANGES IN POLICY**

Since the Town ’s business and organization are subject to change, the Town, acting by and through its Town Council, reserves the right to interpret, change, suspend, cancel, or dispute with or without prior notice all or any part of our policies, procedures, and benefits at any time. The Town will notify all employees of these changes. Changes will be effective on the dates determined by the Town, and after which all superseded policies will be null and void.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

### **1.02 EMPLOYMENT APPLICATIONS**

The Town relies upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **1.03 EMPLOYMENT RELATIONSHIP**

Employment with the Town is on an at-will basis. The employee may quit and the Town may terminate the employee at any time, for any non-discriminatory reason or for no reason.

## **SECTION 2 EMPLOYMENT**

### **2.01 DEFINITIONS OF EMPLOYEES STATUS**

#### **“EMPLOYEES” DEFINED**

An “employee” of the Town is a person who works for the Town on a wage or salary basis. “Employees” may include regular part-time, temporary full-time and temporary part-time persons who are subject to the control and direction of the Town in the performance of their duties.

#### **REGULAR PART-TIME**

Employees who have successfully completed the introductory period and who are regularly scheduled to work less than 35 hours per week.

#### **TEMPORARY (FULL-TIME or PART-TIME)**

Those whose performance is being evaluated to determine whether further employment in a specific position with the Town is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project, for seasonal work or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change.

### **2.02 EQUAL EMPLOYMENT OPPORTUNITY**

As the governmental unit established to serve all of the citizens of Poetry, the Town recognizes that it is in the best interest of efficiency, effectiveness and equity within its municipal operations to ensure that all of its citizens and employees are allowed to make the greatest contribution of which they are capable to their municipal government. In striving toward this end, the Town recognizes and readily accepts its legal and moral responsibility to uphold the Constitution and laws of the United States of America and the State of Texas. It is with the express intent of fulfilling this responsibility that the Town hereby adopts the following Equal Employment Opportunity Policy Statement:

- A. Equal opportunity in employment shall be provided to all persons.
- B. Discrimination against any person in recruitment, examination, selection, appointment, rate of pay, promotion and transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, disciplinary measures or any other aspect of employment or personnel management because of political or religious opinions or affiliations, or because of race, color, age, gender, national origin, disability, genetic information or other unlawful basis is prohibited.
- C. Unlawful discrimination on the basis of age, race, gender, color, national origin, religion or disability is prohibited in the enforcement of these policies.
- D. Derogatory language against or about any person’s age, race, gender, color, national origin, religion or disability is prohibited.

E. Retaliation, intimidation, coercion or harassment against any applicant for employment or employee who may file a grievance under this policy and/or who may file a grievance or complaint in accordance with existing statutory rights of appeal to appropriate governmental authorities is prohibited.

F. Any employee who violates the prohibitions, or the letter or spirit, of this policy shall be subject to disciplinary action, up to and including dismissal.

G. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

### **2.03 AMERICANS WITH DISABILITIES ACT**

To ensure compliance with the Americans with Disabilities Act and Americans with Disabilities Act as Amended (ADAAA), the Town offers equal employment opportunity to qualified individuals and strictly prohibits discrimination against qualified individuals on the basis of disability.

The Town will provide reasonable accommodation to the known physical or mental impairments of an otherwise qualified individual with a disability if such reasonable accommodation will enable the individual to perform the essential functions of the position at issue. The Town's obligation under this policy is limited to providing reasonable accommodation that will not result in undue hardship to the Town.

Any employee seeking reasonable accommodation for a disability that affects the employee's ability to perform the essential functions of the position shall make a written application on a form provided by the Town Mayor.

Employees who have a complaint involving potential violations of the Americans with Disabilities Act or ADAAA, including but not limited to harassment, discrimination, or failure to provide a reasonable accommodation, must immediately contact the immediate supervisor, the Mayor or designee.

### **2.04 CONFIDENTIALITY OF MEDICAL INFORMATION**

Federal law requires that the Town maintain all employee medical information in separate, confidential files. Therefore, in addition to personnel files, the Town maintains a separate medical file for each employee. The Mayor maintains these confidential medical files.

Examples of information that may be provided to the Town by an employee or the employee's health care provider and maintained in the confidential medical file.

It is important that employees understand that the records are confidential but that the confidentiality may be waived when the employee provides medical information to the supervisor. When an employee provides information to the supervisor, the supervisor is expected to share the information only on an "as needed" basis with other members of management.

In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of their coworkers' medical information. Employees are expected to use

discretion and judgment when dealing with such information and are to refrain from passing along information, gossip, rumors or anything else that may constitute an invasion of a coworker's privacy or breach of confidence.

## **2.05 CONFIDENTIALITY OF CERTAIN EMPLOYEE INFORMATION**

Each employee shall choose whether the Town may disclose to the public the employee's home address, home telephone number, social security number, or whether the employee has family members. Such election shall be made in writing, within the first fourteen (14) days of employment, or within fourteen (14) days of termination of employment. This requirement does not apply to police officers, whose addresses and telephone numbers are not public information. Employees may revoke their elections for non-disclosure or confidentiality at any time.

## **2.06 NEW EMPLOYEE ORIENTATION**

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the Town, and prepared for their position. New employee orientation is conducted by the Town Mayor, or Mayor designated council member, and includes an overview of the Town's history, an explanation of the Town's core values, vision, and mission; and the Town's goals and objectives. In addition, the new employee may be given an overview of benefits, taxes, and legal issues, and complete any necessary paperwork.

Employees are presented with codes, keys, and procedures, as needed to navigate within their individual workplace. The new employee's supervisor then introduces the new hire to staff throughout the Town, reviews their job description and scope of position, explains the Town's evaluation procedures, and helps the new employee get started on specific functions.

## **2.07 OFFICE HOURS AND WORK WEEK**

Town Hall is normally open for business Mondays and Thursdays 1- 7 pm. except for Holidays (See Section 7.07, Holidays). Some departments and/or employees may work schedules that are different than the Town's normal operating days/office hours.

The standard work week is Monday through Friday as determined by the mayor, or designated council member, according to town deadlines in cooperation with the employee. The secretary may be available at minimum one hour per day weekdays for a total of 15 hours per week as approved by the council. The deputy town secretary may work at Town Hall for six hours per week or as approved by council to maintain the town's budget. Time sheets may be prepared at the last day of the month and emailed, or delivered by hand, to the Town mayor. The time sheets may contain list of duties and time to complete, totaled and signed by the employee.

## **2.08 INCLEMENT WEATHER/EMERGENCY CLOSINGS**

Except for extraordinary circumstances, Town offices DO NOT CLOSE, during normal working hours. All Town employees, whether exempt or nonexempt, are expected to make a sincere effort to report to work during inclement weather conditions or other emergency situations, unless notified by the Mayor, or Mayor-designated council member. If sick, the employee may need to make arrangements for coverage with another qualified staff or council member or mayor.

At times, emergencies such as severe weather, fires, or power failures can disrupt Town operations. The decision to close Town Hall and/or Town operations may be made by the Mayor in conjunction with the Mayor pro tem and one other council member, if possible and posted on the website. When the decision is made to close Town offices, employees will receive official notification by email, text or phone call.

## **2.09 PERSONNEL FILES**

Management personnel of the Town who have a legitimate reason to review the file are allowed to do so, with the approval of the Mayor or Mayor-designated council member. Employees who wish to review their own file should contact their supervisor, the Mayor or mayor-designated council member. With reasonable advance notice and during normal working hours, the employee may review his/her personnel file in the Town Secretary's or Mayor's office, and in the presence of their supervisor, the Mayor or Mayor designated council member. The employee may request copies of items or materials in his or her personnel file, but may not remove anything from the file.

## **2.10 PERSONNEL DATA CHANGES**

An employee's personnel data should be accurate and current at all reasonable times. It is the responsibility of each employee to promptly notify the Town Mayor of any changes in personnel data such as:

- Mailing address, Telephone numbers,
- Name and number of dependents, and Individuals to be contacted in the event of an emergency.

## **2.11 EMPLOYEE PERFORMANCE EVALUATIONS**

Performance evaluations and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, the employee and supervisor should discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement. The Town of Poetry may directly link wage and salary increases with performance. Performance evaluation and planning sessions may have a direct effect on any changes in compensation. For this reason, among others, it is important to prepare for these reviews carefully and participate in them fully.

