

THE STATE OF TEXAS  
CITY OF RIO HONDO  
COUNTY OF CAMERON

Juan Garza, Commissioner Place 1  
Margaret Perez, Mayor Pro-Tem  
Jose S. Cavazos, Commissioner Place 5

Esteban Bocanegra, Place 2  
Olga Gallegos, Commissioner, Place 4

Gustavo Olivares  
Mayor

**City Commission of the City of Rio Hondo  
September 17, 2024**

Pursuant to Chapter 551, Title 5 of the Texas Government Code, the Texas Open Meetings Act, notice is hereby given that the governing body of the City of Rio Hondo, Texas will convene for a Regular Meeting, at **6:00 p.m.** on Tuesday, September 17, 2024, at the City Commission Chambers on the Second Floor of the Rio Hondo Municipal Building located at 121 N. Arroyo Blvd., Rio Hondo, Texas 78583.

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**Call meeting to Order (City Commission)**

**PLEDGE OF ALLEGIANCE**

**UNITED STATES PLEDGE**

**INVOCATION:**

**Regular Agenda:**

- 1. Mayor's and Commissioners' Reports**
- 2. Reports: Administrator** Pursuant to Texas Government Code Section 551.0415, the City Commission, without having provided notice, may make reports about items of community interest if no action is taken and possible action is not discussed regarding the information provided in the report. "Items of community interest" include: (1) expressions thanks, congratulations or condolence; (2) information regarding holiday schedules; (3) an honorary or salutatory recognition of a public official, public employee or other citizen, except the discussions regarding a change in the status of a person's public office or public employment is not an honorary or salutatory recognition for the purposes of the City of Rio Hondo; (4) a reminder about an upcoming event organized or sponsored by the governing body; (5) information regarding a social, ceremonial or community event organized or sponsored by an entity other than the City of Rio Hondo that was attend or is scheduled to be attended by a member of the governing body or an official or employee of the City of Rio Hondo; and (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda
- 3. Public Comment Period:** *Please Note- The Public Comment Period is designated for hearing concerns regarding City of Rio Hondo Public Policy or City of Rio Hondo business that is or is not on the agenda or items listed on the agenda.*
- 4. Consideration and Action on approving the August 27, 2024 City Commission Minutes.**
- 5. Audience with Neal Cobb – regarding economic development.**

6. Public Hearing on the City of Rio Hondo Fiscal Year budget from October 1, 2024, to September 30, 2025.
7. Consideration and Action approving the City of Rio Hondo Fiscal Year October 1, 2024, to September 30, 2025, budget.
8. Consideration and Action on Resolution 2024-09 ratifying the property tax rate reflected in the City's Fiscal Year October 2, 2024, to September 30, 2025, operating budget.
9. Public Hearing on Ordinance 2024-10 of the City of Rio Hondo, Texas, levying ad valorem taxes for the use and support of the Municipal Government of the City of Rio Hondo, Texas, beginning October 1, 2024, and ending September 30, 2025; providing for the apportioning each levy for specific purposes; providing a deadline; and providing for a lien on real and personal property to secure the payment of taxes assessed.
10. Consideration and Action approving Ordinance 2024-10 of the City of Rio Hondo, which approves a real and personal property rate of 0.812207 per \$100 valuation from October 1, 2024, to September 30, 2025.
11. Consideration and Action approving the Employee Work Hours Policy, Employee Drug Policy, and Vacant Position Policy.
12. Consideration and Action on Holiday Calander for Fiscal Year October 1, 2024, to September 30, 2025.
13. Consideration and Action to cancel the September 24, 2024, City Commission Meeting.
14. Adjournment.

Note: The City Commission for the City of Rio Hondo the right to adjourn into executive session at any time during this meeting to discuss any matters, as authorized by the Texas Government Code, including but not limited to Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

***Note: The Meeting is accessible to Americans with Disabilities. Persons with disabilities who plan to attend this meeting and who may need assistance, please call the City Secretary at (956) 748-2102, with at least twenty-four hours prior to the meeting.***

  
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Gustavo Olivares  
Mayor of the City of Rio Hondo

Posted: Friday, September 13, 2023, at 3:35 p.m.

