



April 12, 2021

Ms. Kimberly Morris, Village Secretary
Village of Jones Creek
7207 Stephen F. Austin
Jones Creek, TX 77541

Dear Ms. Morris:

Attached is our bid to serve as depository for the Village of Jones Creek for the period June 1, 2021 through September 30, 2024, plus agreed upon extensions. This proposal is valid for 180 days from the submission date.

Please find enclosed the following documents:

1. A resolution passed by the Board of Directors authorizing the Bank to pledge securities equal to the total amount of Village of Jones Creek funds on deposit as required by law.
 2. A statement of financial condition of Texas Gulf Bank, N.A. that includes the amount of paid-up capital stock and permanent surplus.
- A. On Demand accounts, we agree to pay interest on all collected funds based on the 91-day Treasury Bill Yield rate floating monthly. Sample demand account agreements are provided. On Time accounts, we will pay Texas Gulf Bank's Public Fund CD rate effective at the time of purchase for the term specified by the Village of Jones Creek.
- B. Normal demand deposit account services, outlined below, shall be provided in the name of the Village of Jones Creek. We will waive the monthly Account Analysis charges and provide various other products at no charge. Our normal demand deposit account services include the following:
1. Credit all deposits to such accounts and give immediate credit to government checks, ACH transactions, wire transfers and all other checks based on the Bank's availability schedule. All deposits received before the Bank's established deadline will be credited daily.
 2. Payment of properly drawn checks against accounts.

3. Provide checks, deposit slips, and endorsement stamps at cost when purchased through Bank's vendor.
4. Stop payments will be accepted on verbal instructions from authorized Village of Jones Creek personnel with follow-up written confirmation within twenty-four (24) hours.

C. Other:

1. We agree to offer *Texas Gulf Connection*, our internet banking solution and *Q-line* our automated phone system at no charge. Both products will assist the Village of Jones Creek with a variety of services including account balance information and transaction activity.

With our Cash Management module, the Village of Jones Creek can initiate one-time or recurring wire transfers and originate electronic payroll deposits or payments by ACH. Cash Management also includes Positive Pay, a fraud detection tool designed to stop unauthorized or counterfeit checks. Cash Management will be provided at no charge. Sample reports and agreements are provided.

2. We will provide, if available at the time of request, one safe deposit box at no charge.
3. We will provide one zipper bag or locking deposit bag per account at no charge. Additional zipper bags and locking bags may be purchased at cost.
4. We offer Remote Deposit Capture (RDC) to assist with more timely check processing. During the term of the depository contract, Texas Gulf Bank will provide one check scanner at no charge. Additional check scanners may be purchased or leased through the bank. The Remote Deposit Capture service is offered at no charge. Information about RDC is provided.

For questions or additional information, please contact the undersigned. We appreciate the opportunity to present this proposal and look forward to working with the Village of Jones Creek.

Sincerely yours,



Mary L. Henson
Chief Operations Officer

Enclosures

Texas Gulf Bank is rated 5 Star by Bauer Financial.

**VILLAGE OF JONES CREEK, TX
REQUEST FOR PROPOSAL FOR BANKING SERVICES**

I. INTRODUCTION

The Village of Jones Creek is requesting proposals for a banking services contract to be awarded Tuesday, May 18, 2021, with service to begin June 1, 2021, and extend through September 30, 2024, with the option to extend this contract for two (2) additional one-year terms. The total term of this contract may not exceed five (5) years from the date June 1, 2021. Through this contract the Village intends to minimize banking costs, improve operational efficiency, and maximize investment capabilities. This Request for Proposal (RFP) represents the cash management goals, specifies all banks' required qualifications, the banking services required, the estimated activity volumes on all accounts, the method and terms of compensation, submission instructions and the contract award provisions.

II. PROPOSAL INSTRUCTIONS AND QUALIFICATIONS

A. MINIMUM QUALIFICATIONS

To assure a close working relationship, to facilitate available services, and to support local business, the entity may give priority to those banks with full service capabilities within the Village Limits. Any required statement regarding equal opportunity and affirmative action should be included if required/desired. The proposal submitted will become part of the final contract.

B. PROPOSAL SUBMISSION INSTRUCTIONS

1. Proposal Format

In order to fully and equitably evaluate each bank's ability to meet the banking services needs of the Village, a standard reply format is required. Each proposal must include a response to each item in the RFP in the order given. Proposals should be submitted in the prescribed format and using the exhibit forms provided will be evaluated for contract award.

2. Calendar of Events

Listed below are the important dates and times by which the actions are anticipated to be taken or completed.

CALENDAR OF EVENTS		
DATE	TIME	ACTIONS
3/23/21		Release Requests for Proposal.
4/19/21	3:00 PM CST	Last day for submission of written questions.
4/26/21		Answers to all questions provided to all interested Proposers.

5/3/21	Prior to 3:00 PM CST	RFP response proposals due. Sealed proposals will be publicly opened, and respondent names read aloud.
5/18/2021	6:30 PM CST	Award of bid.

3. Submission Requirements

Six (6) hard copies (including (1) unbound copy) of the proposal, one (1) hard copy of the Required Financial Institution Information and one (1) digital copy of all items submitted in PDF format on a flash drive must be submitted in a sealed envelope and clearly marked "Proposal for Banking Services Due May 3, 2021", addressed and delivered to:

Kimberly Morris
Village Secretary
Village of Jones Creek
7207 Stephen F. Austin
Jones Creek, TX 77541

Sealed proposals will be accepted by mail or in person at the Village Hall, 7207 Stephen F. Austin, Jones Creek, Texas 77541 until 3:00 p.m. Monday, May 3, 2021.

4. RFP Questions

Questions regarding this RFP or the service requested will be accepted in written form at the address below on or before 3:00 p.m. April 19, 2021. Responses to all material questions submitted will be communicated to each known prospective bidder.

Kimberly Morris
Village Secretary
Village of Jones Creek
7207 Stephen F. Austin
Jones Creek, TX 77541
Jc.Villagehall@coastal-link.net

5. Request for Proposal Amendments

Modifications or additions may be made as a result of questions submitted. Written notification of any such change will be made in writing to all known bidders.

6. Selection Criteria

The Village will award the contract to the applicant(s) whose response provides the best value for the Village based on all factors which have a bearing on price and performance of the required services, compliance with the RFP requirements, and the Villages needs.

The Village reserves the right to contact any applicant to clarify, verify or request additional information with regard to the proposal. The contract will be awarded based on the best value for the Village in compliance with Chapter 105 of the Texas Local Government Code. The Village reserves the right to waive any formality or irregularity, to make awards to more than one applicant, or to reject any or all applications.

7. Award of Bid and Service Initiation

The contract is scheduled to be awarded by Board of Aldermen at its meeting held on Tuesday, May 18, 2021 at 6:30 PM.

III. REQUIRED FINANCIAL INSTITUTION INFORMATION

All banks must provide, as part of the proposal:

- ◆ audited financial statements for the most recent fiscal year **Provided**
- ◆ a copy of the current callreport **Provided**
- ◆ a statement regarding any recent or foreseen merger or acquisition **We've not had a recent merger, nor do we foresee mergers or acquisitions in the near future.**

IV. REQUIRED BANKING SERVICES

This section lists all the services to be provided by the bank under this agreement. Attachment A lists each of these services, and Attachment B shows a history of volumes for each service. The bank should use Attachment A to provide the specific price for each service. Additional proposed services may be provided as a separate list.

- A. Consolidated Account Structure **Texas Gulf Bank is recommending interest bearing checking accounts and offers certificates of deposit with terms ranging from 30 days to 5 years.**

The Village's banking structure currently consists of eight (8) business checking accounts. The checking accounts are utilized for all payables of the Village. The Village also has at least two (2) Certificate of Deposit. The Village desires all accounts to be interest bearing.

The Village's current account structure contains the following accounts:

General Fund	Business Checking
Building Security Fund	Business Checking
Technology Fund	Business Checking
Police Allocation Fund	Business Checking
Seized Fund	Business Checking
Special Event Fund	Business Checking
Beautification Fund	Business Checking
Veteran's Memorial Fund	Business Checking
Certificate of Deposit	CD Interest Bearing
Certificate of Deposit	CD Interest Bearing

- B. Wire Transfer Services We have provided a copy of our procedures, security measures and wire agreement. The Village will be able to initiate and monitor wire transfers online.

A standard wire transfer agreement will be executed with the bank. The proposal should include a copy of your standard transfer procedures and wire transfer agreement. The Village requires adequate security provisions and procedures. Information should be submitted detailing the use of online wire transfer requests. The Village requires:

- ◆ The ability to initiate and monitor wire transfers online
- ◆ Security measures for wire initiation and approval

- C. Automated Daily Balance Reporting

The Village requires an automated PC-based reporting system for access to the closing ledger and available balances. Stipulate the time at which the access is available and describe the system to be used. Reporting should include balance and detail reporting. Samples of the reports are to be included in the proposal. **Transactions at TGB are real-time, so balance information is available throughout the day. Daily Balancing Reporting available through online banking. Please refer to the attachment Cash Management-Enhanced Reporting.**

- D. Sweep Account Provisions

If the Village chooses, the bank will be responsible for automatically sweeping the balances in all accounts daily to an investment option (money market fund, repo, etc.). Describe the sweep options and, if a money market fund is used, provide a prospectus. The accounts will be swept to the compensating balance.

