**NOTICE OF REGULAR MEETING**
**SEALY CITY COUNCIL**
**CITY COUNCIL CHAMBERS**
**415 MAIN STREET**
**SEALY, TX 77474**
**TUESDAY, JULY 15, 2025**
**6:00 P.M.**

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**Notice is hereby given of a Meeting of the City Council of Sealy to be held on the abovementioned date, time, and location for the purpose of considering the following agenda items. All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.**

## A. Call to Order

## B. Invocation and Pledges of Allegiance

## C. Roll Call and Certification of a Quorum

## D. Petition(s) and Public Comments

*Individuals shall have three (3) minutes to speak.*

## E. Discussion and Possible Action to Approve the agenda order or reorder

## F. Consent Agenda

(In accordance with Sec. 2-35. (1) of the Code of Ordinances, "Routine matters thought to require little or no deliberation by city council may be placed on a consent agenda, which shall be treated as one agenda item." At any time prior to the call for a vote on the consent agenda, any council member may request that one or more items may be removed from the consent agenda and handled separately in the same manner as a regular agenda item.)

- June 17, 2025 – Regular Agenda Minutes
- June 23, 2025 – Special Agenda Minutes
- Virgil & Josephine Gordon Memorial Library – Quarterly Report
- Financial Report for the Month Ending May 2025.
    - General Ledger vs Actuals
    - Fund Balance
    - Sales Tax Report
    - Check Register
- Ordinance for Disannexation from 4066 Twin Oaks, LLC, approximately 1.1657 acres at 3729 HWY 36, Sealy, Texas 77474, Austin County, Texas (Second of two readings)
- Approving CIAC Comment 2025-01, providing its Semi-Annual Report to the City.
- Amending Organizational Chart for the remainder of Fiscal Year 2024-2025.

- Approving Organizational Chart for Fiscal Year 2025-2026.
- Amending Job Descriptions of:
    - Assistant Chief of Police
    - Police Captain (Field Services)
    - Police Captain (Support Services)
    - City Secretary
    - Assistant City Secretary
    - HR/Purchasing Coordinator
    - Finance/HR Director

**G. Public Hearing: Notice of a Public Hearing on Budget Amendment. The City Council for the City of Sealy, Texas, will hold a Public Hearing Amending the 2024-2025 Fiscal Year Budget of the City of Sealy, Texas, to be held on the 15th day of July 2025 at 6:00 p.m. in the City Council Chamber at 415 Main Street. All interested persons shall be given an opportunity to be heard for or against any item or the amount of any item contained in the proposed Budget Amendment.**

**H. Business**

1. Review, Discussion, and Possible Action regarding Chapter 29 – Downtown District Ordinance.
2. Discussion and Possible Action regarding Downtown District Strategic Plan.
3. Discussion and Possible Action regarding a Resolution to Amend Personnel Policy.
4. Discussion and Possible Action regarding Pay-Out of Excess Vacation Leave.
5. Discussion and Possible Action regarding Pay Scale.
6. Discussion and Possible Action regarding Performance-Based Merit Pay Increases for Fiscal Year 2024-2025.
7. Discussion and Possible Action regarding Adjustments for Retention of Public Works Department and Police Department for Fiscal Year 2025-2026.
8. Discussion and Possible Action regarding an Ordinance Amending the Budget for Fiscal Year 2024-2025.
9. Discussion and Possible Action regarding Renewal of the Customer Services Agreement with AllOne Health (formerly Deer Oaks EAP Services, LLC).
10. Discussion and Possible Action regarding Purchasing Shade Structures for the Irene LeBlanc Splash Pad in an amount not to exceed $50,000.

11. Discussion and Possible Action regarding Strand Task Order for W Front Street Infrastructure Improvement Project.

12. Discussion and Possible Action regarding Strand Task Order for Condensation Study at the Police Department Building

13. Discussion and Possible Action regarding Approving the Proposed Fiscal Year 2025-2026 Budget.

14. Discussion and Possible Action regarding Amending the Master Fee Schedule Ordinance.
(First of two readings)

    - Bulk Water
    - City Secretary Fees
    - City-Wide Event Fee

15. Reports or Requests from the City Manager and Discussion:

    - Budget and Tax Rate
    - Required Meeting Date Reminder

16. Reports, Announcements, or Requests from Councilmembers.

**I. Adjourn**

CERTIFICATION

*I, Sandra Vrablec, City Secretary of the City of Sealy, do hereby certify that the above notice of the City of Sealy, Texas, City Council, was posted in a place convenient to the general public in compliance with Chapter 551, of the Texas Government Code, and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting as well as on required website(s).*

Sandra Vrablec, City Secretary

# F. Consent Agenda

**MINUTES**
**SEALY CITY COUNCIL**
**CITY COUNCIL CHAMBERS**
**415 MAIN STREET**
**SEALY, TX 77474**
**TUESDAY, JUNE 17, 2025**
**6:00 P.M.**

The City Council of the City of Sealy, Texas, conducted the meeting scheduled for June 17, 2025, at 6:00 p.m., at the Sealy City Council Chambers located at 415 Main Street, Sealy, Texas, 77474.

## A. Call to Order

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

## B. Invocation and Pledges of Allegiance

Mayor Bilski gave the Invocation and led the Pledges of Allegiance

## C. Roll Call and Certification of a Quorum

Present:

| | |
|---|---|
| Carolyn Bilski | Mayor |
| Dee Anne Lerma | Councilmember, Place 1, Mayor Pro Tem |
| Chris Noack | Councilmember, Place 2 |
| Bradley Miller | Councilmember, Place 3 |
| Theadra Curry | Councilmember, Place 4 |
| Edward Zapalac | Councilmember, Place 5 |
| Adam Burttschell | Councilmember, Place 6 |

Absent:

None

A quorum was declared present.

Staff Attending:

Kimbra Hill, City Manager
Sandra Vrablec, City Secretary
Tim Kirwin, City Attorney
Jay Reeves, Police Chief
Scott Riske, Police Captain
Russell Grimes, Police Admin Sergeant
Patrick Parsons, Public Works Director
Mike Barrow, Assistant City Manager
Bill Atkinson, EDC Director
Katherine Ellis, EDC Secretary
Terry Hall, Police

**D. Petitions(s) and Public Comments**

Gareth Bracken, BSR Properties
Robert Moore, BSR Properties

**E. Discussion and Possible Action to Approve the agenda order or reorder**

A motion was made by Councilman Zapalac to Approve the agenda order.
Councilwoman Lerma seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried.

**F. Proclamation(s)**

None

**G. Consent Agenda**
(In accordance with Sec. 2-35. (1) of the Code of Ordinances, "Routine matters thought to require little or no deliberation by city council may be placed on a consent agenda, which shall be treated as one agenda item." At any time prior to the call for a vote on the consent agenda, any council member may request that one or more items may be removed from the consent agenda and handled separately in the same manner as a regular agenda item.)

- **May 29, 2025 Special Meeting Minutes**
- **June 3, 20025 Regular Meeting Minutes**
- **Adding a New Article VIII of Chapter 42 Adopting the Collection Box Ordinance**
  **(Second of two readings)**
- **Approving a Resolution for the SEDC Expenditure of Funds using a Business Incentive for Jeff Trevino and the 222 Sealy, LLC (The Trevino Project) to Promote New and Expanded Business Development**
  **(Second of two readings)**

A motion was made by Councilwoman Lerma to Approve the Consent Agenda.
Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma Noack, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried.

**H. Presentation(s)**

**None**

## I. Business

1. **Discussion and Possible Action regarding Approving Amendments to the Trevino Project Performance Agreement.**

   A motion was made by Councilwoman Lerma to Approve Amendments to the Trevino Project Performance Agreement.
   Councilman Miller seconded the motion. Mayor Bilski called for the vote.

   AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
   NOES: None

   The motion carried.

2. **Discussion and Possible Action regarding Potential Engineering Task Order for W Front Street Sewer Replacement, identified in the Capital Improvement Plan.**

   A motion was made by Councilman Zapalac to Authorize a Task Order for Engineering work for West Front Street Sewer Replacement.
   Councilman Miller seconded the motion. Councilman Zapalac modified his motion to include Drainage as part of the Preliminary Engineering and present all the Options for the Different Add-Ons. Mayor Bilski called for the vote.

   AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
   NOES: None

   The motion carried.

3. **Discussion and Possible Action regarding Potential Task Order for Assessment and Repairs to the Police Department.**

   A motion was made by Councilwoman Lerma to Approve.
   Councilman Miller seconded the motion. Mayor Bilski called for the vote.

   AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
   NOES: None

   The motion carried.

4. **Discussion and Possible Action regarding Final Pay Request and Set Warranty Date for Hwy 36 Lift Station.**

   A motion was made by Councilwoman Lerma to Approve.
   Councilman Miller seconded the motion. Mayor Bilski called for the vote.

   AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
   NOES: None

   The motion carried.

5. **Discussion and Possible Action regarding Strand Task Order 25-04 Seventh Street Water Line and Roadway Improvements.**

   A motion was made by Councilwoman Lerma to Approve.
   Councilman Burttschell seconded the motion. Mayor Bilski called for the vote.

   AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
   NOES: None

   The motion carried.

6. **Discussion and Possible Action regarding Approving Financial Report for the Month Ending April 2025:**

   - **General Ledger vs Actuals**
   - **Fund Balance**
   - **Sales Tax Report**
   - **Check Register**

   A motion was made by Councilman Zapalac to Approve the Financial Report for the month ending April 2025.
   Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

   AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
   NOES: None

   The motion carried.

7. **Discussion and Possible Action regarding Approving a Contract with BrooksWatson and Co., PLLC for Audit Services.**

   A motion was made by Councilwoman Lerma to Approve.
   Councilman Burttschell seconded the motion. Mayor Bilski called for the vote.

   AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
   NOES: None

   The motion carried.

8. **Discussion and Possible Action regarding Resolution of Support for Texas Department of Transportation Feasibility Study for Relief Route.**

   A motion was made by Councilman Zapalac to Approve a Resolution of Support for the Texas Department of Transportation Feasibility Study for Relief Route and encourage Austin County be prompted to provide a Resolution of Support as well.
   Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

   AYES: Bilski, Noack, Miller, Curry, Zapalac, Burttschell
   NOES: Lerma

   The motion carried.

9. **Discussion and Possible Action regarding Approving Mass Gathering Ordinance Amending Chapter 66 of the Code of Ordinances.**
   **(First of two readings)**

   A motion was made by Mayor Bilski to Approve the Mass Gathering Ordinance with a few changes. This is the first of two readings.
   Councilwoman Lerma seconded the motion. Mayor Bilski called for the vote.

   AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
   NOES: None

   The motion carried.

10. **Discussion and Possible Action regarding Approving Amending the Master Fee Schedule Ordinance.**
    **(Second of two readings)**

    A motion was made by Councilman Zapalac to Approve Amending the Master Fee Schedule, modifying the Donation Collection Boxes to have a fee of $150 and each additional at $150. This is the second of two readings for the Donation Boxes. This is the first of two readings for a Mass Gathering Permit at $500.
    Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

    AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
    NOES: None

    The motion carried.

11. **Discussion and Possible Action regarding An Ordinance of the City of Sealy, Texas, Establishing No Parking/Tow Away Zones on San Felipe Rd., Sealy Rd., Garland St., and Downey Rd. within the City of Sealy.**

    A motion was made by Councilwoman Lerma to Approve the No Parking Ordinance with one change to Section 2 (D), moving between the Hours of 5:00 p.m. on Fridays until 6:00 a.m. on Mondays to Section Four.
    Mayor Bilski seconded the motion. Mayor Bilski called for the vote.

    AYES: Bilski, Lerma, Miller, Zapalac, Burttschell
    NOES: Noack, Curry

    The motion carried.

12. **Discussion and Possible Action regarding Reimbursement of Sewer Tap Replacement Fee.**

    A motion was made by Councilwoman Lerma to Approve.
    Councilman Zapalac seconded the motion. Mayor Bilski called for the vote.

    AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
    NOES: None

    The motion carried.

13. **Discussion and Possible Action regarding Amending Boards and Commissions Policy.**
    A motion was made by Councilwoman Lerma to Approve.
    Councilman Burttschell seconded the motion. Mayor Bilski called for the vote.

    AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
    NOES: None

    The motion carried.

14. **Discussion and Possible Action regarding Approving a Personal Services Agreement with Michael Baxter of Texas Festival & Tourism Consulting to provide Festival Consulting Services.**

    A motion was made by Councilman Zapalac to Approve a Personal Services Agreement with Michael Baxter of Texas Festival in Tourism Consulting to provide Festival Consulting Services not to exceed $15,000.
    Councilwoman Lerma seconded the motion. Mayor Bilski called for the vote.

    AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
    NOES: None

    The motion carried.

**J. EXECUTIVE SESSION: A closed meeting will be held concerning the following item(s):**

**a) Texas Government Code, Section 551.071, CONSULTATION WITH ATTORNEY: A governmental body may conduct a private consultation with its attorney when the governmental body seeks the advice of its attorney about: pending or contemplated litigation; or a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code.**

- **Disannexation Petitions**

**b) Section 551.072, DELIBERATIONS REGARDING REAL PROPERTY: A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.**

**c) Texas Government Code, Section 551.074, Personnel Matters: To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.**

- **Chief of Police Position**
- **Pay Scale**

The Pay Scale will not be discussed.

A motion was made by Councilwoman Lerma to recess into Executive Session. Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried. The City Council entered into Executive Session at 7:56 p.m.

**15. Reconvene into regular session and consider action, if any, on items discussed in Executive Session.**

The City Council reconvened into Open Session at 9:05 p.m.

No action was taken.

**16. Discussion and Possible Action regarding Purchasing Property from TxDOT.**

A motion was made by Councilman Miller to Table this Item.
Councilman Zapalac seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried.

**17. Reports or Requests from the City Manager and Discussion:**

- **Chapter 29 – Downtown District**

**18. Reports, Announcements, or Requests from Councilmembers.**

Mayor Bilski

| | |
|---|---|
| Councilwoman Lerma | Have the City Manager bring back recommendations for the Mass Gathering Permit Fee based on the size of the gathering. |
| Councilman Noack | None |
| Councilman Miller | None |
| Councilwoman Curry | None |
| Councilman Zapalac | None |
| Councilman Burttschell | Scranton Park, Thanks for taking those dead trees down. |

K. Adjourn

A motion was made by Councilwoman Lerma to Adjourn.
Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried. The City Council meeting adjourned at 9:08 p.m.

**PASSED AND APPROVED** this 15th day of July 2025.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec, City Secretary

**MINUTES**
**SEALY CITY COUNCIL**
**CITY COUNCIL CHAMBERS**
**415 MAIN STREET**
**SEALY, TX 77474**
**MONDAY, JUNE 23, 2025**
**6:00 P.M.**

The City Council of the City of Sealy, Texas, conducted the meeting scheduled for June 23, 2025, at 6:00 p.m., at the Sealy City Council Chambers located at 415 Main Street, Sealy, Texas, 77474.

## A. Call to Order

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

## B. Invocation and Pledges of Allegiance

Mayor Bilski gave the Invocation and led the Pledges of Allegiance

## C. Roll Call and Certification of a Quorum

Present:

| | |
|---|---|
| Carolyn Bilski | Mayor |
| Dee Anne Lerma | Councilmember, Place 1, Mayor Pro Tem |
| Bradley Miller | Councilmember, Place 3 |
| Theadra Curry | Councilmember, Place 4 |
| Edward Zapalac | Councilmember, Place 5 |
| Adam Burttschell | Councilmember, Place 6 |

Absent:

| | |
|---|---|
| Chris Noack | Councilmember, Place 2 |

A quorum was declared present.

Staff Attending:

Kimbra Hill, City Manager
Sandra Vrablec, City Secretary
Tim Kirwin, City Attorney
Jay Reeves, Police Chief
Chris Hudson, Police Captain
Patrick Parsons, Public Works Director
Mike Barrow, Assistant City Manager
Katherine Ellis, EDC Secretary

## D. Petitions(s) and Public Comments

No one signed in.

## E. Discussion and Possible Action to Approve the agenda order or reorder

A motion was made by Councilman Zapalac to Approve the agenda order.

Councilwoman Curry seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried.

## F. Consent Agenda

(In accordance with Sec. 2-35. (1) of the Code of Ordinances, "Routine matters thought to require little or no deliberation by city council may be placed on a consent agenda, which shall be treated as one agenda item." At any time prior to the call for a vote on the consent agenda, any council member may request that one or more items may be removed from the consent agenda and handled separately in the same manner as a regular agenda item.)

No consent agenda items.

## G. Business

1. **Discussion and Possible Action regarding Approving Mass Gathering Ordinance Amending Chapter 66 of the Code of Ordinances.**
   **(Second of two readings)**
   A motion was made by Councilwoman Lerma to Approve the Mass Gathering Ordinance Amending Chapter 66 of the Code of Ordinances. This is the second of two readings.
   Councilman Miller seconded the motion. Mayor Bilski called for the vote.

   AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell
   NOES: None

   The motion carried.

2. **Discussion and Possible Action regarding An Ordinance of the City of Sealy, Texas, Establishing No Parking/Tow Away Zones on San Felipe Rd., Sealy Rd., Garland St., and Downey Rd. within the City of Sealy.**
   **(Second of two readings)**

   A motion was made by Councilwoman Lerma to Approve an Ordinance Establishing No Parking/Tow Away Zones on San Felipe Rd., Sealy Rd., Garland St., and Downey Rd. with the City of Sealy. This is the second of two readings.
   Councilman Burttschell seconded the motion. Mayor Bilski called for the vote.

   AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell
   NOES: None

   The motion carried.

3. **Discussion and Possible Action regarding Amending the Ordinance of the Master Fee Schedule for Mass Gathering Event Permit Fees.**
**(Second of two readings)**
A motion was made by Councilwoman Lerma to Amend the Ordinance of the Master Fee Schedule for Mass Gathering Event Permit Fees. This is the second of two readings. Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried.

J. **EXECUTIVE SESSION: A closed meeting will be held concerning the following item(s):**

a) **Section 551.072, DELIBERATIONS REGARDING REAL PROPERTY: A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.**

A motion was made by Councilman Burttschell to recess into Executive Session. Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried. The City Council entered into Executive Session at 6:20 p.m.

4. **Reconvene into regular session and consider action, if any, on items discussed in Executive Session.**

The City Council reconvened into Open Session at 6:45 p.m.

No action was taken.

5. **Discussion and Possible Action regarding Purchasing Property from TxDOT.**

6. **Reports, Announcements, or Requests from Councilmembers.**

| | |
|---|---|
| Mayor Bilski | None |
| Councilwoman Lerma | None |
| Councilman Noack | Absent |
| Councilman Miller | Mass Gathering Ordinance<br>LED Lights at B&PW Park |

| | |
|---|---|
| Councilwoman Curry | Please don't put No Parking Sign in front of my house |
| Councilman Zapalac | TxDOT Contractors leaving Trash after Mowing |
| Councilman Burttschell | Update on Hunters Crossing |

**H. Adjourn**

A motion was made by Councilwoman Lerma to Adjourn.
Councilman Miller seconded the motion. Mayor Bilski called for the vote.

AYES: Bilski, Lerma, Noack, Miller, Curry, Zapalac, Burttschell
NOES: None

The motion carried. The City Council meeting adjourned at 6:47 p.m.

**PASSED AND APPROVED** this 15th day of July 2025.

_____
Carolyn Bilski, Mayor

ATTEST:

_____
Sandra Vrablec, City Secretary

# Virgil & Gordon Memorial Library – Quarterly Report

# Balance Sheet

## Virgil and Josephine Gordon Memorial Library

As of June 30, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Assets | |
| Current Assets | |
| Bank Accounts | |
| Checking *6225 - 1 | 30,967.90 |
| Edward Jones | 235,913.66 |
| Petty Cash | 52.91 |
| **Total for Bank Accounts** | **$266,934.47** |
| Accounts Receivable | |
| Other Current Assets | |
| **Total for Current Assets** | **$266,934.47** |
| Fixed Assets | |
| Accumulated Depreciation | -568,750.34 |
| Land & Building | 592,854.35 |
| Machinery & Equipment | 97,781.21 |
| Office Equipment | 2,157.89 |
| Office Furniture & Fixtures | 42,875.36 |
| **Total for Fixed Assets** | **$166,918.47** |
| Other Assets | |
| **Total for Assets** | **$433,852.94** |
| Liabilities and Equity | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Credit Cards | |
| Other Current Liabilities | |
| Payroll Payable | |
| **Total for Other Current Liabilities** | **0** |
| **Total for Current Liabilities** | **0** |
| Long-term Liabilities | |
| **Total for Liabilities** | **0** |
| Equity | |
| Retained Earnings | 7,778.84 |
| Net Income | -31,482.33 |
| Net Assets | 504,104.78 |
| Opening Balance Equity | 3,049.60 |
| **Total for Equity** | **$483,450.89** |
| **Total for Liabilities and Equity** | **$483,450.89** |

# Profit and Loss

## Virgil and Josephine Gordon Memorial Library

April 1-June 30, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---|
| Income | |
| Donations | 18,531.35 |
| Fines and Fees | 1,587.50 |
| **Total for Income** | **$20,118.85** |
| Cost of Goods Sold | |
| Books and Periodicals | 5,392.21 |
| Summer Program | 1,542.38 |
| **Total for Cost of Goods Sold** | **$6,934.59** |
| **Gross Profit** | **$13,184.26** |
| Expenses | |
| Advertising & Marketing | 490.73 |
| Bank Charges & Fees | |
| Book Repair & Supplies | 75.97 |
| Copier Lease | 555.00 |
| Custodial services | 975.00 |
| Dues & Subscriptions | 76.70 |
| Insurance | 1,023.00 |
| Legal & Professional Services | 0 |
| Payroll Fees | 460.51 |
| **Total for Legal & Professional Services** | **$460.51** |
| Meals | 24.62 |
| Office Supplies & Software | 2,205.76 |
| Payroll Taxes | 2,025.42 |
| Payroll Wages | 26,187.45 |
| Penalties & Fees | 118.59 |
| Postage & Shipping | 185.42 |
| Repairs & Maintenance | 1,292.98 |
| Specials budget | 383.38 |
| Telephone/Internet | 1,214.36 |
| Travel | 353.20 |
| Utilities | 2,525.79 |
| **Total for Expenses** | **$40,173.88** |
| **Net Operating Income** | **-$26,989.62** |
| Other Income | |
| Interest Income | 16.52 |
| **Total for Other Income** | **$16.52** |
| Other Expenses | |
| **Net Other Income** | **$16.52** |
| **Net Income** | **-$26,973.10** |




# City of Sealy, Texas

## Financial Report

**For the Fiscal Date Ending May 31, 2025**

# Section 1

# Fund Balance Report

# City of Sealy, Texas
## Fund Balance Report
## For the Period Ending May 31, 2025

| | | Fund Balance 10/01/2024 | YTD Revenues & Other Sources | YTD Expenses & Other Uses | YTD Surplus (Deficit) | Fund Balance 05/31/2025 | LESS: Net Investment in Capital Assets | Unassigned Fund Balance 05/31/2025 | Budgeted Operating Expenses | # Days of Oper Exp's | $/Day to Operate |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | **GENERAL FUND** | | | | | | | | | | |
| 10 | General Fund | $ 3,062,043.72 | $ 7,438,913.71 | $ 4,694,239.87 | $ 2,744,673.84 | $ 5,806,717.56 | $ - | $ 5,806,717.56 | $ 8,621,253.00 | **242** | **$ 23,620** |
| | **SEALY ECONOMIC DEVELOPMENT CORP** | | | | | | | | | | |
| 29 | Economic Development Sales Tax Fund | $ 3,243,479.59 | $ 964,539.48 | $ 572,562.91 | $ 391,976.57 | $ 3,635,456.16 | $ - | $ 3,635,456.16 | $ 993,583.00 | **1,317** | **$ 2,722** |
| | **WATER & SEWER FUND** | | | | | | | | | | |
| 56 | Water & Sewer Fund | $ 30,722,902.84 | $ 3,822,069.91 | $ 2,584,060.01 | $ 1,238,009.90 | $ 31,960,912.74 | $ 26,729,950.29 | $ 3,193,846.10 | $ 5,626,334.00 | | |
| 60 | Water Impact Fees Fund | 869,958.78 | 30,071.91 | - | 30,071.91 | 900,030.69 | - | $ 900,030.69 | - | | |
| 61 | Sewer Impact Fees Fund | 1,014,615.77 | 64,836.90 | - | 64,836.90 | 1,079,452.67 | - | $ 1,079,452.67 | - | | |
| | | $ 32,607,477.39 | $ 3,916,978.72 | $ 2,584,060.01 | $ 1,332,918.71 | $ 33,940,396.10 | $ 26,729,950.29 | $ 5,173,329.46 | $ 5,626,334.00 | **331** | **$ 15,415** |
| | **GAS FUND** | | | | | | | | | | |
| 57 | Gas Fund | $ 2,985,510.60 | $ 1,930,902.82 | $ 1,155,042.05 | $ 775,860.77 | $ 3,761,371.37 | $ 1,151,313.73 | $ 2,610,057.64 | $ 2,245,855.00 | **418** | **$ 6,153** |
| | **SOLID WASTE FUND** | | | | | | | | | | |
| 58 | Solid Waste Fund | $ 8,189.23 | $ 1,674,647.98 | $ 1,600,031.60 | $ 74,616.38 | $ 82,805.61 | $ 61,999.70 | $ 20,805.91 | $ 2,482,166.00 | **3** | **$ 6,800** |
| | **UTILITY DEPOSIT FUNDS** | | | | | | | | | | |
| 66 | Water Utility Deposits Fund | $ 225,549.15 | $ - | $ - | $ - | $ 225,549.15 | | | | | |
| 67 | Gas Utility Deposits Fund | 429,980.00 | - | - | - | 429,980.00 | | | | | |
| | **DEVELOPER DEPOSIT FUNDS** | | | | | | | | | | |
| 68 | Developer Deposits Fund | $ 23,415.52 | $ - | $ - | $ - | $ 23,415.52 | | | | | |
| | **SPECIAL PURPOSE FUNDS** | | | | | | | | | | |
| 11 | Municipal Court Technology Fund | $ 22,678.54 | $ 10,381.91 | $ - | $ 10,381.91 | $ 33,060.45 | | | | | |
| 12 | Time Payment Reimbursement Fee Fund | 35,419.78 | 9,246.67 | 3,430.26 | 5,816.41 | 41,236.19 | | | | | |
| 13 | Municipal Court Building Security Fund | 226,218.22 | 16,491.16 | 4,012.26 | 12,478.90 | 238,697.12 | | | | | |
| 14 | Child Safety Fund | 12,370.44 | 735.17 | - | 735.17 | 13,105.61 | | | | | |
| 15 | Police Department Donations Fund | 48,905.91 | 9,103.01 | 5,686.27 | 3,416.74 | 52,322.65 | | | | | |
| 17 | Park Land Dedication Fund | 90,649.85 | 1,884.58 | - | 1,884.58 | 92,534.43 | | | | | |
| 18 | State LEOSE Allocation Fund | 8,588.35 | 4,181.21 | 1,216.99 | 2,964.22 | 11,552.57 | | | | | |
| 19 | PEG Franchise Fee Fund | 33,818.35 | 992.73 | - | 992.73 | 34,811.08 | | | | | |
| 20 | Hotel/Motel Occupancy Tax Fund | 746,789.21 | 129,433.78 | 62,927.61 | 66,506.17 | 813,295.38 | | | | | |
| 22 | Local Youth Diversion Fund | 89,978.69 | 13,415.92 | - | 13,415.92 | 103,394.61 | | | | | |
| 23 | Municipal Jury Fund | 1,221.58 | 255.58 | 141.80 | 113.78 | 1,335.36 | | | | | |
| 24 | Chapter 59 Forfeited Property Fund | 103,469.62 | 10,324.84 | 20,220.70 | (9,895.86) | 93,573.76 | | | | | |
| 26 | TIRZ #2 Tax Increment Fund | 8,101.47 | 114.10 | 281,339.86 | (281,225.76) | (273,124.29) | | | | | |
| 27 | PID #1 Assessment Fund | 0.13 | 45,097.37 | 48,229.53 | (3,132.16) | (3,132.03) | | | | | |
| 28 | Sealy Development Authority Fund | - | - | - | - | - | | | | | |
| 30 | Downtown Revitalization Fund | 8,539.80 | 51.45 | - | 51.45 | 8,591.25 | | | | | |
| 31 | Emergency Reserve Fund | - | - | - | - | - | | | | | |

# City of Sealy, Texas
## Fund Balance Report
## For the Period Ending May 31, 2025

| | | Fund Balance 10/01/2024 | YTD Revenues & Other Sources | YTD Expenses & Other Uses | YTD Surplus (Deficit) | Fund Balance 05/31/2025 | LESS: Net Investment in Capital Assets | Unassigned Fund Balance 05/31/2025 | Budgeted Operating Expenses | # Days of Oper Exp's | $/Day to Operate |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 35 | Donation Fund | 13,000.00 | 6,326.71 | 3,530.50 | 2,796.21 | 15,796.21 | | | | | |
| 36 | Debt Service Fund | 748,426.56 | 2,299,781.38 | 805,924.63 | 1,493,856.75 | 2,242,283.31 | | | | | |
| 59 | Municipal Drainage Utility Fund | 514,957.90 | 114,756.26 | 298.58 | 114,457.68 | 629,415.58 | | | | | |
| 62 | Local Youth Diversion Admin Fee Fund | - | 50.10 | - | 50.10 | 50.10 | | | | | |
| 64 | Opioid Grant Fund | - | 13,944.84 | - | 13,944.84 | 13,944.84 | | | | | |
| | | $ 2,713,134.40 | $ 2,686,568.77 | $ 1,236,958.99 | $ 1,449,609.78 | $ 4,162,744.18 | | | | | |
| | **BOND/GRANT FUNDS** | | | | | | | | | | |
| 32 | American Rescue Plan Act Fund | $ 499,422.89 | $ 8,035.67 | $ 378,773.29 | $ (370,737.62) | $ 128,685.27 | | | | | |
| 33 | 2022 Cert's of Oblig Construction Fund | 16,239,716.44 | 341,152.71 | 314,151.15 | 27,001.56 | 16,266,718.00 | | | | | |
| 37 | Front Street Drainage Remediation Fund | 90,047.94 | - | - | - | 90,047.94 | | | | | |
| 63 | 2025 Cert's of Oblig Construction Fund | - | 20,385,941.49 | 296,129.18 | 20,089,812.31 | 20,089,812.31 | | | | | |
| | | $ 16,829,187.27 | $ 20,735,129.87 | $ 989,053.62 | $ 19,746,076.25 | $ 36,575,263.52 | | | | | |
| | **INTERNAL SERVICE FUNDS** | | | | | | | | | | |
| 80 | Self-Insurance Fund | $ 22,936.26 | $ - | $ 20,223.26 | $ (20,223.26) | $ 2,713.00 | | | | | |
| | **TOTAL ALL FUNDS** | **$ 62,150,903.13** | **$ 39,347,681.35** | **$ 12,852,172.31** | **$ 26,495,509.04** | **$ 88,646,412.17** | | | | | |

# Section 2

# Sales & Use Tax Revenue Allocation Report

**City of Sealy, Texas**
**Sales & Use Tax Revenue Report**
**July 2025**

**May 2025 TAX COLLECTIONS**

| | CITY OF SEALY | SEALY EDC | TOTAL |
|---|---|---|---|
| Gross sales tax allocation from the State, excluding direct pay allocation | $ 203,803.46 | $ 101,901.73 | $ 305,705.19 |
| Monthly adjustment by the State for sales tax overpayment by taxpayer | $ (2,596.24) | $ - | $ (2,596.24) |
| Net sales tax allocation from the State, excluding direct pay allocation | $ 201,207.22 | $ 101,901.73 | $ 303,108.95 |
| Direct pay allocation from the State | $ - | $ - | $ - |
| Net sales tax payment from the State, including direct pay allocation | $ 201,207.22 | $ 101,901.73 | $ 303,108.95 |
| Retainage of sales tax collections from taxable sales of goods and services by the City | $ 3,442.32 | $ 1,721.16 | $ 5,163.48 |
| Grand total sales tax collections | $ 204,649.54 | $ 103,622.89 | $ 308,272.43 |

**May 2024 TAX COLLECTIONS**

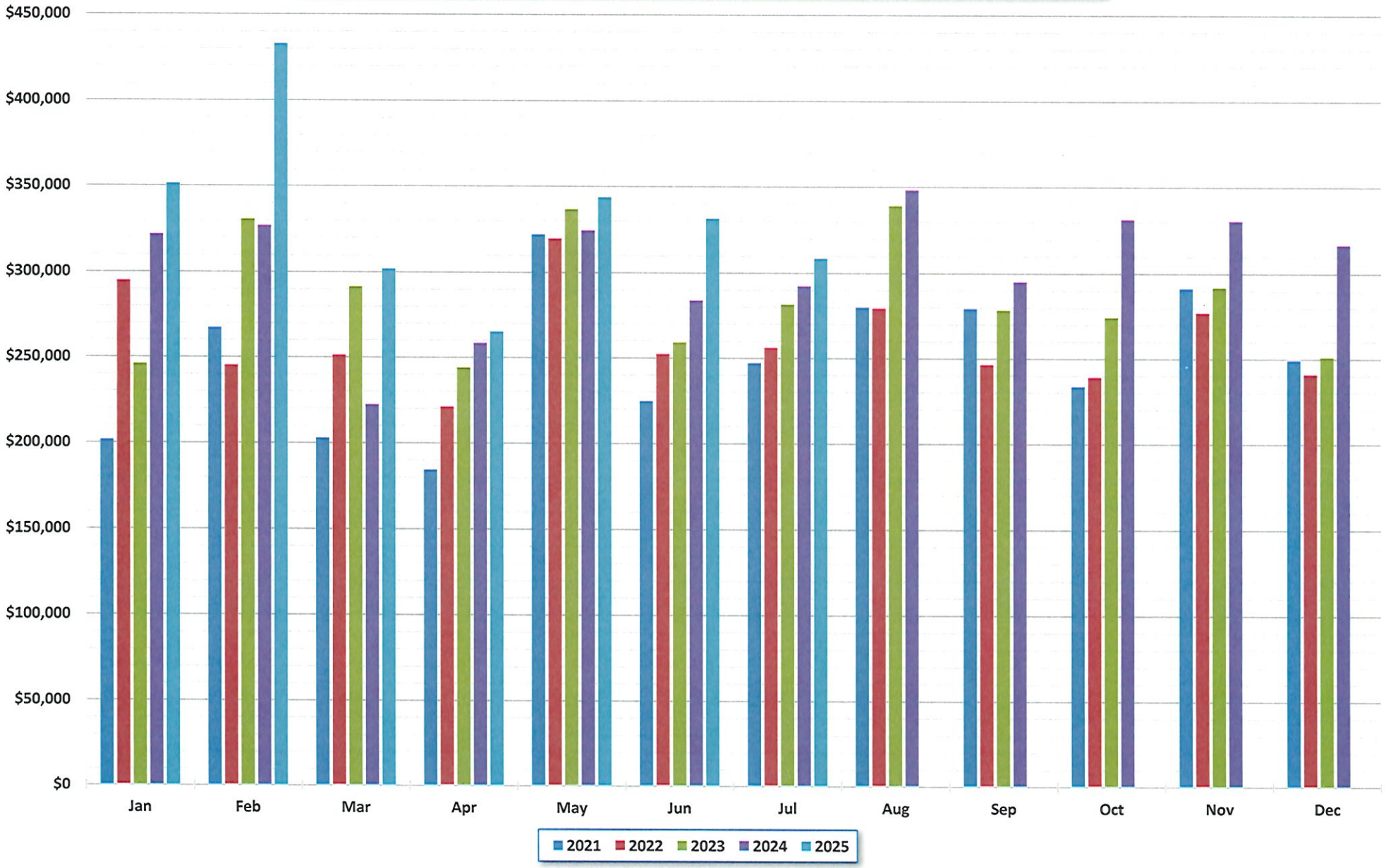
| | CITY OF SEALY | SEALY EDC | TOTAL |
|---|---|---|---|
| Gross sales tax allocation from the State, excluding direct pay allocation | $ 190,468.18 | $ 95,234.09 | $ 285,702.27 |
| Monthly adjustment by the State for sales tax overpayment by taxpayer | $ (2,596.24) | $ - | $ (2,596.24) |
| Net sales tax allocation from the State, excluding direct pay allocation | $ 187,871.94 | $ 95,234.09 | $ 283,106.03 |
| Direct pay allocation from the State | $ 3,086.97 | $ 1,543.48 | $ 4,630.45 |
| Net sales tax payment from the State, including direct pay allocation | $ 190,958.91 | $ 96,777.57 | $ 287,736.48 |
| Retainage of sales tax collections from taxable sales of goods and services by the City | $ 2,898.63 | $ 1,449.32 | $ 4,347.95 |
| Grand total sales tax collections | $ 193,857.54 | $ 98,226.89 | $ 292,084.43 |

**YEAR-OVER-YEAR INCREASES (DECREASES)**

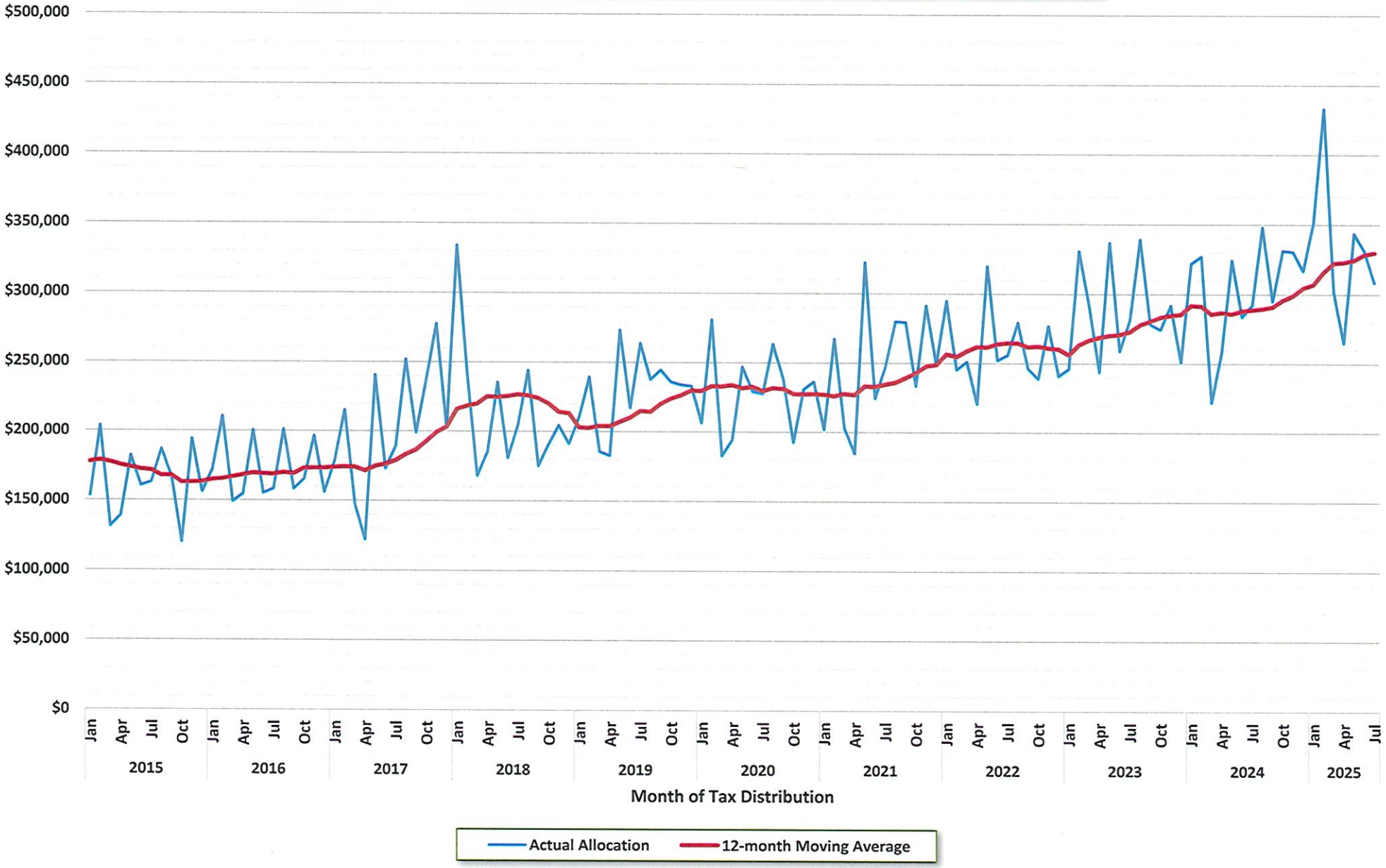
| | CITY OF SEALY | SEALY EDC | TOTAL |
|---|---|---|---|
| Gross sales tax allocation from the State, excluding direct pay allocation | $ 13,335.28 | $ 6,667.64 | $ 20,002.92 |
| Monthly adjustment by the State for sales tax overpayment by taxpayer | $ - | $ - | $ - |
| Net sales tax allocation from the State, excluding direct pay allocation | $ 13,335.28 | $ 6,667.64 | $ 20,002.92 |
| Direct pay allocation from the State | $ (3,086.97) | $ (1,543.48) | $ (4,630.45) |
| Net sales tax payment from the State, including direct pay allocation | $ 10,248.31 | $ 5,124.16 | $ 15,372.47 |
| Retainage of sales tax collections from taxable sales of goods and services by the City | $ 543.69 | $ 271.84 | $ 815.53 |
| Grand total sales tax collections | $ 10,792.00 | $ 5,396.00 | $ 16,188.00 |

| | | | |
|---|---|---|---|
| Percentage change in grand total sales tax collections | 5.57% | 5.49% | 5.54% |

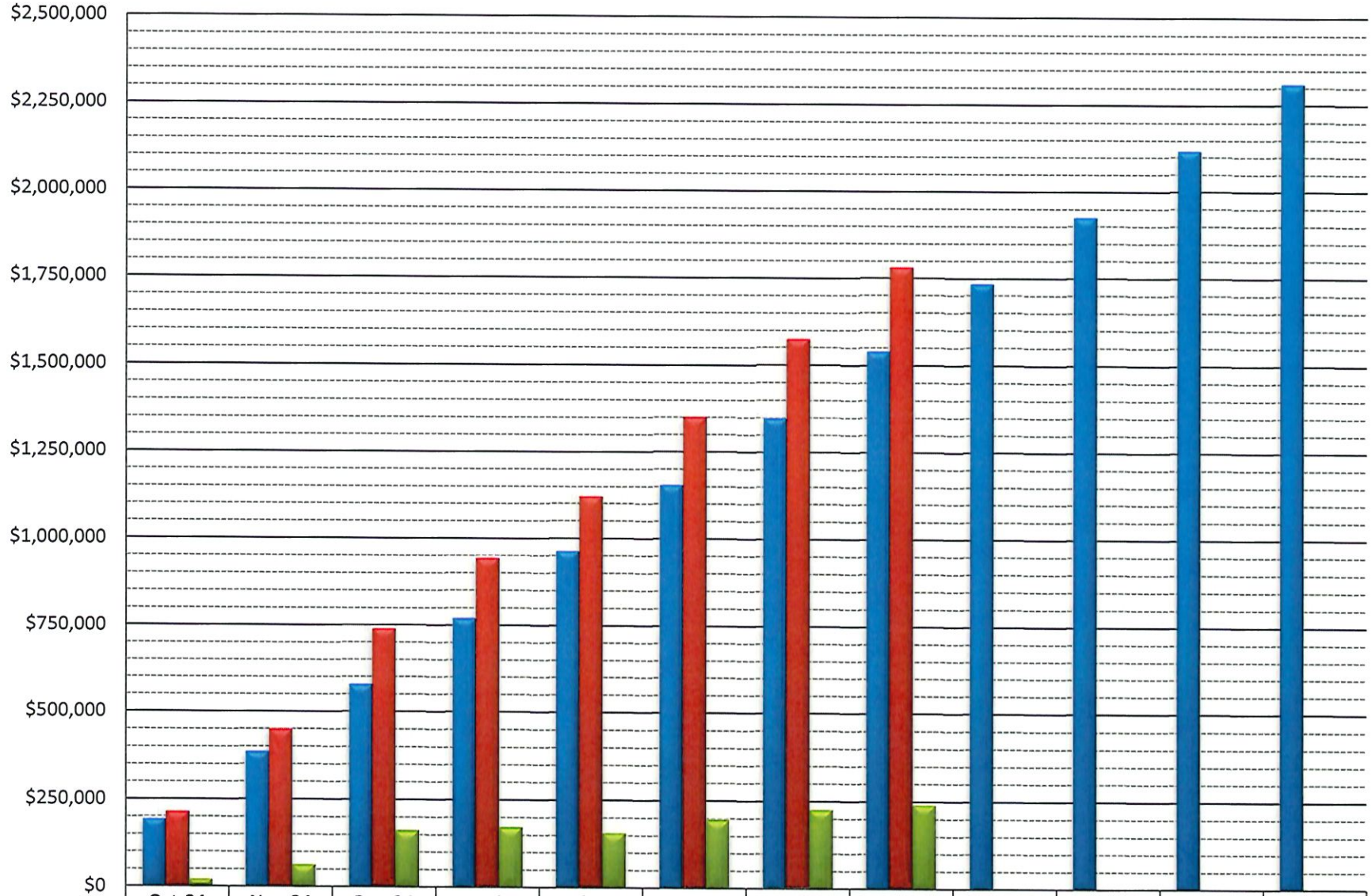
**City of Sealy, Texas**
**Sales & Use Tax Allocations Yearly Comparison by Month**
*(Amounts include allocations to Sealy Economic Development Corporation.)*



# City of Sealy, Texas
## Sales and Use Tax Revenue Trend
*(Amounts include allocations to Sealy Economic Development Corporation.)*

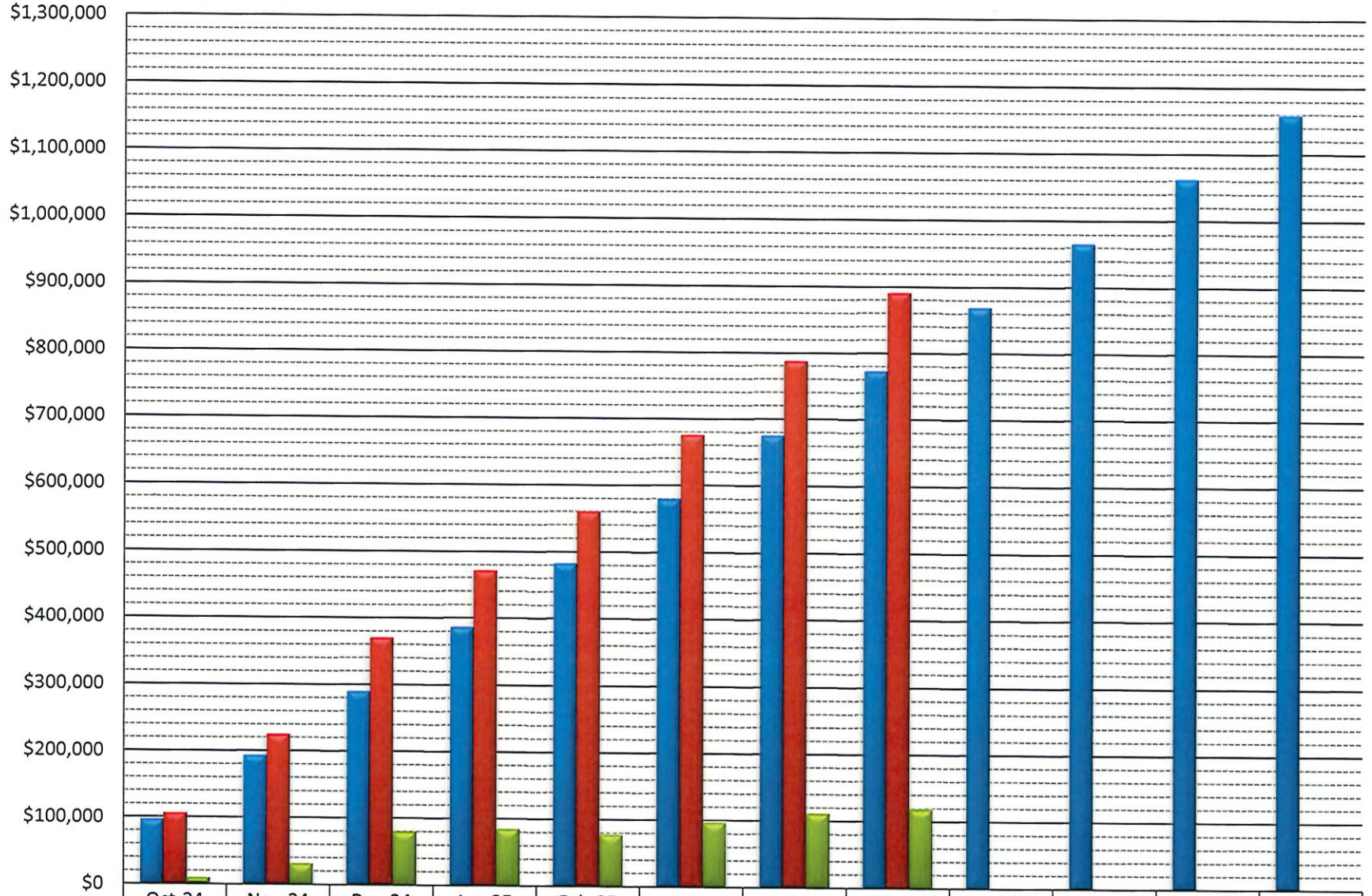


# City of Sealy, Texas
# Sales and Use Tax Revenue Status Chart
# Fiscal Year 2025




| | Oct-24 | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Cumulative Prorated Budget | $192,534 | $385,068 | $577,601 | $770,135 | $962,669 | $1,155,203 | $1,347,736 | $1,540,270 | $1,732,804 | $1,925,338 | $2,117,871 | $2,310,405 |
| $1,780,836 | $212,788 | $448,715 | $739,008 | $941,864 | $1,120,185 | $1,350,948 | $1,573,590 | $1,780,836 | $- | $- | $- | $- |
| Difference (Actual - Budget) | $20,254 | $63,647 | $161,407 | $171,729 | $157,516 | $195,745 | $225,854 | $240,566 | | | | |

# Sealy Economic Development Corporation
# Sales and Use Tax Revenue Status Chart
# Fiscal Year 2025




| | Oct-24 | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Cumulative Prorated Budget | $96,522 | $193,045 | $289,567 | $386,090 | $482,612 | $579,135 | $675,657 | $772,179 | $868,702 | $965,224 | $1,061,747 | $1,158,269 |
| $890,409 | $106,394 | $224,358 | $369,504 | $470,932 | $560,083 | $675,465 | $786,786 | $890,409 | $- | $- | $- | $- |
| Difference (Actual - Budget) | $9,872 | $31,313 | $79,937 | $84,842 | $77,471 | $96,330 | $111,129 | $118,230 | | | | |

# Section 3

# Budget-to-Actuals
# Revenue & Expense Report

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| PROPERTY TAX | 2,367,552 | 20,914.72 | 2,610,237.21 | 0.00 | ( 242,685.21) | 110.25 |
| SALES TAX | 2,324,733 | 207,245.78 | 1,769,213.43 | 0.00 | 555,519.57 | 76.10 |
| FRANCHISE & LOCAL TAXES | 2,226,901 | 231,311.82 | 1,531,233.88 | 0.00 | 695,667.12 | 68.76 |
| LICENSES & PERMITS | 451,200 | 26,587.02 | 293,313.73 | 0.00 | 157,886.27 | 65.01 |
| FINES & FORFEITURES | 619,000 | 41,531.73 | 388,709.68 | 0.00 | 230,290.32 | 62.80 |
| CHARGES FOR SERVICES | 142,415 | 10,458.53 | 115,290.31 | 0.00 | 27,124.69 | 80.95 |
| INTERGOVERNMENTAL | 329,048 | 0.00 | 434,015.95 | 0.00 | ( 104,967.95) | 131.90 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 18,331.90 | 0.00 | ( 18,331.90) | 0.00 |
| INVESTMENT INCOME | 10,000 | 10,139.29 | 86,129.05 | 0.00 | ( 76,129.05) | 861.29 |
| PROPERTY RENTALS | 21,000 | 1,195.00 | 24,805.00 | 0.00 | ( 3,805.00) | 118.12 |
| DEVELOPMENT FEES | 40,000 | 0.00 | 5,000.00 | 0.00 | 35,000.00 | 12.50 |
| OTHER REVENUES | 0 | 0.00 | 33,535.15 | 0.00 | ( 33,535.15) | 0.00 |
| TOTAL REVENUES | 8,531,849 | 549,383.89 | 7,309,815.29 | 0.00 | 1,222,033.71 | 85.68 |
| EXPENDITURE SUMMARY | | | | | | |
| CITY COUNCIL | | | | | | |
| PERSONNEL | 27,240 | 2,260.67 | 18,150.11 | 0.00 | 9,089.89 | 66.63 |
| OPERATIONS | 18,950 | 109.02 | 4,619.49 | 0.00 | 14,330.51 | 24.38 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CITY COUNCIL | 46,190 | 2,369.69 | 22,769.60 | 0.00 | 23,420.40 | 49.30 |
| CITY MANAGER | | | | | | |
| PERSONNEL | 185,925 | 13,332.85 | 104,535.86 | 0.00 | 81,389.14 | 56.22 |
| OPERATIONS | 181,659 | 7,981.35 | 58,506.59 | 0.00 | 123,152.41 | 32.21 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CITY MANAGER | 367,584 | 21,314.20 | 163,042.45 | 0.00 | 204,541.55 | 44.36 |
| FINANCE | | | | | | |
| PERSONNEL | 532,805 | 34,113.51 | 266,572.30 | 0.00 | 266,232.70 | 50.03 |
| OPERATIONS | 317,012 | 10,173.74 | 190,249.52 | 0.00 | 126,762.48 | 60.01 |
| CAPITAL OUTLAY | 2,900 | 0.00 | 2,569.78 | 0.00 | 330.22 | 88.61 |
| TOTAL FINANCE | 852,717 | 44,287.25 | 459,391.60 | 0.00 | 393,325.40 | 53.87 |
| MUNICIPAL COURT | | | | | | |
| PERSONNEL | 274,845 | 19,601.74 | 156,082.34 | 0.00 | 118,762.66 | 56.79 |
| OPERATIONS | 112,653 | 3,172.58 | 55,484.91 | 0.00 | 57,168.09 | 49.25 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MUNICIPAL COURT | 387,498 | 22,774.32 | 211,567.25 | 0.00 | 175,930.75 | 54.60 |
| POLICE | | | | | | |
| PERSONNEL | 2,876,934 | 178,048.11 | 1,539,547.32 | 0.00 | 1,337,386.68 | 53.51 |
| OPERATIONS | 532,560 | 25,338.66 | 260,807.88 | 0.00 | 271,752.12 | 48.97 |
| CAPITAL OUTLAY | 402,098 | 0.00 | 337,499.98 | 0.00 | 64,597.77 | 83.93 |
| TOTAL POLICE | 3,811,592 | 203,386.77 | 2,137,855.18 | 0.00 | 1,673,736.57 | 56.09 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PLANNING & COMMUNITY DEV | | | | | | |
| PERSONNEL | 372,620 | 18,773.99 | 147,939.36 | 0.00 | 224,680.64 | 39.70 |
| OPERATIONS | 452,400 | 23,060.04 | 142,965.96 | 0.00 | 309,434.04 | 31.60 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PLANNING & COMMUNITY DEV | 825,020 | 41,834.03 | 290,905.32 | 0.00 | 534,114.68 | 35.26 |
| CITY SECRETARY | | | | | | |
| PERSONNEL | 210,745 | 9,256.14 | 86,325.44 | 0.00 | 124,419.56 | 40.96 |
| OPERATIONS | 89,520 | 6,215.06 | 25,754.46 | 0.00 | 63,765.54 | 28.77 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CITY SECRETARY | 300,265 | 15,471.20 | 112,079.90 | 0.00 | 188,185.10 | 37.33 |
| HUMAN RESOURCES | | | | | | |
| PERSONNEL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HUMAN RESOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| BUILDING SERVICES | | | | | | |
| PERSONNEL | 48,450 | 2,181.32 | 23,047.30 | 0.00 | 25,402.70 | 47.57 |
| OPERATIONS | 422,562 | 27,253.69 | 190,520.11 | 0.00 | 232,041.89 | 45.09 |
| CAPITAL OUTLAY | 191,528 | 0.00 | 64,106.00 | 0.00 | 127,422.25 | 33.47 |
| TOTAL BUILDING SERVICES | 662,540 | 29,435.01 | 277,673.41 | 0.00 | 384,866.84 | 41.91 |
| INFO TECHNOLOGY SERVICES | | | | | | |
| OPERATIONS | 293,954 | 22,011.12 | 150,756.18 | 0.00 | 143,197.82 | 51.29 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INFO TECHNOLOGY SERVICES | 293,954 | 22,011.12 | 150,756.18 | 0.00 | 143,197.82 | 51.29 |
| STREETS | | | | | | |
| PERSONNEL | 321,550 | 20,763.57 | 187,364.96 | 0.00 | 134,185.04 | 58.27 |
| OPERATIONS | 317,371 | 23,928.62 | 237,856.25 | 0.00 | 79,514.75 | 74.95 |
| CAPITAL OUTLAY | 244,250 | 0.00 | 0.00 | 0.00 | 244,250.00 | 0.00 |
| TOTAL STREETS | 883,171 | 44,692.19 | 425,221.21 | 0.00 | 457,949.79 | 48.15 |
| PARKS & RECREATION | | | | | | |
| PERSONNEL | 312,550 | 20,761.75 | 180,501.61 | 0.00 | 132,048.39 | 57.75 |
| OPERATIONS | 187,336 | 21,094.83 | 110,522.81 | 0.00 | 76,813.19 | 59.00 |
| CAPITAL OUTLAY | 142,500 | 0.00 | 94,768.90 | 0.00 | 47,731.10 | 66.50 |
| TOTAL PARKS & RECREATION | 642,386 | 41,856.58 | 385,793.32 | 0.00 | 256,592.68 | 60.06 |
| SWIMMING POOL | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL SWIMMING POOL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ANIMAL CONTROL | | | | | | |
| PERSONNEL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ANIMAL CONTROL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| MECHANIC SHOP | | | | | | |
| PERSONNEL | 19,436 | 311.77 | 10,450.67 | 0.00 | 8,985.33 | 53.77 |
| OPERATIONS | 6,940 | 808.99 | 3,306.92 | 0.00 | 3,633.08 | 47.65 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MECHANIC SHOP | 26,376 | 1,120.76 | 13,757.59 | 0.00 | 12,618.41 | 52.16 |
| NON-DEPARTMENTAL | | | | | | |
| PERSONNEL | 89,794 | 0.00 | 0.00 | 0.00 | 89,794.00 | 0.00 |
| OPERATIONS | 404,942 | 7,912.14 | 43,426.86 | 0.00 | 361,515.14 | 10.72 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEBT SERVICE | 10,500 | 0.00 | 0.00 | 0.00 | 10,500.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 505,236 | 7,912.14 | 43,426.86 | 0.00 | 461,809.14 | 8.60 |
| TOTAL EXPENDITURES | 9,604,529 | 498,465.26 | 4,694,239.87 | 0.00 | 4,910,289.13 | 48.88 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 1,072,680) | 50,918.63 | 2,615,575.42 | 0.00 | ( 3,688,255.42) | 243.84- |
| OTHER SOURCES | 1,072,680 | 0.00 | 129,098.42 | 0.00 | 943,581.58 | 12.04 |
| OTHER USES | 7,739 | 0.00 | 0.00 | 0.00 | 7,739.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & USE | 1,064,941 | 0.00 | 129,098.42 | 0.00 | 935,842.58 | 12.12 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | ( 7,739) | 50,918.63 | 2,744,673.84 | 0.00 | ( 2,752,412.84) | 5,465.48- |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PROPERTY TAX | | | | | | |
| 10-40000 Property Taxes - Current | 2,342,552 | 18,089.63 | 2,583,252.10 | 0.00 | ( 240,700.10) | 110.28 |
| 10-40100 Property Taxes - Delinquent | 15,000 | 998.50 | 13,057.37 | 0.00 | 1,942.63 | 87.05 |
| 10-40150 Property Taxes - Penalty & Int | 10,000 | 1,826.59 | 13,927.74 | 0.00 | ( 3,927.74) | 139.28 |
| TOTAL PROPERTY TAX | 2,367,552 | 20,914.72 | 2,610,237.21 | 0.00 | ( 242,685.21) | 110.25 |
| SALES TAX | | | | | | |
| 10-40200 Sales & Use Taxes - Gen'l | 2,264,250 | 204,649.54 | 1,752,200.58 | 0.00 | 512,049.42 | 77.39 |
| 10-40210 Sales Tax Overpayment | 31,155 | 2,596.24 | 158.96 | 0.00 | 30,996.04 | 0.51 |
| 10-40220 Direct Payment Sales & Use Tax | 15,000 | 0.00 | 128.09 | 0.00 | 14,871.91 | 0.85 |
| 10-40250 Mixed Beverage Taxes | 14,328 | 0.00 | 16,725.80 | 0.00 | ( 2,397.80) | 116.74 |
| TOTAL SALES TAX | 2,324,733 | 207,245.78 | 1,769,213.43 | 0.00 | 555,519.57 | 76.10 |
| FRANCHISE & LOCAL TAXES | | | | | | |
| 10-40300 Gross Receipts Tax - Electric | 309,804 | 52,679.28 | 210,717.12 | 0.00 | 99,086.88 | 68.02 |
| 10-40310 Gross Receipts Tax - Telecomm | 6,000 | 1,334.76 | 4,898.69 | 0.00 | 1,101.31 | 81.64 |
| 10-40320 Gross Receipts Tax - Cable TV | 3,700 | 250.42 | 805.72 | 0.00 | 2,894.28 | 21.78 |
| 10-40330 Gross Receipts Tax - Water/Swr | 1,175,000 | 110,890.31 | 806,285.62 | 0.00 | 368,714.38 | 68.62 |
| 10-40340 Gross Receipts Tax - Gas Util. | 111,855 | 11,320.32 | 88,716.55 | 0.00 | 23,138.45 | 79.31 |
| 10-40350 Gross Receipts Tax - Solid Wst | 620,542 | 54,836.73 | 419,810.18 | 0.00 | 200,731.82 | 67.65 |
| TOTAL FRANCHISE & LOCAL TAXES | 2,226,901 | 231,311.82 | 1,531,233.88 | 0.00 | 695,667.12 | 68.76 |
| LICENSES & PERMITS | | | | | | |
| 10-41000 Alcoholic Beverage Permit Fees | 4,000 | 405.00 | 2,475.00 | 0.00 | 1,525.00 | 61.88 |
| 10-41010 Building Permit Fees | 250,000 | 12,394.02 | 154,885.34 | 0.00 | 95,114.66 | 61.95 |
| 10-41020 Building Demolition Fees | 1,500 | 0.00 | 750.00 | 0.00 | 750.00 | 50.00 |
| 10-41030 Building Relocation Fees | 0 | 0.00 | 250.00 | 0.00 | ( 250.00) | 0.00 |
| 10-41035 Health Permit Fees | 42,000 | 4,600.00 | 44,925.00 | 0.00 | ( 2,925.00) | 106.96 |
| 10-41040 Mobile Home Permit Fees | 2,500 | 0.00 | 1,505.00 | 0.00 | 995.00 | 60.20 |
| 10-41055 Fire Systems Permit Fees | 5,000 | 485.00 | 1,766.00 | 0.00 | 3,234.00 | 35.32 |
| 10-41060 Itinerant Merchant Permit Fees | 200 | 0.00 | 210.00 | 0.00 | ( 10.00) | 105.00 |
| 10-41070 Mechanical Permit Fees | 18,000 | 1,365.55 | 7,813.73 | 0.00 | 10,186.27 | 43.41 |
| 10-41080 Electrical Permit Fees | 48,500 | 3,743.00 | 25,562.70 | 0.00 | 22,937.30 | 52.71 |
| 10-41090 Plumbing Permit Fees | 30,000 | 2,321.95 | 16,118.17 | 0.00 | 13,881.83 | 53.73 |
| 10-41095 Gas Test Permit Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-41100 Reinspection Permit Fees | 12,000 | 150.00 | 10,050.52 | 0.00 | 1,949.48 | 83.75 |
| 10-41110 Plan Review Fees | 35,000 | 332.50 | 23,127.27 | 0.00 | 11,872.73 | 66.08 |
| 10-41115 Master/Land Plan Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-41120 Tow Truck Permit Fees | 800 | 0.00 | 900.00 | 0.00 | ( 100.00) | 112.50 |
| 10-41150 Event Permit Fee | 1,200 | 0.00 | 1,250.00 | 0.00 | ( 50.00) | 104.17 |
| 10-41190 Other Licenses & Permits | 500 | 790.00 | 1,725.00 | 0.00 | ( 1,225.00) | 345.00 |
| TOTAL LICENSES & PERMITS | 451,200 | 26,587.02 | 293,313.73 | 0.00 | 157,886.27 | 65.01 |
| FINES & FORFEITURES | | | | | | |
| 10-42000 Municipal Court Fines | 525,000 | 35,893.87 | 316,665.61 | 0.00 | 208,334.39 | 60.32 |
| 10-42020 Arrest Fees | 1,000 | 47.59 | 1,222.92 | 0.00 | ( 222.92) | 122.29 |
| 10-42030 Local Court Fees | 92,000 | 5,223.90 | 68,932.87 | 0.00 | 23,067.13 | 74.93 |
| 10-42040 Criminal Restitution | 1,000 | 366.37 | 1,887.28 | 0.00 | ( 887.28) | 188.73 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| 10-42050 Bond Forfeitures | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-42060 PD Abandoned Property | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-42070 Judicial Records Fees | 0 | 0.00 | 1.00 | 0.00 | ( 1.00) | 0.00 |
| 10-42500 Property Forfeitures | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL FINES & FORFEITURES | 619,000 | 41,531.73 | 388,709.68 | 0.00 | 230,290.32 | 62.80 |
| CHARGES FOR SERVICES | | | | | | |
| 10-43000 Administrative Fees | 55,000 | 147.59 | 3,407.19 | 0.00 | 51,592.81 | 6.19 |
| 10-43010 Photocopying Fees | 35 | 0.00 | 17.77 | 0.00 | 17.23 | 50.77 |
| 10-43020 Police Report Fees | 500 | 15.00 | 345.00 | 0.00 | 155.00 | 69.00 |
| 10-43030 Tax Certificate Fees | 200 | 75.00 | 140.00 | 0.00 | 60.00 | 70.00 |
| 10-43040 Returned Check Fees | 30 | 0.00 | 90.00 | 0.00 | ( 60.00) | 300.00 |
| 10-43045 Returned Check Fees (A/R only) | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-43050 Shredding/Mowing Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-43055 Ball Field Lighting Charges | 15,000 | 2,700.00 | 24,710.00 | 0.00 | ( 9,710.00) | 164.73 |
| 10-43057 Ball Field Cleaning Charges | 3,000 | 450.00 | 2,430.00 | 0.00 | 570.00 | 81.00 |
| 10-43062 Facility Damage Fees | 0 | 0.00 | 150.00 | 0.00 | ( 150.00) | 0.00 |
| 10-43070 Facility Excess Cleaning Fees | 0 | 0.00 | 150.00 | 0.00 | ( 150.00) | 0.00 |
| 10-43075 Banner Hanging Fee | 150 | 0.00 | 100.00 | 0.00 | 50.00 | 66.67 |
| 10-43080 Credit Card Processing Fees | 55,000 | 6,625.17 | 52,348.58 | 0.00 | 2,651.42 | 95.18 |
| 10-43090 Plat Filing Fees | 7,500 | 0.00 | 2,160.00 | 0.00 | 5,340.00 | 28.80 |
| 10-43100 Animal Control/Shelter Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-43110 Election Service Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-43120 Utility Billing Inserts Fees | 500 | 445.77 | 891.54 | 0.00 | ( 391.54) | 178.31 |
| 10-43135 Patrol Unit Usage Charge | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-43150 Culvert Installation Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-43200 Sales - Maps & Publications | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-43210 Sales - Street/Drainage Mat'l | 1,000 | 0.00 | 4,071.98 | 0.00 | ( 3,071.98) | 407.20 |
| 10-43220 Sales - Scrap Materials | 2,000 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 10-43230 Sales - Surplus Equipment | 2,500 | 0.00 | 24,278.25 | 0.00 | ( 21,778.25) | 971.13 |
| TOTAL CHARGES FOR SERVICES | 142,415 | 10,458.53 | 115,290.31 | 0.00 | 27,124.69 | 80.95 |
| INTERGOVERNMENTAL | | | | | | |
| 10-43600 Federal Grant Proceeds | 0 | 0.00 | 277,800.83 | 0.00 | ( 277,800.83) | 0.00 |
| 10-43610 State Grant Proceeds | 329,048 | 0.00 | 156,215.12 | 0.00 | 172,832.88 | 47.47 |
| 10-43640 Other Grant Proceeds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INTERGOVERNMENTAL | 329,048 | 0.00 | 434,015.95 | 0.00 | ( 104,967.95) | 131.90 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 10-44910 Donations | 0 | 0.00 | 18,331.90 | 0.00 | ( 18,331.90) | 0.00 |
| 10-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-44920 Contributions from Developers | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-44930 Land Acquisition Contributions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-44940 Pmts in Lieu of Land Dedicat's | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 18,331.90 | 0.00 | ( 18,331.90) | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 10-45000 Interest Earnings | 10,000 | 10,139.29 | 86,129.05 | 0.00 | ( 76,129.05) | 861.29 |
| TOTAL INVESTMENT INCOME | 10,000 | 10,139.29 | 86,129.05 | 0.00 | ( 76,129.05) | 861.29 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PROPERTY RENTALS | | | | | | |
| 10-46000 Lease Payments | 0 | 650.00 | 4,150.00 | 0.00 | ( 4,150.00) | 0.00 |
| 10-46100 Hill Community Center Rentals | 6,500 | 0.00 | 3,800.00 | 0.00 | 2,700.00 | 58.46 |
| 10-46110 B&PW Park Pavilion Rentals | 6,500 | 385.00 | 14,515.00 | 0.00 | ( 8,015.00) | 223.31 |
| 10-46130 Levine Park Pavilion Rentals | 500 | 160.00 | 840.00 | 0.00 | ( 340.00) | 168.00 |
| 10-46140 Liedertafel Hall Rentals | 7,500 | 0.00 | 1,500.00 | 0.00 | 6,000.00 | 20.00 |
| 10-46200 Other Rental Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PROPERTY RENTALS | 21,000 | 1,195.00 | 24,805.00 | 0.00 | ( 3,805.00) | 118.12 |
| DEVELOPMENT FEES | | | | | | |
| 10-47010 Processing Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-47020 Legal Review Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-47030 Annexation Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-47035 Municipal Utility District Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-47040 Drainage Engineer Review Fees | 40,000 | 0.00 | 5,000.00 | 0.00 | 35,000.00 | 12.50 |
| 10-47050 Chp 380 Econ Develop Agmt Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-47055 Development Agreement Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DEVELOPMENT FEES | 40,000 | 0.00 | 5,000.00 | 0.00 | 35,000.00 | 12.50 |
| OTHER REVENUES | | | | | | |
| 10-48050 Energy Incentive Payments | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-48060 Sports League Registration Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-48110 Settlement Proceeds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-48120 Insurance Claim Proceeds | 0 | 0.00 | 32,135.15 | 0.00 | ( 32,135.15) | 0.00 |
| 10-48130 Liab Insurance Equity Returns | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-48135 Workers' Comp Equity Returns | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-48140 State LEOSE Allocation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-48150 Property Tax Sale Proceeds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-48160 Building Demolition Lien Pymt | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-48165 Pen & Int on Payments of Liens | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-48170 City Property Damage Proceeds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-48180 Medical Exam Fee Reimbursement | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-48190 Variance Request Fees | 0 | 0.00 | 1,400.00 | 0.00 | ( 1,400.00) | 0.00 |
| 10-48200 Cooperative Purchasing Rebates | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-48220 Refund of Prior Yr Expenditure | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-48300 Vendor Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-48500 Miscellaneous Revenues | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER REVENUES | 0 | 0.00 | 33,535.15 | 0.00 | ( 33,535.15) | 0.00 |
| TOTAL REVENUE | 8,531,849 | 549,383.89 | 7,309,815.29 | 0.00 | 1,222,033.71 | 85.68 |

GENERAL FUND
DEPARTMENT - CITY COUNCIL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-510-51010 Salaries & Wages | 25,200 | 2,100.00 | 16,800.00 | 0.00 | 8,400.00 | 66.67 |
| 10-510-51020 Social Security | 1,930 | 160.67 | 1,285.36 | 0.00 | 644.64 | 66.60 |
| 10-510-51050 Workers' Compensation | 110 | 0.00 | 64.75 | 0.00 | 45.25 | 58.86 |
| 10-510-51060 Unemployment Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 27,240 | 2,260.67 | 18,150.11 | 0.00 | 9,089.89 | 66.63 |
| OPERATIONS | | | | | | |
| 10-510-52000 General Office Supplies | 650 | 10.53 | 192.96 | 0.00 | 457.04 | 29.69 |
| 10-510-52010 Office Copy Supplies | 1,250 | 50.21 | 545.14 | 0.00 | 704.86 | 43.61 |
| 10-510-52020 Data Processing Supplies | 2,400 | 0.00 | 0.00 | 0.00 | 2,400.00 | 0.00 |
| 10-510-52100 Wearing Apparel | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-510-52190 Public Relations Supplies | 500 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 10-510-53020 Consultant Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-510-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-510-53200 Electricity | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-510-53210 Telephone | 900 | 48.28 | 386.24 | 0.00 | 513.76 | 42.92 |
| 10-510-53300 Dues & Subscriptions | 2,500 | 0.00 | 1,485.84 | 0.00 | 1,014.16 | 59.43 |
| 10-510-53310 Travel & Training | 10,000 | 0.00 | 1,509.31 | 0.00 | 8,490.69 | 15.09 |
| 10-510-53330 Postage & Shipping | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-510-53340 Printing & Binding | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-510-53360 Public Relations | 750 | 0.00 | 500.00 | 0.00 | 250.00 | 66.67 |
| 10-510-53900 Building & Land Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-510-53960 Copier Rental Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 18,950 | 109.02 | 4,619.49 | 0.00 | 14,330.51 | 24.38 |
| CAPITAL OUTLAY | | | | | | |
| 10-510-56060 Office Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-510-56070 Furniture & Fixtures | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CITY COUNCIL | 46,190 | 2,369.69 | 22,769.60 | 0.00 | 23,420.40 | 49.30 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - CITY MANAGER

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-515-51010 Salaries & Wages | 121,865 | 9,348.80 | 78,846.33 | 0.00 | 43,018.67 | 64.70 |
| 10-515-51011 PTO Liability | 14,680 | 0.00 | 0.00 | 0.00 | 14,680.00 | 0.00 |
| 10-515-51012 Overtime Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-515-51015 Longevity Pay | 670 | 56.40 | 408.90 | 0.00 | 261.10 | 61.03 |
| 10-515-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-515-51020 Social Security | 9,630 | 737.66 | 6,174.68 | 0.00 | 3,455.32 | 64.12 |
| 10-515-51030 Retirement Contributions | 18,665 | 2,166.61 | 10,187.87 | 0.00 | 8,477.13 | 54.58 |
| 10-515-51040 Group Insurance | 16,900 | 773.38 | 7,075.18 | 0.00 | 9,824.82 | 41.86 |
| 10-515-51050 Workers' Compensation | 265 | 0.00 | 92.90 | 0.00 | 172.10 | 35.06 |
| 10-515-51060 Unemployment Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-515-51080 Auto Allowance | 3,250 | 250.00 | 1,750.00 | 0.00 | 1,500.00 | 53.85 |
| 10-515-51085 Moving Allowance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 185,925 | 13,332.85 | 104,535.86 | 0.00 | 81,389.14 | 56.22 |
| OPERATIONS | | | | | | |
| 10-515-52000 General Office Supplies | 1,250 | 3.48 | 521.32 | 0.00 | 728.68 | 41.71 |
| 10-515-52010 Office Copy Supplies | 500 | 7.17 | 77.88 | 0.00 | 422.12 | 15.58 |
| 10-515-52020 Data Processing Supplies | 1,000 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 10-515-52100 Wearing Apparel | 100 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 10-515-52130 Food & Water Supplies | 50 | 0.00 | 0.00 | 0.00 | 50.00 | 0.00 |
| 10-515-53020 Consultant Services | 1,000 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 10-515-53030 Legal Services | 163,344 | 7,043.50 | 53,826.50 | 0.00 | 109,517.50 | 32.95 |
| 10-515-53200 Electricity | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-515-53210 Telephone | 2,300 | 924.24 | 1,891.24 | 0.00 | 408.76 | 82.23 |
| 10-515-53300 Dues & Subscriptions | 1,615 | 2.96 | 1,295.20 | 0.00 | 319.80 | 80.20 |
| 10-515-53310 Travel & Training | 7,000 | 0.00 | 849.02 | 0.00 | 6,150.98 | 12.13 |
| 10-515-53330 Postage & Shipping | 250 | 0.00 | 1.60 | 0.00 | 248.40 | 0.64 |
| 10-515-53340 Printing & Binding | 750 | 0.00 | 0.00 | 0.00 | 750.00 | 0.00 |
| 10-515-53360 Public Relations | 1,000 | 0.00 | 43.83 | 0.00 | 956.17 | 4.38 |
| 10-515-53365 Employee Relations | 1,500 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 10-515-53540 Motor Vehicles Repairs/Mai | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-515-53720 Special Projects | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-515-53900 Building & Land Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 181,659 | 7,981.35 | 58,506.59 | 0.00 | 123,152.41 | 32.21 |
| CAPITAL OUTLAY | | | | | | |
| 10-515-56060 Office Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-515-56070 Furniture & Fixtures | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-515-56115 Computer Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CITY MANAGER | 367,584 | 21,314.20 | 163,042.45 | 0.00 | 204,541.55 | 44.36 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - FINANCE

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-520-51010 Salaries & Wages | 332,615 | 21,597.60 | 180,898.16 | 0.00 | 151,716.84 | 54.39 |
| 10-520-51011 PTO Liability | 9,270 | 0.00 | 0.00 | 0.00 | 9,270.00 | 0.00 |
| 10-520-51012 Overtime Pay | 500 | 0.00 | 45.83 | 0.00 | 454.17 | 9.17 |
| 10-520-51015 Longevity Pay | 3,930 | 333.70 | 2,729.29 | 0.00 | 1,200.71 | 69.45 |
| 10-520-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-520-51020 Social Security | 25,800 | 1,591.36 | 13,416.92 | 0.00 | 12,383.08 | 52.00 |
| 10-520-51030 Retirement Contributions | 50,200 | 4,979.97 | 21,786.84 | 0.00 | 28,413.16 | 43.40 |
| 10-520-51040 Group Insurance | 109,500 | 5,610.88 | 47,192.15 | 0.00 | 62,307.85 | 43.10 |
| 10-520-51050 Workers' Compensation | 990 | 0.00 | 503.11 | 0.00 | 486.89 | 50.82 |
| 10-520-51060 Unemployment Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 532,805 | 34,113.51 | 266,572.30 | 0.00 | 266,232.70 | 50.03 |
| OPERATIONS | | | | | | |
| 10-520-52000 General Office Supplies | 1,800 | 137.54 | 814.64 | 0.00 | 985.36 | 45.26 |
| 10-520-52010 Office Copy Supplies | 800 | 35.86 | 389.39 | 0.00 | 410.61 | 48.67 |
| 10-520-52020 Data Processing Supplies | 2,500 | 0.00 | 1,330.26 | 0.00 | 1,169.74 | 53.21 |
| 10-520-52100 Wearing Apparel | 250 | 275.32 | 275.32 | 0.00 | ( 25.32) | 110.13 |
| 10-520-53010 Auditing & Accounting | 20,000 | 0.00 | 7,328.19 | 0.00 | 12,671.81 | 36.64 |
| 10-520-53020 Consultant Services | 85,000 | 1,225.00 | 12,434.16 | 0.00 | 72,565.84 | 14.63 |
| 10-520-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-520-53045 Utility Billing Services | 24,000 | 2,192.97 | 18,097.65 | 0.00 | 5,902.35 | 75.41 |
| 10-520-53060 Tax Collection Services | 25,077 | 0.00 | 22,489.50 | 0.00 | 2,587.50 | 89.68 |
| 10-520-53070 Tax Appraisal Allocation | 85,000 | 0.00 | 80,976.75 | 0.00 | 4,023.25 | 95.27 |
| 10-520-53210 Telephone | 900 | 48.28 | 330.17 | 0.00 | 569.83 | 36.69 |
| 10-520-53240 Collection Agency Service | 3,000 | 0.00 | 817.21 | 0.00 | 2,182.79 | 27.24 |
| 10-520-53290 Arbitrage Calculation Serv | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-520-53300 Dues & Subscriptions | 6,185 | 14.62 | 854.67 | 0.00 | 5,330.33 | 13.82 |
| 10-520-53310 Travel & Training | 6,000 | 0.00 | 250.00 | 0.00 | 5,750.00 | 4.17 |
| 10-520-53330 Postage & Shipping | 1,300 | 88.00 | 530.88 | 0.00 | 769.12 | 40.84 |
| 10-520-53340 Printing & Binding | 200 | 0.00 | 25.19 | 0.00 | 174.81 | 12.60 |
| 10-520-53520 Office Equipment Repairs/M | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-520-53660 Software Maintenance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-520-54030 Credit Card Processing Fee | 55,000 | 6,156.15 | 43,305.54 | 0.00 | 11,694.46 | 78.74 |
| TOTAL OPERATIONS | 317,012 | 10,173.74 | 190,249.52 | 0.00 | 126,762.48 | 60.01 |
| CAPITAL OUTLAY | | | | | | |
| 10-520-56060 Office Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-520-56070 Furniture & Fixtures | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-520-56100 Special Equipment | 2,900 | 0.00 | 2,569.78 | 0.00 | 330.22 | 88.61 |
| 10-520-56115 Computer Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 2,900 | 0.00 | 2,569.78 | 0.00 | 330.22 | 88.61 |
| TOTAL FINANCE | 852,717 | 44,287.25 | 459,391.60 | 0.00 | 393,325.40 | 53.87 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - MUNICIPAL COURT

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-525-51010 Salaries & Wages | 160,745 | 12,289.60 | 104,804.84 | 0.00 | 55,940.16 | 65.20 |
| 10-525-51011 PTO Liability | 20,145 | 0.00 | 0.00 | 0.00 | 20,145.00 | 0.00 |
| 10-525-51012 Overtime Pay | 200 | 0.00 | 17.31 | 0.00 | 182.69 | 8.66 |
| 10-525-51015 Longevity Pay | 4,280 | 329.00 | 2,738.69 | 0.00 | 1,541.31 | 63.99 |
| 10-525-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-525-51020 Social Security | 12,650 | 907.68 | 7,810.66 | 0.00 | 4,839.34 | 61.74 |
| 10-525-51030 Retirement Contributions | 24,550 | 2,858.10 | 13,019.19 | 0.00 | 11,530.81 | 53.03 |
| 10-525-51040 Group Insurance | 51,800 | 3,217.36 | 27,283.41 | 0.00 | 24,516.59 | 52.67 |
| 10-525-51050 Workers' Compensation | 475 | 0.00 | 408.24 | 0.00 | 66.76 | 85.95 |
| 10-525-51060 Unemployment Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 274,845 | 19,601.74 | 156,082.34 | 0.00 | 118,762.66 | 56.79 |
| OPERATIONS | | | | | | |
| 10-525-52000 General Office Supplies | 657 | 8.77 | 374.54 | 0.00 | 282.46 | 57.01 |
| 10-525-52010 Office Copy Supplies | 300 | 14.35 | 155.75 | 0.00 | 144.25 | 51.92 |
| 10-525-52020 Data Processing Supplies | 975 | 0.00 | 0.00 | 0.00 | 975.00 | 0.00 |
| 10-525-52050 Motor Fuel & Oil | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-525-52100 Wearing Apparel | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-525-52210 Community Service Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-525-53030 Legal Services | 46,800 | 1,462.50 | 31,329.78 | 0.00 | 15,470.22 | 66.94 |
| 10-525-53090 Contractual Services | 12,200 | 0.00 | 2,033.28 | 0.00 | 10,166.72 | 16.67 |
| 10-525-53210 Telephone | 240 | 0.00 | 0.00 | 0.00 | 240.00 | 0.00 |
| 10-525-53240 Collection Agency Service | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-525-53300 Dues & Subscriptions | 450 | 8.76 | 229.04 | 0.00 | 220.96 | 50.90 |
| 10-525-53310 Travel & Training | 3,320 | 150.00 | 1,249.02 | 0.00 | 2,070.98 | 37.62 |
| 10-525-53330 Postage & Shipping | 6,336 | 268.20 | 3,308.50 | 0.00 | 3,027.50 | 52.22 |
| 10-525-53340 Printing & Binding | 100 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 10-525-53520 Office Equipment Repairs/M | 50 | 0.00 | 0.00 | 0.00 | 50.00 | 0.00 |
| 10-525-53540 Motor Vehicles Repairs/Mai | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-525-53660 Software Maintenance | 19,625 | 885.00 | 14,555.00 | 0.00 | 5,070.00 | 74.17 |
| 10-525-53920 Equipment/Vehicle Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-525-54000 Court Costs & Jury Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-525-54010 Prisoner Care | 21,600 | 375.00 | 2,250.00 | 0.00 | 19,350.00 | 10.42 |
| 10-525-54030 Credit Card Processing Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 112,653 | 3,172.58 | 55,484.91 | 0.00 | 57,168.09 | 49.25 |
| CAPITAL OUTLAY | | | | | | |
| 10-525-56060 Office Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-525-56090 Motor Vehicles | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-525-56100 Special Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-525-56115 Computer Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MUNICIPAL COURT | 387,498 | 22,774.32 | 211,567.25 | 0.00 | 175,930.75 | 54.60 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - POLICE

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-530-51010 Salaries & Wages | 1,685,750 | 112,515.96 | 966,850.10 | 0.00 | 718,899.90 | 57.35 |
| 10-530-51011 PTO Liability | 166,534 | 0.00 | 0.00 | 0.00 | 166,534.00 | 0.00 |
| 10-530-51012 Overtime Pay | 95,000 | 2,189.76 | 101,685.62 | 0.00 | ( 6,685.62) | 107.04 |
| 10-530-51015 Longevity Pay | 23,050 | 1,689.62 | 13,972.96 | 0.00 | 9,077.04 | 60.62 |
| 10-530-51017 Certification Pay | 46,200 | 3,150.00 | 21,775.00 | 0.00 | 24,425.00 | 47.13 |
| 10-530-51020 Social Security | 139,425 | 8,783.44 | 82,657.54 | 0.00 | 56,767.46 | 59.28 |
| 10-530-51030 Retirement Contributions | 270,525 | 27,603.48 | 137,729.08 | 0.00 | 132,795.92 | 50.91 |
| 10-530-51040 Group Insurance | 408,275 | 22,115.85 | 185,419.53 | 0.00 | 222,855.47 | 45.42 |
| 10-530-51050 Workers' Compensation | 42,175 | 0.00 | 29,457.49 | 0.00 | 12,717.51 | 69.85 |
| 10-530-51060 Unemployment Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-51080 Auto Allowance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-51085 Moving Allowance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 2,876,934 | 178,048.11 | 1,539,547.32 | 0.00 | 1,337,386.68 | 53.51 |
| OPERATIONS | | | | | | |
| 10-530-52000 General Office Supplies | 5,500 | 156.92 | 3,694.80 | 0.00 | 1,805.20 | 67.18 |
| 10-530-52010 Office Copy Supplies | 940 | 49.97 | 581.42 | 0.00 | 358.58 | 61.85 |
| 10-530-52020 Data Processing Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-52040 Medical/First Aid Supplies | 1,100 | 17.99 | 3,279.92 | 0.00 | ( 2,179.92) | 298.17 |
| 10-530-52050 Motor Fuel & Oil | 79,100 | 5,034.49 | 38,312.78 | 0.00 | 40,787.22 | 48.44 |
| 10-530-52060 Janitorial Supplies | 1,300 | 0.00 | 840.27 | 0.00 | 459.73 | 64.64 |
| 10-530-52090 Photographic Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-52100 Wearing Apparel | 26,100 | 197.62 | 9,370.85 | 0.00 | 16,729.15 | 35.90 |
| 10-530-52110 Animal Shelter Supplies | 750 | 0.00 | 0.00 | 0.00 | 750.00 | 0.00 |
| 10-530-52120 Ammunition | 8,700 | 904.96 | 1,390.24 | 0.00 | 7,309.76 | 15.98 |
| 10-530-52130 Food & Water Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-52170 Drug K-9 Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-52180 Animal Traps | 300 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 10-530-52190 Public Relations Supplies | 1,000 | 0.00 | 266.80 | 0.00 | 733.20 | 26.68 |
| 10-530-52240 Chemicals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-52280 Motor Vehicle Supplies | 1,000 | 66.63 | 139.49 | 0.00 | 860.51 | 13.95 |
| 10-530-52290 Bicycle Patrol Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-52320 Minor Tools & Equipment | 3,850 | 603.75 | 2,036.27 | 0.00 | 1,813.73 | 52.89 |
| 10-530-52330 Safety Equipment | 4,000 | 0.00 | 0.00 | 0.00 | 4,000.00 | 0.00 |
| 10-530-52350 Crime Prevention Materials | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-52360 Radio & Radar Equipment | 0 | 0.00 | 115.99 | 0.00 | ( 115.99) | 0.00 |
| 10-530-53020 Consultant Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-53090 Contract Labor | 600 | 0.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| 10-530-53110 Janitorial Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-53120 Special Investigations | 1,000 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 10-530-53125 Informant & "Buy Money" | 5,000 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 10-530-53200 Electricity | 13,900 | 1,261.76 | 8,672.00 | 0.00 | 5,228.00 | 62.39 |
| 10-530-53210 Telephone | 31,700 | 2,397.51 | 19,049.84 | 0.00 | 12,650.16 | 60.09 |
| 10-530-53220 Internet Services | 5,000 | 245.93 | 1,922.84 | 0.00 | 3,077.16 | 38.46 |
| 10-530-53255 Online Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-53270 GPS Service Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

GENERAL FUND
DEPARTMENT - POLICE

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| 10-530-53300 Dues & Subscriptions | 9,050 | 1,269.95 | 3,359.84 | 0.00 | 5,690.16 | 37.13 |
| 10-530-53310 Travel & Training | 12,750 | 1,273.19 | 9,062.04 | 0.00 | 3,687.96 | 71.07 |
| 10-530-53330 Postage & Shipping | 500 | 25.70 | 242.64 | 0.00 | 257.36 | 48.53 |
| 10-530-53340 Printing & Binding | 500 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 10-530-53350 Photo/Blueprint Processing | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-53500 Buildings & Grounds Rep/Ma | 30,000 | 0.00 | 18,858.79 | 0.00 | 11,141.21 | 62.86 |
| 10-530-53520 Office Equipment Repairs/M | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-53530 Furniture & Fixtures Rep/M | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-53540 Motor Vehicles Repairs/Mai | 34,500 | 2,117.10 | 25,133.61 | 0.00 | 9,366.39 | 72.85 |
| 10-530-53580 Radio & Radar Repairs/Main | 1,500 | 0.00 | 1,114.33 | 0.00 | 385.67 | 74.29 |
| 10-530-53640 Public Safety Eqpt Rep/Mai | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-53660 Software Maintenance | 15,000 | 0.00 | 16,254.99 | 0.00 | ( 1,254.99) | 108.37 |
| 10-530-53800 Lab Analysis Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-53900 Building & Land Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-53910 Radio Lease | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-53920 Equipment/Vehicle Rentals | 231,620 | 9,715.19 | 94,086.84 | 0.00 | 137,533.16 | 40.62 |
| 10-530-53950 TLETS Lease | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-53960 Copier Rental Fees | 6,300 | 0.00 | 3,021.29 | 0.00 | 3,278.71 | 47.96 |
| 10-530-53990 Other Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-54100 Wrecker Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 532,560 | 25,338.66 | 260,807.88 | 0.00 | 271,752.12 | 48.97 |
| CAPITAL OUTLAY | | | | | | |
| 10-530-56060 Office Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-56070 Furniture & Fixtures | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-56090 Motor Vehicles | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-56100 Special Equipment | 402,098 | 0.00 | 337,499.98 | 0.00 | 64,597.77 | 83.93 |
| 10-530-56110 Radio & Radar Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-56115 Computer Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-530-56120 Computer Software | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 402,098 | 0.00 | 337,499.98 | 0.00 | 64,597.77 | 83.93 |
| TOTAL POLICE | 3,811,592 | 203,386.77 | 2,137,855.18 | 0.00 | 1,673,736.57 | 56.09 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - PLANNING & COMMUNITY DEV % OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-535-51010 Salaries & Wages | 235,000 | 11,217.60 | 94,595.37 | 0.00 | 140,404.63 | 40.25 |
| 10-535-51011 PTO Liability | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-535-51012 Overtime Pay | 500 | 0.00 | 166.38 | 0.00 | 333.62 | 33.28 |
| 10-535-51015 Longevity Pay | 1,770 | 131.60 | 1,038.70 | 0.00 | 731.30 | 58.68 |
| 10-535-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-535-51020 Social Security | 18,500 | 790.06 | 6,750.65 | 0.00 | 11,749.35 | 36.49 |
| 10-535-51030 Retirement Contributions | 35,500 | 2,570.61 | 11,100.31 | 0.00 | 24,399.69 | 31.27 |
| 10-535-51040 Group Insurance | 80,000 | 4,064.12 | 33,657.37 | 0.00 | 46,342.63 | 42.07 |
| 10-535-51050 Workers' Compensation | 1,350 | 0.00 | 645.07 | 0.00 | 704.93 | 47.78 |
| 10-535-51060 Unemployment Compensation | 0 | 0.00 | ( 14.49) | 0.00 | 14.49 | 0.00 |
| 10-535-51080 Auto Allowance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 372,620 | 18,773.99 | 147,939.36 | 0.00 | 224,680.64 | 39.70 |
| OPERATIONS | | | | | | |
| 10-535-52000 General Office Supplies | 3,000 | 10.55 | 1,325.43 | 0.00 | 1,674.57 | 44.18 |
| 10-535-52010 Office Copy Supplies | 2,000 | 35.86 | 408.09 | 0.00 | 1,591.91 | 20.40 |
| 10-535-52020 Data Processing Supplies | 3,500 | 14.50 | 14.50 | 0.00 | 3,485.50 | 0.41 |
| 10-535-52050 Motor Fuel & Oil | 1,000 | 153.94 | 1,098.92 | 0.00 | ( 98.92) | 109.89 |
| 10-535-52100 Wearing Apparel | 500 | 0.00 | 252.65 | 0.00 | 247.35 | 50.53 |
| 10-535-52130 Food & Water Supplies | 300 | 104.79 | 185.93 | 0.00 | 114.07 | 61.98 |
| 10-535-52140 Signs & Markers | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-535-52150 Buildings & Grounds Suppli | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-535-52160 Christmas Decorating Suppl | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-535-52280 Motor Vehicle Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-535-52320 Minor Tools & Equipment | 500 | 0.00 | 47.47 | 0.00 | 452.53 | 9.49 |
| 10-535-52400 Keep Sealy Beautiful Suppl | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-535-53000 Engineering Services | 285,000 | 11,795.00 | 34,868.75 | 0.00 | 250,131.25 | 12.23 |
| 10-535-53020 Consultant Services | 110,600 | 8,742.08 | 84,175.07 | 0.00 | 26,424.93 | 76.11 |
| 10-535-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-535-53140 Building Demolition & Mowi | 6,000 | 0.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| 10-535-53145 Scanning Services | 1,000 | 0.00 | 174.85 | 0.00 | 825.15 | 17.49 |
| 10-535-53210 Telephone | 4,000 | 218.14 | 1,794.50 | 0.00 | 2,205.50 | 44.86 |
| 10-535-53220 Internet Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-535-53270 GPS Service Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-535-53300 Dues & Subscriptions | 2,500 | 11.68 | 381.36 | 0.00 | 2,118.64 | 15.25 |
| 10-535-53310 Travel & Training | 5,000 | 390.60 | 3,924.80 | 0.00 | 1,075.20 | 78.50 |
| 10-535-53330 Postage & Shipping | 6,000 | 399.40 | 4,650.60 | 0.00 | 1,349.40 | 77.51 |
| 10-535-53340 Printing & Binding | 2,000 | 0.00 | 67.12 | 0.00 | 1,932.88 | 3.36 |
| 10-535-53500 Buildings & Grounds Rep/Ma | 0 | 0.00 | 26.20 | 0.00 | ( 26.20) | 0.00 |
| 10-535-53520 Office Equipment Repairs/M | 3,500 | 0.00 | 0.00 | 0.00 | 3,500.00 | 0.00 |
| 10-535-53540 Motor Vehicles Repairs/Mai | 2,500 | 0.00 | 10.99 | 0.00 | 2,489.01 | 0.44 |
| 10-535-53920 Equipment/Vehicle Rentals | 13,000 | 1,183.50 | 9,558.73 | 0.00 | 3,441.27 | 73.53 |
| 10-535-53960 Copier Rental Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-535-54410 Software License Fees | 500 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| TOTAL OPERATIONS | 452,400 | 23,060.04 | 142,965.96 | 0.00 | 309,434.04 | 31.60 |

GENERAL FUND
DEPARTMENT - PLANNING & COMMUNITY DEV

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | |
| 10-535-56020 Building Improvements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-535-56060 Office Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-535-56090 Motor Vehicles | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-535-56115 Computer Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PLANNING & COMMUNITY DEV | 825,020 | 41,834.03 | 290,905.32 | 0.00 | 534,114.68 | 35.26 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - CITY SECRETARY % OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-540-51010 Salaries & Wages | 151,250 | 6,296.80 | 65,347.48 | 0.00 | 85,902.52 | 43.20 |
| 10-540-51011 PTO Liability | 1,720 | 0.00 | 0.00 | 0.00 | 1,720.00 | 0.00 |
| 10-540-51012 Overtime Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-540-51015 Longevity Pay | 960 | 28.20 | 225.60 | 0.00 | 734.40 | 23.50 |
| 10-540-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-540-51020 Social Security | 11,650 | 483.87 | 5,014.07 | 0.00 | 6,635.93 | 43.04 |
| 10-540-51030 Retirement Contributions | 22,590 | 1,662.99 | 7,953.32 | 0.00 | 14,636.68 | 35.21 |
| 10-540-51040 Group Insurance | 22,250 | 784.28 | 7,718.89 | 0.00 | 14,531.11 | 34.69 |
| 10-540-51050 Workers' Compensation | 325 | 0.00 | 66.08 | 0.00 | 258.92 | 20.33 |
| 10-540-51060 Unemployment Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 210,745 | 9,256.14 | 86,325.44 | 0.00 | 124,419.56 | 40.96 |
| OPERATIONS | | | | | | |
| 10-540-52000 General Office Supplies | 2,600 | 3.48 | 661.16 | 0.00 | 1,938.84 | 25.43 |
| 10-540-52010 Office Copy Supplies | 170 | 7.19 | 101.89 | 0.00 | 68.11 | 59.94 |
| 10-540-52020 Data Processing Supplies | 2,800 | 0.00 | 1,786.79 | 0.00 | 1,013.21 | 63.81 |
| 10-540-52030 Election Supplies | 7,500 | 0.00 | 0.00 | 0.00 | 7,500.00 | 0.00 |
| 10-540-52100 Wearing Apparel | 150 | 0.00 | 0.00 | 0.00 | 150.00 | 0.00 |
| 10-540-52190 Public Relations Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-540-52370 Employee Relations Supplie | 7,000 | 247.49 | 1,254.37 | 0.00 | 5,745.63 | 17.92 |
| 10-540-52420 Employee Development Suppl | 2,100 | 0.00 | 1,238.81 | 0.00 | 861.19 | 58.99 |
| 10-540-53020 Consultant Services | 0 | 0.00 | 1,516.20 | 0.00 | ( 1,516.20) | 0.00 |
| 10-540-53025 Codification Services | 6,500 | 4,021.92 | 4,325.11 | 0.00 | 2,174.89 | 66.54 |
| 10-540-53030 Legal Services | 8,000 | 0.00 | 0.00 | 0.00 | 8,000.00 | 0.00 |
| 10-540-53040 Medical Services | 4,600 | 0.00 | 395.00 | 0.00 | 4,205.00 | 8.59 |
| 10-540-53095 General Administration | 10,500 | 103.70 | 6,016.44 | 0.00 | 4,483.56 | 57.30 |
| 10-540-53100 Election Labor Costs | 6,600 | 0.00 | 0.00 | 0.00 | 6,600.00 | 0.00 |
| 10-540-53210 Telephone | 900 | 48.28 | 386.24 | 0.00 | 513.76 | 42.92 |
| 10-540-53240 Collection Agency Service | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-540-53300 Dues & Subscriptions | 3,500 | 5.84 | ( 2,723.81) | 0.00 | 6,223.81 | 77.82- |
| 10-540-53310 Travel & Training | 7,000 | 871.70 | 2,432.10 | 0.00 | 4,567.90 | 34.74 |
| 10-540-53320 Newspaper Advertising | 10,000 | 220.00 | 4,200.00 | 0.00 | 5,800.00 | 42.00 |
| 10-540-53330 Postage & Shipping | 1,500 | 11.20 | 399.08 | 0.00 | 1,100.92 | 26.61 |
| 10-540-53340 Printing & Binding | 800 | 0.00 | 0.00 | 0.00 | 800.00 | 0.00 |
| 10-540-53520 Office Equipment Repairs/M | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-540-53530 Furniture & Fixtures Rep/M | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-540-53730 Video Recording Services | 3,800 | 240.00 | 1,760.00 | 0.00 | 2,040.00 | 46.32 |
| 10-540-54500 Records Management Costs | 3,500 | 434.26 | 2,005.08 | 0.00 | 1,494.92 | 57.29 |
| TOTAL OPERATIONS | 89,520 | 6,215.06 | 25,754.46 | 0.00 | 63,765.54 | 28.77 |
| CAPITAL OUTLAY | | | | | | |
| 10-540-56060 Office Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-540-56070 Furniture & Fixtures | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-540-56115 Computer Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CITY SECRETARY | 300,265 | 15,471.20 | 112,079.90 | 0.00 | 188,185.10 | 37.33 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - HUMAN RESOURCES

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-545-51010 Salaries & Wages | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-51011 PTO Liability | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-51015 Longevity Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-51020 Social Security | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-51030 Retirement Contributions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-51040 Group Insurance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-51050 Workers' Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-51060 Unemployment Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OPERATIONS | | | | | | |
| 10-545-52000 General Office Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-52010 Office Copy Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-52020 Data Processing Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-52100 Wearing Apparel | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-52370 Employee Relations Supplie | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-52420 Employee Development Suppl | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-53020 Consultant Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-53040 Medical Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-53095 General Administration | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-53300 Dues & Subscriptions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-53310 Travel & Training | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-53320 Newspaper Advertising | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-53330 Postage & Shipping | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-545-53340 Printing & Binding | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HUMAN RESOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - BUILDING SERVICES