Secretaries will be required to keep up on the notary certifications, however the town can cover the costs involved as long as she/he remains employed with the Town.

## **2.12 BUILDING SECURITY**

All employees who are issued keys to the Town Hall and/or their office are responsible for their safekeeping. These employees will sign a **Building Key Disbursement form** upon receiving the keys which will be kept in their employee folder. Town facilities are to be used for Town business activities only. The last employee, or a designated employee, who leaves Town Hall at the end of the day assumes

the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees, not scheduled to work, are not allowed on Town property after hours without prior authorization from the mayor, or mayor-designated council member.

### **2.13 INSURANCE ON PERSONAL EFFECTS**

All employees should be sure that their own personal insurance policies cover the loss of any of their personal property left at the office. The Town assumes no risk for any loss or damage to employee personal property.

### **2.14 SUPPLIES; EXPENDITURES; OBLIGATING THE TOWN**

Only authorized persons may purchase supplies in the name of the Town . No employee shall incur any expense on behalf of the Town or bind the Town by any promise or representation without written approval of the mayor, or mayor-designated council member. No purchase over \$500 is made without approval by vote of the council.

### **2.15 EXPENSE REIMBURSEMENT**

Town expenses incurred by an employee must have prior written approval by a supervisor. An example of such an expense would include mileage. If the amount is more than \$25.00, the reimbursement request may be processed like an invoice and processed for payment within a reasonable time. All completed reimbursement request forms should be turned in to the Town Mayor.

### **2.16 PARKING**

Employees must park their cars in areas indicated and provided by the Town.

### **2.17 VISITORS IN THE WORKPLACE**

To provide for the safety and security of employees, visitors, and the facilities of the Town, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

### **2.18 NEPOTISM**

No person related within the second degree by marriage or third degree by blood to the Mayor or any Town Council member, shall be appointed to any paid position of the Town (See Nepotism Chart below) unless approved by a public vote of the town council:

#### NEPOTISM CHART

Consanguinity Kinship Chart (Blood)

<u>1st Degree:</u>	<u>2nd Degree:</u>	<u>3<sup>rd</sup> Degree:</u>
Father	Grandfather	Great Grandfather
Mother	Grandmother	Great Grandmother

Brother	Uncle
Sister	Aunt
Son	Nephew
Daughter	Niece
	Grandson
	Granddaughter
	1st Cousin

Affinity Kinship Chart (Marriage)

<u>1st Degree:</u>	<u>2nd Degree:</u>
Spouse's Father	Spouse's Grandfather
Spouse's Mother	Spouse's Grandmother
Spouse's Brother	Spouse's Uncle
Spouse's Sister	Spouse's Aunt
Spouse's Son	Spouse's Nephew
Spouse's Daughter	Spouse's Niece
	Spouse's Grandson
	Spouse's Granddaughter
	Spouse's 1st Cousin

Exception: The nepotism prohibition does not apply to an:

- (1) individual who is employed in the position immediately before the election or appointment of the public official to whom the individual is related in a prohibited degree; and
- (2) that prior employment of the individual is continuous for at least:
  - (a) 30 days, if the public official is appointed; or
  - (b) six months, if the public official is elected at an election other than the general election for state and county officers;
 and
- (3) If an individual is permitted to continue in a position as described above, the public official to whom the individual is related in a prohibited degree may not participate in any deliberation or voting on the appointment, reappointment, confirmation of the appointment or reappointment, employment, reemployment, change in status, compensation, or dismissal of the individual if that action applies only to the individual and is not taken regarding a bona fide class or category of employees.

In addition, in the interest of effective management, no personnel action may be taken that would result in any employee supervising another employee who is related within the second degree by marriage or the third degree by blood to the supervisory employee, unless approved by a public vote of the town council.

## 2.19 TRAVEL

It is the Town 's policy to pay for, or reimburse, all reasonable and necessary expenses incurred by an employee when the employee travels on Town -related business in accordance with this policy.

**Transportation.** The most efficient and economical mode of travel must be used. Air travel arrangements are to be made by each department. Air travel must be booked at the most discounted fare basis whenever possible. When authorized, an employee using a personal vehicle on Town business shall be paid an amount per mile; equivalent to the current rate paid by the state to its employees, or shall be paid the equivalent of a coach airline fare, whichever results in the lower cost to the Town. In instances of approved private vehicle use, reimbursement may also be made for mileage tolls and parking fees. Receipts are required for toll and parking fees, as well as for taxi cabs, limos, and other modes of transportation. The Town may pay for rental vehicles upon written approval of the Mayor(or designee).

**Travel Approval and Cash Advances.** All travel and cash advances must be approved in advance by the Mayor(or designee), unless otherwise stated in this policy.

**Lodging.** Expenses for lodging are to be at the single room rate, unless an employee is approved in advance, by the Mayor, or Mayor-designated council member for double occupancy. Extra charges for room service may not be paid by the Town. An itemized hotel receipt must be provided, including an itemization for any room service charges to be paid/ reimbursed by the Town.

**Meal Allowance.** The Town shall pay actual necessary food expenses for an employee or Town official traveling on Town business. Expenses for meals shall either be reimbursed at actual cost as supported by receipts or by per diem allowance. Receipts are required for meals, a per diem allowance up to \$50.00 per day may be authorized.

**Non-Allowable Expenses.** Expenses or charges for the following may normally not be reimbursed and must be paid for by the employee: In-hotel pay television and movies, Dry cleaning and laundry; Health club and spas; Expenses of a spouse; Alcoholic beverages; Personal long distance telephone calls; and other items of a personal nature.

**Request for Reimbursement and Return of Unexpended Funds.** Upon return to the Town, a complete accounting of all expenditures of Town funds is to be filed within thirty days on the Town 's reimbursement form. Receipts for all expenses, including hotel bills and registration fees, must be attached to the statement. All unexpended advance funds must be returned with the statement. Authorized expenses in excess of advance funds received will be reimbursed with proper approval.

**Travel to Training.** The current mileage reimbursement will be paid to employees who must use their personal vehicles to travel to a training destination further than their designated work location or other Town locations and/or facilities. Reimbursement may be made only for the difference in miles from the normal work location to the further training location. Actual mileage readings must be submitted for reimbursement.

**Expenses Not Covered in Policy.** The Mayor's, or the mayoral designee's approval must be obtained prior to any expenditure of funds for items or changes which are not specifically addressed in the travel policy.

**Compliance.** Abuse of this policy, including falsifying expense reports or submitting false claims, may result in disciplinary action, up to and including termination of employment.

**2.20 LONGEVITY** At the end of each November pay cycle, a bonus based on longevity of service as an employee to the town is paid out coinciding with the appropriate amount provided for in the town budget. All part-time and full-time employees are to be paid at their pay rate x six (6)

hours x numbers of years of service, with a maximum at the ten (10) year mark i.e., Six (6) hours x \$20 x first year = \$120; six (6) hours x \$20 x second year = \$240, and so on to the maximum amount at the ten (10) year mark or x 10.

### **SECTION 3 SAFETY REQUIREMENTS, ILLNESSES, AND ON THE JOB INJURIES**

#### **3.01 SAFETY**

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including, termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees shall notify their supervisor immediately (See Section 3.02 Employee Requiring Medical Attention).

#### **3.02 EMPLOYEE REQUIRING MEDICAL ATTENTION**

In the event an employee requires medical attention because of becoming ill, while at work, the employee's personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member may be called to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the illness of an employee on-site or to transport the employee to a health care facility, the employee may be responsible for any medical and/or transportation charges. This section does not apply to an on-the-job injury which is covered by workers compensation insurance.

#### **3.03 WORKERS COMPENSATION INSURANCE/INJURY LEAVE**

**3.03.01 Insurance.** The Town provides workers compensation benefits for all employees. Workers' Compensation insurance is designed to cover certain costs associated with injuries resulting from identifiable and specific accidents or injuries occurring during the course and scope of one's employment. It is not designed to cover ordinary diseases of life. An employee injured on the job may be eligible for workers' compensation benefits, which may cover the cost of hospitalization, doctors' treatment, prescription drugs and other related expenses, to include possibly partial salary continuation.

**3.03.02 Medical Attention.** An employee who sustains a bona fide, on-the-job, work-related injury must seek medical attention from a medical facility or professional within the network of the insurance carrier. The employee must immediately report the circumstances of the accident and/or injury to his supervisor.