Sweeps between Texas Gulf Bank interest bearing demand accounts can be arranged to occur automatically to maintain specified balances; Sweeps to other Financial Institutions should be handled by Village personnel.

- E. Investment of Idle Funds and Safekeeping of Village Securities

All certificates of deposit bought by the Village will be bought on a competitive basis. The Village has no obligation to invest its funds with or through the bank. If the bank is proposing overnight repurchase agreements, an executed Master Repurchase Agreement is required. In order to fulfill GASB III requirements for reporting, if a repurchase agreement is executed with the bank itself, the collateral must be held in the trust department of the bank in a separate account.

Texas Gulf Bank offers Certificates of Deposit with terms ranging from 30 days to 5 years. Interest rate is determined at the time of the purchase based on Texas Gulf Bank's Public Fund CD rate and term requested by the Village.

All securities will be handled on a delivery versus payment (DVP) basis as they are cleared into and out of the account. All clearing and safekeeping will be in the bank or its correspondent. All correspondent and safekeeping arrangement will be stipulated in the proposal.

Texas Gulf Bank is not offering Securities services in this bid.

F. Standard Disbursing Services

Standard disbursing services for all accounts are required to include the payment of all checks upon presentation. Checks drawn on Village accounts at your institution presented by Village of Jones Creek employees will be cashed at no charge.

Agreed. Village employees must present proper, valid identification at the time of check cashing.

G. Standard Deposit Services

The bank must guarantee immediate credit on all incoming wire transfers and U.S. Treasury checks upon receipt and all other checks based on the bank's published availability schedule. The Bank should specify in their proposal their deposit requirements and commercial and retail deposit locations, including night deposit services and procedures.

A copy of Texas Gulf Bank's Funds Availability Policy is included with this bid.

Texas Gulf Bank has 9 full-service branch locations, 5 of which are in Brazoria County. Each can accommodate night depository services.

Texas Gulf Bank, N.A. Brazoria County Branch Locations

1400 Brazosport Blvd Freeport, TX 77541

1030 Dixie Drive Clute, TX 77531

203 This Way Lake Jackson, TX 77566

1717 North Velasco Angleton, TX 77515

109 East Brazos West Columbia, TX 77486

Online Banking Services

The institution shall offer internet access for the inquiry of account balances and activity for all bank accounts. This access should be available by using a password set by the Village. In addition, the institution shall offer online transfer of Village funds between accounts held within the institution. The transfers should be credited and debited to the related accounts on the same business day of the transfer, if the request is received by 4:00 p.m. Provide a detailed description of online services and a list of all capabilities, including ability to provide the following basic services:

Reporting:

- ◆ Daily balance reporting summary **Daily balance reporting summary is provided.**
- ◆ Daily balancing reporting detail (with check detail and images) **Daily transaction activities, including checks paid with images are available.**
- ◆ Daily ACH and wire with full addenda information **Daily ACH EDI (addendum records) are available. Daily Wire confirmations (incoming and outgoing are provided.**

Execution of Transactions:

- ◆ Transfers between *accounts* *Transfers initiated through the Online Banking Services, between accounts held within Texas Gulf Bank before 8:00pm CST on a business day are posted to the account the same day.*
- ◆ Initiation of wire transfers **Wire transfers can be initiated through the Treasury Services Online Banking service up to 3:00pm CST.**
- ◆ Initiation of stop payment orders **Stop payment orders can be placed through the Online Banking services.**
- ◆ Initiation of ACH transactions; recurring/repetitive/future ACH debit (collection or credit (Direct deposit) transactions **ACH Credit and Debit Origination files can be initiated through the Treasury Services Online Banking service up to 3:00pm CST. Same-Day ACH is available.**
- ◆ Maintenance of wire transfer templates **Wire templates can be created and maintained in the Company's Treasury Services Online Banking profile, for continued use.**

Initial Controls:

- ◆ Online cleared check information/images **Check Images are available are available online, but authorized users may be restricted from viewing transaction activities.**
- ◆ Multi-level security administration requirements **All Treasury Service Authorized Users will be assigned unique login credentials (Username and Password). A secure token must also be used in the login process. Access rights are granted by the Company's Authorized Administrative User. Access can be limited to specific accounts only and viewing balancing or transactions only.**
- ◆ Training of Village's administrator for managing access **Training will be provided for all Online Banking services, including the Authorized Administrator's responsibilities, reporting capabilities, activity alerts, creating wire transfer templates, creating ACH batches, use of the dual control function, approving and initiating wire transfers and ACH Origination, the secure message center, and how to limit access to individuals if necessary. Individual Training sessions can be can be provided to all authorized Users.**

H. Reporting and Account Analysis

Monthly account analysis reports must be provided by the bank on a timely basis for each account and on a total account basis. A sample account analysis format must be provided as part of the proposal. Samples of monthly statements should also be provided. The monthly statements are to be received within ten business days of the next month.

A sample Account Analysis Statement format is provided. Account Analysis Statements can be mailed to the Village monthly. Regular Account Statements are mailed out typically within 5 days of month-end. A sample account statement is provided.

Account Executive

An account executive must be assigned to the account to coordinate the account services and expedite the solution of any problem. A trained and competent backup for the account executive, familiar with the account, should be assigned in the proposal. Stipulate the name and a brief biography of the account executive to be assigned to the Village's account.

The Account Executive is Mary L. Henson, Chief Operations Officer. Henson has over 40 years banking experience and has worked with Public Funds of all sizes. Backing up Henson are Cari Wallace, VP Deposit Operations, Mary Ann McDaniel, Sr. VP Treasury Services and Debbie Wintjen, Chief Financial Officer.

I. Direct Deposit

Describe the requirements and deadlines for computer tap for ACH transactions. The proposal should indicate when funds will be available in participating banks.

Ach Origination Requirements:

- **Execution of Treasury Management Services and ACH Origination Agreement**
- **An ACH exposure limit will be established for each originator. This limit is calculated based on your company's expected volume, along with credit worthiness. If an originator submits a file that causes the exposure limit to be exceeded, the file will require special approval for transmittal. These exposure limits help you manage risk. ACH Origination is performed through our Online Banking Services**
- **Company authorizes individual(s) access rights to initiate the ACH files**
- **Initiation can be performed (strongly recommended) under dual control**
- **ACH credit files must be submitted by 3:00 p.m. CT and *one to two banking days before* the effective date of the file. The receiving bank should receive the funds on the effective date; but funds may not be available the morning of the effective date, but available in that day's nightly update if the ACH file is initiated one day before the effective date.**
- **The receiving bank should receive the funds on the effective date; and funds available the morning of the effective date if the ACH file is initiated two days before the effective date.**
- **ACH debit files must be submitted by 3:00 p.m. CT and at least one day before the effective date of the file.**
- **Same Day ACH processing is available. ACH credit and debit files must be received by 3:00 pm CT.**

J. Daylight Overdraft Provisions

Every effort will be made to eliminate daylight overdraft situations on the account. However, in case this situation does arise, the proposal should include any and all bank policies regarding daylight overdrafts charges or handling procedures.

Overdrafts must be settled daily by 10AM. Authorized Village personnel can either initiate a transfer from one account to another to cover the overdraft or telephone the bank to do that.

K. Stop Payments

The proposal must include a statement on the proposed stop payment process on an automated or manual basis.

Stop payment requests can be phoned in by authorized Village personnel with written follow-up within 24 hours. Stop payments can also be placed online by Village personnel.

L. Collateralization of Deposits

The bank must agree to obtain and maintain acceptable collateral sufficient to cover all anticipated time and demand deposits, above the FDIC insured limit of \$250,000. Securities used to pledge against time and demand deposits must be held in an independent third-party safekeeping institution outside the bank's holding company. The bank will execute a tri-party safekeeping agreement with the Village and the Safekeeping bank for safekeeping of these securities. Collateral will be maintained at a minimum of 102% and marked to market at least once a month. Control will be shared jointly between the bank and the entity. Substitution will be approved by the Village and not unduly withheld. Substitutions of collateral will be requested in writing and new collateral will be received before the existing collateral is released. The proposal will name the safekeeping bank for collateral. The Village requires monthly collateral reports. Please provide a sample collateral report with your proposal. **A sample Collateral Report is provided.**

A sample tri-party Safekeeping Agreement is provided.

M. Additional Services

If new services become available and are provided during the period of this contract, they will be charged at the banks then published rate.

N. Bank Service Questions

	No	Yes	Fee
Will the institution furnish deposit slips?	X		At cost
What is the institutions Earnings Credit Rate?			N/A
What calculation is used to determine the Earnings Credit?			N/A
Will the institution provide coin counting services?	X		
Do the online banking services allow for multiple user accounts with varying access restrictions?		X	
Are monthly bank statements available online?		X	

Earnings Credit does not apply to waived accounts.

We have a coin counter at our Clute location the Village is welcome to use.

Branch personnel can accept deposits of both coin and currency.