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-550-51010 Salaries & Wages | 43,800 | 2,026.30 | 19,690.02 | 0.00 | 24,109.98 | 44.95 |
| 10-550-51012 Overtime Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-51015 Longevity Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-51020 Social Security | 3,375 | 155.02 | 1,506.32 | 0.00 | 1,868.68 | 44.63 |
| 10-550-51030 Retirement Contributions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-51040 Group Insurance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-51050 Workers' Compensation | 1,275 | 0.00 | 1,850.96 | 0.00 | ( 575.96) | 145.17 |
| TOTAL PERSONNEL | 48,450 | 2,181.32 | 23,047.30 | 0.00 | 25,402.70 | 47.57 |
| OPERATIONS | | | | | | |
| 10-550-52000 General Office Supplies | 100 | 18.49 | 18.49 | 0.00 | 81.51 | 18.49 |
| 10-550-52010 Office Copy Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-52050 Motor Fuel & Oil | 1,000 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 10-550-52070 Recreational Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-52130 Food & Water Supplies | 1,260 | 0.00 | 0.00 | 0.00 | 1,260.00 | 0.00 |
| 10-550-52150 Buildings & Grounds Suppli | 11,340 | 2,272.90 | 7,127.88 | 0.00 | 4,212.12 | 62.86 |
| 10-550-52240 Chemicals | 5,000 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 10-550-53000 Engineering Services | 56,170 | 0.00 | 0.00 | 0.00 | 56,170.00 | 0.00 |
| 10-550-53005 Architectural Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-53010 Surveying Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-53080 Appraisal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-53200 Electricity | 14,742 | 774.15 | 4,801.05 | 0.00 | 9,940.95 | 32.57 |
| 10-550-53210 Telephone | 27,402 | 3,270.99 | 20,650.71 | 0.00 | 6,751.29 | 75.36 |
| 10-550-53220 Internet Services | 18,145 | 311.91 | 2,425.28 | 0.00 | 15,719.72 | 13.37 |
| 10-550-53270 GPS Service Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-53300 Dues & Subscriptions | 14,080 | 3,879.86 | 4,168.97 | 0.00 | 9,911.03 | 29.61 |
| 10-550-53310 Travel & Training | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-53400 General Liability Insuranc | 99,277 | 0.00 | 62,367.21 | 0.00 | 36,909.79 | 62.82 |
| 10-550-53420 Auto Liability Insurance | 33,628 | 0.00 | 25,239.90 | 0.00 | 8,388.10 | 75.06 |
| 10-550-53490 Claims Against the City | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-53500 Buildings & Grounds Rep/Ma | 90,300 | 16,725.44 | 46,243.72 | 0.00 | 44,056.28 | 51.21 |
| 10-550-53520 Office Equipment Repairs/M | 500 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 10-550-53540 Motor Vehicles Repairs/Mai | 1,000 | 0.00 | 423.74 | 0.00 | 576.26 | 42.37 |
| 10-550-53920 Equipment/Vehicle Rentals | 20,000 | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.00 |
| 10-550-53960 Copier Rental Fees | 26,000 | 0.00 | 15,626.02 | 0.00 | 10,373.98 | 60.10 |
| 10-550-53970 Postage Machine Rental Fee | 2,268 | 0.00 | 1,427.13 | 0.00 | 840.87 | 62.92 |
| 10-550-53990 Other Rentals | 350 | 0.00 | 0.00 | 0.00 | 350.00 | 0.00 |
| 10-550-54020 Commissions Paid | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-54600 Property/Ad Valorem Taxes | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-55700 Cash Short (Over) | 0 | ( 0.05) | 0.01 | 0.00 | ( 0.01) | 0.00 |
| TOTAL OPERATIONS | 422,562 | 27,253.69 | 190,520.11 | 0.00 | 232,041.89 | 45.09 |
| CAPITAL OUTLAY | | | | | | |
| 10-550-56020 Building Improvements | 186,528 | 0.00 | 64,106.00 | 0.00 | 122,422.25 | 34.37 |
| 10-550-56060 Office Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

GENERAL FUND
DEPARTMENT - BUILDING SERVICES

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| 10-550-56070 Furniture & Fixtures | 5,000 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 10-550-56090 Motor Vehicles | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-56100 Special Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 191,528 | 0.00 | 64,106.00 | 0.00 | 127,422.25 | 33.47 |
| TOTAL BUILDING SERVICES | 662,540 | 29,435.01 | 277,673.41 | 0.00 | 384,866.84 | 41.91 |

GENERAL FUND
DEPARTMENT - INFO TECHNOLOGY SERVICES

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 10-560-52020 Data Processing Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-560-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-560-53090 Contract Labor | 85,663 | 4,738.35 | 41,940.80 | 0.00 | 43,722.20 | 48.96 |
| 10-560-53220 Internet Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-560-53250 Website Design & Update | 2,300 | 0.00 | 0.00 | 0.00 | 2,300.00 | 0.00 |
| 10-560-53300 Dues & Subscriptions | 28,472 | 1,356.97 | 11,872.99 | 0.00 | 16,599.01 | 41.70 |
| 10-560-53330 Postage & Shipping | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-560-53380 Data Disaster Recovery Ser | 55,519 | 4,333.38 | 30,431.12 | 0.00 | 25,087.88 | 54.81 |
| 10-560-53520 Office Equipment Repairs/M | 1,000 | 0.00 | 510.90 | 0.00 | 489.10 | 51.09 |
| 10-560-53660 Software Maintenance | 113,000 | 11,582.42 | 66,000.37 | 0.00 | 46,999.63 | 58.41 |
| 10-560-53990 Other Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-560-54410 Software License Fees | 8,000 | 0.00 | 0.00 | 0.00 | 8,000.00 | 0.00 |
| TOTAL OPERATIONS | 293,954 | 22,011.12 | 150,756.18 | 0.00 | 143,197.82 | 51.29 |
| CAPITAL OUTLAY | | | | | | |
| 10-560-56115 Computer Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-560-56120 Computer Software | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INFO TECHNOLOGY SERVICES | 293,954 | 22,011.12 | 150,756.18 | 0.00 | 143,197.82 | 51.29 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - STREETS

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-575-51010 Salaries & Wages | 192,360 | 12,989.88 | 116,733.84 | 0.00 | 75,626.16 | 60.69 |
| 10-575-51011 PTO Liability | 11,605 | 0.00 | 0.00 | 0.00 | 11,605.00 | 0.00 |
| 10-575-51012 Overtime Pay | 3,500 | 206.62 | 3,536.75 | 0.00 | ( 36.75) | 101.05 |
| 10-575-51015 Longevity Pay | 3,075 | 235.00 | 1,902.09 | 0.00 | 1,172.91 | 61.86 |
| 10-575-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-575-51020 Social Security | 15,220 | 984.01 | 9,019.74 | 0.00 | 6,200.26 | 59.26 |
| 10-575-51030 Retirement Contributions | 29,525 | 3,093.05 | 14,634.37 | 0.00 | 14,890.63 | 49.57 |
| 10-575-51040 Group Insurance | 54,415 | 3,255.01 | 32,489.17 | 0.00 | 21,925.83 | 59.71 |
| 10-575-51050 Workers' Compensation | 11,850 | 0.00 | 9,049.00 | 0.00 | 2,801.00 | 76.36 |
| 10-575-51060 Unemployment Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 321,550 | 20,763.57 | 187,364.96 | 0.00 | 134,185.04 | 58.27 |
| OPERATIONS | | | | | | |
| 10-575-52000 General Office Supplies | 220 | 3.48 | 166.37 | 0.00 | 53.63 | 75.62 |
| 10-575-52010 Office Copy Supplies | 220 | 0.64 | 16.88 | 0.00 | 203.12 | 7.67 |
| 10-575-52020 Data Processing Supplies | 500 | 64.38 | 42.44 | 0.00 | 457.56 | 8.49 |
| 10-575-52040 Medical/First Aid Supplies | 110 | 0.00 | 0.00 | 0.00 | 110.00 | 0.00 |
| 10-575-52050 Motor Fuel & Oil | 26,250 | 640.26 | 10,501.02 | 0.00 | 15,748.98 | 40.00 |
| 10-575-52130 Food & Water Supplies | 368 | 24.80 | 221.46 | 0.00 | 146.54 | 60.18 |
| 10-575-52140 Traffic Signs & Markers | 21,000 | 6,500.00 | 45,596.45 | 0.00 | ( 24,596.45) | 217.13 |
| 10-575-52150 Buildings & Grounds Suppli | 5,250 | 106.41 | 780.18 | 0.00 | 4,469.82 | 14.86 |
| 10-575-52160 Christmas Decorating Suppl | 7,000 | 0.00 | 3,982.99 | 0.00 | 3,017.01 | 56.90 |
| 10-575-52240 Chemicals | 3,000 | 57.48 | 558.42 | 0.00 | 2,441.58 | 18.61 |
| 10-575-52280 Motor Vehicle Supplies | 525 | 0.00 | 1,273.36 | 0.00 | ( 748.36) | 242.54 |
| 10-575-52300 Traffic Signal Supplies | 0 | 25.65 | 25.65 | 0.00 | ( 25.65) | 0.00 |
| 10-575-52320 Minor Tools & Equipment | 4,000 | 295.03 | 4,551.17 | 0.00 | ( 551.17) | 113.78 |
| 10-575-52330 Safety Equipment | 4,725 | 147.52 | 1,800.91 | 0.00 | 2,924.09 | 38.11 |
| 10-575-53000 Engineering Services | 0 | 0.00 | 11,116.25 | 0.00 | ( 11,116.25) | 0.00 |
| 10-575-53055 Grant Administration | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-575-53090 Contract Labor | 0 | 0.00 | 25,875.98 | 0.00 | ( 25,875.98) | 0.00 |
| 10-575-53170 Mosquito Control | 20,000 | 736.00 | 736.00 | 0.00 | 19,264.00 | 3.68 |
| 10-575-53200 Electricity | 76,000 | 8,973.71 | 63,153.23 | 0.00 | 12,846.77 | 83.10 |
| 10-575-53210 Telephone | 1,155 | 87.99 | 763.91 | 0.00 | 391.09 | 66.14 |
| 10-575-53270 GPS Service Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-575-53300 Dues & Subscriptions | 368 | 11.75 | 85.53 | 0.00 | 282.47 | 23.24 |
| 10-575-53310 Travel & Training | 525 | 0.00 | 164.12 | 0.00 | 360.88 | 31.26 |
| 10-575-53340 Printing & Binding | 100 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 10-575-53490 Claims Against the City | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-575-53500 Buildings & Grounds Rep/Ma | 3,675 | 0.00 | 228.12 | 0.00 | 3,446.88 | 6.21 |
| 10-575-53540 Motor Vehicles Repairs/Mai | 3,675 | 1,198.45 | 3,708.06 | 0.00 | ( 33.06) | 100.90 |
| 10-575-53560 Heavy Equipment Repairs/Ma | 42,000 | 1,653.44 | 22,127.40 | 0.00 | 19,872.60 | 52.68 |
| 10-575-53580 Radio & Radar Repairs/Main | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-575-53600 Street & Alley Repairs & M | 52,500 | 1,003.20 | 20,571.43 | 0.00 | 31,928.57 | 39.18 |
| 10-575-53900 Building & Land Rentals | 5,250 | 0.00 | 0.00 | 0.00 | 5,250.00 | 0.00 |
| 10-575-53920 Equipment/Vehicle Rentals | 36,750 | 2,160.23 | 18,195.80 | 0.00 | 18,554.20 | 49.51 |
| 10-575-53940 Uniform Rentals | 2,205 | 238.20 | 1,613.12 | 0.00 | 591.88 | 73.16 |
| TOTAL OPERATIONS | 317,371 | 23,928.62 | 237,856.25 | 0.00 | 79,514.75 | 74.95 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - STREETS

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | |
| 10-575-56000 Land | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-575-56010 Buildings | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-575-56020 Building Improvements | 5,250 | 0.00 | 0.00 | 0.00 | 5,250.00 | 0.00 |
| 10-575-56030 Street Paving Improvements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-575-56035 Streetscape Improvements | 52,500 | 0.00 | 0.00 | 0.00 | 52,500.00 | 0.00 |
| 10-575-56040 Drainage Improvements | 50,000 | 0.00 | 0.00 | 0.00 | 50,000.00 | 0.00 |
| 10-575-56090 Motor Vehicles | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-575-56100 Special Equipment | 105,000 | 0.00 | 0.00 | 0.00 | 105,000.00 | 0.00 |
| 10-575-56900 Grant Administration | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-575-56995 Engineering Services | 31,500 | 0.00 | 0.00 | 0.00 | 31,500.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 244,250 | 0.00 | 0.00 | 0.00 | 244,250.00 | 0.00 |
| TOTAL STREETS | 883,171 | 44,692.19 | 425,221.21 | 0.00 | 457,949.79 | 48.15 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - PARKS & RECREATION % OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-580-51010 Salaries & Wages | 192,360 | 12,989.90 | 117,984.73 | 0.00 | 74,375.27 | 61.34 |
| 10-580-51011 PTO Liability | 11,605 | 0.00 | 0.00 | 0.00 | 11,605.00 | 0.00 |
| 10-580-51012 Overtime Pay | 3,500 | 206.64 | 3,536.87 | 0.00 | ( 36.87) | 101.05 |
| 10-580-51015 Longevity Pay | 3,075 | 235.00 | 1,902.09 | 0.00 | 1,172.91 | 61.86 |
| 10-580-51020 Social Security | 15,220 | 984.05 | 9,114.84 | 0.00 | 6,105.16 | 59.89 |
| 10-580-51030 Retirement Contributions | 29,525 | 3,093.01 | 14,518.38 | 0.00 | 15,006.62 | 49.17 |
| 10-580-51040 Group Insurance | 54,415 | 3,253.15 | 32,011.60 | 0.00 | 22,403.40 | 58.83 |
| 10-580-51050 Workers' Compensation | 2,850 | 0.00 | 1,433.10 | 0.00 | 1,416.90 | 50.28 |
| 10-580-51060 Unemployment Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 312,550 | 20,761.75 | 180,501.61 | 0.00 | 132,048.39 | 57.75 |
| OPERATIONS | | | | | | |
| 10-580-52000 General Office Supplies | 150 | 3.48 | 49.29 | 0.00 | 100.71 | 32.86 |
| 10-580-52010 Office Copy Supplies | 200 | 7.17 | 122.88 | 0.00 | 77.12 | 61.44 |
| 10-580-52040 Medical/First Aid Supplies | 170 | 0.00 | 0.00 | 0.00 | 170.00 | 0.00 |
| 10-580-52050 Motor Fuel & Oil | 9,080 | 440.49 | 4,879.47 | 0.00 | 4,200.53 | 53.74 |
| 10-580-52060 Janitorial Supplies | 5,250 | 489.00 | 2,429.35 | 0.00 | 2,820.65 | 46.27 |
| 10-580-52100 Wearing Apparel | 265 | 0.00 | 383.29 | 0.00 | ( 118.29) | 144.64 |
| 10-580-52130 Food & Water Supplies | 370 | 545.05 | 778.93 | 0.00 | ( 408.93) | 210.52 |
| 10-580-52150 Buildings & Grounds Suppli | 10,500 | 9,478.90 | 18,599.53 | 0.00 | ( 8,099.53) | 177.14 |
| 10-580-52240 Chemicals | 3,150 | 0.00 | 500.94 | 0.00 | 2,649.06 | 15.90 |
| 10-580-52280 Motor Vehicle Supplies | 570 | 0.00 | 473.00 | 0.00 | 97.00 | 82.98 |
| 10-580-52320 Minor Tools & Equipment | 3,200 | 659.62 | 2,804.04 | 0.00 | 395.96 | 87.63 |
| 10-580-52330 Safety Equipment | 525 | 0.00 | 762.49 | 0.00 | ( 237.49) | 145.24 |
| 10-580-52380 Master Gardener Pgm Suppli | 0 | 0.00 | 59.97 | 0.00 | ( 59.97) | 0.00 |
| 10-580-52390 KIDFISH Event Expenses | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-580-52410 Sports League Expenditures | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-580-53000 Engineering Services | 0 | 450.00 | 8,960.00 | 0.00 | ( 8,960.00) | 0.00 |
| 10-580-53020 Consultant Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-580-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-580-53090 Contract Labor | 7,500 | 0.00 | 7,500.00 | 0.00 | 0.00 | 100.00 |
| 10-580-53110 Janitorial Services | 3,150 | 0.00 | 0.00 | 0.00 | 3,150.00 | 0.00 |
| 10-580-53200 Electricity | 60,000 | 4,311.38 | 31,274.23 | 0.00 | 28,725.77 | 52.12 |
| 10-580-53210 Telephone | 4,200 | 206.62 | 2,291.48 | 0.00 | 1,908.52 | 54.56 |
| 10-580-53220 Internet Services | 250 | 151.98 | 1,180.84 | 0.00 | ( 930.84) | 472.34 |
| 10-580-53270 GPS Service Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-580-53300 Dues & Subscriptions | 200 | 11.75 | 85.53 | 0.00 | 114.47 | 42.77 |
| 10-580-53310 Travel & Training | 300 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 10-580-53330 Postage & Shipping | 50 | 0.00 | 0.00 | 0.00 | 50.00 | 0.00 |
| 10-580-53340 Printing & Binding | 50 | 0.00 | 30.78 | 0.00 | 19.22 | 61.56 |
| 10-580-53500 Buildings & Grounds Rep/Ma | 42,000 | 2,336.93 | 16,919.41 | 0.00 | 25,080.59 | 40.28 |
| 10-580-53540 Motor Vehicles Repairs/Mai | 2,625 | 0.00 | 756.67 | 0.00 | 1,868.33 | 28.83 |
| 10-580-53560 Heavy Equipment Repairs/Ma | 11,000 | 1,187.65 | 2,107.75 | 0.00 | 8,892.25 | 19.16 |
| 10-580-53710 Purchases for Resale | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-580-53900 Building & Land Rentals | 1,900 | 0.00 | ( 2,776.98) | 0.00 | 4,676.98 | 146.16- |
| 10-580-53920 Equipment/Vehicle Rentals | 18,581 | 621.18 | 8,881.17 | 0.00 | 9,699.83 | 47.80 |
| 10-580-53940 Uniform Rentals | 2,100 | 193.63 | 1,468.75 | 0.00 | 631.25 | 69.94 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - PARKS & RECREATION

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| 10-580-54600 Property/Ad Valorem Taxes | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-580-55595 Matching Grants | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 187,336 | 21,094.83 | 110,522.81 | 0.00 | 76,813.19 | 59.00 |
| CAPITAL OUTLAY | | | | | | |
| 10-580-56000 Land | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-580-56010 Buildings | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-580-56020 Building Improvements | 10,500 | 0.00 | 0.00 | 0.00 | 10,500.00 | 0.00 |
| 10-580-56050 Park Improvements | 103,000 | 0.00 | 94,768.90 | 0.00 | 8,231.10 | 92.01 |
| 10-580-56090 Motor Vehicles | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-580-56100 Special Equipment | 29,000 | 0.00 | 0.00 | 0.00 | 29,000.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 142,500 | 0.00 | 94,768.90 | 0.00 | 47,731.10 | 66.50 |
| TOTAL PARKS & RECREATION | 642,386 | 41,856.58 | 385,793.32 | 0.00 | 256,592.68 | 60.06 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - SWIMMING POOL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 10-582-52240 Chemicals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL SWIMMING POOL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - ANIMAL CONTROL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-585-51010 Salaries & Wages | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-51011 PTO Liability | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-51015 Longevity Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-51020 Social Security | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-51030 Retirement Contributions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-51040 Group Insurance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-51050 Workers' Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-51060 Unemployment Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OPERATIONS | | | | | | |
| 10-585-52000 General Office Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-52010 Office Copy Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-52020 Data Processing Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-52040 Medical/First Aid Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-52050 Motor Fuel & Oil | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-52100 Wearing Apparel | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-52110 Animal Shelter Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-52180 Animal Traps | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-52240 Chemicals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-52320 Minor Tools & Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-53040 Medical Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-53090 Contract Labor | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-53200 Electricity | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-53210 Telephone | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-53270 GPS Service Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-53300 Dues & Subscriptions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-53310 Travel & Training | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-53330 Postage & Shipping | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-53500 Buildings & Grounds Rep/Ma | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-53540 Motor Vehicles Repairs/Mai | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-53580 Radio & Radar Repairs/Main | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-53800 Lab Analysis Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-585-53920 Equipment/Vehicle Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 10-585-56160 Kennel Expansion | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ANIMAL CONTROL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - MECHANIC SHOP

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-590-51010 Salaries & Wages | 10,250 | 0.00 | 5,686.69 | 0.00 | 4,563.31 | 55.48 |
| 10-590-51011 PTO Liability | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-51012 Overtime Pay | 1,250 | 0.00 | 1,239.37 | 0.00 | 10.63 | 99.15 |
| 10-590-51015 Longevity Pay | 26 | 0.00 | 12.76 | 0.00 | 13.24 | 49.08 |
| 10-590-51020 Social Security | 885 | 0.00 | 502.12 | 0.00 | 382.88 | 56.74 |
| 10-590-51030 Retirement Contributions | 1,750 | 311.77 | 474.90 | 0.00 | 1,275.10 | 27.14 |
| 10-590-51040 Group Insurance | 4,350 | 0.00 | 1,899.08 | 0.00 | 2,450.92 | 43.66 |
| 10-590-51050 Workers' Compensation | 925 | 0.00 | 635.75 | 0.00 | 289.25 | 68.73 |
| 10-590-51060 Unemployment Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 19,436 | 311.77 | 10,450.67 | 0.00 | 8,985.33 | 53.77 |
| OPERATIONS | | | | | | |
| 10-590-52000 General Office Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-52010 Office Copy Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-52040 Medical/First Aid Supplies | 100 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 10-590-52050 Motor Fuel & Oil | 950 | 94.82 | 827.90 | 0.00 | 122.10 | 87.15 |
| 10-590-52060 Janitorial Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-52100 Wearing Apparel | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-52130 Food & Water Supplies | 300 | 0.00 | 135.32 | 0.00 | 164.68 | 45.11 |
| 10-590-52150 Buildings & Grounds Suppli | 550 | 0.00 | 0.00 | 0.00 | 550.00 | 0.00 |
| 10-590-52240 Chemicals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-52280 Motor Vehicle Supplies | 500 | 0.00 | 30.46 | 0.00 | 469.54 | 6.09 |
| 10-590-52320 Minor Tools & Equipment | 3,200 | 714.17 | 1,881.99 | 0.00 | 1,318.01 | 58.81 |
| 10-590-52330 Safety Equipment | 420 | 0.00 | 102.73 | 0.00 | 317.27 | 24.46 |
| 10-590-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-53200 Electricity | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-53210 Telephone | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-53300 Dues & Subscriptions | 50 | 0.00 | 11.36 | 0.00 | 38.64 | 22.72 |
| 10-590-53310 Travel & Training | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-53330 Postage & Shipping | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-53500 Buildings & Grounds Rep/Ma | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-53530 Furniture & Fixtures Rep/M | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-53540 Motor Vehicles Repairs/Mai | 500 | 0.00 | 317.16 | 0.00 | 182.84 | 63.43 |
| 10-590-53560 Heavy Equipment Repairs/Ma | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-53580 Radio & Radar Repairs/Main | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-53920 Equipment/Vehicle Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-53940 Uniform Rentals | 370 | 0.00 | 0.00 | 0.00 | 370.00 | 0.00 |
| 10-590-53990 Other Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 6,940 | 808.99 | 3,306.92 | 0.00 | 3,633.08 | 47.65 |
| CAPITAL OUTLAY | | | | | | |
| 10-590-56010 Buildings | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-590-56100 Special Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MECHANIC SHOP | 26,376 | 1,120.76 | 13,757.59 | 0.00 | 12,618.41 | 52.16 |

GENERAL FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-599-51090 Reserved for Merit Increas | 89,794 | 0.00 | 0.00 | 0.00 | 89,794.00 | 0.00 |
| TOTAL PERSONNEL | 89,794 | 0.00 | 0.00 | 0.00 | 89,794.00 | 0.00 |
| OPERATIONS | | | | | | |
| 10-599-52000 Economic Stabilization Fun | 240,787 | 0.00 | 0.00 | 0.00 | 240,787.00 | 0.00 |
| 10-599-53045 Utility Billing Insert Ser | 1,500 | 315.90 | 658.22 | 0.00 | 841.78 | 43.88 |
| 10-599-54960 Employee Medical Claim Fun | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-599-55500 Payments to Library | 20,000 | 5,000.00 | 20,000.00 | 0.00 | 0.00 | 100.00 |
| 10-599-55510 Payments to County | 5,000 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 10-599-55515 Pmts to Sealy Christian Pa | 2,000 | 0.00 | 2,000.00 | 0.00 | 0.00 | 100.00 |
| 10-599-55520 Pmts to Combined Comm Acti | 3,000 | 0.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 10-599-55560 Contributions State Road I | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-599-55630 Economic Incentive Payment | 100,000 | 0.00 | 0.00 | 0.00 | 100,000.00 | 0.00 |
| 10-599-55710 Service/Finance Charges | 1,500 | 0.00 | ( 1.28) | 0.00 | 1,501.28 | 0.09- |
| 10-599-55720 Refund of Prior Year Reven | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-599-55740 Tourism Grant Reimbursemen | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-599-55745 COVID Grant Reimbursements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-599-55750 Sales Tax Overpayment | 31,155 | 2,596.24 | 20,769.92 | 0.00 | 10,385.08 | 66.67 |
| 10-599-55980 Miscellaneous | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-599-55990 Bad Debt Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 404,942 | 7,912.14 | 43,426.86 | 0.00 | 361,515.14 | 10.72 |
| CAPITAL OUTLAY | | | | | | |
| 10-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEBT SERVICE | | | | | | |
| 10-599-58000 Principal Retirement | 10,000 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 10-599-58010 Interest Paid | 500 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 10-599-58030 Debt Issuance Costs | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-599-58500 Pmt Refund'g Bond Escrow A | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DEBT SERVICE | 10,500 | 0.00 | 0.00 | 0.00 | 10,500.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 505,236 | 7,912.14 | 43,426.86 | 0.00 | 461,809.14 | 8.60 |
| TOTAL EXPENDITURES | 9,604,529 | 498,465.26 | 4,694,239.87 | 0.00 | 4,910,289.13 | 48.88 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 1,072,680) | 50,918.63 | 2,615,575.42 | 0.00 | ( 3,688,255.42) | 243.84- |
| OTHER FINANCING SOURCES & USES | | | | | | |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GENERAL FUND
DEPARTMENT - NON-DEPARTMENTAL % OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OTHER SOURCES | | | | | | |
| 10-49000 Sales of General Fixed Assets | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-49580 Proceeds of Debt Issuance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-49590 Proceeds of Capital Lease | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-49991 Loan from Enterprise Funds | 305,580 | 0.00 | 0.00 | 0.00 | 305,580.00 | 0.00 |
| 10-49995 Contrib's from Component Unit | 268,100 | 0.00 | 129,098.42 | 0.00 | 139,001.58 | 48.15 |
| 10-49998 Budgeted Reduction of Fund Bal | 499,000 | 0.00 | 0.00 | 0.00 | 499,000.00 | 0.00 |
| TOTAL OTHER SOURCES | 1,072,680 | 0.00 | 129,098.42 | 0.00 | 943,581.58 | 12.04 |
| OTHER USES | | | | | | |
| 10-599-59900 Intergovernmental Expendit | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-599-59990 Transfers Out | 7,739 | 0.00 | 0.00 | 0.00 | 7,739.00 | 0.00 |
| 10-599-59998 Budgeted Addition to Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER USES | 7,739 | 0.00 | 0.00 | 0.00 | 7,739.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | 1,064,941 | 0.00 | 129,098.42 | 0.00 | 935,842.58 | 12.12 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | ( 7,739) | 50,918.63 | 2,744,673.84 | 0.00 | ( 2,752,412.84) | 5,465.48- |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUN COURT TECHNOLOGY
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| FINES & FORFEITURES | 16,000 | 1,184.47 | 9,802.25 | 0.00 | 6,197.75 | 61.26 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 25 | 62.11 | 579.66 | 0.00 | ( 554.66) | 2,318.64 |
| TOTAL REVENUES | 16,025 | 1,246.58 | 10,381.91 | 0.00 | 5,643.09 | 64.79 |
| EXPENDITURE SUMMARY | | | | | | |
| MUNICIPAL COURT | | | | | | |
| OPERATIONS | 6,307 | 0.00 | 0.00 | 0.00 | 6,307.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MUNICIPAL COURT | 6,307 | 0.00 | 0.00 | 0.00 | 6,307.00 | 0.00 |
| NON-DEPARTMENTAL | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 6,307 | 0.00 | 0.00 | 0.00 | 6,307.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 9,718 | 1,246.58 | 10,381.91 | 0.00 | ( 663.91) | 106.83 |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 9,718 | 0.00 | 0.00 | 0.00 | 9,718.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & US | ( 9,718) | 0.00 | 0.00 | 0.00 | ( 9,718.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 1,246.58 | 10,381.91 | 0.00 | ( 10,381.91) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUN COURT TECHNOLOGY

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | |
| 11-42030 Local Court Fees | 16,000 | 1,184.47 | 9,802.25 | 0.00 | 6,197.75 | 61.26 |
| TOTAL FINES & FORFEITURES | 16,000 | 1,184.47 | 9,802.25 | 0.00 | 6,197.75 | 61.26 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 11-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 11-45000 Interest Earnings | 25 | 62.11 | 579.66 | 0.00 | ( 554.66) | 2,318.64 |
| TOTAL INVESTMENT INCOME | 25 | 62.11 | 579.66 | 0.00 | ( 554.66) | 2,318.64 |
| TOTAL REVENUE | 16,025 | 1,246.58 | 10,381.91 | 0.00 | 5,643.09 | 64.79 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUN COURT TECHNOLOGY
DEPARTMENT - MUNICIPAL COURT

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 11-525-52000 General Office Supplies | 432 | 0.00 | 0.00 | 0.00 | 432.00 | 0.00 |
| 11-525-52020 Data Processing Supplies | 5,800 | 0.00 | 0.00 | 0.00 | 5,800.00 | 0.00 |
| 11-525-53210 Telephone | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11-525-53255 On-line Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11-525-53310 Travel & Training | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11-525-53330 Postage & Shipping | 75 | 0.00 | 0.00 | 0.00 | 75.00 | 0.00 |
| 11-525-53520 Office Equipment Repairs/M | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11-525-53660 Software Maintenance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11-525-53960 Copier Rental Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11-525-53990 Other Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11-525-54030 Credit Card Processing Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 6,307 | 0.00 | 0.00 | 0.00 | 6,307.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 11-525-56115 Computer Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MUNICIPAL COURT | 6,307 | 0.00 | 0.00 | 0.00 | 6,307.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUN COURT TECHNOLOGY
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 11-599-55710 Service/Finance Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 11-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 6,307 | 0.00 | 0.00 | 0.00 | 6,307.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 9,718 | 1,246.58 | 10,381.91 | 0.00 | ( 663.91) | 106.83 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 11-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11-49998 Budgeted Reduction of Fund Bal | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| 11-599-59990 Transfers Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11-599-59998 Budgeted Addition to Fund | 9,718 | 0.00 | 0.00 | 0.00 | 9,718.00 | 0.00 |
| TOTAL OTHER USES | 9,718 | 0.00 | 0.00 | 0.00 | 9,718.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | ( 9,718) | 0.00 | 0.00 | 0.00 | ( 9,718.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 1,246.58 | 10,381.91 | 0.00 | ( 10,381.91) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

TIME PYMT REIMB FEE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| FINES & FORFEITURES | 10,551 | 835.54 | 8,454.79 | 0.00 | 2,096.21 | 80.13 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 50 | 77.77 | 791.88 | 0.00 | ( 741.88) | 1,583.76 |
| TOTAL REVENUES | 10,601 | 913.31 | 9,246.67 | 0.00 | 1,354.33 | 87.22 |
| EXPENDITURE SUMMARY | | | | | | |
| MUNICIPAL COURT | | | | | | |
| OPERATIONS | 10,601 | 209.53 | 3,430.26 | 0.00 | 7,170.74 | 32.36 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MUNICIPAL COURT | 10,601 | 209.53 | 3,430.26 | 0.00 | 7,170.74 | 32.36 |
| NON-DEPARTMENTAL | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 10,601 | 209.53 | 3,430.26 | 0.00 | 7,170.74 | 32.36 |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | 703.78 | 5,816.41 | 0.00 | ( 5,816.41) | 0.00 |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & USE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 703.78 | 5,816.41 | 0.00 | ( 5,816.41) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

TIME PYMT REIMB FEE FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | |
| 12-42030 Local Court Fees | 10,551 | 835.54 | 8,454.79 | 0.00 | 2,096.21 | 80.13 |
| TOTAL FINES & FORFEITURES | 10,551 | 835.54 | 8,454.79 | 0.00 | 2,096.21 | 80.13 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 12-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 12-45000 Interest Earnings | 50 | 77.77 | 791.88 | 0.00 | ( 741.88) | 1,583.76 |
| TOTAL INVESTMENT INCOME | 50 | 77.77 | 791.88 | 0.00 | ( 741.88) | 1,583.76 |
| TOTAL REVENUE | 10,601 | 913.31 | 9,246.67 | 0.00 | 1,354.33 | 87.22 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

TIME PYMT REIMB FEE FUND
DEPARTMENT - MUNICIPAL COURT

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 12-525-52000 General Office Supplies | 132 | 0.00 | 61.31 | 0.00 | 70.69 | 46.45 |
| 12-525-52010 Office Copy Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12-525-52020 Data Processing Supplies | 2,120 | 161.25 | 1,211.25 | 0.00 | 908.75 | 57.13 |
| 12-525-53090 Contractual Services | 2,400 | 0.00 | 0.00 | 0.00 | 2,400.00 | 0.00 |
| 12-525-53210 Telephone | 624 | 48.28 | 386.24 | 0.00 | 237.76 | 61.90 |
| 12-525-53310 Travel & Training | 525 | 0.00 | 0.00 | 0.00 | 525.00 | 0.00 |
| 12-525-53330 Postage & Shipping | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12-525-53660 Software Maintenance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12-525-53960 Copier Rental Fees | 4,800 | 0.00 | 1,771.46 | 0.00 | 3,028.54 | 36.91 |
| 12-525-54030 Credit Card Processing Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 10,601 | 209.53 | 3,430.26 | 0.00 | 7,170.74 | 32.36 |
| CAPITAL OUTLAY | | | | | | |
| 12-525-56090 Motor Vehicles | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MUNICIPAL COURT | 10,601 | 209.53 | 3,430.26 | 0.00 | 7,170.74 | 32.36 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

TIME PYMT REIMB FEE FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 12-599-55710 Service/Finance Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 12-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 10,601 | 209.53 | 3,430.26 | 0.00 | 7,170.74 | 32.36 |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | 703.78 | 5,816.41 | 0.00 | ( 5,816.41) | 0.00 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 12-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12-49998 Budgeted Reduction of Fund Bal | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| 12-599-59990 Transfers Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12-599-59998 Budgeted Addition to Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 703.78 | 5,816.41 | 0.00 | ( 5,816.41) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUN CT BLDG SECURITY
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| FINES & FORFEITURES | 19,000 | 1,417.71 | 11,689.44 | 0.00 | 7,310.56 | 61.52 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 250 | 450.50 | 4,801.72 | 0.00 | ( 4,551.72) | 1,920.69 |
| TOTAL REVENUES | 19,250 | 1,868.21 | 16,491.16 | 0.00 | 2,758.84 | 85.67 |
| EXPENDITURE SUMMARY | | | | | | |
| MUNICIPAL COURT | | | | | | |
| OPERATIONS | 41,305 | 1,085.40 | 4,012.26 | 0.00 | 37,292.74 | 9.71 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MUNICIPAL COURT | 41,305 | 1,085.40 | 4,012.26 | 0.00 | 37,292.74 | 9.71 |
| NON-DEPARTMENTAL | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 41,305 | 1,085.40 | 4,012.26 | 0.00 | 37,292.74 | 9.71 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 22,055) | 782.81 | 12,478.90 | 0.00 | ( 34,533.90) | 56.58- |
| OTHER SOURCES | 22,055 | 0.00 | 0.00 | 0.00 | 22,055.00 | 0.00 |
| OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & USE | 22,055 | 0.00 | 0.00 | 0.00 | 22,055.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 782.81 | 12,478.90 | 0.00 | ( 12,478.90) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUN CT BLDG SECURITY

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | |
| 13-42030 Local Court Fees | 19,000 | 1,417.71 | 11,689.44 | 0.00 | 7,310.56 | 61.52 |
| TOTAL FINES & FORFEITURES | 19,000 | 1,417.71 | 11,689.44 | 0.00 | 7,310.56 | 61.52 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 13-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 13-45000 Interest Earnings | 250 | 450.50 | 4,801.72 | 0.00 | ( 4,551.72) | 1,920.69 |
| TOTAL INVESTMENT INCOME | 250 | 450.50 | 4,801.72 | 0.00 | ( 4,551.72) | 1,920.69 |
| TOTAL REVENUE | 19,250 | 1,868.21 | 16,491.16 | 0.00 | 2,758.84 | 85.67 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUN CT BLDG SECURITY
DEPARTMENT - MUNICIPAL COURT

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 13-525-52330 Safety Equipment | 1,155 | 0.00 | 0.00 | 0.00 | 1,155.00 | 0.00 |
| 13-525-53310 Travel & Training | 2,150 | 0.00 | 816.16 | 0.00 | 1,333.84 | 37.96 |
| 13-525-53370 Courtroom Security Service | 33,000 | 1,085.40 | 3,196.10 | 0.00 | 29,803.90 | 9.69 |
| 13-525-53500 Buildings & Grounds Rep/Ma | 5,000 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| TOTAL OPERATIONS | 41,305 | 1,085.40 | 4,012.26 | 0.00 | 37,292.74 | 9.71 |
| CAPITAL OUTLAY | | | | | | |
| 13-525-56100 Special Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MUNICIPAL COURT | 41,305 | 1,085.40 | 4,012.26 | 0.00 | 37,292.74 | 9.71 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUN CT BLDG SECURITY
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 13-599-55710 Service/Finance Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 13-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 41,305 | 1,085.40 | 4,012.26 | 0.00 | 37,292.74 | 9.71 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 22,055) | 782.81 | 12,478.90 | 0.00 | ( 34,533.90) | 56.58- |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 13-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13-49998 Budgeted Reduction of Fund Bal | 22,055 | 0.00 | 0.00 | 0.00 | 22,055.00 | 0.00 |
| TOTAL OTHER SOURCES | 22,055 | 0.00 | 0.00 | 0.00 | 22,055.00 | 0.00 |
| OTHER USES | | | | | | |
| 13-599-59990 Transfers Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13-599-59998 Budgeted Addition to Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | 22,055 | 0.00 | 0.00 | 0.00 | 22,055.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 782.81 | 12,478.90 | 0.00 | ( 12,478.90) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

CHILD SAFETY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| FINES & FORFEITURES | 500 | 50.00 | 472.97 | 0.00 | 27.03 | 94.59 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 20 | 24.62 | 262.20 | 0.00 | ( 242.20) | 1,311.00 |
| TOTAL REVENUES | 520 | 74.62 | 735.17 | 0.00 | ( 215.17) | 141.38 |
| EXPENDITURE SUMMARY | | | | | | |
| POLICE | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL POLICE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NON-DEPARTMENTAL | | | | | | |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 520 | 74.62 | 735.17 | 0.00 | ( 215.17) | 141.38 |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 520 | 0.00 | 0.00 | 0.00 | 520.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & US | ( 520) | 0.00 | 0.00 | 0.00 | ( 520.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 74.62 | 735.17 | 0.00 | ( 735.17) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

CHILD SAFETY FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | |
| 14-42030 Local Court Fees | 500 | 50.00 | 472.97 | 0.00 | 27.03 | 94.59 |
| TOTAL FINES & FORFEITURES | 500 | 50.00 | 472.97 | 0.00 | 27.03 | 94.59 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 14-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 14-45000 Interest Earnings | 20 | 24.62 | 262.20 | 0.00 | ( 242.20) | 1,311.00 |
| TOTAL INVESTMENT INCOME | 20 | 24.62 | 262.20 | 0.00 | ( 242.20) | 1,311.00 |
| TOTAL REVENUE | 520 | 74.62 | 735.17 | 0.00 | ( 215.17) | 141.38 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

CHILD SAFETY FUND
DEPARTMENT - POLICE

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 14-530-52000 General Office Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14-530-52020 Data Processing Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14-530-52310 Child Safety Supplies & Eq | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL POLICE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

CHILD SAFETY FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | |
| 14-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 520 | 74.62 | 735.17 | 0.00 | ( 215.17) | 141.38 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 14-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14-49998 Budgeted Reduction of Fund Bal | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| 14-599-59998 Budgeted Addition to Fund | 520 | 0.00 | 0.00 | 0.00 | 520.00 | 0.00 |
| TOTAL OTHER USES | 520 | 0.00 | 0.00 | 0.00 | 520.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | ( 520) | 0.00 | 0.00 | 0.00 | ( 520.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 74.62 | 735.17 | 0.00 | ( 735.17) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

POLICE DEPT DONATIONS
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| CONTRIBUTIONS & DONATIONS | 0 | 200.00 | 8,000.00 | 0.00 | ( 8,000.00) | 0.00 |
| INVESTMENT INCOME | 0 | 98.67 | 1,103.01 | 0.00 | ( 1,103.01) | 0.00 |
| OTHER REVENUES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 0 | 298.67 | 9,103.01 | 0.00 | ( 9,103.01) | 0.00 |
| EXPENDITURE SUMMARY | | | | | | |
| POLICE | | | | | | |
| OPERATIONS | 25,000 | 198.98 | 5,686.27 | 0.00 | 19,313.73 | 22.75 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL POLICE | 25,000 | 198.98 | 5,686.27 | 0.00 | 19,313.73 | 22.75 |
| NON-DEPARTMENTAL | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 25,000 | 198.98 | 5,686.27 | 0.00 | 19,313.73 | 22.75 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 25,000) | 99.69 | 3,416.74 | 0.00 | ( 28,416.74) | 13.67- |
| OTHER SOURCES | 25,000 | 0.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & USE | 25,000 | 0.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 99.69 | 3,416.74 | 0.00 | ( 3,416.74) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

POLICE DEPT DONATIONS

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 15-44910 Police Dept Donations | 0 | 200.00 | 8,000.00 | 0.00 | ( 8,000.00) | 0.00 |
| 15-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-44920 Animal Control Donations | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 200.00 | 8,000.00 | 0.00 | ( 8,000.00) | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 15-45000 Interest Earnings | 0 | 98.67 | 1,103.01 | 0.00 | ( 1,103.01) | 0.00 |
| TOTAL INVESTMENT INCOME | 0 | 98.67 | 1,103.01 | 0.00 | ( 1,103.01) | 0.00 |
| OTHER REVENUES | | | | | | |
| 15-48210 Trade-in Credit Refunds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER REVENUES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUE | 0 | 298.67 | 9,103.01 | 0.00 | ( 9,103.01) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

POLICE DEPT DONATIONS
DEPARTMENT - POLICE

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 15-530-52000 General Office Supplies | 5,000 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 15-530-52020 Data Processing Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-530-52040 Medical/First Aid Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-530-52100 Wearing Apparel | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-530-52170 Drug K-9 Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-530-52190 Public Relations Supplies | 5,000 | 0.00 | 276.60 | 0.00 | 4,723.40 | 5.53 |
| 15-530-52280 Motor Vehicle Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-530-52290 Bicycle Patrol Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-530-52320 Minor Tools & Equipment | 5,000 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 15-530-52330 Safety Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-530-52360 Radio & Radar Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-530-52390 KIDFISH Event Expenses | 5,000 | 198.98 | 4,624.44 | 0.00 | 375.56 | 92.49 |
| 15-530-52430 Blue Santa Toy Drive Expen | 5,000 | 0.00 | 785.23 | 0.00 | 4,214.77 | 15.70 |
| 15-530-53120 Special Investigations | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-530-55565 Tfrs to Other State/Local | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 25,000 | 198.98 | 5,686.27 | 0.00 | 19,313.73 | 22.75 |
| CAPITAL OUTLAY | | | | | | |
| 15-530-56010 Buildings | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-530-56020 Building Improvements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-530-56100 Special Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL POLICE | 25,000 | 198.98 | 5,686.27 | 0.00 | 19,313.73 | 22.75 |

POLICE DEPT DONATIONS
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 15-599-55710 Service/Finance Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 15-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 25,000 | 198.98 | 5,686.27 | 0.00 | 19,313.73 | 22.75 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 25,000) | 99.69 | 3,416.74 | 0.00 | ( 28,416.74) | 13.67- |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 15-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-49998 Budgeted Reduction of Fund Bal | 25,000 | 0.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| TOTAL OTHER SOURCES | 25,000 | 0.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| OTHER USES | | | | | | |
| 15-599-59990 Transfers Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15-599-59998 Budgeted Addition to Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | 25,000 | 0.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 99.69 | 3,416.74 | 0.00 | ( 3,416.74) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

PARK LAND DEDICATION
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 500 | 173.85 | 1,884.58 | 0.00 | ( 1,384.58) | 376.92 |
| TOTAL REVENUES | 500 | 173.85 | 1,884.58 | 0.00 | ( 1,384.58) | 376.92 |
| EXPENDITURE SUMMARY | | | | | | |
| PARKS & RECREATION | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PARKS & RECREATION | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NON-DEPARTMENTAL | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 500 | 173.85 | 1,884.58 | 0.00 | ( 1,384.58) | 376.92 |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 500 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & US | ( 500) | 0.00 | 0.00 | 0.00 | ( 500.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 173.85 | 1,884.58 | 0.00 | ( 1,884.58) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

PARK LAND DEDICATION

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 17-44910 Donations | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17-44940 Pmts in Lieu of Land Dedicat's | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 17-45000 Interest Earnings | 500 | 173.85 | 1,884.58 | 0.00 | ( 1,384.58) | 376.92 |
| TOTAL INVESTMENT INCOME | 500 | 173.85 | 1,884.58 | 0.00 | ( 1,384.58) | 376.92 |
| TOTAL REVENUE | 500 | 173.85 | 1,884.58 | 0.00 | ( 1,384.58) | 376.92 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

PARK LAND DEDICATION
DEPARTMENT - PARKS & RECREATION

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 17-580-52150 Buildings & Grounds Suppli | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 17-580-56050 Park Improvements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PARKS & RECREATION | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

PARK LAND DEDICATION
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 17-599-55710 Service/Finance Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 17-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 500 | 173.85 | 1,884.58 | 0.00 | ( 1,384.58) | 376.92 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 17-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17-49998 Budgeted Reduction of Fund Bal | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| 17-599-59990 Transfers Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17-599-59998 Budgeted Addition to Fund | 500 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| TOTAL OTHER USES | 500 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | ( 500) | 0.00 | 0.00 | 0.00 | ( 500.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 173.85 | 1,884.58 | 0.00 | ( 1,884.58) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

STATE LEOSE ALLOCATION FD
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 20 | 21.70 | 202.56 | 0.00 | ( 182.56) | 1,012.80 |
| OTHER REVENUES | 1,580 | 0.00 | 3,978.65 | 0.00 | ( 2,398.65) | 251.81 |
| TOTAL REVENUES | 1,600 | 21.70 | 4,181.21 | 0.00 | ( 2,581.21) | 261.33 |
| EXPENDITURE SUMMARY | | | | | | |
| POLICE | | | | | | |
| OPERATIONS | 8,100 | 0.00 | 1,216.99 | 0.00 | 6,883.01 | 15.02 |
| TOTAL POLICE | 8,100 | 0.00 | 1,216.99 | 0.00 | 6,883.01 | 15.02 |
| NON-DEPARTMENTAL | | | | | | |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 8,100 | 0.00 | 1,216.99 | 0.00 | 6,883.01 | 15.02 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 6,500) | 21.70 | 2,964.22 | 0.00 | ( 9,464.22) | 45.60- |
| OTHER SOURCES | 6,500 | 0.00 | 0.00 | 0.00 | 6,500.00 | 0.00 |
| OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & USE | 6,500 | 0.00 | 0.00 | 0.00 | 6,500.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 21.70 | 2,964.22 | 0.00 | ( 2,964.22) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

STATE LEOSE ALLOCATION FD

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 18-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 18-45000 Interest Earnings | 20 | 21.70 | 202.56 | 0.00 | ( 182.56) | 1,012.80 |
| TOTAL INVESTMENT INCOME | 20 | 21.70 | 202.56 | 0.00 | ( 182.56) | 1,012.80 |
| OTHER REVENUES | | | | | | |
| 18-48140 State LEOSE Allocation | 1,580 | 0.00 | 3,978.65 | 0.00 | ( 2,398.65) | 251.81 |
| TOTAL OTHER REVENUES | 1,580 | 0.00 | 3,978.65 | 0.00 | ( 2,398.65) | 251.81 |
| TOTAL REVENUE | 1,600 | 21.70 | 4,181.21 | 0.00 | ( 2,581.21) | 261.33 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

STATE LEOSE ALLOCATION FD
DEPARTMENT - POLICE

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 18-530-53310 Travel & Training | 8,100 | 0.00 | 1,216.99 | 0.00 | 6,883.01 | 15.02 |
| TOTAL OPERATIONS | 8,100 | 0.00 | 1,216.99 | 0.00 | 6,883.01 | 15.02 |
| TOTAL POLICE | 8,100 | 0.00 | 1,216.99 | 0.00 | 6,883.01 | 15.02 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

STATE LEOSE ALLOCATION FD
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | |
| 18-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 8,100 | 0.00 | 1,216.99 | 0.00 | 6,883.01 | 15.02 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 6,500) | 21.70 | 2,964.22 | 0.00 | ( 9,464.22) | 45.60- |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 18-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18-49998 Budgeted Reduction of Fund Bal | 6,500 | 0.00 | 0.00 | 0.00 | 6,500.00 | 0.00 |
| TOTAL OTHER SOURCES | 6,500 | 0.00 | 0.00 | 0.00 | 6,500.00 | 0.00 |
| OTHER USES | | | | | | |
| 18-599-59990 Transfers Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18-599-59998 Budgeted Addition to Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | 6,500 | 0.00 | 0.00 | 0.00 | 6,500.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 21.70 | 2,964.22 | 0.00 | ( 2,964.22) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

PEG FRANCHISE SPEC REV FD
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| FRANCHISE & LOCAL TAXES | 0 | 0.00 | 288.62 | 0.00 | ( 288.62) | 0.00 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 75 | 65.41 | 704.11 | 0.00 | ( 629.11) | 938.81 |
| TOTAL REVENUES | 75 | 65.41 | 992.73 | 0.00 | ( 917.73) | 1,323.64 |
| EXPENDITURE SUMMARY | | | | | | |
| NON-DEPARTMENTAL | | | | | | |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 75 | 65.41 | 992.73 | 0.00 | ( 917.73) | 1,323.64 |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 75 | 0.00 | 0.00 | 0.00 | 75.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & US | ( 75) | 0.00 | 0.00 | 0.00 | ( 75.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 65.41 | 992.73 | 0.00 | ( 992.73) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

PEG FRANCHISE SPEC REV FD

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| FRANCHISE & LOCAL TAXES | | | | | | |
| 19-40390 PEG Franchise Fees | 0 | 0.00 | 288.62 | 0.00 | ( 288.62) | 0.00 |
| TOTAL FRANCHISE & LOCAL TAXES | 0 | 0.00 | 288.62 | 0.00 | ( 288.62) | 0.00 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 19-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 19-45000 Interest Earnings | 75 | 65.41 | 704.11 | 0.00 | ( 629.11) | 938.81 |
| TOTAL INVESTMENT INCOME | 75 | 65.41 | 704.11 | 0.00 | ( 629.11) | 938.81 |
| TOTAL REVENUE | 75 | 65.41 | 992.73 | 0.00 | ( 917.73) | 1,323.64 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

PEG FRANCHISE SPEC REV FD
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | |
| 19-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 75 | 65.41 | 992.73 | 0.00 | ( 917.73) | 1,323.64 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 19-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 19-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 19-49998 Budgeted Reduction of Fund Bal | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| 19-599-59998 Budgeted Addition to Fund | 75 | 0.00 | 0.00 | 0.00 | 75.00 | 0.00 |
| TOTAL OTHER USES | 75 | 0.00 | 0.00 | 0.00 | 75.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | ( 75) | 0.00 | 0.00 | 0.00 | ( 75.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 65.41 | 992.73 | 0.00 | ( 992.73) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

HOTEL/MOTEL TAX FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| OCCUPANCY TAXES | 236,517 | 0.00 | 114,886.37 | 0.00 | 121,630.63 | 48.57 |
| FINES & FORFEITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CHARGES FOR SERVICES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 1,000 | 1,425.11 | 14,547.41 | 0.00 | ( 13,547.41) | 1,454.74 |
| TOTAL REVENUES | 237,517 | 1,425.11 | 129,433.78 | 0.00 | 108,083.22 | 54.49 |
| EXPENDITURE SUMMARY | | | | | | |
| TOURISM PROMOTION | | | | | | |
| OPERATIONS | 25,647 | 200.00 | 3,875.28 | 0.00 | 21,771.72 | 15.11 |
| TOTAL TOURISM PROMOTION | 25,647 | 200.00 | 3,875.28 | 0.00 | 21,771.72 | 15.11 |
| LIEDERTAFEL HALL | | | | | | |
| OPERATIONS | 0 | 441.49 | 2,106.29 | 0.00 | ( 2,106.29) | 0.00 |
| CAPITAL OUTLAY | 35,000 | 0.00 | 34,900.00 | 0.00 | 100.00 | 99.71 |
| TOTAL LIEDERTAFEL HALL | 35,000 | 441.49 | 37,006.29 | 0.00 | ( 2,006.29) | 105.73 |
| CVB - VISITOR INFO CENTER | | | | | | |
| PERSONNEL | 44,534 | 1,602.62 | 3,205.24 | 0.00 | 41,328.76 | 7.20 |
| OPERATIONS | 69,653 | 11,865.00 | 17,314.00 | 0.00 | 52,339.00 | 24.86 |
| CAPITAL OUTLAY | 105,000 | 1,120.89 | 1,526.80 | 0.00 | 103,473.20 | 1.45 |
| TOTAL CVB - VISITOR INFO CENTER | 219,187 | 14,588.51 | 22,046.04 | 0.00 | 197,140.96 | 10.06 |
| NON-DEPARTMENTAL | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 279,834 | 15,230.00 | 62,927.61 | 0.00 | 216,906.39 | 22.49 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 42,317) | ( 13,804.89) | 66,506.17 | 0.00 | ( 108,823.17) | 157.16- |
| OTHER SOURCES | 42,317 | 0.00 | 0.00 | 0.00 | 42,317.00 | 0.00 |
| OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & USE | 42,317 | 0.00 | 0.00 | 0.00 | 42,317.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | ( 13,804.89) | 66,506.17 | 0.00 | ( 66,506.17) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

HOTEL/MOTEL TAX FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OCCUPANCY TAXES | | | | | | |
| 20-40400 Hotel/Motel Occupancy Tax | 236,517 | 0.00 | 114,886.37 | 0.00 | 121,630.63 | 48.57 |
| TOTAL OCCUPANCY TAXES | 236,517 | 0.00 | 114,886.37 | 0.00 | 121,630.63 | 48.57 |
| FINES & FORFEITURES | | | | | | |
| 20-42550 Penalties & Interest | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL FINES & FORFEITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CHARGES FOR SERVICES | | | | | | |
| 20-43064 Liedertafel Hall Damage Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-43070 Hill Center Cleaning Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-43072 Excess Cleaning Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-43074 Liedertafel Hall Cleaning Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CHARGES FOR SERVICES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 20-44910 Donations | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 20-45000 Interest Earnings | 1,000 | 1,425.11 | 14,547.41 | 0.00 | ( 13,547.41) | 1,454.74 |
| TOTAL INVESTMENT INCOME | 1,000 | 1,425.11 | 14,547.41 | 0.00 | ( 13,547.41) | 1,454.74 |
| TOTAL REVENUE | 237,517 | 1,425.11 | 129,433.78 | 0.00 | 108,083.22 | 54.49 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

HOTEL/MOTEL TAX FUND
DEPARTMENT - TOURISM PROMOTION

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 20-555-53010 Auditing & Accounting | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-555-53500 Buildings & Grounds Rep/Ma | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-555-55600 Tourism Promotion | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-555-55605 Convention/Visitor Info Ce | 10,063 | 0.00 | 0.00 | 0.00 | 10,063.00 | 0.00 |
| 20-555-55615 Advertising & Promotion | 5,956 | 0.00 | 0.00 | 0.00 | 5,956.00 | 0.00 |
| 20-555-55620 Hist. Restoration/Preserva | 628 | 0.00 | 0.00 | 0.00 | 628.00 | 0.00 |
| 20-555-55625 Arts Programs | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-555-55635 Sporting Events | 2,000 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 20-555-55640 Transportation of Tourists | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-555-55645 Signage to Sights/Attracti | 0 | 0.00 | 650.00 | 0.00 | ( 650.00) | 0.00 |
| 20-555-55650 Administration of HOT Fund | 7,000 | 200.00 | 3,225.28 | 0.00 | 3,774.72 | 46.08 |
| TOTAL OPERATIONS | 25,647 | 200.00 | 3,875.28 | 0.00 | 21,771.72 | 15.11 |
| TOTAL TOURISM PROMOTION | 25,647 | 200.00 | 3,875.28 | 0.00 | 21,771.72 | 15.11 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

HOTEL/MOTEL TAX FUND
DEPARTMENT - LIEDERTAFEL HALL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 20-557-52040 Medical/First Aid Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-557-52060 Janitorial Supplies | 0 | 244.90 | 1,195.74 | 0.00 | ( 1,195.74) | 0.00 |
| 20-557-52080 Landscaping Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-557-52150 Buildings & Grounds Suppli | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-557-52250 Insecticides/Pesticides | 0 | 0.00 | 58.95 | 0.00 | ( 58.95) | 0.00 |
| 20-557-53000 Engineering Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-557-53110 Janitorial Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-557-53200 Electricity | 0 | 196.59 | 851.60 | 0.00 | ( 851.60) | 0.00 |
| 20-557-53210 Telephone | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-557-53400 General Liability Insuranc | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-557-53500 Buildings & Grounds Rep/Ma | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-557-53900 Building & Land Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-557-54600 Property/Ad Valorem Taxes | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 441.49 | 2,106.29 | 0.00 | ( 2,106.29) | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 20-557-56020 Building Improvements | 35,000 | 0.00 | 34,900.00 | 0.00 | 100.00 | 99.71 |
| TOTAL CAPITAL OUTLAY | 35,000 | 0.00 | 34,900.00 | 0.00 | 100.00 | 99.71 |
| TOTAL LIEDERTAFEL HALL | 35,000 | 441.49 | 37,006.29 | 0.00 | ( 2,006.29) | 105.73 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

HOTEL/MOTEL TAX FUND
DEPARTMENT - CVB - VISITOR INFO CENTER % OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 20-558-51010 Salaries & Wages | 31,410 | 1,305.60 | 2,611.20 | 0.00 | 28,798.80 | 8.31 |
| 20-558-51015 Longevity Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-558-51020 Social Security | 2,405 | 99.88 | 199.76 | 0.00 | 2,205.24 | 8.31 |
| 20-558-51030 Retirement Contributions | 4,745 | 197.14 | 394.28 | 0.00 | 4,350.72 | 8.31 |
| 20-558-51040 Group Insurance | 5,925 | 0.00 | 0.00 | 0.00 | 5,925.00 | 0.00 |
| 20-558-51050 Workers' Compensation | 49 | 0.00 | 0.00 | 0.00 | 49.00 | 0.00 |
| TOTAL PERSONNEL | 44,534 | 1,602.62 | 3,205.24 | 0.00 | 41,328.76 | 7.20 |
| OPERATIONS | | | | | | |
| 20-558-52000 General Office Supplies | 500 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 20-558-53210 Telephone | 400 | 0.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| 20-558-53250 Website Design & Update | 5,000 | 0.00 | 75.00 | 0.00 | 4,925.00 | 1.50 |
| 20-558-53300 Dues & Subscriptions | 6,793 | 0.00 | 0.00 | 0.00 | 6,793.00 | 0.00 |
| 20-558-53310 Travel & Training | 5,630 | 0.00 | 0.00 | 0.00 | 5,630.00 | 0.00 |
| 20-558-53330 Postage & Shipping | 300 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 20-558-53340 Printing & Binding | 500 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 20-558-53355 Marketing | 43,700 | 9,615.00 | 14,189.00 | 0.00 | 29,511.00 | 32.47 |
| 20-558-53400 General Liability Insuranc | 500 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 20-558-53900 Building & Land Rentals | 5,450 | 2,250.00 | 3,050.00 | 0.00 | 2,400.00 | 55.96 |
| 20-558-53960 Copier Rental Fees | 880 | 0.00 | 0.00 | 0.00 | 880.00 | 0.00 |
| TOTAL OPERATIONS | 69,653 | 11,865.00 | 17,314.00 | 0.00 | 52,339.00 | 24.86 |
| CAPITAL OUTLAY | | | | | | |
| 20-558-56070 Furniture & Fixtures | 5,000 | 1,120.89 | 1,526.80 | 0.00 | 3,473.20 | 30.54 |
| 20-558-56645 Signage to Signs/Attractio | 100,000 | 0.00 | 0.00 | 0.00 | 100,000.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 105,000 | 1,120.89 | 1,526.80 | 0.00 | 103,473.20 | 1.45 |
| TOTAL CVB - VISITOR INFO CENTER | 219,187 | 14,588.51 | 22,046.04 | 0.00 | 197,140.96 | 10.06 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

HOTEL/MOTEL TAX FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 20-599-55710 Service/Finance Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 20-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 279,834 | 15,230.00 | 62,927.61 | 0.00 | 216,906.39 | 22.49 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 42,317) | ( 13,804.89) | 66,506.17 | 0.00 | ( 108,823.17) | 157.16- |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 20-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-49998 Budgeted Reduction of Fund Bal | 42,317 | 0.00 | 0.00 | 0.00 | 42,317.00 | 0.00 |
| TOTAL OTHER SOURCES | 42,317 | 0.00 | 0.00 | 0.00 | 42,317.00 | 0.00 |
| OTHER USES | | | | | | |
| 20-599-59990 Transfers Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-599-59998 Budgeted Addition to Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | 42,317 | 0.00 | 0.00 | 0.00 | 42,317.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | ( 13,804.89) | 66,506.17 | 0.00 | ( 66,506.17) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

Local Youth Diversion Fd
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| FINES & FORFEITURES | 17,000 | 1,392.86 | 11,415.91 | 0.00 | 5,584.09 | 67.15 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 300 | 194.25 | 2,000.01 | 0.00 | ( 1,700.01) | 666.67 |
| TOTAL REVENUES | 17,300 | 1,587.11 | 13,415.92 | 0.00 | 3,884.08 | 77.55 |
| EXPENDITURE SUMMARY | | | | | | |
| MUNICIPAL COURT | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MUNICIPAL COURT | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NON-DEPARTMENTAL | | | | | | |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 17,300 | 1,587.11 | 13,415.92 | 0.00 | 3,884.08 | 77.55 |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 17,300 | 0.00 | 0.00 | 0.00 | 17,300.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & US | ( 17,300) | 0.00 | 0.00 | 0.00 | ( 17,300.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 1,587.11 | 13,415.92 | 0.00 | ( 13,415.92) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

Local Youth Diversion Fd

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | |
| 22-42030 Local Court Fees | 17,000 | 1,392.86 | 11,415.91 | 0.00 | 5,584.09 | 67.15 |
| TOTAL FINES & FORFEITURES | 17,000 | 1,392.86 | 11,415.91 | 0.00 | 5,584.09 | 67.15 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 22-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 22-45000 Interest Earnings | 300 | 194.25 | 2,000.01 | 0.00 | ( 1,700.01) | 666.67 |
| TOTAL INVESTMENT INCOME | 300 | 194.25 | 2,000.01 | 0.00 | ( 1,700.01) | 666.67 |
| TOTAL REVENUE | 17,300 | 1,587.11 | 13,415.92 | 0.00 | 3,884.08 | 77.55 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

Local Youth Diversion Fd
DEPARTMENT - MUNICIPAL COURT

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 22-525-52000 General Office Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 22-525-52010 Office Copy Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 22-525-52020 Data Processing Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 22-525-53090 Contractual Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 22-525-53300 Dues & Subscriptions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 22-525-53330 Postage & Shipping | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 22-525-53340 Printing & Binding | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MUNICIPAL COURT | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Local Youth Diversion Fd
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | |
| 22-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 17,300 | 1,587.11 | 13,415.92 | 0.00 | 3,884.08 | 77.55 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 22-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 22-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| 22-599-59998 Budgeted Addition to Fund | 17,300 | 0.00 | 0.00 | 0.00 | 17,300.00 | 0.00 |
| TOTAL OTHER USES | 17,300 | 0.00 | 0.00 | 0.00 | 17,300.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | ( 17,300) | 0.00 | 0.00 | 0.00 | ( 17,300.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 1,587.11 | 13,415.92 | 0.00 | ( 13,415.92) | 0.00 |

CITY OF SEALY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025



MUNICIPAL JURY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| FINES & FORFEITURES | 0 | 27.90 | 228.33 | 0.00 | ( 228.33) | 0.00 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 0 | 2.51 | 27.25 | 0.00 | ( 27.25) | 0.00 |
| TOTAL REVENUES | 0 | 30.41 | 255.58 | 0.00 | ( 255.58) | 0.00 |
| EXPENDITURE SUMMARY | | | | | | |
| MUNICIPAL COURT | | | | | | |
| OPERATIONS | 680 | 0.00 | 141.80 | 0.00 | 538.20 | 20.85 |
| TOTAL MUNICIPAL COURT | 680 | 0.00 | 141.80 | 0.00 | 538.20 | 20.85 |
| NON-DEPARTMENTAL | | | | | | |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 680 | 0.00 | 141.80 | 0.00 | 538.20 | 20.85 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 680) | 30.41 | 113.78 | 0.00 | ( 793.78) | 16.73- |
| OTHER SOURCES | 680 | 0.00 | 0.00 | 0.00 | 680.00 | 0.00 |
| OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & USE | 680 | 0.00 | 0.00 | 0.00 | 680.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 30.41 | 113.78 | 0.00 | ( 113.78) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUNICIPAL JURY FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | |
| 23-42030 Local Court Fees | 0 | 27.90 | 228.33 | 0.00 | ( 228.33) | 0.00 |
| TOTAL FINES & FORFEITURES | 0 | 27.90 | 228.33 | 0.00 | ( 228.33) | 0.00 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 23-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 23-45000 Interest Earnings | 0 | 2.51 | 27.25 | 0.00 | ( 27.25) | 0.00 |
| TOTAL INVESTMENT INCOME | 0 | 2.51 | 27.25 | 0.00 | ( 27.25) | 0.00 |
| TOTAL REVENUE | 0 | 30.41 | 255.58 | 0.00 | ( 255.58) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUNICIPAL JURY FUND
DEPARTMENT - MUNICIPAL COURT

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 23-525-53330 Postage & Shipping | 680 | 0.00 | 141.80 | 0.00 | 538.20 | 20.85 |
| TOTAL OPERATIONS | 680 | 0.00 | 141.80 | 0.00 | 538.20 | 20.85 |
| TOTAL MUNICIPAL COURT | 680 | 0.00 | 141.80 | 0.00 | 538.20 | 20.85 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUNICIPAL JURY FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | |
| 23-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 680 | 0.00 | 141.80 | 0.00 | 538.20 | 20.85 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 680) | 30.41 | 113.78 | 0.00 | ( 793.78) | 16.73- |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 23-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 23-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 23-49998 Budgeted Reduction of Fund Bal | 680 | 0.00 | 0.00 | 0.00 | 680.00 | 0.00 |
| TOTAL OTHER SOURCES | 680 | 0.00 | 0.00 | 0.00 | 680.00 | 0.00 |
| OTHER USES | | | | | | |
| 23-599-59998 Budgeted Addition to Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | 680 | 0.00 | 0.00 | 0.00 | 680.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 30.41 | 113.78 | 0.00 | ( 113.78) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

CHP 59 FORFEITED PROP FND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| FINES & FORFEITURES | 0 | 1,025.00 | 8,136.80 | 0.00 | ( 8,136.80) | 0.00 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 600 | 176.09 | 2,188.04 | 0.00 | ( 1,588.04) | 364.67 |
| TOTAL REVENUES | 600 | 1,201.09 | 10,324.84 | 0.00 | ( 9,724.84) | 1,720.81 |
| EXPENDITURE SUMMARY | | | | | | |
| POLICE | | | | | | |
| PERSONNEL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OPERATIONS | 0 | 15,538.80 | 20,220.70 | 0.00 | ( 20,220.70) | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL POLICE | 0 | 15,538.80 | 20,220.70 | 0.00 | ( 20,220.70) | 0.00 |
| NON-DEPARTMENTAL | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 15,538.80 | 20,220.70 | 0.00 | ( 20,220.70) | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 600 | ( 14,337.71) | ( 9,895.86) | 0.00 | 10,495.86 | 1,649.31- |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 600 | 0.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & US | ( 600) | 0.00 | 0.00 | 0.00 | ( 600.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | ( 14,337.71) | ( 9,895.86) | 0.00 | 9,895.86 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

CHP 59 FORFEITED PROP FND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | |
| 24-42500 Property Forfeitures | 0 | 1,025.00 | 8,136.80 | 0.00 | ( 8,136.80) | 0.00 |
| TOTAL FINES & FORFEITURES | 0 | 1,025.00 | 8,136.80 | 0.00 | ( 8,136.80) | 0.00 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 24-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 24-45000 Interest Earnings | 600 | 176.09 | 2,188.04 | 0.00 | ( 1,588.04) | 364.67 |
| TOTAL INVESTMENT INCOME | 600 | 176.09 | 2,188.04 | 0.00 | ( 1,588.04) | 364.67 |
| TOTAL REVENUE | 600 | 1,201.09 | 10,324.84 | 0.00 | ( 9,724.84) | 1,720.81 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

CHP 59 FORFEITED PROP FND
DEPARTMENT - POLICE

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 24-530-51010 Salaries & Wages | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-51020 Social Security | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-51030 Retirement Contributions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OPERATIONS | | | | | | |
| 24-530-52090 Photographic Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-52100 Wearing Apparel | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-52120 Ammunition | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-52125 Weapons & Special Equipmen | 0 | 15,538.80 | 16,138.80 | 0.00 | ( 16,138.80) | 0.00 |
| 24-530-52170 Drug K-9 Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-52280 Motor Vehicle Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-52320 Minor Tools & Equipment | 0 | 0.00 | 2,340.95 | 0.00 | ( 2,340.95) | 0.00 |
| 24-530-52330 Safety Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-52360 Radio & Radar Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-53020 Consultant Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-53120 Special Investigations | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-53310 Travel & Training | 0 | 0.00 | 1,740.95 | 0.00 | ( 1,740.95) | 0.00 |
| 24-530-53350 Photo/Blueprint Processing | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-55565 Tfrs to Other State/Local | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 15,538.80 | 20,220.70 | 0.00 | ( 20,220.70) | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 24-530-56020 Building Improvements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-56090 Motor Vehicles | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-56100 Special Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-530-56110 Radio & Radar Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL POLICE | 0 | 15,538.80 | 20,220.70 | 0.00 | ( 20,220.70) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

CHP 59 FORFEITED PROP FND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 24-599-55710 Service/Finance Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 24-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 15,538.80 | 20,220.70 | 0.00 | ( 20,220.70) | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 600 | ( 14,337.71) | ( 9,895.86) | 0.00 | 10,495.86 | 1,649.31- |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 24-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-49998 Budgeted Reduction of Fund Bal | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| 24-599-59990 Transfers Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24-599-59998 Budgeted Addition to Fund | 600 | 0.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| TOTAL OTHER USES | 600 | 0.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | ( 600) | 0.00 | 0.00 | 0.00 | ( 600.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | ( 14,337.71) | ( 9,895.86) | 0.00 | 9,895.86 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

TIRZ #2 TAX INCREMENT FND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| PROPERTY TAX | 368,815 | 0.00 | 0.00 | 0.00 | 368,815.00 | 0.00 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 0 | 10.53 | 114.10 | 0.00 | ( 114.10) | 0.00 |
| TOTAL REVENUES | 368,815 | 10.53 | 114.10 | 0.00 | 368,700.90 | 0.03 |
| EXPENDITURE SUMMARY | | | | | | |
| TAX INCRMNT REINVEST ZONE | | | | | | |
| OPERATIONS | 52,500 | 0.00 | 2,613.97 | 0.00 | 49,886.03 | 4.98 |
| TOTAL TAX INCRMNT REINVEST ZONE | 52,500 | 0.00 | 2,613.97 | 0.00 | 49,886.03 | 4.98 |
| NON-DEPARTMENTAL | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 52,500 | 0.00 | 2,613.97 | 0.00 | 49,886.03 | 4.98 |
| REVENUE OVER/(UNDER) EXPENDITURES | 316,315 | 10.53 | ( 2,499.87) | 0.00 | 318,814.87 | 0.79- |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 316,315 | 0.00 | 278,725.89 | 0.00 | 37,589.11 | 88.12 |
| TOTAL OTHER FINANCING SOURCES & US | ( 316,315) | 0.00 | ( 278,725.89) | 0.00 | ( 37,589.11) | 88.12 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 10.53 | ( 281,225.76) | 0.00 | 281,225.76 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

TIRZ #2 TAX INCREMENT FND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PROPERTY TAX | | | | | | |
| 26-40000 Property Taxes - Current | 368,815 | 0.00 | 0.00 | 0.00 | 368,815.00 | 0.00 |
| 26-40100 Property Taxes - Delinquent | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 26-40150 Property Taxes - Penalty & Int | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PROPERTY TAX | 368,815 | 0.00 | 0.00 | 0.00 | 368,815.00 | 0.00 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 26-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 26-45000 Interest Earnings | 0 | 10.53 | 114.10 | 0.00 | ( 114.10) | 0.00 |
| TOTAL INVESTMENT INCOME | 0 | 10.53 | 114.10 | 0.00 | ( 114.10) | 0.00 |
| TOTAL REVENUE | 368,815 | 10.53 | 114.10 | 0.00 | 368,700.90 | 0.03 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

TIRZ #2 TAX INCREMENT FND
DEPARTMENT - TAX INCRMNT REINVEST ZONE % OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 26-595-53010 Auditing & Accounting | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 26-595-53020 Consultant Services | 0 | 0.00 | 2,613.97 | 0.00 | ( 2,613.97) | 0.00 |
| 26-595-53095 General Administration | 52,500 | 0.00 | 0.00 | 0.00 | 52,500.00 | 0.00 |
| 26-595-55520 Developer Reimbursements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 52,500 | 0.00 | 2,613.97 | 0.00 | 49,886.03 | 4.98 |
| TOTAL TAX INCRMNT REINVEST ZONE | 52,500 | 0.00 | 2,613.97 | 0.00 | 49,886.03 | 4.98 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

TIRZ #2 TAX INCREMENT FND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 26-599-55710 Service/Finance Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 26-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 52,500 | 0.00 | 2,613.97 | 0.00 | 49,886.03 | 4.98 |
| REVENUE OVER/(UNDER) EXPENDITURES | 316,315 | 10.53 | ( 2,499.87) | 0.00 | 318,814.87 | 0.79- |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 26-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 26-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 26-49998 Budgeted Reduction of Fund Bal | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| 26-599-59990 Transfers Out | 0 | 0.00 | 278,725.89 | 0.00 | ( 278,725.89) | 0.00 |
| 26-599-59998 Budgeted Addition to Fund | 316,315 | 0.00 | 0.00 | 0.00 | 316,315.00 | 0.00 |
| TOTAL OTHER USES | 316,315 | 0.00 | 278,725.89 | 0.00 | 37,589.11 | 88.12 |
| TOTAL OTHER SOURCES & USES | ( 316,315) | 0.00 | ( 278,725.89) | 0.00 | ( 37,589.11) | 88.12 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 10.53 | ( 281,225.76) | 0.00 | 281,225.76 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

PID #1 ASSESSMENT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| CHARGES FOR SERVICES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 0 | 107.45 | 835.01 | 0.00 | ( 835.01) | 0.00 |
| DEVELOPMENT FEES | 45,584 | 158.36 | 44,262.36 | 0.00 | 1,321.64 | 97.10 |
| TOTAL REVENUES | 45,584 | 265.81 | 45,097.37 | 0.00 | 486.63 | 98.93 |
| EXPENDITURE SUMMARY | | | | | | |
| PUBLIC IMPROVEMENT DIST | | | | | | |
| OPERATIONS | 2,500 | 0.00 | 2,524.05 | 0.00 | ( 24.05) | 100.96 |
| TOTAL PUBLIC IMPROVEMENT DIST | 2,500 | 0.00 | 2,524.05 | 0.00 | ( 24.05) | 100.96 |
| NON-DEPARTMENTAL | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 2,500 | 0.00 | 2,524.05 | 0.00 | ( 24.05) | 100.96 |
| REVENUE OVER/(UNDER) EXPENDITURES | 43,084 | 265.81 | 42,573.32 | 0.00 | 510.68 | 98.81 |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 43,084 | 0.00 | 45,705.48 | 0.00 | ( 2,621.48) | 106.08 |
| TOTAL OTHER FINANCING SOURCES & US | ( 43,084) | 0.00 | ( 45,705.48) | 0.00 | 2,621.48 | 106.08 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 265.81 | ( 3,132.16) | 0.00 | 3,132.16 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

PID #1 ASSESSMENT FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CHARGES FOR SERVICES | | | | | | |
| 27-43045 Returned Check Fees (A/R only) | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CHARGES FOR SERVICES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 27-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 27-45000 Interest Earnings | 0 | 107.45 | 835.01 | 0.00 | ( 835.01) | 0.00 |
| TOTAL INVESTMENT INCOME | 0 | 107.45 | 835.01 | 0.00 | ( 835.01) | 0.00 |
| DEVELOPMENT FEES | | | | | | |
| 27-47000 Special Assessments | 45,584 | 148.00 | 44,252.00 | 0.00 | 1,332.00 | 97.08 |
| 27-47150 Special Assessments Pen & Int | 0 | 10.36 | 10.36 | 0.00 | ( 10.36) | 0.00 |
| TOTAL DEVELOPMENT FEES | 45,584 | 158.36 | 44,262.36 | 0.00 | 1,321.64 | 97.10 |
| TOTAL REVENUE | 45,584 | 265.81 | 45,097.37 | 0.00 | 486.63 | 98.93 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

PID #1 ASSESSMENT FUND
DEPARTMENT - PUBLIC IMPROVEMENT DIST % OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 27-596-53010 Auditing & Accounting | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 27-596-53095 General Administration | 2,500 | 0.00 | 2,524.05 | 0.00 | ( 24.05) | 100.96 |
| 27-596-55520 Developer Reimbursements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 2,500 | 0.00 | 2,524.05 | 0.00 | ( 24.05) | 100.96 |
| TOTAL PUBLIC IMPROVEMENT DIST | 2,500 | 0.00 | 2,524.05 | 0.00 | ( 24.05) | 100.96 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

PID #1 ASSESSMENT FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 27-599-55710 Service/Finance Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 27-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 2,500 | 0.00 | 2,524.05 | 0.00 | ( 24.05) | 100.96 |
| REVENUE OVER/(UNDER) EXPENDITURES | 43,084 | 265.81 | 42,573.32 | 0.00 | 510.68 | 98.81 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 27-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 27-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 27-49998 Budgeted Reduction of Fund Bal | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| 27-599-59990 Transfers Out | 0 | 0.00 | 45,705.48 | 0.00 | ( 45,705.48) | 0.00 |
| 27-599-59998 Budgeted Addition to Fund | 43,084 | 0.00 | 0.00 | 0.00 | 43,084.00 | 0.00 |
| TOTAL OTHER USES | 43,084 | 0.00 | 45,705.48 | 0.00 | ( 2,621.48) | 106.08 |
| TOTAL OTHER SOURCES & USES | ( 43,084) | 0.00 | ( 45,705.48) | 0.00 | 2,621.48 | 106.08 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 265.81 | ( 3,132.16) | 0.00 | 3,132.16 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

SEALY DEVELOPMENT AUTH FD
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| EXPENDITURE SUMMARY | | | | | | |
| SEALY DEVELOPMENT AUTH | | | | | | |
| OPERATIONS | 359,399 | 0.00 | 324,431.37 | 0.00 | 34,967.63 | 90.27 |
| TOTAL SEALY DEVELOPMENT AUTH | 359,399 | 0.00 | 324,431.37 | 0.00 | 34,967.63 | 90.27 |
| NON-DEPARTMENTAL | | | | | | |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 359,399 | 0.00 | 324,431.37 | 0.00 | 34,967.63 | 90.27 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 359,399) | 0.00 | ( 324,431.37) | 0.00 | ( 34,967.63) | 90.27 |
| OTHER SOURCES | 359,399 | 0.00 | 324,431.37 | 0.00 | 34,967.63 | 90.27 |
| OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & USE | 359,399 | 0.00 | 324,431.37 | 0.00 | 34,967.63 | 90.27 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

SEALY DEVELOPMENT AUTH FD

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 28-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 28-45000 Interest Earnings | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INVESTMENT INCOME | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

SEALY DEVELOPMENT AUTH FD
DEPARTMENT - SEALY DEVELOPMENT AUTH % OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 28-597-55520 Developer Reimbursements | 359,399 | 0.00 | 324,431.37 | 0.00 | 34,967.63 | 90.27 |
| 28-597-55521 Developer Interest | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 359,399 | 0.00 | 324,431.37 | 0.00 | 34,967.63 | 90.27 |
| TOTAL SEALY DEVELOPMENT AUTH | 359,399 | 0.00 | 324,431.37 | 0.00 | 34,967.63 | 90.27 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

SEALY DEVELOPMENT AUTH FD
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | |
| 28-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 359,399 | 0.00 | 324,431.37 | 0.00 | 34,967.63 | 90.27 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 359,399) | 0.00 | ( 324,431.37) | 0.00 | ( 34,967.63) | 90.27 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 28-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 28-49990 Transfers In | 0 | 0.00 | 324,431.37 | 0.00 | ( 324,431.37) | 0.00 |
| 28-49998 Budgeted Reduction of Fund Bal | 359,399 | 0.00 | 0.00 | 0.00 | 359,399.00 | 0.00 |
| TOTAL OTHER SOURCES | 359,399 | 0.00 | 324,431.37 | 0.00 | 34,967.63 | 90.27 |
| OTHER USES | | | | | | |
| 28-599-59990 Transfers Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 28-599-59998 Budgeted Addition to Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | 359,399 | 0.00 | 324,431.37 | 0.00 | 34,967.63 | 90.27 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

ECON. DEV. SALES TAX FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| SALES TAX | 1,158,269 | 103,622.89 | 890,418.66 | 0.00 | 267,850.34 | 76.87 |
| INTERGOVERNMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 10,000 | 9,078.14 | 74,120.82 | 0.00 | ( 64,120.82) | 741.21 |
| OTHER REVENUES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 1,168,269 | 112,701.03 | 964,539.48 | 0.00 | 203,729.52 | 82.56 |
| EXPENDITURE SUMMARY | | | | | | |
| ECON DEVELOPMENT | | | | | | |
| PERSONNEL | 228,395 | 17,835.88 | 141,130.61 | 0.00 | 87,264.39 | 61.79 |
| OPERATIONS | 530,495 | 6,855.00 | 173,371.08 | 0.00 | 357,123.92 | 32.68 |
| CAPITAL OUTLAY | 1,229,400 | 3,040.00 | 230,697.30 | 0.00 | 998,702.70 | 18.77 |
| TOTAL ECON DEVELOPMENT | 1,988,290 | 27,730.88 | 545,198.99 | 0.00 | 1,443,091.01 | 27.42 |
| MAIN STREET PROGRAM | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MAIN STREET PROGRAM | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NON-DEPARTMENTAL | | | | | | |
| PERSONNEL | 4,093 | 0.00 | 0.00 | 0.00 | 4,093.00 | 0.00 |
| OPERATIONS | 0 | 0.00 | ( 0.08) | 0.00 | 0.08 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEBT SERVICE | 70,500 | 0.00 | 2,739.00 | 0.00 | 67,761.00 | 3.89 |
| TOTAL NON-DEPARTMENTAL | 74,593 | 0.00 | 2,738.92 | 0.00 | 71,854.08 | 3.67 |
| TOTAL EXPENDITURES | 2,062,883 | 27,730.88 | 547,937.91 | 0.00 | 1,514,945.09 | 26.56 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 894,614) | 84,970.15 | 416,601.57 | 0.00 | ( 1,311,215.57) | 46.57- |
| OTHER SOURCES | 1,054,714 | 0.00 | 0.00 | 0.00 | 1,054,714.00 | 0.00 |
| OTHER USES | 160,100 | 0.00 | 24,625.00 | 0.00 | 135,475.00 | 15.38 |
| TOTAL OTHER FINANCING SOURCES & USE | 894,614 | 0.00 | ( 24,625.00) | 0.00 | 919,239.00 | 2.75- |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 84,970.15 | 391,976.57 | 0.00 | ( 391,976.57) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

ECON. DEV. SALES TAX FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| SALES TAX | | | | | | |
| 29-40200 Sales & Use Taxes - Econ. Dev. | 1,108,269 | 103,622.89 | 890,354.62 | 0.00 | 217,914.38 | 80.34 |
| 29-40220 Direct Payment Sales & Use Tax | 50,000 | 0.00 | 64.04 | 0.00 | 49,935.96 | 0.13 |
| TOTAL SALES TAX | 1,158,269 | 103,622.89 | 890,418.66 | 0.00 | 267,850.34 | 76.87 |
| INTERGOVERNMENTAL | | | | | | |
| 29-43640 Other Grant Proceeds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INTERGOVERNMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 29-44910 Contributions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 29-45000 Interest Earnings | 10,000 | 9,078.14 | 74,120.82 | 0.00 | ( 64,120.82) | 741.21 |
| TOTAL INVESTMENT INCOME | 10,000 | 9,078.14 | 74,120.82 | 0.00 | ( 64,120.82) | 741.21 |
| OTHER REVENUES | | | | | | |
| 29-48030 Networking Luncheon Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-48220 Refund of Prior Yr Expenditure | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-48500 Miscellaneous Revenues | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER REVENUES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUE | 1,168,269 | 112,701.03 | 964,539.48 | 0.00 | 203,729.52 | 82.56 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

ECON. DEV. SALES TAX FUND
DEPARTMENT - ECON DEVELOPMENT

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 29-522-51010 Salaries & Wages | 145,090 | 11,110.40 | 94,331.58 | 0.00 | 50,758.42 | 65.02 |
| 29-522-51011 PTO Liability | 4,750 | 0.00 | 0.00 | 0.00 | 4,750.00 | 0.00 |
| 29-522-51012 Overtime Pay | 500 | 0.00 | 1,015.04 | 0.00 | ( 515.04) | 203.01 |
| 29-522-51015 Longevity Pay | 660 | 56.40 | 397.62 | 0.00 | 262.38 | 60.25 |
| 29-522-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-51020 Social Security | 11,440 | 824.70 | 7,104.20 | 0.00 | 4,335.80 | 62.10 |
| 29-522-51030 Retirement Contributions | 22,180 | 2,690.83 | 11,630.46 | 0.00 | 10,549.54 | 52.44 |
| 29-522-51040 Group Insurance | 40,200 | 2,903.55 | 24,599.47 | 0.00 | 15,600.53 | 61.19 |
| 29-522-51050 Workers' Compensation | 325 | 0.00 | 189.74 | 0.00 | 135.26 | 58.38 |
| 29-522-51080 Auto Allowance | 3,250 | 250.00 | 1,862.50 | 0.00 | 1,387.50 | 57.31 |
| 29-522-51085 Moving Allowance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 228,395 | 17,835.88 | 141,130.61 | 0.00 | 87,264.39 | 61.79 |
| OPERATIONS | | | | | | |
| 29-522-52000 General Office Supplies | 1,800 | 3.39 | 565.25 | 0.00 | 1,234.75 | 31.40 |
| 29-522-52020 Data Processing Supplies | 4,093 | 87.50 | 3,646.76 | 0.00 | 446.24 | 89.10 |
| 29-522-52060 Janitorial Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-52090 Photographic Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-52100 Wearing Apparel | 250 | 0.00 | 0.00 | 0.00 | 250.00 | 0.00 |
| 29-522-52130 Food & Water Supplies | 750 | 0.00 | 184.77 | 0.00 | 565.23 | 24.64 |
| 29-522-52150 Building & Grounds Supplie | 500 | 3.59 | 299.88 | 0.00 | 200.12 | 59.98 |
| 29-522-52190 Public Relations Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-52440 Historic Dist Lighting Sup | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-52450 Historic Dist Christmas Su | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-53000 Engineering Services | 10,000 | 0.00 | 1,831.25 | 0.00 | 8,168.75 | 18.31 |
| 29-522-53010 Auditing & Accounting | 3,500 | 0.00 | 2,109.89 | 0.00 | 1,390.11 | 60.28 |
| 29-522-53020 Consultant Services | 36,975 | 2.00 | 23,746.61 | 0.00 | 13,228.39 | 64.22 |
| 29-522-53030 Legal Services | 25,000 | 572.00 | 8,347.00 | 0.00 | 16,653.00 | 33.39 |
| 29-522-53080 Appraisal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-53085 Direct Pay Administration | 75,000 | 0.00 | 0.00 | 0.00 | 75,000.00 | 0.00 |
| 29-522-53090 Contract Labor | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-53095 General Administration | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-53200 Electricity | 16,597 | 97.18 | 1,341.66 | 0.00 | 15,255.34 | 8.08 |
| 29-522-53210 Telephone | 3,060 | 299.48 | 1,690.45 | 0.00 | 1,369.55 | 55.24 |
| 29-522-53220 Internet Services | 420 | 0.00 | 0.00 | 0.00 | 420.00 | 0.00 |
| 29-522-53230 Water & Sewer Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-53250 Web Site Design & Update | 5,000 | 125.00 | 5,250.00 | 0.00 | ( 250.00) | 105.00 |
| 29-522-53260 Christmas Decorating Servi | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-53300 Dues & Subscriptions | 3,750 | 5.86 | 1,798.70 | 0.00 | 1,951.30 | 47.97 |
| 29-522-53310 Travel & Training | 8,000 | 1,379.00 | 4,730.23 | 0.00 | 3,269.77 | 59.13 |
| 29-522-53320 Newspaper Advertising | 2,400 | 180.00 | 555.00 | 0.00 | 1,845.00 | 23.13 |
| 29-522-53330 Postage & Shipping | 100 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 29-522-53340 Printing & Binding | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-53350 Photo/Blueprint Processing | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-53355 Marketing | 6,500 | 2,500.00 | 4,851.24 | 0.00 | 1,648.76 | 74.63 |
| 29-522-53360 Public Relations | 5,000 | 325.00 | ( 8,630.74) | 0.00 | 13,630.74 | 172.61- |
| 29-522-53400 General Liability Insuranc | 1,400 | 0.00 | 944.95 | 0.00 | 455.05 | 67.50 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

ECON. DEV. SALES TAX FUND
DEPARTMENT - ECON DEVELOPMENT % OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| 29-522-53500 Buildings & Grounds Rep/Ma | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-53900 Building & Land Rentals | 19,400 | 1,050.00 | 8,150.00 | 0.00 | 11,250.00 | 42.01 |
| 29-522-53960 Copier Rental Fees | 6,000 | 225.00 | 2,147.52 | 0.00 | 3,852.48 | 35.79 |
| 29-522-53990 Other Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-54410 Software License Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-55580 Community Project Grants | 40,000 | 0.00 | 12,699.00 | 0.00 | 27,301.00 | 31.75 |
| 29-522-55590 Historic District Projects | 80,000 | 0.00 | 0.00 | 0.00 | 80,000.00 | 0.00 |
| 29-522-55610 Business Incentives | 175,000 | 0.00 | 97,111.66 | 0.00 | 77,888.34 | 55.49 |
| 29-522-55980 Miscellaneous | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-55995 Depreciation Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 530,495 | 6,855.00 | 173,371.08 | 0.00 | 357,123.92 | 32.68 |
| CAPITAL OUTLAY | | | | | | |
| 29-522-56000 Land | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-56010 Buildings | 100,000 | 0.00 | 0.00 | 0.00 | 100,000.00 | 0.00 |
| 29-522-56025 Leasehold Improvements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-56050 Park Improvements | 350,000 | 0.00 | 0.00 | 0.00 | 350,000.00 | 0.00 |
| 29-522-56115 Computer Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-56165 Video Production | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-56200 Roads & Parking | 610,400 | 0.00 | 189,197.30 | 0.00 | 421,202.70 | 31.00 |
| 29-522-56500 Utility Line Extensions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-522-56995 Engineering Services | 169,000 | 3,040.00 | 41,500.00 | 0.00 | 127,500.00 | 24.56 |
| 29-522-56996 Architectural Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 1,229,400 | 3,040.00 | 230,697.30 | 0.00 | 998,702.70 | 18.77 |
| TOTAL ECON DEVELOPMENT | 1,988,290 | 27,730.88 | 545,198.99 | 0.00 | 1,443,091.01 | 27.42 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

ECON. DEV. SALES TAX FUND
DEPARTMENT - MAIN STREET PROGRAM

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 29-516-53020 Consultant Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-516-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-516-53210 Telephone | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-516-53250 Website Design & Update | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-516-53300 Dues & Subscriptions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MAIN STREET PROGRAM | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

ECON. DEV. SALES TAX FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 29-599-51090 Reserved for Merit Increas | 4,093 | 0.00 | 0.00 | 0.00 | 4,093.00 | 0.00 |
| TOTAL PERSONNEL | 4,093 | 0.00 | 0.00 | 0.00 | 4,093.00 | 0.00 |
| OPERATIONS | | | | | | |
| 29-599-52000 Economic Stabilization Fun | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-599-55710 Service/Finance Charges | 0 | 0.00 | ( 0.08) | 0.00 | 0.08 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | ( 0.08) | 0.00 | 0.08 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 29-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEBT SERVICE | | | | | | |
| 29-599-58000 Principal Retirement | 65,000 | 0.00 | 0.00 | 0.00 | 65,000.00 | 0.00 |
| 29-599-58010 Interest Paid | 5,500 | 0.00 | 2,739.00 | 0.00 | 2,761.00 | 49.80 |
| 29-599-58019 Lease Interest Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DEBT SERVICE | 70,500 | 0.00 | 2,739.00 | 0.00 | 67,761.00 | 3.89 |
| TOTAL NON-DEPARTMENTAL | 74,593 | 0.00 | 2,738.92 | 0.00 | 71,854.08 | 3.67 |
| TOTAL EXPENDITURES | 2,062,883 | 27,730.88 | 547,937.91 | 0.00 | 1,514,945.09 | 26.56 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 894,614) | 84,970.15 | 416,601.57 | 0.00 | ( 1,311,215.57) | 46.57- |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 29-49000 Sales of General Fixed Assets | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-49990 Contributions from Primary Gov | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-49998 Budgeted Reduction of Fund Bal | 1,054,714 | 0.00 | 0.00 | 0.00 | 1,054,714.00 | 0.00 |
| TOTAL OTHER SOURCES | 1,054,714 | 0.00 | 0.00 | 0.00 | 1,054,714.00 | 0.00 |
| OTHER USES | | | | | | |
| 29-599-59990 Transfers Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29-599-59995 Contributions to Primary G | 160,100 | 0.00 | 24,625.00 | 0.00 | 135,475.00 | 15.38 |
| 29-599-59998 Budgeted Addition to Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER USES | 160,100 | 0.00 | 24,625.00 | 0.00 | 135,475.00 | 15.38 |
| TOTAL OTHER SOURCES & USES | 894,614 | 0.00 | ( 24,625.00) | 0.00 | 919,239.00 | 2.75- |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 84,970.15 | 391,976.57 | 0.00 | ( 391,976.57) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

DOWNTOWN REVITALIZATION
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 0 | 4.74 | 51.45 | 0.00 | ( 51.45) | 0.00 |
| TOTAL REVENUES | 0 | 4.74 | 51.45 | 0.00 | ( 51.45) | 0.00 |
| EXPENDITURE SUMMARY | | | | | | |
| DOWNTOWN REVITALIZATION | | | | | | |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DOWNTOWN REVITALIZATION | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | 4.74 | 51.45 | 0.00 | ( 51.45) | 0.00 |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & USE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 4.74 | 51.45 | 0.00 | ( 51.45) | 0.00 |

DOWNTOWN REVITALIZATION

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 30-44910 Donations | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 30-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 30-45000 Interest Earnings | 0 | 4.74 | 51.45 | 0.00 | ( 51.45) | 0.00 |
| TOTAL INVESTMENT INCOME | 0 | 4.74 | 51.45 | 0.00 | ( 51.45) | 0.00 |
| TOTAL REVENUE | 0 | 4.74 | 51.45 | 0.00 | ( 51.45) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

DOWNTOWN REVITALIZATION
DEPARTMENT - DOWNTOWN REVITALIZATION

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | |
| 30-513-56125 Downtown Improvements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DOWNTOWN REVITALIZATION | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | 4.74 | 51.45 | 0.00 | ( 51.45) | 0.00 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 30-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 30-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| TOTAL OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 4.74 | 51.45 | 0.00 | ( 51.45) | 0.00 |

CITY OF SEALY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025



DONATION FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 6,000.00 | 0.00 | ( 6,000.00) | 0.00 |
| INVESTMENT INCOME | 0 | 29.68 | 326.71 | 0.00 | ( 326.71) | 0.00 |
| TOTAL REVENUES | 0 | 29.68 | 6,326.71 | 0.00 | ( 6,326.71) | 0.00 |
| EXPENDITURE SUMMARY | | | | | | |
| NON-DEPARTMENTAL | | | | | | |
| OPERATIONS | 0 | 0.00 | 3,530.50 | 0.00 | ( 3,530.50) | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 3,530.50 | 0.00 | ( 3,530.50) | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 3,530.50 | 0.00 | ( 3,530.50) | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | 29.68 | 2,796.21 | 0.00 | ( 2,796.21) | 0.00 |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & USE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 29.68 | 2,796.21 | 0.00 | ( 2,796.21) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

DONATION FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 35-44910 Donations to General | 0 | 0.00 | 6,000.00 | 0.00 | ( 6,000.00) | 0.00 |
| 35-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 35-44920 Public Safety Donations | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 6,000.00 | 0.00 | ( 6,000.00) | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 35-45000 Interest Earnings | 0 | 29.68 | 326.71 | 0.00 | ( 326.71) | 0.00 |
| TOTAL INVESTMENT INCOME | 0 | 29.68 | 326.71 | 0.00 | ( 326.71) | 0.00 |
| TOTAL REVENUE | 0 | 29.68 | 6,326.71 | 0.00 | ( 6,326.71) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

DONATION FUND
DEPARTMENT - NON-DEPARTMENTAL % OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 35-599-52190 Public Relations | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 35-599-52370 Employee Relations | 0 | 0.00 | 3,530.50 | 0.00 | ( 3,530.50) | 0.00 |
| 35-599-52420 Employee Development Suppl | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 35-599-53300 Travel & Training | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 35-599-53640 Public Safety Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 35-599-53720 Special Projects | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 3,530.50 | 0.00 | ( 3,530.50) | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 35-599-56070 Furniture & Fixtures | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 3,530.50 | 0.00 | ( 3,530.50) | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 3,530.50 | 0.00 | ( 3,530.50) | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | 29.68 | 2,796.21 | 0.00 | ( 2,796.21) | 0.00 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 35-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 35-49998 Budgeted Reduction of Fund Bal | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| 35-599-59990 Transfers Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 35-599-59998 Budgeted Addition to Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 29.68 | 2,796.21 | 0.00 | ( 2,796.21) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

DEBT SERVICE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| PROPERTY TAX | 1,427,192 | 12,273.17 | 1,510,162.31 | 0.00 | ( 82,970.31) | 105.81 |
| INTERGOVERNMENTAL | 70,478 | 0.00 | 2,739.00 | 0.00 | 67,739.00 | 3.89 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 639 | 2,296.41 | 15,455.66 | 0.00 | ( 14,816.40) | 2,417.74 |
| TOTAL REVENUES | 1,498,309 | 14,569.58 | 1,528,356.97 | 0.00 | ( 30,047.71) | 102.01 |
| EXPENDITURE SUMMARY | | | | | | |
| DEBT SERVICE | | | | | | |
| DEBT SERVICE | 3,292,449 | 0.00 | 805,924.63 | 0.00 | 2,486,524.63 | 24.48 |
| TOTAL DEBT SERVICE | 3,292,449 | 0.00 | 805,924.63 | 0.00 | 2,486,524.63 | 24.48 |
| NON-DEPARTMENTAL | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 3,292,449 | 0.00 | 805,924.63 | 0.00 | 2,486,524.63 | 24.48 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 1,794,140) | 14,569.58 | 722,432.34 | 0.00 | ( 2,516,572.34) | 40.27- |
| OTHER SOURCES | 1,794,140 | 0.00 | 771,424.41 | 0.00 | 1,022,715.59 | 43.00 |
| OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & USE | 1,794,140 | 0.00 | 771,424.41 | 0.00 | 1,022,715.59 | 43.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 14,569.58 | 1,493,856.75 | 0.00 | ( 1,493,856.75) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

DEBT SERVICE FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PROPERTY TAX | | | | | | |
| 36-40000 Property Taxes - Current | 1,427,192 | 10,469.99 | 1,495,146.01 | 0.00 | ( 67,954.01) | 104.76 |
| 36-40100 Property Taxes - Delinquent | 0 | 713.48 | 9,038.31 | 0.00 | ( 9,038.31) | 0.00 |
| 36-40150 Property Taxes - Penalty & Int | 0 | 1,089.70 | 5,977.99 | 0.00 | ( 5,977.99) | 0.00 |
| TOTAL PROPERTY TAX | 1,427,192 | 12,273.17 | 1,510,162.31 | 0.00 | ( 82,970.31) | 105.81 |
| INTERGOVERNMENTAL | | | | | | |
| 36-43650 Intergovernmental Contribution | 70,478 | 0.00 | 2,739.00 | 0.00 | 67,739.00 | 3.89 |
| TOTAL INTERGOVERNMENTAL | 70,478 | 0.00 | 2,739.00 | 0.00 | 67,739.00 | 3.89 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 36-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 36-45000 Interest Earnings | 639 | 2,296.41 | 15,455.66 | 0.00 | ( 14,816.40) | 2,417.74 |
| TOTAL INVESTMENT INCOME | 639 | 2,296.41 | 15,455.66 | 0.00 | ( 14,816.40) | 2,417.74 |
| TOTAL REVENUE | 1,498,309 | 14,569.58 | 1,528,356.97 | 0.00 | ( 30,047.71) | 102.01 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

DEBT SERVICE FUND
DEPARTMENT - DEBT SERVICE

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| DEBT SERVICE | | | | | | |
| 36-514-58000 Principal Retirement | 1,680,000 | 0.00 | 0.00 | 0.00 | 1,680,000.00 | 0.00 |
| 36-514-58010 Interest Paid | 1,610,199 | 0.00 | 805,099.63 | 0.00 | 805,099.63 | 50.00 |
| 36-514-58020 Fiscal Agent Fees | 2,250 | 0.00 | 825.00 | 0.00 | 1,425.00 | 36.67 |
| 36-514-58030 Debt Issuance Costs | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 36-514-58500 Pmt Refund'g Bond Escrow A | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DEBT SERVICE | 3,292,449 | 0.00 | 805,924.63 | 0.00 | 2,486,524.63 | 24.48 |
| TOTAL DEBT SERVICE | 3,292,449 | 0.00 | 805,924.63 | 0.00 | 2,486,524.63 | 24.48 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

DEBT SERVICE FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 36-599-55710 Service/Finance Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 36-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 3,292,449 | 0.00 | 805,924.63 | 0.00 | 2,486,524.63 | 24.48 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 1,794,140) | 14,569.58 | 722,432.34 | 0.00 | ( 2,516,572.34) | 40.27- |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 36-49580 Proceeds of Debt Issuance | 0 | 0.00 | 421,442.07 | 0.00 | ( 421,442.07) | 0.00 |
| 36-49990 Transfers In | 0 | 0.00 | 349,982.34 | 0.00 | ( 349,982.34) | 0.00 |
| 36-49998 Budgeted Reduction of Fund Bal | 1,794,140 | 0.00 | 0.00 | 0.00 | 1,794,140.00 | 0.00 |
| TOTAL OTHER SOURCES | 1,794,140 | 0.00 | 771,424.41 | 0.00 | 1,022,715.59 | 43.00 |
| OTHER USES | | | | | | |
| 36-599-59990 Transfers Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 36-599-59998 Budgeted Addition to Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | 1,794,140 | 0.00 | 771,424.41 | 0.00 | 1,022,715.59 | 43.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 14,569.58 | 1,493,856.75 | 0.00 | ( 1,493,856.75) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

DRAINAGE REMEDIATION FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| INTERGOVERNMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| EXPENDITURE SUMMARY | | | | | | |
| DRAINAGE | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DRAINAGE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NON-DEPARTMENTAL | | | | | | |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & USE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

DRAINAGE REMEDIATION FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| INTERGOVERNMENTAL | | | | | | |
| 37-43600 Federal Grant Proceeds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INTERGOVERNMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 37-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

DRAINAGE REMEDIATION FUND
DEPARTMENT - DRAINAGE

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 37-519-53055 Grant Administration | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 37-519-56040 Drainage Improvements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 37-519-56995 Engineering Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DRAINAGE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

DRAINAGE REMEDIATION FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | |
| 37-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 37-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 37-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| TOTAL OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