### **3.03.03 Reporting and Documentation.**

The employee's is responsible for notifying the mayor, or the Mayor-designated council member, immediately upon being made aware of an employee's involvement in an on-the-job accident or injury. Timely notification is critical in allowing the Town to authorize treatment of the employee's work-related injuries. Names shall not be released to the media until the immediate family is notified.

The decision of workman's compensation after an injury occurring on the job, will be made by the Town's insurance carrier. Following an on-the-job injury, the employee will be required to obtain from their physician a completed **Work Status Report**, that includes the employee's diagnosis, and expected return date, any restrictions and next appointment date. - A copy of the Work Status Report must be submitted to the mayor, or the mayor-designated council member. A doctor's release may be required before an employee can return to work.

## **SECTION 4 EMPLOYEE CONDUCT**

### **4.01 OUTSIDE EMPLOYMENT**

Town employees may hold outside jobs if they meet performance standards. Unless approved otherwise, Town scheduling takes priority.

### **4.02 ATTENDANCE/PUNCTUALITY**

Employees must be punctual and ready to work at their scheduled start time. Absenteeism and tardiness burden others and may lead to disciplinary action, including termination.

Employees must notify the Mayor at least 30 minutes before their shift if unable to work. Direct communication is required voicemail is only acceptable in emergencies, with a follow-up call the same day. Report absences by calling 469-902-7001 or cell phone of the mayor.

Unreported absences of three consecutive days may be considered job abandonment, leading to removal from payroll.

Tardiness must be reported before the shift begins. If leaving work early due to illness or other reasons, employees must inform their supervisor.

Requests for schedule changes require at least one working days' notice and will be considered based on Town needs. Approval is not guaranteed.

### **4.03 HARASSMENT, INCLUDING SEXUAL HARASSMENT**

- **4.03.01 Sexual Harassment Defined.**-Sexual harassment is unlawful and constitutes a form of sex discrimination. It includes unwelcome sexual advances, requests for sexual favors, or any verbal or physical conduct of a sexual nature when: Submission to the conduct is explicitly or implicitly a condition of employment; Acceptance or rejection of the conduct influences employment decisions; The conduct disrupts work or creates a hostile,

intimidating, or offensive environment. Sexual harassment includes but is not limited to the following: Making suggestive comments, gestures, threats or insults; Flirting, touching, making advances or propositions; Using sexually degrading words to describe an individual; Any display in the workplace of sexually suggestive objects or pictures.

**A FINDING OF ANY TYPE OF HARASSMENT CAN RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.**

**4.03.02 Sexual Harassment Distinguished.** Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, which lowers morale and therefore interferes with work effectiveness.

**4.03.03 Procedure for Complaint.** AN EMPLOYEE MUST REPORT ANY INCIDENT OF SEXUAL HARASSMENT WITHIN FORTY-EIGHT (48) HOURS OF ITS OCCURRENCE. Any employee who believes that he or she has been the subject of unlawful sexual harassment should report the alleged charge immediately in accordance with the following procedure. **All information disclosed in the procedure will be held in strictest confidence and will only be disclosed on a need-to-know basis in order to investigate and resolve the matter or as required by law.**

**4.03.04 Complaint Must Be In Writing.** The individual alleging unlawful harassment must submit the complaint in writing, providing sufficient detail to properly conduct an investigation. Upon receipt, the complaint will be forwarded to the Town Attorney, who shall immediately notify the mayor, or a designated council member, and an investigation of the allegations will commence.

**4.03.05 Respondent's Written Answer.** Within forty-eight (48) hours after receiving a written complaint, the accused employee will meet with the Town Attorney and the Mayor, or designated council member to address the allegation. The employee may respond to the allegation in writing immediately or within forty-eight (48) hours of notification.

**4.03.06 Possible Suspension During Investigation.** The Town reserves the right to take any immediate action necessary to address complaints including, but not limited to, immediate suspension without pay off an employee against whom a complaint has been made. ~~discuss the~~ If the circumstances warrant, the employee may be suspended with or without pay, pending a complete investigation. Upon conclusion of the investigation, if the employee is reinstated, and was suspended without pay, back pay will be provided for the duration of the suspension-4.03.11 Investigation. Upon receiving a complaint of unlawful harassment, the Mayor and the Town Attorney

will promptly conduct a thorough investigation to determine if harassment occurred, but not limited to:

1. The nature and severity of the alleged conduct;
2. The appropriateness and effectiveness of counseling;
3. Any contributing factors related to the complaint;
4. Previous Prior substantiated harassment claims against the accused – any history false allegations by the complainant.

**4.03.07 Anti-retaliation.** The Town prohibits any form of retaliation against any employee under this policy or for assisting in an investigation.

**4.03.08 Disciplinary Action for Bad Faith Complaint.** If an investigation concludes that a harassment or discrimination complaint was not made in good faith or that false information was provided, the Town may take disciplinary action against the individual responsible.

#### **4.04 TELEPHONE USE**

Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone lines. If an employee is found to be deviating from this policy, disciplinary action may be taken.

#### **4.05 CELL PHONE USE IN THE WORKPLACE**

Employees who use cell phones to violate Town policy, including the Town 's Harassment Policy, may be subject to disciplinary action.

All employees must, when asked by the Town , consent to a request to provide the Town access to all cell phone and text message records.

**PUBLIC INFORMATION ACT:** Employees are advised that as per the Texas Public Information Act, all records related to calls,-text messages, or business calls made on personal cell phones are public information, except in narrowly defined circumstances.

#### **4.06 PUBLIC IMAGE**

Employees should be well groomed and dressed appropriately for our business and for their position in particular to maintain a professional appearance.

The following items are considered inappropriate working attire for the Town:

- Spaghetti-strapped shirts
- Tank tops or revealing shirts
- Short miniskirts
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising
- Shorts that are more than 2 inches above the knee
- Ripped clothing

Hair styles and hair colors must be appropriate to the employee's position and extremes of any types are not permitted. Hair, including facial hair, must be clean and neatly groomed at all times. Inappropriate tattoos must be covered. Jewelry must be removed if it creates a safety hazard in the workplace.

When meeting with citizens or city leaders, the dress code is more business-oriented, including attire such as:

- Slacks and dress shirt or blouse
- Dress or skirt and blouse

Violation of this policy may result in the employee sent home. Continuous violations of this policy may result in disciplinary action up to and including termination of employment.

#### **4.07 DRUG FREE WORKPLACE**

The Town is committed maintaining a drug-free, healthy and safe workplace. Employees must report to work in suitable mental and physical condition to perform their duties effectively. This policy does not apply to lawfully prescribed medications.

The Town has adopted a “zero tolerance” policy, whereby employees who test positive as a result of drug or alcohol testing, or who refuse to submit to a lawful drug or alcohol test, may be terminated, and may not be considered for re-employment.

**CONTROLLED SUBSTANCE AND ALCOHOL ABUSE AND TESTING POLICY:** It is the policy of the Town to provide a work environment which is free from the use, consumption, sale, distribution or possession of controlled substances or alcohol in the work place. The specific purpose of this policy is to outline the methods for maintaining a work environment free from the effects of controlled substances and alcohol.

This policy applies to all applicants for employment all current employees. These policies and procedures are intended to assist with the compliance with the Omnibus Transportation Employee Testing Act of 1991, 49 CFR Part 382 and 49 CFR Part 40. The Town reserves the right to go above and beyond the Department of Transportation’s drug and alcohol testing regulations. employees suspected of controlled substance use or other appropriate medical tests as deemed necessary or alcohol abuse may be required to provide a urine/blood sample for testing or to submit to a breath test.

Violations of this policy may lead to disciplinary action, up to and including termination of employment.

#### **4.08 INTERNET USE**

Employees may use the Internet when appropriate to access information needed to conduct business of the Town. Employees may use e-mail when appropriate for the Town business correspondence.

Under The Public Information Act, internet messages are public and not private. The Town reserves the right to access and monitor all files and messages on its systems.

Cyber security protocols as outlined by TML Risk Insurance must be adhered to strictly.

#### **4.09 TOWN PROPERTY/EQUIPMENT USE**

Any Town -provided safety equipment must be used at all times.

Occasionally, the Town may issue various equipment or other property to employees. Employees are responsible for items formally issued to them by the Town. Employees may be required to sign ~~certain~~ documentation evidencing their receipt of Town property and their commitment to care and return of said property at the conclusion of employment with the Town.