V. LOCKBOX SERVICES

The Village may choose to utilize lockbox services for certain revenue collections. Describe the service including the lockbox location and a full description of the service. **We currently do not offer Lockbox in Brazoria County. We do offer this service in Harris County, so we are familiar with how lockbox works and would be happy to visit with the Village if they choose to pursue this service.**

VI. BANK COMPENSATION

Any net settlement on compensating balances will be made annually. Describe the compensating balance calculation and address fee when credits do not cover charged fees. If fees are chosen as the payment methodology, fees will be paid monthly after receipt of the account analysis.

Texas Gulf Bank is not proposing service charges on the Village's accounts.

VII. OTHER SERVICES

The Village is interested in obtaining service and cost information on additional services for possible use during the contract period. These services are not required but will be evaluated in terms of availability, feasibility, service levels, service providers and cost. The Village will make its determination after receipt of proposals as to whether a service will be used. If the service is accepted later in the contract period the services and charges stipulated in the proposal will be applied.

Included with this bid is information related to Texas Gulf Bank Treasury Services such as Ach, Positive Pay, Remote Deposit Capture and Wire Transfer. We are not proposing charges for this services.

In recent years, the Village has maintained bank balances exceeding that which has been needed to earn credits necessary to cover charged fees. The Village is interested in being more active in investing funds above those balances, in compliance with the Texas Public Funds Investment Act and the Village's Investment Policy (Attachment B). While the Village reserves the right to invest these funds on a competitive basis, proposals should include details of how the institution, and services proposed, can assist the Village in achieving this goal. **Texas Gulf Bank is not proposing service charges. The Village will earn the 91-day Tbill rate on collected funds in Texas Gulf Bank demand accounts. Texas Gulf Bank can assist authorized Village personnel with purchasing Texas Gulf Bank CDs as investments.**

VIII. OTHER INSTITUTION REQUIREMENTS

On an annual basis the institution must provide an audited financial statement and call reports for each fiscal year the banking services agreement is in effect. These reports must be submitted to the City Secretary within 30 days of the completion of the institution's audit. **Reports can be submitted as requested.**

The institution must provide the Village with an updated list of the representatives at the institution responsible for processing activity on the Village's accounts upon change of status. **Understood**

The institution must qualify under current Texas law to serve as a municipal depository bank and services must comply with the Village's Investment Policy; see Attachment B for a copy of this policy.

BANKING SERVICES CHARGES

Any and all anticipated service charges must be shown on this form or be applicable under the agreement.

Account Analysis Charges waived unless otherwise indicated

Service Unit	Unit Charge	Cost of Service
Account Maintenance	Per month	
Daily Balance Reporting	Per month	
Accounts		
Master Account	Per month	
Secondary Accounts	Per month	
Credits Posted	Per transaction	
Debits Posted	Per transaction	
Encoding charge	Per transaction	
ACH Processing	Per transaction	
Origination of file	Per tape	
ACH deletions	Per transaction	
ACH entries	Per transaction	
ACH returns	Per transaction	
ACH maintenance	Per transaction	
Returned checks	Per transaction	
Stop payments	Per transaction	
Controlled Disbursement	Per account/per month	Not offered
Positive Pay	Per month	
Reconciliation	Per month	Not offered
Sort list tape	Per transaction	
Sort and list	Per transaction	
Items Deposited		
Deposits	Per transaction	
Commercial deposits	Per transaction	
Group I items	Per transaction	
Group II items	Per transaction	
Group III items	Per transaction	
Group IV items	Per transaction	
Stop payments	Per transaction	
Wire Transfers		
Incoming	Per transaction	
Outgoing	Per transaction	
Investment Safekeeping		Investment Safekeeping Services not offered
S/keeping interest/credit	Per transaction	
S/keeping receipt deposit	Per transaction	
S/keeping outgoing	Per transaction	
Securities DVP FRB	Per transaction	
Securities DVP NY	Per transaction	
Check Printing	Per transaction	At bank's cost with bank's vendor
Extra Statements	Per transaction	

Disposable Bank Bags	Per Item	At bank's cost with bank's vendor
Lockbox	Per month	Activity based costs
Cutbacks	Per transaction	
Special handling		
Printed check stock		At bank's cost with bank's vendor
Printed duplicate deposit slips		At bank's cost with bank's vendor

Village of Jones Creek
Depository Proposal

SouthStar Bank
301 S Brooks
Brazoria, TX 77422

III. Required Financial Institution Information

Audited Financial Statement - **Exhibit A**
Current Call Report – **Exhibit B**
Recent or foreseen merger or acquisition – n/a

IV. Required Banking Services:

A. Consolidated Account Structure

SouthStar Bank will provide account structure as requested and all accounts will be interest bearing. Interest to be set at applicable SouthStar Bank Rate Sheet.

B. Wire Transfer Services

SouthStar Bank will provide our standard wire agreement for execution. **Exhibit C**
Any wire transfer request received will have verification procedures performed prior to executing.

In person:

Signature card and wire agreement will be reviewed to ensure the person requesting the wire is listed as both a signer on the account and is listed in the wire agreement as having authority to both execute and verify wire transfers on behalf of the Village of Jones Creek.

Via fax, email or phone:

SouthStar Bank employee will follow call back procedures:

Call number listed on our CIF files for accountholder.

Speak to an authorized signer other than the signer that requested the wire.

All wire information will be verified with second authorized signer:

Amount, receiving bank information, original person requesting wire.

Wire Transfers can be initiated online. The token used for Business Online access will be used to access for wire transfer/ACH initiation.

All incoming/outgoing wires for Village of Jones Creek will have bank fees waived.

C. Automated Daily Balance Reporting

Village of Jones Creek will have access to daily balancing reporting via online access. Access is available 24/7 with daily updates occurring at 8:30am and 4:30pm each daily, excluding weekends and Federal Holidays.

Sample – **Exhibit D**

Sweep Account Provisions

Sweep capabilities are available. Funds from general account would be swept into Money Market account if Village chooses.

- D. N/A
- E. No Repurchase Agreements
- F. Standard disbursing services for all accounts will be provided. Checks drawn on Village account at SouthStar Bank presented by Village of Jones creek employees will be cashed at no charge.
- G. SouthStar Bank guarantees immediate credit for all incoming wire transfers and U.S. Treasury checks upon receipt and all other checks based on SouthStar availability schedule. Routine deposits would be given immediate credit.
 - a. Commercial and retail deposit locations nearest to Village is 301 S Brooks, Brazoria. Night depository is accessed via key supplied to Village and is located on the building at 301 S Brooks, Brazoria.
 - b. Remote Capture is operated from the Village City Hall and provided at no fees to Village.
- H. Online Banking Services

SouthStar Bank offers internet access with a token/password system. The password is set by Village. Transfers will be credited and debited to the related accounts on the same business day of the transfer, if the request is received by 4:00p.m.

Online Banking Services include:

Reporting:

- Daily balance reporting summary
- Daily balancing report detail (with check detail and images)
- Daily ACH and wire with full addenda information

Execution of Transactions:

- Transfers between accounts
- Initiation of wire transfers
- Initiation of stop payment orders
- Initiation of ACH transactions; recurring/repetitive/future ACH debit (collection or credit (Deposit Deposit) transaction
- Maintenance of wire transfer templates

Internal Controls

- Online cleared check information/images
- Multi-level security administration requirements
- Training of Village's administrator for managing access.

Remote Deposit Capture

- Check Deposits made remotely via image system/pc by Village personnel.

- I. N/A –

- J. Account Executive assigned is Pam Browning VP/Branch Manager – Brazoria with Laura Blackstock AVP – Operations is assigned backup.
- K. Direct Deposit – ACH files should be submitted no later than 3pm in order for same day transmission. Credit will be available at participating banks no later than next day, depending on their ACH times.
- L. Daylight Overdraft Provisions will be provided if necessary, at no fee.
- M. Stop Payments may be initiated online by Village admin or manually by bank personnel.
 - Online – Village administration will choose STOP PAYMENTS and provide required information.

Stop payments

Create a stop payment

Check number *	<input style="width: 100%;" type="text"/>
Amount *	<input style="width: 100%;" type="text"/>
Payee and Date are for informational use and are not used to stop a payment.	
Payee	<input style="width: 100%;" type="text"/>
Date	<input style="width: 100%;" type="text"/>

* Indicates required field

- Manual – Village administration will contact via phone or email account executive and provide the required information in order for executive to place the stop payment order.

- N. Collateralization of Deposits – the bank agrees to comply with all requirements set forth in RFP. Safekeeping security is held at Texas Independent Bank (TIB)
Exhibit E Pledged Securities sample.
- O. Additional Services - agree
- P. Bank Service Questions

- Deposit Slips provided free of charge.
- SSB does not do account analysis. Earnings Credit Rate is n/a
- Calculation used to determine the Earnings Credit. – n/a
- SSB currently does not have coin counting services.
- Online Banking Services allows for multiple user's accounts with varying access restrictions at no fee to Village.
- Monthly statements are available online at no fee to Village.

V. Lockbox Services – SSB will provide lockbox services if requested by Village. Specifications will be determined at time service is requested.

VI. Bank Compensation – all Village accounts will be exempt from services charges, therefore bank compensation for any net settlement is n/a.

VII. Other Services – na/a

VIII. Other Institution Requirements

Audited financial statements will be provided to Village on an annual basis as requested.

SSB will provide the Village with an updated list of representatives at SouthStar Bank responsible for processing activity on the Village's account upon change of status.