CITY OF SEALY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

WATER & SEWER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| FINES & FORFEITURES | 116,130 | 10,489.86 | 89,072.99 | 0.00 | 27,057.01 | 76.70 |
| CHARGES FOR SERVICES | 118,600 | 2,266.14 | 67,494.40 | 0.00 | 51,105.60 | 56.91 |
| CATEGORY 33-35 | 500 | 0.00 | 10,000.00 | 0.00 | ( 9,500.00) | 2,000.00 |
| INTERGOVERNMENTAL | 0 | 0.00 | 187,793.11 | 0.00 | ( 187,793.11) | 0.00 |
| WATER REVENUE | 2,665,000 | 257,607.79 | 1,831,548.12 | 0.00 | 833,451.88 | 68.73 |
| SEWER REVENUE | 2,100,000 | 192,043.87 | 1,462,923.85 | 0.00 | 637,076.15 | 69.66 |
| TAP FEES | 96,000 | 12,500.00 | 82,150.00 | 0.00 | 13,850.00 | 85.57 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 25,000 | 7,504.07 | 69,922.44 | 0.00 | ( 44,922.44) | 279.69 |
| DEVELOPMENT FEES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER REVENUES | 0 | 11,600.00 | 21,165.00 | 0.00 | ( 21,165.00) | 0.00 |
| TOTAL REVENUES | 5,121,230 | 494,011.73 | 3,822,069.91 | 0.00 | 1,299,160.09 | 74.63 |
| EXPENDITURE SUMMARY | | | | | | |
| WATER | | | | | | |
| PERSONNEL | 386,925 | 22,942.45 | 192,720.98 | 0.00 | 194,204.02 | 49.81 |
| OPERATIONS | 1,444,548 | 117,066.98 | 777,451.12 | 0.00 | 667,096.88 | 53.82 |
| CAPITAL OUTLAY | 376,680 | 36,650.00 | 176,629.72 | 0.00 | 200,050.28 | 46.89 |
| TOTAL WATER | 2,208,153 | 176,659.43 | 1,146,801.82 | 0.00 | 1,061,351.18 | 51.93 |
| SEWER | | | | | | |
| PERSONNEL | 580,205 | 38,199.21 | 315,654.01 | 0.00 | 264,550.99 | 54.40 |
| OPERATIONS | 1,131,244 | 89,455.19 | 720,037.51 | 0.00 | 411,205.99 | 63.65 |
| CAPITAL OUTLAY | 536,400 | 11,731.66 | 42,495.76 | 0.00 | 493,904.24 | 7.92 |
| TOTAL SEWER | 2,247,849 | 139,386.06 | 1,078,187.28 | 0.00 | 1,169,661.22 | 47.97 |
| NON-DEPARTMENTAL | | | | | | |
| PERSONNEL | 17,135 | 0.00 | 0.00 | 0.00 | 17,135.00 | 0.00 |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEBT SERVICE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 17,135 | 0.00 | 0.00 | 0.00 | 17,135.00 | 0.00 |
| TOTAL EXPENDITURES | 4,473,137 | 316,045.49 | 2,224,989.10 | 0.00 | 2,248,147.40 | 49.74 |
| REVENUE OVER/(UNDER) EXPENDITURES | 648,094 | 177,966.24 | 1,597,080.81 | 0.00 | ( 948,987.31) | 246.43 |
| OTHER SOURCES | 1,418,184 | 0.00 | 0.00 | 0.00 | 1,418,183.50 | 0.00 |
| OTHER USES | 2,066,277 | 0.00 | 346,973.61 | 0.00 | 1,719,303.39 | 16.79 |
| TOTAL OTHER FINANCING SOURCES & US | ( 648,094) | 0.00 | ( 346,973.61) | 0.00 | ( 301,119.89) | 53.54 |

WATER & SEWER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 177,966.24 | 1,250,107.20 | 0.00 | ( 1,250,107.20) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

WATER & SEWER FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | |
| 56-42500 Forfeits - Water Deposits | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-42550 Penalties | 116,130 | 10,489.86 | 89,072.99 | 0.00 | 27,057.01 | 76.70 |
| TOTAL FINES & FORFEITURES | 116,130 | 10,489.86 | 89,072.99 | 0.00 | 27,057.01 | 76.70 |
| CHARGES FOR SERVICES | | | | | | |
| 56-43040 Returned Check Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-43045 Returned Check Fees (A/R only) | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-43080 Credit Card Processing Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-43085 Smart Meter Fee | 33,600 | 2,266.14 | 18,019.78 | 0.00 | 15,580.22 | 53.63 |
| 56-43210 Sales - Store | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-43230 Sales - Surplus Equipment | 85,000 | 0.00 | 49,474.62 | 0.00 | 35,525.38 | 58.21 |
| 56-43235 Utility Reconnection Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CHARGES FOR SERVICES | 118,600 | 2,266.14 | 67,494.40 | 0.00 | 51,105.60 | 56.91 |
| CATEGORY 33-35 | | | | | | |
| 56-43300 ROW Use Permit Application Fee | 500 | 0.00 | 10,000.00 | 0.00 | ( 9,500.00) | 2,000.00 |
| TOTAL CATEGORY 33-35 | 500 | 0.00 | 10,000.00 | 0.00 | ( 9,500.00) | 2,000.00 |
| INTERGOVERNMENTAL | | | | | | |
| 56-43600 Federal Grant Proceeds | 0 | 0.00 | 164,754.24 | 0.00 | ( 164,754.24) | 0.00 |
| 56-43610 State Grant Proceeds | 0 | 0.00 | 23,038.87 | 0.00 | ( 23,038.87) | 0.00 |
| TOTAL INTERGOVERNMENTAL | 0 | 0.00 | 187,793.11 | 0.00 | ( 187,793.11) | 0.00 |
| WATER REVENUE | | | | | | |
| 56-44000 Water Service Fees | 2,600,000 | 251,892.93 | 1,762,368.56 | 0.00 | 837,631.44 | 67.78 |
| 56-44030 Bulk Water Sales | 45,000 | 3,624.00 | 55,059.00 | 0.00 | ( 10,059.00) | 122.35 |
| 56-44050 Groundwater Conserv User Fee | 20,000 | 2,090.86 | 14,120.56 | 0.00 | 5,879.44 | 70.60 |
| TOTAL WATER REVENUE | 2,665,000 | 257,607.79 | 1,831,548.12 | 0.00 | 833,451.88 | 68.73 |
| SEWER REVENUE | | | | | | |
| 56-44100 Sewer Service Fees | 2,100,000 | 192,043.87 | 1,462,923.85 | 0.00 | 637,076.15 | 69.66 |
| TOTAL SEWER REVENUE | 2,100,000 | 192,043.87 | 1,462,923.85 | 0.00 | 637,076.15 | 69.66 |
| TAP FEES | | | | | | |
| 56-44410 Water Tap Fees | 73,000 | 5,900.00 | 42,400.00 | 0.00 | 30,600.00 | 58.08 |
| 56-44420 Sewer Tap Fees | 23,000 | 6,600.00 | 39,750.00 | 0.00 | ( 16,750.00) | 172.83 |
| 56-44430 CONTRACT ACCTS RECEIVABLE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL TAP FEES | 96,000 | 12,500.00 | 82,150.00 | 0.00 | 13,850.00 | 85.57 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 56-44900 Capital Contributions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-44910 Donations & Contributions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

WATER & SEWER FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| INVESTMENT INCOME | | | | | | |
| 56-45000 Interest Earnings | 25,000 | 7,504.07 | 69,922.44 | 0.00 | ( 44,922.44) | 279.69 |
| TOTAL INVESTMENT INCOME | 25,000 | 7,504.07 | 69,922.44 | 0.00 | ( 44,922.44) | 279.69 |
| DEVELOPMENT FEES | | | | | | |
| 56-47010 Developer Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DEVELOPMENT FEES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER REVENUES | | | | | | |
| 56-48020 Electrical Capacity Payments | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-48120 Insurance Claim Proceeds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-48170 City Property Damage Proceeds | 0 | 0.00 | 1,365.00 | 0.00 | ( 1,365.00) | 0.00 |
| 56-48230 Engineering Fee Reimbursement | 0 | 11,600.00 | 19,800.00 | 0.00 | ( 19,800.00) | 0.00 |
| 56-48240 Water Line Construction Reimb. | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-48260 City Water Staff Cost Reimb | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-48270 City Sewer Staff Cost Reimb | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-48500 Miscellaneous Revenues | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER REVENUES | 0 | 11,600.00 | 21,165.00 | 0.00 | ( 21,165.00) | 0.00 |
| TOTAL REVENUE | 5,121,230 | 494,011.73 | 3,822,069.91 | 0.00 | 1,299,160.09 | 74.63 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

WATER & SEWER FUND
DEPARTMENT - WATER

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 56-511-51010 Salaries & Wages | 232,500 | 14,093.84 | 125,734.72 | 0.00 | 106,765.28 | 54.08 |
| 56-511-51011 PTO Liability | 4,280 | 0.00 | 0.00 | 0.00 | 4,280.00 | 0.00 |
| 56-511-51012 Overtime Pay | 11,500 | 300.08 | 4,097.76 | 0.00 | 7,402.24 | 35.63 |
| 56-511-51015 Longevity Pay | 1,180 | 82.24 | 651.98 | 0.00 | 528.02 | 55.25 |
| 56-511-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-511-51020 Social Security | 17,900 | 1,051.15 | 9,534.05 | 0.00 | 8,365.95 | 53.26 |
| 56-511-51030 Retirement Contributions | 36,500 | 3,666.22 | 13,419.99 | 0.00 | 23,080.01 | 36.77 |
| 56-511-51040 Group Insurance | 74,350 | 3,748.92 | 34,055.87 | 0.00 | 40,294.13 | 45.80 |
| 56-511-51050 Workers' Compensation | 8,715 | 0.00 | 5,301.85 | 0.00 | 3,413.15 | 60.84 |
| 56-511-51060 Unemployment Compensation | 0 | 0.00 | ( 75.24) | 0.00 | 75.24 | 0.00 |
| 56-511-51070 Pension Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-511-51075 OPEB Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 386,925 | 22,942.45 | 192,720.98 | 0.00 | 194,204.02 | 49.81 |
| OPERATIONS | | | | | | |
| 56-511-52000 General Office Supplies | 1,300 | 371.52 | 914.15 | 0.00 | 385.85 | 70.32 |
| 56-511-52010 Office Copy Supplies | 300 | 7.17 | 77.88 | 0.00 | 222.12 | 25.96 |
| 56-511-52020 Data Processing Supplies | 1,600 | 32.19 | ( 11.69) | 0.00 | 1,611.69 | 0.73- |
| 56-511-52040 Medical/First Aid Supplies | 500 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 56-511-52050 Motor Fuel & Oil | 25,000 | 935.38 | 7,597.01 | 0.00 | 17,402.99 | 30.39 |
| 56-511-52060 Janitorial Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-511-52100 Wearing Apparel | 400 | 0.00 | 217.98 | 0.00 | 182.02 | 54.50 |
| 56-511-52130 Food & Water Supplies | 1,500 | 185.80 | 2,023.26 | 0.00 | ( 523.26) | 134.88 |
| 56-511-52150 Buildings & Grounds Suppli | 6,000 | 106.43 | 625.33 | 0.00 | 5,374.67 | 10.42 |
| 56-511-52220 Electrical Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-511-52230 Tap Installation Costs | 25,000 | 0.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| 56-511-52240 Chemicals | 30,000 | 924.20 | 16,136.30 | 0.00 | 13,863.70 | 53.79 |
| 56-511-52260 Water Meter Supplies | 73,000 | 5,976.00 | 10,146.00 | 0.00 | 62,854.00 | 13.90 |
| 56-511-52280 Motor Vehicle Supplies | 1,120 | 0.00 | 873.62 | 0.00 | 246.38 | 78.00 |
| 56-511-52320 Minor Tools & Equipment | 9,200 | 708.97 | 5,981.88 | 0.00 | 3,218.12 | 65.02 |
| 56-511-52330 Safety Equipment | 3,200 | 0.00 | 620.04 | 0.00 | 2,579.96 | 19.38 |
| 56-511-53000 Engineering Services | 20,000 | 0.00 | 14,308.08 | 0.00 | 5,691.92 | 71.54 |
| 56-511-53010 Auditing & Accounting | 5,490 | 0.00 | 3,886.03 | 0.00 | 1,603.97 | 70.78 |
| 56-511-53020 Consultant Services | 20,000 | 0.00 | 2,042.65 | 0.00 | 17,957.35 | 10.21 |
| 56-511-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-511-53055 Grant Administration | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-511-53090 Contract Labor | 21,100 | 0.00 | 0.00 | 0.00 | 21,100.00 | 0.00 |
| 56-511-53200 Electricity | 90,000 | 8,286.27 | 58,785.62 | 0.00 | 31,214.38 | 65.32 |
| 56-511-53210 Telephone | 6,266 | 331.33 | 3,057.10 | 0.00 | 3,208.90 | 48.79 |
| 56-511-53270 GPS Service Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-511-53280 Radio Transmission Fee Exp | 33,600 | 2,703.82 | 21,533.55 | 0.00 | 12,066.45 | 64.09 |
| 56-511-53300 Dues & Subscriptions | 1,770 | 17.60 | 274.92 | 0.00 | 1,495.08 | 15.53 |
| 56-511-53310 Travel & Training | 10,000 | 0.00 | 4,538.94 | 0.00 | 5,461.06 | 45.39 |
| 56-511-53330 Postage & Shipping | 1,055 | 57.80 | 697.90 | 0.00 | 357.10 | 66.15 |
| 56-511-53340 Printing & Binding | 2,000 | 0.00 | 346.97 | 0.00 | 1,653.03 | 17.35 |
| 56-511-53360 Public Relations | 2,000 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 56-511-53390 Gross Receipts Tax | 650,000 | 62,897.58 | 440,554.65 | 0.00 | 209,445.35 | 67.78 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

WATER & SEWER FUND
DEPARTMENT - WATER

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| 56-511-53400 General Liability Insuranc | 14,297 | 0.00 | 9,449.59 | 0.00 | 4,847.41 | 66.09 |
| 56-511-53420 Auto Liability Insurance | 5,765 | 0.00 | 4,326.84 | 0.00 | 1,438.16 | 75.05 |
| 56-511-53500 Buildings & Grounds Rep/Ma | 15,000 | 0.00 | 3,681.14 | 0.00 | 11,318.86 | 24.54 |
| 56-511-53510 Fixed Plant & Equip Rep/Ma | 100,000 | 592.18 | 31,981.24 | 0.00 | 68,018.76 | 31.98 |
| 56-511-53540 Motor Vehicles Repairs/Mai | 10,550 | 1,276.05 | 12,150.91 | 0.00 | ( 1,600.91) | 115.17 |
| 56-511-53560 Heavy Equipment Repairs/Ma | 5,275 | 0.00 | 391.71 | 0.00 | 4,883.29 | 7.43 |
| 56-511-53570 Water Well Repairs & Maint | 50,000 | 1,644.00 | ( 4,361.12) | 0.00 | 54,361.12 | 8.72- |
| 56-511-53580 Radio & Radar Repairs/Main | 40,000 | 0.00 | 0.00 | 0.00 | 40,000.00 | 0.00 |
| 56-511-53590 Meter Repairs & Maintenanc | 0 | 0.00 | 770.00 | 0.00 | ( 770.00) | 0.00 |
| 56-511-53610 Water Line Repairs & Maint | 50,000 | 22,543.11 | 60,200.23 | 0.00 | ( 10,200.23) | 120.40 |
| 56-511-53660 Software Maintenance | 0 | 2,104.67 | 2,104.67 | 0.00 | ( 2,104.67) | 0.00 |
| 56-511-53800 Lab Analysis Services | 10,000 | 313.00 | 2,564.00 | 0.00 | 7,436.00 | 25.64 |
| 56-511-53900 Building & Land Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-511-53920 Equipment/Vehicle Rentals | 34,410 | 2,274.87 | 20,966.73 | 0.00 | 13,443.27 | 60.93 |
| 56-511-53940 Uniform Rentals | 4,750 | 335.59 | 2,232.52 | 0.00 | 2,517.48 | 47.00 |
| 56-511-53960 Copier Rental Fees | 5,700 | 0.00 | 1,890.89 | 0.00 | 3,809.11 | 33.17 |
| 56-511-53990 Other Rentals | 5,700 | 0.00 | 0.00 | 0.00 | 5,700.00 | 0.00 |
| 56-511-54030 Credit Card Processing Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-511-54400 Permit Fees | 16,000 | 0.00 | 9,275.70 | 0.00 | 6,724.30 | 57.97 |
| 56-511-54510 RP1162 Notification | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-511-55540 Groundwater Conservation F | 30,000 | 2,441.45 | 16,022.36 | 0.00 | 13,977.64 | 53.41 |
| 56-511-55980 Miscellaneous | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-511-55990 Bad Debt Expense | 5,700 | 0.00 | 8,575.54 | 0.00 | ( 2,875.54) | 150.45 |
| 56-511-55995 Depreciation Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 1,444,548 | 117,066.98 | 777,451.12 | 0.00 | 667,096.88 | 53.82 |
| CAPITAL OUTLAY | | | | | | |
| 56-511-56010 Buildings | 56,400 | 0.00 | 20,256.99 | 0.00 | 36,143.01 | 35.92 |
| 56-511-56090 Motor Vehicles | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-511-56100 Special Equipment | 85,000 | 0.00 | 82,822.73 | 0.00 | 2,177.27 | 97.44 |
| 56-511-56130 Water Infrastructure Impro | 10,000 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 56-511-56135 Water Line Improvements | 160,280 | 0.00 | 0.00 | 0.00 | 160,280.00 | 0.00 |
| 56-511-56175 Water Tank Improvements | 65,000 | 24,950.00 | 24,950.00 | 0.00 | 40,050.00 | 38.38 |
| 56-511-56995 Engineering Services | 0 | 11,700.00 | 48,600.00 | 0.00 | ( 48,600.00) | 0.00 |
| TOTAL CAPITAL OUTLAY | 376,680 | 36,650.00 | 176,629.72 | 0.00 | 200,050.28 | 46.89 |
| TOTAL WATER | 2,208,153 | 176,659.43 | 1,146,801.82 | 0.00 | 1,061,351.18 | 51.93 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

WATER & SEWER FUND
DEPARTMENT - SEWER

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 56-512-51010 Salaries & Wages | 364,250 | 24,279.45 | 209,602.32 | 0.00 | 154,647.68 | 57.54 |
| 56-512-51011 PTO Liability | 13,575 | 0.00 | 0.00 | 0.00 | 13,575.00 | 0.00 |
| 56-512-51012 Overtime Pay | 10,000 | 300.08 | 6,974.60 | 0.00 | 3,025.40 | 69.75 |
| 56-512-51015 Longevity Pay | 2,200 | 157.46 | 1,287.59 | 0.00 | 912.41 | 58.53 |
| 56-512-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-51020 Social Security | 28,900 | 1,800.88 | 15,956.28 | 0.00 | 12,943.72 | 55.21 |
| 56-512-51030 Retirement Contributions | 55,950 | 5,990.37 | 29,355.66 | 0.00 | 26,594.34 | 52.47 |
| 56-512-51040 Group Insurance | 101,950 | 5,670.97 | 50,115.06 | 0.00 | 51,834.94 | 49.16 |
| 56-512-51050 Workers' Compensation | 3,380 | 0.00 | 2,362.50 | 0.00 | 1,017.50 | 69.90 |
| 56-512-51060 Unemployment Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-51070 Pension Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-51075 OPEB Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 580,205 | 38,199.21 | 315,654.01 | 0.00 | 264,550.99 | 54.40 |
| OPERATIONS | | | | | | |
| 56-512-52000 General Office Supplies | 528 | 190.80 | 412.17 | 0.00 | 115.33 | 78.14 |
| 56-512-52010 Office Copy Supplies | 211 | 7.17 | 77.88 | 0.00 | 133.12 | 36.91 |
| 56-512-52020 Data Processing Supplies | 1,710 | 32.19 | 3,142.92 | 0.00 | ( 1,432.92) | 183.80 |
| 56-512-52040 Medical/First Aid Supplies | 228 | 0.00 | 0.00 | 0.00 | 228.00 | 0.00 |
| 56-512-52050 Motor Fuel & Oil | 12,000 | 572.41 | 4,938.47 | 0.00 | 7,061.53 | 41.15 |
| 56-512-52060 Janitorial Supplies | 500 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 56-512-52100 Wearing Apparel | 300 | 0.00 | 201.00 | 0.00 | 99.00 | 67.00 |
| 56-512-52130 Food & Water Supplies | 1,500 | 49.61 | 248.22 | 0.00 | 1,251.78 | 16.55 |
| 56-512-52150 Buildings & Grounds Suppli | 2,850 | 214.41 | 1,648.27 | 0.00 | 1,201.73 | 57.83 |
| 56-512-52220 Electrical Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-52230 Tap Installation Costs | 11,400 | 0.00 | 0.00 | 0.00 | 11,400.00 | 0.00 |
| 56-512-52240 Chemicals | 50,000 | 3,552.40 | 36,445.01 | 0.00 | 13,554.99 | 72.89 |
| 56-512-52280 Motor Vehicle Supplies | 5,275 | 0.00 | 2,528.58 | 0.00 | 2,746.42 | 47.94 |
| 56-512-52320 Minor Tools & Equipment | 5,130 | 1,019.81 | 3,868.88 | 0.00 | 1,261.12 | 75.42 |
| 56-512-52330 Safety Equipment | 3,165 | 149.70 | 674.24 | 0.00 | 2,490.76 | 21.30 |
| 56-512-53000 Engineering Services | 35,000 | 546.25 | 20,659.34 | 0.00 | 14,340.66 | 59.03 |
| 56-512-53010 Auditing & Accounting | 5,486 | 0.00 | 3,886.03 | 0.00 | 1,599.97 | 70.84 |
| 56-512-53020 Consultant Services | 5,700 | 0.00 | 0.00 | 0.00 | 5,700.00 | 0.00 |
| 56-512-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-53055 Grant Administration | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-53090 Contract Labor | 27,500 | 0.00 | 5,898.46 | 0.00 | 21,601.54 | 21.45 |
| 56-512-53095 General Administration | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-53140 Building Demolition Costs | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-53200 Electricity | 152,000 | 10,079.27 | 69,378.63 | 0.00 | 82,621.37 | 45.64 |
| 56-512-53210 Telephone | 6,840 | 510.01 | 3,669.42 | 0.00 | 3,170.58 | 53.65 |
| 56-512-53220 Internet Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-53270 GPS Service Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-53300 Dues & Subscriptions | 1,730 | 7.32 | 78.64 | 0.00 | 1,651.36 | 4.55 |
| 56-512-53310 Travel & Training | 5,130 | 170.75 | 1,166.17 | 0.00 | 3,963.83 | 22.73 |
| 56-512-53330 Postage & Shipping | 855 | 65.90 | 725.00 | 0.00 | 130.00 | 84.80 |
| 56-512-53340 Printing & Binding | 114 | 0.00 | 111.78 | 0.00 | 2.22 | 98.05 |
| 56-512-53390 Gross Receipts Tax | 525,000 | 47,992.73 | 365,730.97 | 0.00 | 159,269.03 | 69.66 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

WATER & SEWER FUND
DEPARTMENT - SEWER

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| 56-512-53400 General Liability Insuranc | 14,297 | 0.00 | 9,449.59 | 0.00 | 4,847.41 | 66.09 |
| 56-512-53410 Sewage Backup Insurance | 2,384 | 0.00 | 1,787.25 | 0.00 | 596.75 | 74.97 |
| 56-512-53420 Auto Liability Insurance | 5,765 | 0.00 | 4,326.84 | 0.00 | 1,438.16 | 75.05 |
| 56-512-53490 Claims Against the City | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-53500 Buildings & Grounds Rep/Ma | 6,500 | 0.00 | 397.50 | 0.00 | 6,102.50 | 6.12 |
| 56-512-53510 Fixed Plant & Equip Rep/Ma | 100,000 | 6,476.16 | 80,309.92 | 0.00 | 19,690.08 | 80.31 |
| 56-512-53520 Office Equipment Repairs/M | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-53540 Motor Vehicles Repairs/Mai | 3,165 | 210.51 | 2,072.63 | 0.00 | 1,092.37 | 65.49 |
| 56-512-53560 Heavy Equipment Repairs/Ma | 3,420 | 186.58 | 2,385.84 | 0.00 | 1,034.16 | 69.76 |
| 56-512-53580 Radio & Radar Repairs/Main | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-53620 Sewer Line Repairs & Maint | 15,825 | 189.86 | 19,094.30 | 0.00 | ( 3,269.30) | 120.66 |
| 56-512-53660 Software Maintenance | 0 | 1,052.33 | 1,052.33 | 0.00 | ( 1,052.33) | 0.00 |
| 56-512-53800 Lab Analysis Services | 33,000 | 3,635.00 | 14,256.00 | 0.00 | 18,744.00 | 43.20 |
| 56-512-53920 Equipment/Vehicle Rentals | 16,521 | 567.31 | 2,528.69 | 0.00 | 13,992.31 | 15.31 |
| 56-512-53940 Uniform Rentals | 2,280 | 164.60 | 1,060.38 | 0.00 | 1,219.62 | 46.51 |
| 56-512-53990 Other Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-54300 Sludge Management Costs | 45,000 | 11,812.11 | 38,168.19 | 0.00 | 6,831.81 | 84.82 |
| 56-512-54400 Permit Fees | 17,935 | 0.00 | 11,792.44 | 0.00 | 6,142.56 | 65.75 |
| 56-512-54510 RP1162 Notification | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-54600 Property/Ad Valorem Taxes | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-55980 Miscellaneous | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-55990 Bad Debt Expense | 5,000 | 0.00 | 5,865.53 | 0.00 | ( 865.53) | 117.31 |
| 56-512-55995 Depreciation Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 1,131,244 | 89,455.19 | 720,037.51 | 0.00 | 411,205.99 | 63.65 |
| CAPITAL OUTLAY | | | | | | |
| 56-512-56000 Land | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-56010 Buildings | 56,400 | 0.00 | 20,256.99 | 0.00 | 36,143.01 | 35.92 |
| 56-512-56080 Plant Equipment | 155,000 | 11,731.66 | 11,731.66 | 0.00 | 143,268.34 | 7.57 |
| 56-512-56090 Motor Vehicles | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-56100 Special Equipment | 25,000 | 0.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| 56-512-56115 Computer Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-56130 Sewer Infrastructure Impro | 300,000 | 0.00 | 10,507.11 | 0.00 | 289,492.89 | 3.50 |
| 56-512-56135 Sewer Line Improvements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-512-56995 Engineering Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 536,400 | 11,731.66 | 42,495.76 | 0.00 | 493,904.24 | 7.92 |
| TOTAL SEWER | 2,247,849 | 139,386.06 | 1,078,187.28 | 0.00 | 1,169,661.22 | 47.97 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

WATER & SEWER FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 56-599-51090 Reserved for Merit Increas | 17,135 | 0.00 | 0.00 | 0.00 | 17,135.00 | 0.00 |
| TOTAL PERSONNEL | 17,135 | 0.00 | 0.00 | 0.00 | 17,135.00 | 0.00 |
| OPERATIONS | | | | | | |
| 56-599-52000 Economic Stabilization Fun | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-599-55710 Service/Finance Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-599-55720 Refund of Prior Year Reven | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-599-55998 Amortization Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 56-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEBT SERVICE | | | | | | |
| 56-599-58000 Principal Retirement | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-599-58010 Interest Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-599-58020 Fiscal Agent Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-599-58030 Debt Issuance Costs | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DEBT SERVICE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 17,135 | 0.00 | 0.00 | 0.00 | 17,135.00 | 0.00 |
| TOTAL EXPENDITURES | 4,473,137 | 316,045.49 | 2,224,989.10 | 0.00 | 2,248,147.40 | 49.74 |
| REVENUE OVER/(UNDER) EXPENDITURES | 648,094 | 177,966.24 | 1,597,080.81 | 0.00 | ( 948,987.31) | 246.43 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 56-49000 Gain on Sale of Assets | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-49580 Proceeds of Debt Issuance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-49590 Proceeds of Capital Lease | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-49998 Budgeted Reduction of Fund Bal | 1,418,184 | 0.00 | 0.00 | 0.00 | 1,418,183.50 | 0.00 |
| TOTAL OTHER SOURCES | 1,418,184 | 0.00 | 0.00 | 0.00 | 1,418,183.50 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

WATER & SEWER FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OTHER USES | | | | | | |
| 56-599-59910 Loss on Disposal | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 56-599-59920 Loan to General Fund | 305,580 | 0.00 | 0.00 | 0.00 | 305,580.00 | 0.00 |
| 56-599-59990 Transfers Out | 1,760,697 | 0.00 | 346,973.61 | 0.00 | 1,413,723.39 | 19.71 |
| 56-599-59998 Budgeted Addition to Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER USES | 2,066,277 | 0.00 | 346,973.61 | 0.00 | 1,719,303.39 | 16.79 |
| TOTAL OTHER SOURCES & USES | ( 648,094) | 0.00 | ( 346,973.61) | 0.00 | ( 301,119.89) | 53.54 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 177,966.24 | 1,250,107.20 | 0.00 | ( 1,250,107.20) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GAS FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| FINES & FORFEITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CHARGES FOR SERVICES | 0 | 0.00 | 9,237.00 | 0.00 | ( 9,237.00) | 0.00 |
| CATEGORY 33-35 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INTERGOVERNMENTAL | 0 | 0.00 | 39,456.18 | 0.00 | ( 39,456.18) | 0.00 |
| GAS REVENUE | 2,237,101 | 226,480.15 | 1,774,350.54 | 0.00 | 462,750.46 | 79.31 |
| TAP FEES | 15,000 | 6,583.00 | 34,783.00 | 0.00 | ( 19,783.00) | 231.89 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 4,630 | 5,584.48 | 49,034.00 | 0.00 | ( 44,404.00) | 1,059.05 |
| DEVELOPMENT FEES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER REVENUES | 0 | 0.00 | 24,042.10 | 0.00 | ( 24,042.10) | 0.00 |
| TOTAL REVENUES | 2,256,731 | 238,647.63 | 1,930,902.82 | 0.00 | 325,828.18 | 85.56 |
| EXPENDITURE SUMMARY | | | | | | |
| GAS | | | | | | |
| PERSONNEL | 481,055 | 34,037.16 | 274,271.60 | 0.00 | 206,783.40 | 57.01 |
| OPERATIONS | 1,721,799 | 88,241.91 | 871,803.35 | 0.00 | 849,995.65 | 50.63 |
| CAPITAL OUTLAY | 13,000 | 0.00 | 0.00 | 0.00 | 13,000.00 | 0.00 |
| TOTAL GAS | 2,215,854 | 122,279.07 | 1,146,074.95 | 0.00 | 1,069,779.05 | 51.72 |
| NON-DEPARTMENTAL | | | | | | |
| PERSONNEL | 9,558 | 0.00 | 0.00 | 0.00 | 9,558.00 | 0.00 |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEBT SERVICE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 9,558 | 0.00 | 0.00 | 0.00 | 9,558.00 | 0.00 |
| TOTAL EXPENDITURES | 2,225,412 | 122,279.07 | 1,146,074.95 | 0.00 | 1,079,337.05 | 51.50 |
| REVENUE OVER/(UNDER) EXPENDITURES | 31,319 | 116,368.56 | 784,827.87 | 0.00 | ( 753,508.87) | 2,505.92 |
| OTHER SOURCES | 2,124 | 0.00 | 0.00 | 0.00 | 2,124.00 | 0.00 |
| OTHER USES | 33,443 | 0.00 | 3,008.73 | 0.00 | 30,434.27 | 9.00 |
| TOTAL OTHER FINANCING SOURCES & US | ( 31,319) | 0.00 | ( 3,008.73) | 0.00 | ( 28,310.27) | 9.61 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 116,368.56 | 781,819.14 | 0.00 | ( 781,819.14) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GAS FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | |
| 57-42500 Forfeits - Gas Deposits | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-42550 Penalties | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL FINES & FORFEITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CHARGES FOR SERVICES | | | | | | |
| 57-43040 Returned Check Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-43045 Returned Check Fees (A/R only) | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-43080 Credit Card Processing Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-43210 Sales - Store | 0 | 0.00 | 9,237.00 | 0.00 | ( 9,237.00) | 0.00 |
| 57-43230 Sales - Surplus Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-43235 Gas Service Reconnect Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-43240 Gas Service Upgrade Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-43245 Gas Line Installation Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CHARGES FOR SERVICES | 0 | 0.00 | 9,237.00 | 0.00 | ( 9,237.00) | 0.00 |
| CATEGORY 33-35 | | | | | | |
| 57-43300 ROW Use Permit Application Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CATEGORY 33-35 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INTERGOVERNMENTAL | | | | | | |
| 57-43600 Federal Grant Proceeds | 0 | 0.00 | 29,763.35 | 0.00 | ( 29,763.35) | 0.00 |
| 57-43610 State Grant Proceeds | 0 | 0.00 | 9,692.83 | 0.00 | ( 9,692.83) | 0.00 |
| TOTAL INTERGOVERNMENTAL | 0 | 0.00 | 39,456.18 | 0.00 | ( 39,456.18) | 0.00 |
| GAS REVENUE | | | | | | |
| 57-44200 Gas Service Fees | 2,237,101 | 226,480.15 | 1,774,350.54 | 0.00 | 462,750.46 | 79.31 |
| TOTAL GAS REVENUE | 2,237,101 | 226,480.15 | 1,774,350.54 | 0.00 | 462,750.46 | 79.31 |
| TAP FEES | | | | | | |
| 57-44450 Gas Tap Fees | 15,000 | 6,583.00 | 34,783.00 | 0.00 | ( 19,783.00) | 231.89 |
| TOTAL TAP FEES | 15,000 | 6,583.00 | 34,783.00 | 0.00 | ( 19,783.00) | 231.89 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 57-44900 Capital Contributions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 57-45000 Interest Earnings | 4,630 | 5,584.48 | 49,034.00 | 0.00 | ( 44,404.00) | 1,059.05 |
| TOTAL INVESTMENT INCOME | 4,630 | 5,584.48 | 49,034.00 | 0.00 | ( 44,404.00) | 1,059.05 |
| DEVELOPMENT FEES | | | | | | |
| 57-47010 Developer Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DEVELOPMENT FEES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GAS FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OTHER REVENUES | | | | | | |
| 57-48110 Settlement Proceeds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-48120 Insurance Claim Proceeds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-48170 City Property Damage Proceeds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-48250 Gas Line Construction Reimb. | 0 | 0.00 | 24,042.10 | 0.00 | ( 24,042.10) | 0.00 |
| 57-48280 City Gas Staff Cost Reimb | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-48500 Miscellaneous Revenues | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER REVENUES | 0 | 0.00 | 24,042.10 | 0.00 | ( 24,042.10) | 0.00 |
| TOTAL REVENUE | 2,256,731 | 238,647.63 | 1,930,902.82 | 0.00 | 325,828.18 | 85.56 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GAS FUND
DEPARTMENT - GAS

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 57-517-51010 Salaries & Wages | 299,050 | 21,534.27 | 179,890.78 | 0.00 | 119,159.22 | 60.15 |
| 57-517-51011 PTO Liability | 2,755 | 0.00 | 0.00 | 0.00 | 2,755.00 | 0.00 |
| 57-517-51012 Overtime Pay | 9,000 | 143.35 | 5,987.68 | 0.00 | 3,012.32 | 66.53 |
| 57-517-51015 Longevity Pay | 2,000 | 162.18 | 1,234.41 | 0.00 | 765.59 | 61.72 |
| 57-517-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-51020 Social Security | 23,800 | 1,585.70 | 13,659.64 | 0.00 | 10,140.36 | 57.39 |
| 57-517-51030 Retirement Contributions | 46,250 | 5,477.41 | 23,457.17 | 0.00 | 22,792.83 | 50.72 |
| 57-517-51040 Group Insurance | 94,500 | 5,134.25 | 47,998.42 | 0.00 | 46,501.58 | 50.79 |
| 57-517-51050 Workers' Compensation | 3,700 | 0.00 | 2,043.50 | 0.00 | 1,656.50 | 55.23 |
| 57-517-51060 Unemployment Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-51070 Pension Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-51075 OPEB Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 481,055 | 34,037.16 | 274,271.60 | 0.00 | 206,783.40 | 57.01 |
| OPERATIONS | | | | | | |
| 57-517-52000 General Office Supplies | 600 | 189.81 | 450.11 | 0.00 | 149.89 | 75.02 |
| 57-517-52010 Office Copy Supplies | 650 | 7.17 | 77.88 | 0.00 | 572.12 | 11.98 |
| 57-517-52020 Data Processing Supplies | 4,000 | 0.00 | 0.00 | 0.00 | 4,000.00 | 0.00 |
| 57-517-52040 Medical/First Aid Supplies | 200 | 0.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 57-517-52050 Motor Fuel & Oil | 14,700 | 1,327.55 | 10,668.26 | 0.00 | 4,031.74 | 72.57 |
| 57-517-52060 Janitorial Supplies | 100 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 57-517-52100 Wearing Apparel | 200 | 0.00 | 482.47 | 0.00 | ( 282.47) | 241.24 |
| 57-517-52130 Food & Water Supplies | 500 | 24.81 | 164.24 | 0.00 | 335.76 | 32.85 |
| 57-517-52150 Buildings & Grounds Suppli | 900 | 106.43 | 449.94 | 0.00 | 450.06 | 49.99 |
| 57-517-52200 Natural Gas Fittings | 8,400 | 0.00 | 2,299.81 | 0.00 | 6,100.19 | 27.38 |
| 57-517-52220 Electrical Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-52230 Tap Installation Costs | 22,680 | 654.33 | 4,520.58 | 0.00 | 18,159.42 | 19.93 |
| 57-517-52280 Motor Vehicle Supplies | 1,000 | 376.40 | 1,632.49 | 0.00 | ( 632.49) | 163.25 |
| 57-517-52320 Minor Tools & Equipment | 8,500 | 64.08 | 6,060.86 | 0.00 | 2,439.14 | 71.30 |
| 57-517-52330 Safety Equipment | 3,000 | 0.00 | 905.13 | 0.00 | 2,094.87 | 30.17 |
| 57-517-52360 Radio & Radar Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-53000 Engineering Services | 11,340 | 450.00 | 4,759.58 | 0.00 | 6,580.42 | 41.97 |
| 57-517-53010 Auditing & Accounting | 5,460 | 0.00 | 3,886.03 | 0.00 | 1,573.97 | 71.17 |
| 57-517-53020 Consultant Services | 57,750 | 4,405.76 | 33,226.82 | 0.00 | 24,523.18 | 57.54 |
| 57-517-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-53035 Contract Negotiation Servi | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-53090 Contract Labor | 5,400 | 0.00 | 0.00 | 0.00 | 5,400.00 | 0.00 |
| 57-517-53130 Drug Testing Services | 8,505 | 0.00 | 0.00 | 0.00 | 8,505.00 | 0.00 |
| 57-517-53190 One-Call Services | 3,150 | 196.65 | 1,720.95 | 0.00 | 1,429.05 | 54.63 |
| 57-517-53200 Electricity | 1,600 | 116.66 | ( 7,648.49) | 0.00 | 9,248.49 | 478.03- |
| 57-517-53210 Telephone | 3,000 | 258.29 | 1,715.41 | 0.00 | 1,284.59 | 57.18 |
| 57-517-53270 GPS Service Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-53300 Dues & Subscriptions | 2,180 | 11.76 | 482.98 | 0.00 | 1,697.02 | 22.16 |
| 57-517-53310 Travel & Training | 6,300 | 1,632.65 | 3,847.93 | 0.00 | 2,452.07 | 61.08 |
| 57-517-53330 Postage & Shipping | 850 | 57.80 | 775.00 | 0.00 | 75.00 | 91.18 |
| 57-517-53340 Printing & Binding | 1,400 | 0.00 | 1,063.40 | 0.00 | 336.60 | 75.96 |
| 57-517-53390 Gross Receipts Tax | 111,855 | 11,320.32 | 88,716.55 | 0.00 | 23,138.45 | 79.31 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GAS FUND
DEPARTMENT - GAS

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| 57-517-53400 General Liability Insuranc | 14,297 | 0.00 | 9,449.59 | 0.00 | 4,847.41 | 66.09 |
| 57-517-53420 Auto Liability Insurance | 2,883 | 0.00 | 2,163.42 | 0.00 | 719.58 | 75.04 |
| 57-517-53490 Claims Against the City | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-53500 Buildings & Grounds Rep/Ma | 3,150 | 0.00 | 0.00 | 0.00 | 3,150.00 | 0.00 |
| 57-517-53520 Office Equipment Repairs/M | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-53540 Motor Vehicles Repairs/Mai | 8,000 | 0.00 | 3,843.86 | 0.00 | 4,156.14 | 48.05 |
| 57-517-53560 Heavy Equipment Repairs/Ma | 8,000 | 0.00 | 1,265.32 | 0.00 | 6,734.68 | 15.82 |
| 57-517-53580 Radio & Radar Repairs/Main | 810 | 0.00 | 0.00 | 0.00 | 810.00 | 0.00 |
| 57-517-53590 Meter Repairs & Maintenanc | 25,006 | 2,179.99 | 58,691.12 | 0.00 | ( 33,685.12) | 234.71 |
| 57-517-53630 Gas Line Repairs & Mainten | 25,006 | 16.97 | 8,262.00 | 0.00 | 16,744.00 | 33.04 |
| 57-517-53660 Software Maintenance | 3,500 | 1,052.33 | 6,119.85 | 0.00 | ( 2,619.85) | 174.85 |
| 57-517-53700 Natural Gas Purchases | 1,404,507 | 66,898.33 | 646,308.92 | 0.00 | 758,198.08 | 46.02 |
| 57-517-53710 Discounts on Gas Purchase | ( 90,000) | ( 4,792.80) | ( 44,610.60) | 0.00 | ( 45,389.40) | 49.57 |
| 57-517-53740 Pipeline Penalties | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-53800 Lab Analysis Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-53820 Natural Gas Leak Surveys | 5,670 | 0.00 | 0.00 | 0.00 | 5,670.00 | 0.00 |
| 57-517-53920 Equipment/Vehicle Rentals | 16,000 | 1,409.74 | 11,731.84 | 0.00 | 4,268.16 | 73.32 |
| 57-517-53930 Right-of-Way Rentals | 250 | 0.00 | 50.00 | 0.00 | 200.00 | 20.00 |
| 57-517-53940 Uniform Rentals | 4,000 | 276.88 | 1,751.89 | 0.00 | 2,248.11 | 43.80 |
| 57-517-53990 Other Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-54030 Credit Card Processing Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-54400 Permit Fees | 1,000 | 0.00 | 579.38 | 0.00 | 420.62 | 57.94 |
| 57-517-54510 RP1162 Notification | 5,500 | 0.00 | 3,510.15 | 0.00 | 1,989.85 | 63.82 |
| 57-517-55980 Miscellaneous | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-55990 Bad Debt Expense | 0 | 0.00 | 2,428.68 | 0.00 | ( 2,428.68) | 0.00 |
| 57-517-55995 Depreciation Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 1,721,799 | 88,241.91 | 871,803.35 | 0.00 | 849,995.65 | 50.63 |
| CAPITAL OUTLAY | | | | | | |
| 57-517-56010 Buildings | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-56060 Office Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-56090 Motor Vehicles | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-56100 Special Equipment | 13,000 | 0.00 | 0.00 | 0.00 | 13,000.00 | 0.00 |
| 57-517-56110 Radio & Radar Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-56140 Gas Line Improvements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-517-56995 Engineering Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 13,000 | 0.00 | 0.00 | 0.00 | 13,000.00 | 0.00 |
| TOTAL GAS | 2,215,854 | 122,279.07 | 1,146,074.95 | 0.00 | 1,069,779.05 | 51.72 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GAS FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 57-599-51090 Reserved for Merit Increas | 9,558 | 0.00 | 0.00 | 0.00 | 9,558.00 | 0.00 |
| TOTAL PERSONNEL | 9,558 | 0.00 | 0.00 | 0.00 | 9,558.00 | 0.00 |
| OPERATIONS | | | | | | |
| 57-599-52000 Economic Stabilization Fun | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-599-55710 Service/Finance Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 57-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEBT SERVICE | | | | | | |
| 57-599-58000 Principal Retirement | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-599-58010 Interest Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-599-58020 Fiscal Agent Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-599-58030 Debt Issuance Costs | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DEBT SERVICE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 9,558 | 0.00 | 0.00 | 0.00 | 9,558.00 | 0.00 |
| TOTAL EXPENDITURES | 2,225,412 | 122,279.07 | 1,146,074.95 | 0.00 | 1,079,337.05 | 51.50 |
| REVENUE OVER/(UNDER) EXPENDITURES | 31,319 | 116,368.56 | 784,827.87 | 0.00 | ( 753,508.87) | 2,505.92 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 57-49000 Gain on Sale of Assets | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-49580 Proceeds of Debt Issuance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-49590 Proceeds of Capital Lease | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-49995 Contrib's from Component Unit | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 57-49998 Budgeted Reduction of Fund Bal | 2,124 | 0.00 | 0.00 | 0.00 | 2,124.00 | 0.00 |
| TOTAL OTHER SOURCES | 2,124 | 0.00 | 0.00 | 0.00 | 2,124.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

GAS FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OTHER USES | | | | | | |
| 57-599-59990 Transfers Out | 33,443 | 0.00 | 3,008.73 | 0.00 | 30,434.27 | 9.00 |
| 57-599-59998 Budgeted Addition to Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER USES | 33,443 | 0.00 | 3,008.73 | 0.00 | 30,434.27 | 9.00 |
| TOTAL OTHER SOURCES & USES | ( 31,319) | 0.00 | ( 3,008.73) | 0.00 | ( 28,310.27) | 9.61 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 116,368.56 | 781,819.14 | 0.00 | ( 781,819.14) | 0.00 |

CITY OF SEALY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025



SOLID WASTE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| FINES & FORFEITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CHARGES FOR SERVICES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INTERGOVERNMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SANITATION REVENUE | 2,482,166 | 219,432.78 | 1,679,727.43 | 0.00 | 802,438.57 | 67.67 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 0 | ( 381.05) | ( 5,079.45) | 0.00 | 5,079.45 | 0.00 |
| OTHER REVENUES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 2,482,166 | 219,051.73 | 1,674,647.98 | 0.00 | 807,518.02 | 67.47 |
| EXPENDITURE SUMMARY | | | | | | |
| SOLID WASTE COLLECTION | | | | | | |
| PERSONNEL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OPERATIONS | 2,370,064 | 201,688.32 | 1,600,031.60 | 0.00 | 770,032.40 | 67.51 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL SOLID WASTE COLLECTION | 2,370,064 | 201,688.32 | 1,600,031.60 | 0.00 | 770,032.40 | 67.51 |
| NON-DEPARTMENTAL | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 2,370,064 | 201,688.32 | 1,600,031.60 | 0.00 | 770,032.40 | 67.51 |
| REVENUE OVER/(UNDER) EXPENDITURES | 112,102 | 17,363.41 | 74,616.38 | 0.00 | 37,485.62 | 66.56 |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 112,102 | 0.00 | 0.00 | 0.00 | 112,102.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & US | ( 112,102) | 0.00 | 0.00 | 0.00 | ( 112,102.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 17,363.41 | 74,616.38 | 0.00 | ( 74,616.38) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

SOLID WASTE FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | |
| 58-42550 Penalties | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL FINES & FORFEITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CHARGES FOR SERVICES | | | | | | |
| 58-43040 Returned Check Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-43045 Returned Check Fees (A/R only) | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CHARGES FOR SERVICES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INTERGOVERNMENTAL | | | | | | |
| 58-43610 State Grant Proceeds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INTERGOVERNMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SANITATION REVENUE | | | | | | |
| 58-44300 Residential Garbage Svc. Fees | 976,837 | 87,641.52 | 675,089.79 | 0.00 | 301,747.21 | 69.11 |
| 58-44310 Commercial Garbage Svc. Fees | 1,505,329 | 131,757.26 | 1,004,149.64 | 0.00 | 501,179.36 | 66.71 |
| 58-44370 Limb Pickup Fees | 0 | 34.00 | 488.00 | 0.00 | ( 488.00) | 0.00 |
| 58-44380 Transfer Station Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL SANITATION REVENUE | 2,482,166 | 219,432.78 | 1,679,727.43 | 0.00 | 802,438.57 | 67.67 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 58-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 58-45000 Interest Earnings | 0 | ( 381.05) | ( 5,079.45) | 0.00 | 5,079.45 | 0.00 |
| TOTAL INVESTMENT INCOME | 0 | ( 381.05) | ( 5,079.45) | 0.00 | 5,079.45 | 0.00 |
| OTHER REVENUES | | | | | | |
| 58-48120 Insurance Claim Proceeds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-48500 Miscellaneous Revenues | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER REVENUES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUE | 2,482,166 | 219,051.73 | 1,674,647.98 | 0.00 | 807,518.02 | 67.47 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

SOLID WASTE FUND
DEPARTMENT - SOLID WASTE COLLECTION % OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 58-518-51010 Salaries & Wages | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-51012 Overtime Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-51015 Longevity Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-51020 Social Security | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-51030 Retirement Contributions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-51040 Group Insurance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-51050 Workers' Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-51060 Unemployment Compensation | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-51070 Pension Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL PERSONNEL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OPERATIONS | | | | | | |
| 58-518-52000 General Office Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-52010 Office Copy Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-52040 Medical/First Aid Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-52050 Motor Fuel & Oil | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-52060 Janitorial Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-52100 Wearing Apparel | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-52130 Food & Water Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-52150 Buildings & Grounds Suppli | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-52240 Chemicals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-52280 Motor Vehicle Supplies | 0 | 0.00 | 109.85 | 0.00 | ( 109.85) | 0.00 |
| 58-518-52320 Minor Tools & Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-52330 Safety Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53000 Engineering Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53010 Auditing & Accounting | 5,971 | 0.00 | 3,886.03 | 0.00 | 2,084.97 | 65.08 |
| 58-518-53020 Consultant Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53150 Solid Waste Collection | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53152 Residential Refuse Collect | 648,109 | 57,092.02 | 452,994.95 | 0.00 | 195,114.05 | 69.89 |
| 58-518-53154 Commercial Refuse Collecti | 1,091,153 | 89,701.07 | 710,305.50 | 0.00 | 380,847.50 | 65.10 |
| 58-518-53200 Electricity | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53210 Telephone | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53310 Travel & Training | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53330 Postage & Shipping | 0 | 58.50 | 58.50 | 0.00 | ( 58.50) | 0.00 |
| 58-518-53340 Printing & Binding | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53390 Gross Receipts Tax | 620,542 | 54,836.73 | 419,810.18 | 0.00 | 200,731.82 | 67.65 |
| 58-518-53400 General Liability Insuranc | 4,289 | 0.00 | 2,834.88 | 0.00 | 1,454.12 | 66.10 |
| 58-518-53420 Auto Liability Insurance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53500 Buildings & Grounds Rep/Ma | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53520 Office Equipment Repairs/M | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53540 Motor Vehicles Repairs/Mai | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53550 Garbage Container Repairs | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53560 Heavy Equipment Repairs/Ma | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53580 Radio & Radar Repairs/Main | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-53680 Grant-related Expenses | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

SOLID WASTE FUND
DEPARTMENT - SOLID WASTE COLLECTION % OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| 58-518-53940 Uniform Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-54400 Permit Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-55990 Bad Debt Expense | 0 | 0.00 | 10,031.71 | 0.00 | ( 10,031.71) | 0.00 |
| 58-518-55995 Depreciation Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 2,370,064 | 201,688.32 | 1,600,031.60 | 0.00 | 770,032.40 | 67.51 |
| CAPITAL OUTLAY | | | | | | |
| 58-518-56010 Buildings | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-518-56090 Motor Vehicles | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL SOLID WASTE COLLECTION | 2,370,064 | 201,688.32 | 1,600,031.60 | 0.00 | 770,032.40 | 67.51 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

SOLID WASTE FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 58-599-55710 Service/Finance Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 58-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 2,370,064 | 201,688.32 | 1,600,031.60 | 0.00 | 770,032.40 | 67.51 |
| REVENUE OVER/(UNDER) EXPENDITURES | 112,102 | 17,363.41 | 74,616.38 | 0.00 | 37,485.62 | 66.56 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 58-49000 Gain on Sale of Assets | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 58-49998 Budgeted Reduction of Fund Bal | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| 58-599-59998 Budgeted Addition to Fund | 112,102 | 0.00 | 0.00 | 0.00 | 112,102.00 | 0.00 |
| TOTAL OTHER USES | 112,102 | 0.00 | 0.00 | 0.00 | 112,102.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | ( 112,102) | 0.00 | 0.00 | 0.00 | ( 112,102.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 17,363.41 | 74,616.38 | 0.00 | ( 74,616.38) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUN DRAINAGE UTILITY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| FINES & FORFEITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INTERGOVERNMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 0 | 1,127.55 | 11,417.05 | 0.00 | ( 11,417.05) | 0.00 |
| OTHER REVENUES | 150,356 | 13,004.78 | 103,339.21 | 0.00 | 47,016.79 | 68.73 |
| TOTAL REVENUES | 150,356 | 14,132.33 | 114,756.26 | 0.00 | 35,599.74 | 76.32 |
| EXPENDITURE SUMMARY | | | | | | |
| DRAINAGE | | | | | | |
| OPERATIONS | 0 | 0.00 | 298.58 | 0.00 | ( 298.58) | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DRAINAGE | 0 | 0.00 | 298.58 | 0.00 | ( 298.58) | 0.00 |
| NON-DEPARTMENTAL | | | | | | |
| OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEBT SERVICE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 298.58 | 0.00 | ( 298.58) | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 150,356 | 14,132.33 | 114,457.68 | 0.00 | 35,898.32 | 76.12 |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 150,356 | 0.00 | 0.00 | 0.00 | 150,356.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & US | ( 150,356) | 0.00 | 0.00 | 0.00 | ( 150,356.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 14,132.33 | 114,457.68 | 0.00 | ( 114,457.68) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUN DRAINAGE UTILITY FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | |
| 59-42550 Penalties | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL FINES & FORFEITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INTERGOVERNMENTAL | | | | | | |
| 59-43600 Federal Grants | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-43610 State Grants | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INTERGOVERNMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 59-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 59-45000 Interest Earnings | 0 | 1,127.55 | 11,417.05 | 0.00 | ( 11,417.05) | 0.00 |
| TOTAL INVESTMENT INCOME | 0 | 1,127.55 | 11,417.05 | 0.00 | ( 11,417.05) | 0.00 |
| OTHER REVENUES | | | | | | |
| 59-48000 Municipal Drainage Utility Fee | 150,356 | 13,004.78 | 103,339.21 | 0.00 | 47,016.79 | 68.73 |
| 59-48010 Storm Water Detention Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER REVENUES | 150,356 | 13,004.78 | 103,339.21 | 0.00 | 47,016.79 | 68.73 |
| TOTAL REVENUE | 150,356 | 14,132.33 | 114,756.26 | 0.00 | 35,599.74 | 76.32 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUN DRAINAGE UTILITY FUND
DEPARTMENT - DRAINAGE

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 59-519-52000 General Office Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-519-52010 Office Copy Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-519-52320 Minor Tools & Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-519-53000 Engineering Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-519-53020 Consultant Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-519-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-519-53340 Printing & Binding | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-519-53500 Buildings & Grounds Rep/Ma | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-519-53560 Heavy Equipment Repair/Mai | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-519-53920 Equipment/Vehicle Rentals | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-519-55990 Bad Debt Expense | 0 | 0.00 | 298.58 | 0.00 | ( 298.58) | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 298.58 | 0.00 | ( 298.58) | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 59-519-56000 Land | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-519-56040 Drainage Improvements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-519-56100 Special Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-519-56995 Engineering Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DRAINAGE | 0 | 0.00 | 298.58 | 0.00 | ( 298.58) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

MUN DRAINAGE UTILITY FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | |
| 59-599-55710 Service/Finance Charges | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL OUTLAY | | | | | | |
| 59-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEBT SERVICE | | | | | | |
| 59-599-58000 Principal Retirement | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-599-58010 Interest Paid | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DEBT SERVICE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 298.58 | 0.00 | ( 298.58) | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 150,356 | 14,132.33 | 114,457.68 | 0.00 | 35,898.32 | 76.12 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 59-49000 Gain on Sale of Assets | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-49590 Proceeds of Capital Lease | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-49990 Transfers In | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-49998 Budgeted Reduction of Fund Bal | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| 59-599-59990 Transfers Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59-599-59998 Budgeted Addition to Fund | 150,356 | 0.00 | 0.00 | 0.00 | 150,356.00 | 0.00 |
| TOTAL OTHER USES | 150,356 | 0.00 | 0.00 | 0.00 | 150,356.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | ( 150,356) | 0.00 | 0.00 | 0.00 | ( 150,356.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 14,132.33 | 114,457.68 | 0.00 | ( 114,457.68) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

WATER IMPACT FEES FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| IMPACT FEES | 45,000 | 0.00 | 11,833.50 | 0.00 | 33,166.50 | 26.30 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 3,500 | 1,690.99 | 18,238.41 | 0.00 | ( 14,738.41) | 521.10 |
| TOTAL REVENUES | 48,500 | 1,690.99 | 30,071.91 | 0.00 | 18,428.09 | 62.00 |
| EXPENDITURE SUMMARY | | | | | | |
| WATER | | | | | | |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL WATER | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NON-DEPARTMENTAL | | | | | | |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 48,500 | 1,690.99 | 30,071.91 | 0.00 | 18,428.09 | 62.00 |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 48,500 | 0.00 | 0.00 | 0.00 | 48,500.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & US | ( 48,500) | 0.00 | 0.00 | 0.00 | ( 48,500.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 1,690.99 | 30,071.91 | 0.00 | ( 30,071.91) | 0.00 |

WATER IMPACT FEES FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| IMPACT FEES | | | | | | |
| 60-44510 Water Impact Fees | 45,000 | 0.00 | 11,833.50 | 0.00 | 33,166.50 | 26.30 |
| TOTAL IMPACT FEES | 45,000 | 0.00 | 11,833.50 | 0.00 | 33,166.50 | 26.30 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 60-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 60-45000 Interest Earnings | 3,500 | 1,690.99 | 18,238.41 | 0.00 | ( 14,738.41) | 521.10 |
| TOTAL INVESTMENT INCOME | 3,500 | 1,690.99 | 18,238.41 | 0.00 | ( 14,738.41) | 521.10 |
| TOTAL REVENUE | 48,500 | 1,690.99 | 30,071.91 | 0.00 | 18,428.09 | 62.00 |

WATER IMPACT FEES FUND
DEPARTMENT - WATER

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | |
| 60-511-56100 Water Meter Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL WATER | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

WATER IMPACT FEES FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | |
| 60-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 48,500 | 1,690.99 | 30,071.91 | 0.00 | 18,428.09 | 62.00 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 60-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 60-49998 Budgeted Reduction of Fund Bal | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| 60-599-59998 Budgeted Addition to Fund | 48,500 | 0.00 | 0.00 | 0.00 | 48,500.00 | 0.00 |
| TOTAL OTHER USES | 48,500 | 0.00 | 0.00 | 0.00 | 48,500.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | ( 48,500) | 0.00 | 0.00 | 0.00 | ( 48,500.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 1,690.99 | 30,071.91 | 0.00 | ( 30,071.91) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

SEWER IMPACT FEES FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| REVENUE SUMMARY | | | | | | |
| IMPACT FEES | 50,000 | 30,272.00 | 43,516.00 | 0.00 | 6,484.00 | 87.03 |
| CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | 5,000 | 2,028.08 | 21,320.90 | 0.00 | ( 16,320.90) | 426.42 |
| TOTAL REVENUES | 55,000 | 32,300.08 | 64,836.90 | 0.00 | ( 9,836.90) | 117.89 |
| EXPENDITURE SUMMARY | | | | | | |
| NON-DEPARTMENTAL | | | | | | |
| CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 55,000 | 32,300.08 | 64,836.90 | 0.00 | ( 9,836.90) | 117.89 |
| OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | 55,000 | 0.00 | 0.00 | 0.00 | 55,000.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES & US | ( 55,000) | 0.00 | 0.00 | 0.00 | ( 55,000.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 32,300.08 | 64,836.90 | 0.00 | ( 64,836.90) | 0.00 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

SEWER IMPACT FEES FUND

% OF YEAR COMPLETED: 66.67

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| IMPACT FEES | | | | | | |
| 61-44520 Sewer Impact Fees | 50,000 | 30,272.00 | 43,516.00 | 0.00 | 6,484.00 | 87.03 |
| TOTAL IMPACT FEES | 50,000 | 30,272.00 | 43,516.00 | 0.00 | 6,484.00 | 87.03 |
| CONTRIBUTIONS & DONATIONS | | | | | | |
| 61-44915 Naming and Donation Policy Fee | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INVESTMENT INCOME | | | | | | |
| 61-45000 Interest Earnings | 5,000 | 2,028.08 | 21,320.90 | 0.00 | ( 16,320.90) | 426.42 |
| TOTAL INVESTMENT INCOME | 5,000 | 2,028.08 | 21,320.90 | 0.00 | ( 16,320.90) | 426.42 |
| TOTAL REVENUE | 55,000 | 32,300.08 | 64,836.90 | 0.00 | ( 9,836.90) | 117.89 |

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2025

SEWER IMPACT FEES FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 66.67

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | |
| 61-599-56200 Capital Outlay - Leases | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL NON-DEPARTMENTAL | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REVENUE OVER/(UNDER) EXPENDITURES | 55,000 | 32,300.08 | 64,836.90 | 0.00 | ( 9,836.90) | 117.89 |
| OTHER FINANCING SOURCES & USES | | | | | | |
| OTHER SOURCES | | | | | | |
| 61-49600 Gain on Sale of Right to Use | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 61-49998 Budgeted Reduction of Fund Bal | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER SOURCES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER USES | | | | | | |
| 61-599-59998 Budgeted Addition to Fund | 55,000 | 0.00 | 0.00 | 0.00 | 55,000.00 | 0.00 |
| TOTAL OTHER USES | 55,000 | 0.00 | 0.00 | 0.00 | 55,000.00 | 0.00 |
| TOTAL OTHER SOURCES & USES | ( 55,000) | 0.00 | 0.00 | 0.00 | ( 55,000.00) | 0.00 |
| REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES | 0 | 32,300.08 | 64,836.90 | 0.00 | ( 64,836.90) | 0.00 |

# Section 4

# Payment Register

# City of Sealy, Texas
# Check Register
# May 2025

| ACCOUNT | DATE | PAYMENT TYPE | CHECK NUMBER | VENDOR | AMOUNT | STATUS |
|---|---|---|---|---|---|---|
| EDC | 5/13/2025 | CHECK | 2169 | The Bellville Times | $ 62.00 | POSTED |
| EDC | 5/13/2025 | CHECK | 2170 | Electron Beam Technology | $ 2,350.00 | POSTED |
| EDC | 5/13/2025 | CHECK | 2171 | Katherine Ellis | $ 645.92 | CLEARED |
| EDC | 5/13/2025 | CHECK | 2172 | Sika Corporation | $ 87,819.29 | POSTED |
| EDC | 5/28/2025 | DRAFT | DRAFT | UBEO of East Texas, Inc. | $ 225.00 | POSTED |
| EDC | 5/29/2025 | CHECK | 2173 | The Sealy News, Inc. | $ 130.00 | CLEARED |
| GEN OP | 5/1/2025 | DRAFT | DRAFT | Amazon Business | $ 109.93 | POSTED |
| GEN OP | 5/1/2025 | DRAFT | DRAFT | Amazon Business | $ 119.99 | POSTED |
| GEN OP | 5/1/2025 | DRAFT | DRAFT | Amazon Business | $ 508.12 | POSTED |
| GEN OP | 5/1/2025 | EFT | 2736 | Nationwide Retirement Solution | $ 2,810.00 | POSTED |
| GEN OP | 5/2/2025 | DRAFT | DRAFT | Reliant | $ 34,096.97 | POSTED |
| GEN OP | 5/5/2025 | DRAFT | DRAFT | Fleetcor Technologies Op. Co. | $ 2,529.98 | POSTED |
| GEN OP | 5/6/2025 | DRAFT | DRAFT | RingCentral, Inc. | $ 1,287.32 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232179 | Aqua Metric Sales Company | $ 5,067.52 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232180 | AT&T | $ 695.19 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232181 | Chaparral Laboratories, Inc. | $ 1,660.00 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232182 | Electron Beam Technology | $ 2,250.00 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232183 | Gulf Coast Coalition of Cities | $ 579.44 | CLEARED |
| GEN OP | 5/13/2025 | CHECK | 232184 | Hahn Equipment Company, Inc. | $ 1,280.00 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232185 | Heath Consultants, Inc. | $ 1,026.54 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232186 | LAW OFFICES OF RYAN HENRY, PLL | $ 525.00 | CLEARED |
| GEN OP | 5/13/2025 | CHECK | 232187 | Linde Gas & Equipment, Inc. | $ 260.84 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232188 | Mercer Controls, Inc. | $ 9,601.47 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232189 | Old Dominion Brush Company, In | $ 1,296.48 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232190 | Perdue, Brandon, Fielder, Coll | $ 55.98 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232191 | Perdue, Brandon, Fielder, Coll | $ 115.68 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232192 | Perdue, Brandon, Fielder, Coll | $ 71.54 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232193 | Perdue, Brandon, Fielder, Coll | $ 359.76 | POSTED |

# City of Sealy, Texas
# Check Register
# May 2025

| ACCOUNT | DATE | PAYMENT TYPE | CHECK NUMBER | VENDOR | AMOUNT | STATUS |
|---|---|---|---|---|---|---|
| GEN OP | 5/13/2025 | CHECK | 232194 | Pitney Bowes Global Financial | $ 475.71 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232195 | Run and Tell it Trucking | $ 1,200.00 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232196 | The Sealy News, Inc. | $ 405.00 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232197 | Sturm Fish Hatchery & Bait Far | $ 1,500.00 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232198 | Supak Construction, Inc. | $ 3,200.00 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232199 | Texas Excavation Safety System | $ 179.40 | CLEARED |
| GEN OP | 5/13/2025 | CHECK | 232200 | Texas Irrigation & Pipe, LLC | $ 557.02 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232201 | Tifco Industries, Inc. | $ 785.10 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232202 | UniFirst Holdings Inc. | $ 440.77 | CLEARED |
| GEN OP | 5/13/2025 | CHECK | 232203 | Water Utility Services, Inc. | $ 1,196.25 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232204 | Wharton Tractor Company | $ 1,070.47 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232205 | Wittenburg Printing & Office S | $ 431.50 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232206 | E. DIANE RUSS | $ 100.00 | OUTSTND |
| GEN OP | 5/13/2025 | CHECK | 232207 | JASMINE JOHNSON | $ 50.00 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232208 | JOE GONZALEZ | $ 285.00 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232209 | JORGE MURILLO | $ 72.45 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232210 | MANUELA CUELLAR | $ 90.00 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232211 | MELAZIAH CERVANTES | $ 75.00 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232212 | NATALIE GEORGE | $ 50.00 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232213 | Perdue, Brandon, Fielder, Coll | $ 5,296.53 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232214 | AKTAR, AIRIN | $ 35.80 | OUTSTND |
| GEN OP | 5/13/2025 | CHECK | 232215 | ALVARADO, JESUS | $ 38.56 | OUTSTND |
| GEN OP | 5/13/2025 | CHECK | 232216 | DR HORTON | $ 36.20 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232217 | DR HORTON, INC | $ 14.18 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232218 | GONZALEZ ALARCO, JOR | $ 164.75 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232219 | K HOVNANIAN OF HOUST | $ 21.72 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232220 | MAHON, SEAN M | $ 85.68 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232221 | MARTINEZ, BELIA | $ 136.95 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232222 | MONGELLUZZO, JOANNA | $ 110.95 | OUTSTND |

# City of Sealy, Texas
# Check Register
# May 2025

| ACCOUNT | DATE | PAYMENT TYPE | CHECK NUMBER | VENDOR | AMOUNT | STATUS |
|---|---|---|---|---|---|---|
| GEN OP | 5/13/2025 | CHECK | 232223 | RODRIGUEZ, ARTEMIO C UNPOST | $ 62.99 | OUTSTND |
| GEN OP | 5/13/2025 | CHECK | 232224 | STRAUSSFELD CAPITAL | $ 24.79 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232225 | TATUM, LAURIE | $ 135.97 | OUTSTND |
| GEN OP | 5/13/2025 | CHECK | 232226 | TAYLOR, SUSAN | $ 32.45 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232227 | TO, DUC | $ 33.92 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232228 | TOLEDO, DAVID | $ 101.78 | POSTED |
| GEN OP | 5/13/2025 | CHECK | 232229 | YOUNG, MICHELLE | $ 298.63 | OUTSTND |
| GEN OP | 5/14/2025 | EFT | 2737 | Halbison Plumbing, LLC | $ 656.64 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2738 | Kraftsman Commercial Playgroun | $ 1,489.49 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2739 | Strand Associates, Inc. | $ 98,217.50 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2740 | Lora Lenzsch Law Firm, L.P. | $ 3,800.50 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2741 | Kirwin Law Firm, PLLC | $ 3,225.00 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2742 | Blue Iron Technologies | $ 8,310.09 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2743 | Enterprise FM Trust | $ 29,829.20 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2744 | Accurate Utility Supply, LLC | $ 5,359.52 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2745 | Badger Meter, Inc. | $ 2,701.15 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2746 | Secor | $ 1,371.04 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2747 | Utility Data Systems, Inc. | $ 885.00 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2748 | Bureau Veritas North America, | $ 8,836.28 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2749 | PVS DX Inc. | $ 595.65 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2750 | Xylem Dewatering Solutions, In | $ 5,504.27 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2751 | VoiceLink Call Centers Inc | $ 317.80 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2752 | K-3 Resources, LP | $ 2,205.23 | POSTED |
| GEN OP | 5/14/2025 | EFT | 2753 | Ditch Witch of Houston | $ 99.13 | POSTED |
| GEN OP | 5/15/2025 | EFT | 2754 | Nationwide Retirement Solution | $ 2,810.00 | POSTED |
| GEN OP | 5/16/2025 | DRAFT | DRAFT | Shred-it USA, Inc. | $ 434.26 | POSTED |
| GEN OP | 5/19/2025 | DRAFT | DRAFT | AT&T Mobility National Account | $ 112.35 | POSTED |
| GEN OP | 5/19/2025 | DRAFT | DRAFT | Fleetcor Technologies Op. Co. | $ 2,473.09 | POSTED |
| GEN OP | 5/19/2025 | DRAFT | DRAFT | AT&T | $ 898.56 | POSTED |

# City of Sealy, Texas
# Check Register
# May 2025

| ACCOUNT | DATE | PAYMENT TYPE | CHECK NUMBER | VENDOR | | AMOUNT | STATUS |
|---|---|---|---|---|---|---|---|
| GEN OP | 5/19/2025 | DRAFT | DRAFT | Cable One, Inc | $ | 709.82 | POSTED |
| GEN OP | 5/19/2025 | DRAFT | DRAFT | Verizon Wireless | $ | 3,606.80 | POSTED |
| GEN OP | 5/20/2025 | DRAFT | DRAFT | Municipal Gas Acquisition and | $ | 52,855.70 | POSTED |
| GEN OP | 5/28/2025 | EFT | 2755 | Nationwide Retirement Solution | $ | 3,160.00 | POSTED |
| GEN OP | 5/29/2025 | CHECK | 232230 | AT&T | $ | 695.30 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232231 | Austin County Appraisal Distri | $ | 34,488.75 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232232 | Austin County Sheriff's Office | $ | 150.00 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232233 | Bellville Rent-All LLC | $ | 167.64 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232234 | El Guero Landscaping | $ | 6,100.00 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232235 | Gordon Memorial Library | $ | 5,000.00 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232236 | Harris County Accounts Receiva | $ | 259.82 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232237 | Helena Agri-Enterprises, LLC | $ | 1,001.88 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232238 | J & W Parts #3 | $ | 105.92 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232239 | Karissa McCullough | $ | 164.50 | POSTED |
| GEN OP | 5/29/2025 | CHECK | 232240 | Kloss Electric, Inc. | $ | 2,070.00 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232241 | MCCi, LLC | $ | 11,582.42 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232242 | O'Reilly Auto Parts | $ | 149.99 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232243 | Pathmark Traffic Products of T | $ | 436.00 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232244 | Perdue, Brandon, Fielder, Coll | $ | 36.40 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232245 | Run and Tell it Trucking | $ | 1,200.00 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232246 | Sealy Appliance & Butane Co. | $ | 48.00 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232247 | The Sealy News, Inc. | $ | 50.00 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232248 | Shoppa's Farm Supply, Inc. | $ | 1,024.98 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232249 | Stripes & Stops Company Inc. | $ | 6,500.00 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232250 | UBEO LLC | $ | 2,891.33 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232251 | UniFirst Holdings Inc. | $ | 740.55 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232252 | United States Postal Service | $ | 1,000.00 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232253 | Washington County Tractor, Inc | $ | 93.22 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232254 | Austin County Sheriff's Office | $ | 50.31 | CLEARED |

# City of Sealy, Texas
# Check Register
# May 2025

| ACCOUNT | DATE | PAYMENT TYPE | CHECK NUMBER | VENDOR | | AMOUNT | STATUS |
|---|---|---|---|---|---|---|---|
| GEN OP | 5/29/2025 | CHECK | 232255 | LOTTI VERANIA | $ | 30.00 | OUTSTND |
| GEN OP | 5/29/2025 | CHECK | 232256 | MARISSA FLORES | $ | 150.00 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232257 | SHAWNA YARBROUGH | $ | 50.00 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232258 | Texas Municipal Police Associa | $ | 352.00 | CLEARED |
| GEN OP | 5/29/2025 | CHECK | 232259 | ZOILA MARTINEZ | $ | 50.00 | CLEARED |
| GEN OP | 5/30/2025 | EFT | 2756 | Innovative Communication Syste | $ | 1,570.80 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2757 | Halbison Plumbing, LLC | $ | 6,609.00 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2758 | HD SUPPLY, INC. | $ | 5,876.36 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2759 | Sodolak Corporation | $ | 1,332.90 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2760 | Universal Automotive, LLC | $ | 1,276.05 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2761 | Strand Associates, Inc. | $ | 71,054.50 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2762 | Austin County News Online, Inc | $ | 595.00 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2763 | Kirwin Law Firm, PLLC | $ | 8,072.50 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2764 | Blue Iron Technologies | $ | 2,156.52 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2765 | Axon Enterprise, Inc. | $ | 15,538.80 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2766 | Accurate Utility Supply, LLC | $ | 23,878.40 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2767 | Addicks Fire & Safety, Inc. | $ | 2,156.50 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2768 | AMCO Security Systems | $ | 45.99 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2769 | 3L USA | $ | 4,425.83 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2770 | Colorado Materials, LTD | $ | 3,365.50 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2771 | PVS DX Inc. | $ | 3,682.40 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2772 | Charles E. Oberrender | $ | 1,900.00 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2773 | International Economic Develop | $ | 1,300.00 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2774 | Matrix Imaging Solutions, LLC | $ | 2,163.53 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2775 | Bluebonnet Groundwater Conserv | $ | 2,094.60 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2776 | K-3 Resources, LP | $ | 2,900.20 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2777 | Condra Communications | $ | 25.00 | POSTED |
| GEN OP | 5/30/2025 | EFT | 2778 | Texas Disposal Systems, Inc. | $ | 146,421.81 | POSTED |
| PAYROLL | 5/1/2025 | DRAFT | DRAFT | Office of the Attorney General | $ | 684.82 | POSTED |

# City of Sealy, Texas
# Check Register
# May 2025

| ACCOUNT | DATE | PAYMENT TYPE | CHECK NUMBER | VENDOR | | AMOUNT | STATUS |
|---|---|---|---|---|---|---|---|
| PAYROLL | 5/1/2025 | DRAFT | DRAFT | Texas Municipal Retirement Sys | $ | 97,125.40 | POSTED |
| PAYROLL | 5/14/2025 | DRAFT | DRAFT | Internal Revenue Service | $ | 32,796.50 | POSTED |
| PAYROLL | 5/14/2025 | CHECK | 25141 | Bilski, Carolyn | $ | 390.57 | POSTED |
| PAYROLL | 5/14/2025 | CHECK | 25142 | Casique, Ana M | $ | 594.33 | POSTED |
| PAYROLL | 5/14/2025 | CHECK | 25143 | Casique Pozos, Maria | $ | 190.18 | POSTED |
| PAYROLL | 5/15/2025 | DRAFT | DRAFT | Office of the Attorney General | $ | 684.82 | POSTED |
| PAYROLL | 5/19/2025 | DRAFT | DRAFT | Internal Revenue Service | $ | 88.76 | POSTED |
| PAYROLL | 5/19/2025 | DRAFT | DRAFT | Texas Life Insurance Company | $ | 1,249.75 | POSTED |
| PAYROLL | 5/20/2025 | DRAFT | DRAFT | LegalShield | $ | 25.90 | POSTED |
| PAYROLL | 5/21/2025 | DRAFT | DRAFT | American Fidelity Assurance | $ | 1,849.36 | POSTED |
| PAYROLL | 5/27/2025 | DRAFT | DRAFT | Colonial Life & Accident Insur | $ | 425.60 | POSTED |
| PAYROLL | 5/27/2025 | DRAFT | DRAFT | TX Health Benefits Pool | $ | 73,266.18 | POSTED |
| PAYROLL | 5/28/2025 | CHECK | 25144 | Casique, Ana M | $ | 506.03 | POSTED |
| PAYROLL | 5/28/2025 | CHECK | 25145 | Casique Pozos, Maria | $ | 580.74 | POSTED |
| PAYROLL | 5/29/2025 | DRAFT | DRAFT | Office of the Attorney General | $ | 684.82 | POSTED |
| PAYROLL | 5/29/2025 | DRAFT | DRAFT | Internal Revenue Service | $ | 31,832.98 | POSTED |
| SPECIAL | 5/8/2025 | DRAFT | DRAFT | Wells Fargo Bank, N.A. | $ | 26,382.50 | POSTED |
| SPECIAL | 5/20/2025 | DRAFT | DRAFT | State Comptroller of Public Ac | $ | 24,391.34 | POSTED |
| CC CLEARING | 5/2/2025 | DRAFT | DRAFT | Chase Paymentech, LLC | $ | 6,765.65 | POSTED |
| CC CLEARING | 5/5/2025 | DRAFT | DRAFT | American Express Merchant Serv | $ | 103.14 | POSTED |
| | | | | **TOTALS** | **$** | **1,102,500.12** | |

# City of Sealy, Texas
# Check Register
# May 2025

## TOTALS BY ACCOUNT

| | |
|---|---|
| **ECONOMIC DEVELOPMENT CORPORATION** | |
| CHECK | 91,007.21 |
| DRAFT | 225.00 |
| EFT | - |
| **TOTALS** | **91,232.21** |
| | |
| **GENERAL OPERATING ACCOUNT** | |
| CHECK | 120,279.97 |
| DRAFT | 99,742.89 |
| EFT | 490,625.68 |
| **TOTALS** | **710,648.54** |
| | |
| **SPECIAL ACCOUNT** | |
| CHECK | - |
| DRAFT | 50,773.84 |
| EFT | - |
| **TOTALS** | **50,773.84** |
| | |
| **CREDIT CARD CLEARING** | |
| CHECK | - |
| DRAFT | 6,868.79 |
| EFT | - |
| **TOTALS** | **6,868.79** |
| | |
| **PAYROLL** | |
| CHECK | 2,261.85 |
| DRAFT | 240,714.89 |
| EFT | - |
| **TOTALS** | **242,976.74** |

AGENDA ITEM NO: _____

SUBMITTED BY: Mike Barrow, Assistant City Manager
MEETING DATE: July 15, 2025

# STAFF REPORT

## DESCRIPTION

Discussion and Possible Action regarding Disannexation Petition from 4066 Twin Oaks LLC, approximately 1.1657 acres at 3729 SH 36, Sealy, Texas 77474, Austin County, Texas.

## ANALYSIS

A petition was received from landowner for the above parcel of land. Our water and sewer utilities are approximately 1.25 miles from this parcel of land with no near future plans to extend water and sewer infrastructure that distance.

## RECOMMENDATION

I recommend acceptance of the petition and approval of the disannexation.

## FINANCIAL IMPACTS

Sec. 43.148. of the Local Government Code –
REFUND OF TAXES AND FEES.

(a) If an area is disannexed, the municipality disannexing the area shall refund to the landowners of the area the amount of money collected by the municipality in property taxes and fees from those landowners during the period that the area was a part of the municipality less the amount of money that the municipality spent for the direct benefit of the area during that period.

(b) A municipality shall proportionately refund the amount under Subsection (a) to the landowners according to a method to be developed by the municipality that identifies each landowner's approximate pro rata payment of the taxes and fees being refunded.

(c) A municipality required to refund money under this section shall refund the money to current landowners in the area not later than the 180th day after the date the area is disannexed. Money that is not refunded within the period prescribed by this subsection accrues interest at the rate of:

(1) six percent each year after the 180th day and until the 210th day after the date the area is disannexed; and

(2) one percent each month after the 210th day after the date the area is disannexed.

Wednesday, May 21, 2025

# PETITION REQUESTING DISANNEXATION BY AREA LANDOWNER

To the mayor and city council of the city of Sealy Texas:

The undersigned 4066 Twin Oaks LLC hereby petitions the City council of the city of Sealy Texas, a home rule municipality (the "City") to remove and disannex from the corporate limits of the boundaries of the City the following tract of land owned by the undersigned.

A tract or parcel of land containing 1.1657 acres (50,780 Square feet) located at 3729 SH 36 Sealy, Texas 77474. Austin County, Texas, being more specifically described by metes and bounds of such territory and plat designating such territory, in the attached documents incorporated herein by reference for all purposes.

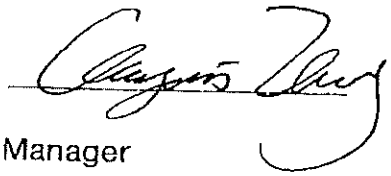
The Proposed Disannexation Tract is uninhabited, is not subject to residential use, and no qualified voters reside thereon. The requested disannexation is authorized pursuant Section 43.142 of the Texas Local Government Code. In support of this petition for consensual disannexation of the Proposed Disannexation Tract, the undersigned states as follows:

1. The purpose of the disannexation is to adjoin the proposed property to the adjacent property owned by 4066 Twin Oaks LLC. adjacent to the City for the Proposed Disannexation Tract. To make it one taxable entity.

4066 Twin Oaks LLC. certifies: that the Proposed Disannexation Tract is within the city of Sealy; that this petition is being filed for the purposes described above;

that this petition is not for failure to provide services by the City; and that this petition is signed and duly acknowledged by 4066 Twin Oaks LLC. , which is the sole party having a fee ownership interest in the Proposed Disannexation Tract.

Chengwei Zhang



4066 Twin Oaks LLC. Manager

**ORDINANCE NO. 2025-_____**

**AN ORDINANCE OF THE CITY OF SEALY, TEXAS, DISANNEXING A CERTAIN TRACT OF LAND; REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT OR INCONSISTENT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

* * * * * * * * * * * * *

**WHEREAS**, the City Council of the City of Sealy, Texas, ("City") is a home-rule municipality authorized by Texas Local Government Code, Section 42.142, to disannex an area lying within the City's corporate and territorial limits; and

**WHEREAS**, Section 2.02 of the City's Charter specifically authorizes the City Council to detach or disannex property from the City's corporate and territorial limits; and

**WHEREAS**, the City received a petition from property owner, 4066 Twin Oaks, LLC, to detach and disannex 1.1657 acres at 3729 HWY 36 ("Disannexation Property"); and

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF CITY OF SEALY, TEXAS:**

**Section 1**. The facts and recitations contained in the preamble to this ordinance are true and correct and incorporated herein for all purposes.

**Section 2**. **Disannexation**. The following described Disannexation Property is hereby detached and disannexed from the corporate and territorial limits of the City of Sealy and discontinued as a part of the City of Sealy so that the Disannexation Property will no longer be a part of the City of Sealy for any purposes whatsoever, and the Disannexation Property being more particularly described as approximately 1.1657 acres at 3729 HWY 36 as described on Exhibit "A" which is attached hereto and incorporated herein for all purposes.

**Section 3**. The City Council further finds that 4066 Twin Oaks, LLC (or any prior landowner) is not entitled to any refund of property taxes or fees as the property taxes collected by the City was roughly proportional to the amount of money the City spent for the direct benefit of the area.

**Section 4**. The City of Sealy, Texas relinquishes any and all right, jurisdiction or control over the Disannexation Property.

**Section 5**. The official map and boundaries of the City of Sealy is hereby amended so as to remove the Disannexation Property from its corporate and territorial limits.

**Section 6**. Except for the Disannexation Property, no other property is detached, disannexed, or impacted by this Ordinance.

**Section 7.** ***Repeal***. All ordinances or parts of ordinances in conflict herewith are repealed.

**Section 8**. ***Severability***. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Sealy, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

**Section 9**. ***Effective Date***. This ordinance shall become effective immediately upon passage at second reading.

**PASSED AND APPROVED** at this first reading on the _____day of _____2025.

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

_____
Carolyn Bilski, Mayor

ATTEST:

_____
Sandra Vrablec, City Secretary

Filed By:
Botts Title Company
25 N. Bell Street
Bellville, Texas 77418

Exhibit "A"

**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.**

AU-25-019

# WARRANTY DEED

**Date:** Executed as of the date acknowledged, but Effective MARCH 20, 2025

**Grantor:** JANETH CRUZ, a single person

**Grantor's Mailing Address (including county):**

1806 Majestic Falls Ln, Richmond, Fort Bend County, Texas 77469

**Grantee:** 4066 TWIN OAKS LLC, a Texas limited liability company

**Grantee's Mailing Address (including County):**

4066 Twin Oaks Ln, Sealy, Austin County, Texas 77474

**Consideration:** TEN AND NO/100 DOLLARS and other good and valuable consideration.

**Property (including any improvements):**

All that certain 1.1657 acre tract or parcel of land, situated in the George Legg Survey, Abstract No. 257, Austin County, Texas, being more particularly described in Exhibit "A" attached hereto and made a part hereof for all purposes pertinent.

Being the same property described in Deed dated June 7, 2022, executed by Mike O'Connell and wife, Elizabeth O'Connell and Juan Antonio Portillo and wife, Maria Granados to Janeth Cruz, recorded under Clerk's File No. 223446, Official Records of Austin County, Texas.

**Reservations From and Exceptions to Conveyance and Warranty:**

This conveyance is made by Grantor and accepted by Grantee subject to the following exception(s) from conveyance and warranty, but only to the extent the same are valid and subsisting and relate to the Property:

[A] Liens described as part of the Consideration and any other liens described in this Deed as being either assumed or subject to which title is taken; [B] All matters that would be revealed by a current survey of the Property, including, but not limited to, any visible and apparent easements and rights-of-way, whether of record or not, and any encroachments or protrusions or overlapping of improvements; [C] All presently recorded and validly existing instruments, including, but not limited to restrictions, reservations, covenants, conditions, easements and rights-of-way, oil and gas leases, mineral and/or water interests outstanding in parties other than Grantor, other than conveyances of or liens against the surface fee estate, that affect the Property; [D] Validly existing rights of adjoining owners in any walls and fences situated on a common boundary; and [E] Unpaid taxes, if any, for the current tax year, which Grantee assumes and agrees to pay.

This conveyance is made by Grantor and accepted by Grantee subject to the following reservation(s) from conveyance and warranty:

NONE

Grantor, for the consideration, receipt of which is acknowledged, and subject to the reservations from and exceptions to conveyance and warranty, grants, sells and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executors, administrators, successors or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators and successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, executors, administrators, successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the reservations from and exceptions to conveyance and warranty.

Current ad valorem taxes on the Property having been prorated, the payment thereof is assumed by Grantee.

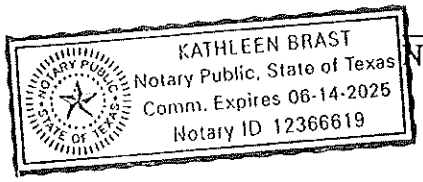
When the context requires, singular nouns and pronouns include the plural.

JANETH CRUZ

**ACKNOWLEDGMENT**

**STATE OF TEXAS** §
§
**COUNTY OF** Austin §

This instrument was acknowledged before me on the 20 day of March, 2025, by JANETH CRUZ.




NOTARY PUBLIC, STATE OF TEXAS

L:\ds\6335-25
G.F.# AU-25-019

STATE OF TEXAS §
§
§
§
COUNTY OF AUSTIN §

A TRACT OR PARCEL OF LAND CONTAINING 1.1657 ACRES, (50,780 SQUARE FEET), SITUATED IN THE GEORGE LEGG SURVEY, ABSTRACT NO. 257, AUSTIN COUNTY, TEXAS, SAID 1.1657 ACRE TRACT OF LAND BEING THAT CERTAIN CALLED 1.259 ACRE TRACT OF LAND AS CONVEYED TO MIKE O'CONNELL AND JUAN ANTONIO PORTILLO BY INSTRUMENT RECORDED IN DOCUMENT NO. 113549 OF THE OFFICIAL PUBLIC RECORDS OF AUSTIN COUNTY, TEXAS, SAVE AND EXCEPT THAT CERTAIN CALLED 0.111 ACRE TRACT OF LAND AS CONVEYED TO THE COUNTY OF AUSTIN BY INSTRUMENT RECORDED IN DOCUMENT NO. 071783 OF THE OFFICIAL PUBLIC RECORDS OF AUSTIN COUNTY, TEXAS, SAID 1.1657 ACRE TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: (BEARING BASIS: DOCUMENT NO. 113549 OF THE OFFICIAL PUBLIC RECORDS OF AUSTIN COUNTY, TEXAS).

BEGINNING at a capped, (Precision Surveyors), iron rod set on the southwesterly right-of-way line of Highway 36, for the northwest corner of that certain called 0.384 acre tract of land as conveyed to the County of Austin by instrument recorded in Document No. 073622 of the Official Public Records of Austin County, Texas, same being the northeast corner of the remainder of that certain called 70.00 acre tract of land as conveyed to Frankie C. Corte by instrument recorded in Document No. 065968 of the Official Public Records of Austin County, Texas, same being the southwest corner of said 0.111 Acre Tract, same being the southeast corner and the POINT OF BEGINNING of the herein described tract;

Thence, S 43°59'03" W, along the common line of the remainder of said 70.00 Acre Tract, a distance of 278.25 feet to a point for a corner of the remainder of said 70.00 Acre Tract, same being the southwest corner of the herein described tract, from which a fence corner post found for reference bears, S 49°08'56" W, a distance of 0.94 feet;

Thence, N 10°45'43" W, (Call N 09°35'01" W), along the common line of the remainder of said 70.00 Acre Tract, a distance of 225.07 feet, (Call 226.36 feet), to a point for a corner of the remainder of that certain called 27.78 acre tract of land as conveyed to the William F. Martin, Jr. and Wife, Michelle Martin by instrument recorded in Document No. 037715 of the Official Public Records of Austin County, Texas, same being a corner of the remainder of said 70.00 Acre Tract, same being the northwest corner of the herein described tract, from which a fence corner post found for reference bears, S 65°10'44" E, a distance of 0.73 feet;

Thence, N 44°02'29" E, along the common line of the remainder of said 27.78 Acre Tract, a distance of 274.88 feet to a point on the southwesterly right-of-way line of Highway 36, on the arc of a curve to the right, for the southwest corner of that certain called 0.039 acre tract of land as conveyed to the County of Austin by instrument recorded in Document No. 071682 of the Official Public Records of Austin County, Texas, same being the southeast corner of the remainder of said 27.78 Acre Tract, same being the northwest corner of said 0.111 Acre Tract, same being the northeast corner of the herein described tract, from which a capped iron rod found for reference bears, N 00°04'30" W, a distance of 0.63 feet;

Thence, Southeasterly, along the southwesterly right-of-way line of Highway 36, same being the common line of said 0.111 Acre Tract, with the arc of said curve to the right, having an included angle of 00°15'17", a radius of 10,675.00 feet, a chord that bears, S 11°05'09" E, a chord distance of 47.45 feet, for an arc distance of 47.45 feet to the point of tangency of said curve to the right;

Thence, S 11°31'22" E, along the southwesterly right-of-way line of Highway 36, same being the common line of said 0.111 Acre Tract, a distance of 175.46 feet to the POINT OF BEGINNING and containing 1.1657 acres or 50,780 square feet of land, more or less.




See Drawing Attached

James E. Moseley
Registered Professional Land Surveyor,
No. 5912
Job No. 22-03627
June 1, 2022
Revised: June 6, 2022 (Typo Acreage)

# EXHIBIT A

# FILED AND RECORDED

**Instrument Number:** 251328

**Instrument Type:** DEED

**Filing and Recording Date:** 03/20/2025 4:20 PM

**Number of Pages:** 5

**GRANTOR** CRUZ, JANETH

**GRANTEE** 4066 TWIN OAKS LLC

I hereby certify that this instrument was FILED on the date and time stamped hereon and RECORDED in the OFFICIAL PUBLIC RECORDS of Austin County, Texas.

Diane Day

Diane Day, County Clerk
Austin County, Texas

NOTICE: It is a crime to intentionally or knowingly file a fraudulent court record or instrument with the Clerk.

**DO NOT DESTROY - Warning, this document is part of the Official Public Record.**

**Frankie C. Corte**
**Email: dogwood807@yahoo.com**

**807 Dogwood St**
**Katy, Texas 77493**

May 13, 2025

City Secretary
City of Sealy
415 Main Street
Sealy, TX 77474

Subject: Formal Request for De-Annexation of Property containing approximately 107.63 acres of land located on Sens Road in Sealy, Texas

Dear City Secretary and Honorable Members of the Sealy City Council,

I am the owner of an approximate 192+ acre tract and I am writing to formally request that the City of Sealy initiate the process for de-annexation of a portion of my property, containing approximately 107.63 acres, located off SH 36, which currently lies within the corporate limits of the city. The entire 192+ acre tract is under contract to sell in the near future. (Please see the highlighted City ETJ map attached)

My request is made pursuant to Texas Local Government Code § 43.141, which provides for the disannexation of property that does not receive full municipal services. The City has confirmed that it is unable to provide water and sanitary sewer services to my property; therefor eliminating my ability to sell all of my land.

In light of this, I respectfully request that the city review this petition and place it on the agenda for the first available City Council meeting. I am happy to provide any other material that the City may need to support this request.

I appreciate your attention to this matter and look forward to working collaboratively toward a conclusion. Please acknowledge receipt of this letter and advise me in writing on the next steps in this process.

Sincerely,

Frankie Corte

Mr. Frankie Corte
Owner

RECEIVED
MAY 20 2025

JURICA
MAL
36
TWIN OAKS
LANTANA
SENS

# ORDINANCE NO. 2013-04

**AN ORDINANCE OF THE CITY OF SEALY, TEXAS, EXTENDING THE NORTH CITY LIMITS OF SAID CITY TO INCLUDE ALL OF THE TERRITORY WITHIN CERTAIN LIMITS AND BOUNDARIES AND ANNEXING TO THE CITY OF SEALY ALL OF THE TERRITORY WITHIN SUCH LIMITS AND BOUNDARIES; APPROVING A SERVICE PLAN FOR ALL OF THE AREA WITHIN SUCH LIMITS AND BOUNDARIES; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING A SAVING AND SEVERABILITY CLAUSE.**

* * * * *

**WHEREAS**, Chapter 43 of the Texas Local Government Code authorizes the annexation of territory by a home-rule municipality, subject to the laws of this state; and

**WHEREAS**, section 2.02 of The City Charter of the City of Sealy states that the City Council may provide by ordinance for the annexation of additional territory lying adjacent to the city; and

**WHEREAS**, the annexation procedures prescribed by the Texas Local Government Code and City Charter, and the laws of this state have been duly followed with respect to the territory described in Exhibit A, attached hereto and incorporated herein;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEALY, TEXAS:**

Section 1. The boundaries and limits of the City of Sealy, Texas, are hereby extended to embrace and include all territory described in Exhibit "A" attached hereto and made a part hereof and such territory is hereby annexed to and made a part of the City. The inhabitants thereof shall be hereafter entitled to all the rights and privileges of other citizens of the City of Sealy and they shall be bound by the acts, ordinances, resolutions and regulations of the City.

Section 2. The plan for extension of municipal services into the territory annexed to the City of Sealy by the provisions of this Ordinance is set forth in the "Municipal Service Plan" attached hereto as Exhibit "B" and made a part hereof for all purposes. Such Municipal Service Plan is hereby approved.

Section 3. The City Secretary is hereby directed to file with the County Clerk of the Austin County, Texas, a certified copy of this ordinance. The City Attorney is hereby authorized and directed to obtain preclearance from the Department of Justice, Voting Rights Section, for this annexation.

Section 4. If any section or part of this Ordinance be held unconstitutional, illegal, or invalid, or the application thereof ineffective or inapplicable as to any territory, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no wise affect, impair, or invalidate the remaining portion or portions thereof, but as to such remaining portion or portions, the same shall be and remain in full force and effect; and should this Ordinance for any reason be ineffective as to any part of the territory hereby annexed to the City of Sealy, such ineffectiveness of this Ordinance as to any such part or parts of any such territory shall not affect the effectiveness of this Ordinance as to all of the remainder of such territory or area, and the City Council hereby declares it to be its purpose to annex to the City of Sealy every part of the territory described in Section 1 of this Ordinance, regardless of whether any other part of such described territory is hereby effectively annexed to the City. Provided, further, that if there is included in the general description of territory set out in Section 1 of this Ordinance to be hereby annexed to the City of Sealy any territory which is already a part of and included within the general limits of the City of Sealy, or which is presently part of and included in the limits or extraterritorial jurisdiction of any other city, town, or village, or which is not within the City of Sealy's jurisdiction to annex, the same is hereby excluded and excepted from the territory to be annexed hereby as fully as is such excluded and excepted territory were especially and specifically described herein.

PASSED AND APPROVED on first reading this 26th day of February 2013.

PASSED, APPROVED, AND ADOPTED on second and final reading this 9th day of April 2013.

Nick Tirey
Mayor

ATTEST:

Dayl Cooksey
City Secretary

O'Malley Engineers, L.L.P.

Craig Kankel, P.E.
Robert C. Schmidt, P.E.
Ed Addicks, P.E.

2013 ANNEXATION TRACT – NORTH

EXHIBIT "A"

STATE OF TEXAS )
COUNTY OF AUSTIN )

ALL THAT CERTAIN tract or parcel of land lying and being situated in the Stephen F. Austin Survey, Abstract 6 and the George Leggs Survey, Abstract 257, Austin County, Texas, being a proposed annexation to the City of Sealy, Texas. Said tract being more particularly described by metes and bounds as follows:

BEGINNING at a point for a northeast corner of the existing city limit boundary of the City of Sealy as described Ordinance No. 2011-12, being 50 feet east of the centerline of the G.C.& S.F. railroad;

THENCE in a northwesterly direction with the northeast line of the existing city limit boundary of the City of Sealy as described Ordinance No. 2011-12, crossing said G.C.& S.F. railroad and the State Highway 36 right of way to a point for the intersection of the west right of way line of State Highway 36 and the southwest margin of Sens Road;

THENCE in a northwesterly direction with the northeast line of the existing city limit boundary of the City of Sealy as described Ordinance No. 2011-12 and the southwest margin of Sens Road to the north corner of the existing city limit boundary of the City of Sealy as described Ordinance No. 2011-12;

THENCE in a northeasterly direction, perpendicular to the right of way of Sens Road to a point in the northeast margin of Sens Road;

THENCE in a northwesterly direction with the northeast margin of Sens Road to a point in the southeast line of a tract said to contain 56.10 acres, called "Tract 2", conveyed to Franke C. Corte by deed recorded in Volume 343, Page 164, et seq., Deed Records of Austin County;

THENCE in a northeasterly direction with the southeast line of said Corte tract to east corner thereof and being the south corner of a tract said to contain 27.78 acres conveyed to William F. Martin, Jr., et ux by deed recorded in File # 037715, Official Public Records of Austin County;

THENCE in a northeasterly direction with the southeast line of said Martin tract to the intersection of same with the existing one mile ETJ limit of the City of Sealy;

THENCE in an easterly direction with the existing one mile ETJ limit of the City of Sealy to the intersection of same with the east right of way of the G.C.& S.F. railroad;

THENCE in a southerly direction with the east right of way of the G.C.& S.F. railroad to the Point of Beginning.

Notes:

S:\Annexation\2013\pubicnoticeannex\2013 annex NORTH Hwy 36 North legal desc.doc

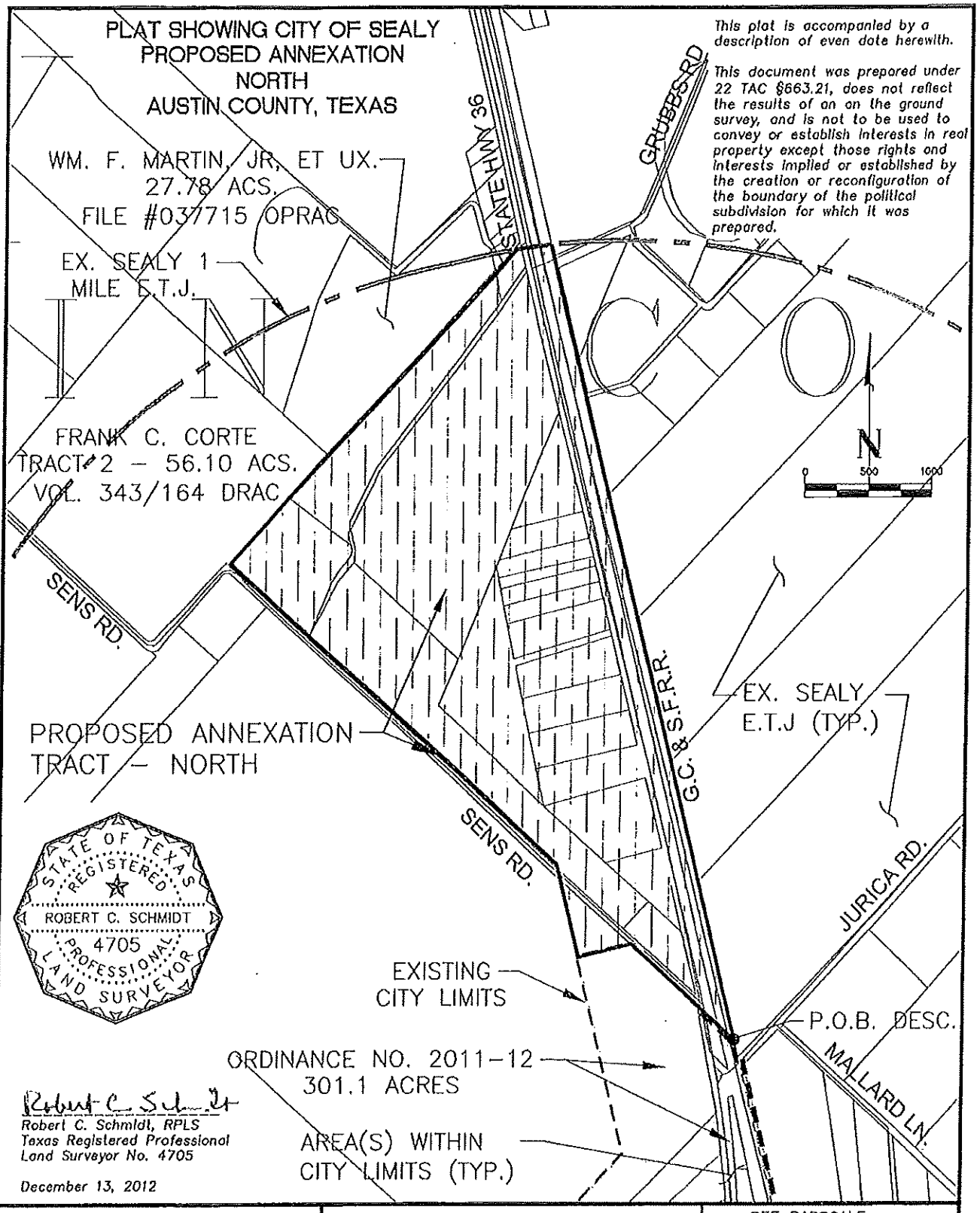
1. This description is accompanied by a plat of even date herewith.

2. This document was prepared under 22 TAC §663.21, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.

Robert C. Schmidt, TX RPLS No. 4705



203 S. Jackson P.O. Box 1976 Brenham, Texas 77834-1976 (979)836-7937 FAX (979)836-7936




Robert C. Schmidt

*Robert C. Schmidt, RPLS*
*Texas Registered Professional*
*Land Surveyor No. 4705*

*December 13, 2012*

O'Malley Engineers
TBPE No. F-3244
203 S. Jackson
Brenham, Texas 77833
(979) 836-7937
Fax (979) 836-7936

# CITY OF SEALY
## 2012 ETJ ANNEXATION

| | |
|---|---|
| Scale: SEE BARSCALE | |
| Project Number: 161.070 MG | |
| Drawn By: JKW | Date: 12-13-12 |
| Revised: | |
| Sheet Number: 1 ....of.... 3 | |

# CITY OF SEALY
# MUNICIPAL SERVICE PLAN
## 2013 Annexation North (223 Acres)
## Exhibit "B"

I. INTRODUCTION

This Municipal Service Plan ("Plan") is made by the City of Sealy, Texas ("City") pursuant to Section 43.056 of the Texas Local Government Code. This Plan is related to the proposed 2013 annexation by the City of a tract of land ("North") comprised of 223 acres located in a map showing the location of the Tract and field notes for description and are attached to the Plan and to the annexation ordinance of which this Plan is a part. The Tract is adjacent to the present city limit lines.