#### **4.10 CONFLICT OF INTEREST, SOLICITATION AND ACCEPTANCE OF GIFTS Conflict of Interests:**

- No employee of the Town, without approval of the Mayor, or Mayor designated council member, may: Have any financial or other interest, directly or indirectly, in any proposed or existing contract, purchase, work, sale or service to, for, with or by the Town ; Use Town employment, authority, or influence in any manner for personal betterment, financial or otherwise have any financial interest, directly or indirectly, in the sale to the Town of any land, materials, supplies or services; Have discussions or participate in decisions of any Town agency, board, commission or instrumentality if the employee has any personal economic interest or is employed, directly or indirectly, by the person or entity that is the subject of the discussion or decision. Accept other employment or engage in outside activities incompatible with the performance of duties and responsibilities as a Town employee or that might impair independent judgment in the performance of duties to the Town , or Accept remuneration or provide services for compensation, directly or indirectly, to a person or organization requesting an approval, investigation, or determination from the Town .

#### **Solicitation and Acceptance of Gifts**

- Solicitation of funds or anything of value for any purpose whatsoever shall be permitted of or by Town employees on the job only with the express approval of the Mayor or Mayor-designated council member. No employee may be required to make any contribution nor be penalized in response to a solicitation.
- No employee shall accept or solicit any money property, service, or other thing of value in excess of \$50.00 from a person, business entity or other organization regulated by, contracting with, or having any other business relationship with the Town department of which the employee is a member, without approval of the Mayor or Mayor-designated council member.
- If a person presents a gift to a Town employee as a reward for service or as an act of expressing appreciation, then the employee shall report the gift to the Mayor or Mayor-designated council member.

Violations of this policy may result in disciplinary action. Employees should direct questions regarding the prohibitions imposed by this policy to your supervisor, the Town Secretary or the Mayor.

#### **4.11 POLITICAL ACTIVITY**

Town employees will not be appointed or retained on the basis of their political support or activities. Town employees are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law. No Town employee is prohibited from becoming a candidate for public office. However, Town employees may not:

- Publicly endorse or campaign in any manner for any person seeking a Town public office.

- Use the employee’s position or office to coerce political support from employees or citizens.
- Use the employee’s official authority or influence to interfere with or affect the result of a campaign issue, an election or nomination for public office.
- Make, solicit or receive any contribution to the campaign funds of any candidate, directly or indirectly through an organization or association, for the Town Council or take any part in the management, affairs or political campaign of any such candidate; provided nothing herein shall infringe upon the rights of an employee to seek office himself/herself, express his or her opinions and to cast his or her vote.
- Use working hours or Town property to be in any way concerned with soliciting or receiving any subscription, contribution or political service to circulate petitions or campaign literature on behalf of an election issue or candidate for public office in any jurisdiction.
- Contribute money, labor, time or other valuable thing to any person for Town election purposes, except as permitted by law.
- Hold an appoint
- ive or elective office of public trust where service would constitute a direct conflict of interest with Town employment. Upon being elected to office, an employee must immediately resign or may be dismissed upon failure to do so.

#### **4.12 ARRESTS, CONFINEMENTS AND INDICTMENTS POLICY**

Town employees are subject to disciplinary action and/or job restrictions for violations of law. This policy applies to acts prohibited by law that result in conviction.

### **SECTION 5 EMPLOYEE CONDUCT, WORK RULES/DISCIPLINARY ACTION, APPEALS/GRIEVANCES AND SEPARATIONS**

#### **5.01 EMPLOYEE CONDUCT AND WORK RULES/DISCIPLINARY ACTION/APPEALS**

The Town requires all employees to follow rules of conduct that will protect the interests and safety of the Town, its citizens and employees.

**Progressive Discipline:** The Town may, at its discretion, implement a progressive disciplinary system. The Town may bypass progressive disciplinary steps initiate discipline at any level, including immediate termination, based on the severity of the conduct, work performance, and prior disciplinary history, length of service, and any mitigating circumstances. The progressive discipline process does not alter at-will employment status. Depending on the circumstances, disciplinary action may include one or more of the following:

- oral warning
- letter of counseling
- written reprimand
- probation
- suspension (without pay)
- demotion
- termination

**Documentation:** All forms of discipline, including oral warnings, must be documented and ~~may~~ be placed in the employee’s personnel file.

**Appeal Rights:** Where a disciplinary action involves a suspension of 1 day (or 1 shift) or more, demotion and/or termination, the employee may be given an opportunity to respond to the allegations prior to disciplinary action being taken. However, employees serving in the introductory period have no right of appeal for disciplinary action taken against them. Appeals may be made in writing to the Mayor within five (5) working days following such action. Such disciplinary action may be stayed pending decision on the appeal. The Mayor shall attempt to resolve the appeal within ten (10) working days. The mayor’s will consult the Town council in a closed executive session for a decision on demotions and terminations. All other decisions on disciplinary action by the Mayor shall be final.

**Prohibited Activities:** Disciplinary action may be imposed for violations of Town or departmental policies and procedures, codes of conduct, rules and regulations, either written or verbal. In addition, acts which are not specifically addressed in policies and procedures, codes of conduct, and rules and regulations, yet may adversely affect the Town or put the health and safety of fellow employees, citizens or other third parties, at risk, may also result in disciplinary action. It is impossible to list all the forms of behavior that are considered unacceptable in the workplace. The following are some examples of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or use of Town property or other property not belonging to the employee;
- Falsification of timekeeping or other records, including employment application;
- Reporting for work or working under the influence of or a presence in the system of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating Town -owned equipment;
- Violation of Town ’s policy regarding sexual or other unlawful harassment;
- Interfering with work schedules or another employee’s ability to work;
- Misuse of Town telephones, computers, mail systems, internet, etc.;
- Excessive or unscheduled absenteeism, tardiness in reporting for work or returning from lunch and breaks or absence without notice and/or approval;
- Breaks in excess of the allotted time allowed;
- Violation of tobacco or smoking policy;
- Violation of safety or health rules and failure to immediately report an on-the-job injury/accident;
- Profuse Profanity, abusive language, or racial slurs;
- Unauthorized disclosure of confidential information;

- Coercion, intimidation, or threats against citizens, supervisors, co-workers, Town officials, or others;
- Making or publishing false, vicious, or malicious statements about the Town , or a Town employee or citizen, or others;
- Unsatisfactory performance or conduct;
- Inefficiency, incompetence or neglect of duty;
- Fighting, provoking or instigating a fight, or threatening violence;
- Disruptive activity in the workplace;
- Engaging in a work stoppage;
- Conduct which results in waste or damage of a coworker's, Town , or citizen-owned property;
- Insubordination or other disrespectful or unprofessional conduct;
- Discourteous treatment of the public;
- Violation of local, state or federal law;
- Conviction of a felony, including reasonable belief employee has committed a crime under Texas Penal Code or Class A or B misdemeanor involving moral turpitude, or repeated conviction of Class C misdemeanor charges, or any crime;
- Failure to timely return to work upon conclusion of authorized leave or disciplinary suspension;
- Outside employment that conflicts with, or potentially conflicts with, Town interests;
- Acceptance of payment of any kind for activities related to Town employment (other than pay from the Town);
- Failure or refusal to follow lawful orders;
- Sleeping on the job;
- Dishonesty, including misrepresentation during the hiring process;
- An accumulation of minor infractions.

## 5.02 GRIEVANCES

**A. Definition of Grievance.** Inconsistent and/or unlawful treatment, interpretation and/or application of Town or departmental policies, procedures, or practices; and retaliation. Employees may not file grievances regarding disciplinary action taken against the employee.

**B.** Any employee wishing to submit a complaint or grievance - may take the grievance to the Mayor or a Mayor designated council member.-Employees must submit the grievance in writing within five (5) working days after receiving the Mayor's response.

**C.** The Mayor or designated council member shall make a recommendation to the Town Council for the resolution of the grievance. The Town Council shall review the grievance in full and determine the resolution in an executive (closed) meeting. The vote of the decision of the Town Council in open session shall be final.

## SECTION 6

### WAGE AND SALARY POLICIES

#### 6.01 WAGE OR SALARY INCREASES

Each employee's hourly wage or annual salary may be reviewed at least once each year. The employee's review date may be conducted on or about the anniversary date of employment, on a preset annual schedule or the date of the previous compensation review. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Increases may be determined on the basis of performance, adherence to the Town policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.10, Performance Review/Planning Sessions).