SouthStar Bank qualifies under current Texas law to serve as a municipal depository bank and applicable services comply with Village's Investment Policy.

All services provided at no fee to Village ATTACHMENT A

BANKING SERVICES CHARGES

Any and all anticipated service charges must be shown on this form or be applicable under the agreement.

Service Unit	Unit Charge	Cost of Service
Account Maintenance	Per month	
Daily Balance Reporting	Per month	
Accounts		
Master Account	Per month	
Secondary Accounts	Per month	
Credits Posted	Per transaction	
Debits Posted	Per transaction	
Encoding charge	Per transaction	
ACH Processing	Per transaction	
Origination of file	Per tape	
ACH deletions	Per transaction	
ACH entries	Per transaction	
ACH returns	Per transaction	
ACH maintenance	Per transaction	
Returned checks	Per transaction	
Stop payments	Per transaction	
Controlled Disbursement	Per account/per month	
Positive Pay	Per month	
Reconciliation	Per month	
Sort list tape	Per transaction	
Sort and list	Per transaction	
Items Deposited		
Deposits	Per transaction	
Commercial deposits	Per transaction	
Group I items	Per transaction	
Group II items	Per transaction	
Group III items	Per transaction	
Group IV items	Per transaction	
Stop payments	Per transaction	
Wire Transfers		
Incoming	Per transaction	
Outgoing	Per transaction	
Investment Safekeeping		
S/keeping interest/credit	Per transaction	
S/keeping receipt deposit	Per transaction	
S/keeping outgoing	Per transaction	
Securities DVP FRB	Per transaction	
Securities DVP NY	Per transaction	
Check Printing	Per transaction	
Extra Statements	Per transaction	

Disposable Bank Bags	Per Item	
Lockbox	Per month	
Cutbacks	Per transaction	
Special handling		
Printed check stock		
Printed duplicate deposit slips		

**2021 BRAZORIA COUNTY
PUBLIC FACILITIES APPLICATION**

Date: 4/26/21

Organization: Village of Jones Creek

Address: 7207 Stephen F. Austin Rd.

City/State/Zip: Jones Creek, Texas 77541

DUNS#: 626151067

Federal ID #: 74-1746712

Contact Person: Kimberly Morris, City Secretary/Administrator

Telephone: 979-233-2700

E-Mail: jc.cityhall@coastal-link.net

Fax Number: 979-233-3712

Project Name/Title: Roadway Improvement Project 2021

- 1. Please provide a narrative description of your proposed project.** Include detailed project information such as the location of the proposed project (e.g. street or address), type of existing materials, proposed type of materials to be installed, proposed equipment to be purchased, etc. *(Please make sure you have the existing materials and proposed materials to be used on the project).*

The Village of Jones Creek would like to use CDBG-ESG funds to resurface streets and upgrade gravel roads to asphalt streets for local residents. The streets to be resurfaced due to potholes, cracks, and deterioration are as follows: West Live Oak Drive, Live Oak Dr., and Nelson Court. The gravel roadways that we would like to improve to asphalt streets are as follows: Ave I, Arrington Lane, and Atwood Lane.

- 2. Please indicate the reason or need for the proposed project.** (Example, a 2" water main needs to be replaced with a 6" water main in order to provide adequate fire protection, eliminate infiltration/inflow into sewer main, wastewater treatment plant improvements as mandated under an enforcement order for TNRCC, etc.)

The streets are in poor condition and in need of resurfacing due to continuous use. West Live Oak Drive, Live Oak Dr., and Nelson Court have potholes, cracking, depressions, and edge cracking in the asphalt. Ave I, Arrington Lane, and Atwood are gravel streets with deep potholes, deterioration of gravel, and narrowing due to continuous use.

9. Leverage amount (total project costs & where the other funds will come from) Example - CDBG funds; other funding source; total project costs)

The Village of Jones Creek will utilize the full \$200,000 allocated to go as far as the funding allows.

Please return the following with your application:

- PROOF OF EQUAL OPPORTUNITY (PERSONNEL POLICY)
- MOST CURRENT FAIR HOUSING- PROCLAMATION, ADVERTISEMENT, PUBLISHERS AFFIDAVIT
- EXCESSIVE FORCE POLICY
- CURRENT FIDELITY BOND (EMPLOYEE DISHONESTY INSURANCE)
- CURRENT AUDIT REPORT