II. SERVICE PROGRAMS

**In General.** This Plan includes one (1) service program and the Operations and Maintenance Program, described below.

**Scope and Quality of Services.** Services under this Plan shall equal or exceed the number of services and the level of services in existence in the Tract immediately preceding annexation or which are otherwise available in other areas of the City with land uses and population densities similar to those reasonably contemplated or projected in the Tract. However, it is not the intent of this Plan to require that a uniform level of services be provided to all areas of the City (including 2013 Annexation North) where differing characteristics of topography, land utilization and population density are considered as a sufficient basis for providing differing service levels. It is not the intent of this Plan to require a landowner in the tract to fund any capital improvements that may be necessary to provide services in a manner inconsistent with the requirements of V.T.C.A., Local Government Code Section 395.001 et seq.

III. OPERATIONS AND MAINTENANCE PROGRAMS

The City will provide the statutory service required by Chapter 43 of the Texas Local Government Code as amended, in effect upon the effective date of the annexation, within sixty (60) days of the effective date of this Plan except as otherwise noted. All other City services will be provided to the same extent they are provided to similar territories elsewhere in the City. These services are as follows:

(a) Police Protection. The Police Department will provide regular and routine patrols to the Tract as a part of its overall patrol activities. The department will respond to any calls for assistance to the Tract upon annexation.

(b) Animal Control. The Animal Control Department and Police Department will provide animal control services to the Tract.

(c) Fire Service. Austin County Fire District #2 will provide fire service.

(d) Fire Prevention. Fire prevention activities will be provided by the Fire Marshal's office in the form of subdivision and building plan review, and fire inspection of all structures in the Tract.

(e) Building Inspection-Code Enforcement Service. Building inspection activities will be available upon annexation. The Building Inspection Department will provide consultation with project developers for building code requirements, plan review for structures in the Tract, and on-site inspection service for new construction.

(f) Environmental Health and Health Code Enforcement Service. Enforcement of the City's environmental health ordinance and regulations, including but not limited to food handler's ordinances, shall be provided within this Tract on the effective date of the annexation ordinance. These ordinances and regulations will be enforced through the Health Division of the Building Inspection Department. Complaints of ordinance or regulation violations within this Tract will be answered and investigated by the Health Division beginning with the effective date of the annexation ordinance. All inspection services furnished, but not stated above will be provided to this Tract beginning on the effective date of the annexation ordinance.

(g) Planning and Engineering. The planning jurisdiction of the City will extend to this Tract on the effective date of the annexation. All services provided by the Public Works Department will be extended to the Tract upon annexation. The Public Works Department, Engineering Division will provide plan review for all street design and construction to ensure compliance with City street specifications.

(h) Maintenance of Parks and Recreation. The Tract has no existing parks and recreational facilities. Parks and Recreation Department services will be provided to any Tract residents from all of the City's parks, playgrounds, and other City recreation facilities. No new facilities are needed at this time.

(i) Street and Drainage Maintenance. The City will assume street and drainage maintenance responsibilities as the area develops in accordance with standard City policy.

(j) Maintenance of Street Lighting. The City will provide street lighting to the Tract in accordance with standard City policy as the Tract develops.

(k) Sanitation - Solid Waste Collection and Disposal. Solid waste collection will be made available to the Tract being considered for annexation within thirty (30) days following annexation. Service will be provided in accordance with the rates and conditions provided by City ordinances.

(l) Maintenance of Water and Wastewater Service. The Tract has water and wastewater service available through private wells and private wastewater treatment of septic systems, the maintenance and repair of which will be the responsibility of the owners. Where existing City water and sewer services are available the City will provide owners with date of required connection to City services.

## IV. EXISTING AND FUTURE CAPITAL IMPROVEMENTS IN THE CITY WILL BE USED TO SERVE THE TRACT

The City will initiate the construction or acquisition of capital improvements necessary for providing municipal services in compliance with Chapter 43 of the Texas Local Government Code, as amended, in effect upon the effective date of the annexation. Those improvements, which are necessary, are as follows:

(a) Police Protection. Using existing capital improvements, the City can provide police protection for the Area. The Police Department is currently located at 1320 Rexville Road. Additional capital improvements are not necessary at this time to provide police protection to the Area.

(b) Sanitation - Solid Waste Collection and Disposal. No capital improvements are necessary at this time to provide solid waste collection services within the Tract, as described in the Operations and Maintenance Program.

(c) Water and Wastewater Services. City water and wastewater service and capacity will be available for the land being annexed as the area develops. Because the Area is not fully occupied, capital improvements are not planned at this time to provide water and wastewater service to the full Area. However, the Area will be included with other territory concerning planning for new, revised or expanded water and wastewater facilities. A summary of the City's policies concerning the extension of water and wastewater services is attached to and made a part of this plan.

(d) Streets and Drainage (including lighting). In general, the City will acquire dominion, control and jurisdiction in, over and under drainage ways within the Area upon annexation, pursuant to the Texas Local Government Code and similar provisions and subject to the jurisdiction of other governmental entities. Roads, streets or related facilities are not necessary at this time to serve the Area since the Area is undeveloped land. Future extensions of roads or streets and future installation of related facilities such as traffic

control devices or streetlights will be provided in accordance with standard City policies and procedures. The Area will be included with other territory concerning planning for new, revised, widened or enlarged roads, streets or related facilities.

(e) Parks and Recreation. Using existing capital improvements the city can provide these services. Additional capital improvements are not necessary at this time to provide such services to the Tract. However, the Area will be included with other territory concerning the master planning for new parks or improved facilities at existing parks and playgrounds.

(f) Other Publicly Owned Facilities, Buildings or Services: Additional Services. In general, other City functions and services and the additional services described above, can be provided for the Area by using existing capital improvements. Additional capital improvements at this time are not necessary to provide additional services. However, the Area will be included with other territory concerning planning for new, revised or expanded facilities, functions and services, including the additional services described above.

## SUMMARY OF EXTENSION POLICY FOR WATER AND WASTEWATER SERVICE

The following information is a summary of the City of Sealy's ("City") policies respecting water and wastewater service extensions. It is made in compliance with the Texas Local Government Code, which requires that each annexation plan include a summary of the service extension policy. Nothing in this summary repeals any provision of the ordinances of the City of Sealy.

The City extends water and wastewater services to existing unserved development in the time period required under the Texas Local Government Code. Construction of these service lines is based on a priority schedule that considers potential health hazards, population density, the number of existing buildings, the reasonable cost of providing service, and the desires of the residents of the unserved areas.

Extensions built by the City at its full cost are included in its Capital Improvements Plan, which is updated annually. Placement of an extension or enlargement of water and wastewater lines in the Capital Improvement Plan is based primarily on the following requirements: (1) to provide service to unserved areas, (2) to eliminate wastewater overflows, (3) to provide transmission of water as necessary, and (4) to provide adequate capacity for project service requirements.

Persons wishing to develop land in unserved areas are responsible for constructing water and wastewater service lines and extensions to serve the new development, and must complete the subdivision process, including review by the City. The required size of lines and extensions shall depend on the size and nature of the development.

**RECORD OF FINAL VOTE**
**COMMENT 2025-01**
**SEMI-ANNUAL REPORT**

Approved by the Capital Improvements Advisory Committee according to the following vote:

| COMMITTEE MEMBER | YAY | NAY | ABSENT | ABSTAIN |
|---|---|---|---|---|
| Robert Goddard | ☒ | ☐ | ☐ | ☐ |
| Carolyn Scott | ☒ | ☐ | ☐ | ☐ |
| Ruth Brooks | ☒ | ☐ | ☐ | ☐ |
| Joe Lemos | ☐ | ☐ | ☒ | ☐ |
| Mark Sams | ☐ | ☐ | ☒ | ☐ |
| Clayton Kucera | ☒ | ☐ | ☐ | ☐ |
| Keith Kulow | ☒ | ☐ | ☐ | ☐ |

By: Clayton J. Kucera
Clayton J. Kucera, Chairperson
Date: July 9, 2025

---

RECEIVED BY CITY SECRETARY ON 9TH DAY OF JULY 2025.

Sandra Vrablec
Sandra Vrablec
City Secretary

AGENDA ITEM NO:

Discussion and possible action regarding approving organizational chart for remainder of fiscal year 2024 – 2025.

SUBMITTED BY: Jennifer Matura, Finance Director

MEETING DATE: July 15, 2025

# STAFF REPORT

## SUMMARY

The Organizational Chart for the remainder of Fiscal Year 2024-2025 reflects the proposed structure of City operations as of July 15th, 2025. The chart sets out reporting relationships and staffing levels across all departments.

## ANALYSIS

Key Changes from the original FY 2024-2025 Organizational Structure:

1. Police Department:
    - Addition of Assistant Chief of Police
        - ❖ The organizational chart now includes the Assistant Chief of Police position, reporting directly to the Chief of Police. Police Captains will report to the Assistant Chief and the reporting structure below Captains remain the same.
        - ❖ The individual appointed to this position is designated to assume the Chief of Police role upon the current Chief's planned retirement, effective October 1, 2025.
        - ❖ Note: The Assistant Chief position will be removed from the FY 2025-2026 Organizational Chart upon the succession to Chief.
2. Finance Department
    - Transfer of HR functions
        - ❖ Human Resources responsibilities will be moved from the City Secretary's office to the Finance Department
        - ❖ A new position, HR/Purchasing Coordinator, has been created to handle all Human Resources related administrative functions

## FINANCIAL IMPACT

**Police Department**
Several Patrol Officer positions have remained vacant during this fiscal year. These vacancies have resulted in savings on personnel salaries and wages. These savings will offset the temporary addition of the Assistant Chief of Police position for the remainder of the fiscal year. The addition of this role is part of a planned leadership transition, and its temporary nature ensures that no long-term impact will be carried into FY 2026.

**Finance Department**
When budgeting for FY 2025, the former Assistant Finance Director was slated to move into the Finance Director role. However, following their resignation, the Assistant Finance Director position remained vacant. The creation of the HR/Purchasing Coordinator position can be absorbed within the existing department budget.

## RECOMMENDATION

Staff recommends approval of the revised organizational chart for the remainder of Fiscal Year 2024-2025.

**Kimbra Hill**

**From:** Melissa Cranford <melissa@txmunicipallaw.com>
**Sent:** Wednesday, July 9, 2025 4:50 PM
**To:** Kimbra Hill
**Cc:** Tim Kirwin; Michael Barrow; Jennifer Matura
**Subject:** RE: City of Sealy Legal Needs: UPDATED ORG CHART - HR ADMIN PLACEMENT

Kimbra,

Thank you for this additional detail. I have started a draft of my memorandum to you regarding the TCOLE regulations which require oversight of personnel documents by the PD. I will incorporate your additional information and get this to you as soon as I can. Thanks.

KIND REGARDS,

MELISSA H. CRANFORD
PARTNER

MESSER * FORT
THE MUNICIPAL LAW FIRM
FRISCO | DALLAS | AUSTIN | ABILENE
certified WBENC

6371 PRESTON RD • STE 200 • FRISCO, TX 75034
PHONE: 972.668.6400 • MOBILE: 214.697.9799
MELISSA@TXMUNICIPALLAW.COM • WWW.TXMUNICIPALLAW.COM

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**From:** Kimbra Hill <khill@ci.sealy.tx.us>
**Sent:** Wednesday, July 9, 2025 4:44 PM
**To:** Melissa Cranford <melissa@txmunicipallaw.com>
**Cc:** Tim Kirwin <kirwinlawfirm@outlook.com>; Michael Barrow <mbarrow@ci.sealy.tx.us>; Jennifer Matura <jmatura@ci.sealy.tx.us>
**Subject:** RE: City of Sealy Legal Needs: UPDATED ORG CHART - HR ADMIN PLACEMENT

Good afternoon, Melissa,

Staff and I are preparing to present the updated organizational chart to City Council on Tuesday, which will include moving the **HR Administrator** position under the **Finance Department umbrella**. Per our discussion, the checks and balances established in the City's internal controls policies will continue to be faithfully executed.

As previously noted, the **HR Administrator role** under the Finance Department will be structured as follows:

- The **Finance Director's HR duties** will remain **advisory**, focused on compliance, benefit cost updates, and budgeting.
- The **HR Administrator's job description** (including grants/procurement duties) has been provided to you for review.
- **Separation of duties** is designed to preserve financial integrity:
    - Payroll is initiated by the Payroll Clerk, reviewed by me, and approved by the Finance Director.
    - HR-related payroll functions are handled by different personnel, ensuring no single point of control.
- You stated that legislative changes require the Police Department to bear its HR responsibilities internally, which helps eliminate any potential conflict of interest concerns related to the Finance Director's spouse's employment in the Police Department.
- You also noted that with the City of Sealy's size (fewer than 100 employees), my direct oversight, and the internal controls that require two signatures at each stage of payroll processing, the risk of creating a fraudulent employee account is highly unlikely.
- We also discussed comparable city structures, including other cities of similar or larger size that house HR within the Finance Department.

Based on this conversation, you indicated you would provide a **statement** I could share with City Council addressing any legal concerns, or confirming that you do not see any legal concerns, specific to the City of Sealy's current size and operations.

Please let me know if you need any additional information **to prepare that statement.**

Thank you for your time and assistance.

Best regards,

**Kimbra Hill**
City Manager
City of Sealy
415 Main Street
Sealy, Texas 77474
Office 979-885-3511
Mobile 979-398-0814
khill@ci.sealy.tx.us

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SEALY TEXAS
A History of Excellence A Future of Progress

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**Kimbra Hill**

**From:** Jennifer Matura
**Sent:** Friday, July 11, 2025 10:08 AM
**To:** Kimbra Hill
**Subject:** Fw: City of Sealy - Organizational Structure

Get Outlook for Android

---

**From:** Mike Brooks <MBrooks@brookswatsoncpa.com>
**Sent:** Friday, July 11, 2025 9:01:54 AM
**To:** Jennifer Matura <jmatura@ci.sealy.tx.us>
**Subject:** Re: City of Sealy - Organizational Structure

Good morning Jennifer, I'm sorry for the delay. I've read your positions and responsibilities below. I do not have any concerns with the segregation of duties as lined out. I'm glad to see that you are separating the HR/Payroll processing functions.

Thank you,

Mike

---

**From:** Jennifer Matura <jmatura@ci.sealy.tx.us>
**Sent:** Wednesday, July 9, 2025 1:20 PM
**To:** Mike Brooks <MBrooks@brookswatsoncpa.com>
**Subject:** RE: City of Sealy - Organizational Structure

Mike –

Good afternoon! Just wanted to reach out to see if you had a chance to look at this.

Thank you,

CITY OF SEALY TEXAS 1879

Jennifer Matura
Finance Director
(979)885-3511 ext. 6102
jmatura@ci.sealy.tx.us
www.ci.sealy.tx.us
415 Main St • PO Box 517 • Sealy, TX 77474

**From:** Mike Brooks <MBrooks@brookswatsoncpa.com>
**Sent:** Wednesday, July 2, 2025 9:30 AM
**To:** Jennifer Matura <jmatura@ci.sealy.tx.us>
**Subject:** Re: City of Sealy - Organizational Structure

Good morning Jennifer, I'm currently out of town this week but will respond early next week.

Thank you!

Mike

---

**From:** Jennifer Matura <jmatura@ci.sealy.tx.us>
**Sent:** Monday, June 30, 2025 5:06:37 PM
**To:** Mike Brooks <MBrooks@brookswatsoncpa.com>
**Subject:** City of Sealy - Organizational Structure

Mike –

Good afternoon, Kimbra has requested your input regarding a proposed change to our organizational structure from an auditor's standpoint.

Due to the absence of a designated HR Administrator and difficulty filling the role – and given my prior experience in the role – I have assumed certain HR responsibilities on an interim basis. As the only current staff member with experience in this area, I would also be responsible for training any new individual stepping into a related role.

We are proposing to modify the existing "HR Administrator" position to a newly defined "HR/Purchasing Coordinator" role, which would fall under the Finance Department. Our intent is to ensure this structure maintains a clear separation of duties, particularly between HR and payroll functions.

**HR/Purchasing Coordinator**

- Reports to the Finance/HR Director
- Responsible for: recruitment, onboarding, benefits administration, employee relations, job postings, applicant screening, and maintaining personnel records
- Enters employee data into the HR/payroll system, but does **not** process payroll

**Administrative Assistant IV – Finance (Payroll Clerk)**

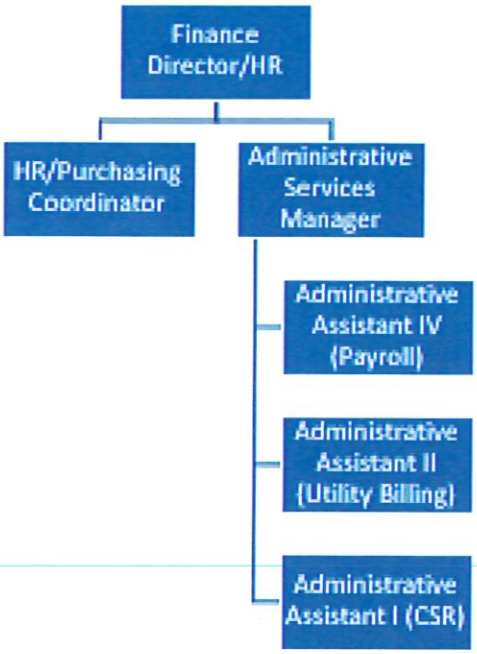
- Reports to the Administrative Services Manager
- Responsible for: reviewing, verifying, and maintaining timekeeping records; preparing and processing payroll; auditing supporting documentation; and generating payroll reports
- Does **not** enter employee data into the HR/payroll system

**Finance/HR Director**

- Provides oversight of HR functions; the HR/Purchasing Coordinator will perform day-to-day administrative tasks and consult with me for guidance and decision-making (with City Manager concurrence)
- Has the capability to enter HR data only as a backup and not as a regularly assigned responsibility
- As part of payroll review, the Finance Director provides final sign-off after the City Manager; all payroll reports are reviewed by Kimbra prior to approval

- In the absence of the Payroll Clerk, the **Administrative Services Manager serves as the designated backup for payroll processing**

The organizational structure:



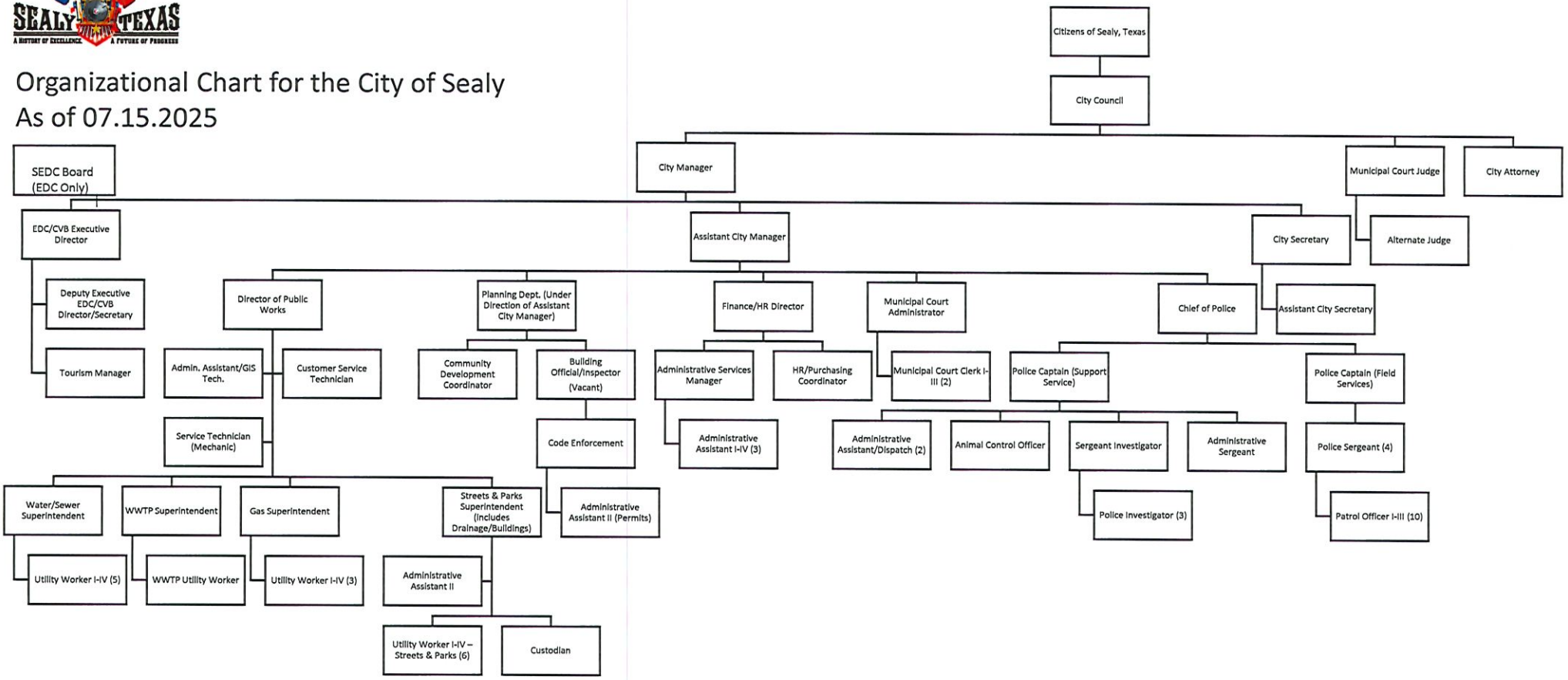

Please let us know your thoughts. Thank you for your time!

Jennifer Matura
Finance Director
(979)885-3511 ext. 6102
jmatura@ci.sealy.tx.us
www.ci.sealy.tx.us
415 Main St · PO Box 517 · Sealy, TX 77474

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# Organizational Chart for the City of Sealy
## As of 07.15.2025



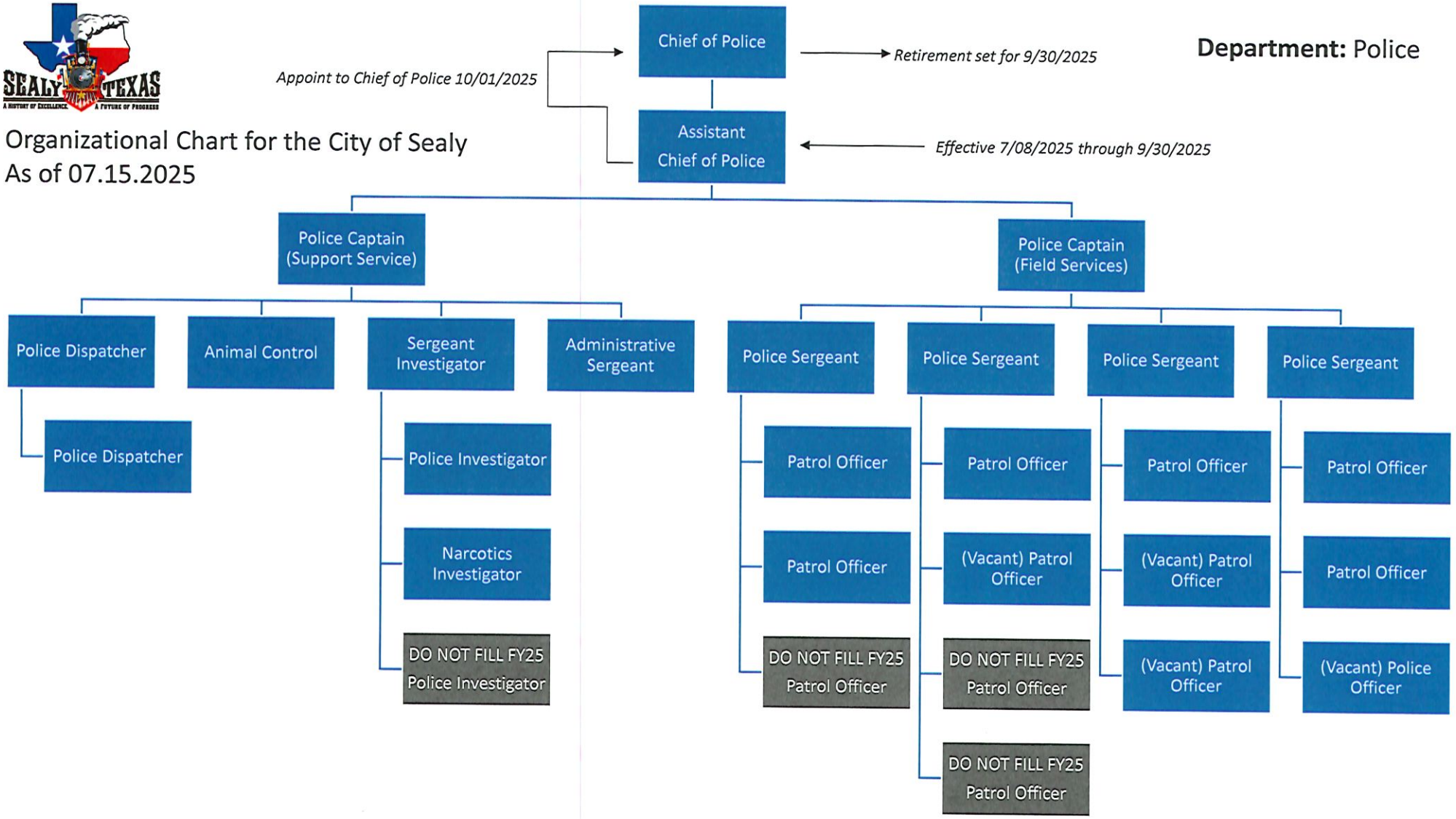
**Department:** City Manager

Organizational Chart for the City of Sealy
As of 07.15.2025



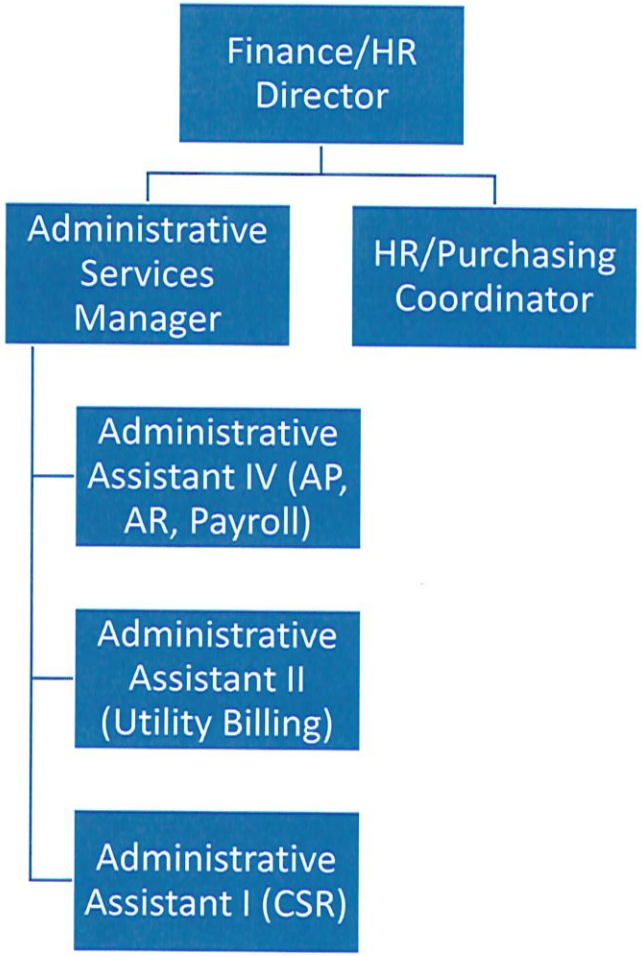
**Department:** Police

Organizational Chart for the City of Sealy
As of 07.15.2025



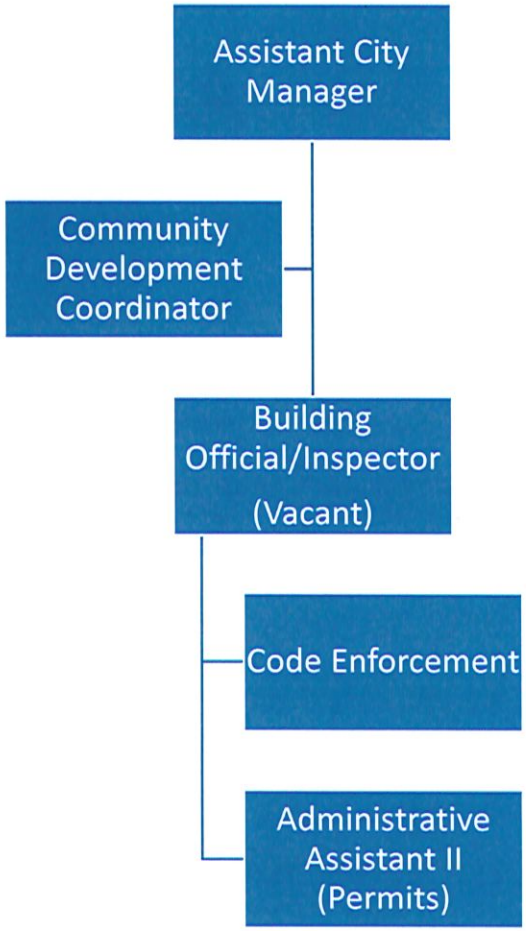
**Department:** Finance/HR

Organizational Chart for the City of Sealy
As of 07.15.2025



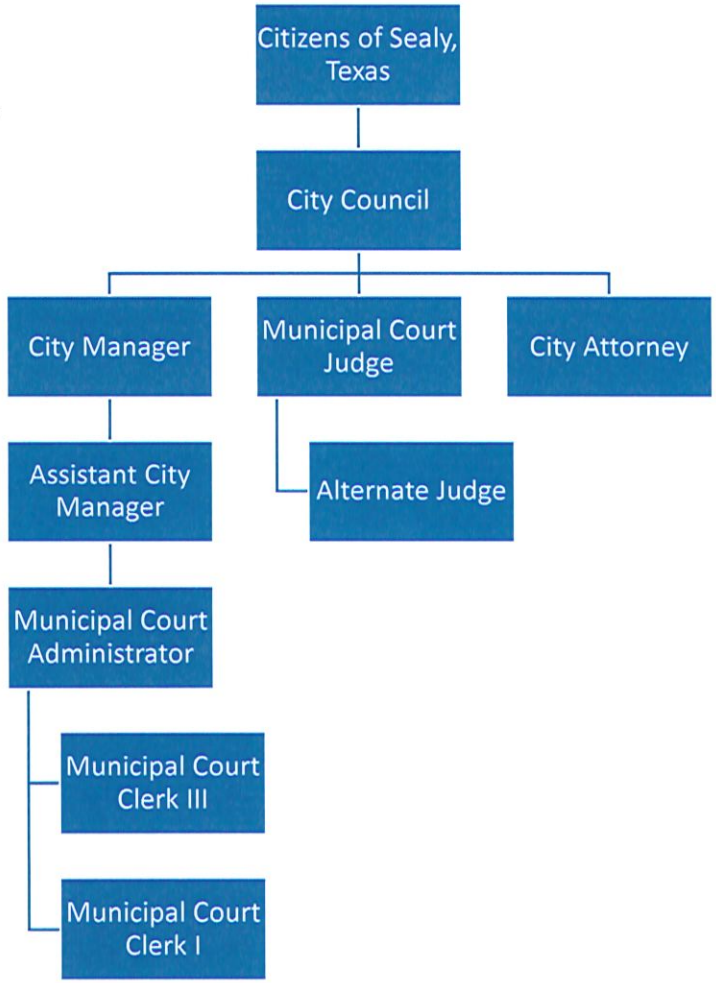
**Department:** Planning

Organizational Chart for the City of Sealy
As of 07.15.2025



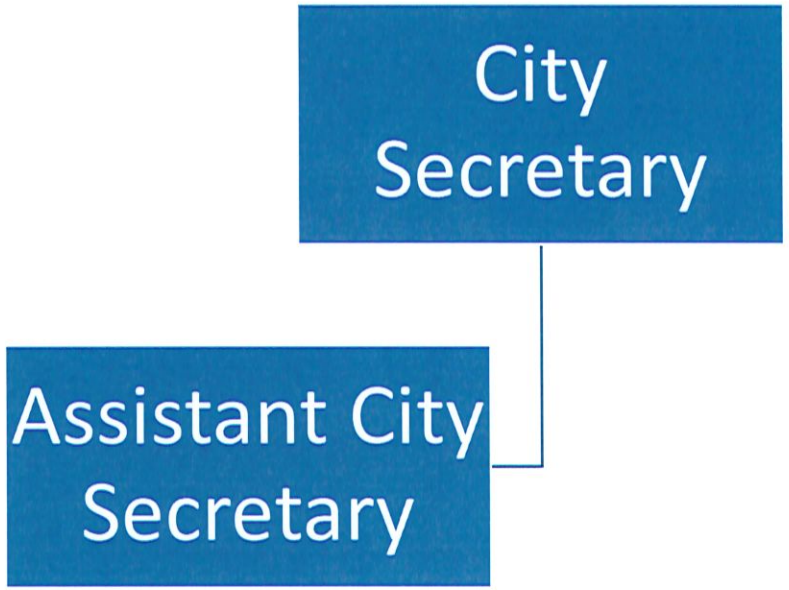
**Department:** Municipal Court

Organizational Chart for the City of Sealy
As of 07.15.2025



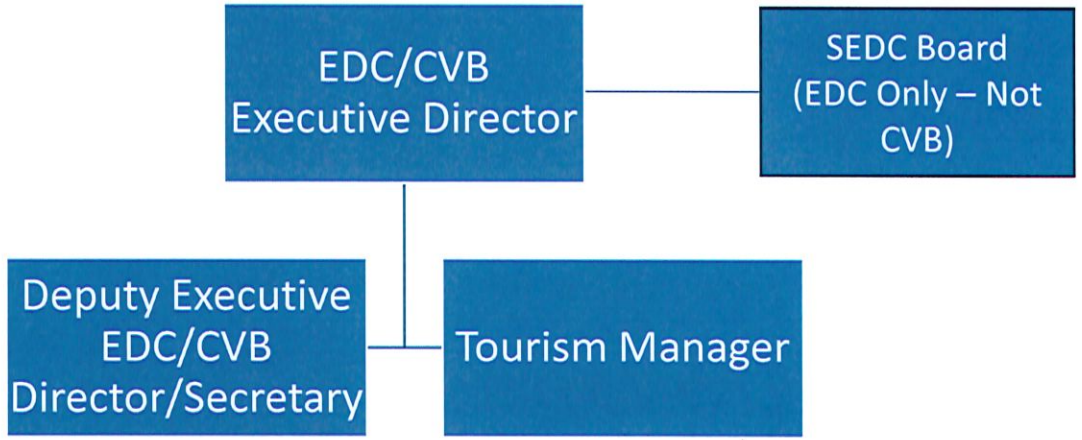
**Department:** City Secretary

Organizational Chart for the City of Sealy
As of 07.15.2025



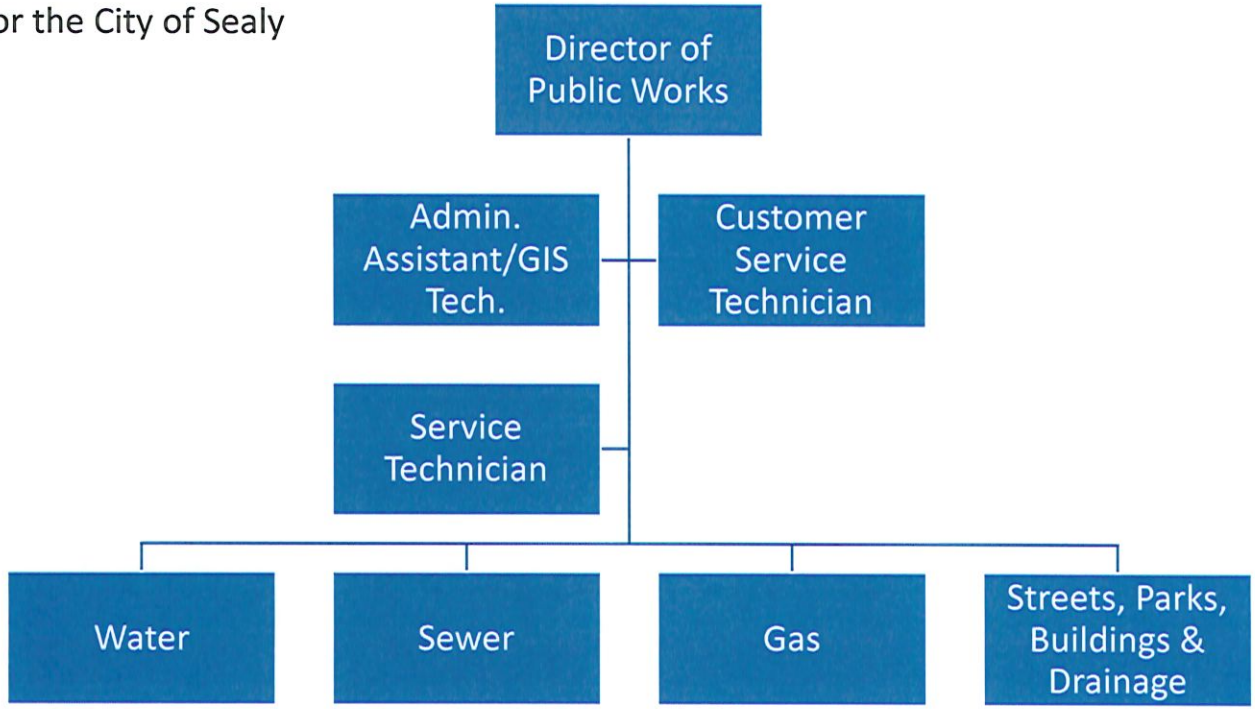
**Department:** Economic Development Corporation & CVB

Organizational Chart for the City of Sealy
As of 07.15.2025



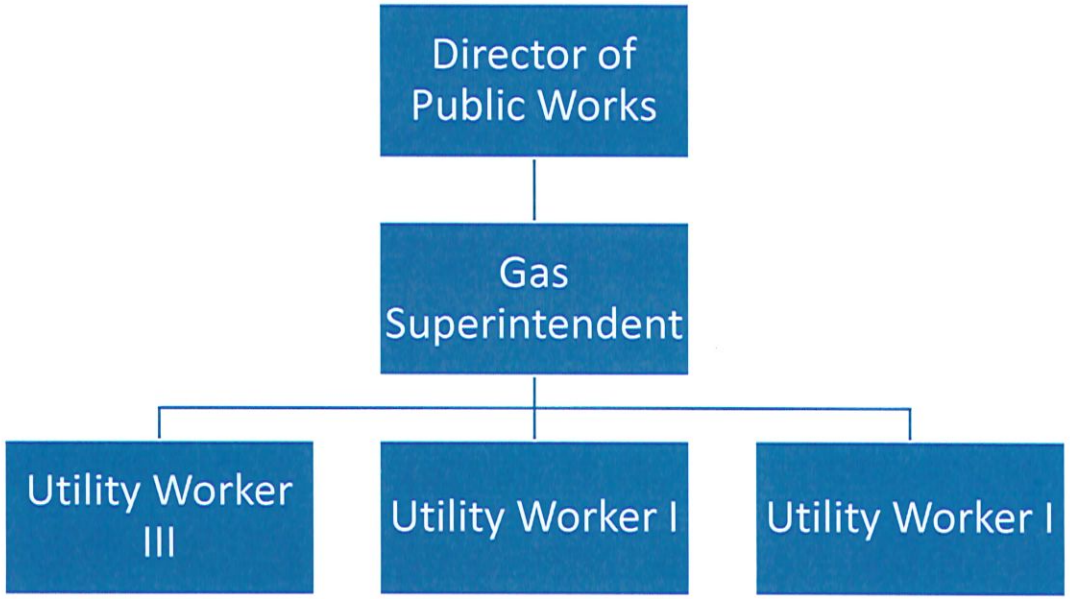
**Department:** Public Works

Organizational Chart for the City of Sealy
As of 07.15.2025



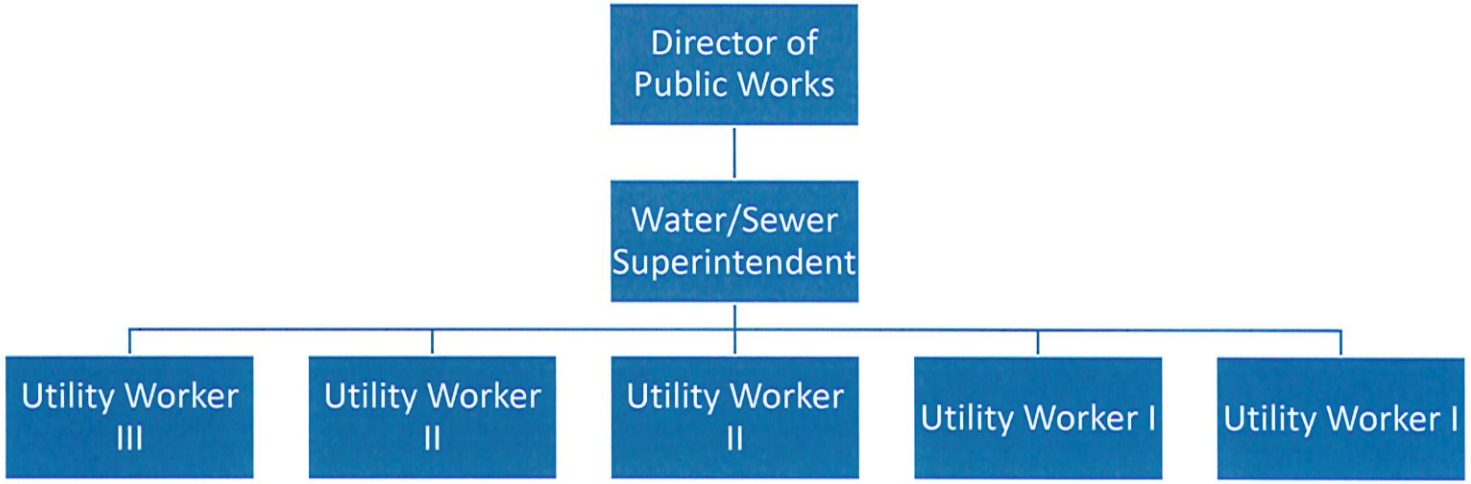
**Department:** Public Works
Gas Dept.

Organizational Chart for the City of Sealy
Fiscal Year 2025 - 2026



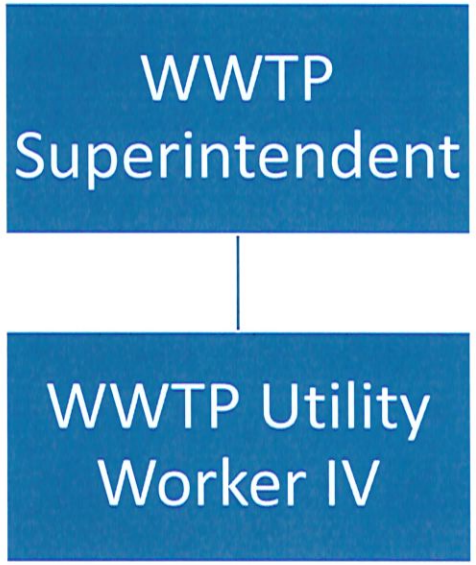
**Department:** Public Works
Water Dept.

Organizational Chart for the City of Sealy
As of 07.15.2025



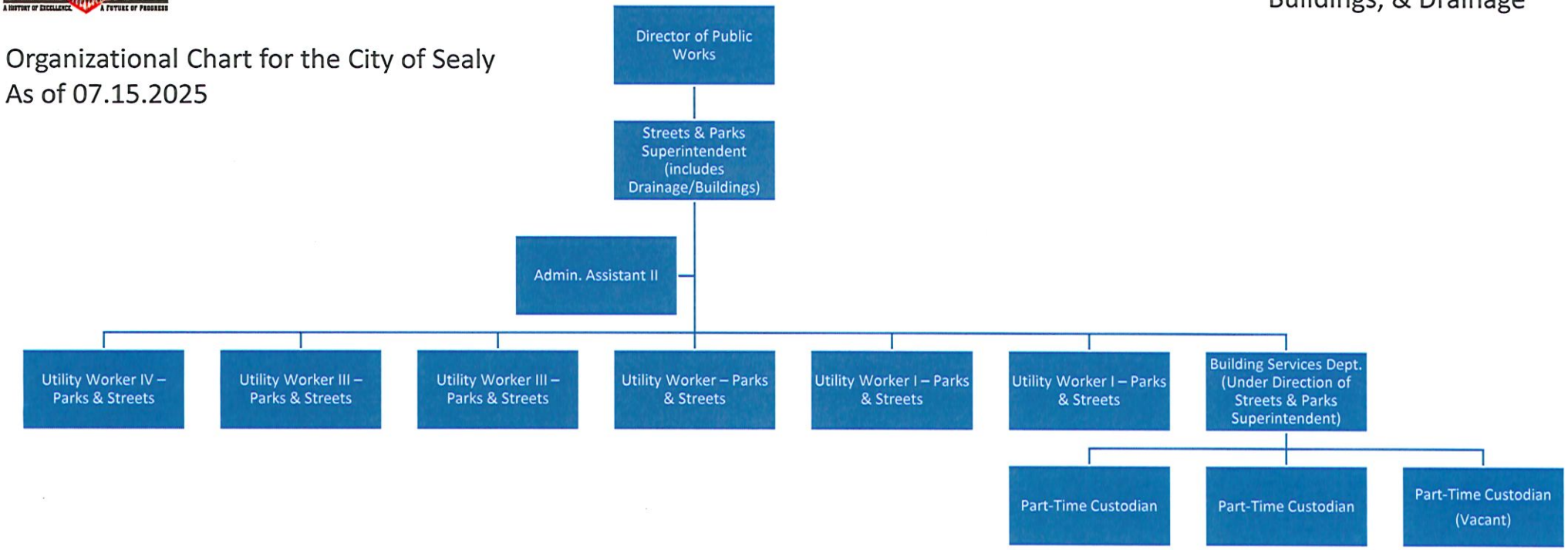
**Department:** Public Works
Sewer (WWTP)

Organizational Chart for the City of Sealy
As of 07.15.2025



**Department:** Public Works
Streets, Parks,
Buildings, & Drainage

Organizational Chart for the City of Sealy
As of 07.15.2025



AGENDA ITEM NO:

Discussion and possible action regarding approving organizational chart for fiscal year 2025-2026 budget.

SUBMITTED BY: Jennifer Matura, Finance Director

MEETING DATE: July 15, 2025

# STAFF REPORT

## SUMMARY

The Organizational Chart for the Fiscal Year 2025-2026 reflects the proposed structure of City operations as of October 1st, 2025. The chart sets out reporting relationships and staffing levels across all departments.

## ANALYSIS

**Departmental Overview and Funding Sources:**

- General Fund Departments
  - City Secretary
  - Police Department
  - Finance/HR Department
  - Planning & Community Development
  - Municipal Court
  - Streets, Parks, Buildings, & Drainage

- Enterprise Fund Departments
  - Water Department
  - Sewer Department
  - Gas Department

- Special Revenue Funded Departments
  - Economic Development Corporation (EDC) – funded through Sales Tax
  - Convention & Visitors Bureau (CVB) – funded through Hotel Occupancy Tax (HOT) Funds

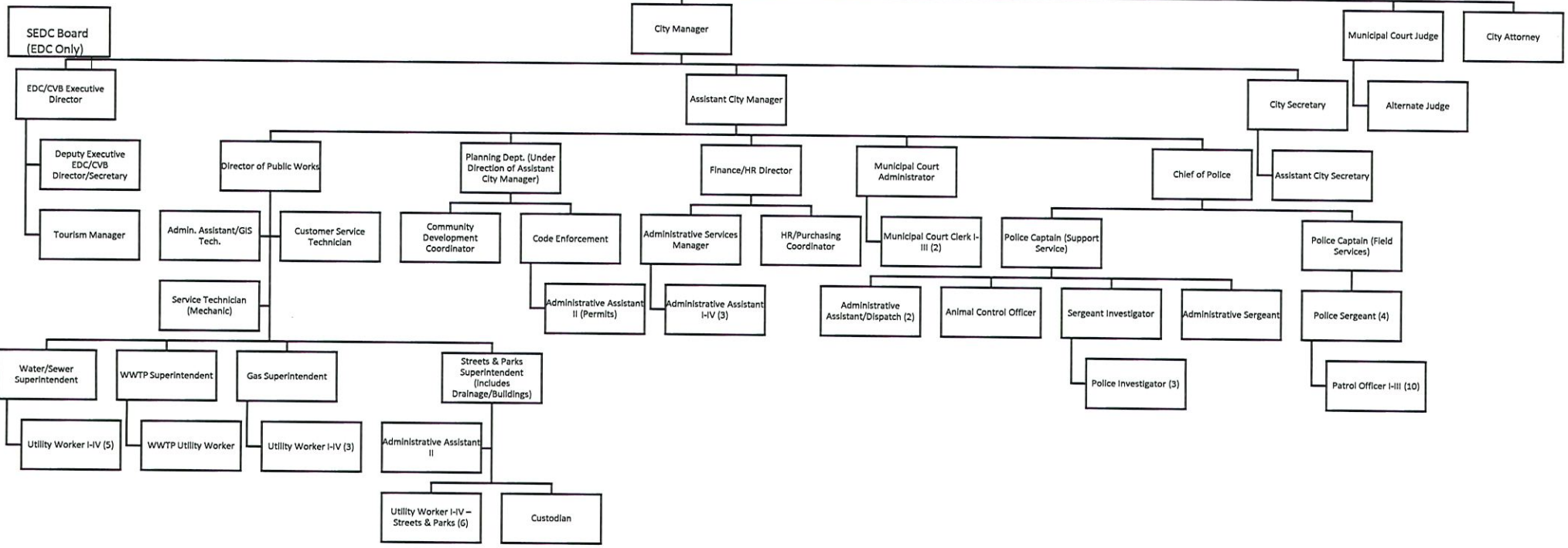
Key Changes from Current Organizational Structure:

1. Police Department:
    - Removal of Assistant Chief of Police position
        - ❖ As approved during the City Council meeting on July 7, 2025, the individual appointed to the Assistant Chief of Police position will transition into the Chief of Police role following the current Chief's retirement, effective October 1, 2025
2. Planning & Community Development Department
    - Removal of Building Official/Inspector
        - ❖ These duties are being handled by existing staff and through contract work
3. Streets, Parks, Buildings & Drainage Department:
    - Consolidate Custodial Staff
        - ❖ Three part-time Custodian positions will be consolidated into one full-time Custodian position, enhancing efficiency and continuity in facility maintenance

## RECOMMENDATION

Staff recommends approval of the FY 2025-2026 Organizational Chart as presented.

# Organizational Chart for the City of Sealy
# Fiscal Year 2025 - 2026



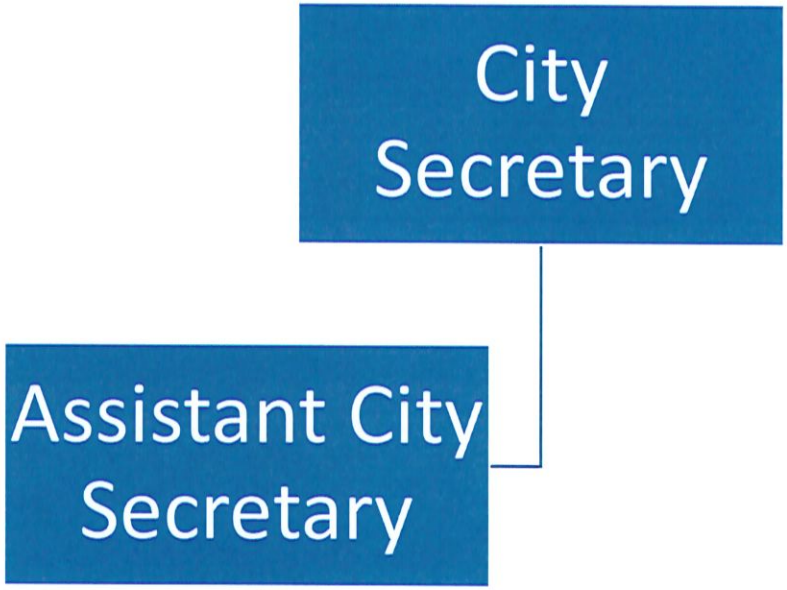
**Department:** City Manager

Organizational Chart for the City of Sealy
Fiscal Year 2025 - 2026



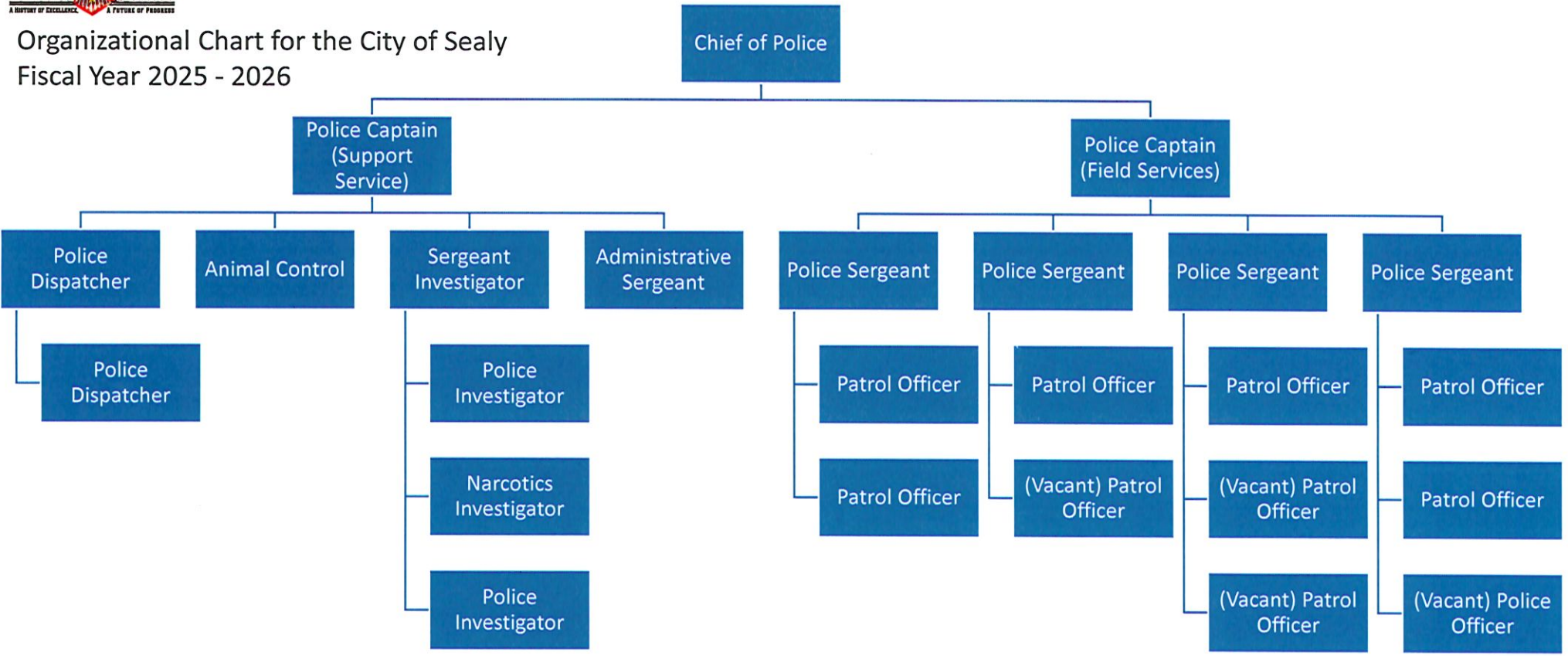
**Department:** City Secretary

Organizational Chart for the City of Sealy
Fiscal Year 2025 - 2026



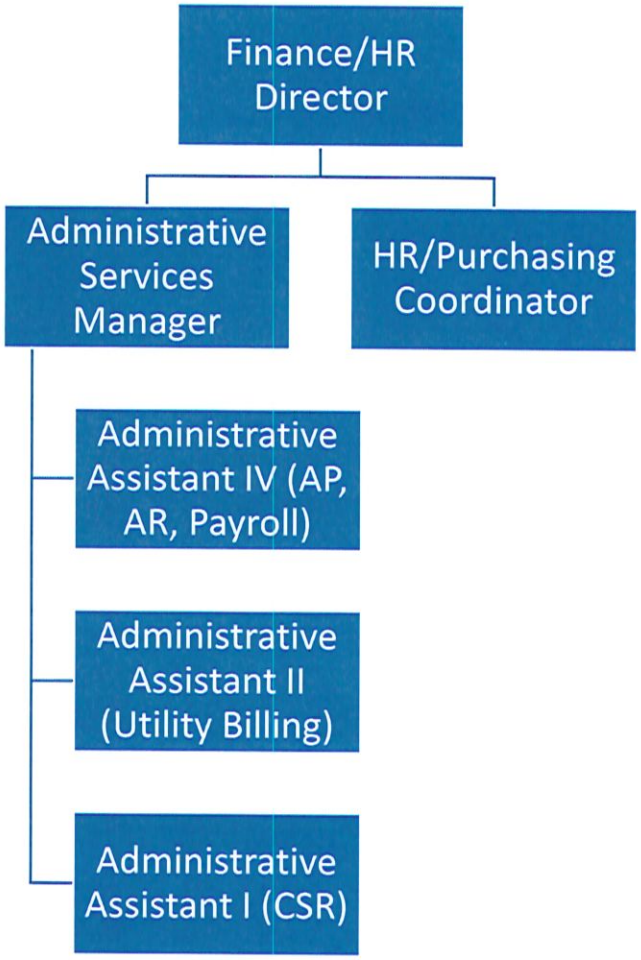
**Department:** Police

Organizational Chart for the City of Sealy
Fiscal Year 2025 - 2026



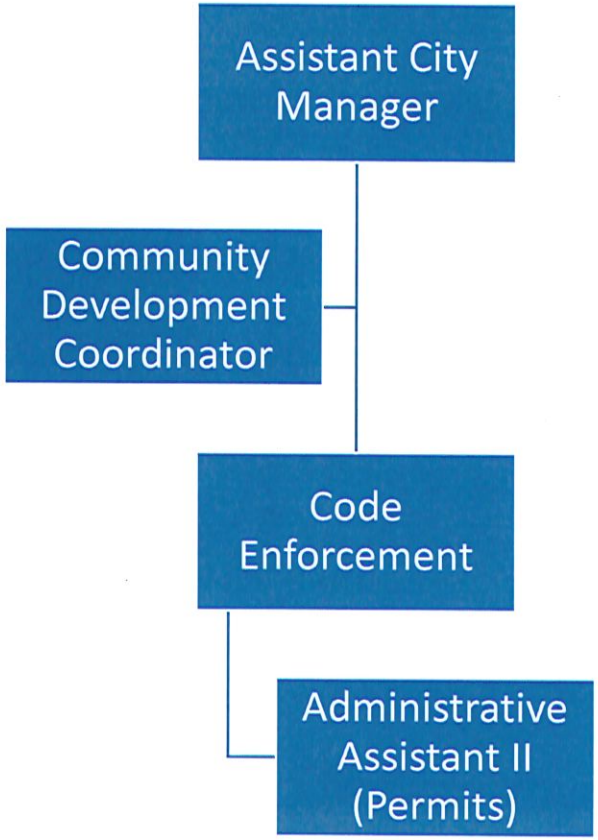
**Department:** Finance/HR

Organizational Chart for the City of Sealy
Fiscal Year 2025 - 2026



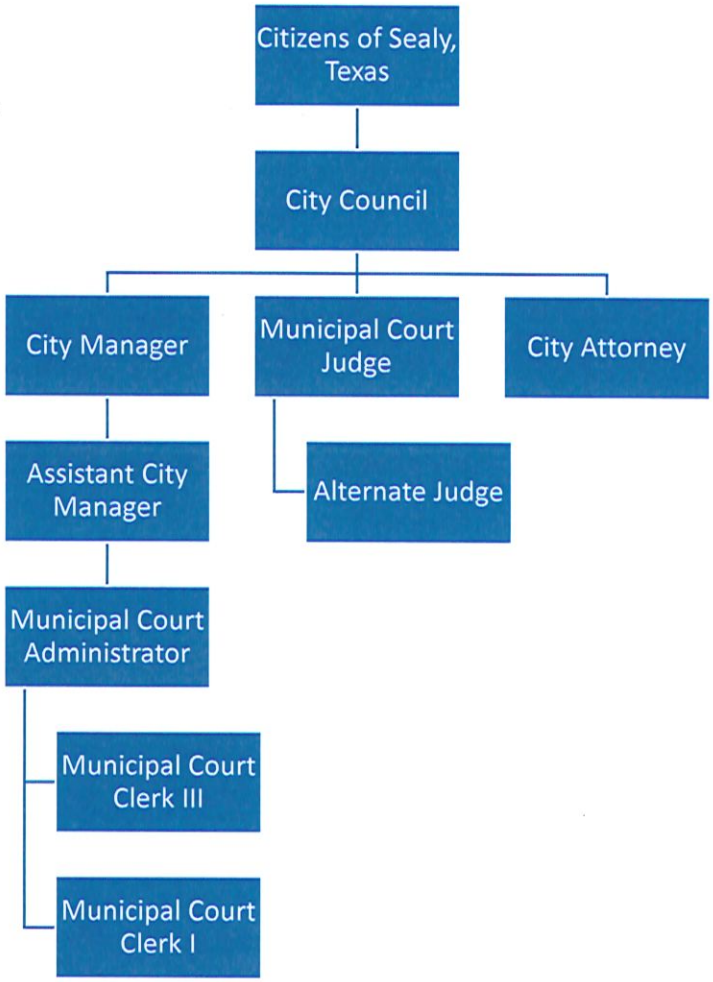
**Department:** Planning

Organizational Chart for the City of Sealy
Fiscal Year 2025 - 2026



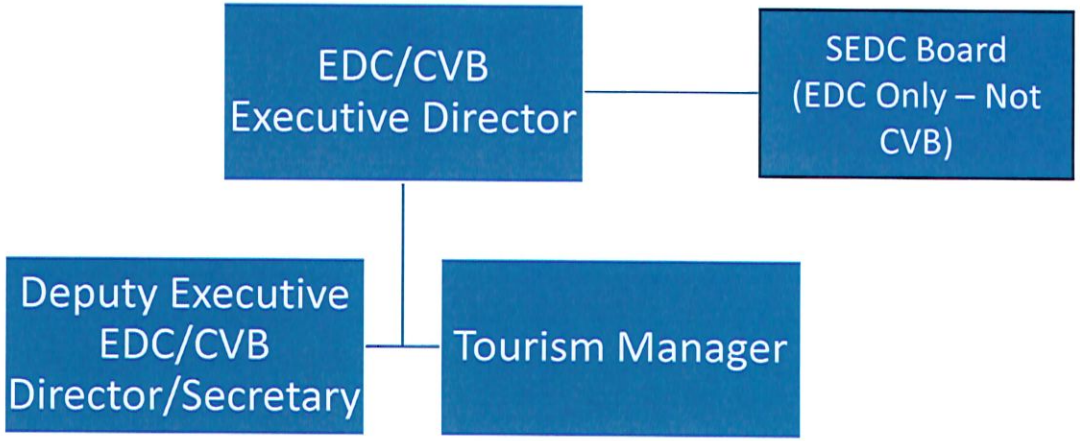
**Department:** Municipal Court

Organizational Chart for the City of Sealy
Fiscal Year 2025 - 2026



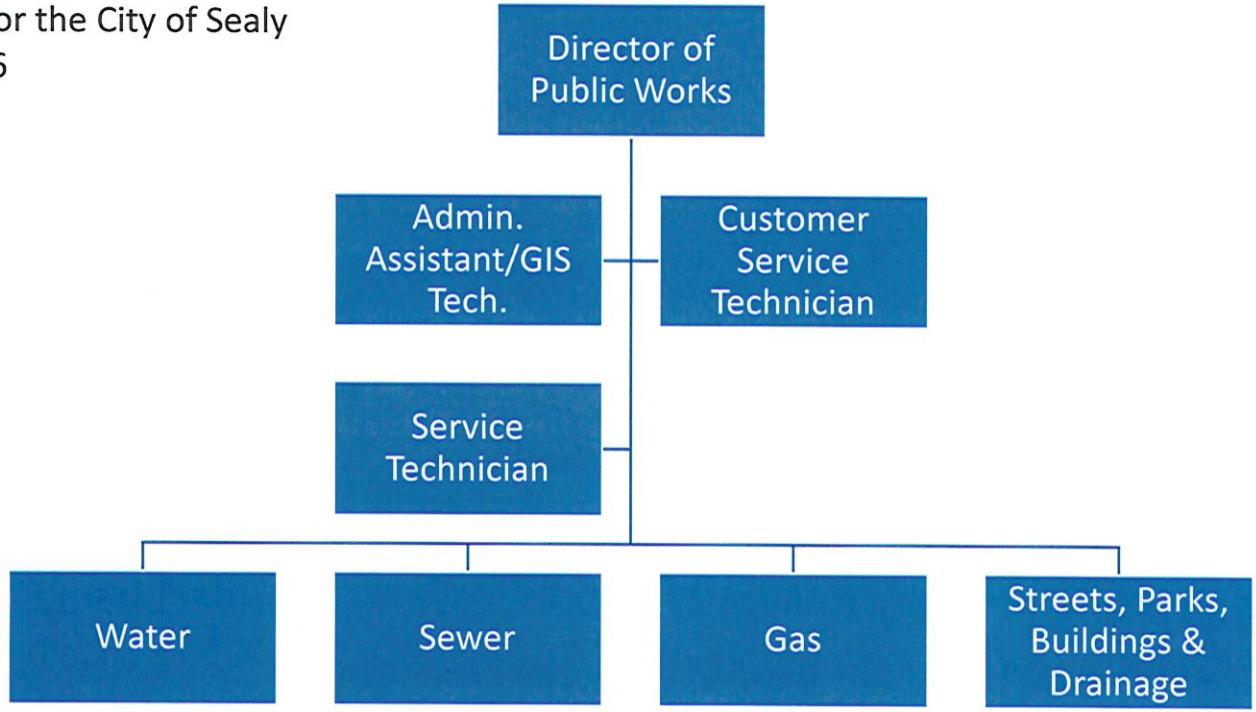
**Department:** Economic Development Corporation & CVB

Organizational Chart for the City of Sealy
Fiscal Year 2025 - 2026



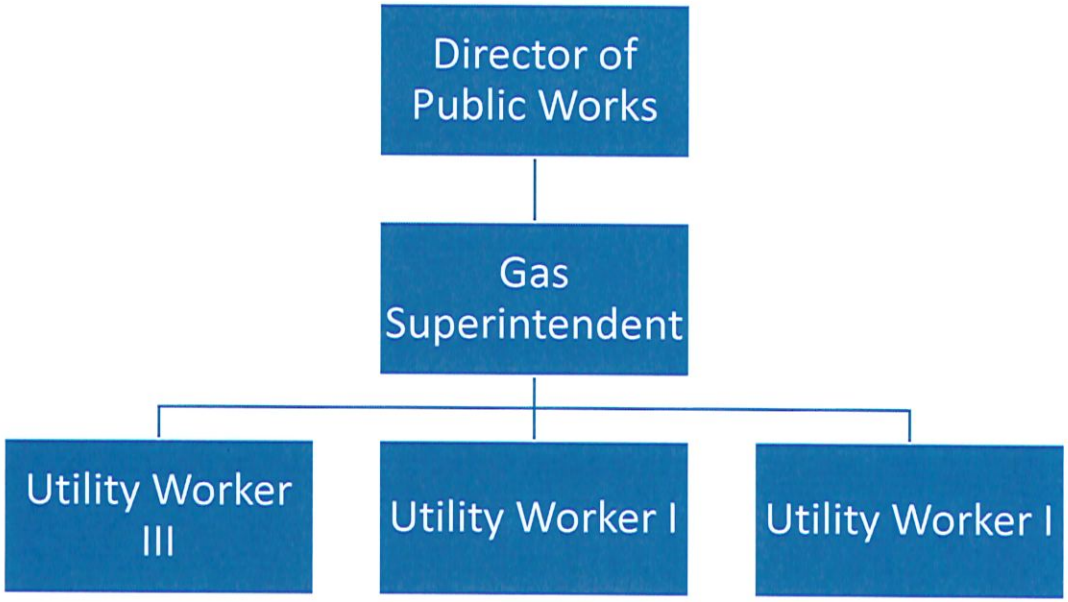
**Department:** Public Works

Organizational Chart for the City of Sealy
Fiscal Year 2025 - 2026



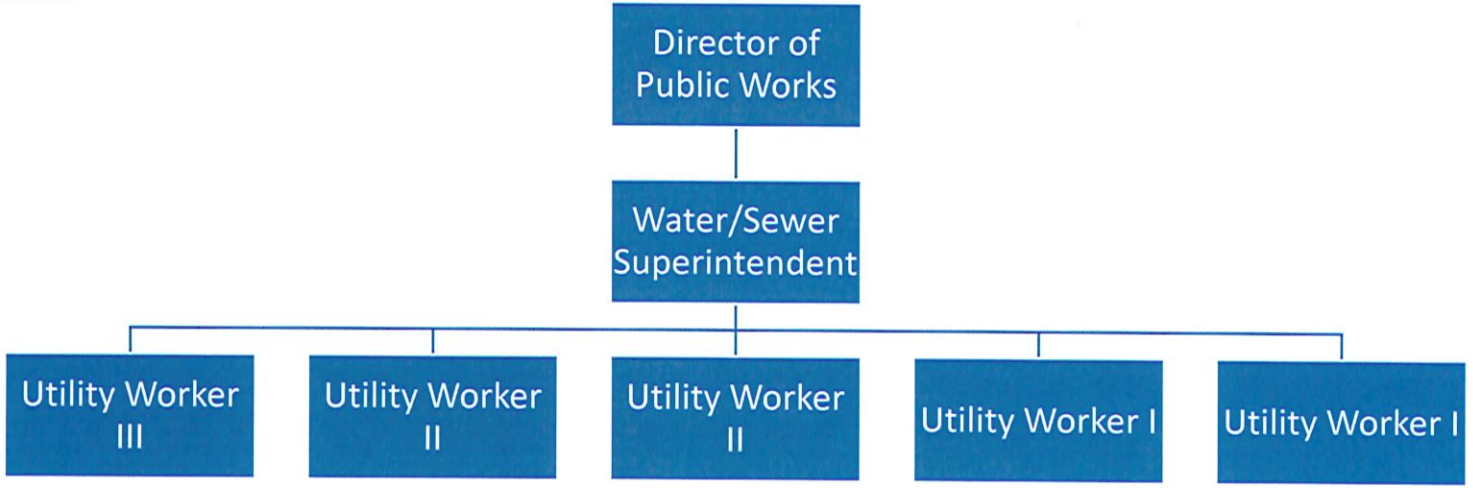
**Department:** Public Works
Gas Dept.

Organizational Chart for the City of Sealy
Fiscal Year 2025 - 2026



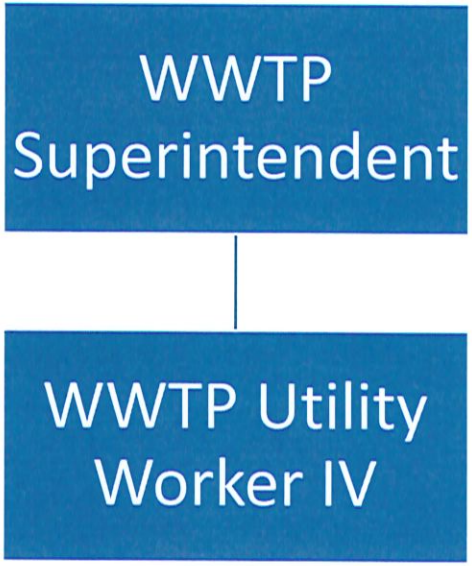
**Department:** Public Works
Water Dept.

Organizational Chart for the City of Sealy
Fiscal Year 2025 - 2026



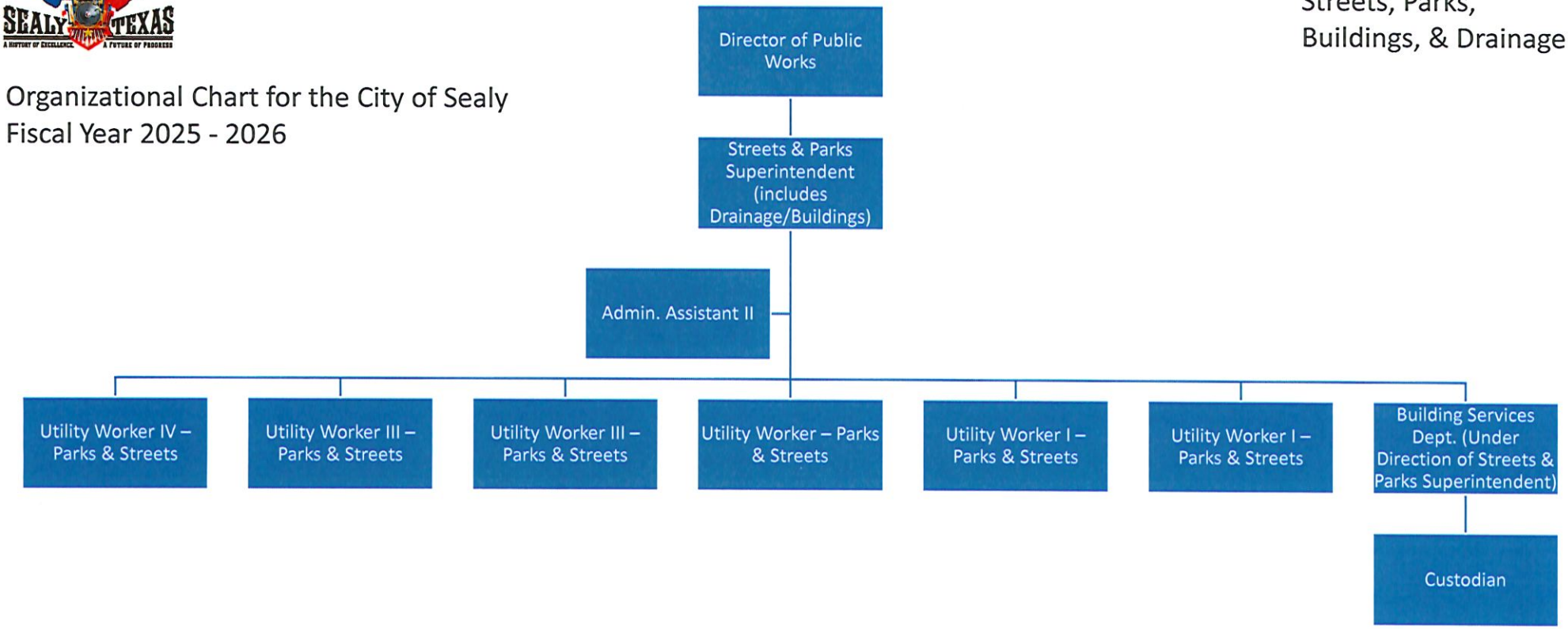
**Department:** Public Works
Sewer (WWTP)

Organizational Chart for the City of Sealy
Fiscal Year 2025 - 2026



**Department:** Public Works
Streets, Parks,
Buildings, & Drainage

Organizational Chart for the City of Sealy
Fiscal Year 2025 - 2026



AGENDA ITEM NO:

Discussion and Possible Action regarding the amendment of job descriptions for the following positions: Assistant Chief of Police, Police Captain (Field Services), Police Captain (Support Services), City Secretary, Assistant City Secretary, HR/Purchasing Coordinator, Finance Director.

SUBMITTED BY: Jennifer Matura, Finance Director

MEETING DATE: July 15, 2025

# STAFF REPORT

## SUMMARY

Staff is requesting approval to amend the job descriptions listed below to reflect organizational, structural, and legal updates necessary for operational efficiency, role definitions, and expectations.

## ANALYSIS

**Key Changes to Job Descriptions:**

- Assistant Chief of Police
  - This is a new, temporary position created to support the leadership transition within the Police Department.
  - The Assistant Chief will report directly to the Chief of Police and will oversee command staff.
  - This role will remain in effect until the retirement of the current Chief of Police on October 1, 2025, at which point the Assistant Chief will transition into the Chief role and the Assistant Chief position will be removed from the Organizational Chart.

- Police Captain (Field Services) & Police Captain (Support Services)
  - Updated to reflect a new reporting structure. Both Captains will now report to the Assistant Chief of Police, instead of directly to the Chief.
  - Other minor updates have been made to clarify lines of communication and supervisory duties in line with the revised chain of command.
  - This is a temporary update. Upon the transition of the Assistant Chief to the Chief of Police role on October 1, 2025, the Captain positions will revert to their prior reporting structure, reporting directly to the Chief of Police.

- City Secretary & Assistant City Secretary
  - Job descriptions have been updated to remove all Human Resources responsibilities, which have now been reassigned to the Finance Department.
- HR/Purchasing Coordinator
  - A new position has been created within the Finance Department
  - This role will oversee all administrative HR duties and also provide support for purchasing and grant-related functions

- Finance/HR Director
  - Title and scope have been updated to reflect expanded duties.
  - This position now includes supervisory oversight of Human Resources functions and the HR/Purchasing Coordinator.

**Additional Updates to Be Made to All Job Descriptions:**

1. Updated Pay Scale
   a. All job descriptions will be revised to reflect the new City of Sealy Pay Scale, if approved

2. In-Person Attendance Language
   a. Based on recommendations from the City's HR Attorney, Melissa Cranford, and changes from the most recent Texas Legislative Session, the following standardized language will be added under the "Physical Demands and Working Environment" section of all job descriptions:
      i. "This position requires regular and reliable physical attendance at the assigned work location to perform the essential functions of the job. This position may also require physical attendance at public meetings, such as City Council meetings, board meetings, community events, or other functions, as directed by the Department Head and/or City Manager. All employees are expected to maintain a professional presence and remain responsive and accessible during assigned working hours, as well as when designated as "on-call."

## RECOMMENDATION

Staff recommends approval of the amended and new job descriptions as presented to support internal leadership transitions, clarify job roles, and ensure compliance with recent legislative updates.

# Police Department

# Job Description

## Assistant Chief of Police

| | |
|---|---|
| Department: Police | Hourly Rate Range: $38.99-$46.31 |
| Reports To: Chief of Police | FLSA: Exempt |

**Job Summary:**

- Under the administrative direction of the Chief of Police, with latitude for the exercise of independent judgement and actions, assist in professional and managerial duties related to planning, directing, organizing, implementing, and overseeing the activities and operations of the Police Department including field operations, support services, animal control, and general administration.

**Essential Duties and Responsibilities:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential functions require presence in the workplace on a regular basis. In order to accomplish this, regular attendance MUST be maintained. This is not a comprehensive listing of all functions, and duties of this position; employees may be assigned duties and are expected to perform other related duties, as assigned, which are not listed below; The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

1. Assist in management responsibility for all public safety services and activities involving police services; recommend and administer policies and procedures
2. Assist with code enforcement activities such as junk vehicle ordinance enforcement
3. Uphold the law and local ordinances to the best of his or her ability
4. Plan, direct, coordinate, and control complex operations involving multiple subordinate supervisors and their work groups; Plan schedules and organize the personnel and resources for the various shift and assign staff to assure effective shift coverage; assure staff is provided the necessary equipment, supplies, and resources required to perform their assigned duties and responsibilities
5. Answer questions and provide information to officers on duty
6. Assure that officers are informed of, and/or provided copies of policies and procedures, held accountable for their compliance and disciplined for infractions in accordance with departmental policy
7. Plan, organize, and direct all police programs, activities, and functions; monitor and evaluate the effectiveness of programs, activities, and functions for adherence to quality and efficiency standards; make changes as necessary
8. Assist in direction and management the development and implementation of the public safety goals, objectives, policies and priorities for each assigned service and operational area; oversee the development and implementation of policies and plans related to departmental services and operations
9. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of methods and procedures; allocate resources accordingly
10. Plan, direct, and coordinate through subordinate level management staff, the public safety services work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems
11. Assess and monitor workload, administrative and support systems and internal reporting relationships; identify opportunities for improvement; direct and implement change
12. Represent the public safety services to other departments, elected officials, and outside agencies; coordinate assigned activities with other departments and outside agencies and organizations; Interact effectively and professionally with other departments and outside agencies and organizations
13. Recruit personnel; conduct interviews and assessments of applicants; prepare, administer, and process testing of police officer applicants and internal promotional candidates

## Assistant Chief of Police

| | |
|---|---|
| Department: Police | Hourly Rate Range: $38.99-$46.31 |
| Reports To: Chief of Police | FLSA: Exempt |

14. Select, train, motivate and evaluate assigned personnel; provide or coordinate employee training; Coordinate internal investigation of members of department for alleged wrong doing; work with subordinate employees to correct deficiencies; implement discipline and termination procedures for infractions of rules or inefficiency
15. Attend special meetings of civic groups and other organizations to inform public of goals and operation of department; Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues
16. Assist with formulating significant policies related to the department's services and activities; prepare and present staff reports and other necessary correspondence
17. Review significant reports, plans and documents drafted by staff members; direct the writing of new rules and regulations and/or proposals for new programs or projects
18. Assist in development of short-term and long-term plans, goals, and objectives; provide authority and leadership necessary to achieve planned goals and objectives; develop, implement, and interpret departmental rules, regulations, policies, and Standard Operating Procedures (SOP's); draft municipal ordinance revisions to modify or replace outdated legislation
19. Conduct research; develop and implement programming in response to community needs; initiate proactive programming to promote an enhanced level of safety and security among the residents and business community members
20. Assist in overseeing and participating in the development and administration of the public safety services' and animal control budgets, including general revenues and grants; approve the forecast of funds needed for staffing, equipment, materials and supplies; oversee the purchasing of vehicles, equipment, materials, and supplies; monitor expenditures; approve expenditures and implement budgetary adjustments as appropriate and necessary; has the responsibility for the fiscal management of the public safety departments; supervise and assist in the preparation of a variety of regular and special police reports
21. Prepare requests for government agency to obtain funds for special operations or for purchasing equipment for department
22. Ensure that the fees established by the Master Fee Schedule, that are applicable to director's department, are properly billed for and collected
23. Confer with and/or communicate with officials and representatives from local, state, and federal organizations and agencies; attend and participate in public functions and events to promote department programs and establish favorable public relations
24. Respond to, and resolve difficult and sensitive citizen inquiries and complaints; attend governmental and public meetings to define activities and functions of public safety services
25. Prepare and review reports to the City Manager, news media, other City of Sealy departments, and other law enforcement agencies; Communicate effectively with the media, citizens, and employees, both verbally and in writing
26. Review and verify changes in Legislative Updates to ensure compliance with State and local laws, codes and regulations; Provide technical guidance and make recommendations for compliance changes to City Manager
27. Respond to major incidents and emergencies, such as fires and riots, and assume command when and where warranted
28. Attend training and coordinate with Local, County, and State emergency management personnel
29. Manage and oversee defense of litigation affecting police department for State and Federal courts
30. Organize and maintain the CTY Connect/Blackboard reverse 911 communication software and provide timely release of emergency communication in coordination with the Emergency Management Team

## Assistant Chief of Police

| | |
|---|---|
| Department: Police | Hourly Rate Range: $38.99-$46.31 |
| Reports To: Chief of Police | FLSA: Exempt |

31. Understand and implement administrative instructions and orders from Chief of Police and office of the City Manager
32. Responsible for website maintenance/management of information in regard to the Police Department
33. Prepare staff reports and/or presentations for Police Department, as required
34. Attend Council meetings as directed by the Chief of Police
35. Perform other duties as assigned
36. This position is considered essential during a natural or manmade disaster and/or a catastrophic event. This position may be required to provide services or perform duties for the benefit of the public and continuity of City operations. These may include services or duties different from those performed in the usual course and scope of this position

### Physical Demands and Working Environment

*(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)*

- Work is performed in the municipal police department and field environments. This job requires significant physical strength, agility, dexterity, and hand-eye-foot coordination to perform all essential functions. Duties also require frequent sitting, walking, running, kneeling, squatting, pushing, pulling, twisting, and bending. Work exposes employee to potential hazards such as extreme weather conditions, hazardous driving conditions, hostile environments, hazardous chemicals and fumes, bodily fluids, infectious diseases, or air and water borne pathogens. Employee is subject to excessive audio/visual discrimination and perception when making professional observations, communicating with others, reading, writing, and operating assigned equipment. The employee must reasonably be able to restrain and handle combative individuals according to policy and laws. Must be able to lift and/or move up to 50 pounds and may be required to occasionally lift and/or move 100 pounds or more. This position requires regular and reliable physical attendance at the assigned work location to perform the essential functions of the job. This position may also require physical attendance at public meetings, such as City Council meetings, board meetings, community events, or other functions, as directed by the Department Head and/or City Manager. All employees are expected to maintain a professional presence and remain responsive and accessible during assigned working hours, as well as during on-call designation times

### Minimum Qualifications

### Education, Training, and Experience Guidelines:

- Bachelor's degree in Criminal Justice or Public Administration preferred
- Minimum of ten (10) years of thorough professional law enforcement experience with at least three (3) years successful administrative and supervisory experience in police services at the municipal or county government level as a police chief or high-ranking officer
- Or any equivalent combination of education and/or experience

### Knowledge/Skills/Abilities:

- Ability to communicate clearly, orally and in writing, and make effective oral presentation before groups of various sizes, backgrounds, and ages
- Thorough knowledge of the principles, practices, methods, and techniques of modern police, fire, emergency management services, and a comprehensive public safety program
- Thorough knowledge of the principles and practices of organizational management, supervision, occupational hazards, and applicable safety precautions

## Job Description Continued

## Assistant Chief of Police

| | |
|---|---|
| Department: Police | Hourly Rate Range: $38.99-$46.31 |
| Reports To: Chief of Police | FLSA: Exempt |

- Thorough knowledge of and ability to interpret and apply federal, state, and local laws, regulations and ordinances
- Ability to supervise and evaluate the work of subordinate personnel; Ability to successfully manage public safety organizations, maintain high morale, and assure compliance with state and federal laws and local ordinances and policies
- Ability to define and execute an effective crime prevention program
- Skill in planning, organizing and directing police department programs, activities and functions, and evaluating their effectiveness
- Skill in interpreting, applying, and enforcing laws, rules, regulations, policies and procedures
- Ability to enforce laws firmly, tactfully, and impartially
- Reasonably defuse and handle confrontational and/or hostile individuals with the extent necessary
- Communicate effectively with persons of all ethnic, social, and economic backgrounds
- Ability to stay current regarding laws, technical developments, and legal procedures
- Maintain demonstrate proficiency and skill in the use of firearms and physical defense tactics
- Ability to perform duties acceptably after long hours without sleep during emergency situations
- Must not pose a threat to the health and safety of self or others
- Personal computer skills, use of internet, electronic mail, and police department records software
- Ability to perform all the physical requirements of the position with or without an accommodation

**License, Certifications, and Other Requirements:**

- Advanced level of TCOLE Certificate; Meet and maintain all regulatory TCOLE requirements
- Successful completion of L.E.M.I.T. Command College preferred
- Valid Texas Class "C" Driver's License and must meet City's driving standards
- Must have the ability to pass a pre-employment drug screen, physical and psychological examination, criminal background, credit and MVR check

**This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

**I have read and understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.**

_____ _____

Printed Name Signature

_____

Date

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Job Description

## Police Captain (Field Services)

| | |
|---|---|
| Department: Police | Hourly Rate Range: $35.94-$45.97 |
| Reports To: Assistant Chief of Police | FLSA: Exempt |

**Job Summary:**

- Under the general administrative direction of the Assistant Chief of Police, provide leadership, supervision, direction, and control within assigned division for the City of Sealy Police Department
- Appointment by Chief of Police

**Essential Duties and Responsibilities:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential functions require presence in the workplace on a regular basis. In order to accomplish this, regular attendance MUST be maintained. This is not a comprehensive listing of all functions, and duties of this position; employees may be assigned duties and are expected to perform other related duties, as assigned, which are not listed below; The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

1. Provide administrative, supervisory, and general management direction to subordinates using modern police/business philosophies and practices
2. Perform all functions/duties normally associated with law enforcement and being a police officer within the City of Sealy
3. Answer questions and provide information to officers on duty
4. Uphold the law and local ordinances to the best of his or her ability
5. Conduct inquiries and resolve complaints on department services coming from other agencies or the community
6. Design and conduct inspections of performance and administrative processes by significant units within the department; report results to include recommendations for improvement
7. Analyze data obtained, prepare written reports of inquiries, field observation, evaluations, evaluations and decisions, prepare recommendations for policy and or administrative process changes needed within the department to enhance performance
8. Confer with personnel, read staff reports and records, research data and best practices for on-going work or projects, reporting progress, and adherence to project completion dates
9. Supervisor of patrol/field operations staff
10. Select, train, motivate and evaluate assigned personnel; provide or coordinate employee training; Coordinate internal investigation of members of department for alleged wrong doing; work with subordinate employees to correct deficiencies; implement discipline and termination procedures for infractions of rules or inefficiency
11. Assist in recruitment of personnel; conduct interviews and assessments of applicants; prepare, administer, and process testing of police officer applicants and internal promotional candidates
12. Plan, direct, and coordinate through subordinate level management staff, the public safety services work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems
13. Assist in planning, organizing, and directing administrative activities and work projects to ensure the highest and best use of available resources
14. Develop and monitor performance measures for supervisory personnel; Report to Assistant Chief of Police on supervisory performance
15. Coordinate activities of the Office of the Chief of Police to ensure designated functions or services are provided

## Police Captain (Field Services)

| | |
|---|---|
| Department: Police | Hourly Rate Range: $35.94-$45.97 |
| Reports To: Assistant Chief of Police | FLSA: Exempt |

with minimum delay and accuracy

16. Interview persons, meet with citizen groups, and confer with technical or professional specialist to obtain facts and to identify gaps between police service priorities and community needs; At the direction of the Assistant Chief of Police, meet with citizen groups to enlist cooperation and explain department policies, procedures and actions, promoting and enhancing the community-police partnership
17. Assist in development and implementation of short-term and long-term plans, goals, and objectives; assist in development, implementation, and interpretation departmental rules, regulations, policies, and Standard Operating Procedures (SOP's); assist with drafting municipal ordinance revisions to modify or replace outdated legislation
18. At the direction of the Assistant Chief of Police, monitor, document, and report changes of substance or interpretation of laws, codes, policies, or procedures
19. Assist in the development and administration of the public safety services' budget, including general revenues and grants; assist in overseeing the purchasing of vehicles, equipment, materials, and supplies; assist in the preparation of a variety of regular and special police reports
20. May conduct departmental meetings to disseminate information to department personnel, as directed
21. Act as liaison with other municipalities, City, State, and Federal agencies, as required
22. Assist with development and administration of annual departmental budget
23. Conduct internal investigations as assigned by the Assistant Chief of Police
24. Respond to major incidents and emergencies, such as fires and riots
25. Attend training and assist in coordinating with Local, County, and State emergency management personnel
26. Attend Council meetings as directed by Assistant Chief of Police
27. This incumbent has the authority to require delivery of information from and issue routine directives to all police department personnel, including the command staff for the purpose of reviewing organizational and management issues necessary to identify and correct problems found within the department
28. Perform other duties as assigned
29. This position is considered essential during a natural or manmade disaster and/or a catastrophic event. This position may be required to provide services or perform duties for the benefit of the public and continuity of City operations. These may include services or duties different from those performed in the usual course and scope of this position

### Physical Demands and Working Environment

*(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)*

- Work is performed in the municipal police department and field environments. This job requires significant physical strength, agility, dexterity, and hand-eye-foot coordination to perform all essential functions. Duties also require frequent sitting, walking, running, kneeling, squatting, pushing, pulling, twisting, and bending. Work exposes employee to potential hazards such as extreme weather conditions, hazardous driving conditions, hostile environments, hazardous chemicals and fumes, bodily fluids, infectious diseases, or air and water borne pathogens. Employee is subject to excessive audio/visual discrimination and perception when making professional observations, communicating with others, reading, writing, and operating assigned equipment. The employee must reasonably be able to restrain and handle combative individuals according to policy and laws. Must be able

## Police Captain (Field Services)

| | |
|---|---|
| Department: Police | Hourly Rate Range: $35.94-$45.97 |
| Reports To: Assistant Chief of Police | FLSA: Exempt |

to lift and/or move up to 50 pounds and may be required to occasionally lift and/or move 100 pounds or more. This position requires regular and reliable physical attendance at the assigned work location to perform the essential functions of the job. This position may also require physical attendance at public meetings, such as City Council meetings, board meetings, community events, or other functions, as directed by the Department Head and/or City Manager. All employees are expected to maintain a professional presence and remain responsive and accessible during assigned working hours, as well as during on-call designation times

### Minimum Qualifications

### Education, Training, and Experience Guidelines:

- Minimum of ten (10) years of thorough professional law enforcement experience with at least three (3) years successful administrative and supervisory experience in police services at the municipal or county government level as a police chief or high-ranking officer

### Knowledge/Skills/Abilities:

- Ability to communicate clearly, orally and in writing, and make effective oral presentation before groups of various sizes, backgrounds, and ages
- Thorough knowledge of the principles, practices, methods, and techniques of modern police, fire, emergency management services, and a comprehensive public safety program
- Thorough knowledge of the principles and practices of organizational management, supervision, occupational hazards, and applicable safety precautions
- Thorough knowledge of and ability to interpret and apply federal, state, and local laws, regulations and ordinances
- Ability to supervise and evaluate the work of subordinate personnel; Ability to successfully manage public safety organizations, maintain high morale, and assure compliance with state and federal laws and local ordinances and policies
- Ability to define and execute an effective crime prevention program
- Skill in interpreting, applying, and enforcing laws, rules, regulations, policies and procedures
- Ability to enforce laws firmly, tactfully, and impartially
- Reasonably defuse and handle confrontational and/or hostile individuals with the extent necessary
- Communicate effectively with persons of all ethnic, social, and economic backgrounds
- Ability to stay current regarding laws, technical developments, and legal procedures
- Maintain demonstrate proficiency and skill in the use of firearms and physical defense tactics
- Ability to perform duties acceptably after long hours without sleep during emergency situations
- Must not pose a threat to the health and safety of self or others
- Personal computer skills, use of internet, electronic mail, and police department records software
- Ability to perform all the physical requirements of the position with or without an accommodation

### License, Certifications, and Other Requirements:

- Advanced level of TCOLE Certificate; Meet and maintain all regulatory TCOLE requirements
- Application to enroll in L.E.M.I.T. Command College within six (6) months of appointment
- Successful completion of L.E.M.I.T. Command College, or ability to obtain completion within five (5) years of appointment
- Valid Texas Class "C" Driver's License and must meet City's driving standards

## Police Captain (Field Services)

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|---|---|
| Department: Police | Hourly Rate Range: $35.94-$45.97 |
| Reports To: Assistant Chief of Police | FLSA: Exempt |

- Must have the ability to pass a pre-employment drug screen, physical and psychological examination, criminal background, credit and MVR check

**This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

**I have read and understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.**

_____ _____

Printed Name Signature

_____

Date

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Job Description

## Police Captain (Support Services)

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|---|---|
| Department: Police | Hourly Rate Range: $35.94-$45.97 |
| Reports To: Assistant Chief of Police | FLSA: Exempt |

**Job Summary:**

- Under the general administrative direction of the Assistant Chief of Police, provide leadership, supervision, direction, and control within assigned division for the City of Sealy Police Department
- Appointment by Chief of Police

**Essential Duties and Responsibilities:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential functions require presence in the workplace on a regular basis. In order to accomplish this, regular attendance MUST be maintained. This is not a comprehensive listing of all functions, and duties of this position; employees may be assigned duties and are expected to perform other related duties, as assigned, which are not listed below; The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

1. Provide administrative, supervisory, and general management direction to subordinates using modern police/business philosophies and practices
2. Perform all functions/duties normally associated with law enforcement and being a police officer within the City of Sealy
3. Answer questions and provide information to officers on duty
4. Uphold the law and local ordinances to the best of his or her ability
5. Conduct inquiries and resolve complaints on department services coming from other agencies or the community
6. Design and conduct inspections of performance and administrative processes by significant units within the department; report results to include recommendations for improvement
7. Analyze data obtained, prepare written reports of inquiries, field observation, evaluations, evaluations and decisions, prepare recommendations for policy and or administrative process changes needed within the department to enhance performance
8. Confer with personnel, read staff reports and records, research data and best practices for on-going work or projects, reporting progress, and adherence to project completion dates
9. Responsible for operations of Animal Control Department and kennel facility
10. Supervisor of Investigative, Administrative Assistant(s) Animal Control Officer staff
11. Designated manager of internal affairs investigations for department
12. Responsible for departmental asset management and vehicles
13. Select, train, motivate and evaluate assigned personnel; provide or coordinate employee training; Coordinate internal investigation of members of department for alleged wrong doing; work with subordinate employees to correct deficiencies; implement discipline and termination procedures for infractions of rules or inefficiency
14. Assist in recruitment of personnel; conduct interviews and assessments of applicants; prepare, administer, and process testing of police officer applicants and internal promotional candidates
15. Plan, direct, and coordinate through subordinate level management staff, the public safety services work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems
16. Assist in planning, organizing, and directing administrative activities and work projects to ensure the highest and best use of available resources

## Police Captain (Support Services)

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|---|---|
| Department: Police | Hourly Rate Range: $35.94-$45.97 |
| Reports To: Assistant Chief of Police | FLSA: Exempt |

17. Develop and monitor performance measures for supervisory personnel; Report to Assistant Chief of Police on supervisory performance
18. Interview persons, meet with citizen groups, and confer with technical or professional specialist to obtain facts and to identify gaps between police service priorities and community needs; At the direction of the Assistant Chief of Police, meet with citizen groups to enlist cooperation and explain department policies, procedures and actions, promoting and enhancing the community-police partnership
19. Assist in development and implementation of short-term and long-term plans, goals, and objectives; assist in development, implementation, and interpretation departmental rules, regulations, policies, and Standard Operating Procedures (SOP's); assist with drafting municipal ordinance revisions to modify or replace outdated legislation
20. At the direction of the Assistant Chief of Police, monitor, document, and report changes of substance or interpretation of laws, codes, policies, or procedures
21. Assist in the development and administration of the public safety services' and animal control budgets, including general revenues and grants; assist in overseeing the purchasing of vehicles, equipment, materials, and supplies; assist in the preparation of a variety of regular and special police reports
22. May conduct departmental meetings to disseminate information to department personnel, as directed
23. Plans, organizes, and direct activities related to narcotic investigations
24. Act as liaison with other municipalities, City, State, and Federal agencies, as required
25. Assist with development and administration of annual departmental budget
26. Conduct internal investigations as assigned by the Assistant Chief of Police
27. Respond to major incidents and emergencies, such as fires and riots
28. Attend training and assist in coordinating with Local, County, and State emergency management personnel
29. Attend Council meetings as directed by Assistant Chief of Police
30. This incumbent has the authority to require delivery of information from and issue routine directives to all police department personnel, including the command staff for the purpose of reviewing organizational and management issues necessary to identify and correct problems found within the department
31. Perform other duties as assigned
32. This position is considered essential during a natural or manmade disaster and/or a catastrophic event. This position may be required to provide services or perform duties for the benefit of the public and continuity of City operations. These may include services or duties different from those performed in the usual course and scope of this position

### Physical Demands and Working Environment

*(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)*

- Work is performed in the municipal police department and field environments. This job requires significant physical strength, agility, dexterity, and hand-eye-foot coordination to perform all essential functions. Duties also require frequent sitting, walking, running, kneeling, squatting, pushing, pulling, twisting, and bending. Work exposes employee to potential hazards such as extreme weather conditions, hazardous driving conditions, hostile environments, hazardous chemicals and fumes, bodily fluids, infectious diseases, or air and water borne pathogens. Employee is subject to excessive audio/visual discrimination and perception when making professional

## Police Captain (Support Services)

| | |
|---|---|
| Department: Police | Hourly Rate Range: $35.94-$45.97 |
| Reports To: Assistant Chief of Police | FLSA: Exempt |

observations, communicating with others, reading, writing, and operating assigned equipment. The employee must reasonably be able to restrain and handle combative individuals according to policy and laws. Must be able to lift and/or move up to 50 pounds and may be required to occasionally lift and/or move 100 pounds or more. This position requires regular and reliable physical attendance at the assigned work location to perform the essential functions of the job. This position may also require physical attendance at public meetings, such as City Council meetings, board meetings, community events, or other functions, as directed by the Department Head and/or City Manager. All employees are expected to maintain a professional presence and remain responsive and accessible during assigned working hours, as well as during on-call designation times

### Minimum Qualifications

### Education, Training, and Experience Guidelines:

- Minimum of ten (10) years of thorough professional law enforcement experience with at least three (3) years successful administrative and supervisory experience in police services at the municipal or county government level as a police chief or high-ranking officer

### Knowledge/Skills/Abilities:

- Ability to communicate clearly, orally and in writing, and make effective oral presentation before groups of various sizes, backgrounds, and ages
- Thorough knowledge of the principles, practices, methods, and techniques of modern police, fire, emergency management services, and a comprehensive public safety program
- Thorough knowledge of the principles and practices of organizational management, supervision, occupational hazards, and applicable safety precautions
- Thorough knowledge of and ability to interpret and apply federal, state, and local laws, regulations and ordinances
- Ability to supervise and evaluate the work of subordinate personnel; Ability to successfully manage public safety organizations, maintain high morale, and assure compliance with state and federal laws and local ordinances and policies
- Ability to define and execute an effective crime prevention program
- Skill in interpreting, applying, and enforcing laws, rules, regulations, policies and procedures
- Ability to enforce laws firmly, tactfully, and impartially
- Reasonably defuse and handle confrontational and/or hostile individuals with the extent necessary
- Communicate effectively with persons of all ethnic, social, and economic backgrounds
- Ability to stay current regarding laws, technical developments, and legal procedures
- Maintain demonstrate proficiency and skill in the use of firearms and physical defense tactics
- Ability to perform duties acceptably after long hours without sleep during emergency situations
- Must not pose a threat to the health and safety of self or others
- Personal computer skills, use of internet, electronic mail, and police department records software
- Ability to perform all the physical requirements of the position with or without an accommodation

### License, Certifications, and Other Requirements:

- Advanced level of TCOLE Certificate; Meet and maintain all regulatory TCOLE requirements

## Police Captain (Support Services)

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|---|---|
| Department: Police | Hourly Rate Range: $35.94-$45.97 |
| Reports To: Assistant Chief of Police | FLSA: Exempt |

- Application to enroll in L.E.M.I.T. Command College within six (6) months of appointment
- Successful completion of L.E.M.I.T. Command College, or ability to obtain completion within five (5) years of appointment
- Valid Texas Class "C" Driver's License and must meet City's driving standards
- Must have the ability to pass a pre-employment drug screen, physical and psychological examination, criminal background, credit and MVR check

**This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

**I have read and understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.**

_____ _____

Printed Name Signature

_____

Date

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# City Secretary

# Job Description

## City Secretary

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|---|---|
| Department: City Secretary | Hourly Rate Range: $29.64-$40.02 |
| Reports To: City Manager | FLSA: Exempt |

**Job Summary:**

- Under the direction of the City Manager, this position performs responsible and specialized, administrative work in the maintenance and control of official City Council and City of Sealy records. Work involves responsibility for preparing agendas for council meetings including gathering documentation to accompany agenda items, attending meetings of the council, and preparing official minutes of the proceedings. Work also involves certification of resolutions, ordinances, and other official documents, preparing legal advertisements and notices of public meetings and hearings, preparing letters and other correspondence relating to business conducted by the council, and maintaining official City Council and City records and files

**Essential Duties and Responsibilities:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential functions require presence in the workplace on a regular basis. In order to accomplish this, regular attendance MUST be maintained. This is not a comprehensive listing of all functions, and duties of this position; employees may be assigned duties and are expected to perform other related duties, as assigned, which are not listed below; The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

1. Perform all functions and duties of the office of the City Secretary including essential roles as a public information officer, City's election officer, records management officer, parliamentarian, Notary Public, and other additional job specific duties as required
2. Prepare agendas for all regular and special city council meetings; gather information and documentation to accompany agenda items; review agenda items with supervisors and other city officials; attend council and various other City board and commission meetings; record and/or takes notes of proceedings; prepare official minutes
3. Prepare, maintain, and certify resolutions, ordinances, minutes, and other official documents adopted by the council; prepare and provide legal advertisement and notification of all city council meetings, resolutions, ordinances, and elections; prepare notices of council hearings and meetings and distribute for posting on the city's website; maintain and distribute the City of Sealy Code of Ordinances
4. Post all legal notices as required by the City Charter and State law for the City
5. Conduct preparations and make all arrangements for city elections; prepare and certify candidate petitions
6. Prepare letters and other correspondence relating to business conducted by the City of Sealy and city council; Provide staff assistance to the City Manager, Mayor, Council, City Attorney; aid city employees; responds to staff and public inquiries related to city ordinances, resolutions, permits, codes, and regulations
7. Implement and maintain a records management system; maintain official records and files of the city including contracts, deeds, leases, easements, liens, plats, ordinances, resolutions, and other legal and official records and documents; conducts research, locates, and retrieves records and files as needed; and respond to and fulfills Open Records Requests
8. Supervise development, maintenance, and implementation of records retention schedules in accordance with Texas State Library, including but not limited to: arrange and coordinate transfer and storage of records to an off-site records storage center
9. Assist City Manager and Director of Finance in grant applications and administration
10. Organize and maintain records pertaining to all vehicles owned by the City including annual registration and title documents
11. Develop and maintain records pertaining to the disposal of fixed assets as the city assets are retired and removed from service for the purpose of insurance/liability coverage
12. Schedule interviews with applicants under consideration for council appointments to various boards and commissions; correspond with board and commission members

## City Secretary

| | |
|---|---|
| Department: City Secretary | Hourly Rate Range: $29.64-$40.02 |
| Reports To: City Manager | FLSA: Exempt |

13. Assist with coordinating various special events; attend and participate in various City functions; attend training and professional development meetings and workshops
14. May prepare, file, and maintain various bid documents, insurance claims and records, City equipment records, grant applications, and other various City records or reports; Performs other administrative or support duties as assigned
15. Prepare staff reports and/or presentations for City Secretary, as required
16. Responsible for website maintenance/management of information in regards to City Secretary
17. Perform duties as certified Notary for city documents
18. Administer oaths of office
19. Update municipal code as needed and distribute revisions of the updated municipal code
20. Perform such other duties as may be required in accordance with City Charter, the City Manager, or State law
21. Attend required continuing education training programs; and maintains annual membership in Texas Municipal Clerks Association
22. Assist the public, by telephone or in person, with questions requiring knowledge of City policies and procedures
23. Review and verify changes in Legislative Updates to ensure compliance with State and local laws, codes and regulations; Provide technical guidance and make recommendations for compliance changes to City Manager
24. Perform other duties as assigned
25. This position is considered essential during a natural or manmade disaster and/or a catastrophic event. This position may be required to provide services or perform duties for the benefit of the public and continuity of City operations. These may include services or duties different from those performed in the usual course and scope of this position

### Physical Demands and Working Environment

*(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)*

- Work is performed primarily in an office environment; however, offsite events include grand openings, groundbreakings, and active construction sites, which may be subject to weather. While performing duties of this job, the employee must be able to remain in a stationary position 50% of the time. The employee is occasionally required to stand; reach; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. This position requires constant operation and use of computer, phone, and other office equipment. May be subject to repetitive motion, such as typing, and vision to monitor. Employee must be able to function and communicate clearly with departments, the public, and attend various functions and meetings at other sites either within or outside the city. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet. This position requires regular and reliable physical attendance at the assigned work location to perform the essential functions of the job. This position may also require physical attendance at public meetings, such as City Council meetings, board meetings, community events, or other functions, as directed by the Department Head and/or City Manager. All employees are expected to maintain a professional presence and remain responsive and accessible during assigned working hours, as well as during on-call designation times

### Minimum Qualifications & Requirements:

- Work requires possession of a high school diploma or GED equivalent
- Bachelor's Degree in Business Administration, Public Administration, or a related field is preferred
- At least three (3) years of progressively responsible experience in City Secretarial and administrative work, preferably for a municipality
- Or an equivalent combination of education, experience, and the following:

## City Secretary

| | |
|---|---|
| Department: City Secretary | Hourly Rate Range: $29.64-$40.02 |
| Reports To: City Manager | FLSA: Exempt |

**Knowledge/Skills/Abilities**

- Knowledge of the legal records retention requirements relating to city operations and to the preparation and maintenance of official city records
- Knowledge of city management policies and procedures
- Ability to maintain confidentiality regarding city and personnel matters
- Knowledge of Texas Public Information Act and Open Meetings Act, Municipal Election Law and Local Government Code
- Knowledge of research, analysis, interpretation and report development of complex administrative issues including legal, financial and survey data
- Ability to answer questions regarding municipal regulations and ordinances and status of communications, resolutions and other official actions and assure records are open to the public
- Proficiency in the use of computers and related equipment, hardware and software
- Skill in effective oral and written communications
- Skill in researching, analyzing and preparing reports/recommendations for public officials
- Skill in planning and implementing departmental procedures and objectives
- Skill in prioritizing, tracking, and managing multiple projects, assignments and duties
- Skill in resolving citizen complaints and concerns
- Ability to understand, interpret, and apply City of Sealy policies, values and state/federal employment laws
- Ability to perform all the physical requirements of the position with or without an accommodation
- Ability to establish and maintain effective working relationships with city employees, other governmental agencies, members of the business community, and the public

**Licenses, Certificates, or Other Requirements**

- Notary Public in State of Texas, or ability to obtain within one year of hire
- TMCCP certification within five years of hire date
- Valid Texas Class "C" Driver's License
- Must have the ability to pass a pre-employment drug screen, criminal background, and MVR check

**This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

**I have read and understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.**

_____ _____

Printed Name Signature

_____

Date

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Job Description

## Assistant City Secretary (Police Records)

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|---|---|
| Department: City Secretary | Hourly Rate Range: $22.05-$34.17 |
| Reports To: City Secretary | FLSA: Exempt |

**Job Summary:**

- Under the general direction of the City Secretary, is responsible for performing support work in the City Secretary's office. The Assistant City Secretary is responsible for processing and maintaining official city council and city records, preparing agendas for council meetings including gathering documentation to accompany agenda items, attending meetings of the council in the absence of the City Secretary, and preparing official minutes of proceedings. Work is performed under general supervision of the City Secretary with considerable contact with the public
- Other duties as assigned

**Essential Duties and Responsibilities:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential functions require presence in the workplace on a regular basis. In order to accomplish this, regular attendance MUST be maintained. This is not a comprehensive listing of all functions, and duties of this position; employees may be assigned duties and are expected to perform other related duties, as assigned, which are not listed below; The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

1. Process open records requests for public information, maintain records of all open records requests within the time mandated by the Texas Public Information Act and other statutes
2. Redact or review confidential records before releasing documents to the public
3. Determine which requests require an opinion from the Office of the Attorney General
4. Prepare correspondence, memoranda, reports, and other documents, submit opinion requests to the Office of the Attorney general
5. Review and redact confidential information from visual and audio of Police In-Car and Body-Worn camera recordings prior to public release
6. Maintain and update City's Public Information Policies and Procedures in accordance with the Texas Public Information Act
7. Conduct background checks and issue clearance letters as necessary
8. Plan and manage public information/communication activities for the City, including community, media, marketing, and public relations
9. Work will involve a broad range of tasks including project, website content, and digital media management, marketing, electronic communications, special events, and intergovernmental relations
10. Develops and manages, and posts content for social media, website, and other platforms
11. Maintain and process documents for City Alcoholic Beverage Permit Licenses, Towing Agreements, and Solicitor Permits
12. Assist the City Secretary in researching, planning, developing and implementing record retention and management goals for all of the City's records in accordance with the Texas Local Government Records Act
13. Maintaining City vehicle annual registration and title documents
14. Maintaining records of all City contracts and notifying department heads in advance of upcoming termination dates
15. Complies with grant reporting requirements; maintains all master files for grants and submits reports and documentation as required by funding agencies
16. Manages current and future grants

## Assistant City Secretary (Police Records)

| | |
|---|---|
| Department: City Secretary | Hourly Rate Range: $22.05-$34.17 |
| Reports To: City Secretary | FLSA: Exempt |

17. Acts as a City liaison with grant funding agencies
18. Assist the City Secretary with maintaining the City's Code of Ordinances
19. Complete administrative duties for City Secretary including opening and distributing mail
20. Provide clerical and filing support for the City Secretary
21. Assist the City Secretary in preparing and posting agendas for City Council meetings, e-mailing notices of such meetings to the media and staff, preparing agenda packets for City Council, transcribing the minutes, and preparing all the required documents for signature, as needed
22. Assist the City Secretary in the management of all city boards/committees, which may include maintaining agendas and minutes, preparing membership and posting agendas for Boards and Commissions, preparing agenda packets for members and staff, transcribing the minutes, and maintaining training records
23. In absence of City Secretary, attend city council, board and commission meetings; transcribing and preparing minutes of meetings
24. Assist with the preparation of city elections, including posting and publishing notices as required by law; assists with early voting procedures and is present in the City Secretary's office on Election Day
25. Assist with website maintenance/management of information in regards to City Secretary, Council, and City Manager department
26. Perform duties as certified Notary for city documents
27. At the City Secretary's request and approval, attend required continuing education training programs; and maintains annual membership in Texas Municipal Clerks Association
28. Assist the City Secretary and other city staff members with the research and writing of policies, procedures, ordinances, and resolutions for review and/or adoption by the City Council
29. Provide assistance, as needed, to maintain the City's website and calendar in relation to City Council and city boards/committee's agendas, agenda packets, and meeting minutes; and information relative to the Office of the City Secretary and general City information as needed
30. At the City Secretary's request and approval, attend and participate in seminars
31. Meet all TCOLE unit and cycle training requirements, including training coordinated and hosted by Sealy Police Department, to maintain an active TCOLE Peace Officer License
32. Stay informed of changes to open records laws
33. Assist the public, by telephone or in person, with questions requiring knowledge of City policies and procedures
34. Perform other duties as assigned
35. This position is considered essential during a natural or manmade disaster and/or a catastrophic event. This position may be required to provide services or perform duties for the benefit of the public and continuity of City operations. These may include services or duties different from those performed in the usual course and scope of this position

### Physical Demands and Working Environment

*(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)*

- Work is performed primarily in an office environment; however, offsite events include grand openings, groundbreakings, and active construction sites, which may be subject to weather. While performing duties of this job, the employee must be able to remain in a stationary position 50% of the time. The employee is occasionally required to stand; reach; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. This position requires constant operation and use of computer, phone, and other

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|---|---|
| Department: City Secretary | Hourly Rate Range: $22.05-$34.17 |
| Reports To: City Secretary | FLSA: Exempt |

office equipment. May be subject to repetitive motion, such as typing, and vision to monitor. Employee must be able to function and communicate clearly with departments, the public, and attend various functions and meetings at other sites either within or outside the city. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet. This position requires regular and reliable physical attendance at the assigned work location to perform the essential functions of the job. This position may also require physical attendance at public meetings, such as City Council meetings, board meetings, community events, or other functions, as directed by the Department Head and/or City Manager. All employees are expected to maintain a professional presence and remain responsive and accessible during assigned working hours, as well as during on-call designation times

**Minimum Qualifications & Requirements:**

- Bachelor's Degree in Business Administration, Public Administration, or a related field preferred
- Two (2) year municipal support experience
- or equivalent combination education, experience, and the following Knowledge/Skills/Abilities, as listed:

**Knowledge/Skills/Abilities**

- Knowledge of Texas Public Information Act and Open Meetings Act, Municipal Election Law and Local Government Code
- Knowledge of city management policies and procedures
- Knowledge of research, analysis, interpretation and report development of complex administrative issues including legal, financial and survey data
- Ability to answer questions regarding municipal regulations and ordinances and status of communications, resolutions and other official actions and assure records are open to the public
- Ability to make independent judgments to address and solve issues
- Proficiency in the use of computers and related equipment, hardware and software
- Skill in effective oral and written communications
- Skill in researching, analyzing and preparing reports/recommendations for public officials
- Skill in planning and implementing departmental procedures and objectives
- Skill in prioritizing, tracking, and managing multiple projects, assignments and duties
- Skill in resolving citizen complaints and concerns
- Ability to maintain confidentiality regarding city matters
- Ability to understand, interpret, and apply City of Sealy policies, values and state/federal employment laws
- Ability to perform all the physical requirements of the position with or without an accommodation
- Ability to establish and maintain effective working relationships with city employees, other governmental agencies, members of the business community, and the public

**Licenses, Certificates, or Other Requirements**

- Must possess an active Peace Officer Certification with TCOLE
- Notary Public in State of Texas, or ability to obtain within one year of hire
- Must be enrolled in TMCCP certification course within one year of hire and expected course completion within 5 years of hire
- Ability to obtain Certified Records Management (CRM) designation
- Valid Texas Class "C" Driver's License

## Assistant City Secretary (Police Records)

| | |
|---|---|
| Department: City Secretary | Hourly Rate Range: $22.05-$34.17 |
| Reports To: City Secretary | FLSA: Exempt |

- Must have the ability to pass a pre-employment drug screen, criminal background, MVR check, and CJIS clearance

**This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

**I have read and understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.**

_____ _____

Printed Name Signature

_____

Date

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Finance Department

# Job Description

## Finance/HR Director

| | |
|---|---|
| Department: Finance | Hourly Rate Range: $37.02-$52.02 |
| Reports To: Assistant City Manager | FLSA: Exempt |

**Job Summary:**

- Under the administrative direction of the City Manager, performs duties and makes decisions independently; highly responsible administrative and supervisory work in the direction of the City's Finance Department; serves as the City Manager's financial policy advisor. Works and receives guidelines from state and federal regulations and City ordinances, professional standards, and Council priorities. Consults with City Manager concerning overall fiscal administrative policy, budget preparations, debt management, the financial implications of purchasing and risk management. Work is reviewed through periodic audits, conferences, reports, and program results. Supervision is exercised directly or through subordinates over professional and clerical staff assigned to the department
- Oversee and supervise Human Resources functions for development, training, recruiting, benefits and employment.