Although the Town's salary ranges and hourly wage schedules may be adjusted periodically, Town does not grant "cost of living" increases.

#### 6.02 TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Time worked is the time actually spent working for the Town. The Town does not pay for time spent on personal matters.

Time records are a legal instrument. Altering (unless approved by supervisor, the Mayor or designated council member), falsifying, tampering with time records, or recording time on another team member's time record may result in disciplinary action, including termination of employment.

#### 6.03 PAYDAYS

All employees are paid monthly by direct deposit. Signed timesheets must be submitted no later than the first day of each month. In the event that a regularly scheduled payday falls on a holiday employees will receive pay on the previous day of operation.

#### 6.04 PAY FOLLOWING SEPARATION FROM TOWN

Employees who leave the service of the Town shall receive pay which is due them in accordance with the following:

- A. An employee will be paid for any hours worked and for any overtime compensation due to him or her;
- B. If any employee dies while employed by the Town, the Town shall pay his or her legal beneficiary any unpaid pay, accumulated unused vacation time (not to exceed five (5) working days of accumulated time), and, if the employee dies from an on-the-job injury, any death benefits due him or her under workers compensation insurance.

A payment made under this policy shall be made in accordance with the Texas Payday Law contained in Section 61.014 of the Labor Code, as amended. If an employee is laid off, discharged, fired, or otherwise involuntarily terminated from employment, the final pay is due within six (6) calendar days of termination. If the employee quits, retires, resigns, or otherwise leaves employment voluntarily, the final pay is due on the next regularly scheduled payday following the effective date of resignation.

## **SECTION 7**

### **BENEFITS AND SERVICES**

#### **7.01 SOCIAL SECURITY/MEDICARE**

The Town withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

#### **7.02 HOLIDAYS**

*Please note that most Federal and state employees work on a Monday through Friday schedule. Town of Poetry observes the following ten (10) holidays per year for employees:*

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving (Thursday & Friday)
- Christmas Eve and Christmas Day – (with days upon discretion of employer if holiday falls on a weekend)

#### **7.03 JURY DUTY/MILITARY LEAVE**

Employees will be granted time off to serve on a jury or military leave (pursuant to State and Federal law). Leave for jury duty will be with pay while leave for military duty will be without pay. However, all regular employees both full-time and part-time will be kept on the active payroll until their civic duties have been completed. A copy of the Jury Duty Summons and Request for Jury Duty Pay form and all other associated paperwork are required for the personnel file.

#### **7.04 EDUCATIONAL ASSISTANCE**

The Town recognizes the value of professional development and personal growth for employees. Therefore, the Town of Poetry encourages its employees who are interested in continuing education and job specific training to research these further and get prior approval from his or her supervisor before signing up for the seminars or courses.

#### **7.05 BEREAVEMENT TIME OFF**

The Town understands the devastation that accompanies grief and an employee's need to put aside work to manage personal feelings and issues during this difficult time. The Town of Poetry will provide three

(3) days of bereavement time off per year per employee for an employee's immediate family member to include spouse, child, parents, mother- and father-in-law, stepparents, stepchildren and stepsiblings. The Town will also provide three (3) days of bereavement time off for an extended family member's death. Extended family includes aunt, uncle, grandparents or grandparents-in-law, grandchildren, brother-and sister-in-law, and daughter-or son-in-law. Additional time-off is at the discretion of the mayor, or Mayor-designated council member.

## **SECTION 8**

### **EMPLOYEE COMMUNICATIONS**

#### **8.01 STAFF MEETINGS**

Periodic staff meetings may be held to inform employees on recent activities, changes in the workplace and employee recognition.

#### **8.02 WHITE BOARD**

The white board placed in the secretary's office may provide employees access to important posted task, information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards and completing tasks as assigned by due dates.

#### **8.03 EMAILS**

All emails from Mayor and council members should be answered from the deputy and town secretaries within 24 hours on weekdays and by Monday morning at 11 am if received on the weekend.

**Employee Acknowledgement Form**

**This form is to be signed and returned to the Hiring Manager.**

I have received the *Handbook* and I understand that is my responsibility to read and follow the expectations contained in this *Handbook*.

**EMPLOYEE NAME** (*printed*): \_\_\_\_\_

**EMPLOYEE’S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



# Proposed Electronic Directives

## **Email and Voice Mail**

E-mail and voice are both used regularly at the Town of Poetry. Both should be accessed on a regular basis and responded to promptly. Our commitment is that voice mail from citizens be returned no later than the next business day.

Your outgoing voice mail message should be recorded in a professional manner. If you are going to be out of the office or unable to check your voice mail, you should update your message so callers will know. When leaving voice mail messages for other people, keep your messages concise and clear, defining the reason for the call and the information needed or provided. Following these simple guidelines will make sure that your message gets across, both internally and externally.

When communicating by email, please follow these guidelines:

- Don't criticize our citizens or employees or contractors
- Don't use profanity
- No name calling
- No racist or sexist remarks, or derogatory remarks that are targeted to an individual or one group of people
- Limit your correspondence to business-related issues; system wide messages should not be used for personal business or issues and should be limited to business issues related to the Town of Poetry as a whole. Email communications could be subject to the Open Records Act.

Please recognize that not all of your audience is like you and this diversity is what makes the Town successful and a great place to work. Everyone needs to be able to work freely without offensive, derogatory or humiliating communications. These guidelines explain the way we do business, We expect you to follow them.

## **Internet**

We provide access to the Internet for business purposes during the workday. The guidelines listed below should be used when utilizing the Internet:

- Personal Internet use must be restricted to non-work hours, including before or after your normally defined work hours, breaks, or on your lunch hour.
- Our system may NEVER be used to review any racially or sexual oriented information
- You may not participate in Chat Rooms using your Town of Poetry logon.
- E-mail or posting should follow the guidelines above.

All Hardware and Software systems used in e-mail, voice mail and for internet access are the property of the Town. We reserve the right to periodically monitor the Hardware and Software archives to ensure appropriate usage. The Mayor will determine the appropriate use for your particular job. All information exchanges, including, but not limited to e-mail are the property of the Town of Poetry.

### **Software**

We respect the rights of businesses to receive fair compensation for their products, and we are committed to the proper use of software and of licensing agreements. Any software you are using to conduct Town business must have the proper licensing. Unless expressly authorized by the software developer, neither the Town nor you have the right to duplicate the software or the documentation. And, to maintain optimum operation of our computer systems, please do not load any software on your computer without first gaining written permission from the Mayor.

Years		10/01/2024-09/30/2024	10/01/2025-09/30/2026
Actual	Months	10/01/2024-01/31/2025	Actual Months 10/01/2025-01/31/2026
<u>Income</u>		80273.36	Income 88135.64
<u>Expenses</u>			
Salary		6385.74	12305.76
Office & Equip		1830.78	543.99
Prof Mbrship		-600.39	125
Shipping			35.2
Newspaper Publ			133
Education		584.07	90
Prof Services		9765.06	
Town Public Forum		179.95	224.95
Website		99.56	103.92
Tech Serv			447.24
Internet and Phone		531.82	400.92
IT Maint. Flex		283.28	
Software Subscript.		860.28	1412.14
Legal Serv		-340	376.25
Legal Lawsuit		6473.5	108.24
Town Ins		681.79	1850
TML		4858.84	5500.69
Cap Ex Road Refurb.		64859.68	25200
Cap Ex Parking Lot		2540.87	
Cap Ex Landscape		123.66	
Cap Ex Furniture		215.44	
Pothole Signage/ Road		14264.01	1590
Townhall Ground Maint		1461.17	240
Town Hall Electricity		567.15	940.84
Water Utilities		270.72	243.3
Audit Exp		4950	5450
Bill Payment Exp (Unap)		73.44	
<b>TTL</b>		<b>120920.4</b>	<b>TTL 57321.44</b>

## Legal Q&A

By Christy Drake-Adams, TML Legal Counsel

September 2019

### **What is records management, and is a city required to establish a records management program?**

The term “records management” is defined to mean

the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

TEX. GOV'T CODE § 441.151(10), TEX. LOC. GOV'T CODE § 201.003(13).