CDBG funds	\$ 200,000
_____	\$ _____
Total Project	\$ 200,000

Prepared by: _____

Approved By: _____

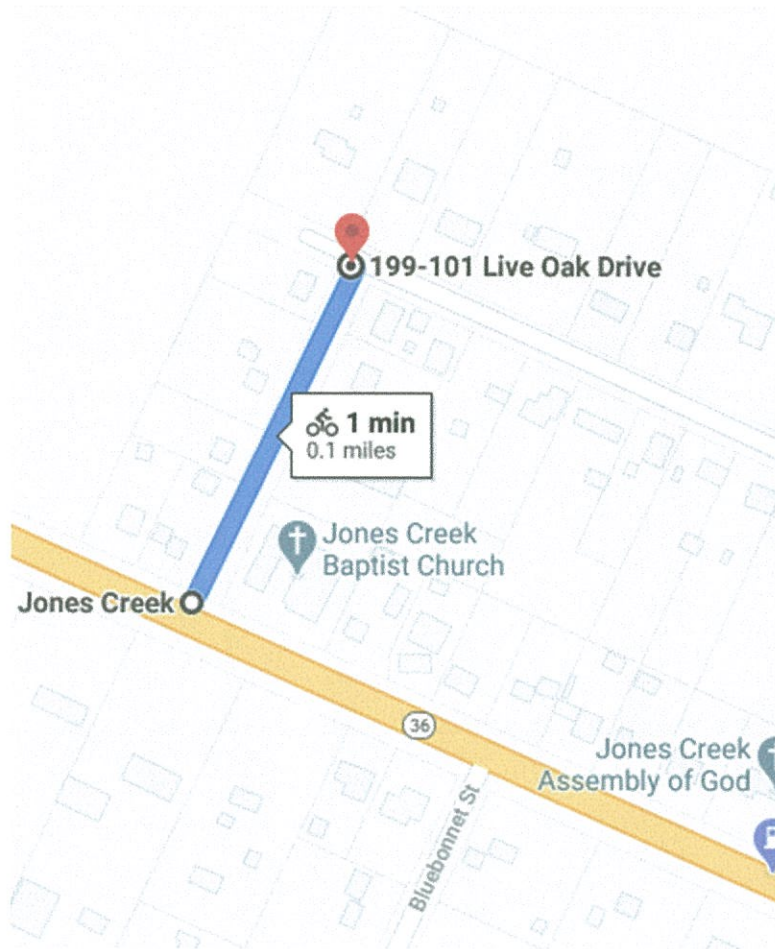
Print Name: Kimberly Morris

Print Name: Terry Jeffers

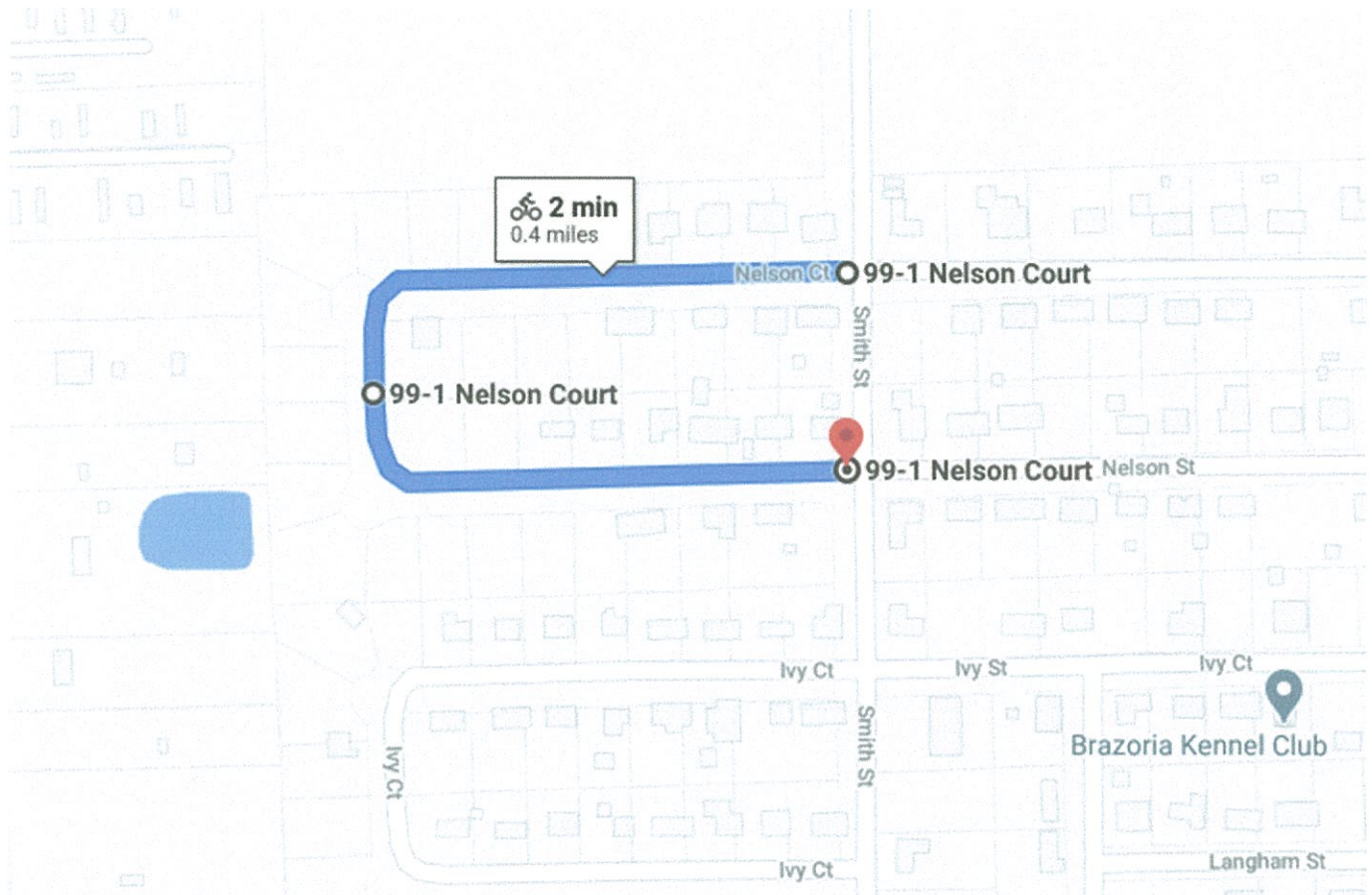
Title: City Secretary/Administrator

Title: Mayor

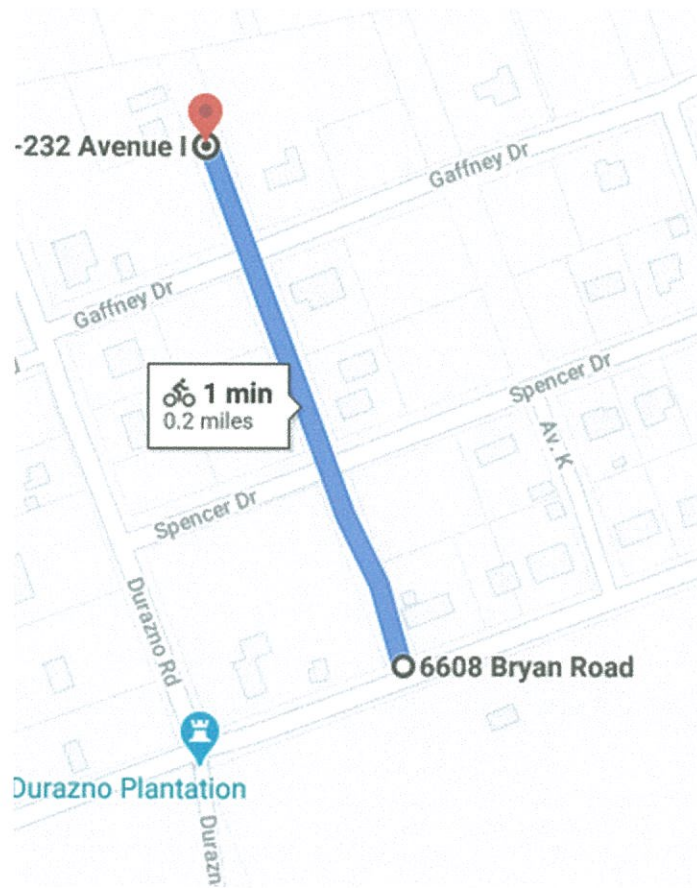
ATTACHMENT A – WEST LIVE OAK DRIVE



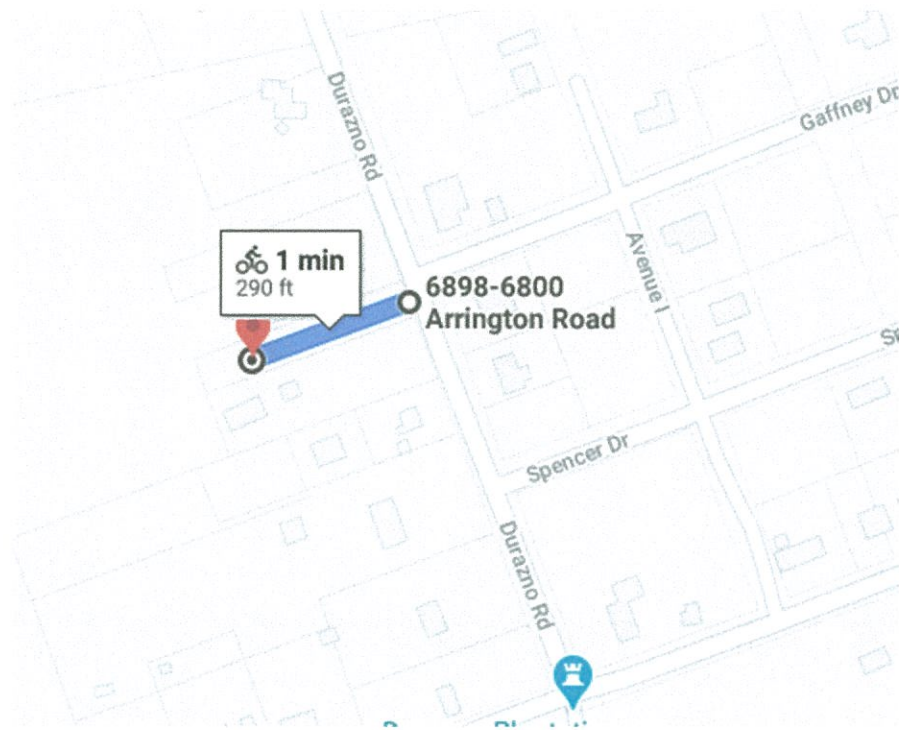
ATTACHMENT B – NELSON COURT



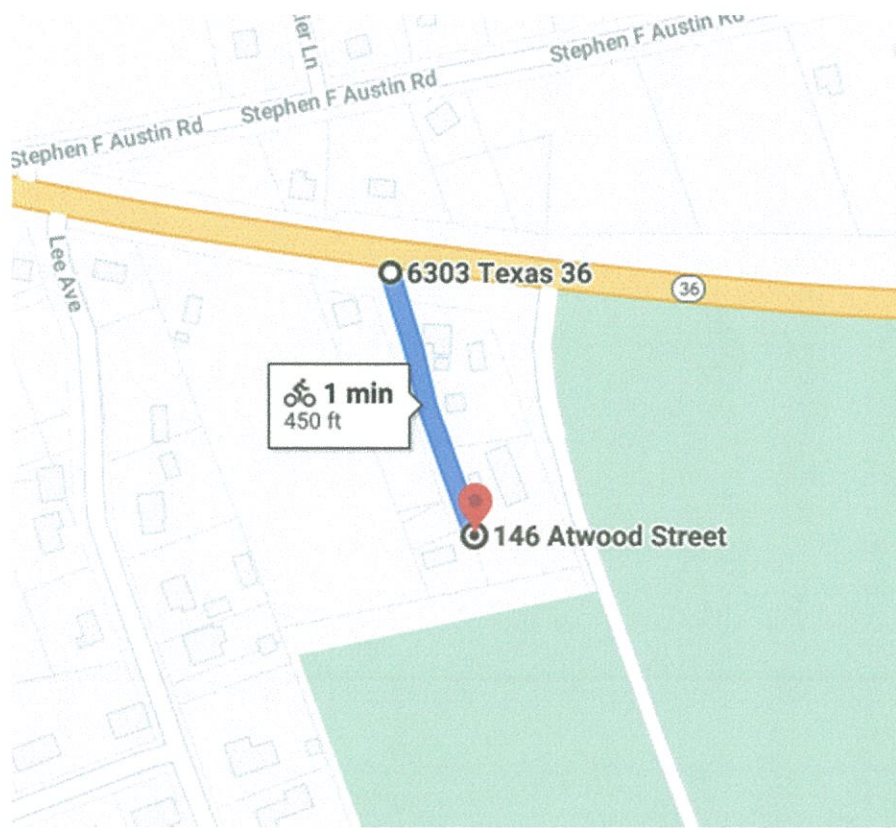
ATTACHMENT C – AVENUE I



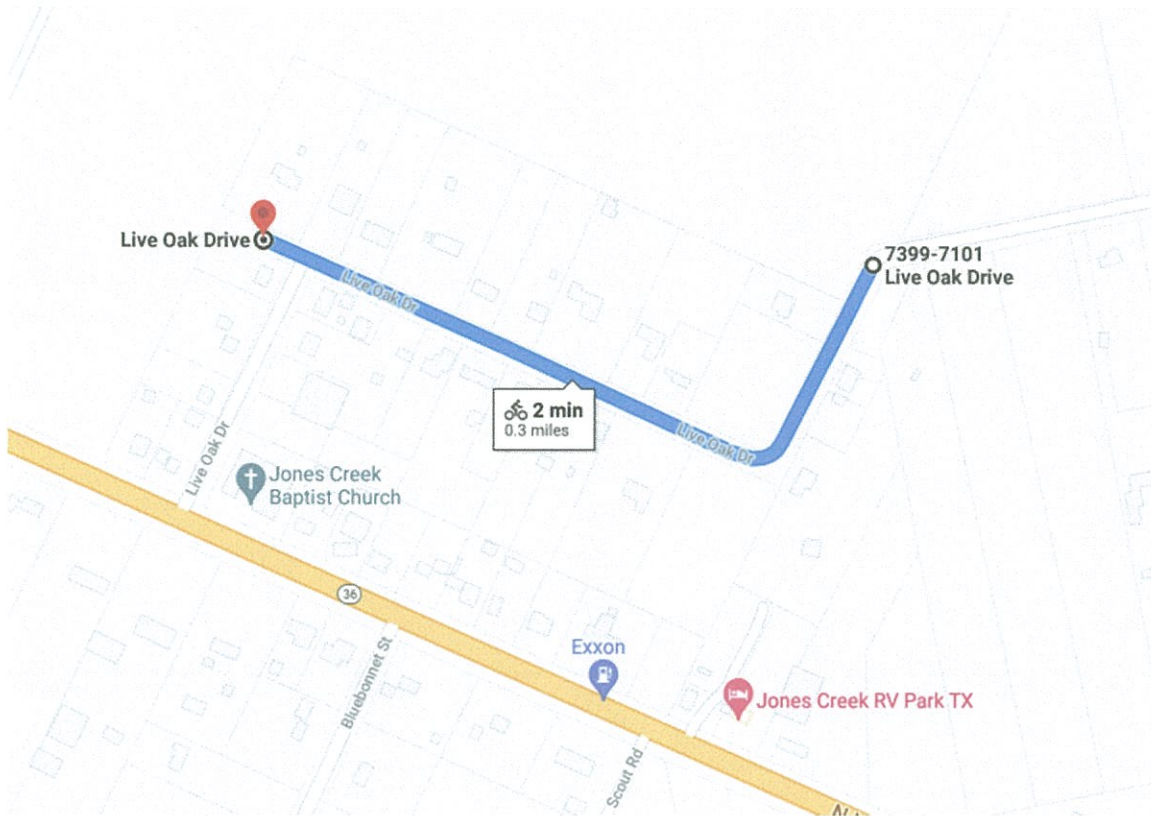
ATTACHMENT D – ARRINGTON LANE



ATTACHMENT E – ATWOOD LANE



ATTACHMENT F – LIVE OAK DRIVE



ORDINANCE NO. 528

AN ORDINANCE OF THE VILLAGE OF JONES CREEK, TEXAS, ADDING A NEW SECTION 34.50 OF THE CODE OF ORDINANCES OF THE VILLAGE; ESTABLISHING REGULATIONS FOR JONES CREEK MARSHAL'S OFFICE SUPPORT COMMITTEE; AND PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES TO THE EXTENT OF CONFLICT ONLY.

**BE IT ORDAINED BY THE BOARD OF ALDERMAN OF
THE VILLAGE OF JONES CREEK, TEXAS:**

Section 1:

The Code of Ordinances of the Village of Jones Creek, Texas, is hereby amended by adding a new section known as Article 34.50 of the Organizations Chapter, which establishes rules and regulations for the Jones Creek Marshal's Office Support Committee in the Village, and shall read as follows:

§ 34.40 SHORT TITLE

This subchapter shall be known and may be cited as the "Jones Creek Marshal's Office Support Committee Subchapter of the Village of Jones Creek, Texas"

§ 34.41 ESTABLISHED:

There is hereby created a Jones Creek Marshal's Office Support Committee, to be known as the Marshal's Office Support Committee, for the purpose of assisting the city council in establishing a city-wide policy for improving, supporting, and advocating for the Marshal's Office and the officers its employs. The commission shall consist of five (5) or more members who shall be residents of the city and who shall serve without compensation.

§ 34.42 APPOINTMENT OF MEMBERS:

- (a) Beginning in June 2021, the Village council shall, within 30 days after the general election of 2021 and each odd numbered year thereafter, appoint 3 members of the Jones Creek Marshal's Office Support Committee, for a term of two years. Beginning in June 2022 and each even numbered year thereafter, appoint two members of the Jones Creek Marshal's Office Support Committee for a term of two years. Any vacancy on said Commission shall be filled at any special or regular meeting of the Village Council by a majority vote of the Alderman present and voting at such

meeting, but such appointment shall be for the unexpired term only. In addition, a representative of the City or any staff member appointed by the city council shall serve as liaison between the commission and the city council, but shall have no voting rights.

- (b) All members of the Jones Creek Marshal's Office Support Committee shall be residents and real property owners in the village and shall serve without compensation.
- (c) All members of the Jones Creek Marshal's Office Support Committee shall serve at the pleasure of the Village Council and may be removed from office by the vote of a majority of Aldermen taken at any special or regular meeting of the Village Council.

§ 34.43 RULES OF PROCEDURE:

The Jones Creek Marshal's Office Support Committee shall annually elect one of its members as chairman, and shall establish its own rules and procedures which shall include the following:

(1) A quorum shall consist of the majority of the voting members of the commission and an affirmative vote of the majority of those present shall be necessary to pass upon pending questions, the chairman being entitled to vote upon questions.

(2) Meetings shall be held not less than once each quarter, shall be open to the public, and a record of all proceedings shall be kept, which records shall be filed with the person performing the duties of the city secretary and shall be a public record.

(3) Provide for an unlimited number of special meetings to be held at the call of the Chairperson or, upon his or her refusal or failure to act, upon the call of a quorum of the members of said Commission, and

(4) Provide for the posting of at least 72 hours written notice of the date, time, place, and subject of a regular or any special meeting of said Commission on the bulletin board of said village maintained at the City Hall.