**Essential Duties and Responsibilities:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential functions require presence in the workplace on a regular basis. In order to accomplish this, regular attendance MUST be maintained. This is not a comprehensive listing of all functions, and duties of this position; employees may be assigned duties and are expected to perform other related duties, as assigned, which are not listed below; The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

1. Supervise the staff and daily operations of the Finance Department, including accounts payable & receivable, payroll, revenue, journal entries, account reconciliation, purchasing, internal controls, financial reporting, and audit support; perform duties within scope of authority and training; duties may vary according to job assignment
2. Supervise staff; plan, prioritize, and assign tasks and projects; monitor work, provide technical guidance, assistance, and training; meet regularly with staff to discuss and resolve workload and technical issues; develop work plans and assure required deadlines are met; review work and verify the accuracy of financial records
3. Supervise a variety of technical accounting functions for the City; evaluate and analyze financial issues and policies and recommends solutions; coordinate work with other city departments and public agencies
4. Assist and advise the City Manager on all fiscal matters to keep the Manager informed of current trends and proposed future courses of action
5. Assist City Manager with negotiating financial contracts
6. Study, report, and make recommendations on City's fiscal condition, including tax base and utility rates
7. Preview budget requests with City Manager and department managers
8. Prepare annual budget and Financial Plan including revenue and expenditure projections
9. Administer investments, bank relations, capital generation plans and other elements of cash flow. Responsible for overseeing depositing all City funds in legal depositories. Establish collection policy within Texas statutes
10. Assist with development and preparation of internal and external financial reports, financial analysis, regulatory agency reports, consolidated financial statements and Annual Comprehensive Financial Report (ACFR); assist auditors with preparation of annual financial analysis and reports. Review journal entries for accuracy and completeness and correct entries within scope of authority. Prepare status reports and assure effective communication of financial issues

## Finance/HR Director

| | |
|---|---|
| Department: Finance | Hourly Rate Range: $37.02-$52.02 |
| Reports To: Assistant City Manager | FLSA: Exempt |

11. Negotiate financing arrangements with lending institutions and assist bond counsel with financial data gathering. Also monitors compliance with debt requirements
12. Provide guidance to staff and department managers on proper accountability of receipts and expenditures
13. Work with department managers and City Manager on budget amendments
14. Review and verify changes in Legislative Updates to ensure compliance with State and local laws, codes and regulations; Provide technical guidance and make recommendations for compliance changes to City Manager
15. Research and make recommendations to the City Manager and City Council for changes in municipal policy, practices, rules, and regulations
16. Prepare staff reports and/or presentations for Finance department, as required
17. Assist in coordination of financial information system development and problem solving
18. Respond to inquiries and requests for financial information from a variety of external sources including vendors, contractors, newspapers, professional organizations, financial institutions, and other local governments; respond to public requests for financial information and to resolve related issues
19. Support the relationship between the City and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintain confidentiality of work-related issues and City information
20. Ensure that the fees established by the Master Fee Schedule, that are applicable to director's department, are properly billed for and collected
21. Monitor and revise financial and accounting policies and procedures
22. Responsible for website maintenance/management of information in regards to Finance Department
23. Formulate and direct the City's investment policies
24. Establish fiscal policies under the direction of the City Manager
25. Provide leadership and direction in the development of HR related activities
26. Direct employment recruitment and selection related duties including job postings and job description preparation, conducting applicant screening, interview and hiring process
27. Provide guidance, advice, recommendations, and interpretation of city rules and regulations, city ordinances and state and federal legislation and mandates concerning HR, personnel, and employee relations and employment related issues
28. Develop and direct the maintenance of personnel records and systems classification and compensation plans
29. Represent the City at hearings and public meetings on HR/personnel related matters; direct actions required, providing and/or maintaining appropriate documentation
30. Plan, direct, supervise, and evaluate the work of subordinate staff
31. Designated liaison with contract IT for computer network and server systems. Advise City Manager on network changes, equipment needs and software/system updates and proceeds upon direction from City Manager
32. Maintain inventory fixed assets
33. Assist Economic Development Corporation with various duties as needed
34. Attend City Council and various board meetings as required
35. Provide services to the general public when emergency conditions warrant it, either in preparation for, or as a reaction to, one or more disastrous events such as: a civil disturbance, hurricane, tornado, earthquake, flood, ice storm, fire, chemical accident including a hazardous material spill, possible public exposure to hazardous conditions, or other disasters which threaten the safety of the citizens. These may include services or duties different from those performed in the usual course and scope of this position

## Finance/HR Director

| | |
|---|---|
| Department: Finance | Hourly Rate Range: $37.02-$52.02 |
| Reports To: Assistant City Manager | FLSA: Exempt |

### Physical Demands and Working Environment

*(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)*

- While performing duties of this job, the employee must be able to remain in a stationary position 50% of the time. Work is performed in an office setting or at a workstation. The position requires occasional standing, walking, bending, and lifting/carrying work-related items weighing under 25 pounds, such as papers, ledgers, books, and office supplies. While performing the duties of this position, the employee is required to perform data entry and other computer functions for extended periods of time. Detailed and accurate data entry is required. Work involves everyday risks or discomforts which require normal safety precautions when operating equipment and performing job duties. This position requires regular and reliable physical attendance at the assigned work location to perform the essential functions of the job. This position may also require physical attendance at public meetings, such as City Council meetings, board meetings, community events, or other functions, as directed by the Department Head and/or City Manager. All employees are expected to maintain a professional presence and remain responsive and accessible during assigned working hours, as well as during on-call designation times

### Minimum Qualifications & Requirements:

- Work requires possession of a bachelor's degree in Finance or a related field, (Master's Degree preferred)
- Ten (10) years of public sector experience in a municipality as a senior financial officer preferred
- or any equivalent combination of education and the following:

### Knowledge/Skills/Abilities

- Municipal experience in accounting, financing, budgeting, treasury, purchasing, tax, water, sewer, natural gas, and solid waste customer services, municipal operations, and electronic data processing
- Thorough knowledge of government purchasing, budgeting, risk management and computerized financial systems
- Thorough knowledge of the principles and techniques of financial management and budgetary control in an automated environment
- Thorough knowledge of municipal and state laws, rules and regulations that apply to City finances
- Thorough knowledge of the general principles of public fiscal administration including budgeting, purchasing, personnel systems, cash management, reporting and automated data processing application
- Ability to apply financial theory and principles to resolve problems
- Ability to gather, assemble and analyze facts, draw conclusions, and devise techniques suitable for management
- Ability to prepare and deliver oral and written reports on financial matters, ability to supervise others. Ability to apply Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS)
- Knowledge of government policies specifically related to strategic planning, organizing, directing, and coordinating local government operations
- Knowledge of federal, state, and local laws and regulations, principles, practices, and methods applicable to the field of human resources management
- Ability to ensure that the policies, practices, and regulations of the City are fairly and equitably administered

## Finance/HR Director

| | |
|---|---|
| Department: Finance | Hourly Rate Range: $37.02-$52.02 |
| Reports To: Assistant City Manager | FLSA: Exempt |

- Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff
- Knowledge of office electronic equipment, and computer hardware and software
- Ability to use logic and reasoning to analyze, understand, and evaluation complex situations
- Ability to establish and implement effective administrative and management programs and procedures
- Ability to perform all the physical requirements of the position with or without an accommodation

**Licenses, Certificates, or Other Requirements**

- Certified Public Accountant (CPA) preferred
- Certified Government Finance Officer (CGFO) preferred
- PHSRA-CP or SHRM-CP preferred, or ability to obtain
- Valid Texas Class "C" Driver's License
- Must have the ability to pass a pre-employment drug screen, criminal background, credit, and MVR check

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**I have read and understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.**

_____ _____

Printed Name Signature

_____

Date

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# Job Description

## HR/Purchasing Coordinator

| | |
|---|---|
| Department: Finance | Hourly Rate Range: $22.05-$34.17 |
| Reports To: Finance/HR Director | FLSA: Exempt |

**Job Summary:**

- Coordinates professional human resources activities in employee relations which include compensation, classification, recruitment, benefits administration, performance evaluations, grievances, and employee concerns. Plans, coordinates, and conducts training programs. Performs a variety of professional Human Resources related activities in support of departments
- Plans, coordinates, and enforces the activities of the City's purchasing and procurement program
- Assist in the administration, documentation, and reporting of all grant related activities
- Under the general administrative direction of the Finance/HR Director

**Essential Duties and Responsibilities:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential functions require presence in the workplace on a regular basis. In order to accomplish this, regular attendance MUST be maintained. This is not a comprehensive listing of all functions, and duties of this position; employees may be assigned duties and are expected to perform other related duties, as assigned, which are not listed below; The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

1. Assume responsibility for personnel services and activities, including but not limited to recruitment, compensation, benefits, employee records, performance appraisals, and employee relations
2. Recommend and administer policies and procedures related to personnel practices and ensure personnel practices follow legal guidelines
3. Represent human resources to other city departments, elected officials and outside agencies; explain, justify, and defend personnel management programs, policies, and activities
4. Establish and maintain standard operating procedures for human resources
5. Meet with employees to identify and resolve employee problems. Negotiate and resolve sensitive, significant and controversial issues
6. Plan, direct, and coordinate personnel activities
7. Participate in budget planning process by entering personnel related expenses for each department
8. Attend and participate in seminars; stay abreast of new trends and developments in the field of human resources, payroll, and benefits
9. Assist with website maintenance/management of information in regard to HR department
10. Consult with and advise department directors and the City manager regarding personnel related problems
11. Assist and advise city employees in a variety of personnel matters including the interpretation and application of personnel policies and the processing of employee grievances
12. Assist in managing the City's employee benefits and compensation programs including retirement benefits, insurance programs, paid time off, and incentive pay by monitoring budget line items, coordinating and administrating compensation and benefits, and reviewing and approving the billing of benefits
13. Responsible for accuracy and confidentiality of employee and applicant records and files. Maintain confidentiality when handling communications and documents
14. Post all City job opportunities in accordance with the City's policies

## HR/Purchasing Coordinator

| | |
|---|---|
| Department: Finance | Hourly Rate Range: $22.05-$34.17 |
| Reports To: Finance/HR Director | FLSA: Exempt |

15. Screen applicants for employment, schedule interviews, make offers of employment, and schedule post-offer, pre-employment screenings
16. Perform necessary pre-employment checks including background, credit, and MVR checks
17. Responsible for new employee orientation and onboarding process
18. Perform salary and benefits surveys and studies; analyze data and provide related recommendations to the City Manager's office
19. Serve as the designated contact person to receive questions, comments and complaints related to employee PHI, health privacy practices and procedures, or violations of any applicable state or federal law or regulation
20. Provide for training and development of City personnel
21. Coordinate and assist departments in the regular evaluation of job performance
22. Review, maintain, and assist department directors with development and revision of employee job descriptions
23. Entry of employee data in payroll and HR system
24. Coordinates the purchase of supplies, materials, equipment, and non-personal services and repairs within established federal, state, and city guidelines
25. Facilitate cooperative purchasing agreements and execution of interlocal agreements with other governing agencies
26. Coordinate and assist with the preparation of bid specifications and conditions and recommend proper procurement methods for purchases, equipment, and services. Recommend award of contracts to vendors which includes rates and conditions most favorable to the best interest and value of the City
27. Review and process requisitions and issue purchase orders
28. Maintain purchasing procedures for items not subject to competitive bidding
29. Oversee administrative tasks related to grant reporting and program implementation in a way that meets accepted standards, as well as the requirements of the funding source
30. Maintain accurate records of grants, payments, and records for all grant related activities
31. Assist in reporting, compliance, and audit requirements associated with grant awards
32. Assist the public, by telephone or in person, with questions requiring knowledge of City policies and procedures
33. Perform other duties as assigned
34. This position is considered essential during a natural or manmade disaster and/or a catastrophic event. This position may be required to provide services or perform duties for the benefit of the public and continuity of City operations. These may include services or duties different from those performed in the usual course and scope of this position

### Physical Demands and Working Environment

*(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)*

- Work is performed primarily in an office environment; however, offsite events include grand openings, groundbreakings, and active construction sites, which may be subject to weather. While performing duties of this job, the employee must be able to remain in a stationary position 50% of the time. The employee is occasionally required to stand; reach; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. This position requires constant operation and use of computer, phone, and other office equipment. May be subject to repetitive motion, such as typing, and vision to monitor. Employee must be

## HR/Purchasing Coordinator

| | |
|---|---|
| Department: Finance | Hourly Rate Range: $22.05-$34.17 |
| Reports To: Finance/HR Director | FLSA: Exempt |

able to function and communicate clearly with departments, the public, and attend various functions and meetings at other sites either within or outside the city. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet. This position requires regular and reliable physical attendance at the assigned work location to perform the essential functions of the job. This position may also require physical attendance at public meetings, such as City Council meetings, board meetings, community events, or other functions, as directed by the Department Head and/or City Manager. All employees are expected to maintain a professional presence and remain responsive and accessible during assigned working hours, as well as during on-call designation times

### Minimum Qualifications & Requirements:

- Work requires possession of a high school diploma or GED equivalent
- Bachelor's Degree in Business Administration, Public Administration, Organizational Behavior or a related field preferred
- Two (2) year municipal support experience
- Or equivalent combination of education, experience, and the following:

### Knowledge/Skills/Abilities

- Knowledge of research, analysis, interpretation and report development of complex administrative issues including legal, financial and survey data
- Ability to make independent judgments to address and solve issues
- Effective business communication skills utilizing correct English including spelling, grammar, and punctuation
- Proficiency in the use of computers and related equipment, hardware and software
- Skill in effective oral and written communications
- Skill in researching, analyzing and preparing reports/recommendations for public officials
- Skill in prioritizing, tracking, and managing multiple projects, assignments and duties
- Ability to maintain confidentiality regarding city matters
- Knowledge of federal and state employment and labor laws, EEOC guidelines on employee selection procedures, American with Disabilities (ADA) employment guidelines; and other personnel law practices
- Acquire and maintain knowledge of local, state, and federal guidelines, regulations for procurement of supplies and materials in municipal government
- Acquire and maintain knowledge relating to federal and state laws, as well as FEMA reimbursement requirements and processes
- Organized, thorough, and disciplined with a focus on maintaining optimal integrity in support of human resources initiatives
- Ability to understand, interpret, and apply City of Sealy policies, values and state/federal employment laws
- Ability to establish and maintain effective working relationships with city employees, other governmental agencies, members of the business community, and the public
- Ability to perform all the physical requirements of the position with or without an accommodation

### Licenses, Certificates, or Other Requirements

- Notary Public in State of Texas, or ability to obtain within one year of hire

## HR/Purchasing Coordinator

| | |
|---|---|
| Department: Finance | Hourly Rate Range: $22.05-$34.17 |
| Reports To: Finance/HR Director | FLSA: Exempt |

- SHRM or IPMA-HR certification, or ability to obtain within two years of hire
- Certified Processional Public Buyer (CPPB), or ability to work towards obtaining certification within reasonable timeframe
- Valid Texas Class "C" Driver's License
- Must have the ability to pass a pre-employment drug screen, criminal background, and MVR check

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**I have read and understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.**

_____ _____

Printed Name Signature

_____

Date

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

# G. Public Hearing

# PUBLIC HEARING NOTICE

**PUBLIC HEARING: Notice of a Public Hearing on Budget Amendment. The City Council for the City of Sealy, Texas, will hold a Public Hearing Amending the 2024-2025 Fiscal Year Budget of the City of Sealy, Texas, to be held on the 15th day of July 2025 at 6:00 p.m. in the City Council Chamber at 415 Main Street. All interested persons shall be given an opportunity to be heard for or against any item or the amount of any item contained in the proposed Budget Amendment.**

# H. Business

Item #1

AGENDA ITEM NO. 1

Review, Discussion and Possible Action regarding Chapter 29 – Downtown District Ordinance.

SUBMITTED BY: Kimbra Hill, City Manager

MEETING DATE: July 15, 2025

# STAFF REPORT

## DESCRIPTION

On January 7th, City Council reviewed 31 topics submitted by Councilmembers for consideration as future agenda items. Each Councilmember independently scored the topics to establish a consensus on priority items for further discussion.

Review and discussion of Chapter 29, the Downtown District Ordinance, received 5 out of 7 votes, confirming it as one of Council's top priorities for this year.

## DISCUSSION HIGHLIGHTS

During initial discussion, Council highlighted several key areas of concern related to the Downtown District Ordinance, including:

- A review of the approved and prohibited types of businesses within the Downtown District;
- Code enforcement challenges related to vacant and deteriorating buildings, and properties being used primarily as storage facilities rather than active businesses;
- Questions about LED business signs and flashing light signs, including whether existing rules are clear and enforceable; and
- A specific sign violation case that was raised after the meeting, which Council has requested to revisit as part of this ordinance review.

These topics will help guide the scope of the proposed amendments and legal review.

## ALIGNMENT WITH EDC STRATEGIC PLAN

The timing for this ordinance discussion aligns with the Economic Development Corporation (EDC) Strategic Plan for the FY 2025–2026 budget year. The EDC has identified the development of a *Downtown District Strategic Plan* as a key priority to support revitalization, attract new investment, and strengthen the economic vitality of the downtown area.

## REQUEST FOR COUNCIL INPUT

To move this initiative forward effectively, staff requests that Councilmembers come prepared with their specific topics of discussion, questions, and proposed changes related to Chapter 29. This will ensure the City Attorney can provide a thorough legal opinion on requested amendments and help clarify any existing ordinance provisions.

In addition, the EDC Director plans to engage a consultant to provide recommendations for updating the ordinance, based on Council's feedback and the City Attorney's input.

## NEXT STEPS

The initial discussion at this meeting will focus on:

- Council's priorities and proposed changes,
- The City Attorney's guidance on legal considerations, and
- Any immediate concerns, such as sign regulations and code enforcement provisions.

Following this item, Council will move to the next agenda topic: discussing the creation of the *Downtown District Strategic Plan*. Based on the legal opinion, Council can determine which revisions to Chapter 29 can be prepared for immediate implementation, following two (2) readings of the ordinance amendment, and which updates should be incorporated into the broader strategic approach coordinated by the EDC.

## RECOMMENDATION

**Staff requests that Councilmembers:**

- Be prepared with specific discussion points and questions for the review of Chapter 29;
- Identify topics needing a legal opinion from the City Attorney; and
- Provide input to help define the consultant's scope of work for a comprehensive ordinance update aligned with the Downtown District Strategic Plan.

This approach will ensure any amendments support the City's long-term goals for downtown revitalization.

**ATTACHMENT:**

- Ordinance: Chapter 29 – Downtown District

# Chapter 29 DOWNTOWN PRESERVATION DISTRICT[1]

## Sec. 29-1. General purpose and description.

(a) The downtown district (DD) includes the original business district of the city, and these regulations are intended to preserve the physical characteristics of the area and promote the safety, welfare, convenience, and enjoyment of the general public, including visitors and tourists to the city. These regulations are further designed to protect and enhance the historic downtown area and protect and enhance a pleasing environment that improves the quality of life, promotes the beautification of the area, and encourages business development and retention. The DD is further established to ensure that use of public areas and signage is clear and appropriate to prevent needless clutter; provide for unified and orderly development within the area; and promote and aid economic growth.

(b) The establishment of the DD will regulate and control the aesthetic elements of the area and facades of buildings and public areas. The regulations contained herein do not, unless specifically stated, negate or excuse compliance with any other regulation within this or other city ordinances. In the event of conflict between the requirements of this section and other provisions of this chapter or other city ordinance, the more stringent requirement shall apply.

(Ord. No. 2016-12, § 1, 5-10-2016)

## Sec. 29-2. Boundaries.

The area designated as DD includes the 12 city blocks including within the old town site of the city, which is bordered by the centerlines of the Union Pacific Railroad right-of-way, West Front Street, and the entire four blocks that are adjacent to Main Street from Hwy 36 (Meyer St.) west to Hardeman Street. This also includes the property west of the Burlington Northern Sante Fe Railroad and east of West Front Street. Such area being further defined by a heavy solid line and designation on the official city map attached hereto as Exhibit "A" and made a part hereof.

(Ord. No. 2016-12, § 1, 5-10-2016)

## Sec. 29-3. Use regulations.

(a) The purpose of the DD is to allow a mix of land uses that are compatible and complementary with one another and which are conducive to the revitalization of the area. Certain uses have been determined to be wholly incompatible with the goals of the district and are therefore specifically prohibited.

(b) Permitted uses. Establishments within the following general categories shall be permitted by right:

[1]Editor's note(s)—Section 1 of Ord. No. 2016-12, adopted May 10, 2016, repealed the former ch. 29, §§ 29-1—29-15, and enacted a new ch. 29 as set out herein. The former ch. 29 pertained to similar subject matter and derived from Ord. No. 2015-18, § 1, 9-16-2015; Ord. No. 2012-04, § 1, adopted July 10, 2012; Ord. No. 2004-02, § 1, adopted July 14, 2004.

(1) Residential: single-family residence, duplex, multifamily dwellings on the second and third levels of the structure, accessory residential uses, and home occupations incidental to a permitted residential use;

(2) Retail sales and service establishments, including the following categories:

a. Retail food establishments, such as bakeries, specialized food goods, restaurants, cafes, and private clubs, including establishments that serve alcohol;

b. Specialty sales stores, such as jewelry stores, stationary stores, antique stores, craft and art stores;

c. General merchandise stores for personal or household use, such as furniture stores, drug stores, and department stores;

d. Retail service establishments providing services or entertainment, such as banks, real estate offices, finance services, legal offices, medical providers, other professional offices, barber shops, beauty parlors, locksmiths, photography studios, tailor shops, and watch repair shops;

e. Auditoriums, theaters, museums, and galleries;

f. Bed and breakfast establishments, hotels, and motels;

g. Wineries and breweries;

h. Churches and related uses;

i. City parks;

j. Radio stations; and

k. Single-family homes on a lot.

(c) Prohibited uses. The following uses are specifically prohibited in the DD:

(1) The storage or sale of hazardous chemicals;

(2) Auto repair stores, tire stores, and automobile or vehicle sales establishments;

(3) Sexually-oriented businesses;

(4) Day care facilities for any age group;

(5) Manufacturing facilities of any type, whether the manufacturing process consists of the mechanical or chemical transformation of materials or substances into new products, including the assembling of component parts, the manufacturing of products, and the blending of materials;

(6) Storage facilities, including storage warehouses or indoor storage facilities, for the storage of personal, household or business items, except storage facilities accessory and incidental to a use permitted by subsection (b) and occupies the same lot of the permitted use;

(7) Funeral homes and mortuaries;

(8) Laundry facilities;

(9) Game rooms, except those permitted by the Game Room Ordinance.

(d) Nonconforming uses. There might exist uses of land or buildings, structures, characteristics of use, or land which were lawfully begun prior to the date of adoption of this chapter, but which do not meet the requirements of this chapter. Such uses may be continued subject to the provisions of this section. A nonconforming status under the provisions of this section shall exist when a use of land, building, or structure that does not conform to the regulations prescribed for the DD, but was in existence and lawfully

constructed, located, or operating on the effective date of this chapter, or amendments hereto, and has since been in regular and continuous use.

(1) Repair and maintenance. Normal maintenance and incidental repair may be performed on a complying structure that contains a nonconforming use or on a nonconforming structure. This section shall not be construed to prevent the strengthening or restoration to a safe condition of a structure in accordance with an order of the director of planning and community development or the director's designee, who declares a structure to be unsafe and orders its restoration to a safe condition.

(2) Abandonment.

a. A nonconforming use of land or structure in the DD that is discontinued or remains vacant for a period of six consecutive months shall be presumed to be abandoned and shall not thereafter be reestablished or resumed. Any subsequent use or occupancy of the land or structure must conform to the regulations for the DD.

b. Overcoming presumption of abandonment. The presumption of abandonment may be rebutted upon showing, to the satisfaction of the director of planning and community development or the director's designee, that during such period the owner of the land or structure has been:

1. Maintaining the land or structure in accordance with the building code and did not intend to discontinue the use;

2. Actively and continuously marketing the land or structure for sale or lease for that particular nonconforming use; or

3. Engaged in other activities that would affirmatively prove there was not intent to abandon.

c. Calculation of period of abandonment. Any period of such discontinuance caused by government action, fire, or natural calamities and without any contributing fault by the nonconforming user shall not be considered in calculating the length of discontinuance pursuant to this section.

(3) Movement, alteration and enlargement. No nonconforming use of a structure may be moved, enlarged, or altered and no nonconforming use of land may occupy additional land, except as follows:

a. Enlargement. A nonconforming use may not be enlarged, expanded, or extended to occupy all or a part of another structure or land that it did not occupy on the effective date of this chapter. However, a nonconforming use may be extended within the same structure, provided no structural alteration is proposed or made for the purpose of the extension. The enlargement, expansion, or extension of a nonconforming residential use shall be excepted from this limitation, provided that:

1. The enlargement, expansion or extension does not exceed 50 percent of its appraised value as it existed prior to the enlargement, expansion, or extension;

2. The structure was not destroyed to the extent of 50 percent or more; and,

3. The structure complies with all other applicable ordinances and regulations of the city.

b. Exterior or interior remodeling or improvements to structure. Exterior or interior remodeling or improvements to a structure containing a nonconforming use shall be allowed, provided there is no expansion of the nonconforming use.

c. Relocation of structure. A structure containing a nonconforming use may not be relocated to another site within the DD unless the use conforms to the regulations of the DD.

d. Destruction of structure with nonconforming use. If a structure that contains a nonconforming use is destroyed to the extent of 50 percent or more of its appraised value by fire or natural calamity or is voluntarily razed or is required by law to be razed, the nonconforming use shall not

be resumed. The determination of the extent of damage or destruction under this subsection shall be based on the ratio of the estimated cost of restoring the structure to its condition before the damage or destruction to the estimated cost of duplicating the entire structure as it existed prior to the damage or destruction.

(4) A nonconforming structure may not be moved, enlarged or altered, except in the manner provided in this section or unless required by law. At the determination of the director of planning and community development or the director's designee, the movement, enlargement or alteration might need to be approved in accordance with city ordinances.

a. Repair, maintenance, alteration and enlargement. Any nonconforming structure may be repaired, maintained, altered, or enlarged; provided that no such repair, maintenance, alteration, or enlargement shall either create any new noncompliance or increase the degree of the existing noncompliance of all or any part of such structure.

b. Moving. A nonconforming structure shall not be moved in whole or in part, for any distance whatsoever, to any other location on the same or other lot within the DD unless the entire structure shall thereafter conform to the regulations of the DD.

c. Damage or partial destruction. If a nonconforming structure is damaged or destroyed by fire or natural calamity to the extent of less than 50 percent of its appraised value, the structure may be restored if restoration is started within six months and diligently pursued to completion. Any delay in starting such restoration that is caused by government action or natural calamities and without contributing fault by the owner shall be deducted in calculating the starting date of restoration.

(5) Nonconforming lots of record. Notwithstanding the minimum requirements for lot size within the DD, structures may be constructed, built, moved onto, expanded, reconstructed, occupied, or used on a nonconforming lot of record that existed prior to the effective date of this chapter, or any amendment hereto, provided all such structures shall comply with all other applicable ordinances of the city.

(Ord. No. 2016-12, § 1, 5-10-2016)

## Sec. 29-4. Area regulations.

The minimum lot area shall be 2,500 square feet. The minimum lot width shall be 25 feet, except on corner lots, the minimum width shall be 35 feet. The minimum lot depth shall be 100 feet.

(Ord. No. 2016-12, § 1, 5-10-2016)

## Sec. 29-5. Parking regulations.

Parking for all uses within the DD is exempt from the standards set forth in chapter 28 of this Code.

It shall be unlawful for any person having registered in his or her name a truck, sport utility vehicle, or van; owning a truck, sport utility vehicle or van; operating a truck, sport utility vehicle, or van; or having care, custody, or control of a truck, sport utility vehicle, or van to allow or permit the truck, sport utility vehicle, or van to be parked or left standing in the middle parking on Main Street between Meyer and Front.

(Ord. No. 2016-12, § 1, 5-10-2016; Ord. No. 2016-14, § 1, 6-28-2016; Ord. No. 2020-02, § 2, 3-3-2020)

## Sec. 29-6. Height regulations.

The height of buildings and structures shall not exceed three stories or 35 feet. The minimum height for all new structures on a corner lot is 20 feet.

(Ord. No. 2016-12, § 1, 5-10-2016)

## Sec. 29-7. Setbacks and coverage regulations.

(a) Front and interior side yard setback requirements are zero feet; however, the front building line for infill construction may not extrude or intrude the original front building line of the existing structures on the same block.

(b) Rear yard setbacks shall be 20 feet; however, the setback may lineup with adjacent structures on that same block.

(c) The width of the new construction shall fill the entire empty space between buildings. Narrow unusable spaces between buildings must be cleared of all debris and closed off with like building materials of the surrounding structures or a permanently affixed locking gate consisting of black iron fencing complimenting the style of the architectural elements of the building.

(Ord. No. 2016-12, § 1, 5-10-2016)

## Sec. 29-8. Sign regulations.

Signs shall be permitted within the DD according to the sign regulations of the city the following additional restrictions:

(a) The collective area of all window signs posted in, upon, or within three feet of any window surface may not exceed 30 percent of the total window area of any one floor of a building, or 30 percent of the front window area of any individual occupant of a building. For purposes of this section, "window signs" shall mean any paper, plastic, neon, or painted display affixed to the inside or outside of the window surface.

(b) Signs shall not contain moving parts, nor shall a sign itself move. A hanging sign is allowed as long as it is properly supported and approved by the director of planning and community development or the director's designee. The chain or apparatus securing the sign should be safe and at a length that would not allow injury to persons inside or outside a building.

(c) Signs may be electrically lit from within. Signs may be lit by some type of mounted light as approved by the director of planning and community development or the director's designee.

(d) Neon signs are allowed. The color and brightness of the neon must be approved by the director of planning and community development or the director's designee.

(e) Signs are allowed along the drop flaps of awnings.

(f) Permanent banners are prohibited. Temporary banners may be used for a period not exceeding ten days. Temporary banners may not be used more than 30 days within any one calendar year;

(g) Wall signs are permitted for each business within the DD with an allowable total sign area of one and one-half square feet for each linear foot of the building frontage. The wall sign shall not project more than three feet above the roof line and must be located on the portion of the building at the site where the goods or services are offered. Colors of all signs must conform to subsection (j).

(h) For individual tenants or businesses the total surface square footage of projecting signs (signs attached to the building at one end only) should not exceed 12 square feet. Only one face of a flat or double-faced sign should be included in the computation of sign area.

(i) All sign colors must conform to the approved color palate for the DD.

(j) Permanent, free standing signs including pole signs are prohibited in the DD.

(k) Notwithstanding any other provision of this section, a new tenant in the DD may place a temporary sign on the premises of said development for a period not to exceed the first 60 days of tenant's conducting business in such development.

(l) Flags with a maximum size of three feet by five feet are permitted which are seasonal (pertaining to the current season as designated on a U.S. calendar), promotional, or spirit flags supportive of Sealy schools. All flags must be in good condition at all times.

(m) A-frame signs are permitted on sidewalks; however, a minimum of five feet of clearance must be maintained on the sidewalk at all times.

(n) The size of signs that identify a business, building, or complex may be reduced or may exceed the size limitations by no more than 15 percent of the sizes specified in this section if it is determined by the director of planning and community development or the director's designee, that the visual impact of the signs are or are not compatible with the signage of other buildings within the DD and are not in proportion to the size and design of the building.

(Ord. No. 2016-12, § 1, 5-10-2016)

## Sec. 29-9. Screening.

The following activities shall not be located at front areas of any structure on a site but may be located at the rear or side of a structure:

(a) Off-street cargo loading areas;

(b) Air conditioning and heating equipment;

(c) All outside storage;

(d) Industrial activities; and

(e) Refuse storage areas, dumpsters, and all related activities other than small city-provided waste receptacles along the sidewalks. These areas and receptacles must be kept clean and be serviced on a regular basis.

(Ord. No. 2016-12, § 1, 5-10-2016)

## Sec. 29-10. Architectural elements.

(a) New development, construction, or renovations of structures within the DD must have front and side primary facade constructed of wood, fiber-cement siding, brick, masonry, stone, stucco (except highly textured or coarse), glass, or exterior insulated finishing system (EIFS).

(b) No metal buildings shall be permitted, unless such structures are faced with wood, fiber-cement siding, brick, masonry, or stucco (except highly textures or coarse) or exterior insulated finishing system (EIFS).

(c) Permitted materials for accent and trim.

(1) Any of the recommended primary materials listed in subsection (a).

(2) Pre-cast masonry (for trim, cornice, or parapet cap only).

(3) Ceramic tile.

(4) Terra cotta.

(5) Decorative stamped or pressed metal paneling.

(6) Architectural metal accents, such as copper or bronze.

(d) Prohibited materials for primary facade, accent, and trim. The following list contains a description of materials that are uncharacteristic and unsympathetic with the existing architecture found in downtown Sealy, and shall not be allowed for use in new construction or in the alteration or remodeling of existing structures.

(1) Concrete masonry units (CMUs), such as cinder blocks and precast concrete paneling.

(2) Oversized brick and mortar at a scale not found on other downtown buildings.

(3) Unfinished, painted, and stained composite wood, such as plywood.

(4) Wood siding or paneling in a diagonal and vertical pattern.

(5) Imitation wood, composite, vinyl, and aluminum siding.

(6) Metal finishes, such as corrugated, embossed, expanded, and standing seam metal.

(7) Mirrored, metalized, reflective, or opaque glass, and glass block.

(8) Highly textured and coarse stucco.

(e) Consistency of facades. The DD currently maintains a 25-foot facade width rhythm. This practice is encouraged and may be accomplished by using the following options every 25 feet.

(1) Columns.

(2) Pilasters.

(3) Material changes.

(4) Pattern/color changes.

(5) Facade portions.

(f) Colors.

(1) Colors shall be chosen from the approved historical color palate.

(2) Color schemes should:

a. Complement the neighboring buildings;

b. Visually link the building to its past;

c. Be compatible with the building's predominant materials;

d. Consider the building as a whole as well as details that need emphasis, such as using a single color on similar elements, such as window frames to show that the elements are part of the same facade; and

e. Reserve brighter colors for small accents to emphasize entrances and highlight special ornamentation;

(3) No two adjacent buildings should be painted the same shade of color.

(4) If the applicant wishes to use a color not on the approved palette, a sample should be included with the application for approval.

(g) Consistent facade features. Consistent traditional facade features allow for patterns and visual alignments that enhance the overall character of the downtown. These features should be aligned with neighboring buildings in both height and dimension. These features include:

(1) Kick plate below the front windows;

(2) First floor display windows;

(3) Vertical window patterns and shapes; window sills on second floor;

(4) Angled entrances and recessed central entrances; and

(5) Transom and parapet caps or cornices.

(h) Windows.

(1) First floor storefront windows shall be evenly distributed at pedestrian level across the length of the facade.

(2) The first floor of any downtown commercial building should be primarily transparent. From 50 percent to 75 percent of a ground floor facade facing a public street shall be made of transparent materials.

(3) Windows are required along the sides of buildings which are visible from roadways or parking areas.

(4) New windows shall be similar to original windows.

(5) Permitted exterior renovation of any structure requires the re-opening, revealing, preservation, and maintenance of existing second story windows including clerestory features. Any windows that were hidden shall be revealed to their original state or to a state which is compatible with the surrounding area and as historically accurate as possible.

(6) New construction, including clerestory windows, shall be in harmony and aligned with the surrounding building facades.

(7) New, multi-level developments must include second- and third-story windows which match the surrounding window lines and styles, compose of at least 40 percent of the upper story facades, are not mirrored glass, and are not darkly tinted.

(i) Awnings.

(1) Awnings should be designed to fit the storefront opening and to emphasize the building's proportions.

(2) Awnings shall not obscure or damage important architectural details.

(3) Awnings should align horizontally with neighboring awnings.

(4) There shall be minimum clearance of eight feet between the lowest point of projection of the awning and sidewalk or public right-of-way immediately below.

(5) All awnings, canopies, and projecting overhangs shall be affixed or fastened to buildings by supports in such a manner as not to be dangerous or harmful to the users of the sidewalks or streets.

(6) No awning, canopy, or projecting overhang shall be used for a support for any sign or advertising.

(7) Colors used for the awnings will be chosen from the approved color palette and complement the entire building facade color scheme and may be used in combination with complimentary stripes.

(8) Different colored awnings are encouraged for adjacent businesses to aid in differentiating the businesses and tenants.

(j) Murals.

(1) Murals painted on a wall surface shall be in compliance with the City of Sealy Downtown District Murals Policy and shall be approved by the city council.

(2) Existing murals can be cleaned and re-emphasized but not painted over.

(k) Other features.

(1) Existing structures. Every reasonable effort shall be made to adapt a property in a manner that requires minimal alteration of the any distinctive architectural features or characteristics of a structure.

(2) The design of walls and other structures located on the same site, including those used for screening, as set forth in subsection (k)(1) hereof, shall be constructed of the same or similar materials as the main building on the lot.

(3) With regard to subsections (k)(1) and (2), an applicant may present to the planning commission and city council, on a site plan, specifications that include elevation drawings and proposed alternative materials, which meet or exceed the appearance and durability requirements.

(4) Sidewalk furniture and landscape planters are encouraged within the DD, in accordance with the following standards:

a. An applicant must apply for a permit for the placement of sidewalk furniture or landscape planters on a form prepared by the director of planning and community development or the director's designee. This shall include a description and specifications of the furniture or planter(s) to be placed on a sidewalk and a drawing or other description sufficient to identify where the item will be located. The director of planning and community development or the director's designee shall review all such applications to ensure that the standards of this section are met and that public safety will not be impaired. The number and location of furniture and planters may be limited to assure that public safety is not compromised.

b. The placement on a city sidewalk of permanently installed furniture, designed for temporary use by pedestrians, or landscaping planters shall be allowed within this district, provided a minimum of five feet of clearance is maintained on the sidewalk at all times.

c. Benches and planters shall be constructed of wood, iron, cement, or similar material, shall be designed so as not to stain the sidewalk, and shall be maintained in good condition by the property owner or tenant who:

1. Places the bench or planter at that location; or

2. Operates the business establishment in front of which the bench or planter is placed.

d. Any and all landscape trees, shrubs, plants, or flowers planted in any landscape planter, pot, or basket, as provided under subsection (k)(4), shall be properly maintained by the property owner or tenant who:

1. Places the planter at that location; or

2. Operates the business establishment in front of which the planter is placed.

e. No advertising of any kind shall be allowed upon any bench or planter.

f. Outside displays of store merchandise shall not be allowed unless authorized by the director of planning and community development or the director's designee.

(5) Screening walls may be constructed of landscaping to a height sufficient to prevent the view of such use at ground level.

(6) Outside displays of store merchandise can be allowed providing that:

a. An adequate pathway is provided.

b. A minimum of four feet of clearance is to be maintained on the sidewalk at all times.

c. The director of planning and community development or the director's designee authorizes the display.

(Ord. No. 2016-12, § 1, 5-10-2016; Ord. No. 2022-12, § 2, 6-21-2022; Ord. No. 2025-01, § 2, 1-7-2025)

## Sec. 29-11. Architectural elements—Residential.

(a) All plans for new construction, exterior renovations or demolition must be submitted to the city for approval. New construction or redevelopment of individual residential lots shall be consistent with historical homes in Sealy or the residential architectural styles that are predefined in the DD. Original building materials should be kept where possible and replicated if needed. Additions and minor alterations to houses shall respect and adhere to the existing architectural style. A major alteration of the facade of a non-contributing structure should adopt historical references and architecture compatible with contributing structures. New development, construction, or renovations of structures, within the DD may only contain the following primary materials on all sides:

(1) Wood.

(2) Fiber-cement siding.

(3) Brick.

(4) Masonry.

(5) Stone.

(6) Stucco.

(7) Glass.

(b) No metal buildings shall be permitted.

(c) No portable, pre-manufactured, mobile, or temporary structures shall be permitted.

(d) Permitted materials for accent and trim.

(1) Any of the recommended primary materials listed in subsection (a).

(2) Pre-cast masonry (for trim only).

(3) Architectural metal accents, such as copper or bronze.

(e) General prohibited materials. The following list contains a description of materials that are uncharacteristic and incompatible with the existing architecture found in downtown Sealy, and shall not be allowed for use in new construction or in the alteration or remodeling of existing structures:

(1) Concrete masonry units (CMUs), such as cinder blocks and precast concrete paneling.

(2) Oversized brick and mortar at a scale not found on other downtown residences.

(3) Unfinished, painted, or stained composite wood, such as plywood.

(4) Wood siding or paneling in a diagonal or vertical pattern.

(5) Composite, vinyl, or aluminum siding.

(6) Metal finishes, such as corrugated, embossed, expanded, or standing seam metal; however, standing seam metal roofs are allowed.

(7) Mirrored, metalized, reflective, or glass block.

(8) Highly textured or coarse stucco.

(9) Exterior insulated finishing system (EIFS).

(f) Porches and balconies.

(1) Front porches and porch features that are in good condition or repairable and are in character with the architectural style of the building shall be retained and repaired to match original materials, size, and configuration to maximum extent possible.

(2) Replacement of existing porches and porch features with design or materials not in character with the architectural style and period is prohibited. Existing porch design and material must be compatible with the original porch or with the architectural style of the period of the building date.

(3) Porches not visible from right-of-way can be screened. No architectural elements shall be damaged or removed.

(4) Porches visible from right-of-way shall only be enclosed with glass or screen and require approval by the director of planning and community development. Requests for enclosures shall be reviewed on a case-by-case basis to determine consistency with historic architectural style of home.

(g) Garages and accessory structures.

(1) Garages are to be detached and recessed behind the home; however, a preexisting attached garage can be rebuilt if justified by the circumstances.

(2) Single-wide garage doors are preferred to double-wide doors if visible from the street.

(3) Accessory structures are to be located in conformance with the setback regulations and respect building separation as applicable.

(4) Prefabricated accessory storage structures shall not exceed one hundred square feet.

(5) Accessory structures shall not exceed height of main structure.

(h) Fences and walls.

(1) Acceptable types of fencing on single-family residential lots include wood, polyvinyl chloride (PVC), white picket, and wrought-iron.

(2) Chain-link fences, whether vinyl coated or not, are prohibited. All replacement of existing chain-link fence shall use a recommended style fence material.

(3) Split-rail fence is not allowed.

(4) Fences in the front yards are not allowed.

(i) Colors of residences and accessory structures.

(1) Colors shall be chosen from the approved historical palette.

(2) Color schemes should:

a. Complement the neighboring buildings;

b. Visually link the building to its past;

c. Be compatible with the building's predominant materials;

d. Consider the building as a whole as well as details that need emphasis, such as single color on similar elements such as window frames to show that they are all part of the same facade; and

e. Reserve brighter colors for small accents to emphasize entrances and highlight special ornamentation.

(3) No two adjacent buildings should be painted the same shade of color.

(4) If the applicant wishes to use a color not on the palette, a sample should be included with the application.

(5) Brick, stone, or other materials intended to be naturally unpainted shall remain unpainted, unless the material has been painted prior to the adoption of this chapter. Restoration to the original, unpainted condition is encouraged.

(6) Painted areas must be maintained.

(7) Painted areas must have a consistent finish.

(j) Setbacks and coverage.

(1) Front and side yard setback requirements are zero feet.

(2) Rear yard setbacks shall be 20 feet.

(3) All front and side building lines should be consistent with adjacent structures on that block.

(4) The front line of infill buildings cannot extrude or intrude the original front line of the neighborhood.

(k) Lot maintenance.

(1) All lots, yards, driveways, and spaces between buildings must be cleared of all debris and kept mowed and edged regularly.

(2) Landscaping should be kept trimmed to allow for pedestrian and vehicle traffic along all right-of-ways.

(3) No debris should be visible from any right-of-way.

(l) Windows.

(1) Strong horizontal window patterns are not permitted.

(2) Windows are required along the sides of buildings which are visible from roadways or parking areas.

(3) New windows shall be similar to original windows.

(4) Different window light patterns are not permitted.

(5) Consistent window trim shall be used throughout the structure.

(6) Exterior renovation of any structure requires the re-opening, revealing, preservation, and maintenance of existing second story windows, including clerestory features.

(7) New multi-level developments must include second and third story windows which compose 25 percent to 40 percent of the upper story facade.

(8) Windows may not be mirrored glass.

(m) Murals. No murals are permitted on any residential structure or lot.

(n) Screening. The following items shall not be located at front areas of any structure on a site but may be located at the rear or side of a structure and screened to a height sufficient to prevent the view of such items at ground level:

(1) Air conditioning and heating equipment.

(2) All outside storage.

(3) Refuse storage areas and all related activities. Refuse and storage areas and receptacles shall be kept, clean, neat, and properly maintained and serviced.

(4) Screening walls may be constructed of same or similar materials as the main building on the lot or of landscaping to a height sufficient to prevent the view of such use at ground level.

(Ord. No. 2016-12, § 1, 5-10-2016)

## Sec. 29-12. Review of building plans.

(a) No person shall perform any construction on vacant land, perform reconstruction or alteration of any existing building within the DD, or make any material change in the exterior elements of an existing structure that will be visible from a public right-of-way, without first making application to the building official, as required by this section.

(b) Criteria for review. In considering an application for a building permit, the following guidelines shall be considered:

(1) Construction of improvements on a vacant lot or land. Where construction is proposed on a vacant lot or land within the DD, every reasonable effort shall be made to protect and preserve architectural resources affected by, or adjacent to, any new construction. New construction should be similar in size, scale, and design to the structures adjacent to such lot or land.

(2) Existing structures.

a. Every reasonable effort shall be made to renovate existing structures in a manner that requires minimal alteration of any distinguishing architectural feature or element. The destruction, removal, or alteration of any historic material or distinctive architectural features should be avoided when possible. Any major alteration of historic material or distinctive architectural features must be approved by the director of planning and community development or the director's designee.

b. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any new construction.

c. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical or architectural elements, and such design is compatible with the size, color, material, and character of the existing structure and adjacent structures.

d. Wherever possible, additions or alterations to existing buildings or structures shall be performed in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.

(c) No building permit shall be issued for construction of a new structure, or for a significant addition or alteration to an existing structure, within the DD until the planning commission reviews and recommends the approval thereof. All other applications for building permits within the DD for construction, not considered for new construction or a significant addition or alteration to an existing structure, shall be approved by the director of planning and community development or the director's designee. Any required review and approval by the planning commission is in addition to and not in lieu of any building permit that may be required by any other city ordinance. The director of planning and community development or the director's

designee shall deny any application for a building permit for a structure or site that requires, but does not have, approval by the planning commission.

(Ord. No. 2016-12, § 1, 5-10-2016)

## Sec. 29-13. Process for application.

(a) Prior to the commencement of any work requiring review of plans for a building permit, the owner shall file an application for such permit with the city's director of planning and community development or the director's designee. Such application shall contain:

(1) The name, address, and telephone number of the applicant, and a detailed description of the proposed work;

(2) The location and a photograph of the property;

(3) The proposed use(s) to be located on the property, including all parking and accessory structures;

(4) Elevation drawings, photographs, or illustrations of the proposed changes or new construction, including placement of the building, parking, and all related accessory structures or functions;

(5) Samples of materials to be used;

(6) If the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination (if any), and a plan showing the sign's location on the property;

(7) Any other information that the director of planning and community development or the director's designee, or the planning commission may deem necessary in order to complete their review of the application; and

(8) The permit fee.

(b) The planning commission review of an application shall be at a regularly scheduled meeting, within 45 days of the date the application is received, at which time an opportunity will be provided for the applicant to be heard. The planning commission shall then approve, deny, or approve with modifications, the permit within 15 days after the meeting at which such review was conducted; provided, however, both review and action may occur at the same meeting. In the event the planning commission does not act within 60 days of the receipt of the application, director of planning and community development or the director's designee may review and, if determined to be appropriate under the above criteria, may grant the permit or require revisions to bring the project into compliance.

(c) All decisions of the planning commission shall be in writing and shall state its findings pertaining to approval, denial, or modification of the application. A copy of such decision shall be personally given or mailed to the applicant. Additional copies shall be filed as part of the public record on that property and distributed to appropriate city departments.

(d) Appeals to decisions made by the director of planning and community development or the director's designee under the criteria established in section 29-11 hereof, may be made to the planning commission. Appeals to decisions of the planning commission may be made only to the city council. Requests for appeals must be submitted to the city secretary within ten days of the decision being appealed, and may be made by any aggrieved person.

(Ord. No. 2016-12, § 1, 5-10-2016)

## Sec. 29-14. Changes in district boundaries.

(a) City council may, from time to time by ordinance, amend, supplement, or otherwise change by ordinance the boundaries of the DD or the regulations herein established. Changes may be made only in accordance with the procedures of this section and Chapter 211, Texas Local Government Code.

(b) Before taking action on any proposed amendment, supplement, or other change, the city council shall submit the proposed revision to the planning commission for its recommendation and report.

(c) The planning commission shall make a preliminary report and hold a public hearing thereon before submitting its final report to city council. Written notice of such public hearing before the planning commission shall be sent to owners of real property lying within 200 feet of the property proposed to be added to or removed from the DD, and such notice to be given not less than ten days before the date set for public hearing to all such owners, as such ownership appears on the last approved city tax rolls. Such notice may be served by depositing the same in the regular United States mail, properly addressed and postage prepaid.

(d) After receipt of the final report from the planning commission, a public hearing shall be held by the city council before adoption of any ordinance amending, supplementing, or changing the boundaries of the DD or the regulations herein. Notice of such hearing shall be given by publication one time in a newspaper of general circulation within the city, stating the time and place of such hearing, which time shall not be less than 15 days prior to the date of publication.

(Ord. No. 2016-12, § 1, 5-10-2016)

## Sec. 29-15. Planning commission.

(a) The planning commission shall have the authority to:

(1) Exercise the appropriate power, authority, duties, and procedures pursuant to the laws of the State of Texas and applicable ordinances of the city;

(2) Hear and decide upon an alleged error in any order, requirement, decision, or determination by the director of planning and community development or the director's designee in the enforcement of these regulations, except as provided in subsection (h) hereof; and

(3) Authorize variances from these regulations, except as provided in subsection (h) hereof, where it is determined that the granting of a variance will not be contrary to the public interest when, owing to special conditions, a literal enforcement of the provisions of these regulations will result in an unnecessary hardship, and so that the spirit of these regulations shall be observed and substantial justice done.

(b) Any person may appeal a decision of the director of planning and community development or the director's designee to the planning commission, as provided by state law. Such appeal shall be filed, in writing, with the city secretary not later than 30 days after the date a decision is made by the director of planning and community development or the director's designee. If such person or persons fails to file such petition within such 30-day period, the decision of the director of planning and community development or the director's designee shall become final and binding.

(c) Variances.

(1) The planning commission shall not grant a variance unless it shall, in each case, make specific written findings, based directly upon the particular evidence presented to it, which support written conclusions that:

a. The granting of a variance is necessary to secure appropriate development of a parcel of land that differs from other parcels within the DD by being of such restricted area, shape, or slope that it cannot be appropriately developed without modification;

b. The granting of a variance will not be materially detrimental or injurious to other property or improvements within the neighborhood in which the subject property is located, nor impair an adequate supply of light or air to adjacent property, substantially increase congestion on public streets, increase the danger of fire, endanger the public health, safety, and well-being, or substantially diminish or impair property values within the neighborhood; and

c. The variance desired will not be contrary to the general purpose and intent of these regulations.

(2) The planning commission may establish reasonable stipulations (conditions) of approval or modification to a plan proposed with a variance in order to minimize the impact of the variance on surrounding property, preserve the character of the area, or protect property within the area.

(3) All variance applicants seeking a variance from the rules and regulations found herein and pertaining to commercial, industrial, residential subdivisions, or multi-family residential developments shall erect a four-foot by eight-foot sign. All variance applicants seeking a variance from the rules and regulations found herein and pertaining to an intended single-family residential home shall erect a two-foot by three-foot sign. All signs shall be installed 15 days prior to any meeting in which a variance will be considered and shall face the front of the property and be no greater than 15 feet from the public right-of-way or private street with legible lettering from such public right-of-way or private street stating that a variance is being requested and the date, time, and location of the planning commission meeting and city council meeting in which the variance will be considered. The sign shall consist of a white background with black legible font. The sign shall be self-supporting and be erected so that a minimum of one-foot separates the bottom of the sign from the ground below. The sign shall not be obstructed by natural or man-made elements. A URL, QR code, or city phone number, as specified by the city planner or designated staff, shall be posted on the sign. City staff shall approve the sign and its proposed located prior to installation and may allow for minor deviations of this section. City shall mail notice of the variance request to all property owners within a 200-foot radius of the property line requesting the variance at least 15 days before the date of the planning commission meeting in which the variance will be considered. Variance notice shall be placed on the city website and social media accounts.

(d) Appeal of a decision by the planning commission. Any person may appeal a decision by the planning commission to a court of competent jurisdiction. Such appeal shall be filed with the court not later than ten days after the filing of the board's decision with the city secretary. If such person or persons fail to file such petition within such ten-day period, then the decision of the planning commission shall become final and binding.

(e) Effect of filing an appeal. The filing of a notice of an appeal shall stay any proceeding in furtherance of the action appealed from, unless the director of planning and community development or the director's designee rendering such decision, determination, or interpretation certifies, in writing, to the planning commission and the applicant, that a stay poses an imminent peril to life or property, in which case the appeal will not stay further proceedings. The planning commission may review such certification and grant or deny a stay on the proceedings.

(f) The planning commission may reverse, affirm, or modify the decision, determination, or interpretation appealed and, in so modifying such decision, determination, or interpretation, the planning commission shall be deemed to have all the powers of the officer from whom the appeal is taken, including the power to impose reasonable conditions to be complied with by the applicant.

(g) All decisions made by the planning commission shall be provided in writing to the applicant and shall include the following, at a minimum: the action taken by the planning commission, any correction or compliance that

is necessary to bring the project into conformance, the subsequent procedures or steps that may or shall be taken, and the location, time, and date for taking such subsequent procedures or steps.

(h) The planning commission shall not have the authority to consider a variance from, or appeal of, a decision made by the director of planning and community development or the director's designee, or the planning commission in the application of the criteria established in section 29-12 hereof.

(Ord. No. 2016-12, § 1, 5-10-2016; Ord. No. 2023-10, § 2, 4-4-2023)

## Sec. 29-16. Penalty.

Any person, owner, manager, operator, business, corporation, partnership, or other entity violating any provisions of this chapter shall be deemed guilty of a misdemeanor and upon a conviction shall be subject to a penalty in an amount provided in section 1-7 of this Code.

(Ord. No. 2016-12, § 1, 5-10-2016)

Item #2

**SEALY CITY COUNCIL AGENDA ITEM NO: Discussion and Possible Action regarding Downtown District Strategic Plan.**
**MEETING DATE: July 15, 2025**

# STAFF REPORT

## DESCRIPTION

This report addresses the proposed amendment and potential rewrite of Chapter 29 of the City of Sealy Code of Ordinances, which governs the Downtown Preservation District (DPD). It outlines the scope of work being considered in collaboration with a planning firm that specializes in small communities and downtown revitalization and highlights the Sealy Economic Development Corporation's (SEDC) strategic interest and funding commitment to lead this initiative as part of the FY 2025-2026 Strategic Plan.

## ANALYSIS

### DOWNTOWN PRESERVATION AND REDEVELOPMENT FOCUS

A cornerstone of the proposed FY 2025-2026 budget is the continued commitment to preserving and revitalizing Sealy's historic downtown district. This effort includes a comprehensive update to Chapter 29 of the Sealy City Code, which governs Downtown Preservation. The goal of rewriting this chapter is to modernize regulations and guidelines to better protect the unique architectural and cultural heritage of the area while enabling thoughtful growth and adaptive reuse.

The revised Chapter 29 will provide clearer standards for building rehabilitation, façade improvements, signage, and new construction, ensuring any changes respect the historic character that defines downtown Sealy. This update will also address current challenges and remove barriers that may hinder property owners or developers from investing in preservation and improvement projects.

As part of SEDC's 2025–2027 Strategic Plan, a targeted update of Chapter 29 was identified to make multi-faceted improvements:

- Seeking City Council and community feedback regarding areas of focus when conducting a review of the Sealy's Historic Downtown Preservation Ordinance.
- Encourage preservation-based economic development promoting Sealy's history;
- Revise and relaunch the Historic Downtown Business Improvement Grant (BIG) Program to incentivize improvements and enhancements to the historic buildings;
- Align architectural, use, and redevelopment regulations with modern best practices and grant funding and the SEDC Facade Improvement Program streamlining improvements;
- Strengthen the ordinance regarding a building owner's upkeep and repair responsibilities;
- Strengthen the prohibition of buildings being used for storage only.
- Review standards to address hazards that may lead to catastrophic loss of buildings.

- Analyze the City's/SEDC's ability to encourage and incentivize buildings in the district that align with the character of the district.
- Enhance the district's appeal to businesses, stakeholders and tourists.

**OTHER PLANNING AND REDEVELOPMENT CONCEPTS FOR HISTORIC DOWNTOWN**

Alongside the regulatory update, the budget prioritizes strategic redevelopment efforts focused on key historic sites within the downtown district. These efforts include:

- Ongoing discussions about potential redevelopment opportunities that balance preservation with economic viability.
- Exploring acquisition and enhancement of properties that can serve as catalysts for further investment and community gathering spaces such as a downtown pocket park, which would provide green space to improve quality of life and increase visitor appeal.
- Planning and executing infrastructure and beautification projects that enhance streetscapes, pedestrian experience, and overall downtown aesthetics.

By taking a comprehensive approach, alignment can occur through updated preservation policies, targeted capital improvements, and incentivized through grant programs. This, in turn, will lead to the creation of a vibrant, economically sustainable downtown that honors Sealy's heritage while welcoming new business and community activities.

This focus on downtown redevelopment not only preserves a key part of Sealy's identity, but it also drives broader economic development by attracting visitors, new residents, and investment—critical factors as the city positions itself to benefit from the anticipated regional growth associated with Houston's expanding growth and economy.

## FINANCIAL IMPACT

The FY 2025–2026 Proposed Budgets for the Sealy Economic Development Corporation and the Hotel Occupancy Tax Funds include funds for projects and programs to enhance the historic character of Sealy's Main Street and Historic Downtown District.

**Sealy Economic Development Fund:**

- $40,000 to engage a planning firm with technical expertise in small-town downtown redevelopment to facilitate a rewriting of Chapter 29 and associated policies creating a comprehensive revitalization plan for the Downtown District
- $160,000 to reimagine and relaunch the Historic Downtown BIG Program and storefront program;
- $150,000 to design + plan + partial construction of downtown alleys improving connectivity, lighting and walkability;
- $40,000 to carry out a feasibility study regarding the relocation of the Public Works Facility and the redevelopment of the area to a more conducive to the setting.

**Sealy HOT Funds**

- $100,000 Way-Finding Sign program study and implementation to draw more visitors and revitalize Sealy's Historic Downtown, implement a wayfinding and banner program—to improve visibility, promote attractions, fund public art and façade upgrades, and highlight the district's historic charm.

## RECOMMENDATION

Review, discuss and receive feedback from city council regarding areas of interest for amendments to the ordinance.


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# Preserving the Past, Revitalizing the Future: Downtown Sealy FY 2025–2026 Investment Strategy

**Strategic Focus**

The FY 2025–2026 Budget prioritizes the revitalization of Sealy's Historic Downtown District through modernized preservation policy and targeted reinvestment. This effort is a cornerstone of the SEDC's 2025–2027 Strategic Plan.

**Key Objectives**

- Update Chapter 29 of the City Code to streamline preservation, adaptive reuse, and redevelopment
- Align regulations with SEDC's grant programs, Business Improvement Grants, and Facade best practices
- Promote preservation-based economic development
- Strengthen maintenance, safety, and design standards

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## Budget Commitment $200,000

| Purpose | Amount |
|---|---|
| Engage historic downtown planning firm in rewrite of Chapter 29 Ordinance | $40,000 |
| Relaunch Business Improvement Grant (BIG) Program | To be Determined |
| Develop Comprehensive Revitalization Strategy | To be Determined |

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TEXAS.USA

## Anticipated Outcomes

- Identify and redevelop catalytic historic properties
- Explore pocket park development to enhance green space
- Advance beautification and infrastructure upgrades in the district
- Increased private investment and property reinvestment
- Improved business attraction and tourism appeal
- Preservation of Sealy's cultural identity alongside economic growth

# Downtown Alley Enhancement Initiative

## Proposed Budget $150,000 for Design+Plan+Partial Construction

**Objectives:**

- Walkability, Safety, and Connectivity in Sealy's Downtown Historic District

**Purpose:**

- Transform underutilized downtown alleys into clean, walkable, and well-lit pedestrian corridors that improve connectivity, enhance business access, and complement Chapter 29 revitalization.

**Scope Highlights:**

- Clean-Up & Basic Repairs: Debris removal, drainage correction, resurfacing
- Lighting & Safety: Pedestrian-scale lighting, CPTED principles
- Screening & Aesthetics: Dumpster/utility enclosures, planters, murals, update policies
- Wayfinding & Access: Directional signage linking streets, parking, and venues
- Phased Implementation: Prioritized alley corridors, scalable improvements



| | |
|---|---|
| **Engineering for Lighting , Parking, and Alley Improvements** | **$50,000** |
| **Removed FY'25 Art Program funding to instead allocate funding for Lighting and Alley Improvements and Parking Downtown** | **$100,000** |
| **Total** | **$150,000** |

## Public Works Facility Relocation Feasibility Study– Engineering Services-- $40,000

Explore relocating the existing Public Works facility from the historic downtown to a more operationally efficient location—freeing valuable real estate for redevelopment aligned with Sealy's long-term strategic goals.

**Key Objectives:**
Identify and assess alternate locations for improved access, utility, and zoning compatibility
Evaluate operational needs including space, equipment storage, and circulation
Provide high-level relocation cost estimates and phased implementation options
Analyze potential redevelopment uses for the current site
Coordinate findings with downtown revitalization, Chapter 29 updates, and SEDC priorities

**Strategic Value:**
Enhances efficiency and accessibility for Public Works operations
Reduces industrial footprint in Downtown Revitalization Zone
Creates opportunity for civic, commercial, or mixed-use redevelopment
Supports Chapter 29 walkability and land use objectives
Aligns with SEDC's strategic infrastructure and economic development goals




**Engineering Services: $40,000**








# Wayfinding and Banner Program

PROJECT OVERVIEW:

- The city's historic downtown needs more visitors to drive the desire for more sales opportunities that, in turn, will encourage the maintenance, upkeep, and redevelopment of this vital part of the community.
- The district is located a couple of miles from I-10, and getting patrons to the area is difficult.
- Develop a multi-group program that incorporates attractive wayfinding signage that guides citizens and visitors to attractions in Sealy. This can take the form of wayfinding signage and banners as presented on this slide.
- The wayfinding signs and banners could evolve and expand into a program that can be supported by fees charged to those who wish to advertise their business and support the development of a public arts program.
- In addition, it would be important to get a community association put together that represents the interests of the area to help develop, sponsor, fund, and run a program as it moves forward.
- It could also partner with other efforts to improve facades, promote downtown art, renovation, and promote the historical importance of Sealy's Historic Downtown.

NOT FUNDED BY EDC
HOT FUNDED

**PROJECT COSTS:**
**Develop Wayfinding and Banner Program $100,000**

Item #3&4

AGENDA ITEM NO: 3 & 4

#3: Discussion and Possible Action regarding a Resolution to Amend Personnel Policy.
#4: Discussion and Possible Action regarding Pay-Out of Excess Vacation Leave.

SUBMITTED BY: Kimbra Hill, City Manager

MEETING DATE: July 15, 2025

# STAFF REPORT

## DESCRIPTION

During budget planning for Fiscal Year 2024–2025, the City Council prioritized reducing the City's paid time off (PTO) liability to protect the City's financial position and maintain an adequate fund balance for current employee benefits and essential operations. Although comp time is not an employee benefit but rather compensation for actual hours worked, Council also prioritized ensuring that any comp time balance exceeding the policy limit of 80 hours per employee is either used or paid out promptly.

To achieve these goals, Council directed that, when PTO and comp time liabilities are paid out, any additional risk of long-term PTO liability exposure be eliminated or reduced through amendments to the Personnel Policy.

A **Resolution** is therefore proposed for City Council consideration to formally amend the Personnel Policy to:

- Lower long-term PTO liabilities,
- Prevent large and unbudgeted payouts,
- Ensure the availability of funds to cover current employee benefits,
- Maintain an adequate fund balance to pay personnel and maintenance and operations obligations in the event of weather-related disasters, and
- Expedite the timeframe for filling vacant positions when separations occur.

## BACKGROUND

When this matter was presented to Council in May, the plan was to engage an HR consultant to review the Personnel Policy and provide recommendations. The timeline was to complete this review and adopt changes before the end of the current fiscal year, aligning with budget planning for FY 2025–2026.

However, due to challenges in ensuring the contract met procurement law requirements, there were delays in meeting key project milestones. To keep this priority on track, the Assistant City Manager, Finance Director, City Attorney, and me met with the City's HR attorney to review proposed policy amendments.

Two key recommendations were made:

1. Regarding **Section 4.1 Vacation (F).** Because Sealy is a Council-Manager form of government under its Home Rule Charter, the HR attorney advised that requiring City Council approval in every scenario described in this section may limit the City Manager's operational authority. Specifically, it could prevent the City Manager from immediately addressing critical staffing shortages. Without this flexibility, the City Manager would either have to mandate the use of vacation leave (which could risk employee well-being and operational safety, or public health and safety) or call special Council meetings for each instance. The attorney recommended that Council review this language carefully to understand the operational impacts. Other than this, no legal concerns were noted with the proposed amendments.
2. City Council prioritized the creation of a merit plan. This project was also part of the scope of work to be completed by the HR consultant. The HR Attorney agreed with the recommendation to add language to **Section 3.0 Compensation Plan.** The second paragraph would be amended to add **"Annually, but not before the month of July, or before the Finance Director's monthly financial reports are provided for the month ending April of the current fiscal year"**, the City prepares a compensation plan for employees which includes a pay scale, a certification incentive schedule, merit increase recommendations, top-out pay recommendations, and a schedule of benefits provided by the City. The purpose of this amendment is to encourage high performance and excellent customer service, to retain talented, licensed and certified employees who know that hard work and results matter, ensuring tangible recognition for performance and contributions. Without a merit component, strong performers may be led to explore higher paying opportunities in competitor cities. Amending this section ensures the responsibility of the city manager and city council to review the ability and sustainability of merit considerations on an annual basis.

**CURRENT STATUS OF LEAVE LIABILITIES**

**Holiday Time:**

- Holiday pay has been fully paid out and the Personnel Policy now prohibits future accruals.
    - Holiday Time Liability on 11/13/2024: **$42,225**
    - Holiday Time Liability on 07/08/2025: **$0**

**Sick Leave:**

- The Personnel Policy now caps sick leave: Tiers 1 & 2 at **160 hours**, Tier 3 at **320 hours.**
- Comparison with 31 peer cities shows Sealy's caps are more restrictive:
    - 35.5% offer unlimited accrual
    - 93.5% cap at 480+ hours or allow unlimited
    - Only 1 other city caps sick leave at 160 hours
    - Many cities offset lower caps with sick leave pools or disability plans — Sealy does not currently do so.
- Sick Leave Liability:
    - 11/13/2024: **$201,715**
    - 07/08/2025: **$196,333**

**Vacation Leave:**

- Legal guidance has been received to support Council's goal of reducing excess vacation leave balances.
- Vacation Leave Liability:
    - 11/13/2024: **$306,887.45**

- 07/08/2025: **$332,494.97** *Note: many employees have scheduled upcoming time off that will reduce this liability. Until the policy is approved and the timekeeping software can be built to match the City's policy accrual caps and mandated use, our software does not have the ability at this time to generate a report which reflects the upcoming time that will be used. Until then, we must manually enter sick leave and vacation leave hours accrued and hours used from the current online timekeeping system to the City's Incode accounting software.

- Excess Vacation Leave (beyond caps):
  - 11/13/2024: **$50,161**
  - 05/21/2025: **$57,720.46**
  - 07/08/2025: **$53,777.41** (14 out of 55 employees)

Paying out this excess in compliance with policy will reduce vacation liability to approximately **$278,717.56**.

**Comp Time:**

- Current value across all departments: **$64,734.65**
- All employees are within the 80-hour limit; any excess has been paid out or used.
- Comp time is funded through departmental budgets for actual time worked, not counted in PTO liability.

**FUNDING STRATEGY**

Pages 4–21 of the attached PowerPoint detail funding options for paying out PTO liabilities when employees separate. While PTO is not separately budgeted (except for the current fiscal year), these liabilities are generally covered by surplus funds from vacant positions or delayed projects within each department, and rarely require approval of an ordinance to amend the budget to move funds from one department to another within each fund.

Although **$260,919** was budgeted this fiscal year for PTO liability pay-outs, those funds have not yet been used for separation costs. Funding the excess vacation leave hours will leave a combined funds remaining balance of PTO allocations in the amount of **$207,141.52.**

**UPDATED LIABILITY TOTALS AS OF 7/8/2025**

- **Vacation Leave:** $278,717.56
- **Sick Leave:** $196,333
- **TOTAL PTO Benefit Liabilities**: $475,050.56
- **Comp Time: $64,734.65** (all within limits)

This amount fluctuates each pay period as employees accrue or use leave.

**RECOMMENDATION**

**Staff recommends approval** of the attached **Resolution** to amend the Personnel Policy as proposed. This action will:

- Reduce long-term PTO liabilities,
- Limit unbudgeted payouts,
- Protect the City's General and Enterprise fund balances for personnel and operations during emergencies,

- Maximize the use of General Fund and Enterprise Fund balances to continue to provide the current employee benefits that we offer, and
- Support fiscal sustainability and operational readiness.

**ATTACHMENTS**

- PowerPoint Presentation: Updated PTO & Comp Time Liabilities
- Resolution to Adopt the amended Personnel Policy
- Red-lined Policy Amendment
- Clean Personnel Policies and Procedures Manual, effective 7/16/2025

# PowerPoint Presentation:

# Updated PTO & Comp Time Liabilities

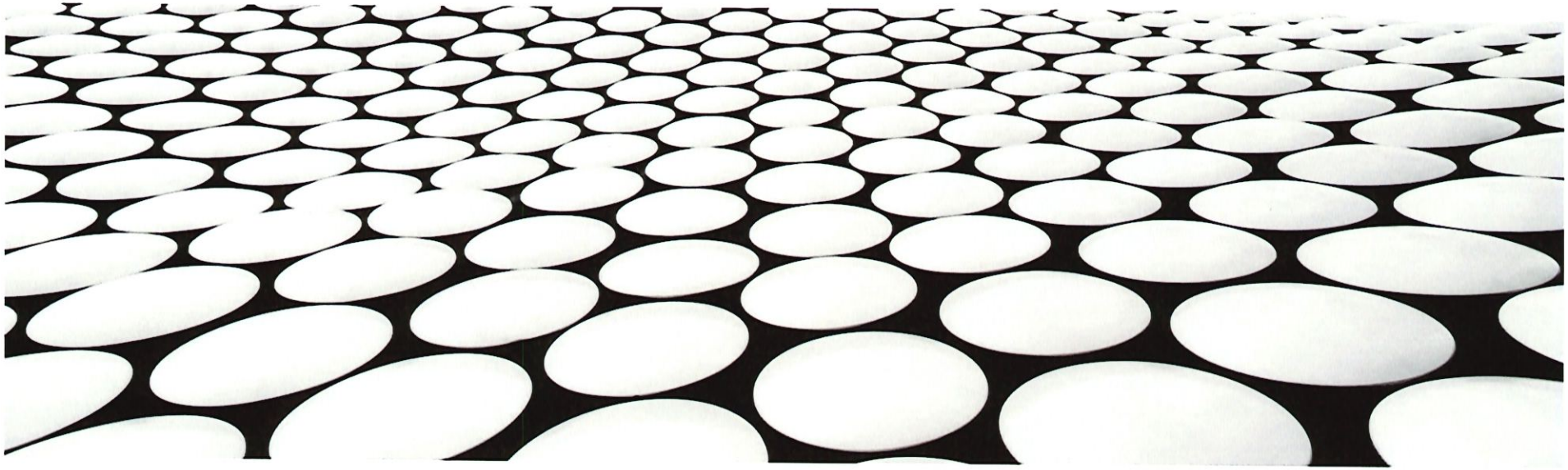
# AGENDA ITEM ACTIONS:

- **#3:** APPROVAL OF AMENDMENTS TO THE PERSONNEL POLICY

- **#4**: APPROVAL OF PAY-OUT OF VACATION LEAVE IN COMPLIANCE WITH PERSONNEL POLICY - ***NOTE:*** *This action item may be approved with or without the approval of amendments to the personnel policy so that accrual caps can be enforced and liability can be reduced immediately, and to ensure that the excess liability will not carry over to the FY 2025-2026 budget.*

# PERSONNEL POLICY AMENDMENT & PAY-OUT OF EXCESS VACATION LEAVE PER POLICY

JULY 15, 2025 - AGENDA ITEMS #3 & #4



# BENEFITS OF REDUCING PTO LIABILITY

## 1. FINANCIAL RESPONSIBILITY:

- **Lower Long-Term Exposure** - Unused PTO is a financial liability on the city's balance sheet
- Large pay-outs and unbudgeted pay-outs can result in **unbudgeted fund balance reduction** or **interfund loans**
- **Merit Plan** and **Compensation Rate Amendments** could be considered if the funds are not allocated to fund PTO liability
- Allows us to allocate funds where needed for **maintenance or improvements**.
- **Pay-out of excess vacation hours**, in compliance with the terms of the City's current policy in effect for many years, will eliminate the liability from increasing as the staff's pay rates increase due to advancement of career, or cost of living or merit increases in the future.

## 2. EMPLOYEE WELLNESS:

- Encourages the use of Vacation Leave to **promote a healthier work environment, supporting well-being and performance**.

## 3. OPERATIONAL STABILITY & EFFICIENCY:

- Sudden or clustered PTO use can disrupt staffing and service delivery.
- Promotes planned use and encourages departmental staffs to spread out their vacations more evenly, making scheduling easier
- If all funded positions are filled, following the pay-out at separation of employment a vacant position can be filled sooner ensuring more efficient operations and services to the taxpayers.

# STATUS OF CITY COUNCIL'S PTO LIABILITY REDUCTION/ELIMINATION GOALS & PERSONNEL POLICY AMENDMENTS FY 2024-2025

- ☑ **HOLIDAY PAY**: Paid out in full and policy amended to eliminate future accrual of Holiday Pay
- ☑ **COMP TIME:** All excess has been used or paid out
- ☑ **SICK LEAVE:** Policy has been amended to cap sick leave accrual and eliminate pay-out for new employees, preventing current employees from exceeding caps unless hours drop below the max
- ☐ **VACATION LEAVE**: Council established the priority of pay-out of excess vacation leave & amend the policy to accomplish the following GOALS:
  - ✈ Increase Mandatory Use
  - ✈ May not accrue Vacation Leave beyond caps
  - ✈ Must be employed Two Years to be paid out unused Vacation Hours at separation of Employment
  - ✈ Accrual of Vacation & Sick Leave begins at 3rd month of employment, following Initial Evaluation

# PTO LIABILITY – REDUCED THIS FISCAL YEAR

| | ACCRUED HOLIDAY PAY | VACATION LEAVE if all employees separated from employment in good standing | SICK LEAVE if all employees separated from employment | TOTAL PTO LIABILITY |
|---|---|---|---|---|
| Nov. 13, 2024: | $42,225.00 | $306,887.45 | $201,715 | $550,827.45 |
| YTD Liabilities Reduced in FY 2024-2025: | ↓ $42,225 to $0 | ↑ $25,607.52 to $332,494.97 | ↓ $5,382 to $196,333 | ↓$21,999.48 to $528,827.97 |
| PAY OUT OF EXCESS VACATION | | **EXCESS VACATION $53,777.41 =** Remaining Vacation Liability: $278,717.56 | | ↓ **TOTAL DECREASE OF $75,776.89 To $475,050.56 ($455K)*** |



**$455K IS THE PROJECTED BALANCE AFTER THE PAY-OUT OF PTO AT CHIEF'S RETIREMENT*

## TOTAL PTO LIABILITY REMAINING: $528,897.27

***INCLUDES EXCESS VACATION***

- ***VACATION LEAVE LIABILITY:*** *$332,494.97*
- ***SICK LEAVE LIABILITY:*** *$196,333*
- *41 of 55 (Tier One & Tier Two) employees are eligible for Sick Leave Pay-Out*

This would be the **PTO liability if all employees separated from employment** and would be paid out for their Sick & Vacation Leave Hours in compliance with the personnel policy. All employees would have to meet eligibility requirements to be paid out for Sick & Vacation Leave.
*(Ex. Good standing, 2-Week Notice, length of employment)*

**Accrual caps are in effect for Sick Leave**

**Pay Out of Excess Vacation Leave in the amount of $53,777.41** will reduce the total of all PTO Liability to $475,050.56 *(The remaining liability will be funded by one of the following ways shown on the next page. A separate PTO liability will not be included in the FY 2025-2026 Budget because the liability is paid out of the budgeted personnel funds. The standard 3-4 months required to fill a vacancy leaves a remaining reserve of job position allocations to sustain the cost of the replacement employee for the remainder of the fiscal year.*

**Accrual caps for Vacation Leave** will be enforced following the pay out of excess hours in compliance with policy

# HOW IS PTO LIABILITY FUNDED AT EMPLOYEE'S SEPARATION FROM EMPLOYMENT?

- 1. **PTO Pay-Out can be Budgeted** in the Department's Personnel Budget when an employee plans retirement during the budget planning season. The retirement has no impact on the department and the position can be filled immediately following the previous employee's last day of employment.
- 2. **Allocations are budgeted in each Department's Personnel Budget for PTO Liability** which is based on the reasonably anticipated pay-out at separation of employment during the budget year. This method is effective when the department is fully staffed and has no surplus funds available.
- 3. **PTO Pay-Out is funded from the Department's Surplus Personnel Budget Funds** when an employee separates from employment and the department has surplus funds due to funded, but vacant positions. The Pay-Out has no impact on the budget and the vacancy can be filled immediately.
- 4. When **PTO Pay-Out is funded from a fully staffed Department's Personnel Allocations that does not have surplus Personnel Funds, the position is held/remains vacant** until funds are sufficient to hire and sustain a new employee.
- 5. If the department has other surplus funds, an **internal budget amendment** approved by City Manager can be performed to move surplus funds to the Personnel line items.
- 6. If a General Fund or Enterprise Fund department has surplus funds due to funded, but vacant, positions, **City Council can approve a budget amendment to move the funds between departments to fund a position.**

# WHY IS THERE AN EXCESS OF VACATION HOURS THAT EXCEED THE MAXIMUM ACCRUAL?

## REVENUE SHORTFALLS = CRITICALLY LOW YEAR-END FUND BALANCES

- **FY 2019 - 2020 Year-End**: $342,299 (**14.8 days**)
- **FY 2020 - 2021 Year-End**; $270,977 (**11.7 days**)
- **FY 2021 - 2022 Year-End**: $897,459 (**39 days**)
- **FY 2022 - 2023 Year-End**: $1,849,003 (**80.4 days**)
- **FY 2023 – 2024 & Current Year**: Priority to Pay-Out, Reduce and Eliminate the PTO Liability

- Records show that employees used their mandatory 5 days per year of Vacation Leave

- The City did not have the funds to pay out the year-end balance of vacation leave in excess of maximum accrual at the employee's anniversary date

- 14 OF 56 Employees have been carrying Excess Vacation Hours for a few to many years

## VACATION LEAVE: STATUS OF EXCESS HOURS OF JULY 8, 2025 $53,777.41

| Years of Service | Total In Category | Total # of Employees Whose Hours Exceed Caps | Total Hours that Exceed Caps per Category | Excess Hours per Employee | Value of Excess Hours – PD | Value of Excess Hours – Streets/Parks | Value of Excess Hours – Municipal Court | Value of Excess Hours – City Manager | Value of Excess Hours - Sewer |
|---|---|---|---|---|---|---|---|---|---|
| 16+ | 7 | 5 | 407 | 177, 132, 2, 43, 53 | $21,994.61 (4) | $57.57 (1) | 0 | 0 | 0 |
| 8 – 15 | 10 | 3 | 244 | 126, 34, 84 | $9,679.86 (2) | | $959.44 (1) | 0 | 0 |
| 1 – 7 | 38 | 5 | 394 | 154, 129, 42, 47, 22 | $7,257.44 (2) | $687.49 (1) | 0 | $11,398.63 (1) | $1,742.37 (1) |
| | | | | | | | | | |
| TOTAL | 55 | 13 | 1,045 | | $38,931.91 | $745.06 | $959.44 | $11,398.63 | $1,742.37 |

# FY 2024-2025 BUDGETED PTO LIABILITY ALLOCATIONS:

| DEPARTMENT | BUDGETED PTO LIABILITY ALLOCATIONS* | AMOUNT TO PAY | REMAINING BUDGET BALANCE OF FUNDS AVAILABLE TO FUND ANY UNPLANNED PTO AT SEPARATION OF EMPLOYMENT: |
|---|---|---|---|
| City Manager | $14,680 | $11,398.63 | $3,281.37 |
| Finance | $9,270 | $0 | $9,270 |
| Municipal Court | $20,145 | $959.44 | $19,185.57 |
| Police | $166,534 | $38,931.91 | $205,465.91 |
| City Secretary | $1,720 | $0 | $1,720 |
| Streets | $11,605 | $372.53 | $11,232.47 |
| Parks | $11,605 | $372.53 | $11,232.47 |
| Water/Sewer | $17,855 | $1,742.37 | $16,112.63 |
| Gas | $2,755 | $0 | $2,755 |
| EDC | $4,750 | $0 | $4,750 |
| **TOTALS** | **$260,919** | **$53,777.48** | **$207,141.52** |



**Budgeted PTO funds have not been used to pay out PTO at separation of employment this year, salaries surplus funds paid out PTO YTD*

## ➲➲➲➲ MOVING FORWARD:

# CITY COUNCIL'S ACTION PLAN:

- ✓ PAY-OUT EXCESS VACATION LEAVE
- ✓ IMMEDIATE USE of Vacation Leave if employee is close to reaching or at their accrual caps
- ✓ Amend the PERSONNEL POLICY to reduce the potential of long-term PTO liability risk exposure

# ILLUSTRATION: LENGTH OF TIME FOR VACANCY HOLD BETWEEN CURRENT POLICY & NEW POLICY W/PAY-OUT OF EXCESS VACATION

| Years of Service | Max. Vacation Leave Pay-Out | Max. Sick Leave Pay-Out | Max. Comp Time Pay-Out | Total Hours | Upon Separation and following Maximum Pay-Out (WITH COMP) & in the absence of available budgeted Personnel Funds remaining for the FY due to a Vacancy, the position will need to be held open: (Total hours /160 hours or 1 month) | Upon Separation and following Maximum Pay-Out (WITHOUT COMP) & in the absence of available budgeted Personnel Funds remaining for the FY due to a Vacancy, the position will need to be held open: (Total hours /160 hours or 1 month) | COMPARED TO EXAMPLES OF CURRENT STAFF SCENARIOS: IF WE DO NOTHING | REDUCES THE TIME OF VACANCY OF POSITION BY: IF WE PAY-OUT AND AMEND THE POLICY |
|---|---|---|---|---|---|---|---|---|
| 16+ | 320 | 320 | 80 | 720 | 4.5 Months | 4 Months/16 weeks | 5.75 Months/ 23 weeks<br>4.6 Months/ 18.4 weeks<br>4.25 Months/ 17 weeks | 1 week – 7 weeks sooner |
| 13 – 15 | 240 | 320 | 80 | 640 | 4 Months | 3.5 Months/14 weeks | 3.57 months/ 14.3 weeks | No change |
| 8 – 12 | 240 | 160 | 80 | 480 | 3 Months | 2.5 Months/10 weeks | 3.15 Months/ 12.6 weeks | 2.6 weeks sooner |
| 2.1* – 7 | 160 | 160 | 80 | 400 | 2.5 Months | 2 Months/8 weeks | 0.21 Months/ 0.84 week | No change |
| .1 – 2* | 0 | 0 | 80 | 80 | 0.5 Months | Immediately | 0.59 Months / 2.36 weeks | No change |



*Average Time to fill a Vacant Position: 3 – 6 Months/12-24 Weeks*

# AMENDMENT 1. SEC. 4.1 VACATION G

- *Increase use from 5 days to 80%*

## AMENDMENT 2. SECTION 3.7 SEPARATION PAY (B)

- Only regular, full-time employees who have successfully completed at least ~~one (1) year~~ two (2) years of service shall be paid for unused vacation time if all other eligibility and good standing requirements are met.

# AMENDMENT 3. SECTION 4.2 SICK LEAVE K.

1st: **Eliminate the existing K., effective 10/19/2022 – 10/31/2022**

~~**EFFECTIVE 10/19/2022 TO 10/31/2022:**~~

~~The City of Sealy Personnel Policies and Procedures Manual, Section 4.2, is amended to read as follows:~~

~~Except for Tier Four employees, upon separation of employment with the City, employees with a minimum of one (1) year of employment and who separate in good standing shall be paid at a rate of one (1) day's pay for every two (2) days of accrued sick leave (a "day" being eight (8) hours) for sick leave at the employee's regular rate of pay as of the date of separation, in accordance with the table below. Employees who separate because of termination or voluntary resignation without the required notice served to the City (being two (2) weeks) shall not be considered in good standing and shall not be paid for accrued sick leave. Hours which have~~

2nd: Due to the shift caused by eliminated the above "K", the current "L" becomes the new **"K". This section 4.2 Sick Leave** *which states*: Except for Tier Three employees, upon separation of employment with the City, employees with a minimum of one (1) year of employment and who separate in good standing shall be paid at a rate of one (1) day's pay for every two (2) days of accrued sick leave (a "day" being eight (8) hours) for sick leave at the employee's regular rate of pay as of the date of separation, in accordance with the table below. Employees who separate because of termination or voluntary resignation without the required notice served to the City (being two (2) weeks) shall not be considered in good standing and shall not be paid for accrued sick leave. Hours which have been accrued beyond the maximum eligible hours will be forfeited upon separation.

## AMENDMENT 4. SECTION 4.1 VACATION (F)

- The maximum amount of vacation leave that may be accrued shall be twice the-number of days accrued under his/her annual accrual rate. If a department is facing a critical staffing shortage and it is determined by the city council that enforcing the use of mandatory vacation leave could result in public health and safety risks for either staff or the public, authorization to extend the approved accrued vacation leave caps would require the approval of city council, to include the approval of a one-time end of fiscal year pay-out of any vacation leave in excess, which shall be paid at the employee's regular wage rate ~~on his/her anniversary date~~ as soon as vacancies are sufficiently filled, but no later than the last pay period of the fiscal year, and funded from the council approved funding source.

## AMENDMENT 5. SECTION 4.1 VACATION A. ACCRUAL

- *Regular, full-time employees accrue vacation leave at the end of each pay period based on their years of service. New full-time employees will receive ~~forty (40)~~ twenty (20) hours of vacation leave at ~~six (6)~~ three (3) months. See the examples provided.*

# EXAMPLE VACATION LEAVE ACCRUAL TABLE ADDED TO REFLECT ESTIMATED ACCRUAL BUT DO NOT REPRESENT ACTUAL HOURS

| 1st month 1st YEAR OF SERVICE | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 20 | 26.66 | 33.32 | 40 | 46.66 | 53.32 | 60 | 66.66 | 73.32 | 80.00 |

| 1st month YEARS 2-7 | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 6.63 | 13.26 | 19.89 | 26.52 | 33.15 | 39.78 | 46.41 | 53.04 | 59.68 | 66.31 | 72.94 | 80.00 |

| 1st month YEARS 8-15 | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 9.95 | 19.91 | 29.87 | 39.83 | 49.78 | 59.74 | 69.70 | 79.66 | 89.61 | 99.57 | 109.53 | 120.00 |

| 1st month 16+ YEARS OF SERVICE | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 13.28 | 26.56 | 39.85 | 53.13 | 66.42 | 79.70 | 92.98 | 106.27 | 119.55 | 132.84 | 146.12 | 160.00 |



*Provided for illustration purposes to show Council & employees what the accrual looks like*

## AMENDMENT 6. SECTION 4.2 SICK LEAVE A.

- All regular, full-time employees receive sick leave as follows: Accrual: Regular, full-time employees accrue sick leave at the end of each pay period. Regular full-time employees receive ninety-six (96) hours of sick leave within a calendar year. New employees will receive ~~forty-eight (48)~~ twenty-four (24) hours of sick leave at ~~six (6)~~ three (3) months. *See the examples provided.*

# EXAMPLE SICK LEAVE ACCRUAL TABLE. REFLECTS ESTIMATED ACCRUAL AND DO NOT REPRESENT ACTUAL HOURS ACCRUED

| 1st month FIRST YEAR OF SERVICE | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 24.00 | 32.00 | 40.00 | 48.00 | 56.00 | 64.00 | 72.00 | 80.00 | 88.00 | 96.00 |

| 1st month 2+ YEAR OF SERVICE | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 7.97 | 15.94 | 23.91 | 31.88 | 39.85 | 47.82 | 55.79 | 63.76 | 71.73 | 79.70 | 87.67 | 96.00 |

*Provided for illustration purposes to show Council & employees what the annual accrual looks like*

## AMENDMENT 7. SECTION 2.14 INITIAL EVALUATION

- Consistent with Sick and Vacation Accrual going into effect at 3 months, supervisors would be encouraged to evaluate the new employee before the paid time off goes into effect.
- A Department Director or a supervisor may conduct an evaluation of new employees at ~~six (6)~~ three (3) months to determine whether the employee is meeting employment requirements; however, an employee may be terminated at any time prior to or after this initial evaluation.

## AMENDMENT 8. SECTION 4.1 VACATION (REGARDING YEARS OF SERVICE)

- The City Manager's Benefits include 160 Hours of Vacation Leave annually. Updating the policy to reflect this will make the Payroll System align with policy so that manual entries are not required.
- Add the City Manager to the 16+ Years of Service. The position receives 160 hours of vacation leave per year, but without updating the policy, is categorized in the 1-7 Years of Service.

# AMENDMENT 9: SECTION 3.0 COMPENSATION PLAN

**Based on City Council's priority of establishing a Merit Plan & for the purposes of encouraging high performance and excellent customer service, to retain talented, licensed and certified employees who know that hard work and results matter, this section would be amended to ensure to top performers tangible recognition of their contributions. Without a merit component, strong performers may be led to explore opportunities in other cities. Amending this section ensures the responsibility of the city manager and city council to review the ability and sustainability of merit considerations on an annual basis.**

The City compensates employees in the form of pay and benefits. The City strives to provide competitive pay and benefits which will attract and retain qualified employees.

Annually, but not before the month of July, or before the Finance Director's monthly financial reports are provided for the month ending April of the current fiscal year, the City prepares a compensation plan for employees which includes a pay scale, a certification incentive schedule, merit increase recommendations, top-out pay recommendations, and a schedule of benefits provided by the City.

## RECAP: BENEFITS OF THE BUDGETED PAY OUT OF EXCESS VACATION LEAVE HOURS IN COMPLIANCE WITH THE TERMS OF THE PERSONNEL POLICY

- 1. **Reduces the Total PTO Liability** from $528,827.97 to $475,050.56
- 2. Reduces the budgeted balance of remaining PTO Liability Funds from $260,919 to $207,141.52 yet **leaving sufficient funds for retirements and other separation of employment events**
- 3. The Excess Vacation Leave Hours Pay-Out of $**53,777.48** is the equivalent of 2.28 days fund balance ($23,620/day). **Minimal Impact to the General Fund and Water Sewer Fund Balances**.
- 4. Reducing the PTO Liability **reduces the amount of time Vacant Positions must be held open** before there are sufficient remaining department personnel funds to fill and fund the vacant positions and sustain costs remainder of the fiscal year in departments that are fully staffed and have no surplus personnel funds.
- 5. Pay-out of the excess now, prior to future promotions or merit increases, **prevents the value of the liability from increasing** with the exception of additional accrued hours for employees who have not reached maximum accruals.