I, City Secretary for the City of Rio Hondo, do hereby certify that this Notice of Meeting is a true and correct record and was posted in the bulletin board outside City Hall, and the bulletin board in the City Hall lobby, at 121 N. Arroyo Blvd, Rio Hondo, Texas 78583 and remained so posted continuously for at least 72 hours preceding the scheduled time

## **MINUTES FROM A REGULAR MEETING ON August 27, 2024**

The Government Body of the City of Rio Hondo, Texas met in a Regular Meeting on August 27, 2024 at 6:30 pm in the Commission Chambers at City Hall, with Mayor- Gustavo Olivares Presiding- Present, Mayor Pro-Tem- Margaret Perez , Present and Commissioners, Juan Garza- Present, Esteban Bocanegra- Absent, Olga Gallegos- Present, and Jose Cavazos- Present  
**PLEDGE OF ALLEGIANCE –Led by Mayor Olivares at 6:30 p.m.**

**INVOCATION: By Commissioner Margaret Perez**

### **Regular Agenda:**

1. **Mayor's and Commissioners' Reports** Commissioner Jose Cavazos reported drain issues inside the park were still not fixed. Mr. Medina stated it is currently being worked on.
2. **Reports: Administrator Mr. Medina stated the City of Rio Hondo Newsletter is available for viewing on the city's Facebook page and the city's web page. Mayor Olivares proposed the newsletter be mailed to residents to reach those who did not have internet.**
3. **Public Comment Period: *Please Note- The Public Comment Period is designated for hearing concerns regarding City of Rio Hondo Public Policy or City of Rio Hondo business that is or is not on the agenda or items listed on the agenda.* Citizen Steve Flores stated concerns of easement being part of his lot.**
4. Consideration and Action to approve July 23, 2024, City Commission Meeting Minutes. Tabled. A motion by Commissioner Perez was made to the table and seconded by Commissioner Gallegos. Motion passed unanimously.
5. Consideration and Action to approve the City of Rio Hondo Spotted Sea Trout Park user fees. Fees were discussed and agreed upon and is ready for ordinance. The Commission recommended the following fees. All users pay five dollars, RV will be 30 dollars per day or two hundred dollars per a two week for a two week maximum. Overnight camping will be for twenty dollars per night. No action was taken
6. Presentation of the 2024 Tax rate Calculation Tax Worksheet. Mr. Medina went over tax rates for the past three years, which have remained the same. Mr. Medina mentioned how property values are increasing and suggests decreasing the tax rate to keep the city's revenue balanced. Mr. Medina recommended a lower tax rate of 0.804012 vs. the 0.812207. The budget was set at the 2024 Voter Approval Rate. No action was taken.

7. Budget workshop for October 1, 2024, to September 30, 2025, Fiscal Year. Departments went over budget and proposed budget. The Municipal Court, Library, Senior Center and the Public Safety presented their budgets. No action was taken.
8. Consideration and Action on having Special Meetings on September 17, 2024. This item was motioned by Commissioner Perez and seconded by Commissioner Garza and passed unanimously.
9. Status report on the Bridge-Fest Celebration. Mayor Olivares declared Bridge-Fest Celebration a success and mentions the additional funds remaining will be utilized for next year's event. The Mayor mentioned that over thirteen thousand dollars had been raised for the event from sponsors.
10. Executive Session to consult with the City Attorney under Section 551.071 of the Texas Local Government Code regarding the process to designate city-owned land as surplus land. No action was taken.
11. Adjournment

Approved

\_\_\_\_\_  
Gustavo Olivares, Mayor

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

Attest:

\_\_\_\_\_  
Ben Medina, City Administrator.

# Item 8

RESOLUTION 2024-09

RESOLUTION OF THE CITY OF RIO HONDO, TEXAS

RATIFYING THE PROPERTY TAX RATE REFLECTED IN THE CITY'S  
FISCAL YEAR OCTOBER 1, 2024 TO SEPTEMBER 30, 2025 OPERATING  
BUDGET

WHEREAS, as per Local Government Code Sec. 102.007(c) adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of the governing body to ratify the property tax increase reflected in the budget; and

WHEREAS, the Fiscal Year 2024-2025 Budget, as adopted, requires raising more revenue from property taxes than in the previous year, and includes a decrease in the property tax rate of 0.804012, which is an increase of \$0.81 cents per \$100.00 valuation; and

WHEREAS, this ratification vote is in addition to and separate from the vote to adopt the budget and a vote to set the tax rate required by Chapter 26, Tax Code, or other law;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE  
CITY OF RIO HONDO, TEXAS:

Section 1. The City Commission of the City of Rio Hondo, Texas, hereby ratifies the property tax reflected in this year's City budget, as adopted by this City Commission, which will raise more total property tax revenue than last year's City budget by \$64,888.67 and, of that amount (\$64,888.67) is tax revenue to be raised from new property added to the tax roll this year.