A city is required to establish a records management program under the Local Government Records Act (LGRA), codified in Chapters 201 through 205 of the Texas Local Government Code. The LGRA provides that on or before January 1, 1991, the city council should have established a records management program by ordinance. TEX. LOC. GOV'T CODE § 203.026. For a city incorporated after September 1, 1989, the program must be instituted within one year after the date of “establishment” of the city. *Id.* § 203.047; *see also The Local Record*, Fall 1997, available at <https://www.tsl.texas.gov/slr/recordspubs/localrecord/archives/lr97fall.html> (concluding that water districts are “established” on the date canvassing the results of the election of the permanent government body). A copy of the ordinance establishing the records management program, and any subsequent amendments, must be filed with the director and librarian of the Texas State Library and Archives Commission (TSLAC) within 30 days of adoption. TEX. LOC. GOV'T CODE § 203.026. TSLAC model ordinances are available at <https://www.tsl.texas.gov/slr/forms#local>.

### **Who is responsible for administering a city’s records management program?**

The city’s records management officer is responsible for administering a city’s records management program. TEX. LOC. GOV'T CODE §§ 203.023(2), 203.026(a). The LGRA provides that on or before June 1, 1990, the city council should have designated an individual, or an office or position, to serve as records management officer, and entered the same on the minutes. *Id.* § 203.025. For a city incorporated after September 1, 1989, the officer must be designated within one year after the date of “establishment” of the city. *Id.* § 203.047. A city’s initial designation of a records management officer, and any subsequent designations, must be filed with TSLAC within 30 days. *Id.* § 203.025.

Most cities include the designation of the records management officer in the ordinance creating the records management program. TSLAC reports that many “small cities and villages designate the office of city secretary or clerk as records management officer . . . , although some cities have

designated the office of mayor. Another type of officer frequently named in larger cities is the city manager or administrator.” TEX. ST. LIBRARY & ARCHIVES COMM’N, *Policy Model 3: By Ordinance in a Small Municipality*, available at <https://www.tsl.texas.gov/slrn/forms#local>.

**Is a city’s “records management officer” also the “officer for public information”?**

No, these are two separate positions. However, one person might serve in both roles.

The records management officer is designated by the city council. TEX. LOC. GOV’T CODE § 203.025. In contrast, the Public Information Act (PIA) designates the chief administrative officer of the city as the officer for public information. TEX. GOV’T CODE § 552.201.

The records management officer is generally responsible for administering the records management program (described in the two previous questions). TEX. LOC. GOV’T CODE § 203.023. Whereas the officer for public information is generally responsible for protecting public information and promptly making it available to the public for copying or inspecting. TEX. GOV’T CODE § 552.203.

**Is a city’s “records management officer” also the “custodian of records”?**

No, these are separate positions. However, one person might serve in both roles.

A custodian of records is an “appointed or elected public officer who by the state constitution, state law, ordinance, or administrative policy is in charge of an office that creates or receives local government records.” TEX. LOC. GOV’T CODE § 201.003(2). Among other things, a custodian must “maintain the records in the custodian’s care and carry out their preservation, microfilming, destruction, or other disposition” in accordance with the city’s records management program, and in cooperation with the records management officer. *Id.* § 203.022. Oftentimes cities name each department head as the custodian of records for their respective department.

A custodian of records must, at the expiration of the custodian’s term of office, appointment, or employment, deliver to the custodian’s successor all local government records in custody. *Id.* § 201.006. If there is no successor, the city council must determine which officer shall have custody of the records. *Id.* A custodian commits a Class A misdemeanor by intentionally failing to deliver records to a successor in office. *Id.* § 202.008.

**What is a records control schedule, and does a city have to have such a schedule?**

A records control schedule is a document prepared by or under the authority of the records management officer that lists the records maintained by the city, their retention periods, and other records disposition information that the records management program in the city requires. *Id.* § 201.003(12).

A city must have a records control schedule. With some exceptions, on or before January 4, 1999, the records management officer in your city should have prepared a records control schedule and filed it with TSLAC. *Id.* § 203.041. For a city incorporated after September 1, 1989, the schedule should be adopted and filed within one year after the date of

“establishment” of the city. *Id.* § 203.047. The records management officer must also file with TSLAC a written certification of compliance that any amended records control schedule complies with the minimum requirements established on records retention schedules issued by TSLAC. *Id.* A records control schedule may be filed on an office-by-office basis, or department-by-department. *Id.*

### What is the retention period for a city record?

The retention period for a city record is the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction. *Id.* § 201.003(16), TEX. GOV'T CODE § 441.151(13).

Depending on the type of record at issue, a city record may have a retention period of anywhere from “destroy immediately” to “keep indefinitely.” The retention period for each record on the city’s records control schedule is determined by the city council (or under its direction), and in no case may be less than the retention period prescribed by: (1) federal or state law, regulation, or court rule; or (2) records retention schedules issued by TSLAC. TEX. LOC. GOV'T CODE § 203.042, *see also* TEX. GOV'T CODE § 441.158 (requiring TSLAC to adopt records retention schedules for each type of local government, and a schedule for records common to all types of local government), 13 Tex. Admin. Code § 7.125 (Tex. St. Library & Archives Comm’n, Records Retention Schedules). Most cities simply follow (i.e., do not adopt retention requirements more stringent than) the retention periods set out in law or issued by TSLAC. Retention schedules adopted by TSLAC are available at <https://www.tsl.texas.gov/slr/localretention>.

### What is one of the most common records retention questions received by TML attorneys?

“How long does my city have to keep meeting minutes?” Assuming your city council has not established a longer period, TSLAC’s current record retention schedule provides as follows:

Figure: 13 TAC §7.125(a)(1) Effective April 17, 2016

**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
<b>GR1000-01</b>	<b>AGENDAS</b>			
<b>GR1000-01a</b>	<b>AGENDAS</b>	Open meetings.  1) If the minutes describe each matter considered by the governing body and reference to an agenda is <b>not</b> required.  2) If the minutes <b>do not</b> describe each matter considered by the governing body and reference to an agenda is required.	2 years.  PERMANENT.	
<b>GR1000-01b</b>	<b>AGENDAS</b>	Certified agendas of closed meetings.	2 years.	By law - Government Code, Section 551.104(a).
<b>GR1000-02</b>	<b>DEDICATIONS</b>		PERMANENT.	
<b>*GR1000-03</b>	<b>MINUTES</b>			<b>Retention Note:</b> 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.

<b>GR1000-03a</b>	<b>MINUTES</b>	Written minutes.	PERMANENT.
<b>GR1000-03b</b>	<b>MINUTES</b>	Notes taken during meetings from which written minutes are prepared.	90 days after approval of minutes by the governing body.
<b>*GR1000-03c</b>	<b>MINUTES</b>	Audiovisual recordings of open meetings, except as described in (d), for which written minutes are not prepared.	PERMANENT.

Local Schedule GR

Page 4 of 68

Figure: 13 TAC §7.125(a)(1)

Effective April 17, 2016

Record Number	Record Title	Record Description	Retention Period	Remarks
<b>*GR1000-03d</b>	<b>MINUTES</b>	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.	
<b>*GR1000-03e</b>	<b>MINUTES</b>	Audiovisual recordings of open meetings for which written minutes are prepared.	90 days after approval of minutes by the governing body.	
<b>*GR1000-03f</b>	<b>MINUTES</b>	Certified audiovisual recordings of closed meetings.	2 years.	By law - Government Code, Section 551.104(a).

Local Schedule GR

Page 5 of 68

### Do city councilmembers need to be familiar with the city’s records control schedule?

Absolutely. Recent amendments to the Public Information Act have renewed interest and discussion on how to educate officials about their responsibility to comply with a city’s adopted retention schedule.

Senate Bill 1368, enacted during the 83rd Regular Legislative Session, codified the attorney general’s long-held position that electronic communications (e.g., texts and emails) sent or received by a city officer (or employee) and relating to official city business are public information even when those communications are created or maintained on a personal electronic device. TEX. GOV’T CODE § 552.002.

To clear up any lingering doubts about a city official’s responsibilities, Senate Bill 944 was enacted during the 86th Regular Legislative Session. It explicitly authorizes a city to obtain city records stored on an official’s (or employee’s) private devices. The bill adds a definition for the term “temporary custodian,” which refers to a past or present councilmember (or employee) who, in the transaction of official business, creates or receives public information that has not been provided to the officer for public information of the governmental body. *Id.* § 552.003.