# RECAP: BENEFITS OF THE PROPOSED PERSONNEL POLICY AMENDMENTS

- 1. **Accrual Caps cannot be exceeded without City Council's approval** and must be based on a department facing critical staffing shortage, when mandatory use of leave could result in Public Health and Safety Risks
- 2. Promotes **earlier Performance Evaluations** of new employees to identify and improve performance deficiencies early on.
- 3. Medical emergencies and illnesses are not planned, so a new employee receiving accrued Sick & Vacation Leave at 3 months instead of 6 months improves the employment experience, **allowing new employees time off to care for their children or themselves during the first 3 months of employment.** Employees are more likely to stay home when they are truly sick to **stop the spread of contagious illnesses at the workplace.**
- 4. Promotes **use of Vacation Leave for periods of rest, recreation & relaxation, reducing burnout and chronic stress.**
- 5. Encourages /Requires staff to be **cross-trained**, which will improve delegation of responsibilities by managers. Cross training will improve the **efficiency of operations and reduce or eliminate any interruption of services** in the absence of key employees.
- 6. Completion of policy amendments allows staff to **implement the Incode time-keeping software**, which was identified as a City Council goal.
- 7. **Reduces the amount of time a department must hold a vacancy open** from 5 ¾ months to 4 months, or in some cases, immediately.

# AGENDA ITEM ACTIONS:

- **#3:** APPROVAL OF AMENDMENTS TO THE PERSONNEL POLICY

- **#4**: APPROVAL OF PAY-OUT OF VACATION LEAVE IN COMPLIANCE WITH PERSONNEL POLICY - ***NOTE:*** *This action item may be approved with or without the approval of amendments to the personnel policy so that accrual caps can be enforced and liability can be reduced immediately, and to ensure that the excess liability will not carry over to the FY 2025-2026 budget.*

# Resolution to Adopt the Amended Personnel Policy

**RESOLUTION NO. 2025-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEALY, TEXAS, ADOPTING AN AMENDED CITY OF SEALY PERSONNEL POLICIES AND PROCEDURES MANUAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL; AND PROVIDING AN EFFECTIVE DATE.**

* * * * * * *

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEALY, TEXAS:**

**SECTION 1**: The City Council hereby adopts the amended City of Sealy Personnel Policies and Procedures Manual which is attached hereto and incorporated herein for all purposes as Exhibit "A."

**SECTION 2**: In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Resolution or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Sealy, Texas declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

**SECTION 3**: All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 4**: That this Resolution shall be in full force upon passage.

**PASSED AND APPROVED ON** this the 15th day of July 2025.

_____
Carolyn Bilski, Mayor

ATTEST:

_____
Sandra Vrablec, City Secretary

# Red-lined Policy Amendment

# CITY OF SEALY
# PERSONNEL POLICIES & PROCEDURES MANUAL

SEALY TEXAS
A HISTORY OF EXCELLENCE A FUTURE OF PROGRESS

EFFECTIVE JULY 16, 2025 - CURRENT

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## CITY OF SEALY
## PERSONNEL POLICIES AND PROCEDURES MANUAL

**Purpose of Manual**

This manual is a summary of personnel policies established to assist employees of the City of Sealy in the administration of positive employee relations in accordance with sound management principles and applicable laws.

Although most matters regarding personnel issues are covered in this manual, there may be situations that are not specifically addressed. In these instances, the City Manager retains the right to establish additional policies. This manual applies to all City of Sealy employees.

It is the responsibility of each employee of the City to comply with this manual and with other rules and regulations implemented in accordance with this manual. If there are questions regarding this manual, then address them with your Department Director, the Human Resources Department, or the City Manager, as provided for herein.

Departments may establish additional policies with the approval of the City Manager and shall file such policies with the Human Resources Department.

This manual is not a contract of employment. Present or prospective employees should not rely on oral or written statements as representing an employment contract. Except for the City Manager, employment with the City of Sealy, Texas, is at-will.

**City's Mission**

The City of Sealy, Texas will strive to assure the highest quality of life for those who choose to live, work, and play here while protecting the City's economic well-being for current and future generations.

**City's Vision**

The City of Sealy, Texas is dedicated to preserving our history of excellence while continually investing in our future of progress.

**City's Values**

**I**-Integrity, **C**-Customer Care, **A**-Accountability, **R**-Reliability, **E**-Excellence

# Chapter 1-INTRODUCTION

## Section 1.0 Equal Opportunity Employment

The City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, disability, religion, sex, national origin, age, pregnancy, childbirth, or other related medical conditions, military service or any other classification protected by local, state, and federal laws, rules, or regulations.

## Section 1.1 Manual Amendments, Enforcement, Severability, and Controlling Law

The City Council may amend this manual at any time for any reason without notice.

This manual shall automatically be amended if there is a change in law to conform with such law.

The City Manager shall be responsible for implementation, administration, enforcement, and interpretation of this manual.

If any provision of this manual is invalid or illegal, then the remaining provisions of this manual shall remain in full force and effect.

If there is a conflict between this manual and any law, rule, or regulation, then the law, rule, or regulation shall control.

## Chapter 2-EMPLOYEE HIRING AND APPOINTMENT

### Section 2.0 Employment Positions

Only those employment positions provided for in the annual budget or new employment positions authorized by the City Council shall be filled. A Department Director shall notify the City Manager and Human Resources Department, in writing, when an employment vacancy occurs in their department.

Employment positions may be filled through public notice, promotions, transfers, demotions, reinstatement, or any other means approved by the City Manager.

### Section 2.1 Announcement of Employment Positions

The City may publicly post employment positions, but is not required to do so. Employment positions shall be posted for two (2) weeks, unless otherwise directed by the City Manager.

Current employees may be given hiring priority.

Each employment posting, when practicable, shall specify the title, salary range, duties, qualifications, and the application deadline. Hiring decisions are made based upon the merit of the applicant, including relevant work experience or skills.

### Section 2.2 Employment Applications

Employment applications shall be submitted, fully completed, on forms provided by the City.

Incomplete applications or applications with false information may be rejected.

Applications shall be submitted to the Human Resources Department.

### Section 2.3 Employment Evaluation/ Grounds for Disqualification

The City's objective is to fill employment positions with highly qualified persons. The Department Director, City Manager, or their designee shall determine the most appropriate means of evaluating applicants. Reference checks, interviews, medical and psychological examinations, criminal background checks, verification of citizenship or employment eligibility, skills test, written tests, driver's license checks, or other similar procedures may be used by the City.

An applicant shall be disqualified from employment consideration if he or she:

A. Does not meet the minimum qualifications necessary to perform the essential functions of the employment position;
B. Has knowingly made any false statement on the application;
C. Is not lawfully authorized to work in the United States or if such employment would violate the law.

Unless approved by the City Manager, former City employees who were terminated for misconduct or other serious performance issues shall not be eligible for rehire.

## Section 2.4 Americans with Disabilities Act

The City shall comply with the Americans with Disabilities Act (ADA) and prohibits discrimination against qualified individuals on the basis of disability. Any employee seeking a reasonable accommodation for a disability that affects the employee's ability to perform the essential functions of the employment position may provide a written request to the Human Resources Department.

Upon request for an accommodation, the City Manager, Human Resources Department, and the Department Director will engage in an interactive process by meeting with the employee to discuss and identify the limitations resulting from the disability and the potential accommodation that the City may make to enable the employee to perform the essential functions of his or her job. The City may consult with outside agencies and organizations to identify reasonable accommodation options.

The City does not need to provide an accommodation if doing so would cause an undue hardship, meaning the accommodation is unduly costly, extensive, substantial, or disruptive or would fundamentally alter the nature or operation of City business. The ADA does not generally require the City to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items at the City's cost (i.e. eyeglasses, hearing aids, wheelchairs, etc.).

Employees who fail to return to work after the conclusion of an approved leave, including any extensions of leave granted as a reasonable accommodation, shall be regarded as having voluntarily resigned their position.

## Section 2.5 Employment Categories and Classifications

Employees are classified into one of the following categories:

A. REGULAR EMPLOYEES: Employment in which the employee works at least forty (40) hours in a workweek. Peace officers may be required to work more than forty (40) hours in a workweek.

B. PART-TIME EMPLOYEES: Employment in which the employee works less than 20 hours in a workweek.

C. TEMPORARY EMPLOYEES: Employment in a position established for a specified period of time or for the duration of a specified project.

D. FLSA Classifications: For purposes of overtime pay, employment positions are classified as "EXEMPT" or "NON-EXEMPT", defined as follows:

1. EXEMPT: Any position that performs professional, executive, or administrative duties and is classified as exempt by the Federal Fair Labor Standards Act. This classification is paid on a salary basis and is not eligible for overtime pay.

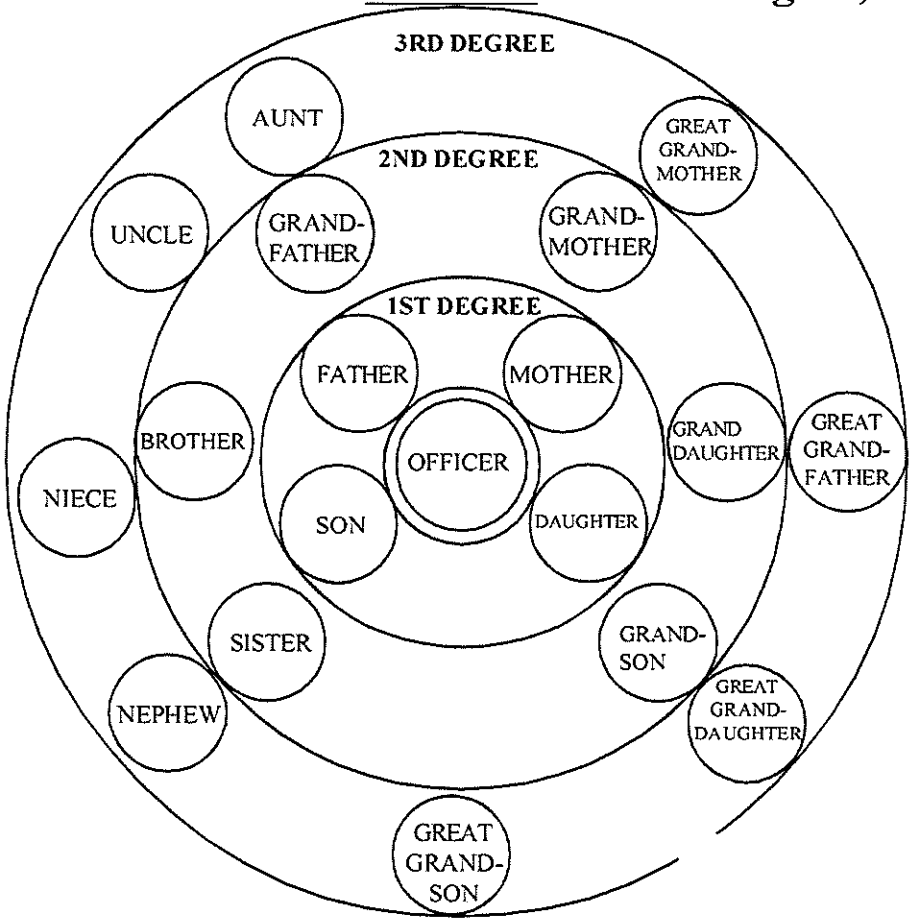
2. NON-EXEMPT: Any position that does not meet the requirements to be classified as exempt by the Federal Fair Labor Standards Act. This classification is generally eligible for overtime pay.

## Section 2.6 Nepotism

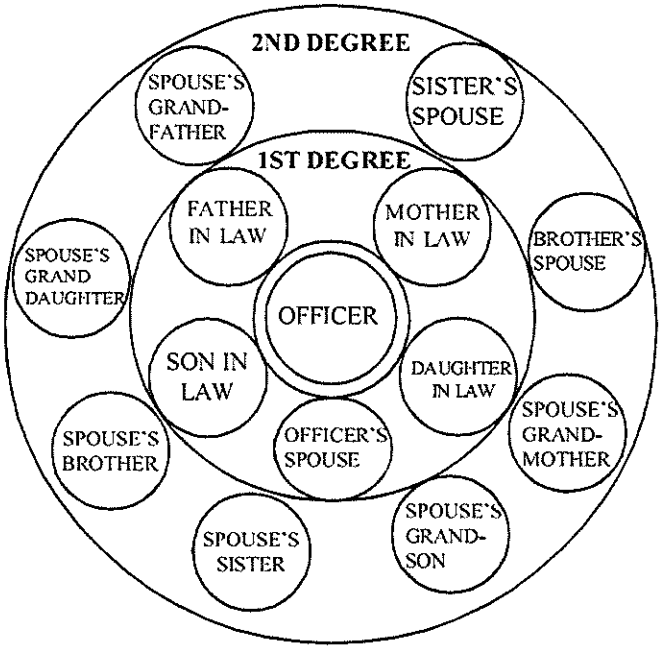
The City shall comply with nepotism laws.

In addition, unless the City Manager provides otherwise, no person shall be employed in the same work group nor be supervised by an employee within the third degree of consanguinity or second degree of affinity as set forth in the chart below.

# NEPOTISM
## Civil Law Method
## Effective in Texas Since August, 1991




SANGUINITY KINSHIP CHART (Blood)




AFFINTTY KINSHIP CHART (Marriage)

## Section 2.7 Pre-employment Examinations, Screenings, and Verifications

Once an applicant receives a conditional offer of employment from the City, the City may then require the applicant to:

A. Perform a medical or physical examination;

B. Drug screening:

The City also may:

A. Check references;

B. Review driving record;

C. Verify education; or

D. Perform any additional investigations deemed necessary based on the position being filled.

**The City may rescind an offer of employment based on the results obtained in this section.**

The City shall pay the costs associated with examinations, screenings, and verifications.

## Section 2.8 Employment Change

The City may promote, temporarily promote, transfer, demote, or terminate an employee. The Department Director may, at any time, determine the employee is not suited to the employment position and may transfer the employee if a suitable position is available or terminate the employee. The City has no obligation to place the individual in another position within the City, including the position formerly held.

## Section 2.9 Promotion

A promotion is moving an employee from one position to another with generally a greater degree of responsibility, experience, education, and training and which may be at a higher salary.

## Section 2.10 Temporary Promotion

A temporary promotion may be required to fulfill City functions. The City Manager may authorize a temporary promotion in which the employee will be in "Acting" status. Normally, employees so promoted will hold the position for a specified time period and will be compensated during that time at the appropriate pay level prescribed for the employment position.

Nothing herein shall be construed to prevent the assignment of additional or a higher level of duties to an employee's existing position without additional compensation. However, job descriptions and assignments may be rotated or assigned based upon operational necessity and efficiency without an award of additional compensation.

## Section 2.11 Transfer

A transfer is moving an employee to other positions in the same salary level. Transfers between departments shall require City Manager approval.

A transfer, generally, shall not affect the individual's salary.

## Section 2.12 Demotions

A demotion is the assignment of an employee from one position to another position having fewer responsibilities or requiring less responsibility, experience, education, or training, and in most cases, results in a reduction in salary. The employee must be capable of performing the essential function of the employment position. An employee may be demoted at any time he or she fails to satisfactorily meet performance standards established for their employment position, for disciplinary reasons, budgetary reasons, or when deemed necessary by the City.

## Section 2.13 Employee Orientation

All new employees shall be given an orientation about the nature of the job, the benefits, obligations, and responsibilities of the position, and the general policies and procedures of the City and their department. In addition, the City shall obtain information needed for insurance and other benefit programs. The employee shall be furnished a copy of this manual.

## Section 2.14 Initial Evaluation

A Department Director or a supervisor may conduct an evaluation of new employees at ~~six (6)~~ three (3) months to determine whether the employee is meeting employment requirements; however, an employee may be terminated at any time prior to or after this initial evaluation.

## Chapter 3-COMPENSATION & PERFORMANCE EVALUATION

### Section 3.0 Compensation Plan

The City compensates employees in the form of pay and benefits. The City strives to provide competitive pay and benefits which will attract and retain qualified employees.

Annually, but not before the month of July, or before the Finance Director's monthly financial reports are provided for the month ending April of the current fiscal year, ~~T~~the City prepares a compensation plan for employees which includes a pay scale, a certification incentive schedule, merit increase recommendations, top-out pay recommendations, and a schedule of benefits provided by the City.

### Section 3.1 Employee Pay Schedule

The City utilizes a bi-weekly pay schedule, with a total of 26-pay periods each calendar year. Paychecks and paystubs are only issued to employees unless the employee has filed a written authorization with the Human Resources Department naming another person to receive such information.

When a pay period falls on a holiday, employees are paid on the last working day preceding the holiday.

The City does not provide pay advances.

The City encourages its employees to utilize direct deposit.

### Section 3.2 Emergency Services Pay

When directed by the City Manager, employees shall report to work even if a declared emergency is ordered. An employee who fails or refuses to report to work, fails or refuses to perform employment functions, or fails or refuses to obey any order or direction of the City may be disciplined up to and including termination.

If an employee has a circumstance that would impair the ability to report to work, perform employment functions, or obey orders or directions, the employee shall immediately inform their Department Director. The Department Director may require supporting documentation from the employee which the employee shall provide no later than one (1) business day after the request.

Employees called back to work in emergencies shall be compensated in accordance with established overtime policies.

Except for peace officers, non-exempt employees shall receive over-time pay or compensatory time for any hours worked over 40 hours per workweek.

Exempt employees may receive compensatory time for any hours worked over 40 hours in a workweek at the Department Director's discretion.

The City Manager may require Department Directors to use flex time to reduce the liability that overtime hours create.

**Evacuation Pay**

In the event of an ordered evacuation,

A. non-exempt employees may use vacation and compensatory time. If the employee does not have any vacation or compensatory time available, then unpaid leave will be granted in one week increments with the approval of the City Manager. If the employee is unable to return to work when the City resumes operations, the City reserves the right to discontinue authorized leave and terminate the employee.

B. exempt employees may use vacation time. If the employee does not have any vacation time available, then unpaid leave will be granted in one week increments with the approval of the City Manager. If the employee is unable to return to work when the City resumes operations, the City reserves the right to discontinue authorized leave and terminate the employee.

## Section 3.3 Overtime Compensation and Compensatory Time

**Overtime Compensation.** Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour requirements. Unless otherwise provided for herein, exempt employees are not paid overtime compensation. Exempt employees are expected to put in the hours necessary to complete their employment functions.

Overtime must be approved by the Department Director. When possible, advance notification of mandatory overtime assignments will be provided. Overtime assignments will be distributed as equitably as practical to all non-exempt employees qualified to perform the required work. Refusal or other failure to work mandatory overtime may result in disciplinary action up to and including termination. Overtime work is subject to the same attendance requirements as non- overtime work.

Non-exempt employees who work overtime without receiving proper authorization will be subject to disciplinary action up to and including possible termination.

Generally, except for peace officers, overtime pay for non-exempt employees is at the rate of 1- 1/2 times the employee's regular hourly rate of pay for hours actually worked in excess of 40 in a workweek. An employee's regular hourly rate includes all pay incentives, such as longevity pay and certification pay. Peace officers are paid overtime based on the work cycle adopted by their Department, which is currently based on a 14-day work cycle of 80 hours.

Time off for vacation leave, holiday leave, sick leave, jury duty leave, witness duty leave, bereavement leave, or any other leave of absence is not considered time worked for purposes of calculating overtime. All hours physically worked by an employee will be applied to regular hours worked until they have met the 40 hours per workweek or 80 hours per work cycle requirement.

**Compensatory Time.** Non-exempt employees may accrue compensatory time in lieu of being paid overtime compensation. All non-exempt employees may accrue a maximum of 80 hours of compensatory time. Overtime hours worked beyond the maximum shall be paid. Compensatory time accrues at a rate of 1-1/2 hours for every hour of overtime worked by non-exempt employees. Department Directors will document compensatory time earned and forward such to the Human Resources Department.

**Using Compensatory Time.** An employee who has accrued compensatory time and requests use shall be permitted to use such time off within a reasonable period after making the request. Compensatory time off shall not unduly disrupt the City's operations. If compensatory time off is denied, then the employee shall be paid for time worked. Department Directors or supervisors may require an employee to take compensatory time off to manage the accrual limitation. Additionally, the City may, at any time, elect to pay an employee their accrued compensatory time.

**Payment of Compensatory Time.** An employee who is reclassified from a non-exempt position to an exempt position shall be paid all accrued compensatory time. Upon leaving employment with the City, a non-exempt employee shall be paid for accrued compensatory time. The rate of compensation for each compensatory hour paid shall be at the regular rate earned at the time of leaving employment.

**Flex-time Work Schedule.** Department Directors may also flex or adjust an employee's schedule to reduce or control the number of hours worked within a work period. Employees are not guaranteed overtime, regardless of previous schedules or assignments. Flexing shall be completed within the same workweek or work cycle that the employee worked.

## Section 3.4 Employee Performance Evaluation

The City may conduct performance evaluations for any City employee. A performance evaluation may be conducted at any time, but the City strives to conduct performance evaluations at least once annually on or before the employee's anniversary date, which is measured from their hire date.

The goal of performance evaluations is to ensure that the quantity and quality of work performed by employees meets the City's needs and to:

a. help plan more effectively the work of the City departments and other work units;

b. identify training and development needs;

c. promote fair treatment of employees; and

d. provide for increased communication between employees and their supervisors.

Review and Appeal of Evaluations: An employee's performance evaluation shall be reviewed by the City Manager and Human Resources Department. An employee may appeal his/her performance evaluation in writing to their Department Director within five (5) business days of receiving a copy of the signed, completed evaluation. The Department Director will then have three (3) business days to discuss the appeal with the employee. If the employee is not satisfied with the response of the Department Director, they may appeal the evaluation to the City Manager. The employee must sign a request to continue the appeal process at the time they receive the response from the Department Director. The decision of the City Manager shall be final for all employees below the Department Director level. Department Directors may appeal their evaluation ratings to City Council through the City Secretary's office if a resolution is not reached through the City Manager.

Top-out pay: If an employee has reached the maximum pay on the pay scale, the employee may receive a one-time lump sum payment in lieu of an increased hourly rate. The amount shall be the product of the employee's annual salary times the percentage increase determined by the employee's annual evaluation. This percentage shall not exceed the approved percentage in the City Compensation Plan.

Salary increases and Top-out pay are subject to budget availability and are not guaranteed.

## Section 3.5 Training and Development

The City encourages employee educational training and development related to their employment functions.

Department Director's shall approve training and development expenses prior to the expenditure or commitment of funds based on the City's budget. Any nonbudgeted training and development shall be approved by the City Manager.

## Section 3.6 Longevity Pay

The City provides longevity pay to all regular, full-time employees after one year of service. The amount of $4.70 will be added to the gross pay earned for each pay period for a year, beginning with the first pay period of the second year. At the end of each year, that amount becomes vested and a like amount added each pay period of the subsequent year, and so on for the duration of employment with the City.

## Section 3.7 Separation Pay

Employees who leave the service of the City, regardless of reason for separation, shall receive all pay that is due in accordance with the following considerations:

A. The final compensation check for voluntary separations will be issued not later than the next regularly scheduled payday if all City property has been returned. The final compensation check for involuntary separations will be issued within six (6) calendar days.

B. Only regular, full-time employees who have successfully completed at least ~~one (1) year~~ two (2) years of service shall be paid for unused vacation time if all other eligibility and good standing requirements are met;

C. An employee who has accrued compensatory time shall be paid for unused compensatory time.

D. If applicable, sick leave will be paid in accordance with this manual.

E. Employees may request that any retirement benefits paid by him or her, through payroll deductions, be refunded in accordance with the applicable program.

F. Separation pay may be delayed due to any pending investigation of an employee.

G. A regular, full-time employee who gives less than ten (10) working days' notice of resignation or who is dismissed because of violating personnel rules and regulations concerning conduct will forfeit accrued vacation and sick leave pay unless approved by the City Manager.

H. If any employee dies while employed by the City, the City shall pay their designated beneficiary any unpaid pay, unused vacation time, and accumulated benefits consistent with this Manual and the payroll practices of the City.

# Chapter 4-ABSENCES AND LEAVES

## Section 4.0 Holidays

All regular, full-time employees shall be paid for holidays as set forth by City Council and as provided for herein:

A. Any other day may be designated a holiday with City Council approval.

B. All employees will receive eight (8) hours of regular pay for the holiday.

C. Department Directors may require an employee to work on a holiday if necessary for City functions. All non-exempt employees required to work on holidays will be paid one and one-half times their regular rate for the hours worked. Employees shall not accrue Holiday time.

D. For peace officers, if a holiday falls on a regularly scheduled day off, the City will pay the regular rate.

E. An employee on unpaid leave or who is absent without authorized leave on the day immediately preceding the holiday, on the holiday, or the day following a holiday will not be paid for the holiday.

F. An employee on paid leave status will be paid holiday pay rather than any other leave status pay.

G. An employee on Workers' Compensation leave will receive holiday pay if the employee would have been paid for that holiday as set forth in this section.

H. Part-time, seasonal, or temporary employees may be granted each holiday off without pay at their supervisor's discretion.

## Section 4.1 Vacation

Paid vacations are provided as a benefit of employment so that employees may have periods of rest, relaxation, and recreation. Vacation leave also may be used for personal business, extension of a Holiday, or Sick Leave. The Department Director, or City Manager if the request is from a Department Director, shall approve scheduled Vacation Leave.

All regular, full-time employees receive vacation leave as follows:

| Years of Service | Hours of Vacation leave per |
|---|---|
| Year 1-7 | 80 hours |
| 8-15 | 120 hours |
| 16+/City Manager | 160 hours |

A. Accrual: Regular, full-time employees accrue vacation leave at the end of each pay period based on their years of service. New full-time employees will receive ~~forty (40)~~ twenty (20) hours of vacation leave at ~~six~~ three (3) months. See the examples provided.

*Example of Vacation Leave Accrual Table for 1st Year of Service: (80 hours per year over 10 months)

| 1st month | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 20 | 26.66 | 33.32 | 40 | 46.66 | 53.32 | 60 | 66.66 | 73.32 | 80.00 |

*Example of Vacation Leave Accrual Table for 2-7 Years of Service: (80 hours per year over 12 months)

| 1st month | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 6.63 | 13.26 | 19.89 | 26.52 | 33.15 | 39.78 | 46.41 | 53.04 | 59.68 | 66.31 | 72.94 | 80.00 |

*Example of Vacation Leave Accrual Table for 8-15 Years of Service: (120 hours per year over 12 months)

| 1st month | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 9.95 | 19.91 | 29.87 | 39.83 | 49.78 | 59.74 | 69.70 | 79.66 | 89.61 | 99.57 | 109.53 | 120.00 |

*Example of Vacation Leave Accrual Table for 16+ Years of Service/City Manager: (160 hours per year over 12 months)

| 1st month | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 13.28 | 26.56 | 39.85 | 53.13 | 66.42 | 79.70 | 92.98 | 106.27 | 119.55 | 132.84 | 146.12 | 160.00 |

**The tables reflect estimated accrual and do not represent actual hours accrued per pay period.*

B. Scheduling: Employees shall be permitted to take vacation leave if taking leave will not affect the efficiency of City functions and services.

   1. If three (3) or more consecutive days of leave is requested, an employee shall request leave at least two (2) weeks prior to the requested leave. The person responsible for authorizing the leave may waive this provision.

   2. If fewer than three (3) consecutive days of leave is requested, an employee shall request leave at least two (2) working days prior to the requested leave. The person responsible for authorizing the leave may waive this provision.

C. If an employee fails to designate the type of leave taken at the time payroll is processed, the City shall deduct the employee's vacation leave to account for the absence or absences.

D. Employees who become ill or injured during vacation leave may request the time of illness or injury be charged to sick leave. The person authorizing leave may require supporting documentation from a health care provider.

E. No employee shall be allowed to use vacation leave prior to it being accrued.

F. The maximum amount of vacation leave that may be accrued shall be twice the number of days accrued under his/her annual accrual rate. If a department is

facing a critical staffing shortage and it is determined by the city council that enforcing the use of mandatory vacation leave could result in public health and safety risks for either staff or the public, authorization to extend the approved accrued vacation leave caps would require the approval of city council, to include the approval of a one-time end of fiscal year pay-out of any vacation leave in excess, which shall be paid at the employee's regular wage rate ~~on his/her anniversary date~~ as soon as vacancies are sufficiently filled, but no later than the last pay period of the fiscal year, and funded from the council approved funding source.

G. Employees shall take at least ~~five (5)~~ 80% of vacation days each year, with the year being designated as the anniversary hire date to the next anniversary date. Employees will lose ~~the (5)~~ vacation days if not taken as provided for in this section. Accrual of vacation will stop once the maximum accrued vacation hours are reached. See the examples provided.

Vacation Leave Table:

| Years of Service | Vacation Hours Accrued Annually, beginning on Anniversary Date | Number of Vacation Hours that must be used Annually | Maximum Accrued Vacation Hours |
|---|---|---|---|
| 1 – 7 | 80 | 64 | 160 |
| 8 – 15 | 120 | 96 | 240 |
| 16+ | 160 | 128 | 320 |

H. An employee cannot take more than 25 consecutive days of vacation leave without the approval of the City Manager.

I. Vacation leave is not earned while an employee is on unpaid leave or is absent without authorized leave.

## Section 4.2 Sick Leave

All regular, full-time employees receive sick leave as follows:

A. Accrual: Regular, full-time employees accrue sick leave at the end of each pay period. Regular full-time employees receive ninety-six (96) hours of sick leave within a calendar year. New employees will receive ~~forty-eight (48) hours of sick leave at six (6) months.~~ twenty-four (24) hours of sick leave at three (3) months of employment.

*Example Sick Leave Accrual Table for 1st Year of Service: (96 hours per year over 10 months)

| 1st month | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 24 | 32.00 | 40.00 | 48.00 | 56.00 | 64.00 | 72.00 | 80.00 | 88.00 | 96.00 |

*Example Sick Leave Accrual Table After 1st Full Year of Service: (96 hours per year over 12 months)

| 1st month | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 7.97 | 15.94 | 23.91 | 31.88 | 39.85 | 47.82 | 55.79 | 63.76 | 71.73 | 79.70 | 87.67 | 96.00 |

**The tables reflect estimated accrual and do not represent actual hours accrued per pay period.*

B. Notification of Absence: Employees using sick leave shall notify their supervisor or their Department Director of their absence via a communication designated by the Department Director no later than thirty (30) minutes prior to the regularly scheduled work start time unless illness or injury renders the employee unable to do so in which case notification may be made by an immediate family member or emergency contact.

C. Sick leave may be used in the following circumstances:

1. Personal illness or physical or mental incapacity, injury to the employee (non- occupational in nature, including conditions related to pregnancy);
2. Medical, dental, or optical examinations or treatments;
3. Illness arising from exposure to contagious disease and endangering the health of other employees;
4. To care for a spouse after pregnancy, a newborn child; or the placement with the employee of a child for adoption or foster care and to care for the newly placed child;
5. Illness in the employee's immediate family (employee's spouse, children, or parents) which necessitates his/her absence from work; and
6. Death of the employee's spouse, child, parent, or parents-in-law beyond the five (5) day benefit set forth under "Bereavement Leave."

D. Employees shall not engage in any employment or business from the time they give notice of leave until such time as they have returned to work, unless the employee has prior approval from their Department Director.

E. Written Certification of leave: If leave of three (3) or more consecutive days is used for the employee's own illness, incapacity, or injury the employee shall provide written certification from a health care provider that leave was necessary and that the employee is fit to return to work. If three (3) or more consecutive days are used due to the illness or care of an immediate family member, the employee shall provide written certification from the health care provider that the employee's leave was necessary. Certifications shall be provided prior to the employee returning to work. The Department Director may waive the requirements of this section.

F. If the written certification places restrictions on the performance of the employee or if the City believes the employee is unable to perform the essential functions of the job, the employee may be required to submit to examination by a physician designated by the City. In such cases, the employee will not be allowed to return to work unless the City's physician certifies that the employee can fully perform the essential functions of the job.

G. The City may require an employee to take sick leave if it is in the best interest of the City or the employee; however, no employee may use sick leave prior to it being accrued.

H. Sick leave is not earned while an employee is on unpaid leave or is absent without authorized leave.

I. An employee that falsifies the reason for leave or provides falsified documentation associated with the leave may be subject to disciplinary action, up to and including termination. If the City confirms that the employee provided false information or documentation, the City shall not apply sick leave time to the time off and the employee will be considered on unpaid leave.

J. An employee who has used all sick leave shall use all other available leave with pay and then may request unpaid leave. The City Manager shall approve or deny any unpaid leave.

~~**EFFECTIVE 10/19/2022 TO 10/31/2022:**~~

~~The City of Sealy Personnel Policies and Procedures Manual, Section 4.2, is amended to read as follows:~~

~~K. Except for Tier Four employees, upon separation of employment with the City, employees with a minimum of one (1) year of employment and who separate in good standing shall be paid at a rate of one (1) day's pay for every two (2) days of accrued sick leave (a "day" being eight (8) hours) for sick leave at the employee's regular rate of pay as of the date of separation, in accordance with the table below. Employees who separate because of termination or voluntary resignation without the required notice served to the City (being two (2) weeks) shall not be considered in good standing and shall not be paid for accrued sick leave. Hours which have been accrued beyond the maximum eligible hours will be forfeited upon separation.~~

| | ~~DATE OF EMPLOYEE EMPLOYMENT (BY RANGE)~~ | ~~MAXIMUM NUMBER OF HOURS FOR PAYMENT~~ |
|---|---|---|

| | | |
|---|---|---|
| ~~Tier One~~ | ~~Employed on or before February 6, 1989~~ | ~~480 hours~~ |
| ~~Tier Two~~ | ~~Employed on February 7, 1989 to March 31, 2012~~ | ~~320 hours~~ |
| | | |
| ~~Tier Three~~ | ~~Employed on April 1, 2012 to October 18, 2022~~ | ~~160 Hours~~ |
| ~~Tier Four~~ | ~~Employed on or after October 19, 2022~~ | ~~Not eligible for sick leave pay~~ |

**EFFECTIVE 11/1/2022:**

The City of Sealy Personnel Policies and Procedures Manual, Section 4.2, is amended to read as follows:

K. Except for Tier Three employees, upon separation of employment with the City, employees with a minimum of one (1) year of employment and who separate in good standing shall be paid at a rate of one (1) day's pay for every two (2) days of accrued sick leave (a "day" being eight (8) hours) for sick leave at the employee's regular rate of pay as of the date of separation, in accordance with the table below. Employees who separate because of termination or voluntary resignation without the required notice served to the City (being two (2) weeks) shall not be considered in good standing and shall not be paid for accrued sick leave. Hours which have been accrued beyond the maximum eligible hours will be forfeited upon separation.

L. There is hereby established a sick leave accrual cap of 320 hours for Tier One employees and 160 hours for Tier Two and Tier Three employees, based on the chart shown below.

| | DATE OF EMPLOYEE EMPLOYMENT (BY RANGE) | MAXIMUM NUMBER OF TOTAL HOURS ACCRUED | MAXIMUM NUMBER OF HOURS FOR PAYMENT |
|---|---|---|---|
| | | | |
| Tier One | Employed on February 7, 1989 to March 31, 2012 | 320* | 320 hours |
| | | | |
| Tier Two | Employed on April 1, 2012 to October 18, 2022 | 160* | 160 Hours |
| Tier Three | Employed on or after October 19, 2022 | 160* | Not eligible for sick leave pay |

**As of 1/5/2025, if an employee has more than the designated accrual cap stated, then employee can retain the accrued balance but will not accrue more sick time unless and until the employee goes under the cap.*

## Section 4.3 Bereavement Leave

All regular, full-time employees receive Bereavement leave as follows:

A. Up to five (5) business days for the death of an immediate family member. Immediate family member for purposes of this section includes spouse, child/stepchild, parent/parent-in-law, grandparent/grandparent-in-law, grandchild, foster parent, guardian, brother/brother-in-law, sister/sister-in-law, niece, and nephew.

B. Up to three (3) business days for a death of other non-immediate family members.

C. In the event of the death of an employee or city official, the City Manager may grant bereavement leave up to two (2) business days to other employees.

## Section 4.4 Administrative Leave with Pay

A. Elections: Employees on duty on the date of any national, state, or local election and who are eligible to vote in such elections shall be granted paid leave to exercise this right if the polls are not open for voting for two consecutive hours outside of the employee's work hours. Evidence of voter registration and voting may be required by the employee's supervisor.

B. Jury/Court Duty: Employees who are required to appear for jury service or court service shall be granted paid leave. Evidence of jury summons or court subpoena may be required by the employee's supervisor. Court service does not apply to personal court dates.

C. Official Business: The City Manager may grant an employee paid leave for any purpose that qualifies as official city business.

## Section 4.5 Military Leave

The City shall comply with all laws regarding military leave.

## Section 4.6 Authorized Leave without Pay

Authorized leave without pay or unpaid leave may be granted to regular, full-time employees at the discretion of the Department Director with the City Manager's approval.

Unpaid leave shall be granted only if the employee has used all other leave except an employee may only use sick leave for purposes defined in Section 4.2 of this Manual.

Unpaid leave may be granted for the following reasons:

A. To recover from an illness or injury not believed to be of a permanent or disqualifying nature;

B. When return to work would threaten the health or safety of others;

C. To provide necessary care for an immediate family member who is ill or is incapacitated;

D. For an excused, but non-compensable, absence of less than a day;

E. For vacation; or

F. As otherwise authorized in this Manual or as required by law.

An employee granted unpaid leave pay shall not accrue sick leave, vacation leave, except as required by law.

## Section 4.7 Absence without Authorized Leave

Absence without authorized leave for one (1) day or more shall serve as resignation by the employee.

## Section 4.8 Family Medical Leave

The City shall comply with the Family Medical Leave Act (FMLA). Except as otherwise provided in this Manual, employees will not receive compensation or accrue benefits during a FMLA of absence.

A. Eligibility: Employees are eligible for leave under FMLA if they have completed at least one (1) year of service and worked a minimum of 1,250 hours during that year as specified by law. Employees who have accrued vacation and sick leave time shall be required to use this time during the leave requested under FMLA. Employees who use all their accumulated paid time under FMLA will be on FMLA leave without pay. Employees who qualify will receive a maximum of twelve (12) weeks on a rolling twelve-month calendar. Leave will be calculated from the first qualifying date. Compensatory time, upon approval of the City Manager, may be used during FMLA leave but cannot be calculated as part of the twelve (12) week period. Should an employee ask for an extended leave for one of the qualifying events listed below and not request the time under FMLA, the City has a right under the law to inform said employees that the time off qualifies under FMLA and will be charged against the twelve (12) weeks available under the FMLA. FMLA leave can be taken intermittently.

B. Qualifying Events: Eligible employees are entitled to twelve (12) workweeks of leave as provided above for:

1. the birth of a child and to care for the newborn child within one year of birth;
2. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
3. to care for the employee's spouse, child, or parent who has a serious health condition;
4. a serious health condition that makes the employee unable to perform the essential functions of his or her job; and

5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;"

Or twenty-six (26) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

C. Serious Health Condition: For both employees and for their immediate family members, the FMLA defines a serious health condition as "an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider." Per the Department of Labor regulations, the following serious health conditions qualify for family leave:

1. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
2. a period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider;
3. any period of incapacity due to pregnancy, or for prenatal care;
4. any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.);
5. a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or
6. any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

The City, in accordance with the FMLA, shall have the right to verify with the healthcare provider of the employee or employee's qualifying family members as to the medical condition qualification under the FMLA as it pertains to a serious illness or injury.

NOTE: A cosmetic procedure does not typically qualify as a serious health condition unless the employee is hospitalized, or the procedure is medically necessary. Employees may consult with their health care provider regarding whether a procedure is a qualifying serious health condition.

D. Leave Procedure: When possible, requests for FMLA leave or any extension thereof, must be submitted in writing to the employee's Department Director thirty (30) days prior to commencement of the leave period, or as soon as practicable. The Department Director will forward the request to the City Manager recommending approval or denial of leave. The City Manager shall decide whether to approve or deny leave, and the City Manager's decision is final. All employees on approved leave are expected to report any change of status in their need for leave or their intention to return to work to their Department Director.

E. Restriction: Unless approved by the City Manager, employees who are on an approved leave may not perform work or for any other employer during that leave.

F. Benefit Continuation: The City will continue to provide health insurance and other benefits to employees on leave as required by law. Benefits that accrue according to length of service, such as vacation and sick leave do not accrue during periods of unpaid leave. Those employees contributing their portion for health insurance for extended coverage (spouse, children or full family) shall be required to continue their contribution even during periods of unpaid leave.

G. Return to Work: Employees returning from leave under FMLA will be reinstated to their same job or to an equivalent job with equivalent status and pay as required by law. If the same job or one of equivalent status and pay is not available as a result of a reduction of force, the employee will be treated in the same manner as though they were not on leave at the time of the reduction in force.

H. Failure to Return to Work: If an employee fails to return to work at the conclusion of FMLA leave, including any extension of such leave, the employee will be considered to have voluntarily resigned their employment.

I. Intermittent Family Medical Leave: In the event of qualified intermittent leave, employees must still comply with all City policies and procedures for requesting time off. At the time notification of leave is provided, employees must clearly indicate the leave is related to FMLA. Leave requests that are submitted without this documentation may not be included as FMLA leave and changes to the form may not be allowed after being submitted to payroll for processing.

# Chapter 5-EMPLOYEE CONDUCT

## Section 5.0 Attendance and Time Sheets

Employees shall attend work as scheduled or as directed. For most positions, attendance at the workplace is an essential function.

Employee shall fully and accurately complete time sheets as provided by the City. Department Directors shall maintain employee attendance records. Department Directors or supervisors shall submit approved time sheets to the Human Resources Department.

## Section 5.1 Work Standards

Employees, while on duty, shall conduct themselves in a professional and ethical manner and shall treat other employees, officers, officials, vendors, and members of the public with courtesy. Unprofessional, rude, or abusive behavior will not be tolerated. Employees shall comply with any local, state, and federal laws in performing their employment functions.

Employees shall conduct personal business in such a manner as to cause little interference with City operations. Employees shall not use City resources or property for personal use.

## Section 5.2 Political Activities

Employees may participate in the political process as *private citizens*. However, employees shall not use their position as a City employee to actively campaign for or against political issues or candidates.

Under no circumstances shall any City employee be allowed to campaign for any candidate, even themselves, during work hours or at any City place of work. Nor shall an employee be allowed to represent themselves, using their City employment, title, uniform, or authority as supporting any candidate for political office.

## Section 5.3 Solicitation and Gifts

Employees shall not solicit money, gifts, goods, services, or anything of value from another employee, member of the public, official, or vendor while on duty.

In some instances, the City may consider the collection of money for particular causes or collecting money for gifts for special events as appropriate. Such approval may be granted by the Department Director or the City Manager. No employee shall be required to make any contribution or shall be penalized or rewarded in connection with their employment according to their response to the solicitation.

The City does not allow employees to engage in personal commerce of any kind while on the job or during working hours. The City does not promote, encourage, or endorse private

business relationships or arrangements. City bulletin boards are provided for promoting items of public interest to the citizens of Sealy.

City employees shall comply with all laws regarding acceptance of gifts.

## Section 5.4 Outside Employment

The full-time position the employee holds with the City shall take precedence over any other occupational, business, or commercial interests of the employee. An employee desiring to engage in secondary employment must complete a report of outside employment and submit it to their supervisor. The supervisor shall verify that the secondary employment does not conflict with the employee's City position and if so then forward the report of outside employment to the Department Director for approval. The Department Director shall forward the approved form to the Human Resources Department for inclusion in the employee's personnel file. Department Directors shall receive approval for outside employment from the City Manager.

## Section 5.5 Fitness

Each employee is responsible for maintaining the standards of physical and mental health and fitness required to perform the essential functions of their employment position, with or without reasonable accommodation. Physicals may be required where job-related and consistent with business necessity.

A City designated physician will perform the physical examination. The City will pay for the examination. Unless associated with an on-the-job injury or condition, correction or treatment of conditions diagnosed during these examinations will be the employee's responsibility and may be covered by insurance benefits provided through the City's employee health benefits.

The City may also require a Fitness for Duty examination by its physician before authorizing an employee to return to work following either an on-the-job or an off-the-job injury or illness.

## Section 5.6 Dress Code/Appearance

A. General Guidelines: Dress, grooming, and personal cleanliness are vital to the City's image as well as the morale of its employees. All employees are expected to present a clean and neat appearance and to dress in a professional manner while on City premises or while conducting City business. Employees that do not already have a designated uniform are expected to arrive at work in business or business casual attire.

B. The following minimum guidelines are recommended:

   1. Clothing must be clean and in good repair;
   2. Clothing must not interfere with safety requirements and standards and the employee's ability to perform essential functions and assigned duties;

3. Provocative, tight or revealing clothing is prohibited;
4. Hair must be clean and styled in a neat manner; and

C. Uniforms provided by the City shall not be worn after hours to any establishment that may be deemed inappropriate by citizens, supervisors, or other employees.

D. At times, an employee's duties may require casual attire. These exceptions must be approved by the Department Director and clothing must still follow the minimum guidelines established above.

E. Department Directors may adopt specific dress codes with City Manager approval.

F. The City Manager may establish "casual days" at his/her discretion. Clothing worn on those designated days must still follow the minimum guidelines established above.

## Section 5.7 Use of Music and Portable Devices

The City permits employees to bring portable music devices to work. However, it expects employees to adhere to the following guidelines to ensure their proper and safe use.

A. Employees may listen to music in their work area or office only as long as the volume level is kept low as to not disturb anyone and employees are respectful of co-workers who may not share the same taste. Use of headphones or earbuds are prohibited unless utilizing the portable music device for training or in the course of City business.

B. City-issued electronic devices assigned to employees for training and communication purposes may not be used to download personal music, videos, photographs, apps, software, or similar digital materials.

## Section 5.8 Conflict of Interest

Employees should be careful not to become involved in any conflict of interest involving their position and any non-City activities. An officer or employee of the City may not have a financial interest in the profits of any contract, service, or other work performed for the City, or personally profit or receive anything of value directly or indirectly from any contract, purchase, sale, or service between the City and any person or company. Conflicts of interest are often difficult to determine. If an employee believes an outside job, occupation, business association, commercial interest, or any other activity might create a conflict of interest the employee should discuss the issue with their supervisor or the City Manager prior to undertaking the activity.

## Section 5.9 Harassment Policy

The City is committed to promoting an environment that is free of harassment. The City recognizes that harassment based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability, military status, and genetic information, is a violation of federal and state laws. The City maintains a strict policy that harassment, whether sexual, racial,

ethnic, or religious in nature is not acceptable and will not be tolerated. Employees who are victims of, or witnesses to, behaviors described herein should immediately report such conduct to their supervisors or the Human Resources Department. Complaints will be treated as confidential to the extent allowed by investigative and operational necessity and as allowed by law. Retaliation against employees reporting misconduct or participating in an investigation under this policy is prohibited. In addition, all City employees may be required to complete respectful interactions and cultural diversity training on an annual basis. The City Manager or his designee will schedule the annual training and notify all employees regarding the training date and time. Multiple training dates and times will be made available.

Harassment is abusive, obscene, or threatening conduct or communication that is intended to harass, annoy, alarm, torment, embarrass, or injure another. Employees who engage in such conduct while on duty or on City premises will be subject to immediate discipline. While on duty or on City premises, employees shall not use obscene or abusive language or offensive gestures in their communication with coworkers or members of the public; employees shall not by oral, written, electronic, or other means of communication threaten or intimidate coworkers or members of the public; employees shall not physically endanger, intimidate, or injure coworkers or members of the public.

An individual's intentions and motives are not the decisive factors in considering alleged harassment behavior. The effect of one employee's behavior upon another employee is the decisive factor. If an individual's behavior is considered offensive by another individual or if it has an intimidating effect upon another individual, then sexual, racial, ethnic, or religious harassment or harassment towards one's age or disability may be present.

A. Definitions:

The definitions listed below are in accordance with the guidelines adopted by the Equal Employment Opportunity Commission (EEOC).

1. *Sexual Harassment* – Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
    a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
    b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual;
    c. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment. Examples include:
        i. Unwelcome "kidding";
        ii. Unwelcome teasing or jokes;
        iii. Subtle pressure for sexual activity;
        iv. Physical contact such as patting, pinching or constant brushing against another's body; or
        v. Demands for sexual favors.

2. *Ethnic/Racial Harassment* – Ethnic or racial slurs, jokes and other verbal or physical conduct relating to an individual's national origin or race constitute harassment when this conduct:

   a. Has the purpose or effect of creating an intimidating, hostile or offensive working environment, or

   b. Has the purpose or effect of interfering with an individual's work performance.

3. *Religious harassment* – Religious slurs, jokes, and other verbal or physical conduct relating to one's religious beliefs constitute harassment when the conduct:

   a. Has the purpose or effect of creating an intimidating, hostile or offensive working environment, or

   b. Has the purpose or effect of interfering with an individual's work performance.

4. *Disability harassment* – Slurs, jokes, or physical conduct directed towards an individual's disability status may constitute harassment when the conduct:

   a. Has the purpose or effect of creating an intimidating, hostile or offensive working environment, or

   b. Has the purpose or effect of interfering with an individual's work performance.

5. *Age Harassment* – Slurs, jokes and other verbal, non-verbal, or physical conduct directed toward an individual's age status may constitute harassment when:

   a. Has the purpose or effect of creating an intimidating, hostile or offensive working environment, or

   b. Has the purpose or effect of interfering with an individual's work performance.

B. Administrative Procedures:

1. Each supervisor is responsible for maintaining their workplace free of sexual, racial, ethnic, and religious harassment or harassment directed towards one's disability or age status. This duty includes discussing and enforcing this policy and procedure with all employees and assuring them that they are not required to endure insulting, degrading, or exploitative treatment. It is the responsibility of each supervisor to guide employees complaining of harassment to the proper process for reporting it. Supervisors are obligated to report any complaints of harassment to their supervisor or the Human Resources Department regardless of the intent of the complainant.

2. When practicable, individuals who experience harassment are encouraged to communicate clearly when behavior is offensive to them. Any employee who feels that he or she has been the victim of harassment as described in this policy should immediately report the facts of the incident(s) and the name(s) of the individual(s) involved to their supervisor or the Human Resources Department. The Human Resources Department is responsible for notifying the appropriate

individual(s) when an allegation is reported. Should the Human Resources Department be the offending party, the employee must report the allegation to the City Manager.

3. All allegations of harassment observed or reported must be investigated immediately by the Human Resources Department or its designee. All findings, decisions, and recommendations will be made on an individual basis considering the record as a whole on the totality of the circumstances, such as the nature of the behavior and the context in which the alleged incidents occurred. If harassment is found to exist, appropriate supervisory and management personnel shall take prompt corrective action, including disciplinary action up to termination. Any time sexual harassment becomes an issue of an alleged act of sexual assault, the investigation must be coordinated with the City of Sealy Police Department.
4. Appropriate disciplinary action will be taken when the findings warrant such action. Such disciplinary action should be determined by the nature of the wrongful act or acts and may result in immediate termination.
5. To the extent allowed by law, disclosure of any investigations conducted under this policy shall be made only to those City employees and others with the need or right- to-know. Human Resources Department should consult and notify the City Attorney about ongoing claims or investigations under this policy.

## Section 5.10 Criminal Issues

In conjunction with an administrative investigation, an employee may be suspended, with or without pay, if accused, arrested, or indicted for a crime or for official misconduct pending the outcome of any case such as dismissal, acquittal, or conviction. If the case is dismissed or if the employee is acquitted, the suspended employee may be reinstated to their former position, or a similar one if not available, without loss of any benefits and such suspension shall not be considered as a disciplinary action. If the employee is convicted, placed on deferred disposition or deferred adjudication, probation, or pretrial diversion depending upon the severity of the crime, the employee may be subject to disciplinary action up to and including termination.

## Section 5.11 Firearms

Employees may not possess, transport, or store a firearm on the premises of the City, as that term is defined by Section 46.035(f)(3) of the Texas Penal Code, unless the employee is required to possess, transport, or store a firearm in the official discharge of the employee's duties.

# Chapter 6-EMPLOYEE COMMUNICATIONS POLICY

## Section 6.0 Communication

Employees are encouraged to discuss any concerns, complaints, or grievances with their supervisor; however, some circumstances may merit disregard of the chain of command. In such circumstances, the employees may contact anyone in the City management structure, including the City Manager or Human Resources Department, to address their concerns, complaints, or grievances.

A. Chain of Command- When prudent, employees shall adhere to the following chain of command:

   a. Employee's Supervisor

   b. Employee's Department Director

   c. City Manager

B. Communications with the Media and the Public-The Mayor is the official spokesperson for City. No employee should represent the City to the media unless the Mayor has authorized such.

An employee may answer routine questions from members of the public if such falls within the employee's employment functions, but the employee shall document such.

## Section 6.1 Electronic Communications

The City provides computer networks, internet access, email, telephones, digital cameras, voice mail, fax communication systems, and other electronic devices and platforms ("electronic communication systems") for use by employees. These electronic communications systems are designed to support and enhance the communication, research, and information capabilities of employees and to encourage work-related communication and sharing of information resources.

1. Acceptable use. Electronic communication systems shall only be used to conduct city business and in furtherance of an employee's job functions.

2. Unacceptable Uses of Electronic Communications Systems Include:

   a. accessing, displaying, downloading, or distributing sexually explicit, profane, obscene, offensive, or unprofessional materials, information, or content;

   b. copying, downloading, distributing, or using software in violation of intellectual property rights including copyright;

   c. using the systems for financial gain or using the systems for any commercial, business, or occupation activity unrelated to City business;

   d. using the systems in a way that creates a security breach;

e. searching or applying for work or business opportunities other than for internal City postings;

f. using, transmitting, distributing, or sharing information regarding an employee's personal confidential information or health status without his/her permission;

g. expressing opinions or personal views that could be misconstrued as being those of the City;

h. using the electronic communication systems for any illegal purpose or in any way that violated City policy or is contrary to the City's best interest;

i. playing games or gambling;

j. using, transmitting, distributing, or sharing information that may tend to compromise the safety or security of the public or public systems;

k. Deleting, damaging, or destroying any data not in compliance with records retention laws;

l. using commercial promotions or spam; or

m. organizing certain political activity.

3. Responsibility:

a. Employees shall only use software and hardware approved or provided by the City. Software shall be installed in compliance with procedures as established by the City Manager and the technology Department Director. To prevent computer viruses, there will be no unauthorized downloading of any software.

b. Employees shall immediately report missing data, stolen, or lost data or equipment to the supervisor and Department Director.

c. All of the City's employment policies apply to conduct that occurs online in the same way that they apply to conduct that occurs in the workplace.

4. Monitoring:

a. The City may access, use, review, audit, intercept, distribute, disclose, and share all transmissions created, received, sent, retrieved, used, or accessed on the City provided electronic communications systems to assure that the City's resources are devoted to maintaining the highest levels of productivity as well as proper use.

b. The contents of City related electronic mail, files, or data may be viewed, copied, or disclosed by the City without the permission of the user.

## Section 6.2 Social Media

The City Manager or designee shall approve which social media sites may be suitable for use by the City.

A. Scope: This Policy applies to all employees' use, including participation in and use of social media, regardless of whether such use occurs in the workplace and regardless of whether such use involves the City's electronic equipment or other property.

B. Definitions:

1. "Article" means a posting of content to a social media site by an employee.
2. "Blog" means a commentary, descriptions of events, or other material such as graphics or video.
3. "Business network" such as LinkedIn® or user groups of a business nature, area network or process that is established to build mutually beneficial relationships with other business people and potential clients. A business network can also serve as an alliance of like-minded individuals with a common problem or interest. For the purposes of this policy, an approved business network is not considered a social network.
4. "Comment" means a response to an article or social media content submitted by any person or entity.
5. *"Computer resources"* refer to the City's entire computer network. Computer resources include, but are not limited to, host computers, file servers, fax servers, web servers, workstations, stand-alone computers, laptops, smartphones, tablets, software, data files, and all internal and external computer and communications networks (i.e. Internet, computer online services, value-added networks and e-mail systems) that may be accessed directly or indirectly from or through the City's computer network.
6. "Content" includes, but is not limited to, articles, comments, photograph(s), video(s), other image(s) or hyperlinks(s) to another site.
7. *"Electronic Mail (E-mail")"* is the network of computer hardware and software that permits the sending and receiving of electronic messages.
8. *"Instant Messaging and Chat Rooms"* refers to real-time interactive communication using any Instant Messaging or Chat Room.
9. *"Internet access"* is defined as the ability for a computer resource to connect to the world-wide network of computers known as the Internet, and to access Internet- based applications such as the World Wide Web, File Transfer Protocol, Newsgroups, Gopher, Telnet, and Wide Area Information Services.
10. "Link" means a referral to other information at a different location on the Internet via a hyperlink.
11. "Social media" is a category of internet-based resources that integrate user-

generated content and user participation. These include, but are not limited to:

a. Social networking sites (i.e., Facebook®, Google®)
b. Microblogging sites (i.e., Twitter®)
c. Photo and video sharing sites (i.e., Flickr®, YouTube®).
d. Blogs; and
e. News sites (i.e., CNN®).

12. "Social networking" is the practice of expanding one's business or contacts by making connections through clubs, organizations, phone contacts, written correspondence or through web-based applications.

C. Applicable laws: Department Directors shall ensure that use of social media complies with applicable laws, including copyright and intellectual property rights, records retention, the Texas Public Information Act, the First Amendment, privacy laws, discovery rules, and information security rules and regulation.

D. City Rights: The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law, rules, or regulations.

E. Employee Guiding Principles: Employees using social media shall comply with the following:

1. Employees who choose to identify themselves as City employees are required to identify any social media statements or opinions expressed are on their own behalf and do not represent the City's position. Employees whose job duties include maintaining or posting to the City's social media pages should work directly with their supervisor regarding identifying appropriate contacts within the City.
2. Employees are encouraged to be factual and accurate. Incorrect information should be corrected as soon as possible.
3. Employees shall reply to comments in a timely manner when appropriate.
4. Employees shall be courteous and respectful when posting or responding on behalf of the City or in the course and scope of their duty.
5. Employees are not authorized to comment on legal matters, pending or contemplated litigation, or a settlement unless expressly approved by the Mayor and City Attorney.

F. Employees shall not:

1. Use any untrusted computer resources;
2. Represent their opinion or statement is the official position of the City, Department, or City Council unless authorized by the City Manager or his or her designee;
3. Make false statements;
4. Promote, instigate, or endorsing violence or illegal activity;

5. Are encouraged to use respectful and professional language in both on and off-duty social media interactions;
6. Harass, bully, or intimidate others;
7. Engage in personal, racial or sexual harassment, unfounded accusations, or remarks that would contribute to a hostile workplace;

G. Discipline: Employees found in violation of any provision of this policy may be subject to disciplinary action, up to and including termination of employment. Where laws are violated, the City may pursue criminal or civil action against the employee.

## Section 6.3 Public Information Act and Open Meetings Act

The City shall provide new employees with a form to elect to keep personal information private.

Employees shall comply with the Texas Public Information Act, Chapter 552 of the Texas Government Code, and any law regarding release of information, confidential or otherwise.

Employees shall comply with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

## Section 6.4 Whistle-blower

The City is committed to upholding the requirements of all state and federal laws, including the applicable Whistle-blower Act(s). The City will not suspend, terminate, or otherwise discriminate against an employee who appropriately reports a violation of law to an appropriate authority if the employee report is made in good faith.
Employee rights include:

- Right to report violation of law;
- Right to report unsafe acts or conditions;
- Right to file a Workers' Compensation Claim;
- Right to file a grievance; and
- Right to file a complaint of alleged discrimination.

## Chapter 7-AT-WILL, DISCIPLINE, APPEALS AND GRIEVANCES

### Section 7.0 Disciplinary Action

Temporary employees, seasonal employees, and the City Manager are exempt from the progressive discipline policy unless specifically stated otherwise. Disciplinary actions are designed to help the employee correct job performance problems. The City strives to resolve employee problems as promptly and equitably as possible and at the lowest supervisory and organizational level.

A. Procedures: These procedures provide guidelines in carrying out the policies of the City's progressive disciplinary program, when appropriate. These procedures address a broad range of performance deficits and conduct concerns but are not intended to address every problem or situation that may arise.

B. General Criteria to be Considered in Disciplinary Actions:

1. All or a combination of the following criteria may be considered when determining what disciplinary action to take, depending upon the particular circumstances surrounding the employee's performance or conduct.
    a. Severity and type of offense(s);
    b. Impact of the offense(s) on other employees, the City, or citizens;
    c. Employee's length of service and work record;
    d. Length of time since discussion with the employee about a similar problem or recent disciplinary action for the same or similar problem;
    e. Past disciplinary actions taken by the City for the same or similar problem; or
    f. If the Department Director determines that the nature, severity, and impact of the employee's performance or conduct requires severe disciplinary action such as suspension without pay or termination, then the Department Director shall discuss the matter with the City Manager before taking action unless immediate action is required to protect life or property.

C. Disciplinary Actions:

1. The City may take any of the following disciplinary actions:
    a. Verbal reprimand;
    b. Written reprimand;
    c. Suspension with or without pay;
    d. Demotion;
    e. Termination; or
    f. Any other action as deemed necessary by the City Manager.

D. Performance of Duties: The following are examples relating to unsatisfactory performance of duties for which disciplinary action may be taken. The list is not intended to be all-inclusive.

a. Incompetence, neglect, or carelessness in the performance of duties;

b. Failure to satisfactorily meet performance standards for the employment position;

c. Absenteeism without justification or approval;

d. Tardiness;

e. Violation of this Manual or other City regulations;

f. Discourteous treatment;

g. Failure to meet or maintain specified conditions of employment, such as failure to obtain or maintain a license or certificate required as a condition for performing a job;

h. Damaging or waste of City property;

i. Theft;

j. Destruction of City records;

k. Falsifying City records;

l. Insubordination;

m. Criminal activity;

n. Using an official position or office for economic gain or soliciting favors or gratuities for performing services required by the employee's position;

o. Disclosing information as defined by statute to be confidential;

p. Unauthorized use or possession of City funds or property;

q. Possession or use of weapons on City property while on duty or at work or while performing City responsibilities except as authorized as part of the job (e.g. law enforcement);

r. Threatening another;

s. Engaging in any employment activity or enterprise that constitutes a conflict of interest;

t. Disrupting the work of others;

u. Being under the influence of alcohol, drugs, or a controlled substance drugs during working hours;

v. Making derogatory racial, age, ethnic, or sexist remarks;

w. Engaging in personal business while on duty without authorization of his/her supervisor;

x. Failure to report damage to City equipment or property;

y. Participating in prohibited political activities;

z. Sleeping on the job;

aa. Utilizing City data or information systems for any reason other than City business;

E. Disciplinary Process: The following disciplinary process may be applied to an employee. The process is designed to serve as a guide, and it is not intended to be exhaustive, exclusive, or mandatory.

1. Counseling:

a. The Department Director may focus on a specific incident, a particular aspect of an employee's performance needing improvement, or the employee's overall performance or conduct.

b. It is a face-to-face communication, conducted in private, and is intended to provide feedback to the employee to correct a problem. The counseling shall be noted in the employee's personnel file.

2. Verbal Reprimand:

a. A verbal warning is considered formal discipline. The Department Director may meet with the employee to discuss any and all performance issues or conduct. The Department Director shall provide means to correct any performance issues or conduct.

b. A written record of the verbal reprimand may be made and a copy of the action forwarded to the employee. The verbal reprimand shall be noted in the employee's personnel file.

3. Written Reprimand:

a. A written reprimand is considered formal discipline. The Department Director may meet with the employee to discuss any and all performance issues or conduct. The Department Director shall provide means to correct any performance issues or conduct.

b. The written reprimand shall describe the problem, issue, or conduct. The written reprimand shall provide corrective actions and detail the likely consequence of failing to meet corrective actions. A summary of previous counseling, verbal reprimands, and discipline taken should also be included in the written reprimand.

c. The employee shall be informed of the written reprimand and provided a copy. A copy of the written reprimand shall be placed in the employee's personnel file.

4. Suspension With or Without Pay:

a. An employee may be suspended with or without pay at the discretion of the City Manager. Any suspension shall describe the reason for the suspension, the length of the suspension, any other stipulations of the suspension, and any past disciplinary actions.

b. The employee shall be provided a copy of the suspension and a copy placed in the employee's personnel file.

5. Reduction in Pay:

   a. An employee's pay may be reduced for disciplinary reasons at the discretion of the Department Director or City Manager.

   b. The employee shall be provided a copy of the disciplinary action. The reduction of pay shall be placed in the employee's personnel file.

6. Demotion:

   a. An employee may be demoted for disciplinary reasons at the discretion of the Department Director or City Manager.

   b. The employee shall be provided a copy of the disciplinary action. The demotion shall be placed in the employee's personnel file.

7. Termination: An employee may be terminated at any time, if determined in the best interest of the City. The City Manager or designee shall approve all terminations; unless such termination requires immediate action, then a Department Director may terminate an employee.

## Section 7.1 Appeals of Disciplinary Action

If an employee believes that a disciplinary action taken against him/her is capricious or arbitrary, the discipline violates an existing City policy, the discipline violates an existing state or federal law or regulation, or when the employee believes that the conduct for which the employee has been disciplined constitutes the exercise of a constitutional right or statutorily protected activity, the employee may submit an appeal.

The following procedure shall be followed should an employee desire to review a disciplinary action above the written reprimand level.

Appeal Procedure:

A. Time: An employee may appeal in writing to the City Manager within five (5) calendar days from receipt of notification of the disciplinary action of a suspension or termination. Counseling and reprimands are not appealable. However, an employee may request a rebuttal statement be included in his personnel file with the reprimand. A discipline appeal may be denied if the employee fails to meet the timelines as outlined in this policy.

The City Manager may designate a Department Director or another appropriate employee to hear the appeal. The City Manager's designee should notify Human Resources of the matter for assistance. An appeal and any documentation related to same shall be placed in the employee's personnel file.

1. Written Presentation: The employee shall have the right to file a written request for review with the Department Director. In presenting the written appeal to the Department Director, the following information must be stated in reasonable clarity:

    a. The issue of the review;

    b. The act or acts of commission or omission out of which the disciplinary action allegedly arose;

    c. The employee's reasons for requesting a reversal or revision of the disciplinary action; and

    d. The remedy which is sought.

2. Response: Within a reasonable period following receipt of the written request for review, the City Manager or his designee may perform additional inquiries regarding the discipline, including requesting employee and the employee's supervisor, and the Department Director, to consider the review. A decision by the City Manager or City Manager's Designee on the employee's review, whether reached during this discussion or afterward, shall be presented in writing to the employee within a reasonable time following the receipt of the original request for appeal or review meeting. The decision of the City Manager or designee is final.

B. Appeals Pertaining to the City Manager: In the event the appeal pertains to the City Manager, the Human Resources Department shall forward such to the City Attorney who shall investigate such or appoint an investigator, including any outside third-party. The City Attorney shall alert the City Council of such investigation unless such notice would interfere with the investigation. The City Attorney shall provide the results of such investigation to the City Council. The City Council may take any action as allowed by law based on the results of the investigation.

C. In lieu of a discipline review, the employee has the option to respond to the disciplinary action in writing within five (5) working days of the disciplinary action. The written response will be included in the employee's official personnel file and attached to the disciplinary action. No further action or review will be taken.

## Section 7.2 Grievance Procedures

In order to minimize disruption of the operation of City government and damage to the reputation of the City among its citizens, the employee shall use this grievance procedure.

Employees are encouraged to take any job-related complaints or problems to their immediate supervisors in order to resolve them. Following discussion of the complaint or problem with their supervisor, if an employee still remains dissatisfied, he or she may submit a written grievance in accordance with the below procedures.

Definition: A grievance is defined as an official statement of a complaint over something believed to be wrong or unfair.

A. A grievance may be filed for the following circumstances:

1. Disagreements regarding interpretation, application, or violation of a specific law, ordinance, resolution, written policy, rule or regulation that an employee believes has affected them adversely.
2. Specific instances of maltreatment, retaliation, or a hostile work environment that could not be resolved informally.

B. A grievance may not be filed to address:

1. Generalized feelings of unfairness; grievance must be specific.
2. Disagreements regarding performance evaluations.
3. Disciplinary actions.
4. Complaints of civil rights violations or discrimination, such as issues concerning sex, race, color, religion, national origin, age, disability, military status, and genetic information.

C. Administrative Procedures:

1. A written grievance must be filed within five (5) calendar days following a meeting with the supervisor regarding the incident. If the complaint involves the supervisor, the employee has the option of presenting the grievance to the Department Director or Human Resources Department.
2. It shall be the responsibility of the Department Director or Human Resources Department to study the grievance and attempt to resolve it within a reasonable time based upon the circumstances of the grievance. Discussions with the aggrieved party for the purposes of resolving the grievance are encouraged.
3. If the grievance cannot satisfactorily be resolved within a reasonable time, the Department Director shall refer it with comments and/or recommendations to the Human Resources Department and shall notify the aggrieved party of such action.
4. Human Resources Department shall schedule a meeting within five (5) working days of receiving the grievance with the aggrieved party and the Department Director in an effort to mediate a resolution.
5. If the mediation attempt fails, the Human Resources Department shall schedule a meeting with the City Manager within five (5) working days of the mediation to review the grievance.
    a. The City Manager may either meet with the parties involved in the presence of Human Resources, or
    b. The City Manager may render a decision based on the information provided.

D. Groups of Grievances: Groups of similar employee grievances may be treated as one (1) grievance. The affected employee group may be requested to select not more than two (2) spokespersons or employee representatives to act on behalf of all involved.

E. Employees are obligated to cooperate in every investigation of a complaint including, but not limited to, coming forward with evidence (both favorable and unfavorable) of a person accused, fully and truthfully making a written report or verbally answering questions when required to do so by an investigator during the course of an investigation.

F. Supervisors and employees should make every effort to resolve grievances at the lowest level possible. Employees shall be kept informed of the status of their grievances. If a person in the supervisory chain fails to resolve or refer a grievance within five (5) working days, the employee may present the grievance directly to the next higher level of supervision in accordance with the Formal Chain of Command.

G. Final Authority-The decision of the City Manager shall be final.

H. Unreasonable Number of Grievances: An unreasonable number of grievance submittals by one individual or group of individuals obviously designed to thwart orderly processing will be rejected and returned to the employee(s). Employees involved in the filing of such grievances may also be subject to disciplinary action, up to and including termination.

I. Disciplinary action may also be taken against an employee who fails or refuses to cooperate in the investigation of such complaint, or who files such a complaint in bad faith.

# Chapter 8-VOLUNTARY AND INVOLUNTARY SEPARATIONS

## Section 8.0 Resignation

An employee may leave the employment of the City in "good standing" by giving ten (10) working days' written notice.

A. Notification: Written notification of resignation must be turned in to the employee's supervisor or Department Director a minimum of ten (10) working days prior to the intended last day of work.

B. The Department Director or City Manager may waive any portion of the notice period and accelerate the employee's date of separation.

C. Use of Paid Time Off After Notification: Employees voluntarily terminating their employment will not:

1. Be compensated for sick leave during their final ten (10) days of employment unless previously approved by the Department Director; or

2. Be allowed to use vacation leave during their final ten (10) days of employment unless approved by the Department Director.

D. An employee failing to report for work or remain at work as scheduled without authorization shall be considered as absent without leave which constitutes abandonment of duties, except when the failure to notify is due to circumstances beyond the control of the employee. In such cases, the employee's separation shall not be considered to be in "good standing."

## Section 8.1 Lay Off

An employee may be laid off because of changes in duties, organizational changes, lack of work, budget limitations, or any other similar circumstance.

A. Administrative Steps:

1. Whenever possible, an employee whose position is being eliminated from one City department shall be transferred to a suitable position elsewhere, provided there is an available position for which the employee meets the qualifications.

2. Whenever possible, at least two (2) weeks' notice shall be given an employee prior to layoff.

## Section 8.2 Retirement

The City participates in the Texas Municipal Retirement System.

A. Plan Requirements and Details: the retirement plan requires a contribution (made by means of employee payroll deductions) from each regular, full-time employee of the City holding a position that normally requires one thousand (1,000) or more working hours per year.

1. Plan contribution rates and options are determined and approved by City Council.
2. Employee participation is not optional. All eligible employees must participate.
3. Employee contributions shall be equal to seven percent (7%) of the employee's gross salary.
4. The City contributes a 2 to 1 match by a percentage set up each year according to the experience rating given the City by the Texas Municipal Retirement System.
5. Employees are fully vested after five (5) years of service credit.
6. Participating employees receive a supplemental death benefit at an amount of one
(1) times the employee's annual salary at no cost.

B. Eligibility: Participating employees must meet the following requirements to be eligible for retirement:
   1. Must be fully vested; and
   2. Must be age 60; or
   3. Have twenty (20) years of service credit at any age.

C. Applying for Retirement: Application must be filed no later than thirty (30) days prior to the effective date of your retirement.
   1. Submit written notification of retirement to your Department Director no later than thirty (30) days prior to the expected retirement date.
   2. The Department Director shall forward the written notification to Human Resources.
   3. Retirement date must be the last calendar day of the month you wish to retire in.
   4. Request and complete the Application for Service Retirement. The retirement packet may be obtained online at www.tmrs.com or from Human Resources.
   5. Submit the completed application and required documents to Human Resources for processing.
   6. If additional information is required, employee will be contacted by Human Resources or a representative from TMRS.

D. Approval: Employees applying for retirement will receive notification from TMRS when their retirement packet has been reviewed and approved.

E. Awards: Human Resources Department will be responsible for obtaining City Manager approval for any awards, gifts, or gatherings related to an employee's retirement.

Employees with the following length of service with the City and who retire will receive an award equal in value to:

1. 10 to 14 years of service-$400.00
2. 15 to 20 years of service-$500.00
3. 21 to 24 years of service-$600.00
4. 25 or more years of service-$750.00

# Chapter 9-EMPLOYEE BENEFITS

## Section 9.0 Workers' Compensation Insurance

The City provides Workers' Compensation Insurance coverage. Employees shall report any work-related injury immediately to their Department Director and Human Resources Department. Employees shall report any work-related accident, illness, or injury as provided for in Section 13.3 of this Manual.

## Section 9.1 Modified or Light Duty

If available, the City may provide modified or light duty assignments for employees. The City will follow the Americans with Disabilities Act as stated within this Manual and as otherwise required by law.

## Section 9.2 Benefits

A. Medical Benefits: The City may offer medical benefits for regular, full-time employees and their eligible dependents. Medical benefit premiums are pre-tax. Employer contributions toward medical benefit premiums are equal to 100% of the base plan premium for employee coverage and 60% of the base plan premium for eligible dependent coverage.

B. Dental Benefits: The City may offer a dental assistance plan for regular, full-time employees and their eligible dependents. Dental benefit premiums are pre-tax. Employer contributions toward dental benefit premiums are equal to 100% of the plan premium for employee coverage and 60% of the plan premium for eligible dependent coverage.

## Section 9.3 Miscellaneous Benefits

A. Life Insurance: The City may offer basic life insurance to regular, full-time employees, which may be subsidized by the City at a level approved by City Council on an annual basis. In addition to the basic life insurance, the City may offer employees the opportunity to purchase supplemental life and accidental death and dismemberment insurance on themselves and dependent life insurance coverage on their eligible dependents.

B. Short-Term Disability: Short-term disability insurance may be offered for purchase by regular, full-time employees which may be subsidized by the City at a level approved by City Council on an annual basis.

C. Long-Term Disability: Long-term disability insurance may be offered for purchase by the regular, full-time employees which may be subsidized by the City at a level approved by City Council on an annual basis.

D. Deferred Compensation: The City may make available a deferred compensation program for regular, full-time employees. The Deferred Compensation Program is a voluntary, tax- deferred program designed to help supplement eligible employees' income at retirement. Through this program, employees may designate an amount to be deducted from their gross salary on a before-tax basis each pay period and

placed in an investment account selected by the employee.

E. Employee Assistance Program: This program is a professional, confidential counseling service available to help eligible employees and eligible dependents resolve personal problems.

# Chapter 10-TRAVEL

## Section 10.0 Travel

The City will reimburse employees to attend conferences, meetings, conventions, seminars, training, and other similar work functions and events. Employees shall arrange travel utilizing the most economical means available.

Department Directors shall approve any travel for employees in their Department. The City Manager shall approve any travel for Department Directors.

Receipts must accompany each allowable expense.

## Section 10.1 Allowable Travel Expenses

A. Registration: The City will reimburse actual expenses incurred in registering for a conference, meeting, convention, seminar, training, or other similar function. The City encourages advance payment of fees to take advantage of any discounts available. No recreation expenses included in the registration (i.e., golf, tennis, runs, etc.) will be reimbursed.

B. Transportation: The Department Director or City Manager shall select the mode of transportation that is most economical to the City.

1. All approved transportation expenses will be reimbursed as follows:

a. Personal vehicle: When employees use their personal vehicles, all travel mileage will be paid at the current IRS rate with City Hall as the point of travel and return. The City will pay for tolls, if approved in advance. The City will pay for parking but not valet parking unless approved in advance.

b. When City vehicles are used, all expenses incidental to the use of such vehicle (parking, tolls, gasoline, oil, repairs, etc.) shall be reimbursed.

c. When air travel is permitted, employees will book their flight as far in advance as practical. Air travel reimbursement shall be limited to the most economical fee available based upon the relevant travel plans. Additionally, if the employee requires parking at the airport for 24 hours or less, the employee will be reimbursed at the short-term parking rates. If requiring parking for more than 24 hours, the reimbursement shall be at the long-term parking rate.

d. Reimbursement will be made for the use of rental cars, taxi, or bus fares, etc. provided such expenses are necessary and reasonable. Approval to rent a vehicle should be obtained prior to the trip. Employees are expected to obtain the lowest possible rates for vehicles.

e. Alternate routes, which are desirable because of personal affairs of the traveler, can be used, but only on the traveler's time and with the traveler bearing the additional cost of the alternate route. Mileage and expenses incurred on alternate routes must be shown on the Travel Expense form.

C. Meals: A maximum daily allowance for meals will be provided based on the General Services Administration (GSA) guidelines for the location of travel. When an employee claims the allowance, any meals provided by the event will be deducted at the maximum allowable rate. If while attending a conference or training event, a meal is purchased as part of the registration, such as a ticketed banquet luncheon or keynote address at the Texas Municipal League Annual Conference, the daily amount of the GSA guidelines for meal expenses will be reduced by the allowable amount for that particular meal on the GSA guidelines, not the actual cost of the ticketed meal. Total allowance of reimbursement for travel includes a maximum of 20% for gratuity. Expenses for alcoholic beverages are not permissible nor are they reimbursable.

   1. When a city purchasing card or credit card is used by an employee for the meal charge and the maximum daily GSA guideline amount is exceeded, the employee will be responsible to reimburse the city for the overage immediately upon return from the travel. Such overage charged on the city credit card is a direct violation of the personnel policy and the employee is subject to disciplinary action up to and including termination.

D. Lodging: Employees are expected to make lodging reservations well in advance whenever possible, and to take other actions to ensure lodging is secured at a moderate rate. Reimbursement of lodging shall be limited to single rates unless two or more employees occupy a single room, or otherwise approved by the City Manager. It shall be the policy of the City to only reimburse for lodging that is economical and practical. Exceptions to this may be granted when less expensive hotel rooms are unavailable or where conferences are held in or nearby the hotel.

E. Reimbursement will not be made for personal telephone calls, alcoholic beverages, entertainment expenses, or other sundry items not relevant to the public purpose of the travel.

F. Employees will be allowed a reasonable amount for laundry and dry-cleaning expenses for trips lasting five (5) or more days.

G. Entertainment: The City realizes that from time to time, it is necessary to entertain dignitaries and state, federal, and business representatives whenever it may be deemed in the best interest of the City. Such expenses may be reimbursed at the discretion of the City Manager. Prior authorization shall be obtained from the City Manager.

H. Other Expenses: A spouse/family member may accompany an employee on a trip; however, the City will not be financially responsible for the spouse/family member of the employee. Any additional expenses incurred such as travel, lodging, meals, or any other miscellaneous expenses will be the sole responsibility of the employee.

## Section 10.2 Travel Expense Report Procedures

A. Purpose of Form:
   1. A means by which the Department Director, City Manager, and Finance Director can track, review, and authorize travel expenses.
   2. A means by which an employee can request a monetary travel advance or receive a reimbursement for out-of-pocket travel expenses.

B. Procedure
   1. Prior to Travel:
      a. Employees shall complete a Travel Authorization form prior to any travel, except for routine travel such as going to the post office, bank, errands, or meetings within the county.
      b. The Department Director or City Manager shall approve all travel.

   2. During Travel: Employees shall comply with the follow:
      a. Each employee shall keep receipts of all travel related expenses.
      b. Each employee shall pay for their own travel expenses unless the City Manager has approved travel advances.
      c. Unless approved by the City Manager, employees should share taxis and rental cars when possible.

   3. Upon Completion of Travel:
      a. Each employee shall complete a Travel Expense form with all supporting documentation no later than five (5) working days after completing travel. Failure to submit an expense report will subject the employee to a payroll deduction for any funds advanced.
      b. The Department Director or City Manager, as the case may be, shall review the form before forwarding it to the Finance Department for payment. City Manager expense reports will be submitted to City Council for approval.

# Chapter 11-VEHICLE USE

## Section 11.0 Vehicle Use

The purpose of this policy is to provide for the safe, effective, and efficient operation and use of City vehicles, equipment, and machinery. Each employee will be held responsible for the proper use, care, and operation of a vehicle or piece of equipment or machinery assigned to them.

If an employee's position requires the operation or use of a City vehicle on public roads while conducting City business, the employee must maintain the appropriate or required, valid State of Texas Driver's License and must meet City standards for driving records along with applicable endorsements as required to operate such vehicle, equipment, or machinery.

## Section 11.1 Driving record and Use

Unless waived by the City Manager for good cause, the City requires all persons operating or using a City vehicle, equipment, or machinery to maintain a safe driving record. A "safe driving record" will be defined as:

A. No more than two (2) moving violations or one (1) at-fault accident within the past three (3) years;

B. No conviction, pretrial diversion, or deferred adjudication for driving under the influence of alcohol, drugs or a controlled substance;

C. No conviction, pretrial diversion, or deferred adjudication for reckless driving; and

D. No conviction, pretrial diversion, or deferred adjudication for any criminal law, other than a Class C misdemeanor.

E. Employee driving records will be checked periodically. The City may, at any time and for any reason or no reason, stop allowing an employee to use a City vehicle, equipment, or machinery.

F. Smoking (including vaping) is prohibited in City vehicles, equipment, or machinery.

Police officers assigned a police vehicle are permitted to use such vehicle in working off-duty employment within the city limits of the City upon approval by the Chief of Police. Such approval shall only be granted upon the Chief's determination that such off-duty employment will accomplish or further the legitimate public purposes and duties of the Sealy Police Department in preserving the peace and preventing or suppressing crime. Use of a take-home vehicle is a privilege and does not create a property right under this manual.

## Section 11.2 City Vehicles

A. Purpose: To provide a specially equipped vehicle at ready access for use in delivering City services required after regular business hours. These regulations establish parameters, which will conserve energy, improve vehicle-operating costs, and extend vehicle life.

B. Take-Home Vehicles are vehicles owned, leased, or otherwise under care and control for the City and are taken home by the employee after regular working hours.

C. Personal Use: An employee assigned a take-home vehicle may incur incidental personal use of the vehicle; however, using a City take-home vehicle for the sole purpose of conducting personal business is prohibited and employees are responsible for reporting and payment of taxes incurred by any imputed income created by the assignment of the take-home vehicle.

D. Take-home Vehicle Authorization Procedure: The assignment of City take-home vehicles to employees shall require the approval, in writing, of the employee's Department Director and the City Manager. Only the employee who is granted approval is authorized to operate or use the vehicle.

E. Employees shall operate and use a City vehicle in a lawful manner.

F. Employees shall not possess, purchase, use, sell, or be under the influence of drugs or alcohol while in possession of or operating or using a City vehicle. Employees are expected to obey traffic laws while operating a City vehicle. Use of the vehicle for an illegal purpose or in an illegal manner may result in disciplinary action under this Manual.

G. Employees are responsible for the security of a City vehicle and any tools, equipment, materials, or City property inside or housed on the vehicle. Any loss or damage to a City vehicle or its contents shall be reported as soon as possible to the Department Director but not later than 1 (one) business day after the loss or damage.

H. Only employees, volunteers, or individuals on related City business are allowed to ride in a City vehicle. Family and friends of City employees are not allowed to ride in City vehicles, except if conducting official City business.

I. Employees shall ensure that the vehicle receives regular maintenance and has sufficient gas, oil, and other necessary fluids and that all tires are kept properly inflated.

## Section 11.3 Traffic Citations and Accidents

A. Traffic Citations: If an employee receives a traffic citation while operating or using a City- owned vehicle, equipment, or machinery or while driving their personal vehicle on City business, the employee shall pay any resulting fine at their own expense.

B. Accidents: If an employee is involved in an accident while operating or using a City vehicle, equipment, or machinery, or while driving their personal vehicle on City business, the employee shall report the accident and take the following actions if possible:

   1. provide any aid they are qualified to perform to any injured parties. If an injury requiring emergency medical treatment has been sustained, call 911;
   2. call the Police Department immediately. Do not move the vehicle in the event of an injury accident until directed by a peace officer, fire official, or individual with authority to make such order;
   3. contact your Department Director immediately;
   4. exchange insurance and contact information with the other party; and
   5. follow any post-accident procedures or instructions of the city including but not limited to submitting to alcohol or drug testing.

# Chapter 12-ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

## Section 12.0 Purpose

The City requires a work environment free from the use, possession, and effect of alcohol, drugs, and controlled substances. Alcohol, drugs, and controlled substances impair employee judgment, which may result in safety risks, injuries, death, faulty decision-making, and reduced productivity. Therefore, employees shall be in a state of mind and physical condition fit to complete their assigned duties safely and competently.

## Section 12.1 General Policy

Substance abuse is recognized as diseases responsive to proper treatment, and this will be an option as long as the employee cooperates with all city policies and directives. An Employee Assistance Program is available to assist employees with alcohol and drug problems. Employees may be referred to an employee assistance counselor.

## Section 12.2 Definitions

A. Controlled Substance - Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended or any other local, state, or federal law that defines a controlled substance.

B. Drug - A drug is any chemical substance that produces a physical, mental, emotional, or behavioral change in the user.

C. Fitness for Duty - To work in a manner suitable for the job. To determine "fitness", a medical evaluation may include drug and/or alcohol testing.

D. Reasonable Cause/Reasonable Suspicion - Supported by evidence strong enough to establish that a policy violation has occurred.

E. Testing - Is generally defined as a urine, breath, blood, or hair follicle test to determine chemical or drug content. Any employee may be tested for drug or alcohol use when there is "reasonable cause/reasonable suspicion" that:

1. use of a substance is affecting performance or,
2. the employee is engaged in any of the prohibited acts or activities listed in this policy.

F. Under the Influence - A state of having a blood alcohol concentration in excess of the Texas state limit or more, where "alcohol concentration" has the meaning assigned to it in Texas Penal Code 49.01 or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

## Section 12.3 Violations

The sale or unlawful manufacture, possession, distribution, or use of alcohol, drugs, or controlled substances by an employee while on duty, during breaks, or at any time while the employee is on a City property, premises, worksite, or on call, is prohibited and constitutes cause for

discipline, up to and including termination. The appropriate law enforcement agency shall be notified of any such violation. Any employee arrested for an alcohol, drug, or controlled substance crime shall report their arrest to their Department Director immediately but no more than one (1) business day after the arrest.

As allowed by law, the City retains the right to order employees to perform random alcohol or drug tests at any time at a testing facility of the City's choice as allowed by law and may order employees to perform alcohol and drug tests when the City has reasonable suspicion of alcohol or drug use.

## Section 12.4 Searches and Testing

The City may search or inspect City-owned property, equipment, materials, supplies, or facilities at any time for any reason. Employees do not have an expectation of privacy in City-owned property, equipment, materials, supplies, or facilities which includes but is not limited to:

A. lockers;

B. offices, cubicles, and workspaces;

C. computers, cell phones, tablets, pagers, telephones, or any other electronic device;

D. tool chests;

E. desks;

F. work sites; and

G. and City vehicles and machinery.

When the City has a reasonable suspicion that an employee is under the influence of alcohol, drug(s), or controlled substance(s), the employee shall be required to submit to alcohol and drug testing immediately.

A. Observations which constitute a factual basis for determining reasonable suspicion may include, but are not limited to:

   1. odor of alcoholic beverage;
   2. erratic behavior;
   3. mood swings;
   4. excessive absenteeism including tardiness;
   5. a medical emergency that can be attributed to use of alcohol, drug, or controlled substance use;
   6. documented deterioration in the employee's job performance; and
   7. an accident, injury, or death.

B. The employee's supervisor, Department Director, or Human Resources Department shall submit information, in writing, to the City Manager that describes the need for testing under this section. Such documentation shall include the:

   1. date;

2. time;
3. place;
4. description of incident; and
5. and statements of witnesses.

C. Any evidence shall be collected.

D. If testing is required, the Department Director or designee shall transport the employee to the City's alcohol and drug testing facility. The City Manager or designee shall transport Department Directors that are required to be tested. The type of alcohol or drug test may be based on a urine, blood, or other type of sample as appropriate and which is medically accepted and reliable.

## Section 12.5 Prescription or Over the Counter Medication Use

Employees taking prescribed medication or who use over the counter medications may do so only if such use does not affect an employee's ability to perform the essential functions of their employment position. If such use does affect an employee's ability to perform the essential functions of their employment position, the employee shall immediately notify their Department Director and the Human Resources Department. Prescription and over the counter medication may only be used in accordance with packaging and directions.

## Section 12.6 Supervisory and Employee Training

Department Directors shall receive training regarding the City's drug and alcohol policy and the use of the Employee Assistance Program (EAP). The City shall comply with all state laws requiring employee cyber training.

# Chapter 13-MISCELLANEOUS PROVISIONS

## Section 13.0 Activity Reports

Department Directors shall submit monthly reports concerning the activities of their department to the City Manager and may be required to provide reports to City Council. The City Manager may require more frequent reports.

## Section 13.1 Property Control

A. Department Directors shall ensure that property, equipment, materials, or supplies are safeguarded, accounted for, and used properly.
B. Department Directors shall maintain an inventory of all City property, equipment, materials, or supplies.
C. Except for routine and customary disposal of garbage or rubbish, disposal of City property, equipment, materials, or supplies shall be approved by City Council as salvage or surplus property.
D. Gasoline obtained from City pumps shall be logged.

## Section 13.2 Purchases

Employees shall only make purchases or spend City funds as set forth in the City's purchasing policy.

## Section 13.3 Safety and Health

A. Department Directors shall ensure safety and health procedures are followed.
B. Employees shall follow all safety and health procedures set forth by the City and any applicable law, rule, or regulation.
C. Employees shall immediately report any unsafe condition, unhealthy condition, or property damage to their supervisor who shall report such up the chain of command to their Department Director.

Employees shall immediately report any accident, injury, or illness to their supervisor who shall report such, in written form, up the chain of command to their Department Director. The Department Director shall immediately report to the Human Resources Representative and the City Manager. If a Department Director suffers an accident, illness, or injury, the Department Director shall immediately report such, in written form, to the City Manager and Human Resources Representative. If the City Manager suffers an accident, illness, or injury, the City Manager shall immediately report such, in written form, to the City's Mayor and Human Resources Representative.

The following table provides a visual representation of the process described above:

| Who suffered accident, illness, or injury? | Who Completes Injury Report? | Who receives written notice of accident, illness, or injury (at a minimum) | | | |
|---|---|---|---|---|---|
| | | Dept Head | Human Resources | City Manager | Mayor |
| Employee | Employee or Supervisor if employee is unwilling or unable | X | X | X | |
| Department Head | Department Head or City Manager if Department Head is unwilling or unable | | X | X | |
| City Manager | City Manager or Mayor if City Manager is unwilling or unable | | X | | X |

## Section 13.4 Work Breaks, Meal Breaks, Other Breaks

The City provides two (2) fifteen (15) minute work breaks at the discretion of the Department Director or the City Manager.

A. One (1) work break is to be taken in the morning and the other in the afternoon

B. Work breaks shall be taken at convenient times without leaving an employee's duties or telephone unattended.

C. Work breaks do not accumulate for later use or take precedence over a work situation.

D. Department Directors or supervisors shall schedule employee meal breaks to facilitate serving the public with efficient City operations. Meal breaks shall not exceed one (1) hour in length unless approved by the Department Director. The employee shall be fully relieved from duty during meal breaks or else such time will count as time worked.

E. Right to Express Breast Milk. The City supports the practice of expressing breast milk and shall make reasonable accommodations for the needs of employees who express breast milk by providing reasonable break times and shall provide a private place, other than a bathroom, that is shielded from view and free from intrusion from other employees and the public, to express breast milk. An employee who needs to express breast milk during working hours should inform their Department Director and Human Resources Department to determine a reasonable accommodation. Breaks of more than fifteen (15) minutes in length shall be unpaid, however, the employee may use paid leave time for extended breaks. Under Texas Law, a public employer may not suspend or terminate employment of, or otherwise discriminate against, an employee because she has asserted her right to express breast milk in the workplace.

## Section 13.5 Personal Use of City Property

The personal use of City property, land, equipment, materials, supplies, or facilities is prohibited; however, employees may rent city facilities that are available to members of the public at the same rates as the public.

## Section 13.6 Professional Membership and Subscriptions

The City may pay for the cost of professional memberships and subscriptions for employees if such is applicable to their employment position. Requests for professional memberships and subscriptions shall be approved by the Department Director or designee prior to signing up for any professional membership or ordering any subscriptions.

## Section 13.7 Health Insurance Portability and Accountability Act (HIPAA)

When applicable, the City shall comply with all HIPAA requirements, regulations, and laws.

# ADDENDUM TO CITY OF SEALY, TEXAS

# PERSONNEL MANUAL

## Generative Artificial Intelligence (AI)

### Purpose

This policy establishes the appropriate and responsible utilization of Generative AI software within the City of Sealy. This applies to all employees, contractors, and any other individuals using the City network or electronic communication resources provided by the City.

### Background

Generative AI is a type of electronic or web-based tool that uses Large Language Models (LLMs) to produce content based on inputs, known as prompts, from the user. These tools can generate vast amounts of textual data scraped broadly from the internet as well as information from specific, focused data sets. These tools are not actual "artificial intelligence" per se; rather, they are very sophisticated algorithmic models that predict what the likely language, text, or video that satisfies the prompt should be. Well-known examples included OpenAI's ChatGPT, Google Bard, Microsoft 365 Copilot, and Dall-E. The City acknowledges the opportunity for a controlled and responsible approach to Generative AI that recognizes the benefits to efficiency while minimizing the risks around AI bias, privacy, and cybersecurity.

**Guidelines to follow while using Generative AI for City work:**

- **Public Information and Prompts:**
  - All information and any product created by the Generative AI program and included in a City document, should be considered to be a public document, and may be subject to a Public Information Act (PIA) request
  - The information entered into Generative AI systems can be made publicly available and revealed to other users later, which may result in waiving any exemption later to withholding the information under a PIA request
  - Users shall never input confidential or proprietary information into Generative AI systems
    - Confidential and proprietary information includes, but is not limited to, third-party intellectual property, copyrights, trademarks, business strategies, financial information, and personal data of employees and/or constituents
- **Work Output and Accountability**
  - While Generative AI can assist with generative work output, employees are responsible for the input of information, reviewing and verifying the accuracy, quality, completeness and appropriateness of the final output
  - Generative AI should be used as a tool to enhance productivity and efficiency, but employees must exercise their professional judgement and expertise in validating and refining the work output
  - Employees must ensure that the work output aligns with City of Sealy policies, administrative regulations, and legal requirements
  - Generative AI cannot be relied upon to make critical decisions or provide professional advice
  - Generative AI should not become a vehicle for maintaining information or date. The information and data is to be retained in accordance with any requirements established under the City's records retention schedule
- **Privacy and Security**

- Employees must maintain the confidentiality and security of City information, adhering to all relevant policies, administrative regulations, contracts, and legal obligations. This includes any text, photos, videos, voice recordings, contracts, agreements, personnel records, or other sensitive documents
- Generative AI usage should comply with all City policies and standards regarding information security, including password protection, data encryption, and secure communication channels
- Responsive by Generative AI are based on patterns learned from accumulated data, which may reflect biases or factual errors and should be reviewed for accuracy and completeness before being used by the employee for any purpose related to City operations

- **Disclosure and Citation of Generative AI Use**
  - Employees shall disclose to their immediate supervisor before Generative AI may be used by an employee for any purpose related to City business, including as part of a creative, data analysis, or decision-making process, and the employee must provide the specific tool used (i.e. Open AI, Google Bard, ChatGPT, etc.)
  - The supervisor shall review all input and output created by AI technology for inaccuracies and misinformation
  - When Generative AI is used to provide language for use in a document created by an employee, the use of Generative AI will be disclosed and cited as a footnote, endnote, header, or footer to the document. Citations for text-generated content must include the following:
    - Name of Generative AI system used (i.e. ChatGPT, Google Bard, etc.)
    - Example: "This text was summarized using Google Bard"
    - Example: "This description was generated by ChatGPT-4 and edited by John Smith"
  - Employees are ultimately responsible for their work product and proper research and fact-check is key to generating responsible, accurate output. Failure to disclose or properly research work may result in disciplinary action up to and including termination

By adhering to this policy, employees contribute to the responsible and effective utilization of Generative AI, protecting the City's interests, privacy, security, and quality of work produced by City employees.

Individual City departments may implement additional restrictions, limitations, and other requirements for employees in that department must follow in using any type of Generative AI. The requirements of a department's policy cannot be less restrictive than what is contained in this policy.

Violations of this policy or a Generative AI policy implemented by a City department, may lead to disciplinary action, up to and including termination.

Please note that the City may modify this policy at any time, without notice.

# Prohibited Applications Policy (TIKTOK)

### A. Purpose

To implement an information technology approach focused on protecting the City's sensitive information and critical infrastructure as required by Chapter 620, Texas Government Code, from technology believed to pose a threat to governmental infrastructure, by prohibiting and preventing the download or use of prohibited technologies on any City-owned or issued electronic device.

### B. Roles and Responsibilities

All City employees are expected to be familiar with and adhere to the terms of this policy and all sub-policies and procedures.

City employees are prohibited *on any City-issued, owned or leased devices*, from downloading, installing or using the social media service TikTok or any successor application or service developed, provided or owned by ByteDance Ltd., such as Tik Tok, or any subsidiary or any prohibited software/applications/developers listed on https://dir.texas.gov/information-security/prohibited-technologies or a social media application/service, as referenced in Section 620.005 Texas Government Code. City staff may prohibit the use of TikTok on City devices by limiting network access to the application.

### C. Exceptions

Exceptions to the ban on prohibited technologies, as required by state law, may only be approved by the City Manager or Police Chief:

1) When the use of prohibited technologies is required for a specific business need, such as enabling criminal investigations or for developing or implementing information security measures.

2) Any such exception must detail and include (1) the use of measures to mitigate risks to the security of city information during the use of the covered application; and (2) the documentation of those measures.

3) To the extent practicable, exception- based use should only be performed on devices that are not used for other city business and on non-city networks. Cameras and microphones should be disabled on devices for exception-based use.

### D. Compliance

Compliance with this policy will be verified through various methods for City-owned, leased and issued devices, including but not limited to, IT/security system reports. Violations of this policy will result in coaching and repeat offenses may result in disciplinary action up to and including termination of employment.

If the underlying statute, Texas Government Code §§620.001-.006, is declared unconstitutional, unenforceable, or vacated by a court of competent jurisdiction, this policy is void.

## Reasonable Accommodations for Pregnant Workers Policy

### A. Purpose

As required by the federal Pregnant Workers Fairness Act (PWFA), City of Sealy will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause undue hardship to the City's operations.

### B. Policy

An employee or applicant may request an accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request in writing to Human Resources (HR). The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed, and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat, and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the City will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

City of Sealy prohibits any retaliation, harassment, or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

**On-The-Job Injuries and Illnesses**

**A. Workers' Compensation Insurance**

The City provides Worker's Compensation insurance for all of its employees. This insurance provides medical expenses and a weekly payment if an employee is absent from work for more than seven (7) days because of a bona fide, on-the-job, work-related injury or illness.

**B. Public Safety or First Responder Employees**

Line of Duty injuries for Police, Fire, and EMS shall be managed in accordance with Texas Local Government Code, Chapter 177A. Police, Fire, and EMS workers who sustain a Line-of-Duty injury or illness shall be provided with an administrative leave of absence for a period commensurate with the nature of the line of duty illness or injury for up to one year from the date of injury. During any such leave, the affected employee will receive Temporary Income Benefits from the City's Worker's Compensation Insurance provider plus a supplemental wage to equal the employee's full pay at the employee's regular work schedule. Full pay under this section does not include overtime, even if regularly incurred when the employee is actively working. It does, however, include stipends, shift pay, and other similar pay added to so-called "base pay." At the end of the leave of absence, the City Council may extend the leave of absence at full or reduced pay at the employee's request.

Where a first responder employee is temporarily disabled by a line of duty injury or illness, requiring additional leave beyond the previous leave of absence and any City Council-granted extension, the employee may use accumulated sick leave, vacation time, and other accrued benefits before being placed on temporary leave. Another firefighter, police officer or EMS employee, as applicable, may voluntarily do the work of the injured firefighter, police officer, or EMS employee so that the temporarily disabled employee continues to receive wages

and benefits while on temporary leave. In order to facilitate recovery, employees on Workers' Comp or temporary leave are prohibited from working off-duty or ancillary jobs for other employers.

If medically cleared to do so, a firefighter, police officer, or EMS employee may return to light duty while recovering from a temporary disability. If medically necessary, the light duty assignment may continue for at least one year.

After recovery from a temporary disability, the employee shall be reinstated at the same rank and with the same seniority the employee held before going on temporary leave.

Should the employee be determined to be permanently disabled during any part of this process, such that they will be unable to perform the essential functions of the their position with or without an accommodation, the department head – in consultation with Human Resources, and with City Manager approval, will make the necessary arrangements for the employee's retirement under the on-the-job disability clause of any coverage provided by the City, including the Texas Municipal Retirement System (TMRS).

Approved 7.15.25, Replaces Version 1.8.25 – 7.15.25, Effective 7.16.2025

**City of Sealy**

**Employee Accident/Incident Report**

**Form is available in PDF fillable format in the City's Shared Drive**

*(Forms: Human Resources, Employee Accident Report)*

Name:_____

Date of Accident/Incident: _____Time of Accident/Incident:_____

Location of Accident/Incident: _____

**WHAT HAPPENED?**

**WHY DID IT HAPPEN?**

**ADDITIONAL REMARKS:**

**WAS MEDICAL ATTENTION NEEDED? IF SO, ATTACH COPIES OF INFORMATION RECEIVED FROM PHYSICIAN. PLEASE MAKE SURE IT HAS THE PHYSICIANS NAME, ADDRESS, AND TELEPHONE NUMBER.**

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

_____ _____

Department Head Signature Date

_____ _____

Human Resources Representative Date

_____ _____

City Manager Signature Date

*If Applicable:*

_____ _____

Mayor Signature Date

# Clean
# Personnel Policies and Procedures Manual,
# Effective 7/16/2025

# CITY OF SEALY PERSONNEL POLICIES & PROCEDURES MANUAL

SEALY TEXAS
A HISTORY OF EXCELLENCE A FUTURE OF PROGRESS

EFFECTIVE JULY 16, 2025 - CURRENT

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## CITY OF SEALY
## PERSONNEL POLICIES AND PROCEDURES MANUAL

**Purpose of Manual**

This manual is a summary of personnel policies established to assist employees of the City of Sealy in the administration of positive employee relations in accordance with sound management principles and applicable laws.

Although most matters regarding personnel issues are covered in this manual, there may be situations that are not specifically addressed. In these instances, the City Manager retains the right to establish additional policies. This manual applies to all City of Sealy employees.

It is the responsibility of each employee of the City to comply with this manual and with other rules and regulations implemented in accordance with this manual. If there are questions regarding this manual, then address them with your Department Director, the Human Resources Department, or the City Manager, as provided for herein.

Departments may establish additional policies with the approval of the City Manager and shall file such policies with the Human Resources Department.

This manual is not a contract of employment. Present or prospective employees should not rely on oral or written statements as representing an employment contract. Except for the City Manager, employment with the City of Sealy, Texas, is at-will.

**City's Mission**

The City of Sealy, Texas will strive to assure the highest quality of life for those who choose to live, work, and play here while protecting the City's economic well-being for current and future generations.

**City's Vision**

The City of Sealy, Texas is dedicated to preserving our history of excellence while continually investing in our future of progress.