Section 2. This resolution shall take effect immediately from and after its adoption and is accordingly resolved.

APPROVED this 17<sup>th</sup> day of September 2024.

CITY OF RIO HONDO, TEXAS

By:

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GUSTAVO OLIVARES, Mayor

ATTEST:

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City Secretary

# Item 10



ORDINANCE NO 2024-10

AN ORDINANCE OF THE CITY OF RIO HONDO, TEXAS, LEVYING AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF RIO HONDO, TEXAS, BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; PROVIDING FOR A DEADLINE; PROVIDING FOR A LIEN ON REAL AND PERSONAL PROPERTY TO SECURE THE PAYMENT OF TAXES ASSESSED; AND DEALING WITH RELATED MATTERS

WHEREAS, the City Commission approved the municipal budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025;

WHEREAS, the City Commission ratified the property tax revenue increase reflected in the fiscal year 2024-2025 approved budget; and

WHEREAS, it is necessary that an ordinance be passed levying an ad valorem tax on all property, both real and personal, within the corporate limits of the City of Rio Hondo, Texas in accordance with such budget and the Texas Tax Code;

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RIO HONDO, TEXAS.

Section 1. That there is hereby levied and there shall be collected for the maintenance and operation of the municipal government of the City of Rio Hondo, Texas for the 2024-2025 Fiscal Year upon all property, real, personal and mixed, within the corporate limits of said City subject to taxation, a tax of \$0.804012 cents on each One Hundred Dollars (\$ 100) valuation on property.

THIS TAX RATE IS LOWER PERCENTAGE TAX RATE FOR FY 2024-2025.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL BE LOWER THAN LAST YEAR AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A

## \$100,000 HOME BY APPROXIMATELY \$804.12

Section 2. That there is hereby levied and there shall be collected for the City of Rio Hondo, Texas as follows:

### SUMMARY

The following ad valorem tax rate is adopted per \$100.00 valuation

1. Maintenance and operations of the general government (General Fund)	\$0.522586
2. Interest and Sinking fund (Debt Rate)	<u>\$0.281426</u>
Total Tax 0.804012 per \$100 of valuation	\$0.804012

Section 3. That all monies collected under this Ordinance for the specific items herein named, be and the same hereby appropriated and set apart for the specific purposes indicated in each item and the Toy Assessor/Collector of Taxes, and the City Administrator shall keep these accounts so as to readily and distinctly show the amount collected, the amount expended and the amount on hand at any time belonging, to such funds. All receipts for the City not specifically apportioned are hereby made payable to the General fund.

Taxes levied under this Ordinance shall be due October 1, 2024 and if not paid on or before January 31, 2025 shall immediately become delinquent.

Section 4. All taxes shall become a lien upon the property against which assessed, and the tax assessor and collector for the City of Rio Hondo is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and Ordinances of the City of Rio Hondo shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and the interest and penalty collected from such delinquent taxes shall be appropriated to the General Fund of the City of Rio Hondo. All delinquent taxes shall bear interest from date of delinquency at the rate prescribed by state law.

Section 5. That this ordinance shall take effect and be in force on October 1, 2024.

PASSED AND APPROVED ON THIS 17<sup>th</sup> DAY OF SEPTEMBER 2023.

APPROVED MAYOR: Gustavo Olivares

# Item 11

**CITY OF RIO HONDO**  
**DRUG-FREE WORKPLACE POLICY**

The City of Rio Hondo intends to help provide a safe and drug-free work environment for employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees in the City of Rio Hondo

The City of Rio Hondo explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on City of Rio Hondo premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the City of Rio Hondo or City premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the City of Rio Hondo's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the City of Rio Hondo or City premises if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the City of Rio Hondo's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the City of Rio Hondo or its City's, or while on City of Rio Hondo business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken by a prescription given to the employee.

The City of Rio Hondo will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the City of Rio Hondo.
- **FOR-CAUSE TESTING:** The City of Rio Hondo may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

- POST-ACCIDENT TESTING: Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action become final.

# City of Rio Hondo

## Work Hours Policy

supervisor in accordance with procedures established by his/her department.