Senate Bill 944 also amended Section 552.004 of the PIA to provide that a city official who uses a personal device to conduct the transaction of public business is responsible for turning over those records to an official government account and/or preserving them on the personal device for the duration of the retention period. Furthermore, it applies existing records management laws (Government Code Chapter 441 and Title 6 of the Local Government Code) governing the preservation, destruction, or disposition to the records held by a temporary custodian.

This means that an official who uses a private device or account to conduct the transaction of city business should consider: (1) immediately forwarding any records on a personal device to a city device or account; (2) limiting the use of a personal device or account for only transitory information (as described in the retention schedules); or (3) using some method of capture to preserve the information for the required period of retention.

### **When may a city record be destroyed?**

With certain limited exceptions, a city may destroy a city record only if: (1) the record is listed on a valid records control schedule and either its retention period has expired or it has been microfilmed or stored electronically in compliance with state law; (2) the record appears on a list of obsolete records; or (3) the record is not listed on a records retention schedule issued by TSLAC and the city provides notice to TSLAC at least 10 days before destroying the record. TEX. LOC. GOV'T CODE § 202.001. A city may not, however, destroy a record pertaining to litigation or a public information request. *Id.* § 202.002

### **Are there penalties for the improper destruction of a local government record?**

An officer or employee of a city commits a Class A misdemeanor if the officer or employee knowingly or intentionally violates the LGRA or rules adopted pursuant to the LGRA by destroying or alienating a local government record. *Id.* § 202.008. City records are protected from destruction by state laws outside of the LGRA as well. *See, e.g.*, TEX. GOV'T CODE § 552.351 (providing that the willful destruction or mutilation of a public record is a criminal offense), TEX. PENAL CODE § 37.10(a)(3) (providing that the intentional destruction of a governmental record is a criminal offense).

### **Does an officer or employee have any personal or property right in a record that the officer or employee developed or compiled?**

No. Under the LGRA, local government records created or received in the transaction of official business or the creation or maintenance of which were paid for by public funds are public property. TEX. LOC. GOV'T CODE § 201.005. There are statutory procedures by which a city can seek to recover a local government record. *Id.* § 202.005.

And in case the LGRA was not sufficiently clear, Senate Bill 944 (discussed above) amends the PIA to expressly provide that a current or former officer or employee does not have, by virtue of the person's position or former position, a personal or property right to records created or received while acting in an official capacity. TEX. GOV'T CODE § 552.233. In addition, it specifies that an officer or employee who possesses records on a personal device that have not been provided to the city, must surrender or return that information to the city not later than the 10th day after the date that the city's public information officer requests the custodian to surrender or return the information. Under this provision, the city has the ability to enforce its demand for such records by providing that a temporary custodian's failure to comply with such a request "is grounds for disciplinary action by the governmental body that employs the temporary custodian or any other applicable penalties provided by this chapter or other law." *Id.*

**Is a city authorized to sell, donate, loan or transfer a local government record?**

Yes. A city with custody of a local government record may sell, donate, loan, or transfer a record to (1) a public entity (e.g., museum, library, university) with the approval of the city's records management officer and after the expiration of the record's retention period; and (2) a private entity in some circumstances. TEX. LOC. GOV'T CODE § 202.004.

**May a city get rid of its paper records by either microfilming the records or storing them electronically?**

Yes, the LGRA authorizes a city to both microfilm its records and store them electronically. *Id.* §§ 204.001-205.010. Before beginning this process, it is important that the city review the relevant requirements in the LGRA and contact TSLAC.

**Where can I get more information on records management?**

The Texas Municipal Clerks Association and TSLAC offer courses solely focused on records management. See information on their respective websites at <http://municlerks.unt.edu/> and <https://www.tsl.texas.gov/slrn/training>. And, of course, the Texas Municipal League includes information about records management in its various training courses, available at <https://www.tml.org/31/Education>.

## SUGGESTED POLICY MODEL FOR ESTABLISHING A RECORDS MANAGEMENT PROGRAM

The Texas Local Government Records Act of 1989 (Title 6, Subtitle C, Local Government Code) requires that each local government, including any special-purpose district or authority, designate a Records Management Officer and establish a records management program by ordinance, order, or resolution, as appropriate. The ordinance or order must provide methods and procedures to enable the governing body, custodians, and the records management officer to fulfill the duties and responsibilities set out in Sections 203.021, 203.022, and 203.023 concerning the management and preservation of records.

The following sample ordinance, designed for local governments, may be edited and adopted to satisfy this requirement of the Act. It establishes the authority and assigns the responsibility for carrying out the records management program required by state law and creates the administrative framework through which the purposes of the program are to be achieved.

A copy of the order or ordinance, as adopted, must be filed with the Director and Librarian of the Texas State Library and Archives Commission (TSLAC) within 30 days after the date of its adoption.

### Instructions for completion and filing of the forms:

1. **Enter the name of the local government** in the title field of the policy template. To auto-populate “Name of Government” throughout the remainder of the document, Press CTRL + A to select all text, then press F9 to update all fields. Preparing to print the document will also update all fields.
2. **In Section 4, enter the position or title** of the individual to be designated as the Records Management Officer.
3. **Revise document as needed** to include additional procedures specific to your local government.
4. **Include evidence of governing body approval**, such as meeting minutes, with the submission of the policy for filing.
5. **Mail to:**  
State and Local Records Management  
Texas State Library and Archives Commission  
P.O. Box 12927  
Austin, TX 78711-2927
6. **For further assistance**, call 512-463-7610.

**[NAME OF LOCAL GOVERNMENT]**  
RECORDS MANAGEMENT POLICY

The Texas Local Government Records Act (Title 6, Subtitle C, Local Government Code), provides that each local government must establish an active and continuing records management program; and the **[NAME OF LOCAL GOVERNMENT]** desires to adopt a plan to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping; now therefore:

**SECTION 1. DEFINITION OF RECORDS OF THE [NAME OF LOCAL GOVERNMENT].** All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information-recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the **[NAME OF LOCAL GOVERNMENT]** or any of its officers or employees pursuant to law or in the transaction of public business, are declared to be the records of the **[NAME OF LOCAL GOVERNMENT]** and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

**SECTION 2. RECORDS DECLARED PUBLIC PROPERTY.** All records as defined in Sec. 1 of this plan are declared to be the property of the **[NAME OF LOCAL GOVERNMENT]**. No official or employee of the **[NAME OF LOCAL GOVERNMENT]** has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

**SECTION 3. POLICY.** It is declared to be the policy of the **[NAME OF LOCAL GOVERNMENT]** to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice. This policy shall apply to all employees, agents, independent contractors, and volunteers of the **[NAME OF LOCAL GOVERNMENT]**.

**SECTION 4. RECORDS MANAGEMENT OFFICER.** The **[POSITION OR TITLE OF INDIVIDUAL]** will serve as Records Management Officer for the **[NAME OF LOCAL GOVERNMENT]** as provided by law and will develop policies and procedures to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

**SECTION 5. RECORDS CONTROL SCHEDULES.** Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management Officer for use in **[NAME OF LOCAL GOVERNMENT]**, as provided by law. The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the **[NAME OF LOCAL GOVERNMENT]** will be in accordance with these schedules and the Local Government Records Act.

**TOWN OF POETRY, TEXAS  
ORDINANCE NO. 2026-02-19-01**

**AN ORDINANCE OF THE TOWN OF POETRY, TEXAS, ADOPTING  
A RECORDS MANAGEMENT PROGRAM; PROVIDING A  
REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE;  
AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Poetry, Texas, finds and determines that The Town must adopt a records management program to provide methods and procedures to enable the council, custodians, and the records management officer to fulfill the duties and responsibilities required by law concerning the management and preservation of records; and

**WHEREAS**, The Texas Local Government Records Act (Title 6, Subtitle C, Local Government Code), provides that each local government must establish an active and continuing records management program; and the Town desires to adopt a plan to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS THAT:**

**SECTION 1. DEFINITION OF RECORDS OF THE TOWN OF POETRY.** All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information-recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Town or any of its officers or employees pursuant to law or in the transaction of public business, are declared to be the records of the Town of Poetry, and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

**SECTION 2. RECORDS DECLARED PUBLIC PROPERTY.** All records as defined in Section 1 of this Ordinance are declared to be the property of the Town of Poetry. No official or employee of the Town has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled

them. The unauthorized destruction, removal from files, or use of such records is prohibited.