**City's Values**

**I**-Integrity, **C**-Customer Care, **A**-Accountability, **R**-Reliability, **E**-Excellence

# Chapter 1-INTRODUCTION

## Section 1.0 Equal Opportunity Employment

The City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, disability, religion, sex, national origin, age, pregnancy, childbirth, or other related medical conditions, military service or any other classification protected by local, state, and federal laws, rules, or regulations.

## Section 1.1 Manual Amendments, Enforcement, Severability, and Controlling Law

The City Council may amend this manual at any time for any reason without notice.

This manual shall automatically be amended if there is a change in law to conform with such law.

The City Manager shall be responsible for implementation, administration, enforcement, and interpretation of this manual.

If any provision of this manual is invalid or illegal, then the remaining provisions of this manual shall remain in full force and effect.

If there is a conflict between this manual and any law, rule, or regulation, then the law, rule, or regulation shall control.

## Chapter 2-EMPLOYEE HIRING AND APPOINTMENT

### Section 2.0 Employment Positions

Only those employment positions provided for in the annual budget or new employment positions authorized by the City Council shall be filled. A Department Director shall notify the City Manager and Human Resources Department, in writing, when an employment vacancy occurs in their department.

Employment positions may be filled through public notice, promotions, transfers, demotions, reinstatement, or any other means approved by the City Manager.

### Section 2.1 Announcement of Employment Positions

The City may publicly post employment positions, but is not required to do so. Employment positions shall be posted for two (2) weeks, unless otherwise directed by the City Manager.

Current employees may be given hiring priority.

Each employment posting, when practicable, shall specify the title, salary range, duties, qualifications, and the application deadline. Hiring decisions are made based upon the merit of the applicant, including relevant work experience or skills.

### Section 2.2 Employment Applications

Employment applications shall be submitted, fully completed, on forms provided by the City.

Incomplete applications or applications with false information may be rejected.

Applications shall be submitted to the Human Resources Department.

### Section 2.3 Employment Evaluation/ Grounds for Disqualification

The City's objective is to fill employment positions with highly qualified persons. The Department Director, City Manager, or their designee shall determine the most appropriate means of evaluating applicants. Reference checks, interviews, medical and psychological examinations, criminal background checks, verification of citizenship or employment eligibility, skills test, written tests, driver's license checks, or other similar procedures may be used by the City.

An applicant shall be disqualified from employment consideration if he or she:

A. Does not meet the minimum qualifications necessary to perform the essential functions of the employment position;
B. Has knowingly made any false statement on the application;
C. Is not lawfully authorized to work in the United States or if such employment would violate the law.

Unless approved by the City Manager, former City employees who were terminated for misconduct or other serious performance issues shall not be eligible for rehire.

## Section 2.4 Americans with Disabilities Act

The City shall comply with the Americans with Disabilities Act (ADA) and prohibits discrimination against qualified individuals on the basis of disability. Any employee seeking a reasonable accommodation for a disability that affects the employee's ability to perform the essential functions of the employment position may provide a written request to the Human Resources Department.

Upon request for an accommodation, the City Manager, Human Resources Department, and the Department Director will engage in an interactive process by meeting with the employee to discuss and identify the limitations resulting from the disability and the potential accommodation that the City may make to enable the employee to perform the essential functions of his or her job. The City may consult with outside agencies and organizations to identify reasonable accommodation options.

The City does not need to provide an accommodation if doing so would cause an undue hardship, meaning the accommodation is unduly costly, extensive, substantial, or disruptive or would fundamentally alter the nature or operation of City business. The ADA does not generally require the City to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items at the City's cost (i.e. eyeglasses, hearing aids, wheelchairs, etc.).

Employees who fail to return to work after the conclusion of an approved leave, including any extensions of leave granted as a reasonable accommodation, shall be regarded as having voluntarily resigned their position.

## Section 2.5 Employment Categories and Classifications

Employees are classified into one of the following categories:

A. REGULAR EMPLOYEES: Employment in which the employee works at least forty (40) hours in a workweek. Peace officers may be required to work more than forty (40) hours in a workweek.

B. PART-TIME EMPLOYEES: Employment in which the employee works less than 20 hours in a workweek.

C. TEMPORARY EMPLOYEES: Employment in a position established for a specified period of time or for the duration of a specified project.

D. FLSA Classifications: For purposes of overtime pay, employment positions are classified as "EXEMPT" or "NON-EXEMPT", defined as follows:

   1. EXEMPT: Any position that performs professional, executive, or administrative duties and is classified as exempt by the Federal Fair Labor Standards Act. This classification is paid on a salary basis and is not eligible for overtime pay.

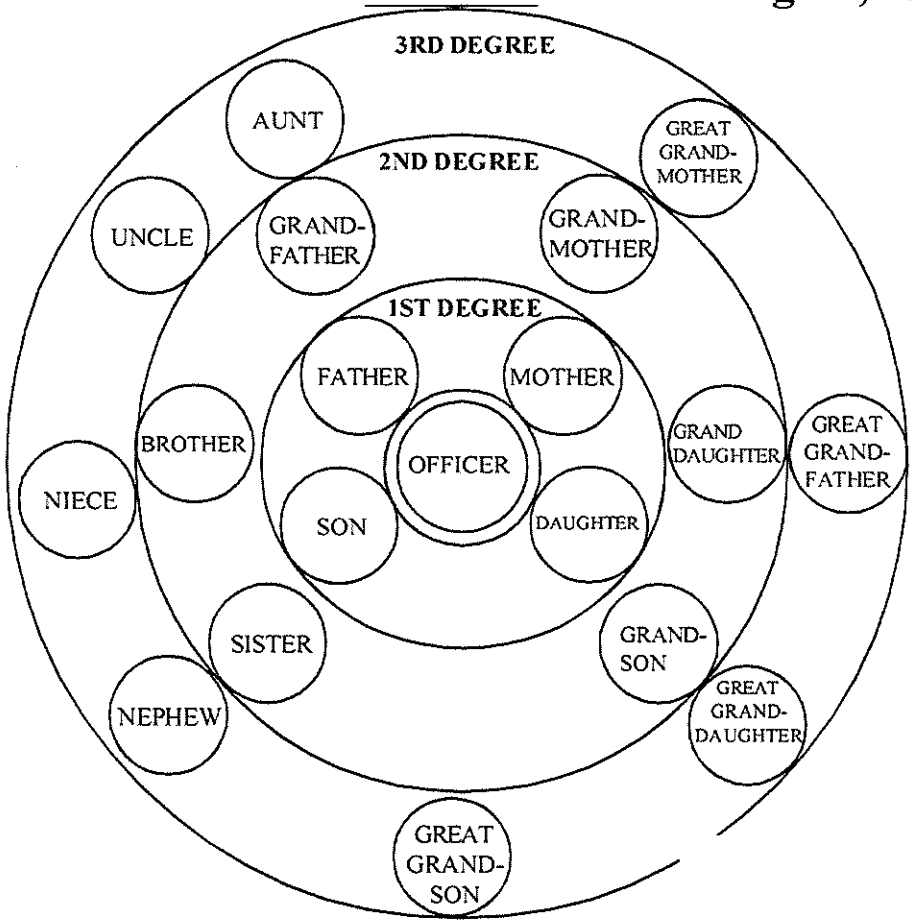
2. NON-EXEMPT: Any position that does not meet the requirements to be classified as exempt by the Federal Fair Labor Standards Act. This classification is generally eligible for overtime pay.

## Section 2.6 Nepotism

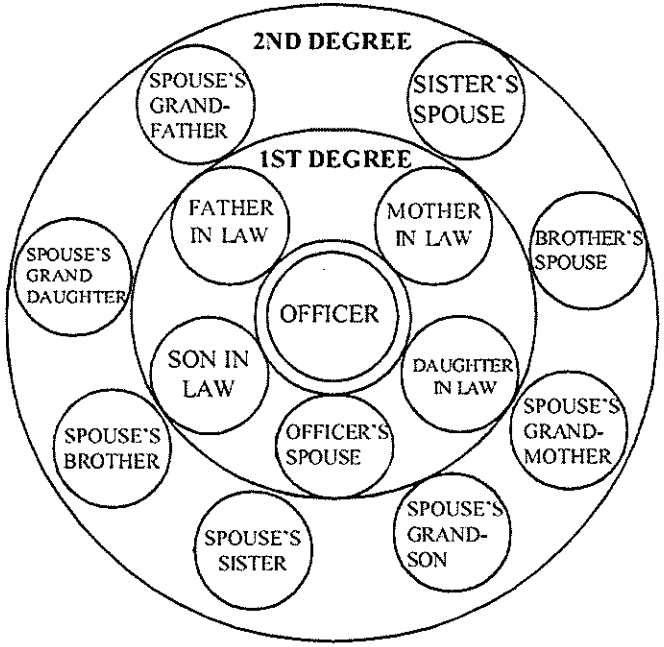
The City shall comply with nepotism laws.

In addition, unless the City Manager provides otherwise, no person shall be employed in the same work group nor be supervised by an employee within the third degree of consanguinity or second degree of affinity as set forth in the chart below.

# NEPOTISM
## Civil Law Method
## Effective in Texas Since August, 1991




SANGUINITY KINSHIP CHART (Blood)




AFFINTTY KINSHIP CHART (Marriage)

## Section 2.7 Pre-employment Examinations, Screenings, and Verifications

Once an applicant receives a conditional offer of employment from the City, the City may then require the applicant to:

A. Perform a medical or physical examination;

B. Drug screening:

The City also may:

A. Check references;

B. Review driving record;

C. Verify education; or

D. Perform any additional investigations deemed necessary based on the position being filled.

**The City may rescind an offer of employment based on the results obtained in this section.**

The City shall pay the costs associated with examinations, screenings, and verifications.

## Section 2.8 Employment Change

The City may promote, temporarily promote, transfer, demote, or terminate an employee. The Department Director may, at any time, determine the employee is not suited to the employment position and may transfer the employee if a suitable position is available or terminate the employee. The City has no obligation to place the individual in another position within the City, including the position formerly held.

## Section 2.9 Promotion

A promotion is moving an employee from one position to another with generally a greater degree of responsibility, experience, education, and training and which may be at a higher salary.

## Section 2.10 Temporary Promotion

A temporary promotion may be required to fulfill City functions. The City Manager may authorize a temporary promotion in which the employee will be in "Acting" status. Normally, employees so promoted will hold the position for a specified time period and will be compensated during that time at the appropriate pay level prescribed for the employment position.

Nothing herein shall be construed to prevent the assignment of additional or a higher level of duties to an employee's existing position without additional compensation. However, job descriptions and assignments may be rotated or assigned based upon operational necessity and efficiency without an award of additional compensation.

## Section 2.11 Transfer

A transfer is moving an employee to other positions in the same salary level. Transfers between departments shall require City Manager approval.

A transfer, generally, shall not affect the individual's salary.

## Section 2.12 Demotions

A demotion is the assignment of an employee from one position to another position having fewer responsibilities or requiring less responsibility, experience, education, or training, and in most cases, results in a reduction in salary. The employee must be capable of performing the essential function of the employment position. An employee may be demoted at any time he or she fails to satisfactorily meet performance standards established for their employment position, for disciplinary reasons, budgetary reasons, or when deemed necessary by the City.

## Section 2.13 Employee Orientation

All new employees shall be given an orientation about the nature of the job, the benefits, obligations, and responsibilities of the position, and the general policies and procedures of the City and their department. In addition, the City shall obtain information needed for insurance and other benefit programs. The employee shall be furnished a copy of this manual.

## Section 2.14 Initial Evaluation

A Department Director or a supervisor may conduct an evaluation of new employees at three (3) months to determine whether the employee is meeting employment requirements; however, an employee may be terminated at any time prior to or after this initial evaluation.

# Chapter 3-COMPENSATION & PERFORMANCE EVALUATION

## Section 3.0 Compensation Plan

The City compensates employees in the form of pay and benefits. The City strives to provide competitive pay and benefits which will attract and retain qualified employees.

Annually, but not before the month of July, or before the Finance Director's monthly financial reports are provided for the month ending April of the current fiscal year, the City prepares a compensation plan for employees which includes a pay scale, a certification incentive schedule, merit increase recommendations, top-out pay recommendations, and a schedule of benefits provided by the City.

## Section 3.1 Employee Pay Schedule

The City utilizes a bi-weekly pay schedule, with a total of 26-pay periods each calendar year. Paychecks and paystubs are only issued to employees unless the employee has filed a written authorization with the Human Resources Department naming another person to receive such information.

When a pay period falls on a holiday, employees are paid on the last working day preceding the holiday.

The City does not provide pay advances.

The City encourages its employees to utilize direct deposit.

## Section 3.2 Emergency Services Pay

When directed by the City Manager, employees shall report to work even if a declared emergency is ordered. An employee who fails or refuses to report to work, fails or refuses to perform employment functions, or fails or refuses to obey any order or direction of the City may be disciplined up to and including termination.

If an employee has a circumstance that would impair the ability to report to work, perform employment functions, or obey orders or directions, the employee shall immediately inform their Department Director. The Department Director may require supporting documentation from the employee which the employee shall provide no later than one (1) business day after the request.

Employees called back to work in emergencies shall be compensated in accordance with established overtime policies.

Except for peace officers, non-exempt employees shall receive over-time pay or compensatory time for any hours worked over 40 hours per workweek.

Exempt employees may receive compensatory time for any hours worked over 40 hours in a workweek at the Department Director's discretion.

The City Manager may require Department Directors to use flex time to reduce the liability that overtime hours create.

**Evacuation Pay**

In the event of an ordered evacuation,

A. non-exempt employees may use vacation and compensatory time. If the employee does not have any vacation or compensatory time available, then unpaid leave will be granted in one week increments with the approval of the City Manager. If the employee is unable to return to work when the City resumes operations, the City reserves the right to discontinue authorized leave and terminate the employee.

B. exempt employees may use vacation time. If the employee does not have any vacation time available, then unpaid leave will be granted in one week increments with the approval of the City Manager. If the employee is unable to return to work when the City resumes operations, the City reserves the right to discontinue authorized leave and terminate the employee.

## Section 3.3 Overtime Compensation and Compensatory Time

**Overtime Compensation.** Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour requirements. Unless otherwise provided for herein, exempt employees are not paid overtime compensation. Exempt employees are expected to put in the hours necessary to complete their employment functions.

Overtime must be approved by the Department Director. When possible, advance notification of mandatory overtime assignments will be provided. Overtime assignments will be distributed as equitably as practical to all non-exempt employees qualified to perform the required work. Refusal or other failure to work mandatory overtime may result in disciplinary action up to and including termination. Overtime work is subject to the same attendance requirements as non- overtime work.

Non-exempt employees who work overtime without receiving proper authorization will be subject to disciplinary action up to and including possible termination.

Generally, except for peace officers, overtime pay for non-exempt employees is at the rate of 1- 1/2 times the employee's regular hourly rate of pay for hours actually worked in excess of 40 in a workweek. An employee's regular hourly rate includes all pay incentives, such as longevity pay and certification pay. Peace officers are paid overtime based on the work cycle adopted by their Department, which is currently based on a 14-day work cycle of 80 hours.

Time off for vacation leave, holiday leave, sick leave, jury duty leave, witness duty leave, bereavement leave, or any other leave of absence is not considered time worked for purposes of calculating overtime. All hours physically worked by an employee will be applied to regular hours worked until they have met the 40 hours per workweek or 80 hours per work cycle requirement.

**Compensatory Time.** Non-exempt employees may accrue compensatory time in lieu of being paid overtime compensation. All non-exempt employees may accrue a maximum of 80 hours of compensatory time. Overtime hours worked beyond the maximum shall be paid. Compensatory time accrues at a rate of 1-1/2 hours for every hour of overtime worked by non-exempt employees. Department Directors will document compensatory time earned and forward such to the Human Resources Department.

**Using Compensatory Time.** An employee who has accrued compensatory time and requests use shall be permitted to use such time off within a reasonable period after making the request. Compensatory time off shall not unduly disrupt the City's operations. If compensatory time off is denied, then the employee shall be paid for time worked. Department Directors or supervisors may require an employee to take compensatory time off to manage the accrual limitation. Additionally, the City may, at any time, elect to pay an employee their accrued compensatory time.

**Payment of Compensatory Time.** An employee who is reclassified from a non-exempt position to an exempt position shall be paid all accrued compensatory time. Upon leaving employment with the City, a non-exempt employee shall be paid for accrued compensatory time. The rate of compensation for each compensatory hour paid shall be at the regular rate earned at the time of leaving employment.

**Flex-time Work Schedule.** Department Directors may also flex or adjust an employee's schedule to reduce or control the number of hours worked within a work period. Employees are not guaranteed overtime, regardless of previous schedules or assignments. Flexing shall be completed within the same workweek or work cycle that the employee worked.

## Section 3.4 Employee Performance Evaluation

The City may conduct performance evaluations for any City employee. A performance evaluation may be conducted at any time, but the City strives to conduct performance evaluations at least once annually on or before the employee's anniversary date, which is measured from their hire date.

The goal of performance evaluations is to ensure that the quantity and quality of work performed by employees meets the City's needs and to:

a. help plan more effectively the work of the City departments and other work units;

b. identify training and development needs;

c. promote fair treatment of employees; and

d. provide for increased communication between employees and their supervisors.

Review and Appeal of Evaluations: An employee's performance evaluation shall be reviewed by the City Manager and Human Resources Department. An employee may appeal his/her performance evaluation in writing to their Department Director within five (5) business days of receiving a copy of the signed, completed evaluation. The Department Director will then have three (3) business days to discuss the appeal with the employee. If the employee is not satisfied with the response of the Department Director, they may appeal the evaluation to the City Manager. The employee must sign a request to continue the appeal process at the time they receive the response from the Department Director. The decision of the City Manager shall be final for all employees below the Department Director level. Department Directors may appeal their evaluation ratings to City Council through the City Secretary's office if a resolution is not reached through the City Manager.

Top-out pay: If an employee has reached the maximum pay on the pay scale, the employee may receive a one-time lump sum payment in lieu of an increased hourly rate. The amount shall be the product of the employee's annual salary times the percentage increase determined by the employee's annual evaluation. This percentage shall not exceed the approved percentage in the City Compensation Plan.

Salary increases and Top-out pay are subject to budget availability and are not guaranteed.

## Section 3.5 Training and Development

The City encourages employee educational training and development related to their employment functions.

Department Director's shall approve training and development expenses prior to the expenditure or commitment of funds based on the City's budget. Any nonbudgeted training and development shall be approved by the City Manager.

## Section 3.6 Longevity Pay

The City provides longevity pay to all regular, full-time employees after one year of service. The amount of $4.70 will be added to the gross pay earned for each pay period for a year, beginning with the first pay period of the second year. At the end of each year, that amount becomes vested and a like amount added each pay period of the subsequent year, and so on for the duration of employment with the City.

## Section 3.7 Separation Pay

Employees who leave the service of the City, regardless of reason for separation, shall receive all pay that is due in accordance with the following considerations:

A. The final compensation check for voluntary separations will be issued not later than the next regularly scheduled payday if all City property has been returned. The final compensation check for involuntary separations will be issued within six (6) calendar days.

B. Only regular, full-time employees who have successfully completed at least two (2) years of service shall be paid for unused vacation time if all other eligibility and good standing requirements are met;

C. An employee who has accrued compensatory time shall be paid for unused compensatory time.

D. If applicable, sick leave will be paid in accordance with this manual.

E. Employees may request that any retirement benefits paid by him or her, through payroll deductions, be refunded in accordance with the applicable program.

F. Separation pay may be delayed due to any pending investigation of an employee.

G. A regular, full-time employee who gives less than ten (10) working days' notice of resignation or who is dismissed because of violating personnel rules and regulations concerning conduct will forfeit accrued vacation and sick leave pay unless approved by the City Manager.

H. If any employee dies while employed by the City, the City shall pay their designated beneficiary any unpaid pay, unused vacation time, and accumulated benefits consistent with this Manual and the payroll practices of the City.

# Chapter 4-ABSENCES AND LEAVES

## Section 4.0 Holidays

All regular, full-time employees shall be paid for holidays as set forth by City Council and as provided for herein:

A. Any other day may be designated a holiday with City Council approval.

B. All employees will receive eight (8) hours of regular pay for the holiday.

C. Department Directors may require an employee to work on a holiday if necessary for City functions. All non-exempt employees required to work on holidays will be paid one and one-half times their regular rate for the hours worked. Employees shall not accrue Holiday time.

D. For peace officers, if a holiday falls on a regularly scheduled day off, the City will pay the regular rate.

E. An employee on unpaid leave or who is absent without authorized leave on the day immediately preceding the holiday, on the holiday, or the day following a holiday will not be paid for the holiday.

F. An employee on paid leave status will be paid holiday pay rather than any other leave status pay.

G. An employee on Workers' Compensation leave will receive holiday pay if the employee would have been paid for that holiday as set forth in this section.

H. Part-time, seasonal, or temporary employees may be granted each holiday off without pay at their supervisor's discretion.

## Section 4.1 Vacation

Paid vacations are provided as a benefit of employment so that employees may have periods of rest, relaxation, and recreation. Vacation leave also may be used for personal business, extension of a Holiday, or Sick Leave. The Department Director, or City Manager if the request is from a Department Director, shall approve scheduled Vacation Leave.

All regular, full-time employees receive vacation leave as follows:

| Years of Service | Hours of Vacation leave per |
|---|---|
| Year 1-7 | 80 hours |
| 8-15 | 120 hours |
| 16+/City Manager | 160 hours |

A. Accrual: Regular, full-time employees accrue vacation leave at the end of each pay period based on their years of service. New full-time employees will receive twenty (20) hours of vacation leave at three (3) months. See the examples provided.

*Example of Vacation Leave Accrual Table for 1st Year of Service: (80 hours per year over 10 months)

| 1st month | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 20 | 26.66 | 33.32 | 40 | 46.66 | 53.32 | 60 | 66.66 | 73.32 | 80.00 |

*Example of Vacation Leave Accrual Table for 2-7 Years of Service: (80 hours per year over 12 months)

| 1st month | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 6.63 | 13.26 | 19.89 | 26.52 | 33.15 | 39.78 | 46.41 | 53.04 | 59.68 | 66.31 | 72.94 | 80.00 |

*Example of Vacation Leave Accrual Table for 8-15 Years of Service: (120 hours per year over 12 months)

| 1st month | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 9.95 | 19.91 | 29.87 | 39.83 | 49.78 | 59.74 | 69.70 | 79.66 | 89.61 | 99.57 | 109.53 | 120.00 |

*Example of Vacation Leave Accrual Table for 16+ Years of Service/City Manager: (160 hours per year over 12 months)

| 1st month | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 13.28 | 26.56 | 39.85 | 53.13 | 66.42 | 79.70 | 92.98 | 106.27 | 119.55 | 132.84 | 146.12 | 160.00 |

**The tables reflect estimated accrual and do not represent actual hours accrued per pay period.*

B. Scheduling: Employees shall be permitted to take vacation leave if taking leave will not affect the efficiency of City functions and services.

   1. If three (3) or more consecutive days of leave is requested, an employee shall request leave at least two (2) weeks prior to the requested leave. The person responsible for authorizing the leave may waive this provision.

   2. If fewer than three (3) consecutive days of leave is requested, an employee shall request leave at least two (2) working days prior to the requested leave. The person responsible for authorizing the leave may waive this provision.

C. If an employee fails to designate the type of leave taken at the time payroll is processed, the City shall deduct the employee's vacation leave to account for the absence or absences.

D. Employees who become ill or injured during vacation leave may request the time of illness or injury be charged to sick leave. The person authorizing leave may require supporting documentation from a health care provider.

E. No employee shall be allowed to use vacation leave prior to it being accrued.

F. The maximum amount of vacation leave that may be accrued shall be twice the number of days accrued under his/her annual accrual rate. If a department is facing a critical staffing shortage and it is determined by the city council that enforcing the use of mandatory vacation leave could result in public health and

safety risks for either staff or the public, authorization to extend the approved accrued vacation leave caps would require the approval of city council, to include the approval of a one-time end of fiscal year pay-out of any vacation leave in excess, which shall be paid at the employee's regular wage rate as soon as vacancies are sufficiently filled, but no later than the last pay period of the fiscal year, and funded from the council approved funding source.

G. Employees shall take at least 80% of vacation days each year, with the year being designated as the anniversary hire date to the next anniversary date. Employees will lose vacation days if not taken as provided for in this section. Accrual of vacation will stop once the maximum accrued vacation hours are reached. See the examples provided.

Vacation Leave Table:

| Years of Service | Vacation Hours Accrued Annually, beginning on Anniversary Date | Number of Vacation Hours that must be used Annually | Maximum Accrued Vacation Hours |
|---|---|---|---|
| 1 – 7 | 80 | 64 | 160 |
| 8 – 15 | 120 | 96 | 240 |
| 16+ | 160 | 128 | 320 |

H. An employee cannot take more than 25 consecutive days of vacation leave without the approval of the City Manager.

I. Vacation leave is not earned while an employee is on unpaid leave or is absent without authorized leave.

## Section 4.2 Sick Leave

All regular, full-time employees receive sick leave as follows:

A. Accrual: Regular, full-time employees accrue sick leave at the end of each pay period. Regular full-time employees receive ninety-six (96) hours of sick leave within a calendar year. New employees will receive twenty-four (24) hours of sick leave at three (3) months of employment.

*Example Sick Leave Accrual Table for 1st Year of Service: (96 hours per year over 10 months)

| 1st month | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 24 | 32.00 | 40.00 | 48.00 | 56.00 | 64.00 | 72.00 | 80.00 | 88.00 | 96.00 |

*Example Sick Leave Accrual Table After 1st Full Year of Service: (96 hours per year over 12 months)

| 1st month | 2nd month | 3rd month | 4th month | 5th month | 6th month | 7th month | 8th month | 9th month | 10th month | 11th month | 12th month |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 7.97 | 15.94 | 23.91 | 31.88 | 39.85 | 47.82 | 55.79 | 63.76 | 71.73 | 79.70 | 87.67 | 96.00 |

**The tables reflect estimated accrual and do not represent actual hours accrued per pay period.*

B. Notification of Absence: Employees using sick leave shall notify their supervisor or their Department Director of their absence via a communication designated by the Department Director no later than thirty (30) minutes prior to the regularly scheduled work start time unless illness or injury renders the employee unable to do so in which case notification may be made by an immediate family member or emergency contact.

C. Sick leave may be used in the following circumstances:

1. Personal illness or physical or mental incapacity, injury to the employee (non- occupational in nature, including conditions related to pregnancy);
2. Medical, dental, or optical examinations or treatments;
3. Illness arising from exposure to contagious disease and endangering the health of other employees;
4. To care for a spouse after pregnancy, a newborn child; or the placement with the employee of a child for adoption or foster care and to care for the newly placed child;
5. Illness in the employee's immediate family (employee's spouse, children, or parents) which necessitates his/her absence from work; and
6. Death of the employee's spouse, child, parent, or parents-in-law beyond the five (5) day benefit set forth under "Bereavement Leave."

D. Employees shall not engage in any employment or business from the time they give notice of leave until such time as they have returned to work, unless the employee has prior approval from their Department Director.

E. Written Certification of leave: If leave of three (3) or more consecutive days is used for the employee's own illness, incapacity, or injury the employee shall provide written certification from a health care provider that leave was necessary and that the employee is fit to return to work. If three (3) or more consecutive days are used due to the illness or care of an immediate family member, the employee shall provide written certification from the health care provider that the employee's leave was necessary. Certifications shall be provided prior to the employee returning to work. The Department Director may waive the requirements of this section.

F. If the written certification places restrictions on the performance of the employee or if the City believes the employee is unable to perform the essential functions of the job, the employee may be required to submit to examination by a physician designated by the City. In such cases, the employee will not be allowed to return to work unless the City's physician certifies that the employee can fully perform the essential functions of the job.

G. The City may require an employee to take sick leave if it is in the best interest of the City or the employee; however, no employee may use sick leave prior to it being accrued.

H. Sick leave is not earned while an employee is on unpaid leave or is absent without

authorized leave.

I. An employee that falsifies the reason for leave or provides falsified documentation associated with the leave may be subject to disciplinary action, up to and including termination. If the City confirms that the employee provided false information or documentation, the City shall not apply sick leave time to the time off and the employee will be considered on unpaid leave.

J. An employee who has used all sick leave shall use all other available leave with pay and then may request unpaid leave. The City Manager shall approve or deny any unpaid leave.

**EFFECTIVE 11/1/2022:**

The City of Sealy Personnel Policies and Procedures Manual, Section 4.2, is amended to read as follows:

K. Except for Tier Three employees, upon separation of employment with the City, employees with a minimum of one (1) year of employment and who separate in good standing shall be paid at a rate of one (1) day's pay for every two (2) days of accrued sick leave (a "day" being eight (8) hours) for sick leave at the employee's regular rate of pay as of the date of separation, in accordance with the table below. Employees who separate because of termination or voluntary resignation without the required notice served to the City (being two (2) weeks) shall not be considered in good standing and shall not be paid for accrued sick leave. Hours which have been accrued beyond the maximum eligible hours will be forfeited upon separation.

L. There is hereby established a sick leave accrual cap of 320 hours for Tier One employees and 160 hours for Tier Two and Tier Three employees, based on the chart shown below.

| | DATE OF EMPLOYEE EMPLOYMENT (BY RANGE) | MAXIMUM NUMBER OF TOTAL HOURS ACCRUED | MAXIMUM NUMBER OF HOURS FOR PAYMENT |
|---|---|---|---|
| | | | |
| Tier One | Employed on February 7, 1989 to March 31, 2012 | 320* | 320 hours |
| | | | |
| Tier Two | Employed on April 1, 2012 to October 18, 2022 | 160* | 160 Hours |
| Tier Three | Employed on or after October 19, 2022 | 160* | Not eligible for sick leave pay |

**As of 1/5/2025, if an employee has more than the designated accrual cap stated, then employee can retain the accrued balance but will not accrue more sick time unless and until the employee goes under the cap.*

## Section 4.3 Bereavement Leave

All regular, full-time employees receive Bereavement leave as follows:

A. Up to five (5) business days for the death of an immediate family member. Immediate family member for purposes of this section includes spouse, child/stepchild, parent/parent-in-law, grandparent/grandparent-in-law, grandchild, foster parent, guardian, brother/brother-in-law, sister/sister-in-law, niece, and nephew.

B. Up to three (3) business days for a death of other non-immediate family members.

C. In the event of the death of an employee or city official, the City Manager may grant bereavement leave up to two (2) business days to other employees.

## Section 4.4 Administrative Leave with Pay

A. Elections: Employees on duty on the date of any national, state, or local election and who are eligible to vote in such elections shall be granted paid leave to exercise this right if the polls are not open for voting for two consecutive hours outside of the employee's work hours. Evidence of voter registration and voting may be required by the employee's supervisor.

B. Jury/Court Duty: Employees who are required to appear for jury service or court service shall be granted paid leave. Evidence of jury summons or court subpoena may be required by the employee's supervisor. Court service does not apply to personal court dates.

C. Official Business: The City Manager may grant an employee paid leave for any purpose that qualifies as official city business.

## Section 4.5 Military Leave

The City shall comply with all laws regarding military leave.

## Section 4.6 Authorized Leave without Pay

Authorized leave without pay or unpaid leave may be granted to regular, full-time employees at the discretion of the Department Director with the City Manager's approval.

Unpaid leave shall be granted only if the employee has used all other leave except an employee may only use sick leave for purposes defined in Section 4.2 of this Manual.

Unpaid leave may be granted for the following reasons:

A. To recover from an illness or injury not believed to be of a permanent or disqualifying nature;

B. When return to work would threaten the health or safety of others;

C. To provide necessary care for an immediate family member who is ill or is incapacitated;

D. For an excused, but non-compensable, absence of less than a day;

E. For vacation; or

F. As otherwise authorized in this Manual or as required by law.

An employee granted unpaid leave pay shall not accrue sick leave, vacation leave, except as required by law.

## Section 4.7 Absence without Authorized Leave

Absence without authorized leave for one (1) day or more shall serve as resignation by the employee.

## Section 4.8 Family Medical Leave

The City shall comply with the Family Medical Leave Act (FMLA). Except as otherwise provided in this Manual, employees will not receive compensation or accrue benefits during a FMLA of absence.

A. Eligibility: Employees are eligible for leave under FMLA if they have completed at least one (1) year of service and worked a minimum of 1,250 hours during that year as specified by law. Employees who have accrued vacation and sick leave time shall be required to use this time during the leave requested under FMLA. Employees who use all their accumulated paid time under FMLA will be on FMLA leave without pay. Employees who qualify will receive a maximum of twelve (12) weeks on a rolling twelve-month calendar. Leave will be calculated from the first qualifying date. Compensatory time, upon approval of the City Manager, may be used during FMLA leave but cannot be calculated as part of the twelve (12) week period. Should an employee ask for an extended leave for one of the qualifying events listed below and not request the time under FMLA, the City has a right under the law to inform said employees that the time off qualifies under FMLA and will be charged against the twelve (12) weeks available under the FMLA. FMLA leave can be taken intermittently.

B. Qualifying Events: Eligible employees are entitled to twelve (12) workweeks of leave as provided above for:

1. the birth of a child and to care for the newborn child within one year of birth;
2. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
3. to care for the employee's spouse, child, or parent who has a serious health condition;
4. a serious health condition that makes the employee unable to perform the essential functions of his or her job; and

5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;"

Or twenty-six (26) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

C. Serious Health Condition: For both employees and for their immediate family members, the FMLA defines a serious health condition as "an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider." Per the Department of Labor regulations, the following serious health conditions qualify for family leave:

1. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
2. a period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider;
3. any period of incapacity due to pregnancy, or for prenatal care;
4. any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.);
5. a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or
6. any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

The City, in accordance with the FMLA, shall have the right to verify with the healthcare provider of the employee or employee's qualifying family members as to the medical condition qualification under the FMLA as it pertains to a serious illness or injury.

NOTE: A cosmetic procedure does not typically qualify as a serious health condition unless the employee is hospitalized, or the procedure is medically necessary. Employees may consult with their health care provider regarding whether a procedure is a qualifying serious health condition.

D. Leave Procedure: When possible, requests for FMLA leave or any extension thereof, must be submitted in writing to the employee's Department Director thirty (30) days prior to commencement of the leave period, or as soon as practicable. The Department Director will forward the request to the City Manager recommending approval or denial of leave. The City Manager shall decide whether to approve or deny leave, and the City Manager's decision is final. All employees on approved leave are expected to report any change of status in their need for leave or their intention to return to work to their Department Director.

E. Restriction: Unless approved by the City Manager, employees who are on an approved leave may not perform work or for any other employer during that leave.

F. Benefit Continuation: The City will continue to provide health insurance and other benefits to employees on leave as required by law. Benefits that accrue according to length of service, such as vacation and sick leave do not accrue during periods of unpaid leave. Those employees contributing their portion for health insurance for extended coverage (spouse, children or full family) shall be required to continue their contribution even during periods of unpaid leave.

G. Return to Work: Employees returning from leave under FMLA will be reinstated to their same job or to an equivalent job with equivalent status and pay as required by law. If the same job or one of equivalent status and pay is not available as a result of a reduction of force, the employee will be treated in the same manner as though they were not on leave at the time of the reduction in force.

H. Failure to Return to Work: If an employee fails to return to work at the conclusion of FMLA leave, including any extension of such leave, the employee will be considered to have voluntarily resigned their employment.

I. Intermittent Family Medical Leave: In the event of qualified intermittent leave, employees must still comply with all City policies and procedures for requesting time off. At the time notification of leave is provided, employees must clearly indicate the leave is related to FMLA. Leave requests that are submitted without this documentation may not be included as FMLA leave and changes to the form may not be allowed after being submitted to payroll for processing.

# Chapter 5-EMPLOYEE CONDUCT

## Section 5.0 Attendance and Time Sheets

Employees shall attend work as scheduled or as directed. For most positions, attendance at the workplace is an essential function.

Employee shall fully and accurately complete time sheets as provided by the City. Department Directors shall maintain employee attendance records. Department Directors or supervisors shall submit approved time sheets to the Human Resources Department.

## Section 5.1 Work Standards

Employees, while on duty, shall conduct themselves in a professional and ethical manner and shall treat other employees, officers, officials, vendors, and members of the public with courtesy. Unprofessional, rude, or abusive behavior will not be tolerated. Employees shall comply with any local, state, and federal laws in performing their employment functions.

Employees shall conduct personal business in such a manner as to cause little interference with City operations. Employees shall not use City resources or property for personal use.

## Section 5.2 Political Activities

Employees may participate in the political process as *private citizens*. However, employees shall not use their position as a City employee to actively campaign for or against political issues or candidates.

Under no circumstances shall any City employee be allowed to campaign for any candidate, even themselves, during work hours or at any City place of work. Nor shall an employee be allowed to represent themselves, using their City employment, title, uniform, or authority as supporting any candidate for political office.

## Section 5.3 Solicitation and Gifts

Employees shall not solicit money, gifts, goods, services, or anything of value from another employee, member of the public, official, or vendor while on duty.

In some instances, the City may consider the collection of money for particular causes or collecting money for gifts for special events as appropriate. Such approval may be granted by the Department Director or the City Manager. No employee shall be required to make any contribution or shall be penalized or rewarded in connection with their employment according to their response to the solicitation.

The City does not allow employees to engage in personal commerce of any kind while on the job or during working hours. The City does not promote, encourage, or endorse private

business relationships or arrangements. City bulletin boards are provided for promoting items of public interest to the citizens of Sealy.

City employees shall comply with all laws regarding acceptance of gifts.

## Section 5.4 Outside Employment

The full-time position the employee holds with the City shall take precedence over any other occupational, business, or commercial interests of the employee. An employee desiring to engage in secondary employment must complete a report of outside employment and submit it to their supervisor. The supervisor shall verify that the secondary employment does not conflict with the employee's City position and if so then forward the report of outside employment to the Department Director for approval. The Department Director shall forward the approved form to the Human Resources Department for inclusion in the employee's personnel file. Department Directors shall receive approval for outside employment from the City Manager.

## Section 5.5 Fitness

Each employee is responsible for maintaining the standards of physical and mental health and fitness required to perform the essential functions of their employment position, with or without reasonable accommodation. Physicals may be required where job-related and consistent with business necessity.

A City designated physician will perform the physical examination. The City will pay for the examination. Unless associated with an on-the-job injury or condition, correction or treatment of conditions diagnosed during these examinations will be the employee's responsibility and may be covered by insurance benefits provided through the City's employee health benefits.

The City may also require a Fitness for Duty examination by its physician before authorizing an employee to return to work following either an on-the-job or an off-the-job injury or illness.

## Section 5.6 Dress Code/Appearance

A. General Guidelines: Dress, grooming, and personal cleanliness are vital to the City's image as well as the morale of its employees. All employees are expected to present a clean and neat appearance and to dress in a professional manner while on City premises or while conducting City business. Employees that do not already have a designated uniform are expected to arrive at work in business or business casual attire.

B. The following minimum guidelines are recommended:

   1. Clothing must be clean and in good repair;
   2. Clothing must not interfere with safety requirements and standards and the employee's ability to perform essential functions and assigned duties;

3. Provocative, tight or revealing clothing is prohibited;
4. Hair must be clean and styled in a neat manner; and

C. Uniforms provided by the City shall not be worn after hours to any establishment that may be deemed inappropriate by citizens, supervisors, or other employees.

D. At times, an employee's duties may require casual attire. These exceptions must be approved by the Department Director and clothing must still follow the minimum guidelines established above.

E. Department Directors may adopt specific dress codes with City Manager approval.

F. The City Manager may establish "casual days" at his/her discretion. Clothing worn on those designated days must still follow the minimum guidelines established above.

## Section 5.7 Use of Music and Portable Devices

The City permits employees to bring portable music devices to work. However, it expects employees to adhere to the following guidelines to ensure their proper and safe use.

A. Employees may listen to music in their work area or office only as long as the volume level is kept low as to not disturb anyone and employees are respectful of co-workers who may not share the same taste. Use of headphones or earbuds are prohibited unless utilizing the portable music device for training or in the course of City business.

B. City-issued electronic devices assigned to employees for training and communication purposes may not be used to download personal music, videos, photographs, apps, software, or similar digital materials.

## Section 5.8 Conflict of Interest

Employees should be careful not to become involved in any conflict of interest involving their position and any non-City activities. An officer or employee of the City may not have a financial interest in the profits of any contract, service, or other work performed for the City, or personally profit or receive anything of value directly or indirectly from any contract, purchase, sale, or service between the City and any person or company. Conflicts of interest are often difficult to determine. If an employee believes an outside job, occupation, business association, commercial interest, or any other activity might create a conflict of interest the employee should discuss the issue with their supervisor or the City Manager prior to undertaking the activity.

## Section 5.9 Harassment Policy

The City is committed to promoting an environment that is free of harassment. The City recognizes that harassment based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability, military status, and genetic information, is a violation of federal and state laws. The City maintains a strict policy that harassment, whether sexual, racial,

ethnic, or religious in nature is not acceptable and will not be tolerated. Employees who are victims of, or witnesses to, behaviors described herein should immediately report such conduct to their supervisors or the Human Resources Department. Complaints will be treated as confidential to the extent allowed by investigative and operational necessity and as allowed by law. Retaliation against employees reporting misconduct or participating in an investigation under this policy is prohibited. In addition, all City employees may be required to complete respectful interactions and cultural diversity training on an annual basis. The City Manager or his designee will schedule the annual training and notify all employees regarding the training date and time. Multiple training dates and times will be made available.

Harassment is abusive, obscene, or threatening conduct or communication that is intended to harass, annoy, alarm, torment, embarrass, or injure another. Employees who engage in such conduct while on duty or on City premises will be subject to immediate discipline. While on duty or on City premises, employees shall not use obscene or abusive language or offensive gestures in their communication with coworkers or members of the public; employees shall not by oral, written, electronic, or other means of communication threaten or intimidate coworkers or members of the public; employees shall not physically endanger, intimidate, or injure coworkers or members of the public.

An individual's intentions and motives are not the decisive factors in considering alleged harassment behavior. The effect of one employee's behavior upon another employee is the decisive factor. If an individual's behavior is considered offensive by another individual or if it has an intimidating effect upon another individual, then sexual, racial, ethnic, or religious harassment or harassment towards one's age or disability may be present.

A. Definitions:

The definitions listed below are in accordance with the guidelines adopted by the Equal Employment Opportunity Commission (EEOC).

1. *Sexual Harassment* – Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
    a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
    b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual;
    c. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment. Examples include:
        i. Unwelcome "kidding";
        ii. Unwelcome teasing or jokes;
        iii. Subtle pressure for sexual activity;
        iv. Physical contact such as patting, pinching or constant brushing against another's body; or

v. Demands for sexual favors.

2. *Ethnic/Racial Harassment* – Ethnic or racial slurs, jokes and other verbal or physical conduct relating to an individual's national origin or race constitute harassment when this conduct:

   a. Has the purpose or effect of creating an intimidating, hostile or offensive working environment, or

   b. Has the purpose or effect of interfering with an individual's work performance.

3. *Religious harassment* – Religious slurs, jokes, and other verbal or physical conduct relating to one's religious beliefs constitute harassment when the conduct:

   a. Has the purpose or effect of creating an intimidating, hostile or offensive working environment, or

   b. Has the purpose or effect of interfering with an individual's work performance.

4. *Disability harassment* – Slurs, jokes, or physical conduct directed towards an individual's disability status may constitute harassment when the conduct:

   a. Has the purpose or effect of creating an intimidating, hostile or offensive working environment, or

   b. Has the purpose or effect of interfering with an individual's work performance.

5. *Age Harassment* – Slurs, jokes and other verbal, non-verbal, or physical conduct directed toward an individual's age status may constitute harassment when:

   a. Has the purpose or effect of creating an intimidating, hostile or offensive working environment, or

   b. Has the purpose or effect of interfering with an individual's work performance.

B. Administrative Procedures:

1. Each supervisor is responsible for maintaining their workplace free of sexual, racial, ethnic, and religious harassment or harassment directed towards one's disability or age status. This duty includes discussing and enforcing this policy and procedure with all employees and assuring them that they are not required to endure insulting, degrading, or exploitative treatment. It is the responsibility of each supervisor to guide employees complaining of harassment to the proper process for reporting it. Supervisors are obligated to report any complaints of harassment to their supervisor or the Human Resources Department regardless of the intent of the complainant.

2. When practicable, individuals who experience harassment are encouraged to communicate clearly when behavior is offensive to them. Any employee who feels that he or she has been the victim of harassment as described in this policy should immediately report the facts of the incident(s) and the name(s) of the individual(s) involved to their supervisor or the Human Resources Department. The Human Resources Department is responsible for notifying the appropriate

individual(s) when an allegation is reported. Should the Human Resources Department be the offending party, the employee must report the allegation to the City Manager.

3. All allegations of harassment observed or reported must be investigated immediately by the Human Resources Department or its designee. All findings, decisions, and recommendations will be made on an individual basis considering the record as a whole on the totality of the circumstances, such as the nature of the behavior and the context in which the alleged incidents occurred. If harassment is found to exist, appropriate supervisory and management personnel shall take prompt corrective action, including disciplinary action up to termination. Any time sexual harassment becomes an issue of an alleged act of sexual assault, the investigation must be coordinated with the City of Sealy Police Department.
4. Appropriate disciplinary action will be taken when the findings warrant such action. Such disciplinary action should be determined by the nature of the wrongful act or acts and may result in immediate termination.
5. To the extent allowed by law, disclosure of any investigations conducted under this policy shall be made only to those City employees and others with the need or right- to-know. Human Resources Department should consult and notify the City Attorney about ongoing claims or investigations under this policy.

## Section 5.10 Criminal Issues

In conjunction with an administrative investigation, an employee may be suspended, with or without pay, if accused, arrested, or indicted for a crime or for official misconduct pending the outcome of any case such as dismissal, acquittal, or conviction. If the case is dismissed or if the employee is acquitted, the suspended employee may be reinstated to their former position, or a similar one if not available, without loss of any benefits and such suspension shall not be considered as a disciplinary action. If the employee is convicted, placed on deferred disposition or deferred adjudication, probation, or pretrial diversion depending upon the severity of the crime, the employee may be subject to disciplinary action up to and including termination.

## Section 5.11 Firearms

Employees may not possess, transport, or store a firearm on the premises of the City, as that term is defined by Section 46.035(f)(3) of the Texas Penal Code, unless the employee is required to possess, transport, or store a firearm in the official discharge of the employee's duties.

# Chapter 6-EMPLOYEE COMMUNICATIONS POLICY

## Section 6.0 Communication

Employees are encouraged to discuss any concerns, complaints, or grievances with their supervisor; however, some circumstances may merit disregard of the chain of command. In such circumstances, the employees may contact anyone in the City management structure, including the City Manager or Human Resources Department, to address their concerns, complaints, or grievances.

A. Chain of Command- When prudent, employees shall adhere to the following chain of command:

   a. Employee's Supervisor

   b. Employee's Department Director

   c. City Manager

B. Communications with the Media and the Public-The Mayor is the official spokesperson for City. No employee should represent the City to the media unless the Mayor has authorized such.

An employee may answer routine questions from members of the public if such falls within the employee's employment functions, but the employee shall document such.

## Section 6.1 Electronic Communications

The City provides computer networks, internet access, email, telephones, digital cameras, voice mail, fax communication systems, and other electronic devices and platforms ("electronic communication systems") for use by employees. These electronic communications systems are designed to support and enhance the communication, research, and information capabilities of employees and to encourage work-related communication and sharing of information resources.

1. Acceptable use. Electronic communication systems shall only be used to conduct city business and in furtherance of an employee's job functions.

2. Unacceptable Uses of Electronic Communications Systems Include:

   a. accessing, displaying, downloading, or distributing sexually explicit, profane, obscene, offensive, or unprofessional materials, information, or content;

   b. copying, downloading, distributing, or using software in violation of intellectual property rights including copyright;

   c. using the systems for financial gain or using the systems for any commercial, business, or occupation activity unrelated to City business;

   d. using the systems in a way that creates a security breach;

e. searching or applying for work or business opportunities other than for internal City postings;

f. using, transmitting, distributing, or sharing information regarding an employee's personal confidential information or health status without his/her permission;

g. expressing opinions or personal views that could be misconstrued as being those of the City;

h. using the electronic communication systems for any illegal purpose or in any way that violated City policy or is contrary to the City's best interest;

i. playing games or gambling;

j. using, transmitting, distributing, or sharing information that may tend to compromise the safety or security of the public or public systems;

k. Deleting, damaging, or destroying any data not in compliance with records retention laws;

l. using commercial promotions or spam; or

m. organizing certain political activity.

3. Responsibility:

a. Employees shall only use software and hardware approved or provided by the City. Software shall be installed in compliance with procedures as established by the City Manager and the technology Department Director. To prevent computer viruses, there will be no unauthorized downloading of any software.

b. Employees shall immediately report missing data, stolen, or lost data or equipment to the supervisor and Department Director.

c. All of the City's employment policies apply to conduct that occurs online in the same way that they apply to conduct that occurs in the workplace.

4. Monitoring:

a. The City may access, use, review, audit, intercept, distribute, disclose, and share all transmissions created, received, sent, retrieved, used, or accessed on the City provided electronic communications systems to assure that the City's resources are devoted to maintaining the highest levels of productivity as well as proper use.

b. The contents of City related electronic mail, files, or data may be viewed, copied, or disclosed by the City without the permission of the user.

## Section 6.2 Social Media

The City Manager or designee shall approve which social media sites may be suitable for use by the City.

A. Scope: This Policy applies to all employees' use, including participation in and use of social media, regardless of whether such use occurs in the workplace and regardless of whether such use involves the City's electronic equipment or other property.

B. Definitions:

1. "Article" means a posting of content to a social media site by an employee.
2. "Blog" means a commentary, descriptions of events, or other material such as graphics or video.
3. "Business network" such as LinkedIn® or user groups of a business nature, area network or process that is established to build mutually beneficial relationships with other business people and potential clients. A business network can also serve as an alliance of like-minded individuals with a common problem or interest. For the purposes of this policy, an approved business network is not considered a social network.
4. "Comment" means a response to an article or social media content submitted by any person or entity.
5. *"Computer resources"* refer to the City's entire computer network. Computer resources include, but are not limited to, host computers, file servers, fax servers, web servers, workstations, stand-alone computers, laptops, smartphones, tablets, software, data files, and all internal and external computer and communications networks (i.e. Internet, computer online services, value-added networks and e-mail systems) that may be accessed directly or indirectly from or through the City's computer network.
6. "Content" includes, but is not limited to, articles, comments, photograph(s), video(s), other image(s) or hyperlinks(s) to another site.
7. *"Electronic Mail (E-mail")"* is the network of computer hardware and software that permits the sending and receiving of electronic messages.
8. *"Instant Messaging and Chat Rooms"* refers to real-time interactive communication using any Instant Messaging or Chat Room.
9. *"Internet access"* is defined as the ability for a computer resource to connect to the world-wide network of computers known as the Internet, and to access Internet- based applications such as the World Wide Web, File Transfer Protocol, Newsgroups, Gopher, Telnet, and Wide Area Information Services.
10. "Link" means a referral to other information at a different location on the Internet via a hyperlink.
11. "Social media" is a category of internet-based resources that integrate user-

generated content and user participation. These include, but are not limited to:

a. Social networking sites (i.e., Facebook®, Google®)
b. Microblogging sites (i.e., Twitter®)
c. Photo and video sharing sites (i.e., Flickr®, YouTube®).
d. Blogs; and
e. News sites (i.e., CNN®).

12. "Social networking" is the practice of expanding one's business or contacts by making connections through clubs, organizations, phone contacts, written correspondence or through web-based applications.

C. Applicable laws: Department Directors shall ensure that use of social media complies with applicable laws, including copyright and intellectual property rights, records retention, the Texas Public Information Act, the First Amendment, privacy laws, discovery rules, and information security rules and regulation.

D. City Rights: The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law, rules, or regulations.

E. Employee Guiding Principles: Employees using social media shall comply with the following:

1. Employees who choose to identify themselves as City employees are required to identify any social media statements or opinions expressed are on their own behalf and do not represent the City's position. Employees whose job duties include maintaining or posting to the City's social media pages should work directly with their supervisor regarding identifying appropriate contacts within the City.
2. Employees are encouraged to be factual and accurate. Incorrect information should be corrected as soon as possible.
3. Employees shall reply to comments in a timely manner when appropriate.
4. Employees shall be courteous and respectful when posting or responding on behalf of the City or in the course and scope of their duty.
5. Employees are not authorized to comment on legal matters, pending or contemplated litigation, or a settlement unless expressly approved by the Mayor and City Attorney.

F. Employees shall not:

1. Use any untrusted computer resources;
2. Represent their opinion or statement is the official position of the City, Department, or City Council unless authorized by the City Manager or his or her designee;
3. Make false statements;
4. Promote, instigate, or endorsing violence or illegal activity;

5. Are encouraged to use respectful and professional language in both on and off-duty social media interactions;
6. Harass, bully, or intimidate others;
7. Engage in personal, racial or sexual harassment, unfounded accusations, or remarks that would contribute to a hostile workplace;

G. Discipline: Employees found in violation of any provision of this policy may be subject to disciplinary action, up to and including termination of employment. Where laws are violated, the City may pursue criminal or civil action against the employee.

## Section 6.3 Public Information Act and Open Meetings Act

The City shall provide new employees with a form to elect to keep personal information private.

Employees shall comply with the Texas Public Information Act, Chapter 552 of the Texas Government Code, and any law regarding release of information, confidential or otherwise.

Employees shall comply with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

## Section 6.4 Whistle-blower

The City is committed to upholding the requirements of all state and federal laws, including the applicable Whistle-blower Act(s). The City will not suspend, terminate, or otherwise discriminate against an employee who appropriately reports a violation of law to an appropriate authority if the employee report is made in good faith.
Employee rights include:

- Right to report violation of law;
- Right to report unsafe acts or conditions;
- Right to file a Workers' Compensation Claim;
- Right to file a grievance; and
- Right to file a complaint of alleged discrimination.

## Chapter 7-AT-WILL, DISCIPLINE, APPEALS AND GRIEVANCES

### Section 7.0 Disciplinary Action

Temporary employees, seasonal employees, and the City Manager are exempt from the progressive discipline policy unless specifically stated otherwise. Disciplinary actions are designed to help the employee correct job performance problems. The City strives to resolve employee problems as promptly and equitably as possible and at the lowest supervisory and organizational level.

A. Procedures: These procedures provide guidelines in carrying out the policies of the City's progressive disciplinary program, when appropriate. These procedures address a broad range of performance deficits and conduct concerns but are not intended to address every problem or situation that may arise.

B. General Criteria to be Considered in Disciplinary Actions:

1. All or a combination of the following criteria may be considered when determining what disciplinary action to take, depending upon the particular circumstances surrounding the employee's performance or conduct.
    a. Severity and type of offense(s);
    b. Impact of the offense(s) on other employees, the City, or citizens;
    c. Employee's length of service and work record;
    d. Length of time since discussion with the employee about a similar problem or recent disciplinary action for the same or similar problem;
    e. Past disciplinary actions taken by the City for the same or similar problem; or
    f. If the Department Director determines that the nature, severity, and impact of the employee's performance or conduct requires severe disciplinary action such as suspension without pay or termination, then the Department Director shall discuss the matter with the City Manager before taking action unless immediate action is required to protect life or property.

C. Disciplinary Actions:

1. The City may take any of the following disciplinary actions:
    a. Verbal reprimand;
    b. Written reprimand;
    c. Suspension with or without pay;
    d. Demotion;
    e. Termination; or
    f. Any other action as deemed necessary by the City Manager.

D. Performance of Duties: The following are examples relating to unsatisfactory performance of duties for which disciplinary action may be taken. The list is not intended to be all-inclusive.

a. Incompetence, neglect, or carelessness in the performance of duties;

b. Failure to satisfactorily meet performance standards for the employment position;

c. Absenteeism without justification or approval;

d. Tardiness;

e. Violation of this Manual or other City regulations;

f. Discourteous treatment;

g. Failure to meet or maintain specified conditions of employment, such as failure to obtain or maintain a license or certificate required as a condition for performing a job;

h. Damaging or waste of City property;

i. Theft;

j. Destruction of City records;

k. Falsifying City records;

l. Insubordination;

m. Criminal activity;

n. Using an official position or office for economic gain or soliciting favors or gratuities for performing services required by the employee's position;

o. Disclosing information as defined by statute to be confidential;

p. Unauthorized use or possession of City funds or property;

q. Possession or use of weapons on City property while on duty or at work or while performing City responsibilities except as authorized as part of the job (e.g. law enforcement);

r. Threatening another;

s. Engaging in any employment activity or enterprise that constitutes a conflict of interest;

t. Disrupting the work of others;

u. Being under the influence of alcohol, drugs, or a controlled substance drugs during working hours;

v. Making derogatory racial, age, ethnic, or sexist remarks;

w. Engaging in personal business while on duty without authorization of his/her supervisor;

x. Failure to report damage to City equipment or property;

y. Participating in prohibited political activities;

z. Sleeping on the job;

aa. Utilizing City data or information systems for any reason other than City business;

E. Disciplinary Process: The following disciplinary process may be applied to an employee. The process is designed to serve as a guide, and it is not intended to be exhaustive, exclusive, or mandatory.

1. Counseling:

   a. The Department Director may focus on a specific incident, a particular aspect of an employee's performance needing improvement, or the employee's overall performance or conduct.

   b. It is a face-to-face communication, conducted in private, and is intended to provide feedback to the employee to correct a problem. The counseling shall be noted in the employee's personnel file.

2. Verbal Reprimand:

   a. A verbal warning is considered formal discipline. The Department Director may meet with the employee to discuss any and all performance issues or conduct. The Department Director shall provide means to correct any performance issues or conduct.

   b. A written record of the verbal reprimand may be made and a copy of the action forwarded to the employee. The verbal reprimand shall be noted in the employee's personnel file.

3. Written Reprimand:

   a. A written reprimand is considered formal discipline. The Department Director may meet with the employee to discuss any and all performance issues or conduct. The Department Director shall provide means to correct any performance issues or conduct.

   b. The written reprimand shall describe the problem, issue, or conduct. The written reprimand shall provide corrective actions and detail the likely consequence of failing to meet corrective actions. A summary of previous counseling, verbal reprimands, and discipline taken should also be included in the written reprimand.

   c. The employee shall be informed of the written reprimand and provided a copy. A copy of the written reprimand shall be placed in the employee's personnel file.

4. Suspension With or Without Pay:

   a. An employee may be suspended with or without pay at the discretion of the City Manager. Any suspension shall describe the reason for the suspension, the length of the suspension, any other stipulations of the suspension, and any past disciplinary actions.

b. The employee shall be provided a copy of the suspension and a copy placed in the employee's personnel file.

5. Reduction in Pay:

   a. An employee's pay may be reduced for disciplinary reasons at the discretion of the Department Director or City Manager.

   b. The employee shall be provided a copy of the disciplinary action. The reduction of pay shall be placed in the employee's personnel file.

6. Demotion:

   a. An employee may be demoted for disciplinary reasons at the discretion of the Department Director or City Manager.

   b. The employee shall be provided a copy of the disciplinary action. The demotion shall be placed in the employee's personnel file.

7. Termination: An employee may be terminated at any time, if determined in the best interest of the City. The City Manager or designee shall approve all terminations; unless such termination requires immediate action, then a Department Director may terminate an employee.

## Section 7.1 Appeals of Disciplinary Action

If an employee believes that a disciplinary action taken against him/her is capricious or arbitrary, the discipline violates an existing City policy, the discipline violates an existing state or federal law or regulation, or when the employee believes that the conduct for which the employee has been disciplined constitutes the exercise of a constitutional right or statutorily protected activity, the employee may submit an appeal.

The following procedure shall be followed should an employee desire to review a disciplinary action above the written reprimand level.

Appeal Procedure:

A. Time: An employee may appeal in writing to the City Manager within five (5) calendar days from receipt of notification of the disciplinary action of a suspension or termination. Counseling and reprimands are not appealable. However, an employee may request a rebuttal statement be included in his personnel file with the reprimand. A discipline appeal may be denied if the employee fails to meet the timelines as outlined in this policy.

The City Manager may designate a Department Director or another appropriate employee to hear the appeal. The City Manager's designee should notify Human Resources of the matter for assistance. An appeal and any documentation related to same shall be placed in the employee's personnel file.

1. Written Presentation: The employee shall have the right to file a written request for review with the Department Director. In presenting the written appeal to the Department Director, the following information must be stated in reasonable clarity:

   a. The issue of the review;

   b. The act or acts of commission or omission out of which the disciplinary action allegedly arose;

   c. The employee's reasons for requesting a reversal or revision of the disciplinary action; and

   d. The remedy which is sought.

2. Response: Within a reasonable period following receipt of the written request for review, the City Manager or his designee may perform additional inquiries regarding the discipline, including requesting employee and the employee's supervisor, and the Department Director, to consider the review. A decision by the City Manager or City Manager's Designee on the employee's review, whether reached during this discussion or afterward, shall be presented in writing to the employee within a reasonable time following the receipt of the original request for appeal or review meeting. The decision of the City Manager or designee is final.

B. Appeals Pertaining to the City Manager: In the event the appeal pertains to the City Manager, the Human Resources Department shall forward such to the City Attorney who shall investigate such or appoint an investigator, including any outside third-party. The City Attorney shall alert the City Council of such investigation unless such notice would interfere with the investigation. The City Attorney shall provide the results of such investigation to the City Council. The City Council may take any action as allowed by law based on the results of the investigation.

C. In lieu of a discipline review, the employee has the option to respond to the disciplinary action in writing within five (5) working days of the disciplinary action. The written response will be included in the employee's official personnel file and attached to the disciplinary action. No further action or review will be taken.

## Section 7.2 Grievance Procedures

In order to minimize disruption of the operation of City government and damage to the reputation of the City among its citizens, the employee shall use this grievance procedure.

Employees are encouraged to take any job-related complaints or problems to their immediate supervisors in order to resolve them. Following discussion of the complaint or problem with their supervisor, if an employee still remains dissatisfied, he or she may submit a written grievance in accordance with the below procedures.

Definition: A grievance is defined as an official statement of a complaint over something believed to be wrong or unfair.

A. A grievance may be filed for the following circumstances:

1. Disagreements regarding interpretation, application, or violation of a specific law, ordinance, resolution, written policy, rule or regulation that an employee believes has affected them adversely.
2. Specific instances of maltreatment, retaliation, or a hostile work environment that could not be resolved informally.

B. A grievance may not be filed to address:

1. Generalized feelings of unfairness; grievance must be specific.
2. Disagreements regarding performance evaluations.
3. Disciplinary actions.
4. Complaints of civil rights violations or discrimination, such as issues concerning sex, race, color, religion, national origin, age, disability, military status, and genetic information.

C. Administrative Procedures:

1. A written grievance must be filed within five (5) calendar days following a meeting with the supervisor regarding the incident. If the complaint involves the supervisor, the employee has the option of presenting the grievance to the Department Director or Human Resources Department.
2. It shall be the responsibility of the Department Director or Human Resources Department to study the grievance and attempt to resolve it within a reasonable time based upon the circumstances of the grievance. Discussions with the aggrieved party for the purposes of resolving the grievance are encouraged.
3. If the grievance cannot satisfactorily be resolved within a reasonable time, the Department Director shall refer it with comments and/or recommendations to the Human Resources Department and shall notify the aggrieved party of such action.
4. Human Resources Department shall schedule a meeting within five (5) working days of receiving the grievance with the aggrieved party and the Department Director in an effort to mediate a resolution.
5. If the mediation attempt fails, the Human Resources Department shall schedule a meeting with the City Manager within five (5) working days of the mediation to review the grievance.
    a. The City Manager may either meet with the parties involved in the presence of Human Resources, or
    b. The City Manager may render a decision based on the information provided.

D. Groups of Grievances: Groups of similar employee grievances may be treated as one (1) grievance. The affected employee group may be requested to select not more than two (2) spokespersons or employee representatives to act on behalf of all involved.

E. Employees are obligated to cooperate in every investigation of a complaint including, but not limited to, coming forward with evidence (both favorable and unfavorable) of a person accused, fully and truthfully making a written report or verbally answering questions when required to do so by an investigator during the course of an investigation.

F. Supervisors and employees should make every effort to resolve grievances at the lowest level possible. Employees shall be kept informed of the status of their grievances. If a person in the supervisory chain fails to resolve or refer a grievance within five (5) working days, the employee may present the grievance directly to the next higher level of supervision in accordance with the Formal Chain of Command.

G. Final Authority-The decision of the City Manager shall be final.

H. Unreasonable Number of Grievances: An unreasonable number of grievance submittals by one individual or group of individuals obviously designed to thwart orderly processing will be rejected and returned to the employee(s). Employees involved in the filing of such grievances may also be subject to disciplinary action, up to and including termination.

I. Disciplinary action may also be taken against an employee who fails or refuses to cooperate in the investigation of such complaint, or who files such a complaint in bad faith.

# Chapter 8-VOLUNTARY AND INVOLUNTARY SEPARATIONS

## Section 8.0 Resignation

An employee may leave the employment of the City in "good standing" by giving ten (10) working days' written notice.

A. Notification: Written notification of resignation must be turned in to the employee's supervisor or Department Director a minimum of ten (10) working days prior to the intended last day of work.

B. The Department Director or City Manager may waive any portion of the notice period and accelerate the employee's date of separation.

C. Use of Paid Time Off After Notification: Employees voluntarily terminating their employment will not:

   1. Be compensated for sick leave during their final ten (10) days of employment unless previously approved by the Department Director; or

   2. Be allowed to use vacation leave during their final ten (10) days of employment unless approved by the Department Director.

D. An employee failing to report for work or remain at work as scheduled without authorization shall be considered as absent without leave which constitutes abandonment of duties, except when the failure to notify is due to circumstances beyond the control of the employee. In such cases, the employee's separation shall not be considered to be in "good standing."

## Section 8.1 Lay Off

An employee may be laid off because of changes in duties, organizational changes, lack of work, budget limitations, or any other similar circumstance.

A. Administrative Steps:

   1. Whenever possible, an employee whose position is being eliminated from one City department shall be transferred to a suitable position elsewhere, provided there is an available position for which the employee meets the qualifications.

   2. Whenever possible, at least two (2) weeks' notice shall be given an employee prior to layoff.

## Section 8.2 Retirement

The City participates in the Texas Municipal Retirement System.

A. Plan Requirements and Details: the retirement plan requires a contribution (made by means of employee payroll deductions) from each regular, full-time employee of the City holding a position that normally requires one thousand (1,000) or more working hours per year.

1. Plan contribution rates and options are determined and approved by City Council.
2. Employee participation is not optional. All eligible employees must participate.
3. Employee contributions shall be equal to seven percent (7%) of the employee's gross salary.
4. The City contributes a 2 to 1 match by a percentage set up each year according to the experience rating given the City by the Texas Municipal Retirement System.
5. Employees are fully vested after five (5) years of service credit.
6. Participating employees receive a supplemental death benefit at an amount of one
(1) times the employee's annual salary at no cost.

B. Eligibility: Participating employees must meet the following requirements to be eligible for retirement:
   1. Must be fully vested; and
   2. Must be age 60; or
   3. Have twenty (20) years of service credit at any age.

C. Applying for Retirement: Application must be filed no later than thirty (30) days prior to the effective date of your retirement.
   1. Submit written notification of retirement to your Department Director no later than thirty (30) days prior to the expected retirement date.
   2. The Department Director shall forward the written notification to Human Resources.
   3. Retirement date must be the last calendar day of the month you wish to retire in.
   4. Request and complete the Application for Service Retirement. The retirement packet may be obtained online at www.tmrs.com or from Human Resources.
   5. Submit the completed application and required documents to Human Resources for processing.
   6. If additional information is required, employee will be contacted by Human Resources or a representative from TMRS.

D. Approval: Employees applying for retirement will receive notification from TMRS when their retirement packet has been reviewed and approved.

E. Awards: Human Resources Department will be responsible for obtaining City Manager approval for any awards, gifts, or gatherings related to an employee's retirement.

Employees with the following length of service with the City and who retire will receive an award equal in value to:

1. 10 to 14 years of service-$400.00
2. 15 to 20 years of service-$500.00
3. 21 to 24 years of service-$600.00
4. 25 or more years of service-$750.00

# Chapter 9-EMPLOYEE BENEFITS

## Section 9.0 Workers' Compensation Insurance

The City provides Workers' Compensation Insurance coverage. Employees shall report any work-related injury immediately to their Department Director and Human Resources Department. Employees shall report any work-related accident, illness, or injury as provided for in Section 13.3 of this Manual.

## Section 9.1 Modified or Light Duty

If available, the City may provide modified or light duty assignments for employees. The City will follow the Americans with Disabilities Act as stated within this Manual and as otherwise required by law.

## Section 9.2 Benefits

A. Medical Benefits: The City may offer medical benefits for regular, full-time employees and their eligible dependents. Medical benefit premiums are pre-tax. Employer contributions toward medical benefit premiums are equal to 100% of the base plan premium for employee coverage and 60% of the base plan premium for eligible dependent coverage.

B. Dental Benefits: The City may offer a dental assistance plan for regular, full-time employees and their eligible dependents. Dental benefit premiums are pre-tax. Employer contributions toward dental benefit premiums are equal to 100% of the plan premium for employee coverage and 60% of the plan premium for eligible dependent coverage.

## Section 9.3 Miscellaneous Benefits

A. Life Insurance: The City may offer basic life insurance to regular, full-time employees, which may be subsidized by the City at a level approved by City Council on an annual basis. In addition to the basic life insurance, the City may offer employees the opportunity to purchase supplemental life and accidental death and dismemberment insurance on themselves and dependent life insurance coverage on their eligible dependents.

B. Short-Term Disability: Short-term disability insurance may be offered for purchase by regular, full-time employees which may be subsidized by the City at a level approved by City Council on an annual basis.

C. Long-Term Disability: Long-term disability insurance may be offered for purchase by the regular, full-time employees which may be subsidized by the City at a level approved by City Council on an annual basis.

D. Deferred Compensation: The City may make available a deferred compensation program for regular, full-time employees. The Deferred Compensation Program is a voluntary, tax- deferred program designed to help supplement eligible employees' income at retirement. Through this program, employees may designate an amount to be deducted from their gross salary on a before-tax basis each pay period and

placed in an investment account selected by the employee.

E. Employee Assistance Program: This program is a professional, confidential counseling service available to help eligible employees and eligible dependents resolve personal problems.

# Chapter 10-TRAVEL

## Section 10.0 Travel

The City will reimburse employees to attend conferences, meetings, conventions, seminars, training, and other similar work functions and events. Employees shall arrange travel utilizing the most economical means available.

Department Directors shall approve any travel for employees in their Department. The City Manager shall approve any travel for Department Directors.

Receipts must accompany each allowable expense.

## Section 10.1 Allowable Travel Expenses

A. Registration: The City will reimburse actual expenses incurred in registering for a conference, meeting, convention, seminar, training, or other similar function. The City encourages advance payment of fees to take advantage of any discounts available. No recreation expenses included in the registration (i.e., golf, tennis, runs, etc.) will be reimbursed.

B. Transportation: The Department Director or City Manager shall select the mode of transportation that is most economical to the City.

1. All approved transportation expenses will be reimbursed as follows:

a. Personal vehicle: When employees use their personal vehicles, all travel mileage will be paid at the current IRS rate with City Hall as the point of travel and return. The City will pay for tolls, if approved in advance. The City will pay for parking but not valet parking unless approved in advance.

b. When City vehicles are used, all expenses incidental to the use of such vehicle (parking, tolls, gasoline, oil, repairs, etc.) shall be reimbursed.

c. When air travel is permitted, employees will book their flight as far in advance as practical. Air travel reimbursement shall be limited to the most economical fee available based upon the relevant travel plans. Additionally, if the employee requires parking at the airport for 24 hours or less, the employee will be reimbursed at the short-term parking rates. If requiring parking for more than 24 hours, the reimbursement shall be at the long-term parking rate.

d. Reimbursement will be made for the use of rental cars, taxi, or bus fares, etc. provided such expenses are necessary and reasonable. Approval to rent a vehicle should be obtained prior to the trip. Employees are expected to obtain the lowest possible rates for vehicles.

e. Alternate routes, which are desirable because of personal affairs of the traveler, can be used, but only on the traveler's time and with the traveler bearing the additional cost of the alternate route. Mileage and expenses incurred on alternate routes must be shown on the Travel Expense form.

C. Meals: A maximum daily allowance for meals will be provided based on the General Services Administration (GSA) guidelines for the location of travel. When an employee claims the allowance, any meals provided by the event will be deducted at the maximum allowable rate. If while attending a conference or training event, a meal is purchased as part of the registration, such as a ticketed banquet luncheon or keynote address at the Texas Municipal League Annual Conference, the daily amount of the GSA guidelines for meal expenses will be reduced by the allowable amount for that particular meal on the GSA guidelines, not the actual cost of the ticketed meal. Total allowance of reimbursement for travel includes a maximum of 20% for gratuity. Expenses for alcoholic beverages are not permissible nor are they reimbursable.

   1. When a city purchasing card or credit card is used by an employee for the meal charge and the maximum daily GSA guideline amount is exceeded, the employee will be responsible to reimburse the city for the overage immediately upon return from the travel. Such overage charged on the city credit card is a direct violation of the personnel policy and the employee is subject to disciplinary action up to and including termination.

D. Lodging: Employees are expected to make lodging reservations well in advance whenever possible, and to take other actions to ensure lodging is secured at a moderate rate. Reimbursement of lodging shall be limited to single rates unless two or more employees occupy a single room, or otherwise approved by the City Manager. It shall be the policy of the City to only reimburse for lodging that is economical and practical. Exceptions to this may be granted when less expensive hotel rooms are unavailable or where conferences are held in or nearby the hotel.

E. Reimbursement will not be made for personal telephone calls, alcoholic beverages, entertainment expenses, or other sundry items not relevant to the public purpose of the travel.

F. Employees will be allowed a reasonable amount for laundry and dry-cleaning expenses for trips lasting five (5) or more days.

G. Entertainment: The City realizes that from time to time, it is necessary to entertain dignitaries and state, federal, and business representatives whenever it may be deemed in the best interest of the City. Such expenses may be reimbursed at the discretion of the City Manager. Prior authorization shall be obtained from the City Manager.

H. Other Expenses: A spouse/family member may accompany an employee on a trip; however, the City will not be financially responsible for the spouse/family member of the employee. Any additional expenses incurred such as travel, lodging, meals, or any other miscellaneous expenses will be the sole responsibility of the employee.

## Section 10.2 Travel Expense Report Procedures

A. Purpose of Form:
   1. A means by which the Department Director, City Manager, and Finance Director can track, review, and authorize travel expenses.
   2. A means by which an employee can request a monetary travel advance or receive a reimbursement for out-of-pocket travel expenses.

B. Procedure
   1. Prior to Travel:
      a. Employees shall complete a Travel Authorization form prior to any travel, except for routine travel such as going to the post office, bank, errands, or meetings within the county.
      b. The Department Director or City Manager shall approve all travel.

   2. During Travel: Employees shall comply with the follow:
      a. Each employee shall keep receipts of all travel related expenses.
      b. Each employee shall pay for their own travel expenses unless the City Manager has approved travel advances.
      c. Unless approved by the City Manager, employees should share taxis and rental cars when possible.

   3. Upon Completion of Travel:
      a. Each employee shall complete a Travel Expense form with all supporting documentation no later than five (5) working days after completing travel. Failure to submit an expense report will subject the employee to a payroll deduction for any funds advanced.
      b. The Department Director or City Manager, as the case may be, shall review the form before forwarding it to the Finance Department for payment. City Manager expense reports will be submitted to City Council for approval.

# Chapter 11-VEHICLE USE

## Section 11.0 Vehicle Use

The purpose of this policy is to provide for the safe, effective, and efficient operation and use of City vehicles, equipment, and machinery. Each employee will be held responsible for the proper use, care, and operation of a vehicle or piece of equipment or machinery assigned to them.

If an employee's position requires the operation or use of a City vehicle on public roads while conducting City business, the employee must maintain the appropriate or required, valid State of Texas Driver's License and must meet City standards for driving records along with applicable endorsements as required to operate such vehicle, equipment, or machinery.

## Section 11.1 Driving record and Use

Unless waived by the City Manager for good cause, the City requires all persons operating or using a City vehicle, equipment, or machinery to maintain a safe driving record. A "safe driving record" will be defined as:

A. No more than two (2) moving violations or one (1) at-fault accident within the past three (3) years;

B. No conviction, pretrial diversion, or deferred adjudication for driving under the influence of alcohol, drugs or a controlled substance;

C. No conviction, pretrial diversion, or deferred adjudication for reckless driving; and

D. No conviction, pretrial diversion, or deferred adjudication for any criminal law, other than a Class C misdemeanor.

E. Employee driving records will be checked periodically. The City may, at any time and for any reason or no reason, stop allowing an employee to use a City vehicle, equipment, or machinery.

F. Smoking (including vaping) is prohibited in City vehicles, equipment, or machinery.

Police officers assigned a police vehicle are permitted to use such vehicle in working off-duty employment within the city limits of the City upon approval by the Chief of Police. Such approval shall only be granted upon the Chief's determination that such off-duty employment will accomplish or further the legitimate public purposes and duties of the Sealy Police Department in preserving the peace and preventing or suppressing crime. Use of a take-home vehicle is a privilege and does not create a property right under this manual.

## Section 11.2 City Vehicles

A. Purpose: To provide a specially equipped vehicle at ready access for use in delivering City services required after regular business hours. These regulations establish parameters, which will conserve energy, improve vehicle-operating costs, and extend vehicle life.

B. Take-Home Vehicles are vehicles owned, leased, or otherwise under care and control for the City and are taken home by the employee after regular working hours.

C. Personal Use: An employee assigned a take-home vehicle may incur incidental personal use of the vehicle; however, using a City take-home vehicle for the sole purpose of conducting personal business is prohibited and employees are responsible for reporting and payment of taxes incurred by any imputed income created by the assignment of the take-home vehicle.

D. Take-home Vehicle Authorization Procedure: The assignment of City take-home vehicles to employees shall require the approval, in writing, of the employee's Department Director and the City Manager. Only the employee who is granted approval is authorized to operate or use the vehicle.

E. Employees shall operate and use a City vehicle in a lawful manner.

F. Employees shall not possess, purchase, use, sell, or be under the influence of drugs or alcohol while in possession of or operating or using a City vehicle. Employees are expected to obey traffic laws while operating a City vehicle. Use of the vehicle for an illegal purpose or in an illegal manner may result in disciplinary action under this Manual.

G. Employees are responsible for the security of a City vehicle and any tools, equipment, materials, or City property inside or housed on the vehicle. Any loss or damage to a City vehicle or its contents shall be reported as soon as possible to the Department Director but not later than 1 (one) business day after the loss or damage.

H. Only employees, volunteers, or individuals on related City business are allowed to ride in a City vehicle. Family and friends of City employees are not allowed to ride in City vehicles, except if conducting official City business.

I. Employees shall ensure that the vehicle receives regular maintenance and has sufficient gas, oil, and other necessary fluids and that all tires are kept properly inflated.

## Section 11.3 Traffic Citations and Accidents

A. Traffic Citations: If an employee receives a traffic citation while operating or using a City- owned vehicle, equipment, or machinery or while driving their personal vehicle on City business, the employee shall pay any resulting fine at their own expense.

B. Accidents: If an employee is involved in an accident while operating or using a City vehicle, equipment, or machinery, or while driving their personal vehicle on City business, the employee shall report the accident and take the following actions if possible:

1. provide any aid they are qualified to perform to any injured parties. If an injury requiring emergency medical treatment has been sustained, call 911;
2. call the Police Department immediately. Do not move the vehicle in the event of an injury accident until directed by a peace officer, fire official, or individual with authority to make such order;
3. contact your Department Director immediately;
4. exchange insurance and contact information with the other party; and
5. follow any post-accident procedures or instructions of the city including but not limited to submitting to alcohol or drug testing.

# Chapter 12-ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

## Section 12.0 Purpose

The City requires a work environment free from the use, possession, and effect of alcohol, drugs, and controlled substances. Alcohol, drugs, and controlled substances impair employee judgment, which may result in safety risks, injuries, death, faulty decision-making, and reduced productivity. Therefore, employees shall be in a state of mind and physical condition fit to complete their assigned duties safely and competently.

## Section 12.1 General Policy

Substance abuse is recognized as diseases responsive to proper treatment, and this will be an option as long as the employee cooperates with all city policies and directives. An Employee Assistance Program is available to assist employees with alcohol and drug problems. Employees may be referred to an employee assistance counselor.

## Section 12.2 Definitions

A. Controlled Substance - Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended or any other local, state, or federal law that defines a controlled substance.

B. Drug - A drug is any chemical substance that produces a physical, mental, emotional, or behavioral change in the user.

C. Fitness for Duty - To work in a manner suitable for the job. To determine "fitness", a medical evaluation may include drug and/or alcohol testing.

D. Reasonable Cause/Reasonable Suspicion - Supported by evidence strong enough to establish that a policy violation has occurred.

E. Testing - Is generally defined as a urine, breath, blood, or hair follicle test to determine chemical or drug content. Any employee may be tested for drug or alcohol use when there is "reasonable cause/reasonable suspicion" that:

   1. use of a substance is affecting performance or,

   2. the employee is engaged in any of the prohibited acts or activities listed in this policy.

F. Under the Influence - A state of having a blood alcohol concentration in excess of the Texas state limit or more, where "alcohol concentration" has the meaning assigned to it in Texas Penal Code 49.01 or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

## Section 12.3 Violations

The sale or unlawful manufacture, possession, distribution, or use of alcohol, drugs, or controlled substances by an employee while on duty, during breaks, or at any time while the employee is on a City property, premises, worksite, or on call, is prohibited and constitutes cause for

discipline, up to and including termination. The appropriate law enforcement agency shall be notified of any such violation. Any employee arrested for an alcohol, drug, or controlled substance crime shall report their arrest to their Department Director immediately but no more than one (1) business day after the arrest.

As allowed by law, the City retains the right to order employees to perform random alcohol or drug tests at any time at a testing facility of the City's choice as allowed by law and may order employees to perform alcohol and drug tests when the City has reasonable suspicion of alcohol or drug use.

## Section 12.4 Searches and Testing

The City may search or inspect City-owned property, equipment, materials, supplies, or facilities at any time for any reason. Employees do not have an expectation of privacy in City-owned property, equipment, materials, supplies, or facilities which includes but is not limited to:

A. lockers;

B. offices, cubicles, and workspaces;

C. computers, cell phones, tablets, pagers, telephones, or any other electronic device;

D. tool chests;

E. desks;

F. work sites; and

G. and City vehicles and machinery.

When the City has a reasonable suspicion that an employee is under the influence of alcohol, drug(s), or controlled substance(s), the employee shall be required to submit to alcohol and drug testing immediately.

A. Observations which constitute a factual basis for determining reasonable suspicion may include, but are not limited to:

   1. odor of alcoholic beverage;
   2. erratic behavior;
   3. mood swings;
   4. excessive absenteeism including tardiness;
   5. a medical emergency that can be attributed to use of alcohol, drug, or controlled substance use;
   6. documented deterioration in the employee's job performance; and
   7. an accident, injury, or death.

B. The employee's supervisor, Department Director, or Human Resources Department shall submit information, in writing, to the City Manager that describes the need for testing under this section. Such documentation shall include the:

   1. date;

2. time;
3. place;
4. description of incident; and
5. and statements of witnesses.

C. Any evidence shall be collected.

D. If testing is required, the Department Director or designee shall transport the employee to the City's alcohol and drug testing facility. The City Manager or designee shall transport Department Directors that are required to be tested. The type of alcohol or drug test may be based on a urine, blood, or other type of sample as appropriate and which is medically accepted and reliable.

## Section 12.5 Prescription or Over the Counter Medication Use

Employees taking prescribed medication or who use over the counter medications may do so only if such use does not affect an employee's ability to perform the essential functions of their employment position. If such use does affect an employee's ability to perform the essential functions of their employment position, the employee shall immediately notify their Department Director and the Human Resources Department. Prescription and over the counter medication may only be used in accordance with packaging and directions.

## Section 12.6 Supervisory and Employee Training

Department Directors shall receive training regarding the City's drug and alcohol policy and the use of the Employee Assistance Program (EAP). The City shall comply with all state laws requiring employee cyber training.

# Chapter 13-MISCELLANEOUS PROVISIONS

## Section 13.0 Activity Reports

Department Directors shall submit monthly reports concerning the activities of their department to the City Manager and may be required to provide reports to City Council. The City Manager may require more frequent reports.

## Section 13.1 Property Control

A. Department Directors shall ensure that property, equipment, materials, or supplies are safeguarded, accounted for, and used properly.
B. Department Directors shall maintain an inventory of all City property, equipment, materials, or supplies.
C. Except for routine and customary disposal of garbage or rubbish, disposal of City property, equipment, materials, or supplies shall be approved by City Council as salvage or surplus property.
D. Gasoline obtained from City pumps shall be logged.

## Section 13.2 Purchases

Employees shall only make purchases or spend City funds as set forth in the City's purchasing policy.

## Section 13.3 Safety and Health

A. Department Directors shall ensure safety and health procedures are followed.
B. Employees shall follow all safety and health procedures set forth by the City and any applicable law, rule, or regulation.
C. Employees shall immediately report any unsafe condition, unhealthy condition, or property damage to their supervisor who shall report such up the chain of command to their Department Director.

Employees shall immediately report any accident, injury, or illness to their supervisor who shall report such, in written form, up the chain of command to their Department Director. The Department Director shall immediately report to the Human Resources Representative and the City Manager. If a Department Director suffers an accident, illness, or injury, the Department Director shall immediately report such, in written form, to the City Manager and Human Resources Representative. If the City Manager suffers an accident, illness, or injury, the City Manager shall immediately report such, in written form, to the City's Mayor and Human Resources Representative.

The following table provides a visual representation of the process described above:

| Who suffered accident, illness, or injury? | Who Completes Injury Report? | Who receives written notice of accident, illness, or injury (at a minimum) | | | |
|---|---|---|---|---|---|
| | | Dept Head | Human Resources | City Manager | Mayor |
| Employee | Employee or Supervisor if employee is unwilling or unable | X | X | X | |
| Department Head | Department Head or City Manager if Department Head is unwilling or unable | | X | X | |
| City Manager | City Manager or Mayor if City Manager is unwilling or unable | | X | | X |

## Section 13.4 Work Breaks, Meal Breaks, Other Breaks

The City provides two (2) fifteen (15) minute work breaks at the discretion of the Department Director or the City Manager.

A. One (1) work break is to be taken in the morning and the other in the afternoon

B. Work breaks shall be taken at convenient times without leaving an employee's duties or telephone unattended.

C. Work breaks do not accumulate for later use or take precedence over a work situation.

D. Department Directors or supervisors shall schedule employee meal breaks to facilitate serving the public with efficient City operations. Meal breaks shall not exceed one (1) hour in length unless approved by the Department Director. The employee shall be fully relieved from duty during meal breaks or else such time will count as time worked.

E. Right to Express Breast Milk. The City supports the practice of expressing breast milk and shall make reasonable accommodations for the needs of employees who express breast milk by providing reasonable break times and shall provide a private place, other than a bathroom, that is shielded from view and free from intrusion from other employees and the public, to express breast milk. An employee who needs to express breast milk during working hours should inform their Department Director and Human Resources Department to determine a reasonable accommodation. Breaks of more than fifteen (15) minutes in length shall be unpaid, however, the employee may use paid leave time for extended breaks. Under Texas Law, a public employer may not suspend or terminate employment of, or otherwise discriminate against, an employee because she has asserted her right to express breast milk in the workplace.

## Section 13.5 Personal Use of City Property

The personal use of City property, land, equipment, materials, supplies, or facilities is prohibited; however, employees may rent city facilities that are available to members of the public at the same rates as the public.

## Section 13.6 Professional Membership and Subscriptions

The City may pay for the cost of professional memberships and subscriptions for employees if such is applicable to their employment position. Requests for professional memberships and subscriptions shall be approved by the Department Director or designee prior to signing up for any professional membership or ordering any subscriptions.

## Section 13.7 Health Insurance Portability and Accountability Act (HIPAA)

When applicable, the City shall comply with all HIPAA requirements, regulations, and laws.

# ADDENDUM TO CITY OF SEALY, TEXAS

# PERSONNEL MANUAL

## Generative Artificial Intelligence (AI)

### Purpose

This policy establishes the appropriate and responsible utilization of Generative AI software within the City of Sealy. This applies to all employees, contractors, and any other individuals using the City network or electronic communication resources provided by the City.

### Background

Generative AI is a type of electronic or web-based tool that uses Large Language Models (LLMs) to produce content based on inputs, known as prompts, from the user. These tools can generate vast amounts of textual data scraped broadly from the internet as well as information from specific, focused data sets. These tools are not actual "artificial intelligence" per se; rather, they are very sophisticated algorithmic models that predict what the likely language, text, or video that satisfies the prompt should be. Well-known examples included OpenAI's ChatGPT, Google Bard, Microsoft 365 Copilot, and Dall-E. The City acknowledges the opportunity for a controlled and responsible approach to Generative AI that recognizes the benefits to efficiency while minimizing the risks around AI bias, privacy, and cybersecurity.

**Guidelines to follow while using Generative AI for City work:**

- **Public Information and Prompts:**
  - All information and any product created by the Generative AI program and included in a City document, should be considered to be a public document, and may be subject to a Public Information Act (PIA) request
  - The information entered into Generative AI systems can be made publicly available and revealed to other users later, which may result in waiving any exemption later to withholding the information under a PIA request
  - Users shall never input confidential or proprietary information into Generative AI systems
    - Confidential and proprietary information includes, but is not limited to, third-party intellectual property, copyrights, trademarks, business strategies, financial information, and personal data of employees and/or constituents
- **Work Output and Accountability**
  - While Generative AI can assist with generative work output, employees are responsible for the input of information, reviewing and verifying the accuracy, quality, completeness and appropriateness of the final output
  - Generative AI should be used as a tool to enhance productivity and efficiency, but employees must exercise their professional judgement and expertise in validating and refining the work output
  - Employees must ensure that the work output aligns with City of Sealy policies, administrative regulations, and legal requirements
  - Generative AI cannot be relied upon to make critical decisions or provide professional advice
  - Generative AI should not become a vehicle for maintaining information or date. The information and data is to be retained in accordance with any requirements established under the City's records retention schedule
- **Privacy and Security**

- Employees must maintain the confidentiality and security of City information, adhering to all relevant policies, administrative regulations, contracts, and legal obligations. This includes any text, photos, videos, voice recordings, contracts, agreements, personnel records, or other sensitive documents
- Generative AI usage should comply with all City policies and standards regarding information security, including password protection, data encryption, and secure communication channels
- Responsive by Generative AI are based on patterns learned from accumulated data, which may reflect biases or factual errors and should be reviewed for accuracy and completeness before being used by the employee for any purpose related to City operations

- **Disclosure and Citation of Generative AI Use**
  - Employees shall disclose to their immediate supervisor before Generative AI may be used by an employee for any purpose related to City business, including as part of a creative, data analysis, or decision-making process, and the employee must provide the specific tool used (i.e. Open AI, Google Bard, ChatGPT, etc.)
  - The supervisor shall review all input and output created by AI technology for inaccuracies and misinformation
  - When Generative AI is used to provide language for use in a document created by an employee, the use of Generative AI will be disclosed and cited as a footnote, endnote, header, or footer to the document. Citations for text-generated content must include the following:
    - Name of Generative AI system used (i.e. ChatGPT, Google Bard, etc.)
    - Example: "This text was summarized using Google Bard"
    - Example: "This description was generated by ChatGPT-4 and edited by John Smith"
  - Employees are ultimately responsible for their work product and proper research and fact-check is key to generating responsible, accurate output. Failure to disclose or properly research work may result in disciplinary action up to and including termination

By adhering to this policy, employees contribute to the responsible and effective utilization of Generative AI, protecting the City's interests, privacy, security, and quality of work produced by City employees.

Individual City departments may implement additional restrictions, limitations, and other requirements for employees in that department must follow in using any type of Generative AI. The requirements of a department's policy cannot be less restrictive than what is contained in this policy.

Violations of this policy or a Generative AI policy implemented by a City department, may lead to disciplinary action, up to and including termination.

Please note that the City may modify this policy at any time, without notice.

# Prohibited Applications Policy (TIKTOK)

### A. Purpose

To implement an information technology approach focused on protecting the City's sensitive information and critical infrastructure as required by Chapter 620, Texas Government Code, from technology believed to pose a threat to governmental infrastructure, by prohibiting and preventing the download or use of prohibited technologies on any City-owned or issued electronic device.

### B. Roles and Responsibilities

All City employees are expected to be familiar with and adhere to the terms of this policy and all sub-policies and procedures.

City employees are prohibited *on any City-issued, owned or leased devices*, from downloading, installing or using the social media service TikTok or any successor application or service developed, provided or owned by ByteDance Ltd., such as Tik Tok, or any subsidiary or any prohibited software/applications/developers listed on https://dir.texas.gov/information-security/prohibited-technologies or a social media application/service, as referenced in Section 620.005 Texas Government Code. City staff may prohibit the use of TikTok on City devices by limiting network access to the application.

**C. Exceptions**

Exceptions to the ban on prohibited technologies, as required by state law, may only be approved by the City Manager or Police Chief:

1) When the use of prohibited technologies is required for a specific business need, such as enabling criminal investigations or for developing or implementing information security measures.

2) Any such exception must detail and include (1) the use of measures to mitigate risks to the security of city information during the use of the covered application; and (2) the documentation of those measures.

3) To the extent practicable, exception- based use should only be performed on devices that are not used for other city business and on non-city networks. Cameras and microphones should be disabled on devices for exception-based use.

**D. Compliance**

Compliance with this policy will be verified through various methods for City-owned, leased and issued devices, including but not limited to, IT/security system reports. Violations of this policy will result in coaching and repeat offenses may result in disciplinary action up to and including termination of employment.

If the underlying statute, Texas Government Code §§620.001-.006, is declared unconstitutional, unenforceable, or vacated by a court of competent jurisdiction, this policy is void.

## Reasonable Accommodations for Pregnant Workers Policy

**A. Purpose**

As required by the federal Pregnant Workers Fairness Act (PWFA), City of Sealy will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause undue hardship to the City's operations.

**B. Policy**

An employee or applicant may request an accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request in writing to Human Resources (HR). The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed, and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat, and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the City will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

City of Sealy prohibits any retaliation, harassment, or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

**On-The-Job Injuries and Illnesses**

**A. Workers' Compensation Insurance**

The City provides Worker's Compensation insurance for all of its employees. This insurance provides medical expenses and a weekly payment if an employee is absent from work for more than seven (7) days because of a bona fide, on-the-job, work-related injury or illness.

**B. Public Safety or First Responder Employees**

Line of Duty injuries for Police, Fire, and EMS shall be managed in accordance with Texas Local Government Code, Chapter 177A. Police, Fire, and EMS workers who sustain a Line-of-Duty injury or illness shall be provided with an administrative leave of absence for a period commensurate with the nature of the line of duty illness or injury for up to one year from the date of injury. During any such leave, the affected employee will receive Temporary Income Benefits from the City's Worker's Compensation Insurance provider plus a supplemental wage to equal the employee's full pay at the employee's regular work schedule. Full pay under this section does not include overtime, even if regularly incurred when the employee is actively working. It does, however, include stipends, shift pay, and other similar pay added to so-called "base pay." At the end of the leave of absence, the City Council may extend the leave of absence at full or reduced pay at the employee's request.

Where a first responder employee is temporarily disabled by a line of duty injury or illness, requiring additional leave beyond the previous leave of absence and any City Council-granted extension, the employee may use accumulated sick leave, vacation time, and other accrued benefits before being placed on temporary leave. Another firefighter, police officer or EMS employee, as applicable, may voluntarily do the work of the injured firefighter, police officer, or EMS employee so that the temporarily disabled employee continues to receive wages

and benefits while on temporary leave. In order to facilitate recovery, employees on Workers' Comp or temporary leave are prohibited from working off-duty or ancillary jobs for other employers.

If medically cleared to do so, a firefighter, police officer, or EMS employee may return to light duty while recovering from a temporary disability. If medically necessary, the light duty assignment may continue for at least one year.

After recovery from a temporary disability, the employee shall be reinstated at the same rank and with the same seniority the employee held before going on temporary leave.

Should the employee be determined to be permanently disabled during any part of this process, such that they will be unable to perform the essential functions of the their position with or without an accommodation, the department head – in consultation with Human Resources, and with City Manager approval, will make the necessary arrangements for the employee's retirement under the on-the-job disability clause of any coverage provided by the City, including the Texas Municipal Retirement System (TMRS).

Approved 7.15.25, Replaces Version 1.8.25 – 7.15.25, Effective 7.16.2025

**City of Sealy**

**Employee Accident/Incident Report**

**Form is available in PDF fillable format in the City's Shared Drive**

*(Forms: Human Resources, Employee Accident Report)*

Name:_____

Date of Accident/Incident: _____Time of Accident/Incident:_____

Location of Accident/Incident: _____

**WHAT HAPPENED?**

| |
|---|
| |

**WHY DID IT HAPPEN?**

| |
|---|
| |

**ADDITIONAL REMARKS:**

| |
|---|
| |

**WAS MEDICAL ATTENTION NEEDED? IF SO, ATTACH COPIES OF INFORMATION RECEIVED FROM PHYSICIAN. PLEASE MAKE SURE IT HAS THE PHYSICIANS NAME, ADDRESS, AND TELEPHONE NUMBER.**

| |
|---|
| |

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

_____ _____

Department Head Signature Date

_____ _____

Human Resources Representative Date

_____ _____

City Manager Signature Date

*If Applicable:*

_____ _____

Mayor Signature Date

Item #5

AGENDA ITEM NO: 5

SUBMITTED BY: Mike Barrow, Assistant City Manager
MEETING DATE: July 15, 2025

# STAFF REPORT

## DESCRIPTION

Discussion and Possible Action Regarding Pay Scale. (Compensation Schedule)

## ANALYSIS

The first thing that I want to convey is that in all of our efforts to provide pay scales for all city employee positions, Kimbra and I discuss pay sustainability and pay moving forward on at least a weekly basis, while discussing the pressures that our department heads feel knowing that other cities are actively recruiting our trained employees. Through successful implementations of pay increases and taking care to also adjust pay to correct some of the disparities with our neighboring cities, we feel that we can better retain and recruit with the pay scale being presented. You won't often hear private companies discuss actual compensation numbers in public for what they are having to do with employee compensation to be competitive, as many of us recruit from the same population. But you'll hear it here, at a council meeting, as it should be heard since we are funded by tax payers and rate payers. Citizens want to know that there are plans now and plans for the future. These tax and rate payers want to see Sealy prosper, they want to know that the City of Sealy maintains its infrastructure, and they want to know that their community is safe. We must create a good working environment amongst our employees, and we believe that we do that. We must work to create compensation plans that improve our outcomes. Every day, we need good employees in these positions and we need them to be successful.

We want to accomplish the following:

- Continue to provide Essential City Services in the quality that Citizens expect
- Attract and Retain good Employees
- Further improve Employee Satisfaction and Investment in our Employees.

Essential City Services

As we provide Essential City Services, the population increases and there are also times we are asked to increase the level of service provided. Both of these knowns increase pressure on the number of staff that we have to carry out essential functions. Each year, as part of any budget preparation, we discuss any needs for adding positions. We continue to work to carry out city functions with the number of employee positions we have filled and vacant. We can fall behind and do, and we catch up..... somewhat. What I mean by somewhat, is that public

works work is never really done. Every week and every month, there are somethings that we won't get to. Public works is made of operations and maintenance. That is a simple way of saying it. Public works is actually, performing state water and wastewater system required duties of operations, inspections, documentation, training, as well as, planning, repairs, preventative maintenance, system replacements due to age of infrastructure or replacements due to need for increased capacity, and study of operations to improved outcomes for quality. That isn't even a complete list of meetings with staff or department meetings, meetings with citizens, developers, and businesses owners. Some tasks are pushed off for another day or week or month for lack of time and manpower and this is not just a problem for our Sealy Public Works Department, but all public works departments everywhere. Lack of time and manpower is also not just a problem for public works, but police departments and for all city departments.

I have worked the private sector too. I know full well that much of the issues I bring up are the same issues facing the private sector, whom we all, to some degree, have the same employee pool to recruit from. Some parts of the private sector do have limited number of customers just as a municipality does, however where a private company may be able to sell a product at cost plus profit, a municipality's plan year after year, is to bring in sales of services to cover the costs of operations and maintenance, and any excess revenues (which the enterprise rates and budget are designed to have no surplus revenues) are kept in the specific fund for future use to repair/replace existing infrastructure to continue the essential functions and services or to cover any years where those annual revenues do not cover that same year's expenses.

I do want to say that I fully understand anyone's rebuttal of any context that is missing from my analogy between the public sector and the private sector. This staff report is about recruiting and retaining employees that the public and private sector are both trying to recruit from.

Attract and Retain

As much as we can, and with method and sustainability at the forefront, it is more than necessary to replace the current Pay-Scale with this proposed Compensation Schedule Updated for 07/15/2025.

In talking to department heads, including both Chief Reeves and Assistant Chief Grimes, we know what pay is being offered by other cities around us and we know what they are paying their current employees. Every city is different in some way from how they handle employee compensation. For the police departments, we are still seeing many who are offering sign-on bonuses anywhere between $5,000 up to $10,000. Some departments, including ours, do not see sign-on bonuses as a long-term approach. I agree. Take home vehicles are the number one sticking point when we try to recruit both cadets out of the academy or tenured officers. There getting this from other departments. A close second is pay. We do feel that we offer a good working environment and our employees are working well together for improved outcomes.

In talking to Patrick Parsons, again, we know what is being offered by other cities when we try to offer someone a position that we are trying to recruit or who made application. We put our pay ranges in our advertisements and we believe that too often, the low end of the range for Utility positions dissuades applicants who have a good work history, but no formal experience.

I had a conversation with Jennifer Matura and she confirmed to me that when she was looking for job in her twenties, she didn't fill out applications for jobs that didn't state what the pay was because she felt that the company probably didn't want to show how low it was. I thought that was a good point. Either way, this was how she felt as a potential applicant. For city positions that do not need a great deal of experience and we can train, we need to be able to show starting pay to someone who has an excellent work history. And those city positions that require water and wastewater licenses and gas certification, we want to show starting pay and a range of pay based on the experience and licenses. Many cities have water and sewer license certification pay. We do not. In the end, our offers must be attractive and our pay scale must be adjusted to keep employees that we have trained here. Being able Continuing to be able to show our approved pay scale is important in the eyes of our employees, any future employees, and our citizens. that we have a plan and a good plan that meets our needs.

I have provided some of the cities I was able to find who actually had their pay scales on-line. Fulshear provides their compensation schedule in a format that City Council has been presented with before. While I was looking at Fulshear, I wanted to make sure that City Council didn't misunderstand my intent and think that I or anyone else wants to just follow Fulshear. I looked at Fulshear as just another piece of information that was in a format we are familiar with and the fact that they are actively recruiting some of our employees. Our goals are to recognize what we are up against with Fulshear being just 24 minutes from Sealy and Brookshire and Katy being just 16 minutes and 25 minutes from Sealy. Brookshire is offering a base pay of $60,900 to $67,900 for patrol officer, plus incentive pay and a $7,500 sign on bonus for police officers. This is on their website. Fulshear has openings now for police officer with pay between $69,778 to $76,265. We now understand that Fulshear, who had contracted out their utility operations, are taking their utilities back over and they are hiring and recruiting.

The basics are, that over the past two years we have received very few applicants for the police department or public works and even fewer clean applicants with good work history or just good histories. We would like to fill the 4 open patrol positions within the next 6 months and we would like to fill the 5 open public works positions. With this, we are still holding "do not fill" notes on 3 other patrol officer positions and 1 investigator position. Once we have an approved compensation schedule (pay scale) that aligns with the current salaries or salaries to be adjusted with an approved 2025-2026 Budget, we believe that we will have better chance to get qualified police department applicants and fill the 4 open patrol positions, and open up the investigator position, as well as fill the 5 open public works positions.

Investment in our Employees

This is all an investment in our employees, or rather continued and improved investment in our employees. It is also an investment just like any other in city businesses whether it is infrastructure or equipment. It is all meant to put in position to be successful.

## RECOMMENDATION

I was able to meet with newly appointed Assistant Police Chief Russell Grimes and to have him look over the police department proposal and he is committed to working to fill these positions. I look back and I want to thank Chief Reeves again, as I did in November for his work to retain what we had at that time, and also help put us in the position we are in now by not filling the

4 positions, in order that we would have the best chance at improving the existing department employee salaries and being able to feel comfortable about this proposed compensation schedule.

## FINANCIAL IMPACTS

The budget will change slightly over the next few months. However, we hope to implement the Merit Increases as budgeted in the 2024-2025 Budget. Then, with the 2025-2026 Budget, and the salaries called for in that budget, we hope to get this compensation schedule approved and make those pay adjustments from an approved 2025-2026 Budget.