Departments may establish guidelines for varying levels of response to call-back situations depending upon the nature and importance of services to be completed.

### VIII. TRAVEL TIME

Travel time during regular work hours is compensable for non-exempt employees. Travel time, which is outside of regular working hours, is not compensable, unless the employee is performing work approved by supervisor.

### IX. TIMEKEEPING

Federal and State laws require the City to keep an accurate record of the time worked by all nonexempt employees. Accordingly, accurately recording time worked is the responsibility of every nonexempt employee. Time worked is all the time actually spent on the job performing assigned duties. Nonexempt employees must accurately record the time they begin and end their workday, as well as the beginning and ending time of each meal period. Nonexempt employees may not begin working prior to their scheduled start time without prior approval from their supervisor. They must also record the beginning and ending time of any split shift, break or departure from work for personal

reasons. Overtime work must **always** be approved **before** it is performed.

It is the employee's responsibility to sign his or her time sheet each pay period to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. If corrections or modifications need to be made to the time record, both the employee and the supervisor must verify the accuracy of the changes and initial the time record. Altering, falsifying, tampering with time records, or recording another employee in or out will likely result in immediate disciplinary action, up to and including termination of employment.

### X. APPENDIX

- A. Wage Deduction Authorization Agreement

# City of Rio Hondo Vacant Position Policy

## I. PURPOSE

This policy describes procedures for filling vacant positions.

## II. POLICIES AND PROCEDURES

This policy describes procedures to be used by the City of Rio Hondo to fill vacant positions within the organization. The procedures cover hiring, promoting, transferring and demoting. Exceptions must be signed/approved by the city administrator.

### A. VACANCY IDENTIFICATION

Department Directors shall notify Human Resources when a vacancy occurs (or is imminent) by submitting a Request for Employee Form.

### B. VACANCY ANNOUNCEMENT

Human Resources shall publicly announce, by appropriate means, all City vacancies. Job opportunity announcements will be prepared, posted, and distributed only when there is or will soon be a vacancy. Insofar as practical, each announcement shall specify the title, salary and nature of the position available, the required qualifications, and essential functions. The announcements for city employees only will be posted for five (5) working days. Announcements to the public may specify a deadline for application (normally five to ten days after initial public posting). This period may be shortened or extended, depending upon the circumstances. In high-turnover or critical-skill situations that make application deadlines unrealistic, announcements can be posted as "open until filled." Human

Resources shall maintain a bulletin board of announced vacancies for public inspection.

### C. VACANCY APPLICATION

Applications for initial employment, promotion or transfer shall be submitted as specified in the job opportunity announcement or as prescribed by Human Resources. Only applications officially received in the prescribed manner shall be considered. All information submitted is subject to verification.

### D. PRE-EMPLOYMENT PROCESS

The hiring department and Human Resources shall work through the application process jointly to ensure that applicants are treated equally. The departmental application processing steps are explained below:

#### 1. Minimum Qualification Verification

After the application deadline, Human Resources will review the applications and eliminate those not meeting the minimum qualifications specified in the job announcement. Only applications meeting the minimum qualifications will be sent to the interviewing department. Depending on recruiting circumstances, the department director may grant exceptions upon request.

#### 2. Applicant Evaluation

The hiring department director or supervisor will review the applications, and the human resources department will schedule interviews. Interviewers shall complete an Applicant Referral Form following each interview process. After all reviews have been completed, the applications and Applicant Referral Form(s) shall be returned to Human Resources indicating the supervisor's choices in rank order.

### 3. Applicant Disqualification

Applicants may be disqualified from consideration for any of the following reasons:

- a. They do not meet the necessary position-performance qualifications or any State or Federal requirements.
- b. They make false statements on the application form or supplements.
- c. They commit or attempt to commit a fraudulent act at any stage of the selection process.
- d. They are in violation of the City of Rio Hondo Substance Abuse Policy.
- e. They are not legally permitted to work in the United States due to their alien status.
- f. Do not have a driver's license.

### 4. Nepotism

Employment may be restricted when an applicant or current employee is related by blood (consanguinity) or marriage (affinity) to another City employee or official.

- a. Nepotism restrictions are as follows:
  - (1) An individual related within the third degree of consanguinity or second degree of affinity to a member of the City Commission, or the Manager, shall not be appointed to serve or be employed in any position in the City.
  - (2) An individual related within the third degree of consanguinity or second degree of affinity to a Department Director shall not be hired into a position within that department.
  - (3) An individual shall not be hired into any position directly

supervised by someone to whom he/she is related within the third degree of consanguinity or second degree of affinity.