§ 34.44 POWERS AND DUTIES:

The Jones Creek Marshal's Office Support Committee shall be and is hereby vested with the following powers and duties:

(1) Recommend to the city, for adoption, legislative changes with regard to the support and improvements to the Marshal's Office.

(2) Conduct a continuous education program designed to change the attitude of all the citizens of the city toward the operation of motor vehicles and to motivate citizens to follow all traffic laws.

(3) Encourage citizen involvement and participation.

(4) Encourage strict traffic enforcement.

(5) Introduce new forms of technology.

(6) Develop programs within the city government and the community which will aid in the retention of officers.

(7) Periodically measure traffic patterns in the city.

(8) Make an annual report to the city council showing the activities of the commission for the current year.

(9) Initiate studies and undertake review of the traffic problems in the city.

(10) Perform such other duties and be vested with such other powers as the city council shall from time to time authorize.

(11) Elect from its number at its regular meeting in June of each year a Chairperson to serve for a term of one year.

(12) Hold all meetings at the City Hall unless a different place is specified in the public notice of such meeting;

(12) Amend its rules of procedure at any regular meeting; and

(13) Perform such other duties and have such other powers as may from time to time be prescribed by the constitution and laws of the state or by ordinance duly adopted by the Village Council.

(14) Abide by the standards and procedures of the Jones Creek Marshal's Office Support Committee.

§ 34.45 SUBCOMMITTEES:

To exercise the powers and accomplish the duties of the Jones Creek Marshal's Office Support Committee, the commission may establish subcommittees including, but not limited to, the areas of business and industry, communications, community organizations, municipal operations and schools. Each subcommittee shall be chaired by a support committee member with an unspecified number of community volunteers chosen by the committee as working subcommittee staff.

§ 34.46 FUNDING:

Office space, supplies, telephone, postage and secretarial support for the Jones Creek Marshal's Office Support Committee shall be furnished by the city within the budgetary appropriation process. However, supplemental funds for committee activities may be gained from donations. Such donations may be received by the city from the general public, business, industry, foundations and other sources for the purposes set forth in this division.

The funds shall be kept in a separate account title "Jones Creek Marshal's Office Support Committee Fund" at a bank depository determined by Village Council. The City Secretary and Chairman shall be the only persons authorized to draw upon such account and all checks drawn thereon shall be signed by the City Secretary and countersigned by the Chairman.

PASSED AND ADOPTED this 18th day of May, 2021.

TERRY JEFFERS, Mayor

ATTEST:

KIMBERLY MORRIS, City Secretary

LOCAL GOVERNMENT CODE

TITLE 4. FINANCES

SUBTITLE C. FINANCIAL PROVISIONS APPLYING TO MORE THAN ONE TYPE OF
LOCAL GOVERNMENT

CHAPTER 132. PAYMENT OF FEES AND OTHER COSTS BY CREDIT CARD OR
ELECTRONIC MEANS IN MUNICIPALITIES AND COUNTIES

Sec. 132.001. DEFINITIONS. In this chapter:

(1) "Credit card" means a card, plate, or similar device used to make purchases on credit or to borrow money.

(2) "Payment by electronic means" means payment by telephone or computer but does not include payment in person or by mail.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1997, 75th Leg., ch. 148, Sec. 5, eff. Sept. 1, 1997.

Sec. 132.002. PAYMENT OF FEES OR COSTS BY CREDIT CARD OR ELECTRONIC MEANS. (a) The commissioners court of a county may authorize a county or precinct officer who collects fees, fines, court costs, or other charges on behalf of the county or the state to accept payment by credit card, the electronic processing of checks, or other electronic means of a fee, fine, court costs, or other charge. The commissioners court may also authorize a county or precinct officer to collect and retain a reimbursement fee for processing the payment by credit card, the electronic processing of checks, or other electronic means.