**SECTION 3. POLICY.** It is declared to be the policy of the Town to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice. This policy shall apply to all employees, agents, independent contractors, and volunteers of the Town.

**SECTION 4. RECORDS MANAGEMENT OFFICER.** The Town Secretary will serve as Records Management Officer for the Town as provided by law and will develop policies and procedures to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

**SECTION 5. RECORDS CONTROL SCHEDULES.** Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management Officer for use in the Town, as provided by law. The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the Town will be in accordance with these schedules and the Local Government Records Act.

**SECTION 6.** All provisions of the ordinances of the Town of Poetry in conflict with the provisions of this Ordinance be and the same are hereby repealed, and all other provisions of the ordinances of the Town of Poetry not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 7.** That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the

same shall not affect the validity of this ordinance as a whole, or any part or provision hereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the ordinances of the Town as a whole.

**SECTION 8.** That this ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

**DULY PASSED** by the Town Council of the Town of Poetry, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
TOWN DEPUTY SECRETARY

APPROVED AS TO FORM:

\_\_\_\_\_  
TOWN ATTORNEY



# Form SLR 512 – Records Management Policy and Declaration of Compliance

By an Elected County Official

## Part 1: Contact Information

Name of County and Elective Office: \_\_\_\_\_

Name of Officeholder: \_\_\_\_\_

Mailing Address, City, Zip Code: \_\_\_\_\_

Business email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please subscribe me to The Texas Record for news and training information: <https://www.tsl.texas.gov/slrmblog/>

## Part 2: Records Management Policy

The Texas Local Government Records Act (Title 6, Subtitle C, Local Gov. Code) requires that each elective county office establish a records management program. A written plan establishing the program must be filed with the director and librarian of the Texas State Library and Archives Commission.

### I, the undersigned elected county officeholder,

will serve as records management officer (RMO) for the office as provided by Local Gov. Code § 203.001.

*Or, instead;*

will participate in a countywide program and authorize the records management officer (RMO) of the county program to act as the RMO for the records of the elective office, as provided by Local Gov. Code § 203.005(g).

- Name and Title of Designated Countywide RMO: \_\_\_\_\_

- Countywide RMO Signature: \_\_\_\_\_

➤ **Elected County Officer Signature:** \_\_\_\_\_

**SECTION 1. DEFINITION OF RECORDS OF THE OFFICE.** All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the office or any of its officers or employees pursuant to law or in the transaction of public business are declared to be the records of the office and shall be created, maintained, and disposed of in accordance with the provisions of this policy or procedures authorized by it and in no other manner.

**SECTION 2. RECORDS DECLARED PUBLIC PROPERTY.** All records as defined in Section 1 of this statement are declared to be the property of the office. No official or employee of the office has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

**SECTION 3. POLICY.** It is declared to be the policy of the office to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of the office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice.

**SECTION 4. RECORDS MANAGEMENT OFFICER.** The records management officer for the office will ensure that the maintenance, destruction, microfilming, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act, rules adopted under the Act, and the policies of the office.

SECTION 5. RECORDS MANAGEMENT COOPERATION. The office shall work with the commissioners court, the county records management officer, and other county officers in seeking efficient and cost-effective solutions to records problems commonly experienced by all county offices.

### Part 3: Declaration of Compliance

As records management officer for the local government named, I declare records control schedules have been prepared for all records as required by Local Gov. Code §203.041(a) for use in our records management program. I certify that the schedules:

- Comply with the minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below), including retention periods; and
- No retention period on the records control schedules is less than a retention period prescribed by a state or federal law, regulation, or rule of court.

As records management officer, I understand that I shall:

- Assist in establishing and developing policies and procedures for the records management program for the local government;
- Ensure compliance with other duties of records management officer pursuant to Local Gov. Code, §203.023;
- Ensure compliance with Electronic Standards and Procedures, 13 TAC 7, pursuant to Local Gov. Code, §205.002; and
- Ensure compliance with Microfilming Standards and Procedures, 13 TAC 7, pursuant to Local Gov. Code, §204.002.

I declare that this local government will comply with the retention schedule:

Schedule GR (Records Common to All Governments)

I declare compliance with the following additional retention schedules issued by the commission:

(check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Schedule CC (Records of County Clerks)                    | <input type="checkbox"/> Schedule PS (Records of Public Safety Agencies)    |
| <input type="checkbox"/> Schedule DC (Records of District Clerks)                  | <input type="checkbox"/> Schedule PW (Records of Public Works and Services) |
| <input type="checkbox"/> Schedule EL (Records of Elections and Voter Registration) | <input type="checkbox"/> Schedule SD (Records of Public School Districts)   |
| <input type="checkbox"/> Schedule HR (Records of Public Health Agencies)           | <input type="checkbox"/> Schedule TX (Records of Property Taxation)         |
| <input type="checkbox"/> Schedule JC (Records of Public Junior Colleges)           | <input type="checkbox"/> Schedule UT (Records of Utility Services)          |
| <input type="checkbox"/> Schedule LC (Records of Justice and Municipal Courts)     |   |

**RMO Name and Title:** \_\_\_\_\_

**RMO Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Part 4: Acceptance by Texas State Library and Archives Commission *(internal use only)*

This Records Management Policy and Declaration of Compliance has:

- been accepted for filing pursuant to Local Gov. Code §203.041(a)(2). A record appearing on a valid records control schedule may be disposed of at the expiration of its retention period without additional notice to the director and librarian as described in §202.001(a)(1), subject to the provisions of §203.041(d).
- been accepted for filing subject to the conditions stated in the accompanying letter.

Name and Title: Megan Carey, RMA Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN OF POETRY, TEXAS  
ORDINANCE NO. 2026-02-19-02**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF  
POETRY, TEXAS, ADOPTING AN OFFICIAL TOWN SEAL TO  
BECOME EFFECTIVE UPON ITS PASSAGE AND APPROVAL.**

**WHEREAS**, The Town Council of the Town of Poetry (the “Town”) Texas has deemed it necessary and in the best interest of the citizens of the Town of Poetry to adopt an official seal for the Town; and

**WHEREAS**, the Town of Poetry, Texas has substantial interest in protecting its seal from unauthorized use to avoid consumer and resident confusion; and

**WHEREAS**, the Town of Poetry voted to adopt a Town Seal at its June 15, 2021 Regular meeting; and

**WHEREAS**, the Town Council of the Town of Poetry has reviewed and hereby officially adopts the official Town seal shown in Exhibit “A” to this Ordinance.

**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS:**

**SECTION 1.** THAT, the Town seal is the property of the Town of Poetry, Texas.

**SECTION 2.** THAT, the Town Secretary or the Town Secretary’s designee is authorized to use the Town seal on any ordinance, resolution, proclamation, commendation, certificate or other instrument approved by the Town council or executed by the mayor or other Town officials to authenticate official documents in the conduct of official Town business.

**SECTION 3.** THAT the use of the Town seal by any person for the following uses is specifically prohibited:

- (1) In support or opposition of any candidate for elected office, referendum initiative, or ballot measure or in any candidate or committee campaign literature.
- (2) In connection with any advertisement or promotion for any product, business, organization or service whether offered for sale, profit, or without charge

(3) On any written or printed material designated calculated, intended or likely to confuse, deceive or mislead the public or cause the reader of such written or printed material to believe it to be an official Town publication, including circulating or distributing any such written or printed material or to suggest or assert any Town support or endorsement of any product, goods or services.

**SECTION 4.** THAT, the above findings are hereby found to be true and correct and are incorporated herein in their entirety.

**SECTION 5.** THAT, pursuant to Texas Local Government Code, Section 51.016, the Town Council hereby adopts the seal set forth in Exhibit "A" (the "Town of Poetry Seal") as the official seal of the Town of Poetry, Texas. The Town Seal may be impressed or stamped on any document requiring or permitting the seal of the Town to be affixed thereto.

**SECTION 6.** This Ordinance shall take effect immediately from and after its passage and approval.

**DULY PASSED** by the Town Council of the Town of Poetry, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
TOWN DEPUTY SECRETARY

APPROVED AS TO FORM:

\_\_\_\_\_  
TOWN ATTORNEY

Exhibit "A" - The Town of Poetry Seal