- (4) An individual shall not be hired into any position if the appointment would create a close working relationship within the department or functional area that could affect the health, safety or welfare of the employees; or the efficient departmental operation; or the best interests of the City.
- b. Relatives employed as of the effective date of this rule are exempt.
- c. Should a current employee become a relative of another employee and fall under the provisions of this rule, one of the employees must transfer to another area, resign or face termination. This rule applies to full-time, part-time, regular and temporary positions.

### 5. Residency

Residency requirements or reasonable response time requirements may be established for certain positions. These requirements will depend on the duties of the position.

### 6. Screenings and Examinations

All persons selected for initial appointment shall undergo a drug screening test. Some job requirements may require a thorough medical examination.

Each of these tests will be conducted at the City's expense and in a manner prescribed by Risk Management.



Employment shall be contingent upon successful completion of the required screening(s) and medical examination(s).

**7. Background Checks**

The City of Rio Hondo may conduct criminal history records checks on all new employees, including those in parttime, temporary and selected volunteer positions. Applicants selected may be offered provisional employment pending results. If applicants have not provided accurate information regarding their criminal history, they may be dismissed from employment.

NOTE: A criminal conviction will not necessarily disqualify an applicant for employment. The conviction will be reviewed against the job requirements.

**E. PROMOTIONS**

Promotions are position changes to classes with higher maximum salaries. Qualified employees may apply for promotion to vacant positions when positions are advertised or posted.

Employees in their introductory period are not eligible for promotion. Exceptions may be granted by the City Administrator when such promotion is in the best interest of the City.

The following process shall be utilized for promotions:

**1. Application**

An employee applying for any position Must complete an employment application.

**2. Contacts**

Qualified employees referred to the hiring department shall be contacted by the Human Resources Department for interviewing arrangements.

**3. Transfer Dates**

If an employee is selected to fill the vacancy, the hiring department shall contact the employee's current department to establish a mutually agreed-upon transfer date. The department may require the employee to give two weeks' notice. Promotions should be effective the first day of a payroll period.

**4. Promotion Initiation**

The gaining department will initiate an Employee Action Form to promote the employee.

**5. Temporary Positions**

Temporary promotions may be authorized by the City Administrator to ensure the proper performance of City functions if a position is vacant or the regular incumbent is absent. Temporary promotions are intended to be temporary and shall not be used to circumvent the normal selection process. The employee(s) involved shall not acquire any permanent status or rights to the positions to which they are temporarily promoted.

**F. LATERAL TRANSFERS**

A lateral transfer is the assignment of an employee from one position to another position in the same salary range. Qualified employees may apply for transfers to vacant

positions when the positions are advertised or posted.

Employees in their introductory period are not eligible for lateral transfers. Exceptions may be granted by the City Administrator when such lateral transfer is in the best interest of the City.

The transfer process is described below:

**1. Application**

Employees must complete an employment application.

**2. Contacts**

Qualified employees referred to the hiring department will be contacted by the human resources department for interview arrangements.

**3. Transfer Dates**

If an employee is selected to fill the vacancy, the hiring department shall contact the employee's current department to establish a mutually agreed-upon transfer date. The department may require the employee to give two weeks' notice. Transfers must be effective the first day of a payroll period.

**4. Transfer Initiation**

The gaining department will initiate an Employee Action Form to transfer the employee.

**5. Lateral Transfers**

Lateral transfers may be implemented at any time for administrative convenience.

# Item 12



121 N. Arroyo Blvd/P.O. Box 389  
 Rio Hondo, Texas 78583  
 Office: (956) 748-2102 Fax: (956) 748-4394

## 2024 – 2025 CITY HOLIDAY SCHEDULE

HOLIDAY	DATE(S) OBSERVED
Veterans Day	Monday, November 11, 2024
Thanksgiving	Thursday & Friday, November 28-29, 2024
Christmas Day	Tuesday & Wednesday, December 24 & 25, 2024
New Year's Day	Wednesday, January 1, 2025
Martin Luther King, Jr. Day	Monday, January 20, 2025
Presidents' Day	Monday, February 17, 2025
Cesar Chavez Day	Monday, March 31, 2025
Good Friday	Monday, April 18, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
<i>Presented at City Commission Meeting - September 17, 2024.</i>	