(b) The governing body of a municipality may authorize a municipal official who collects fees, fines, court costs, or other charges to:

(1) accept payment by credit card of a fee, fine, court cost, or other charge; and

(2) collect a reimbursement fee for processing the payment by credit card.

(c) The governing body of a municipality may authorize the acceptance of payment by credit card without requiring collection of a reimbursement fee.

(d) The commissioners court may authorize a county or

precinct officer who collects fees, fines, court costs, or other charges on behalf of the county or the state to accept payment by electronic means of a fee, fine, court costs, or other charge. The commissioners court may also authorize a county or precinct officer to collect and retain a reimbursement fee for processing the payment by electronic means.

(e) A commissioners court may authorize the acceptance of payment by credit card or by electronic means without requiring collection of a reimbursement fee.

(f) The director of a community supervision and corrections department, with the approval of the judges described by Section 76.002, Government Code, may authorize a community supervision official who collects fees, fines, court costs, and other charges to:

(1) accept payment by debit card or credit card of a fee, fine, court cost, or other charge; and

(2) collect a reimbursement fee for processing the payment by debit card or credit card.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1997, 75th Leg., ch. 148, Sec. 6, eff. Sept. 1, 1997; Acts 2001, 77th Leg., ch. 569, Sec. 1, eff. June 11, 2001.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 1205 (H.B. 1678), Sec. 9, eff. September 1, 2007.

Acts 2011, 82nd Leg., R.S., Ch. 1022 (H.B. 2717), Sec. 4, eff. June 17, 2011.

Acts 2011, 82nd Leg., R.S., Ch. 1341 (S.B. 1233), Sec. 17, eff. June 17, 2011.

Acts 2013, 83rd Leg., R.S., Ch. 161 (S.B. 1093), Sec. 12.002, eff. September 1, 2013.

Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 2.52, eff. January 1, 2020.

Sec. 132.003. REIMBURSEMENT FEE FOR PROCESSING CERTAIN PAYMENTS. (a) The commissioners court shall set a reimbursement fee in an amount that is reasonably related to the expense incurred by the county or precinct officer in processing the payment by

credit card. However, the court may not set the fee authorized by this subsection in an amount that exceeds five percent of the amount of the fee, court cost, or other charge being paid.

(b) The governing body of a municipality shall set the reimbursement fee in an amount that is reasonably related to the expense incurred by the municipal official in processing the payment by credit card. However, the governing body may not set the fee authorized by this subsection in **an amount that exceeds five percent** of the amount of the fee, fine, court cost, or other charge being paid.

(c) If the commissioners court authorizes collection of a reimbursement fee for processing a payment by electronic means under Section 132.002(d), the reimbursement fee shall be set:

(1) at a flat rate that does not exceed \$5 for each payment transaction; or

(2) at a rate that is reasonably related to the expense incurred by the county or precinct officer in processing a payment by electronic means and that does not exceed five percent of the amount of the fee, court cost, or other charge being paid.

(d) In addition to the reimbursement fee set under Subsection (a), the commissioners court of a county may authorize a county or precinct officer to collect on behalf of the county from a person making payment by credit card a reimbursement fee in an amount equal to the amount of any transaction fee charged to the county by a vendor providing services in connection with payments made by credit card. The limitation prescribed by Subsection (a) on the amount of a reimbursement fee under that subsection does not apply to a reimbursement fee collected under this subsection.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1997, 75th Leg., ch. 148, Sec. 7, eff. Sept. 1, 1997; Acts 2001, 77th Leg., ch. 126, Sec. 1, eff. May 15, 2001.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 2.53, eff. January 1, 2020.

Sec. 132.004. SERVICE CHARGE. If, for any reason, a payment by credit card is not honored by the credit card company on which

the funds are drawn, the county or municipality may collect a service charge from the person who owes the fee, fine, court cost, or other charge. The service charge is in addition to the original fee, fine, court cost, or other charge and is for the collection of that original amount. The amount of the service charge is the same amount as the fee charged for the collection of a check drawn on an account with insufficient funds.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 132.005. ENCUMBRANCE OF CREDIT CARDS; FEE. A county or municipality may contract with a company that issues credit cards to collect and seize credit cards issued by the company that are outdated or otherwise unauthorized. The county or municipality may charge the company a fee for the return of the credit cards.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 132.006. DISPOSITION OF FEES AND CHARGES. (a) The county or precinct officer collecting a fee or charge under this chapter shall deposit the fee or charge in the general fund of the county.

(b) The municipal official collecting a fee or charge under this chapter shall deposit the fee or charge in the general fund of the municipality.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 132.007. INFORMATION, SERVICES, AND PAYMENT THROUGH THE INTERNET. (a) A county or municipality may provide through the Internet:

- (1) access to information;
- (2) collection of payments for taxes, fines, fees, court costs, or other charges; or
- (3) other county and municipal services authorized by law.

(b) A county or municipality may charge a reasonable fee for providing access, collecting payments, or providing services authorized by this section.

(c) A county or municipality that provides access to

information or provides services through the Internet under Subsection (a)(1) or (3):

(1) may only charge a fee for the access or service if the fee is designed to recover the costs directly and reasonably incurred in providing the access or service; and

(2) may charge the fee only if the governing body of the county or municipality determines that providing access to the information or providing the service through the Internet would not be feasible without the imposition of the charge.

(d) A county or municipality may contract with a vendor to provide access, collect payments, or provide services authorized by Subsection (a). A vendor must promptly submit to the county or municipality all payments collected on behalf of the county or municipality under this section. The county or municipality must approve any fee charged by a vendor under a contract authorized by this subsection.

Added by Acts 2001, 77th Leg., ch. 94, Sec. 1, eff. May 11, 2001.

Amended by Acts 2003, 78th Leg., ch. 1304, Sec. 1, eff. Sept. 1, 2003.

Number of Employees in Position

City	Population	Job Title	FLSA Exemption	Level Position	Best Aligns	Annual Actual Base Salary	Formal Annual Salary Min	Formal Annual Salary Mid	Formal Annual Salary Max	Notes	Entry Date
Dumas	15,001	Permit Technician	1 Non-Exempt	Non-Supervisory		31,305	30,576	36,691	42,806		2/23/2021
Littlefield	6,372	Permit Technician	1 Non-Exempt	Non-Supervisory		45,275	27,747	34,674	42,245		2/5/2021
Wichita Falls	106,876	Permit Technician	2 Non-Exempt	Non-Supervisory		25,646	21,000	26,000	31,000		3/18/2021
Breckenridge	5,868	Permit Technician	1 Exempt	Non-Supervisory		40,848	40,835	49,003	57,169	Bldg Off I	4/22/2020
Brownwood	19,288	Permit Technician	1 Non-Exempt	Non-Supervisory		36,338					3/31/2020
Converse	28,171	Permit Technician	1 Non-Exempt	Non-Supervisory		39,166	35,030	42,022	49,037		3/19/2021
Kerrville	23,754	Permit Technician	1 Non-Exempt	Non-Supervisory		33,280	29,458		42,756		2/12/2020
Schertz	42,042	Permit Technician	2 Non-Exempt	Non-Supervisory		41,080	31,429	39,229	50,211		2/5/2021
Seguin	32,000	Permit Technician	1 Non-Exempt	Non-Supervisory		39,500					3/16/2021
Aledo	4,985	Permit Technician	1 Non-Exempt	Non-Supervisory		40,976					3/10/2021
Argyle	4,381	Permit Technician	1 Non-Exempt	Non-Supervisory		42,500					2/5/2021
Aubrey	4,895	Permit Technician	1 Non-Exempt	Non-Supervisory		45,413	32,918	39,979	45,413	Permit Clerk	3/31/2020
Azle	13,351	Permit Technician	1 Non-Exempt	Non-Supervisory		0	0	0	0		2/12/2020
Cleburne	31,295	Permit Technician	1 Non-Exempt	Non-Supervisory		39,312	38,246		54,530		4/29/2021
Crowley	16,460	Permit Technician	1 Non-Exempt	Non-Supervisory		30,184	28,622	35,778	42,933		4/9/2020
Fort Worth	909,585	Permit Technician	6 Non-Exempt	Non-Supervisory		47,632	34,652	41,579	48,505		4/1/2020
Grapevine	55,281	Permit Technician	2 Non-Exempt	Non-Supervisory						Includes utility billing, court administrator, accounting	3/2/2021
Hudson Oaks	2,479	Permit Technician	1 Exempt	Non-Supervisory		62,367					2/26/2020
Krugerville	1,680	Permit Technician	1 Non-Exempt	Non-Supervisory		45,427					4/12/2021
Lake Worth	5,000	Permit Technician	1 Non-Exempt	Non-Supervisory		46,404	36,400	389,485	49,140		2/5/2021
Lewisville	109,212	Permit Technician	2 Non-Exempt	Non-Supervisory		34,746	33,408	43,562	58,800		3/12/2021
Mansfield	73,410	Permit Technician	1 Non-Exempt	Non-Supervisory		50,596	42,000	50,400	58,800		3/18/2021
Northlake	7,140	Permit Technician	1 Non-Exempt	Non-Supervisory		46,260	35,000	43,750	52,500		3/9/2021
Pantego	2,750	Permit Technician	1 Non-Exempt	Non-Supervisory		37,305					2/16/2021
Pilot Point	5,047	Permit Technician	1 Non-Exempt	Non-Supervisory		48,693	37,001	48,691	64,072		2/14/2020
Providence Village	7,542	Permit Technician	2 Non-Exempt	Non-Supervisory		41,761					2/10/2021
Roanoke	9,388	Permit Technician	1 Non-Exempt	Non-Supervisory		43,056	38,500		53,900	N/A	4/24/2020
Saginaw	23,090	Permit Technician	1 Non-Exempt	Non-Supervisory		45,074	43,297		54,848	Executive Asst. Building	3/18/2020
Corsicana	23,989	Permit Technician	1 Non-Exempt	Non-Supervisory		28,686	28,686		40,646		3/9/2021
Gatesville	15,985	Permit Technician	1 Non-Exempt	Non-Supervisory		51,555					3/9/2021
Killeen	151,666	Permit Technician	2 Non-Exempt	Non-Supervisory		30,206	26,147		39,221	Building Permit Clerk	2/24/2021
Retreat	377	Permit Technician	1 Exempt	Supervisor		7,200					3/31/2020
Rosebud	1,412	Permit Technician	1 Non-Exempt	Supervisor		29,453					2/22/2021
Waco	139,236	Permit Technician	3 Non-Exempt	Non-Supervisory		37,374	28,738	37,322	45,906		2/9/2021
Whitney	2,177	Permit Technician	1 Non-Exempt	Non-Supervisory		34,216				holds job of court clerk	3/31/2020
Woodway	9,024	Permit Technician	2 Non-Exempt	Non-Supervisory		43,600	31,200		49,920		2/25/2021
Buda	16,906	Permit Technician	1 Exempt	Non-Supervisory		35,589	33,380	43,394	53,409		4/23/2021
Burnet	7,100	Permit Technician	1 Non-Exempt	Non-Supervisory		43,181					2/8/2021
Cedar Park	83,000	Permit Technician	2 Non-Exempt	Non-Supervisory		37,246	33,453	40,796	48,140		2/19/2020
Elgin	10,314	Permit Technician	1 Non-Exempt	Non-Supervisory		35,360					3/9/2020
Flintonia	1,455	Permit Technician	1 Non-Exempt	Non-Supervisory		38,542					2/12/2020
La Grange	4,712	Permit Technician	1 Non-Exempt	Non-Supervisory		43,867					3/26/2021
Lexington	1,178	Permit Technician	1 Non-Exempt	Non-Supervisory		37,500					2/11/2021
Liberty Hill	2,931	Permit Technician	1 Non-Exempt	Non-Supervisory		56,000					3/11/2021
Manor	13,866	Permit Technician	1 Non-Exempt	Non-Supervisory		37,303	31,695	37,288	42,882		3/8/2021

Marble Falls	7,038 Permit Technician	1 Non-Exempt Non-Supervisory	35,526	33,336	40,670	47,991	5/4/2021
Taylor	17,383 Permit Technician	1 Non-Exempt Non-Supervisory	40,684	34,583	40,686	46,788	2/19/2020
Three Rivers	10,759 Permit Technician	2 Non-Exempt Non-Supervisory	38,168				3/15/2021
Victoria	1,616 Permit Technician	1 Non-Exempt Non-Supervisory	31,497	32,448			2/27/2020
Addison	67,670 Permit Technician	1 Non-Exempt Non-Supervisory	39,290	39,290	0	58,150	4/22/2020
Allen	16,263 Permit Technician	1 Non-Exempt Non-Supervisory	46,040	34,863	43,577	52,295	3/11/2021
Blach Springs	105,623 Permit Technician	2 Non-Exempt Non-Supervisory	39,274	34,563	42,340	50,118	2/5/2021
Canton	25,363 Permit Technician	1 Non-Exempt Non-Supervisory	15	0	0	20	3/23/2021
Carrollton	3,878 Permit Technician	1 Non-Exempt Non-Supervisory	32,947	20,800	32,136	32,136	3/31/2020
Cedar Hill	139,248 Permit Technician	2 Non-Exempt Non-Supervisory	34,154	34,154	40,760	47,815	3/9/2021
Coppell	48,710 Permit Technician	1 Exempt Non-Supervisory	47,923	36,062	43,750	51,437	2/18/2020
DeSoto	41,941 Permit Technician	1 Non-Exempt Non-Supervisory	42,224	38,147	46,716	55,307	3/16/2021
Frisco	53,568 Permit Technician	1 Non-Exempt Non-Supervisory	43,062	38,147	45,599	53,974	3/1/2021
Greenville	200,490 Permit Technician	3 Non-Exempt Non-Supervisory	47,404	37,223	45,599	53,974	3/10/2021
Gunter	28,827 Permit Technician	1 Non-Exempt Non-Supervisory	30,582	26,790	31,695	36,599	2/20/2020
Hutchins	1,500 Permit Technician	1 Non-Exempt Non-Supervisory	41,267	35,297	51,168	51,168	3/25/2020
Mabank	5,866 Permit Technician	1 Non-Exempt Non-Supervisory	27,040	29,937	36,673	43,409	3/8/2021
Mesquite	3,995 Permit Technician	1 Non-Exempt Non-Supervisory	31,534	29,937	36,673	43,409	2/13/2020
Quinlan	145,410 Permit Technician	1 Non-Exempt Non-Supervisory	17	12	0	0	2/17/2021
Rowlett	1,535 Permit Technician	1 Non-Exempt Non-Supervisory	36,811	35,913	44,891	53,869	4/1/2020
Seagoville	67,399 Permit Technician	3 Non-Exempt Non-Supervisory	43,507	35,854	44,302	52,749	2/18/2021
Sunnyvale	16,978 Permit Technician	1 Non-Exempt Non-Supervisory	46,540	34,399	40,470	46,540	3/9/2021
Wilmer	6,841 Permit Technician	1 Non-Exempt Non-Supervisory	40,560	36,784	42,780	48,776	3/22/2021
Wylie	4,772 Permit Technician	1 Non-Exempt Non-Supervisory	45,937	32,131	39,361	46,591	3/17/2021
Anahuac	53,067 Permit Technician	2 Non-Exempt Non-Supervisory	33,280	32,829	32,866	38,902	3/12/2021
Angleton	2,376 Permit Technician	1 Non-Exempt Non-Supervisory	30,680	26,829	32,866	38,902	2/5/2021
Bellaire	19,565 Permit Technician	1 Non-Exempt Non-Supervisory	0	34,383	40,835	50,213	2/9/2021
Conroe	18,971 Permit Technician	1 Non-Exempt Non-Supervisory	37,244	35,793	44,742	53,690	4/5/2021
El Campo	91,079 Permit Technician	4 Non-Exempt Non-Supervisory	35,861	31,158	37,205	44,424	4/9/2020
Friendswood	11,766 Permit Technician	1 Non-Exempt Non-Supervisory	40,591	33,550	43,243	52,936	3/18/2021
Hedwig Village	41,118 Permit Technician	2 Non-Exempt Non-Supervisory	57,900	57,900	57,900	57,900	4/16/2020
Hempstead	2,748 Permit Technician	1 Non-Exempt Non-Supervisory	34,278	34,278	37,130	37,130	2/19/2021
Hitchcock	8,355 Permit Technician	2 Non-Exempt Non-Supervisory	39,873	31,532	38,417	46,800	4/3/2020
Huntsville	7,914 Permit Technician	1 Non-Exempt Non-Supervisory	36,258	29,813	37,264	44,716	2/11/2021
La Porte	42,741 Permit Technician	2 Non-Exempt Non-Supervisory	32,906	32,906	37,264	44,716	3/9/2021
Magdalena	35,423 Permit Technician	3 Non-Exempt Non-Supervisory	33,280	32,906	37,264	44,716	3/19/2021
Navasota	2,105 Permit Technician	1 Non-Exempt Non-Supervisory	35,715	32,780	36,823	49,067	3/9/2021
Sealy	7,998 Permit Technician	1 Non-Exempt Non-Supervisory	45,287	36,823	43,968	55,697	6/12/2020
Shenandoah	6,538 Permit Technician	1 Non-Exempt Non-Supervisory	42,182	42,182	44,138	44,138	2/5/2021
Texas City	2,987 Permit Technician	2 Non-Exempt Non-Supervisory	37,003	37,003	42,182	44,138	4/21/2020
Wharton	47,902 Permit Technician	2 Non-Exempt Non-Supervisory	27,818	20,461	28,787	28,787	2/12/2020
Nacogdoches	8,832 Permit Technician	1 Non-Exempt Non-Supervisory	22,553	20,461	40,121	40,121	2/25/2021
Paris	33,932 Permit Technician	1 Non-Exempt Non-Supervisory	40,121	40,121	40,121	40,121	2/12/2020
White Oak	26,539 Permit Technician	1 Non-Exempt Non-Supervisory	34,407	34,407	40,121	40,121	2/13/2020
Center	6,544 Permit Technician	1 Non-Exempt Non-Supervisory	34,407	34,407	40,121	40,121	3/5/2020
Center	5,401 Permit Technician	1 Non-Exempt Supervisor	34,407	34,407	40,121	40,121	3/19/2021

Utility Clerk does this job

Also Utility Clerk

Also AP Clerk