I will have at the council meeting a handout of the Total Personnel Costs for both the Merit Increases and the 2025-2026 Budget, compared to current Total Personnel Costs.

City of Fulshear PD Webpage 07.10.25

# SALARY RANGE AND TOP STEP INCENTIVES

- 
  - 
    - Salary Range **$74,561.34-$79,124.01**
    - Cost-effective health and welfare package
    - Medical, dental, and vision effective the first day of the month after your start date
    - Medical, dental, vision, LTD, and Life **premiums are 100% paid** by the City for full-time employees
    - City contributions of 25% toward dependent healthcare
    - Flexible Spending Options – City of Fulshear contributes a total of $1723.00 annually to your HSA plan ($71,79 per pay period)
    - Long Term Disability is funded completely by the City in the event of illness or injury
  - Specialty Divisions
    - Criminal Investigations Divisions
    - K-9
    - Traffic Unit
    - Community Liaison
    - Recruiting

# ADDITIONAL BENEFITS

The police department has numerous benefits that include:

- 
  - Employee Assistance Program (EAP):
    - Provided through MetLife. Includes 24-hour call center, short term counseling (8 sessions), and work life solutions (legal and finance guidance). Available to anyone in your household.
  - AFLAC:
    - Pre-tax benefits if enrolled. (Not covered by the City)
  - Texas Municipal Retirement System – TMRS:
    - Requires 7% of the salary contributions bi-weekly.
    - The City matches contributions on a 2 to 1 basis after employee reaches vesting period. (5 years after employment)
  - Deferred Compensation options: 457B plans available to full time employees
  - Leave Accrual
    - Thirteen (13) paid holidays per year
    - 120 hours of sick leave per year, accrued
    - Three (3) days personal leave
    - Vacation leave is accrued starting on your first pay period.
      - Up to (2) weeks paid vacation in year one (1) through five (5)
      - Three (3) weeks paid vacation after five (5) years of service
  - Tuition reimbursement

Mike's Note : City of Fulshear – Compensation Schedule further down in the packet.

College Station PD webpage 07.10.25

Police Officer Pay is based on the TCOLE license of the employee. Unlicensed employees hired for the Entry Level Police Officer positions will be paid at the Cadet/Unlicensed rate of $63,502. Lateral officers will enter the pay scale according to their TCOLE license at the time of their hiring:

**Basic License Entry Pay:** $67,330
**Intermediate License Entry Pay:** $75,587
**Advance License Entry Pay:** $82,410
**Master License Entry Pay:** $89,856

**HIRING BONUSES:** Certified Officers are eligible for one of two hiring bonuses. Certified officers with under two years of experience are eligible for a $3500 hiring bonus. **Certified officers with over two years of experience are eligible for a $20,000 hiring bonus.**

**$300 ANNUALLY • $11.54 BI-WEEKLY**
Associate's Degree

**$420 ANNUALLY • $16.15 BI-WEEKLY**
Hostage Negotiation Team

**$600 ANNUALLY • $23.08 BI-WEEKLY**
Accident Reconstructionist
Bachelor's Degree

Crime Scene Technician
Crisis Intervention Officer
Drug Recognition Expert
SWAT

**$720 ANNUALLY • $27.70 BI-WEEKLY**
Bilingual Pay

**$1,040 ANNUALLY • $40 BI-WEEKLY**
Shift Differential

**$900 ANNUALLY • $34.62 BI-WEEKLY**
Explosive Technician
Intermediate Peace Officer Certification
Master's Degree
Public Information Officer

**$1,200 ANNUALLY • $46.14 BI-WEEKLY**
Advanced Peace Officer Certification
Corporal Position
Forensic Technician
Recruiting Specialist
Training Specialist

**$1,800 ANNUALLY • $69.23 BI-WEEKLY**
Master Peace Officer Certification

**$20 PER DAY**
Field Training Officer (FTO)

Mike's note: City of College Station – Police Pay Scale further down in the packet.

## CITY OF FULSHEAR GENERAL COMPENSATION SCHEDULE FY2425

| Class | Position Title | Department | Minimum | Market | Midpoint (60%) | Maximum |
|---|---|---|---|---|---|---|
| 100 | | | $19.60 | $21.56 | $23.72 | $27.45 |
| | | | $40,776.74 | $44,844.80 | $49,337.60 | $57,096.00 |
| | [reserved for future use] | | | | | |
| 105 | | | $20.98 | $23.08 | $25.39 | $29.37 |
| | | | $43,638.40 | $48,006.40 | $52,811.20 | $61,089.60 |
| | Administrative Assistant I | Any | | | | |
| | Custodian | PW | | | | |
| | Customer Service Representative I | Any | | | | |
| | Maintenance Worker I | PW | | | | |
| | Traffic Control Maintenance Technician I | PW | | | | |
| 110 | | | $22.45 | $24.70 | $27.17 | $31.43 |
| | | | $46,696.00 | $51,376.00 | $56,513.60 | $65,374.40 |
| | Customer Service Representative II | Any | | | | |
| | Finance Specialist I | Finance | | | | |
| | Maintenance Worker II | PW | | | | |
| | Parks Maintenance Works | PW | | | | |
| | Utility Maintenance Tech I | Utilities | | | | |
| 115 | | | $24.02 | $26.42 | $29.06 | $33.63 |
| | | | $49,961.60 | $54,953.60 | $60,444.80 | $69,950.40 |
| | Administrative Assistant II | Any | | | | |
| | Finance Specialist II | Finance | | | | |
| | Facilities Maintenance Technician I | PW | | | | |
| | Permit Technician | Planning | | | | |
| | Records Coordinator | PD | | | | |
| | Street & Right of Way Maintenance Tech II | PW | | | | |
| | Traffic Control Maintenance Technician II | PW | | | | |
| | Utility Maintenance Technician II | Utilities | | | | |
| | Utility Services Specialist | Utilities | | | | |
| 120 | | | $25.70 | $28.27 | $31.10 | $35.98 |
| | | | $53,456.00 | $58,801.60 | $64,688.00 | $74,838.40 |
| | Communications Specialist | Admin | | | | |
| | Deputy Court Clerk | Court | | | | |
| | Facilities Maintenance Technician II | PW | | | | |
| | GIS Technician | IT | | | | |
| | HR Coordinator | HR | | | | |
| | Project Coordinator | PW | | | | |
| | W/WW Operator in Training | Utilities | | | | |

## CITY OF FULSHEAR GENERAL COMPENSATION SCHEDULE FY2425

| Class | Position Title | Department | Minimum | Market | Midpoint (60%) | Maximum |
|---|---|---|---|---|---|---|
| 125 | | | $27.50 | $30.25 | $33.28 | $38.50 |
| | | | $57,200.00 | $62,920.00 | $69,222.40 | $80,080.00 |
| | Code Enforcement Officer | Planning | | | | |
| | Engineering Technician | PW | | | | |
| | Plans Examiner I | Planning | | | | |
| | Records Manager | PD | | | | |
| | Recreation Coordinator | PW | | | | |
| | Technical Suport Specialist I | IT | | | | |
| | Traffic Control Maintenance Crew Leader | PW | | | | |
| | Senior Utilities Maintenance Technician | Utilities | | | | |
| | W/WW Operator | Utilities | | | | |
| 130 | | | $29.43 | $32.37 | $35.61 | $41.20 |
| | | | $61,214.40 | $67,329.60 | $74,068.80 | $85,696.00 |
| | Assistant City Secretary | Admin | | | | |
| | Building Inspector I | Planning | | | | |
| | Construction Inspector | PW | | | | |
| | Executive Assistant | Any | | | | |
| | Human Resources Generalist | HR | | | | |
| | Planner I | Planning | | | | |
| | Technical Support Specialist II | IT | | | | |
| | W/WW Lead Operator | Utilities | | | | |
| 135 | | | $31.49 | $34.64 | $38.10 | $44.09 |
| | | | $65,499.20 | $72,051.20 | $79,248.00 | $91,707.20 |
| | Accountant I | Finance | | | | |
| | Building Inspector II | Planning | | | | |
| | Environmental Health Specialist | Planning | | | | |
| | Human Resources Specialist | HR | | | | |
| 140 | | | $33.69 | $37.06 | $40.77 | $47.17 |
| | | | $70,075.20 | $77,084.80 | $84,801.60 | $98,113.60 |
| | Budget & Management Analyst | Finance | | | | |
| | Community Engagement Specialist | Communications | | | | |
| | GIS Analyst | IT | | | | |
| | Plans Examiner II | Planning | | | | |
| | Public Works Supervisor | PW | | | | |
| | Utilities Operations Supervisor | Utilities | | | | |
| | Utility Services Supervisor | Utilities | | | | |

## CITY OF FULSHEAR GENERAL COMPENSATION SCHEDULE FY2425

| Class | Position Title | Department | Minimum | Market | Midpoint (60%) | Maximum |
|---|---|---|---|---|---|---|
| 145 | | | $36.05 | $39.66 | $43.63 | $50.47 |
| | | | $74,984.00 | $82,492.80 | $90,750.40 | $104,977.60 |
| | Accountant II | Finance | | | | |
| | Assistant Project Manager | PW | | | | |
| | Court Administrator | Court | | | | |
| | Grants & Planning Administrator | Planning | | | | |
| | Senior HR Specialist | HR | | | | |
| | Senior Building Inspector | Planning | | | | |
| | Senior Environmental Health Specialist | Planning | | | | |
| 150 | | | $38.57 | $42.43 | $46.67 | $54.00 |
| | | | $80,225.60 | $88,254.40 | $97,073.60 | $112,320.00 |
| | Communications Coordinator/PIO | Admin | | | | |
| | Development Coordinator | Planning | | | | |
| | Economic Development Coordinator | ED | | | | |
| | Planner II | Planning | | | | |
| | W/WW Superintendent | Utilities | | | | |
| 155 | | | $41.27 | $45.40 | $49.94 | $57.78 |
| | | | $85,841.60 | $94,432.00 | $103,875.20 | $120,182.40 |
| | Executive Coordinator | Admin | | | | |
| | HR Manager | HR | | | | |
| | Senior Systems Engineer | IT | | | | |
| | Purchasing Administrator | Finance | | | | |
| | Facilities & Parks Superintendent | PW | | | | |
| 160 | | | $45.40 | $49.94 | $54.93 | $63.56 |
| | | | $94,432.00 | $103,875.20 | $114,254.40 | $132,204.80 |
| | Assistant City Engineer | PW | | | | |
| | Budget Manager | Finance | | | | |
| | Chief Building Official | Planning | | | | |
| | Project Manager | PW | | | | |
| | Public Works Manager | PW | | | | |
| | Utilities Manager | Utilities | | | | |
| 165 | | | $49.94 | $54.93 | $60.42 | $69.92 |
| | | | $103,875.20 | $114,254.40 | $125,673.60 | $145,433.60 |
| | City Secretary | Admin | | | | |
| | IT Manager | IT | | | | |

## CITY OF FULSHEAR GENERAL COMPENSATION SCHEDULE FY2425

| Class | Position Title | Department | Minimum | Market | Midpoint (60%) | Maximum |
|---|---|---|---|---|---|---|
| 170 | | | $54.93 | $60.42 | $66.46 | $76.90 |
| | | | $114,254.40 | $125,673.60 | $138,236.80 | $159,952.00 |
| | Assistant City Attorney | Admin | | | | |
| | Assistant Director - Public Works Utilities | Utilities | | | | |
| | Assistant Director - Finance | Finance | | | | |
| 175 | | | $60.42 | $66.46 | $73.11 | $87.61 |
| | | | $125,673.60 | $138,236.80 | $152,068.80 | $182,228.80 |
| | Assistant Police Chief | PD | | | | |
| | City Engineer | PW | | | | |
| | Economic Development Director | ED | | | | |
| | Finance Director | Finance | | | | |
| | Human Resources Director | HR | | | | |
| | IT Director | IT | | | | |
| | Utilities Director | Utilities | | | | |
| 180 | | | $66.46 | $73.11 | $80.42 | $96.37 |
| | | | $138,236.80 | $152,068.80 | $167,273.60 | $200,449.60 |
| | Planning Director | Planning | | | | |
| | Public Works Director | PW | | | | |
| 185 | | | $71.11 | $78.22 | $86.04 | $103.11 |
| | | | $147,908.80 | $162,697.60 | $178,963.20 | $214,468.80 |
| | Police Chief | PD | | | | |
| 190 | | | $79.64 | $87.60 | $96.36 | $115.48 |
| | | | $165,651.20 | $182,208.00 | $200,428.80 | $240,198.40 |
| | Assistant City Manager | Admin | | | | |
| 195 | | | $85.21 | $93.73 | $103.10 | $123.55 |
| | | | $177,236.80 | $194,958.40 | $214,448.00 | $256,984.00 |
| | City Attorney | Admin | | | | |

FY 2024 City of Sugar Land

## PUBLIC SAFETY SALARY STRUCTURES – FY24

| | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| PD1 | Detention Officer | $24.72<br>$51,418 | $25.96<br>$53,997 | $27.20<br>$56,576 | $28.44<br>$59,155 | $29.67<br>$61,714 | $30.66<br>$63,773 | $31.65<br>$65,832 | $32.64<br>$67,891 | $33.63<br>$69,950 | $34.62<br>$72,010 |
| P-1 | Police Officer - Recruit | $29.87<br>$62,130 | | | | | | | | | |
| P-2 | Police Officer | $36.35<br>$75,605 | $37.93<br>$78,894 | $39.52<br>$82,202 | $41.10<br>$85,488 | $42.69<br>$88,795 | $43.97<br>$91,458 | $45.25<br>$94,120 | $46.53<br>$96,782 | $47.81<br>$99,445 | $49.09<br>$102,107 |
| P-3 | Police Sergeant | $50.07<br>$104,149 | $51.07<br>$106,226 | $52.09<br>$108,347 | $52.87<br>$109,970 | $53.66<br>$111,613 | $54.46<br>$113,277 | $55.00<br>$114,400 | $55.50<br>$115,440 | $56.00<br>$116,480 | $56.44<br>$117,395 |
| P-4 | Police Lieutenant | $57.57<br>$119,743 | $58.84<br>$122,387 | $60.08<br>$124,966 | $61.28<br>$127,462 | $62.44<br>$129,875 | $63.63<br>$132,350 | $64.71<br>$134,597 | $65.73<br>$136,718 | | |
| P-5 | Police Captain | $67.91<br>$141,246 | $70.05<br>$145,704 | $72.15<br>$150,072 | $74.21<br>$154,357 | $76.22<br>$158,538 | $78.20<br>$162,656 | | | | |
| P-6 | Assistant Chief of Police | $79.18<br>$164,689 | $80.97<br>$168,418 | $82.71<br>$172,037 | $84.40<br>$175,552 | $86.04<br>$178,963 | $87.62<br>$182,250 | | | | |

### Incentive Pay
(paid bi-weekly)

### Educational Degrees

- **Associate's:** $600 / annually
- **Bachelor's:** $1200 / annually
- **Master's:** $1800 / annually

### Certification Levels

- **Intermediate:** $600 / annually
- **Advanced:** $1200 / annually
- **Master's:** $1800 / annually

### Texas Municipal Retirement System (TMRS)

- Employee contribution: 7%
- City matches 2:1 with 5 years vesting

### Retirement Eligibility

- Age 60 and over vested, or

- 20 years of service, any age

**Longevity Pay**

After one year of employment, employees will receive an annual payment of $4 per month of employment for the first 25 years of continuous employment, maximum of $1,200 annually. Qualified employees receive longevity payments each December.

**Other Benefits available:**

- Excellent health benefits
- 13 paid holidays annually
- 80 hours paid vacation annually (up to 160 hours at 11 years with City)
- Paid sick leave accrual of 3.69 hours per pay period
- Paid Parental Leave – up to 6 weeks
- Fitness Incentive Program (up to 80 hours Paid Leave Annually)
- Other specialty and assignment pays are available

**Officer Issued Equipment**

- Body armor
- **Duty weapon:** Glock, 9mm
- **Patrol rifle:** AR -15
- 21-inch ASP Baton
- Taser
- Uniforms
- All leather gear, excluding boots
- Portable radio with charger

## Salary & Benefits

The City of Rosenberg strives to hire the best applicants to serve the citizens of Rosenberg. To do this, we offer competitive salaries to attract the most elite applicants. In addition to the salary, the city is committed to the employees success by offering additional monthly incentives to employees who enhance their knowledge and skills which benefit their position within the City of Rosenberg.

Select from the options below to view the salary scales for various positions. You can also use the salary calculator to determine your annual salary, along with holiday pay and any incentives you may qualify for.




## Salaries

POLICE OFFICER | DISPATCHER | CIVILIAN JAILER | POLICE CADET

| POLICE OFFICER SALARY SCALE - EFFECTIVE 6/1/2025 | | | |
|---|---|---|---|
| CODE | YEARS IN POSITION | HOURLY RATE | ANNUAL SALARY |
| OE | ENTRY | $35.61 | $74,068.80 |
| O1 | 1 YEAR | $36.50 | $75,920.00 |
| O2 | 2 YEAR | $37.41 | $77,812.80 |
| O3 | 3 YEAR | $38.35 | $79,768.00 |
| O4 | 4 YEAR | $39.31 | $81,764.80 |
| O5 | 5 YEAR | $40.29 | $83,803.20 |

| POLICE OFFICER SALARY SCALE - EFFECTIVE 6/1/2025 | | | |
|---|---|---|---|
| O6 | 6 YEAR | $41.30 | $85,904.00 |
| O7 | 7 YEAR | $42.33 | $88,046.40 |
| O8 | 8 YEAR | $43.39 | $90,251.20 |
| O9 | 9 YEAR | $44.47 | $92,497.60 |
| O10 | 10 YEAR | $45.58 | $94,806.40 |

*** *The annual salaries above reflect the hourly rate on a 2,080 hr. scale* ***

*** *Overtime pay, Incentive pay & holiday pay is <u>not</u> reflected* ***

*** *Employees who reach the last step for their position will receive a 2.5% lump sum payment annually* ***

| ADDITIONAL COMPENSATION - OFFICER (PAID MONTHLY) | | | | | |
|---|---|---|---|---|---|
| POSITION INCENTIVES | | | EDUCATION INCENTIVES | | |
| Field Training Officer | $150 / Mo. | $1,800 / Yr. | Associate's Degree | $75 / Mo. | $900 / Yr. |
| Alcohol Breath Operator | $100 / Mo. | $1,200 / Yr. | Bachelor's Degree | $125 / Mo. | $1,500 / Yr. |
| Drug Recognition Expert | $100 / Mo. | $1,200 / Yr. | Master's Degree | $200 / Mo. | $2,400 / Yr. |
| Investigator Position | $200 / Mo. | $2,400 / Yr. | Doctoral Degree | $300 / Mo. | $3,600 / Yr |
| SHIFT DIFFERENTIAL INCENTIVES | | | TCOLE CERTIFICATION INCENTIVES | | |
| Evening Shift | $150 / Mo. | $1,800 / Yr. | Advanced Certification | $100 / Mo. | $1,200 / Yr. |
| Night Shift | $200 / Mo. | $2,400 / Yr. | Master Certification | $150 / Mo. | $1,800 / Yr. |

**To see the requirements for each Texas Commission on Law Enforcement Certification certificate, view the <u>Texas Commission on Law Enforcement website</u> for more details.**

### Bi-lingual Incentive Pay

- $50.00 ($600 / Yr.)

## What We Offer



- No monthly health insurance premiums for employees who qualify.*
- Dental / Vision Insurance & Employee Assistance Program.
- Can earn up to 3 days off and $150 depending on results of the annual physical fitness test.
- Constant Officer Texas Commission on Law Enforcement Training annually.
- Pro-active style of policing.
- 4 Day Work Week (10 Hour Shifts). Three days off, including one day of the weekend.
    - Sunday - Wednesday or Wednesday - Saturday (All department personnel work on Wednesdays which is a designated training day for police personnel on alternating weeks).

- Take Home Vehicle Program If you live within the ETJ*(Eligible after completing probationary period).*
- Texas Municipal Retirement System 7% With 2 to 1 Match. (Vested at 5 years)
- Paid time off.
    - 13 official paid holidays a year along with 2 personal holidays
    - 80 hours of Vacation a year / Sick Leave Accruals.
- Uniforms / Equipment Provided With Annual Allowance of $700.
    - Firearm, handcuffs, ammunition and footwear are not provided

## EMERGENCY COMMUNICATIONS SALARY- EFFECTIVE 1/1/2024

### Non-Certified (Grade 4)

| Hourly Rate | Annual Salary |
|---|---|
| $19.84 | $41,267.20 |

### TCOLE Certified with less than 3 years experience (Grade 6)

| Hourly Rate | Annual Salary |
|---|---|
| $23.42 | $48,713.60 |

### TCOLE Certified with 3+ years of experience (Grade 7)

| Hourly Rate | Annual Salary |
|---|---|
| $25.65 | $53,352.00 |

****** The annual salaries above reflect the hourly rate on a 2,080 hr. scale ******

****** Overtime pay, Incentive pay & holiday pay Is <u>not</u> reflected ******

## Dispatcher Incentive Pay (Monthly)



- Active Trainer - $150
- Texas Commission on Law Enforcement Certification
    - Intermediate Texas Commission on Law Enforcement Certification - $150
    - Advanced Texas Commission on Law Enforcement Certification - $300
    - Master Texas Commission on Law Enforcement Certification - $450

To see the requirements for each Texas Commission on Law Enforcement Certification certificate, view the Texas Commission on Law Enforcement website for more details.

## Additional Incentive Pay (Monthly)

### Shift Differential Pay

- Evening Shift - $150.00
- Night Shift - $200.00

### College Degree Incentive Pay

- Associate's Degree - $75.00
- Bachelor's Degree - $125.00
- Master's Degree - $200.00
- Doctoral Degree - $300.00

### Bi-lingual Incentive Pay

- $50.00

## What We Offer

- Can earn up to 3 days off and $150 depending results of the annual physical fitness test.
- Continuous training in compliance with Texas Commission on Law Enforcement.
- Health, Dental, Vision Insurance & Employee Assistance Program.
- 4 Day Work Week (10 Hour Shifts). Three days off.
- Texas Municipal Retirement System 7% With 2 to 1 Match.
- Time Off
    - 13 official paid holidays a year along with 2 personal holidays
    - 80 hours of Vacation a year / Sick Leave Accruals
- Uniforms / Equipment Provided With Annual Allowance of $400.

## CIVILIAN JAILER SALARY - EFFECTIVE 1/1/2024

### Non-Certified or Certified with less than 3 years experience (Grade 4)

| Hourly Rate | Annual Salary |
|---|---|
| $19.84 | $43,648.00 |

### Certified with 3+ years experience (Grade 6)

| Hourly Rate | Annual Salary |
|---|---|
| $23.42 | $51,524.00 |

*** *The annual pay figures above reflects the base pay and pay for 12 city holidays* ***

*** *Overtime pay and monthly incentive pay is not included* ***

## Jailer Incentive Pay (Monthly)

- Texas Commission on Law Enforcement Certification
    - Intermediate Texas Commission on Law Enforcement Certification - $100
    - Advanced Texas Commission on Law Enforcement Certification - $150
    - Master Texas Commission on Law Enforcement Certification - $200

To see the requirements for each Texas Commission on Law Enforcement Certification certificate, view the Texas Commission on Law Enforcement website for more details.

## Additional Incentive Pay (Monthly)

### College Degree Incentive Pay

- Associate's Degree - $75.00
- Bachelor's Degree - $125.00
- Master's Degree - $200.00
- Doctoral Degree - $300.00

### Bi-lingual Incentive Pay

- $50.00

## What We Offer

- Health, Dental Insurance & Employee Assistance Program.
- 4 Day Work Week (10 Hour Shifts). Three days off, including one day of the weekend.
    - Sunday - Wednesday or Wednesday - Saturday (All department personnel work on Wednesdays which is a designated training day for police personnel on alternating weeks).
- Texas Municipal Retirement System 7% With 2 to 1 Match.
- Time Off
    - 13 official paid holidays a year along with 2 personal holidays
    - 80 hours of Vacation a year / Sick Leave Accruals
- Uniforms / Equipment Provided With Annual Allowance of $600.
    - Footwear and handcuffs not provided

## CADET SALARY- EFFECTIVE 1/1/2024

| CODE | YEARS IN POSITION | HOURLY RATE | ANNUAL SALARY |
|---|---|---|---|
| PC | ENTRY - 6 MONTHS | $25.32 | $52,665.60 |

****** After graduating from the police academy (5 - 6 months), pay will increase to the entry officer pay ******

## 2024 - 2025 Benefits

The City of Rosenberg offers medical, dental, and vision premiums on a pre-tax basis. The payroll deduction for these benefits reduces your taxable income, creating a tax savings and increased take home pay for you. The City of Rosenberg also offers you a variety of voluntary benefits. Click below to view the complete list of benefits offered to city employees.

2024 - 2025 City of Rosenberg Benefits Guide (PDF)

* To qualify for both health insurance incentives, employees must obtain a yearly physical & not use any tobacco products.

## Tuition Reimbursement

The City of Rosenberg encourages employees to continue their education. To assist employees, the city offers tuition reimbursement to those who continue their education in studies related to the position. The City of Rosenberg will reimburse 90% of tuition cost with a maximum of $2,000 per fiscal year. The maximum amount allowed for each degree is as follows:

- Associate's Degree $4,000
- Bachelor's Degree $8,000
- Master's Degree $12,000

## Retirement

The City of Rosenberg utilizes the Texas Municipal Retirement System (TMRS). TMRS is a statewide retirement system that provides retirement, disability, and death benefits for employees of participating Texas cities. If you would like information about TMRS or have questions about transitioning from you current retirement system to TMRS, contact TMRS.

www.TMRS.com
Toll-Free: 800-924-8677Local
(Austin): 512-476-7577
Fax: 512-476-5576

## Longevity Pay

Employees will also receive an annual payment of $7.50 per month of employment. Longevity payments are disseminated in December of each year.

Government Websites by CivicPlus®

## CITY OF ROSENBERG COMPENSATION PLAN (2,080 Annual Hours)

Effective 10/1/24

### COMPENSATION STRUCTURE

| PAY GRADE/POSITION TITLES | PAY PERIOD | MIN | MID | MAX |
|---|---|---|---|---|
| **Grade 1** | | | | |
| **A11** | | | | |
| Administrative Intern | Annual | $31,241.60 | $37,502.40 | $43,804.80 |
| | Monthly | $2,603.47 | $3,125.20 | $3,650.40 |
| | Bi-Weekly | $1,201.60 | $1,442.40 | $1,684.80 |
| | Hourly | $15.02 | $18.03 | $21.06 |
| **Grade 2** | | | | |
| **A12** | | | | |
| Animal Control Outcome Specialist | Annual | $35,089.60 | $41,995.20 | $48,838.40 |
| Kennel Technician | Monthly | $2,924.13 | $3,499.60 | $4,069.87 |
| M&O Assistant - Civic Center | Bi-Weekly | $1,349.60 | $1,615.20 | $1,878.40 |
| | Hourly | $16.87 | $20.19 | $23.48 |
| **Grade 3** | | | | |
| **A13** | | | | |
| Administrative Technician - Civic Center | Annual | $39,000.00 | $46,425.60 | $53,872.00 |
| Administrative Technician - Code Enforcement | Monthly | $3,250.00 | $3,868.80 | $4,489.33 |
| Administrative Technician - Fire | Bi-Weekly | $1,500.00 | $1,785.60 | $2,072.00 |
| Administrative Technician - Parks | Hourly | $18.75 | $22.32 | $25.90 |
| Administrative Technician - Police | | | | |
| Administrative Technician - Utilities | | | | |
| Citizen Relations Coordinator | | | | |
| Code Compliance Assistant - Level 1 | | | | |
| M&O Assistant - Fleet - Level 1 | | | | |
| M&O Assistant - Janitorial | | | | |
| M&O Assistant - Parks | | | | |
| Radio Fire Station Coordinator | | | | |
| **Grade 4** | | | | |
| **B21** | | | | |
| Administrative Specialist - Code Enforcement | Annual | $41,267.20 | $50,876.80 | $60,486.40 |
| Administrative Specialist - IT | Monthly | $3,438.93 | $4,239.73 | $5,040.53 |
| Administrative Specialist - Police | Bi-Weekly | $1,587.20 | $1,956.80 | $2,326.40 |
| Administrative Specialist - Public Services | Hourly | $19.84 | $24.46 | $29.08 |
| Animal Control Officer | | | | |
| Animal Control Specialist | | | | |
| Civilian Jailer - Starting Pay | | | | |
| Court Clerk I | | | | |
| Emergency Communications Recruit - Level 1 | | | | |
| Fiscal Services Technician - Customer Service | | | | |
| M&O Assistant - Utilities - Level 1 | | | | |
| M&O Technician - Fleet - Level 2 | | | | |
| M&O Technician - Parks | | | | |
| Warrant Clerk I | | | | |
| **Grade 5** | | | | |
| **B22** | | | | |
| Accounts Payable Technician | Annual | $44,969.60 | $55,328.00 | $65,707.20 |
| Code Compliance Technician - Level 2 | Monthly | $3,747.47 | $4,610.67 | $5,475.60 |
| Court Clerk II | Bi-Weekly | $1,729.60 | $2,128.00 | $2,527.20 |
| M&O Technician - Civic Center | Hourly | $21.62 | $26.60 | $31.59 |
| M&O Technician - Public Works | | | | |
| Payroll Technician | | | | |
| Senior Administrative Specialist - Economic Development | | | | |
| Senior Administrative Specialist - IT | | | | |
| Senior Administrative Specialist - Planning | | | | |
| Senior Fiscal Services Technician - Customer Service | | | | |
| Warrant Clerk II | | | | |

CITY OF ROSENBERG COMPENSATION PLAN (2,080 Annual Hours)
COMPENSATION STRUCTURE

Effective 10/1/24

| PAY GRADE/POSITION TITLES | PAY PERIOD | MIN | MID | MAX |
|---|---|---|---|---|
| **Grade 6** **B23** | | | | |
| Accounting Specialist | Annual | $48,713.60 | $59,758.40 | $70,907.20 |
| Civilian Jailer - after 3 years and certification | Monthly | $4,059.47 | $4,979.87 | $5,908.93 |
| Code Compliance Specialist - Level 3 | Bi-Weekly | $1,873.60 | $2,298.40 | $2,727.20 |
| Communications Specialist | Hourly | $23.42 | $28.73 | $34.09 |
| Emergency Communications Technician - Level 2 | | | | |
| M&O Specialist - Building Maintenance | | | | |
| M&O Specialist - Parks | | | | |
| M&O Specialist - Public Works | | | | |
| M&O Technician - Utilities - Level 2 | | | | |
| Mechanic I - Level 3 | | | | |
| Senior Administrative Specialist - City Manager | | | | |
| Senior Administrative Specialist - Fire | | | | |
| Senior Administrative Specialist - Police | | | | |
| Senior Administrative Specialist - Public Works | | | | |
| Utility Billing Specialist | | | | |
| **Grade 7** **B24/B31** | | | | |
| Administrative Permit Supervisor | Annual | $53,352.00 | $65,374.40 | $77,396.80 |
| Building Inspector I | Monthly | $4,446.00 | $5,447.87 | $6,449.73 |
| Communications & Events Coordinator | Bi-Weekly | $2,052.00 | $2,514.40 | $2,976.80 |
| Emergency Communications Specialist - Level 3 | Hourly | $25.65 | $31.43 | $37.21 |
| Fire Inspector - Level 1 | | | | |
| GIS Support Specialist | | | | |
| Human Resources Coordinator | | | | |
| M&O Specialist - FOG | | | | |
| M&O Specialist - Utilities - Level 3 | | | | |
| Senior Code Compliance Specialist - Level 4 | | | | |
| Senior Court Clerk | | | | |
| **Grade 8** **B25/B32** | | | | |
| Agenda Coordinator | Annual | $58,905.60 | $72,051.20 | $85,176.00 |
| Assistant City Secretary | Monthly | $4,908.80 | $6,004.27 | $7,098.00 |
| Assistant Customer Service Supervisor | Bi-Weekly | $2,265.60 | $2,771.20 | $3,276.00 |
| Building Inspector II | Hourly | $28.32 | $34.64 | $40.95 |
| Fire Inspector - Level 2 | | | | |
| Human Resources Generalist | | | | |
| Mechanic II - Level 4 | | | | |
| Right-of-Way Inspector/Contacts Administrator | | | | |
| Technology Support Specialist | | | | |

CITY OF ROSENBERG COMPENSATION PLAN (2,080 Annual Hours)
COMPENSATION STRUCTURE

Effective 10/1/24

| PAY GRADE/POSITION TITLES | PAY PERIOD | MIN | MID | MAX |
|---|---|---|---|---|
| **Grade 9** **C41** | | | | |
| Animal Control Supervisor (non-exempt) | Annual | $63,960.00 | $81,182.40 | $98,363.20 |
| Building Inspector III (non-exempt) | Monthly | $5,330.00 | $6,765.20 | $8,196.93 |
| Budget Coordinator | Bi-Weekly | $2,460.00 | $3,122.40 | $3,783.20 |
| Crime Analyst (non-exempt) | Hourly | $30.75 | $39.03 | $47.29 |
| Emergency Communications Supervisor (non-exempt) | | | | |
| Executive Assistant | | | | |
| Fire Inspector - Level 3 (non-exempt) | | | | |
| M&O Foreman - Public Works (non-exempt) | | | | |
| M&O Foreman - Utilities (non-exempt) | | | | |
| M&O Foreman - Vactor (non-exempt) | | | | |
| Plans Examiner (non-exempt) | | | | |
| Sanitarian | | | | |
| Senior Technology Support Specialist (non-exempt) | | | | |
| **Grade 10** **C42** | | | | |
| Civic Center & Events Manager | Annual | $67,724.80 | $85,779.20 | $103,896.00 |
| Code Compliance Coordinator | Monthly | $5,643.73 | $7,148.27 | $8,658.00 |
| Communications & Events Manager | Bi-Weekly | $2,604.80 | $3,299.20 | $3,996.00 |
| M&O Manager - Building Maintenance | Hourly | $32.56 | $41.24 | $49.95 |
| M&O Manager - Parks | | | | |
| M&O Supervisor - Utilities (non-exempt) | | | | |
| Victims Advocate | | | | |
| **Grade 11** **C43** | | | | |
| Court Administrator | Annual | $71,427.20 | $90,438.40 | $109,470.40 |
| Customer Service Supervisor | Monthly | $5,952.27 | $7,536.53 | $9,122.53 |
| GIS Technology Supervisor | Bi-Weekly | $2,747.20 | $3,478.40 | $4,210.40 |
| Planner | Hourly | $34.34 | $43.48 | $52.63 |
| **Grade 12 - Exempt** **C44/C51** | | | | |
| Building Inspector IV (Non-exempt) | Annual | $76,107.20 | $96,283.20 | $116,480.00 |
| Fire Inspector/Investigator - Level 4 (Non-exempt) | Monthly | $6,342.27 | $8,023.60 | $9,706.67 |
| Construction Manager | Bi-Weekly | $2,927.20 | $3,703.20 | $4,480.00 |
| | Hourly | $36.59 | $46.29 | $56.00 |
| **Grade 13 - Exempt** **C45/C52** | | | | |
| Assistant Economic Development Director | Annual | $81,681.60 | $103,272.00 | $124,862.40 |
| Assistant Fire Marshal | Monthly | $6,806.80 | $8,606.00 | $10,405.20 |
| Procurement Manager | Bi-Weekly | $3,141.60 | $3,972.00 | $4,802.40 |
| Public Works Manager | Hourly | $39.27 | $49.65 | $60.03 |
| Systems Administrator | | | | |
| Utilities Superintendent | | | | |

CITY OF ROSENBERG COMPENSATION PLAN (2,080 Annual Hours)
COMPENSATION STRUCTURE

Effective 10/1/24

| PAY GRADE/POSITION TITLES | PAY PERIOD | MIN | MID | MAX |
|---|---|---|---|---|
| **Grade 14 - Exempt** D61 | | | | |
| Director of Animal Control | Annual | $86,840.00 | $113,838.40 | $140,836.80 |
| Director of Emergency Communications | Monthly | $7,236.67 | $9,486.53 | $11,736.40 |
| | Bi-Weekly | $3,340.00 | $4,378.40 | $5,416.80 |
| | Hourly | $41.75 | $54.73 | $67.71 |
| **Grade 15 - Exempt** D62 | | | | |
| Assistant Director of Finance | Annual | $91,790.40 | $118,622.40 | $145,475.20 |
| Compliance Division Chief | Monthly | $7,649.20 | $9,885.20 | $12,122.93 |
| Director of Fleet Maintenance | Bi-Weekly | $3,530.40 | $4,562.40 | $5,595.20 |
| Director of Parks & Recreation | Hourly | $44.13 | $57.03 | $69.94 |
| Project Director | | | | |
| **Grade 16 - Exempt** D63 | | | | |
| Building Official | Annual | $97,926.40 | $124,612.80 | $151,340.80 |
| City Secretary | Monthly | $8,160.53 | $10,384.40 | $12,611.73 |
| Director of Communications & Community Engagement | Bi-Weekly | $3,766.40 | $4,792.80 | $5,820.80 |
| Prevention Division Chief - Fire Marshal | Hourly | $47.08 | $59.91 | $72.76 |
| **Grade 17 - Exempt** D64/D71 | | | | |
| Assistant City Engineer | Annual | $105,060.80 | $133,161.60 | $161,262.40 |
| | Monthly | $8,755.07 | $11,096.80 | $13,438.53 |
| | Bi-Weekly | $4,040.80 | $5,121.60 | $6,202.40 |
| | Hourly | $50.51 | $64.02 | $77.53 |
| **Grade 18 - Exempt** D65/D72 | | | | |
| Director of Economic Development | Annual | $113,131.20 | $142,916.80 | $172,702.40 |
| Director of Human Resources | Monthly | $9,427.60 | $11,909.73 | $14,391.87 |
| Director of Information Technology | Bi-Weekly | $4,351.20 | $5,496.80 | $6,642.40 |
| Director of Planning | Hourly | $54.39 | $68.71 | $83.03 |
| Director of Public Works | | | | |
| Director of Utilities | | | | |
| Police Captain | | | | |

CITY OF ROSENBERG COMPENSATION PLAN (2,080 Annual Hours)
COMPENSATION STRUCTURE

Effective 10/1/24

| PAY GRADE/POSITION TITLES | PAY PERIOD | MIN | MID | MAX |
|---|---|---|---|---|
| **Grade 19 - Exempt** **E81** | | | | |
| Assistant Fire Chief | Annual | $123,968.00 | $157,206.40 | $193,086.40 |
| Assistant Police Chief | Monthly | $10,330.67 | $13,100.53 | $16,090.53 |
| Municipal Court Judge | Bi-Weekly | $4,768.00 | $6,046.40 | $7,426.40 |
| | Hourly | $59.60 | $75.58 | $92.83 |
| **Grade 20 - Exempt** **E82** | | | | |
| Director of Finance | Annual | $129,438.40 | $164,507.20 | $202,404.80 |
| | Monthly | $10,786.53 | $13,708.93 | $16,867.07 |
| | Bi-Weekly | $4,978.40 | $6,327.20 | $7,784.80 |
| | Hourly | $62.23 | $79.09 | $97.31 |
| **Grade 21 - Exempt** **E83** | | | | |
| City Engineer | Annual | $135,158.40 | $172,348.80 | $212,160.00 |
| Executive Director of Public Services | Monthly | $11,263.20 | $14,362.40 | $17,680.00 |
| Fire Chief | Bi-Weekly | $5,198.40 | $6,628.80 | $8,160.00 |
| | Hourly | $64.98 | $82.86 | $102.00 |
| **Grade 22 - Exempt** **E84/E91** | | | | |
| Police Chief | Annual | $141,211.20 | $180,502.40 | $222,435.20 |
| | Monthly | $11,767.60 | $15,041.87 | $18,536.27 |
| | Bi-Weekly | $5,431.20 | $6,942.40 | $8,555.20 |
| | Hourly | $67.89 | $86.78 | $106.94 |
| **Grade 23 - Exempt** **E85/E92** | | | | |
| Assistant City Manager | Annual | $143,083.20 | $182,998.40 | $224,224.00 |
| | Monthly | $11,923.60 | $15,249.87 | $18,685.33 |
| | Bi-Weekly | $5,503.20 | $7,038.40 | $8,624.00 |
| | Hourly | $68.79 | $87.98 | $107.80 |
| **Grade 24 - Exempt** **F101** | | | | |
| City Manager | Annual | $174,948.80 | $224,848.00 | $273,769.60 |
| | Monthly | $14,579.07 | $18,737.33 | $22,814.13 |
| | Bi-Weekly | $6,728.80 | $8,648.00 | $10,529.60 |
| | Hourly | $84.11 | $108.10 | $131.62 |

CITY OF ROSENBERG COMPENSATION PLAN (2,080 Annual Hours)
COMPENSATION STRUCTURE

Effective 10/1/24

| PAY GRADE/POSITION TITLES | PAY PERIOD | MIN | MID | MAX |
|---|---|---|---|---|
| **FIRE STRUCTURE** | | | | |
| **Grade 1F A11 (2,080 hours)** | | | | |
| Firefighter Cadet | Annual | $42,452.80 | | |
| | Monthly | $3,537.73 | | |
| | Bi-Weekly | $1,632.80 | | |
| | Hourly | $20.41 | | |
| **Grade 2F B22 (2,912 hours)** | | | | |
| Firefighter | Annual | $63,190.40 | $76,789.44 | $88,466.56 |
| | Monthly | $5,265.87 | $6,399.12 | $7,372.21 |
| | Bi-Weekly | $2,430.40 | $2,953.44 | $3,402.56 |
| | Hourly | $21.70 | $26.37 | $30.38 |
| **Grade 3F B23 (2,912 hours)** | | | | |
| Fire Engineer | Annual | $73,877.44 | $83,457.92 | $100,172.80 |
| | Monthly | $6,156.45 | $6,954.83 | $8,347.73 |
| | Bi-Weekly | $2,841.44 | $3,209.92 | $3,852.80 |
| | Hourly | $25.37 | $28.66 | $34.40 |
| **Grade 4F C41 (2,912 hours)** | | | | |
| Fire Captain | Annual | $92,980.16 | $107,452.80 | $122,129.28 |
| | Monthly | $7,748.35 | $8,954.40 | $10,177.44 |
| | Bi-Weekly | $3,576.16 | $4,132.80 | $4,697.28 |
| | Hourly | $31.93 | $36.90 | $41.94 |
| **Grade 5F C44/C51 (2,912 hours)** | | | | |
| Battalion Chief | Annual | $109,665.92 | $120,964.48 | $139,135.36 |
| | Monthly | $9,138.83 | $10,080.37 | $11,594.61 |
| | Bi-Weekly | $4,217.92 | $4,652.48 | $5,351.36 |
| | Hourly | $37.66 | $41.54 | $47.78 |

## City of College Station - Police Pay Scale

Effective 10/7/2024

| Police Officer | Grade-Step | Hourly | Annual |
|---|---|---|---|
| Academy/Unlicensed (0) | PDO0 - 0 | $30.53 | $63,502.40 |
| Entry Basic (1) | PDO1 - 1 | $32.37 | $67,329.60 |
| 1 Year | PDO1 - 2 | $33.33 | $69,326.40 |
| 2 Years | PDO1 - 3 | $34.33 | $71,406.40 |
| 3 Years | PDO1 - 4 | $35.35 | $73,528.00 |
| Entry Intermediate Certification (2) | PDO2 - 1 | $36.34 | $75,587.20 |
| 1 Year | PDO2 - 2 | $37.07 | $77,105.60 |
| 2 Years | PDO2 - 3 | $37.81 | $78,644.80 |
| 3 Years | PDO2 - 4 | $38.55 | $80,184.00 |
| Entry Advanced Certification (3) | PDO3 -1 | $39.62 | $82,409.60 |
| 1 Year | PDO3 -2 | $40.41 | $84,052.80 |
| 2 Years | PDO3 -3 | $41.23 | $85,758.40 |
| 3 Years | PDO3 -4 | $42.04 | $87,443.20 |
| Entry Master Certification (4) | PDO4 -1 | $43.20 | $89,856.00 |
| 1 Year | PDO4 -2 | $44.08 | $91,686.40 |
| 2 Years | PDO4 -3 | $44.53 | $92,622.40 |
| 3 Years | PDO4 -4 | $44.96 | $93,516.80 |

Step progression is 12 months of service at each step

Pay/Step increases commensurate with service anniversary/hire date in a "police officer" position with the City of College Station. *(See Policy)*

**Sign-on Bonus / Certified Police Officer (Effective 8/1/2024)**

$3,500 = Less than 2 Years of Experience

$20,000 = 2+ Years of Experience

*Refer to Policy for Complete Details*

| Sergeant | Grade-Step | Hourly | Annual |
|---|---|---|---|
| Entry Intermediate Certification | PDS - 1 | $42.10 | $87,568.00 |
| 1 Year | PDS - 2 | $42.75 | $88,920.00 |
| 2 Years | PDS - 3 | $43.37 | $90,209.60 |
| 3 Years | PDS - 4 | $44.02 | $91,561.60 |
| Entry Advanced Certification (A) | PDSA - 1 | $46.61 | $96,948.80 |
| 1 Year | PDSA - 2 | $47.31 | $98,404.80 |
| 2 Years | PDSA - 3 | $48.02 | $99,881.60 |
| 3 Years | PDSA - 4 | $48.73 | $101,358.40 |
| Entry Master Certification (M) | PDSM - 1 | $50.71 | $105,476.80 |
| 1 Year | PDSM - 2 | $51.20 | $106,496.00 |
| 2 Years | PDSM - 3 | $51.72 | $107,577.60 |
| 3 Years | PDSM - 4 | $52.22 | $108,617.60 |

| Lieutenant | Grade-Step | Hourly | Annual |
|---|---|---|---|
| Entry Advanced Certification (A) | PDTA - 1 | $51.91 | $107,972.80 |
| 1 Year | PDTA - 2 | $52.94 | $110,115.20 |
| 2 Years | PDTA - 3 | $54.00 | $112,320.00 |
| 3 Years | PDTA - 4 | $55.08 | $114,566.40 |
| Entry Master Certification (M) | PDTM - 1 | $56.40 | $117,312.00 |
| 1 Year | PDTM - 2 | $58.25 | $121,160.00 |
| 2 Years | PDTM - 3 | $60.13 | $125,070.40 |
| 3 Years | PDTM - 4 | $62.11 | $129,188.80 |

Sergeant/Lieutenant Rank: Step progression is 12 months of service at each step.

Pay/Step Increases commensurate with "promotion" anniversary date of applicable rank. *(See Policy)*

**City of Taylor**
**Civil Service Pay Schedule**
**Effective October 1, 2024**

## POLICE DEPARTMENT

### Police Officer (PO)

| | PO -B | PO-1 | PO-2 | PO-3 | PO-4 | PO-5 | PO-6 | PO-7 | PO-8 |
|---|---|---|---|---|---|---|---|---|---|
| $ | 59,964.24 | 67,758.98 | 68,775.36 | 69,806.99 | 70,854.10 | 71,916.91 | 72,995.66 | 74,090.60 | 75,201.96 |
| $ | 28.83 | 32.58 | 33.07 | 33.56 | 34.06 | 34.58 | 35.09 | 35.62 | 36.15 |

| | PO-9 | PO-10 | PO-11 | PO-12 | PO-13 | PO-14 | PO-15 | PO-16 | PO-17 |
|---|---|---|---|---|---|---|---|---|---|
| $ | 76,329.99 | 77,474.94 | 78,637.06 | 79,816.61 | 81,013.86 | 82,229.07 | 83,462.51 | 84,714.45 | 85,985.16 |
| $ | 36.70 | 37.25 | 37.81 | 38.37 | 38.95 | 39.53 | 40.13 | 40.73 | 41.34 |

### Police Corporal (CO)

| | CO-B | CO -1 | CO -2 | CO -3 | CO -4 | CO -5 | CO -6 | CO -7 | CO -8 |
|---|---|---|---|---|---|---|---|---|---|
| $ | 71,778.44 | 72,855.12 | 73,947.95 | 75,057.17 | 76,183.02 | 77,325.77 | 78,485.65 | 79,662.94 | 80,857.88 |
| $ | 34.51 | 35.03 | 35.55 | 36.09 | 36.63 | 37.18 | 37.73 | 38.30 | 38.87 |

| | CO -9 | CO -10 | CO -11 | CO -12 | CO-13 | CO-14 | CO-15 | CO-16 | CO-17 |
|---|---|---|---|---|---|---|---|---|---|
| $ | 82,070.75 | 83,301.81 | 84,551.34 | 85,819.61 | 87,106.90 | 88,413.51 | 89,739.71 | 91,085.81 | 92,452.09 |
| $ | 39.46 | 40.05 | 40.65 | 41.26 | 41.88 | 42.51 | 43.14 | 43.79 | 44.45 |

### Police Sergeant (SGT)

| | SGT-B | SGT-1 | SGT-2 | SGT-3 | SGT-4 | SGT-5 | SGT-6 | SGT-7 | SGT-8 |
|---|---|---|---|---|---|---|---|---|---|
| $ | 81,325.67 | 82,545.56 | 83,783.74 | 85,040.50 | 86,316.11 | 87,610.85 | 88,925.01 | 90,258.88 | 91,612.77 |
| $ | 39.10 | 39.69 | 40.28 | 40.88 | 41.50 | 42.12 | 42.75 | 43.39 | 44.04 |

| | SGT-9 | SGT-10 | SGT-11 | SGT-12 | SGT -13 | SGT -14 | SGT -15 | SGT -16 | SGT -17 |
|---|---|---|---|---|---|---|---|---|---|
| $ | 92,986.96 | 94,381.76 | 95,797.49 | 97,234.45 | 98,692.97 | 100,173.36 | 101,675.96 | 103,201.10 | 104,749.12 |
| $ | 44.71 | 45.38 | 46.06 | 46.75 | 47.45 | 48.16 | 48.88 | 49.62 | 50.36 |

## Assignment Pay

| | | |
|---|---|---|
| Criminal Investigator Detective | $1,200/year | (.577/hour) |
| Field Training Officer | $1,200/year | (.577/hour) |
| Sergeant - Criminal Investigations | $1,200/year | (.577/hour) |

## Certification Pay

| Police | |
|---|---|
| Intermediate P.O. | $ 100 |
| Advanced P.O. | $ 150 |
| Master P.O. | $ 200 |
| Intermediate TEL | $ 100 |
| Advanced TEL | $ 150 |
| Master TEL | $ 200 |
| Associate Degree* | $ 50 |
| Bachelor's Degree* | $ 100 |
| Masters Degree* | $ 150 |
| Bilingual Spanish/ASL | $ 75 |

**Sworn Personnel only with the exception of the Chief*

THE PROPOSED PAY SCALE IS NOT INCLUDED IN THE PACKET

WE ARE FIXING FORMATTING ISSUES TO CREATE A RED-LINED VERSION

AS SOON AS THE PROPOSED AMENDMENTS HAVE BEEN COMPLETED,

IT WILL BE EMAILED SEPARATELY AHEAD OF THE MEETING

Item #6

AGENDA ITEM NO: 6

SUBMITTED BY: Mike Barrow, Assistant City Manager
MEETING DATE: July 15, 2025

# STAFF REPORT

## DESCRIPTION

Discussion and Possible Action Regarding Performance-Based Merit Pay Increases for Fiscal Year 2024-2025.

## ANALYSIS

**Please follow along with me on this one.**

- Merit Increase projected costs are calculated based on up to a 3% increase. The increase is based on performance evaluations, recommendations from immediate supervisors, and the recommendations being approved by the City Manager. The City Manager must ensure that the allocated funds for all merit increase requests are budgeted and sufficient to cover the costs for the remainder of the fiscal year, align with the current financial status on total fund expenditures and revenue projections needed to sustain the remainder of the year's obligations, as well as ensure the City's ability to sustain the increased costs year over year. The current budget includes approved funds that are reserved in each fund's non-departmental budget for City Council's consideration of annual performance-based merit increases. The costs are calculated based on up to 3% increase for all funded positions who have been employed for a minimum of a full year, and based on a mid-year review and approval. Therefore, the General Fund Personnel line item "Reserved for Merit Increase", 10-599-51090 on page 58 of the approved budget, includes allocations of $89,794 based on these assumptions. However, because the increases would go into effect at approximately 79% of the budget year, with the proposed implementation to take effect for the pay period beginning July 21, 2025, the impact to the remainder of the budget year for the General Fund, based on the 5 pay periods remaining this fiscal year, would be using only 20% of the budgeted funds, which is $21,330. This leaves a line-item surplus of $68,464. Merit increases will of course not be applied to each employee at 3%, as some may get less than 3% and others may get more than 3% depending on evaluations. Remember that with the 2025-2026 Final Proposed Budget, we hope that we would be applying the newly approved Pay Schedule and make those adjustments in October as scheduled.
- Based on 3% Merit Increases if applied across the board for all employees in the Enterprise Funds, and the same calculations of consideration at 20% of the fiscal year, although the total of the merit increases for the Enterprise Funds for a full year would come to about $53,926, based on the proposal to start at the earliest pay period

beginning July 21, 2025, the actual cost for the remainder of the fiscal year is $10,800. This leaves an Enterprise Fund "Reserved for Merit Increases" line-item surplus of $15,893, based on the amount budgeted being $26,693.

- Economic Development, based on the same methodology above would come to $800 to paid out in the last 5 pay periods of this 2024-2025 Budget Year. $4,000 was initially budgeted.
- More than ever, cities are competing with other municipalities and counties for skilled workers, police officers, utility workers, clerks and other skilled staff. These annual reviews and amendments help us in that respect, as well as ensuring we are maintaining fairness and equity, while retaining our experienced employees. Replacing experienced employees costs the taxpayers money – hiring, training and onboarding new staff is far more expensive than retaining trained personnel. Consistent, fair pay that is affordable and sustainable, helps retain employees, protecting the city's institutional knowledge. When pay is fair and turnover is low, the city can deliver reliable, high quality services to the public, from public safety to utility management. Taxpayers benefit directly from a stable, experienced workforce. If we do not put forth an effort to annually review and consider adjustments to keep up with inflation and rising living costs (housing, fuel, groceries), employees effectively earn less each year, pushing skilled staff to look for better-paying jobs. When our experienced staff leave, new hires typically need to be brought in at higher market rates, while longer-term employees fall behind, causing pay inequities. I think we have been conservatively and carefully trending in the right direction the past couple of years.

## RECOMMENDATION

I recommend approval of the Merit-Based pay increases.

## FINANCIAL IMPACTS

Again, the amounts budgeted for General Fund and Enterprise Funds was $89,794 and $26,693 respectively. The amounts actually being requested will be $21,330 and $10,800 respectively.

Item #7

AGENDA ITEM NO: 7

SUBMITTED BY: Mike Barrow, Assistant City Manager
MEETING DATE: July 15, 2025

# STAFF REPORT

## DESCRIPTION

Discussion and Possible Action Regarding Adjustments for Retention of Public Works and Police Department for Fiscal Year 2025-2026.

## ANALYSIS

I have provided necessary changes to the Pay Scale from the one approved April 1, 2025. This does take into account necessary Retention measures and also enhances our ability to recruit. Please see the one-page spreadsheet for the Police Department and spreadsheet for the Public Works Department that describes where we were with salaries in 2023 (police department) and beginning of 2024-2025 Budget Year for public works, where we are as of 07.15.25, the Merit Proposal for 07.16.25, as well as the Police Department and Public Works Department Salary changes that fit appropriately into the proposed 2025-2026 Budget.

I provided the Police Department spreadsheet to Assistant Chief Grimes and he with Chief Reeves. This spreadsheet is a reflection of discussions that Grimes and I had the next day.

I provided the Public Works Department spreadsheet to Public Works Director Patrick Parsons and he agreed with the changes with some discussion on a few modifications.

## RECOMMENDATION

Again, I was able to meet with newly appointed Assistant Police Chief Russell Grimes and to have him look over the police department proposal and he is committed to working to fill these positions.

Item #8

AGENDA ITEM NO:

Discussion and possible action regarding an ordinance amending the budget for fiscal year 2024-2025

SUBMITTED BY: Jennifer Matura, Finance Director

MEETING DATE: July 15, 2025

# STAFF REPORT

## SUMMARY

In the previous agenda item(s), the Assistant City Manager presented on proposed pay scale updates and adjustments as well as performance-based merit pay increases and pay adjustments for retention of Public Works and Police department staff. If approved, the FY 2024-2025 budget will need to be amended to reflect the associated salary adjustments.

## FINANCIAL IMPACT

The proposed pay adjustments will affect the following funds:

- Fund 10 – General Fund
- Fund 29 – Economic Development Corporation (EDC)
- Fund 56 – Water & Sewer Fund
- Fund 57 – Gas Fund

Line Items impacted within each departmental within each departmental budget include:

- 51010 – Salary & Wages
- 51020 – Social Security & Medicare Taxes
- 51030 – Retirement Contributions

The source of funding for these adjustments will come from:

- 51090 – Reserved for Merit Increases, located in Non-Departmental (599) within each respective fund.

Budget Adjustment Calculations:

Adjustments are based on the following formula:

*(NewHourlyRate – CurrentHourlyRate) x 424 hours*

424 hours reflects the estimated number of regular hours remaining in the fiscal year, beginning with the pay period starting July 21st, 2025.

Social Security/Medicare and Retirement Contributions are calculated based on the City's current employer rates of 7.65% and 15.10%.

Below is a breakdown of proposed budget increases and available reserves for each fund:

| Fund | Increase to Department Budgets | Reserved for Merit Increases | Remaining Reserve (Post-Amendment) |
|---|---|---|---|
| **Fund 10 – General Fund** | $28,882 | $89,794 | $60,912 |
| **Fund 29 – EDC** | $1,214 | $4,093 | $2,879 |
| **Fund 56 – Water & Sewer** | $5,820 | $17,135 | $11,315 |
| **Fund 57 - Gas** | $1,973 | $9,558 | $7,585 |

It is important to note that a final budget amendment will be required at the end of the fiscal year to address overtime expenses, particularly within the Police Department. Ongoing staffing shortages have made it difficult to accurately project overtime costs through the end of FY 2025.

## RECOMMENDATION

Staff recommends approval of the ordinance amending the FY 2024-2025 Budget to reflect the proposed compensation adjustments, effective beginning pay period starting July 21st, 2025.

# NOTICE OF PUBLIC HEARING ON BUDGET AMENDMENT

The City Council for the City of Sealy, Texas, will hold a public hearing on amending the 2024-2025 Fiscal Year Budget of the City of Sealy, Texas, to be held on the 15th Day of July, 2025, at 6:00 p.m. in the City Hall at 415 Main Street, Sealy, Texas 77474.

All interested persons shall be given an opportunity to be heard for or against any item or the amount of any item contained in the proposed Budget Amendment.

**ORDINANCE 2025 –**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SEALY, TEXAS, AMENDING THE BUDGET OF THE CITY OF SEALY, TEXAS, FOR THE FISCAL YEAR 2024-2025; PROVIDING FOR SEVERABILITY; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Sealy, Texas Fiscal Year 2024-2025 Budget was adopted within the time and in the manner required by State Law; and

**WHEREAS**, the City Council hereby finds and determines that certain budget amendments are required to be adopted for the Fiscal Year 2024-2025 Budget; and

**WHEREAS,** the City Council finds and determines that the proposed changes in the budget are for municipal purposes, and that the amendments of the budget are an emergency and matter of public necessity requiring the adoption of the amendments to the budget at this time.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEALY, TEXAS:**

**Section 1.** The facts and matters set forth in the preamble of this ordinance are found to be true and correct and incorporated herein for all purposes.

**Section 2.** The City of Sealy, Texas Fiscal Year 2024-2025 Budget is hereby amended to the Budget of the City of Sealy, Texas for the Fiscal Year 2024-2025 shall be attached to and made a part of the Original Budget by the City Secretary and filed as required by State Law.

**Section 3.** In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason by adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional, and the City Council of the City of Sealy, Texas, declares that it would have passed each and every part thus declared to be invalid or unconstitutional whether there be one or more parts.

**Section 4.** This Ordinance shall be effective immediately upon passage.

**PASSED AND APPROVED AND ADOPTED this 15th day of July 2025.**

_____
Carolyn Bilski, Mayor

ATTEST:

_____
Sandra Vrablec, City Secretary

*City of Sealy, Texas*

*Budget Amendment Request Form - As Authorized by City Charter Section 7.03 - Amendments After Adoption*

***Fiscal Year:*** 2025 ***Fund #:*** 10 ***Fund Name:*** General Fund

| ***Estimated Revenues & Other Financing Sources*** | | ***Appropriations & Other Financing Uses*** | | ***Budget amendments are IN BALANCE.*** |
|---|---|---|---|---|
| Total increases | $ - | Total increases | $ 28,882 | |
| Total decreases | $ - | Total decreases | $ 28,882 | |
| Net increase (decrease) | $ - | Net increase (decrease) | $ - | $ - |

**NOTE: "Current Budget" is defined as the current fiscal year's original adopted budget plus or minus any approved budget amendments to date.**

| *Dept #* | *Department Name* | *Acct/ Obj #* | *Account/ Object Name* | *Current Budget* | *Estimated Revenues & Other Financing Sources* | | *Appropriations & Other Financing Uses* | | *Amended Budget, As Proposed* |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | *Increase* ✓ | *Decrease* ✓ | *Increase* ✓ | *Decrease* ✓ | |
| 515 | City Manager | | 51010 | $ 121,865 | | | $ 764 | | $ 122,629 |
| 515 | City Manager | | 51020 | $ 9,630 | | | $ 59 | | $ 9,689 |
| 515 | City Manager | | 51030 | $ 18,665 | | | $ 116 | | $ 18,781 |
| 520 | Finance | | 51010 | $ 332,615 | | | $ 1,730 | | $ 334,345 |
| 520 | Finance | | 51020 | $ 25,800 | | | $ 133 | | $ 25,933 |
| 520 | Finance | | 51030 | $ 50,200 | | | $ 262 | | $ 50,462 |
| 525 | Municipal Court | | 51010 | $ 160,745 | | | $ 976 | | $ 161,721 |
| 525 | Municipal Court | | 51020 | $ 12,650 | | | $ 75 | | $ 12,725 |
| 525 | Municipal Court | | 51030 | $ 24,550 | | | $ 148 | | $ 24,698 |
| 530 | Police | | 51010 | $ 1,685,750 | | | $ 16,397 | | $ 1,702,147 |
| 530 | Police | | 51020 | $ 139,425 | | | $ 1,255 | | $ 140,680 |
| 530 | Police | | 51030 | $ 270,525 | | | $ 2,476 | | $ 273,001 |
| 535 | Planning | | 51010 | $ 235 | | | $ 1,074 | | $ 1,309 |
| 535 | Planning | | 51020 | $ 18,500 | | | $ 83 | | $ 18,583 |
| 535 | Planning | | 51030 | $ 35,500 | | | $ 163 | | $ 35,663 |
| 540 | City Secretary | | 51010 | $ 151,250 | | | $ 875 | | $ 152,125 |
| 540 | City Secretary | | 51020 | $ 11,650 | | | $ 67 | | $ 11,717 |
| 540 | City Secretary | | 51030 | $ 22,590 | | | $ 132 | | $ 22,722 |
| 550 | Building Services | | 51010 | $ 43,800 | | | $ 374 | | $ 44,174 |
| 550 | Building Services | | 51020 | $ 3,375 | | | $ 29 | | $ 3,404 |



City Mgr's Sig/Date: _____ Date approved by City Council: _____ Ord #_____ Budget Adj #_____ Packet #_____ Entered by: _____ Posted by: _____

*City of Sealy, Texas*

*Budget Amendment Request Form - As Authorized by City Charter Section 7.03 - Amendments After Adoption*

***Fiscal Year:*** 2025 ***Fund #:*** 10 ***Fund Name:*** General Fund

| ***Estimated Revenues & Other Financing Sources*** | | ***Appropriations & Other Financing Uses*** | | |
|---|---|---|---|---|
| Total increases | $ - | Total increases | $ 28,882 | ***Budget amendments are*** |
| Total decreases | $ - | Total decreases | $ 28,882 | ***IN BALANCE.*** |
| Net increase (decrease) | $ - | Net increase (decrease) | $ - | ***$ -*** |

**NOTE: "Current Budget" is defined as the current fiscal year's original adopted budget plus or minus any approved budget amendments to date.**

| *Dept #* | *Department Name* | *Acct/ Obj #* | *Account/ Object Name* | *Current Budget* | *Estimated Revenues & Other Financing Sources* | | *Appropriations & Other Financing Uses* | | *Amended Budget, As Proposed* |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | *Increase* ✓ | *Decrease* ✓ | *Increase* ✓ | *Decrease* ✓ | |
| 575 | Streets | | 51010 | $ 192,360 | | | $ 689 | | $ 193,049 |
| 575 | Streets | | 51020 | $ 15,220 | | | $ 53 | | $ 15,273 |
| 575 | Streets | | 51030 | $ 29,525 | | | $ 105 | | $ 29,630 |
| 580 | Parks & Rec | | 51010 | $ 192,360 | | | $ 689 | | $ 193,049 |
| 580 | Parks & Rec | | 51020 | $ 15,220 | | | $ 53 | | $ 15,273 |
| 580 | Parks & Rec | | 51030 | $ 29,525 | | | $ 105 | | $ 29,630 |
| 599 | Non-Dptmntl | | 51090 | $ 89,794 | | | | $ 28,882 | $ 60,912 |
| | | | | | | | | | $ - |
| | | | | | | | | | $ - |
| | | | | | | | | | $ - |



City Mgr's Sig/Date: _____ Date approved by City Council: _____ Ord #_____ Budget Adj #_____ Packet #_____ Entered by: _____ Posted by: _____

| FD | DEP | TITLE | CURRENT | NEW | DIFF | FY25 Hrs Rem | Salary & Wages 51010 | SS & Med 51020 | TMRS 51030 |
|---|---|---|---|---|---|---|---|---|---|
| 10 | 515 | City Manager | $ 60.10 | $ 61.90 | $ 1.80 | 424 | $ 763.20 | $ 58.38 | $ 115.24 |
| | 515 | City Manager | | | | | $ 764.00 | $ 59.00 | $ 116.00 |
| 10 | 520 | Admin Assistant - CSR II | $ 19.01 | $ 19.58 | $ 0.57 | 424 | $ 241.68 | $ 18.49 | $ 36.49 |
| 10 | 520 | Admin Assistant - AP/Payroll/AR IV | $ 26.27 | $ 27.06 | $ 0.79 | 424 | $ 334.96 | $ 25.62 | $ 50.58 |
| 10 | 520 | Finance Director | $ 43.92 | $ 45.24 | $ 1.32 | 424 | $ 559.68 | $ 42.82 | $ 84.51 |
| 10 | 520 | Admin Assistant - Utility Billing II | $ 19.10 | $ 19.67 | $ 0.57 | 424 | $ 241.68 | $ 18.49 | $ 36.49 |
| 10 | 520 | Administrative Services Manager | $ 27.81 | $ 28.64 | $ 0.83 | 424 | $ 351.92 | $ 26.92 | $ 53.14 |
| | 520 | Finance | | | | | $ 1,730.00 | $ 133.00 | $ 262.00 |
| 10 | 525 | Municipal Court Clerk I | $ 18.04 | $ 18.58 | $ 0.54 | 424 | $ 228.96 | $ 17.52 | $ 34.57 |
| 10 | 525 | Municipal Court Administrator | $ 35.70 | $ 36.77 | $ 1.07 | 424 | $ 453.68 | $ 34.71 | $ 68.51 |
| 10 | 525 | Municipal Court Clerk III | $ 23.07 | $ 23.76 | $ 0.69 | 424 | $ 292.56 | $ 22.38 | $ 44.18 |
| | 525 | Municipal Court | | | | | $ 976.00 | $ 75.00 | $ 148.00 |
| 10 | 530 | Patrol Officer III | $ 32.86 | $ 33.85 | $ 0.99 | 424 | $ 419.76 | $ 32.11 | $ 63.38 |
| 10 | 530 | Patrol Officer I | $ 28.52 | $ 30.66 | $ 2.14 | 424 | $ 907.36 | $ 69.41 | $ 137.01 |
| 10 | 530 | Patrol Officer I | $ 23.56 | $ 28.85 | $ 5.29 | 424 | $ 2,242.96 | $ 171.59 | $ 338.69 |
| 10 | 530 | CID Investigator - Narcotics | $ 33.20 | $ 34.20 | $ 1.00 | 424 | $ 424.00 | $ 32.44 | $ 64.02 |
| 10 | 530 | Patrol Officer I | $ 27.16 | $ 30.47 | $ 3.31 | 424 | $ 1,403.44 | $ 107.36 | $ 211.92 |
| 10 | 530 | CID Sergeant | $ 36.06 | $ 37.14 | $ 1.08 | 424 | $ 457.92 | $ 35.03 | $ 69.15 |
| 10 | 530 | Patrol Sergeant | $ 35.82 | $ 36.89 | $ 1.07 | 424 | $ 453.68 | $ 34.71 | $ 68.51 |
| 10 | 530 | Administrative Sergeant | $ 35.58 | $ 47.50 | $ 11.92 | 424 | $ 5,054.08 | $ 386.64 | $ 763.17 |
| 10 | 530 | Animal Control Officer | $ 23.08 | $ 23.77 | $ 0.69 | 424 | $ 292.56 | $ 22.38 | $ 44.18 |
| 10 | 530 | Patrol Sergeant | $ 35.82 | $ 36.89 | $ 1.07 | 424 | $ 453.68 | $ 34.71 | $ 68.51 |
| 10 | 530 | Captain - Support Services | $ 41.45 | $ 42.69 | $ 1.24 | 424 | $ 525.76 | $ 40.22 | $ 79.39 |
| 10 | 530 | Admin/Dispatch III | $ 23.19 | $ 23.89 | $ 0.70 | 424 | $ 296.80 | $ 22.71 | $ 44.82 |
| 10 | 530 | CID Investigator | $ 30.14 | $ 31.04 | $ 0.90 | 424 | $ 381.60 | $ 29.19 | $ 57.62 |
| 10 | 530 | Admin/Dispatch III | $ 24.69 | $ 25.43 | $ 0.74 | 424 | $ 313.76 | $ 24.00 | $ 47.38 |
| 10 | 530 | Patrol Sergeant | $ 36.54 | $ 37.64 | $ 1.10 | 424 | $ 466.40 | $ 35.68 | $ 70.43 |
| 10 | 530 | Patrol Sergeant | $ 35.82 | $ 36.89 | $ 1.07 | 424 | $ 453.68 | $ 34.71 | $ 68.51 |
| 10 | 530 | Chief of Police | $ 52.76 | $ 52.76 | $ - | 424 | $ - | $ - | $ - |
| 10 | 530 | Captain - Field Services | $ 45.74 | $ 47.11 | $ 1.37 | 424 | $ 580.88 | $ 44.44 | $ 87.71 |
| 10 | 530 | Patrol Officer III | $ 29.33 | $ 31.38 | $ 2.05 | 424 | $ 869.20 | $ 66.49 | $ 131.25 |

| FD | DEP | TITLE | CURRENT | NEW | DIFF | FY25 Hrs Rem | Salary & Wages 51010 | SS & Med 51020 | TMRS 51030 | |
|---|---|---|---|---|---|---|---|---|---|---|
| 10 | 530 | Patrol Officer I | $ 31.49 | $ 32.43 | $ 0.94 | 424 | $ 398.56 | $ 30.49 | $ 60.18 | |
| | 530 | Police | | | | | $ 16,397.00 | $ 1,255.00 | $ 2,476.00 | |
| 10 | 535 | Assistant City Manager | $ 56.25 | $ 57.94 | $ 1.69 | 424 | $ 179.14 | $ 13.71 | $ 27.05 | |
| 10 | 535 | Development Coordinator | $ 27.39 | $ 28.21 | $ 0.82 | 424 | $ 347.68 | $ 26.60 | $ 52.50 | |
| 10 | 535 | Code Enforcement Officer | $ 21.22 | $ 21.86 | $ 0.64 | 424 | $ 271.36 | $ 20.76 | $ 40.98 | |
| 10 | 535 | Permits Clerk III | $ 21.50 | $ 22.15 | $ 0.65 | 424 | $ 275.60 | $ 21.08 | $ 41.62 | |
| | 535 | Planning | | | | | $ 1,074.00 | $ 83.00 | $ 163.00 | |
| 10 | 540 | Assistant City Secretary | $ 30.48 | $ 31.39 | $ 0.91 | 424 | $ 385.84 | $ 29.52 | $ 58.26 | |
| 10 | 540 | City Secretary | $ 38.23 | $ 39.38 | $ 1.15 | 424 | $ 487.60 | $ 37.30 | $ 73.63 | |
| | 540 | City Secretary | | | | | $ 875.00 | $ 67.00 | $ 132.00 | |
| 10 | 550 | Custodian | $ 14.71 | $ 15.15 | $ 0.44 | 424 | $ 186.56 | $ 14.27 | $ - | |
| 10 | 550 | Custodian | $ 14.71 | $ 15.15 | $ 0.44 | 424 | $ 186.56 | $ 14.27 | $ - | |
| | 550 | Building Services | | | | | $ 374.00 | $ 29.00 | $ - | |
| 10 | 575/580 | Utility - Streets & Parks III | $ 25.03 | $ 25.77 | $ 0.74 | 424 | $ 313.76 | $ 24.00 | $ 47.38 | |
| 10 | 575/580 | Utility - Streets & Parks IV | $ 25.24 | $ 26.51 | $ 1.27 | 424 | $ 538.48 | $ 41.19 | $ 81.31 | |
| 10 | 575/580 | Utility - Streets & Parks III | $ 24.30 | $ 24.66 | $ 0.36 | 424 | $ 152.64 | $ 11.68 | $ 23.05 | |
| 10 | 575/580 | Adminsitrative Assistant II | $ 20.00 | $ 20.00 | $ - | 424 | $ - | $ - | $ - | |
| 10 | 575/580 | Streets & Parks Superintendent | $ 37.13 | $ 37.50 | $ 0.37 | 424 | $ 156.88 | $ 12.00 | $ 23.69 | |
| 10 | 575/580 | Utility - Streets & Parks I | $ 17.37 | $ 17.88 | $ 0.51 | 424 | $ 216.24 | $ 16.54 | $ 32.65 | |
| | | | | | | | *$ 1,378.00* | *$ 106.00* | *$ 209.00* | 50/50 |
| | 575 | Streets | | | | | $ 689.00 | $ 53.00 | $ 105.00 | 575 |
| | 580 | Parks | | | | | $ 689.00 | $ 53.00 | $ 105.00 | 580 |
| | | | | | **FUND 10 TOTALS** | | **$ 23,568.00** | **$ 1,807.00** | **$ 3,507.00** | |
| | | | | | | | | | **$ 28,882.00** | |

*City of Sealy, Texas*

*Budget Amendment Request Form - As Authorized by City Charter Section 7.03 - Amendments After Adoption*

***Fiscal Year:*** 2025 ***Fund #:*** 29 ***Fund Name:*** Economic Development Corporation

| ***Estimated Revenues & Other Financing Sources*** | | ***Appropriations & Other Financing Uses*** | | ***Budget amendments are IN BALANCE.*** |
|---|---|---|---|---|
| Total increases | $ - | Total increases | $ 1,214 | |
| Total decreases | $ - | Total decreases | $ 1,214 | |
| Net increase (decrease) | $ - | Net increase (decrease) | $ - | $ - |

**NOTE: "Current Budget" is defined as the current fiscal year's original adopted budget plus or minus any approved budget amendments to date.**

| *Dept #* | *Department Name* | *Acct/ Obj #* | *Account/ Object Name* | *Current Budget* | *Estimated Revenues & Other Financing Sources* | | | | *Appropriations & Other Financing Uses* | | | | *Amended Budget, As Proposed* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | *Increase* | ✓ | *Decrease* | ✓ | *Increase* | ✓ | *Decrease* | ✓ | |
| 522 | EDC | | 51010 | $ 145,090 | | | | | $ 988 | | | | $ 146,078 |
| 522 | EDC | | 51020 | $ 11,440 | | | | | $ 76 | | | | $ 11,516 |
| 522 | EDC | | 51030 | $ 22,180 | | | | | $ 150 | | | | $ 22,330 |
| 599 | Non-Dptmntl | | 51090 | $ 4,093 | | | | | | | $ 1,214 | | $ 2,879 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |



City Mgr's Sig/Date: _____ Date approved by City Council: _____ Ord #_____ Budget Adj #_____ Packet #_____ Entered by: _____ Posted by: _____

| FD | | Departmer | Title | Pay Rate | new | Difference | FY25 Hrs R | Salary & Wages 51010 | SS & Med 51020 | TMRS 51030 |
|---|---|---|---|---|---|---|---|---|---|---|
| | 29 | EDC | EDC/CVB Director | $ 49.54 | $ 51.03 | $ 1.49 | 424 | $ 631.76 | $ 48.33 | $ 95.40 |
| | 29 | EDC | EDC/CVB Deputy Director | $ 28.06 | $ 28.90 | $ 0.84 | 424 | $ 356.16 | $ 27.25 | $ 53.78 |
| | 29 | EDC | | | | | **Fund 29 Totals** | $ 988.00 | $ 76.00 | $ 150.00 |

$ 1,214.00

*City of Sealy, Texas*

*Budget Amendment Request Form - As Authorized by City Charter Section 7.03 - Amendments After Adoption*

***Fiscal Year:*** 2025 ***Fund #:*** 56 ***Fund Name:*** WATER & SEWER

| ***Estimated Revenues & Other Financing Sources*** | | ***Appropriations & Other Financing Uses*** | | ***Budget amendments are IN BALANCE.*** |
|---|---|---|---|---|
| Total increases | $ - | Total increases | $ 5,820 | |
| Total decreases | $ - | Total decreases | $ 5,820 | |
| Net increase (decrease) | $ - | Net increase (decrease) | $ - | $ - |

**NOTE: "Current Budget" is defined as the current fiscal year's original adopted budget plus or minus any approved budget amendments to date.**

| ***Dept #*** | ***Department Name*** | ***Acct/ Obj #*** | ***Account/ Object Name*** | ***Current Budget*** | ***Estimated Revenues & Other Financing Sources*** | | | | ***Appropriations & Other Financing Uses*** | | | | ***Amended Budget, As Proposed*** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | ***Increase*** | ✓ | ***Decrease*** | ✓ | ***Increase*** | ✓ | ***Decrease*** | ✓ | |
| 511 | Water | | 51010 | $ 232,500 | | | | | $ 3,515 | | | | $ 236,015 |
| 511 | Water | | 51020 | $ 17,900 | | | | | $ 269 | | | | $ 18,169 |
| 511 | Water | | 51030 | $ 36,500 | | | | | $ 531 | | | | $ 37,031 |
| 512 | Sewer | | 51010 | $ 364,250 | | | | | $ 1,226 | | | | $ 365,476 |
| 512 | Sewer | | 51020 | $ 28,900 | | | | | $ 94 | | | | $ 28,994 |
| 512 | Sewer | | 51030 | $ 55,950 | | | | | $ 185 | | | | $ 56,135 |
| 599 | Non-Deptmntl | | 51090 | $ 17,135 | | | | | | | $ 5,820 | | $ 11,315 |
| | | | | | | | | | | | | | $ - |
| | | | | | | | | | | | | | $ - |



City Mgr's Sig/Date: _____ Date approved by City Council: _____ Ord #_____ Budget Adj #_____ Packet #_____ Entered by: _____ Posted by: _____

| FD | DEP | Departmen | Title | Pay Rate | new | Difference | FY25 Hrs Rem | Salary & Wages 51010 | SS & Med 51020 | TMRS 51030 | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 56 | 512 | WWTP | WWTP Superintendent | $ 33.95 | $ 38.46 | $ 4.51 | 424 | $ 1,912.24 | $ 146.29 | $ 288.75 | |
| 56 | 512 | WWTP | Utility - WWTP IV | $ 29.71 | $ 30.60 | $ 0.89 | 424 | $ 377.36 | $ 28.87 | $ 56.98 | |
| 10 | 512 | WWTP | Assistant City Manager | $ 56.25 | $ 57.94 | $ 1.69 | 424 | $ 179.14 | $ 13.71 | $ 27.05 | 25/25/25/25 |
| 56 | 512 | WWTP | Water/Sewer Superintendent | $ 31.83 | $ 32.79 | $ 0.96 | 424 | $ 203.52 | $ 15.57 | $ 30.73 | 50/50 |
| 56 | 512 | WWTP | Utility - Water II | $ 20.00 | $ 20.60 | $ 0.60 | 424 | $ 127.20 | $ 9.73 | $ 19.21 | 50/50 |
| 56 | 512 | WWTP | Utility - Water I | $ 17.51 | $ 20.00 | $ 2.49 | 424 | $ 527.88 | $ 40.38 | $ 79.71 | 50/50 |
| 56 | 512 | WWTP | Utility - Water III | $ 23.69 | $ 24.40 | $ 0.71 | 424 | $ 150.52 | $ 11.51 | $ 22.73 | 50/50 |
| 56 | 512 | WWTP | Admin/GIS Assistant | $ 27.91 | $ 28.17 | $ 0.26 | 424 | $ 36.75 | $ 2.81 | $ 5.55 | 33/33/33 |
| | 512 | Sewer | | | | | | $ 3,515.00 | $ 269.00 | $ 531.00 | |
| 56 | 511 | Water | Water/Sewer Superintendent | $ 31.83 | $ 32.79 | $ 0.96 | 424 | $ 203.52 | $ 15.57 | $ 30.73 | 50/50 |
| 56 | 511 | Water | Admin/GIS Assistant | $ 27.91 | $ 28.17 | $ 0.26 | 424 | $ 36.75 | $ 2.81 | $ 5.55 | 33/33/33 |
| 56 | 511 | Water | Utility - Water II | $ 20.00 | $ 20.60 | $ 0.60 | 424 | $ 127.20 | $ 9.73 | $ 19.21 | 50/50 |
| 56 | 511 | Water | Utility - Water I | $ 17.51 | $ 20.00 | $ 2.49 | 424 | $ 527.88 | $ 40.38 | $ 79.71 | 50/50 |
| 56 | 511 | Water | Utility - Water III | $ 23.69 | $ 24.40 | $ 0.71 | 424 | $ 150.52 | $ 11.51 | $ 22.73 | 50/50 |
| 10 | 511 | WWTP | Assistant City Manager | $ 56.25 | $ 57.94 | $ 1.69 | 424 | $ 179.14 | $ 13.71 | $ 27.05 | 25/25/25/25 |
| | 511 | Water | | | | | | $ 1,226.00 | $ 94.00 | $ 185.00 | |
| | | | | | | **FUND 56 TOTALS** | | $ 4,741.00 | $ 363.00 | $ 716.00 | |
| | | | | | | | | | | $ 5,820.00 | |

*City of Sealy, Texas*

*Budget Amendment Request Form - As Authorized by City Charter Section 7.03 - Amendments After Adoption*

***Fiscal Year:*** 2025 ***Fund #:*** 57 ***Fund Name:*** Gas

| ***Estimated Revenues & Other Financing Sources*** | | ***Appropriations & Other Financing Uses*** | | ***Budget amendments are IN BALANCE.*** |
|---|---|---|---|---|
| Total increases | $ - | Total increases | $ 1,973 | |
| Total decreases | $ - | Total decreases | $ 1,973 | |
| Net increase (decrease) | $ - | Net increase (decrease) | $ - | $ - |

**NOTE: "Current Budget" is defined as the current fiscal year's original adopted budget plus or minus any approved budget amendments to date.**

| *Dept #* | *Department Name* | *Acct/ Obj #* | *Account/ Object Name* | *Current Budget* | *Estimated Revenues & Other Financing Sources* | | *Appropriations & Other Financing Uses* | | *Amended Budget, As Proposed* |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | *Increase* ✓ | *Decrease* ✓ | *Increase* ✓ | *Decrease* ✓ | |
| 517 | Gas | | 51010 | $ 299,050 | | | $ 1,607 | | $ 300,657 |
| 517 | Gas | | 51020 | $ 23,800 | | | $ 123 | | $ 23,923 |
| 517 | Gas | | 51030 | $ 46,250 | | | $ 243 | | $ 46,493 |
| 599 | Non-Dptmntl | | 51090 | $ 9,558 | | | | $ 1,973 | $ 7,585 |
| | | | | | | | | | $ - |
| | | | | | | | | | $ - |
| | | | | | | | | | $ - |
| | | | | | | | | | $ - |
| | | | | | | | | | $ - |
| | | | | | | | | | $ - |
| | | | | | | | | | $ - |
| | | | | | | | | | $ - |
| | | | | | | | | | $ - |
| | | | | | | | | | $ - |
| | | | | | | | | | $ - |



City Mgr's Sig/Date: _____ Date approved by City Council: _____ Ord #_____ Budget Adj #_____ Packet #_____ Entered by: _____ Posted by: _____

| FD | DEP | Title | Pay Rate | new | Difference | FY25 Hrs Rem | Salary & Wages 51010 | SS & Med 51020 | TMRS 51030 | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 57 Gas | Utility - Gas III | $ 23.50 | $ 24.40 | $ 0.90 | 424 | $ 381.60 | $ 29.19 | $ 57.62 | |
| | 57 Gas | Gas Superintendent | $ 37.00 | $ 37.36 | $ 0.36 | 424 | $ 152.64 | $ 11.68 | $ 23.05 | |
| | 57 Gas | Customer Service Technician | $ 19.57 | $ 20.43 | $ 0.86 | 424 | $ 364.64 | $ 27.89 | $ 55.06 | |
| | 57 Gas | Utility - Gas II | $ 18.84 | $ 20.00 | $ 1.16 | 424 | $ 491.84 | $ 37.63 | $ 74.27 | |
| | 57 Gas | Assistant City Manager | $ 56.25 | $ 57.94 | $ 1.69 | 424 | $ 179.14 | $ 13.71 | $ 27.05 | |
| | 57 Gas | Admin Asst/GIS | $ 27.91 | $ 28.17 | $ 0.26 | 424 | $ 36.75 | $ 2.81 | $ 5.55 | 33/33/33 |
| | 57 Gas | | | | | **Fund 57 Totals** | $ 1,607.00 | $ 123.00 | $ 243.00 | |
| | | | | | | | | | $ 1,973.00 | |

Item #9

AGENDA ITEM NO: 9

Discussion and possible action regarding renewal of the Customer Services Agreement with AllOne Health (formerly Deer Oaks EAP Services, LLC).

SUBMITTED BY: Jennifer Matura, Finance Director

MEETING DATE: July 15, 2025

# STAFF REPORT

## SUMMARY

The City of Sealy currently contracts with AllOne Health, formerly known as Deer Oaks EAP services, LLC to provide comprehensive Employee Assistance Program (EAP) services to City employees and their eligible family members.

The current agreement is set to expire September 30, 2025. To ensure continuity of services, staff is requesting authorization to renew the Customer Services Agreement for the upcoming contract year, spanning October 1, 2025 through September 1, 2026.

EAP services offered through AllOne Health include 24/7 confidential support, short-term mental health counseling, legal and financial assistance, life coaching, and crisis response services. These resources are available to full-time employees, their dependents ages 8-26, and household members.

## FINANCIAL IMPACT

- Flat annual fee: $5,000
- Budgeted: Yes
- Funding Source:
    - FY 25: 10-540-53095 – General Administration
    - FY 26: 10-545-53095 – General Administration

The annual rate of $5,000 remains unchanged from the prior contract term.

## RECOMMENDATION

Staff recommends the approval of the renewal of the Customer Services Agreement with AllOne Health for the period of October 1, 2025 to September 30, 2026, at an annual cost of $5,000.

# Agreement

ALLONE HEALTH

## Client Disclaimer – Standard Customer Services Agreement

Thank you for your interest in our services. Please note that our Customer Services Agreement (CSA) is our standard agreement and reflects the terms under which we provide services to all clients. In fairness and consistency to our existing clients, we do not modify these terms without a corresponding adjustment in pricing.

If you wish to propose changes to the agreement, please be advised that any modifications will necessitate a review and will result in a price adjustment to reflect the revised terms.

We appreciate your understanding and look forward to the opportunity to support your organization under our established framework.

# CUSTOMER SERVICES AGREEMENT

*(U.S. Based Employees Only)*

This **CUSTOMER SERVICES AGREEMENT** (the "Agreement"), dated as of 10/1/2025 is entered into by and between Deer Oaks EAP Services, LLC a limited liability company with its principal place of business located at 100 N Pennsylvania Ave, Wilkes-Barre, PA 18701 doing business as AllOne Health ("Company") and City of Sealy with its principal place of business located at 415 Main Street, Sealy, TX 77474 ("Customer"), collectively referred to herein as "Parties" and each as "Party."

**WHEREAS,** Customer wishes to engage the Company to provide employee assistance services and the Company wishes to provide such services upon certain terms and conditions.

**NOW, THEREFORE,** in consideration of the recitals listed above and the mutual promises, covenants, agreements, and undertakings of the Parties set forth below, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties, intending to be legally bound, agree as follows:

## ARTICLE I. COMPANY RESPONSIBILITIES

1.1 **Description of Services.** The Company shall provide assistance services to Customer pursuant to the attached Statement of Work/Fee Schedule (**Exhibit A**), which is incorporated herein by reference, (sometimes collectively referred to as "Services").

1.2 **The Company's Intellectual Property.** The Agreement is not a work-for-hire agreement. The Company retains exclusive right, title and interest in intellectual property developed, delivered, or used in the performance of the Agreement. Neither the Agreement nor any Statement of Work changes the ownership of any pre-existing materials. Customer shall have no ownership interest in software used by the Company. All work product generated or acquired by the Company shall be the exclusive property of the Company. Work product shall include all clinical data and supporting records and other information. All such work product is confidential pursuant to Article 2 of the Agreement.

## ARTICLE II. CONFIDENTIALITY

2.1 **Confidential Information.** "Confidential Information" means information or data of a Disclosing Party concerning its business operations, methods and strategies, financial condition, technology, or prospects, in any form or medium (including writings, drawings and electronically stored information and data), whether or not marked or labeled as "confidential." Confidential Information also includes: (i) a Disclosing Party's technical information, confidential data and trade secrets; (ii) a Disclosing Party's nonpublic Intellectual Property ("IP") (for example, inventions, discoveries, designs, methods, processes and ideas, whether or not patented or patentable), mask works and works for authorship, whether copyrighted or copyrightable; (iii) any other information or data whether in written, electronic or oral form, directly or indirectly or made available by Disclosing Party or any of its or its affiliates' employees or independent contractors to the non-disclosing party in connection with the activities contemplated by this Agreement that is designated "Confidential" or "Proprietary"

or some similar designation or that would reasonably be expected to be confidential under the circumstances, including information related to the Disclosing Party's business or operations (including financial, corporate, marketing, product, research, technical, manufacturing and other nonpublic information) or its affiliates' employees, customers, suppliers and other business partners, property-related information, personally identifiable information, sensitive personal information (including the substance of inquiries or requests made by Customer's employees through the Services); and (iv) all tangible manifestations (however embodied) of information or data referred to in clauses (i), (ii) and (iii) above (for example, computer software, firmware, scripts or objects, hardware, programmer's notes, databases, manuals, training manuals and materials, memoranda, reports, drawings, sketches, flowcharts, models, prototypes, files, films, records or forms).

2.2 **Receiving Party.** A Party that acquires knowledge of the other Party's (a "Disclosing Party") Confidential Information is considered the "Receiving Party." The Receiving Party shall keep Confidential Information in confidence using the same degree of care as the Receiving Party uses with its own Confidential Information or a reasonable degree of care, whichever is greater. The Receiving Party will not use, exploit, disseminate, disclose, or divulge Confidential Information to any person, firm, corporation, partnership, association, or other entity, without the prior written consent of the Disclosing Party.

2.3 **Applicability of Confidentiality.** Notwithstanding the foregoing, a Receiving Party is not required to hold a Disclosing Party's information "confidential" if the information: (i) becomes publicly known, after disclosure in connection with this Agreement, through no act or omission of the Receiving Party; (ii) was, prior to disclosure in connection with this Agreement, already in the legitimate possession of the Receiving Party or publicly known, (iii) is obtained by the Receiving Party from a third party (a) without using the Disclosing Party's Confidential Information and (b) without a breach of such third party's obligations or violation of law, rule or regulation; (iv) is independently developed by the Receiving Party without use of or reference to the Confidential Information; (v) is required to be disclosed pursuant to judicial or governmental judgment, writ, decree, or order; or (vi) becomes relevant to the Receiving Party in any claim, demand, suit, action or proceeding instituted or defended by it in connection with the enforcement of its right or obligations under this Agreement. If the Receiving Party is required to disclose Confidential Information as contemplated in **Section 2.3(v)**, the Receiving Party may disclose only such information as, in the opinion of counsel, is legally required. The Receiving Party shall provide Disclosing Party, to the extent reasonably possible, advance notice to allow the Disclosing Party to seek, at its own expense, a protective order. The Receiving Party shall, at the Disclosing Party's expense, reasonably cooperate with the Disclosing Party's efforts to seek such a protective order.

2.4 **Retention.** The Company may retain, for its own general analytic purposes, after termination of the Agreement, de-identified aggregate data that is: (i) compiled from the raw data disclosed by Customer to the Company; or (ii) compiled from raw data collected from Customer's employees or their health care providers.

2.5 **Information Security Program.** The Company maintains an information security program to protect personally identifiable information. The information security program includes administrative, technical, and physical safeguards: (a) to ensure security and

confidentiality; (b) to protect information against any anticipated threats or hazards to security and integrity; and (c) to protect information against unauthorized access to or use that could result in harm, liability, or inconvenience to Customer or to its employees. The Company will report breaches of security to Customer when the security breach involves Customer information or information related to employees or any other individuals that is collected by and held by or on behalf of the Company.

2.6 **Security Breach.** If the Company believes that there has been any unauthorized access to or use of information related to employees or any other individuals that is collected by and held by or on behalf of the Company (a "Security Breach" of "Customer Data"), the Company must notify Customer after completion of its internal review and investigation.

## ARTICLE III. TERM, PAYMENT AND TERMINATION

3.1 **Term.** This Agreement shall commence on the effective date specified in Exhibit A ("Effective Date") and will continue until 5:00 p.m. Eastern Standard Time on 9/30/2028, unless terminated earlier in accordance with Section 3.3 of this Agreement (the "Initial Term"). Upon expiration of the Initial Term, the Agreement will automatically renew for successive three-year periods unless either party provides written notice of non-renewal at least one hundred and twenty (120) days prior to the end of the then-current term or any subsequent renewal period. Such written notice must be delivered to the other Party at the address specified in this Agreement, with a copy simultaneously sent to the other Party's legal counsel at the address designated in writing by such party.

3.2 **Payment.** In consideration of the services provided by the Company, the Customer agrees to pay the fees outlined in Exhibit A ("Service Fees"). After twelve (12) months from the Effective Date, and at each subsequent anniversary, the Company reserves the right to adjust the Service Fees for any renewal term. Any fee adjustments shall not exceed the Consumer Price Index (CPI) or the rate of inflation at that time, unless otherwise mutually agreed upon by both parties.

If there is a change of ten percent (10%) or more in the Customer's employee enrollment, the Company reserves the right to review and adjust the Service Fees accordingly. The Customer must report such changes in writing at the time of payment remittance. The Company may retroactively or prospectively adjust pricing on invoices affected by the change in employee enrollment.

The Company will issue invoices on an annual basis for services rendered, and the Customer agrees to make payment upon receipt. If payment is not made within fifteen (15) days from the invoice date, the outstanding balance will accrue interest at a rate of 1.5% per month. The total interest charged will not exceed applicable legal limits. In the event that interest charged exceeds these legal limits, the Company will credit the excess to the Customer's next invoice or, if applicable, refund the difference if the excess surpasses the next invoice amount.

3.3 **Termination.** Either Party may terminate the Agreement if the other Party materially breaches the Agreement and fails to cure such breach within sixty (60) days after receipt of written notice of such breach from the other Party. Termination shall not prejudice

any other remedy to which the terminating Party may be entitled at law, in equity or under the Agreement.

3.4 **Effect of Termination.** The Company is entitled to full compensation for work performed prior to termination.

3.5 **Indebtedness.** If Customer is unable to pay its debts as they become due, the Company may terminate the Agreement at its discretion and proceed to enforce Customer's performance. This Section 3.5 supersedes all prior contract terms and conditions.

3.6 **Bankruptcy.** Either Party may terminate the Agreement if the other Party: (i) ceases doing business as a going concern; (ii) makes an assignment for the benefit of creditors; (iii) admits in writing its inability to pay its debts as they become due; (iv) commences, or has commenced against it, bankruptcy proceedings in any jurisdiction and such proceedings are not dismissed within 30 days; or (v) files a petition seeking for itself any reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar arrangements under any present or future statute, law or regulation or files an answer admitting the material allegations of a petition filed against it in any such proceeding, consents to or acquiesces in the appointment of a custodian, trustee, receiver, liquidator of it or of all or any substantial part of its asset or properties, or if within 45 days after the commencement of any proceeding against the Party seeking reorganization, similar arrangements, readjustment, liquidation, dissolution or similar relief under any present or future statue, law or regulation, such proceedings shall not have been dismissed, or if within 45 days after appointment of any custodian, trustee, receiver or liquidator of it or all or any substantial part of its assets and properties without the Party seeking reorganization's consent or acquiescence, and the appointment has not been vacated.

## ARTICLE IV. INDEMNIFICATION

4.1 **Mutual Indemnification.** To the fullest extent permitted by law, each Party shall indemnify, defend (with counsel reasonably acceptable to the other Party), and hold harmless the other Party and its affiliates, and its and their respective officers, directors, partners, shareholders, employees, representatives, agents, successors, and assigns (each an "Indemnified Party") from and against any and all liabilities, losses, claims, damages, expenses, and costs (including reasonable attorneys' and consultants' fees and disbursements) (collectively, "Losses") arising from or relating to: (1) any negligent act or omission, in whole or in part; (ii) any violation of any applicable statute or regulation in the performance of this Agreement; and (iii) any fraud, willful misconduct or gross negligence of the other Party, its affiliates or any subcontractor.

## ARTICLE V. WARRANTY, DISCLAIMER AND LIMITATION OF LIABILITY

5.1 **Warranty.** The Company will use commercially reasonable efforts to perform the Services in a professional manner, consistent with industry standards. Except as described in the Agreement or a Statement of Work, the Company makes no other warranties. The Company warranties extend solely to Customer. This warranty gives Customer specific legal rights, and Customer may also have other rights, which vary from state to state. Except for

non-payment, neither Party will bring a legal action under the Agreement more than two (2) years after the cause of action arose.

5.2 **Disclaimer.** TO THE EXTENT PERMITTED BY LAW AND AS PROVIDED HEREIN, COMPANY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE FOR PRODUCTS AND SERVICES.

5.3 **Limitation of Liability.** IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCURRED BY CUSTOMER OR ANY THIRD PARTY, WHETHER IN AN ACTION IN CONTRACT OR TORT, EVEN IF THE OTHER PARTY OR ANY OTHER PERSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. COMPANY'S LIABILITY FOR DAMAGES HEREUNDER SHALL IN NO EVENT EXCEED THE AMOUNT OF FEES PAID BY CUSTOMER, FOR THE PERIOD OF 12 MONTHS PRECEDING THE INCIDENT GIVING RISE TO SUCH DAMAGES, UNDER THE AGREEMENT FOR THE RELEVANT SERVICES.

## ARTICLE VI. THIRD PARTY INFORMATION/LIMITATIONS OF RESPONSIBILITY

6.1 **Responsibility and Liability for Third Parties.** It is specifically understood and agreed by the Parties that neither Party assumes responsibility or liability for the accuracy, completeness, propriety, necessity, or advisability of the information which is provided to the Company or Customer by or from third parties including counselors, affiliates, coaches, coordinators, clinics, or any other entities providing information to the Company or Customer.

6.2 **Limitations of Responsibility.** The Parties understand and agree that Company shall have no responsibility of any kind to Customer and any individual employee of Customer or any other person, firm, corporation, or entity for any of the following: (1) verification of any individual's eligibility, or entitlement to group medical/health plan coverage, or coverage contained within or excluded from said group health plan; (2) verification for any participant's provider's network status; (3) payment of any individual's medical, hospital, or other bills, debts, obligations, or other liabilities of any kind relating to medical or surgical treatment of confinement; (4) benefit decisions – the role of the Company being limited to making clinical recommendations to a health benefit plan's named fiduciary; and (5) notification to any individual of an adverse benefit determination based upon, or related to, a clinical recommendation by Company.

6.3 **Customer Obligations.** The Company shall not be liable for any obligation, indebtedness, or liability of Customer, whether now existing or hereafter arising, and the Company shall not, by entering into the Agreement, assume or become liable for any of such obligations, indebtedness, or liabilities.

## ARTICLE VII. AUTHORIZATION FOR COMMUNICATIONS

7.1 **Communications.** Customer shall not distribute descriptive materials of any type which reference the various components of the services provided by the Company without first submitting such proposed materials to the Company for review and obtaining prior written authorization from the Company. Customer further expressly acknowledges that all

intellectual property rights of the Company, its successors and/or assigns, shall remain the sole and exclusive property of the Company, its successors and/or assigns consistent and in accordance with the prior approval obtained by the Company from the United States Patent and Trademark Office and any other available remedies or protection(s) available unto the Company.

7.2 **Irreparable Harm to the Company.** It is further expressly agreed that a breach by Customer of any provision of the preceding covenant will cause the Company irreparable harm which cannot be adequately compensated by monetary relief. Accordingly, in the event of any such breach, the Company can and will be entitled to equitable relief (including but not limited to temporary restraining orders, preliminary and/or permanent injunctions), in addition to any other remedies available at law or in equity now or hereinafter in force.

## ARTICLE VIII. GENERAL PROVISIONS

8.1 **Notice.** All notices and other communications required or permitted hereunder or in connection herewith, shall be deemed to have been duly given if they are in writing and delivered personally or sent by registered or certified mail, return receipt requested and postage prepaid. They shall be addressed as follows:

**Company:**

**AllOne Health**

Attn: Legal Department

100 North Pennsylvania Avenue

Wilkes-Barre PA 18701-3503

**Customer:**

City of Sealy

415 Main Street

Sealy, TX 7747470

Provided, however, that either Party may change such Party's address by written notice of such change in accordance with this Section 8.1 to the other Party.

8.2 **Governing Law.** The Agreement shall be governed by and construed under the laws of the Commonwealth of Pennsylvania, without giving effect to the principles of conflict of laws thereof. Additionally, the Parties agree that any legal action or proceeding brought by or against them under this agreement shall be exclusively brought in the courts in and for Luzerne County, Pennsylvania, and Wilkes-Barre Division of the United States District Court for the Middle District of Pennsylvania and that the parties submit to such jurisdiction and waive all objections which they may have with respect to the venue of the above courts.

8.3 **Entire Agreement.** The Agreement, together with the exhibits attached hereto, constitutes the entire understanding and agreement between the Parties with respect to the

provisions of the Services and supersedes any and all prior agreements whether written or oral, that may exist between the Parties solely with respect to such subject matter. The Preamble and **Exhibit A** are incorporated into the Agreement by reference.

8.4 **Modifications and Amendments.** No modification, amendment, alteration, or waiver of any provision of this Agreement shall be valid unless set forth in a written instrument and signed by the Party against whom enforcement is sought. A waiver of any provision of this Agreement at any time shall not constitute a waiver of any other provision at that time, nor shall it be deemed a waiver of the same or any other provision at any future time.

8.5 **Statement of Work/Fee Schedule Amendments.** Notwithstanding **Section 8.4**, Customer may request the Company to make changes to its Statement of Work/Fee Schedule or to perform additional Services ("Modified Services"). Upon such a request by Customer, the Company shall submit in writing a proposal for accomplishing the Modified Services and any associated increase or decrease in the Service Fees. If Customer elects to have the Company perform the Modified Services, the Company shall prepare an amended Statement of Work/Fee Schedule that describes and outlines the terms of the Modified Services to be performed. Such amended Statement of Work/Fee Schedule shall be mutually agreed upon, signed, and dated by both Parties. The Company shall not be obligated to perform the Modified Services prior to the execution of the amended Statement of Work/Fee Schedule.

8.6 **Assignment and Third-Party Beneficiaries.** Neither Party may assign the Agreement without the expressed written consent of the other Party, which consent shall not be unreasonably conditioned, withheld or delayed. Notwithstanding the foregoing, either Party may transfer or assign this Agreement without the other Party's consent (i) to any parent, subsidiary, or affiliate that controls, is controlled by, or is under common control with such Party, or (ii) in connection with a merger, acquisition, or sale of all or substantially all of such Party's assets or business to which this Agreement relates. Furthermore, either Party may assign the Agreement to a third party solely in connection with a sale or other disposition of substantially all the assets of the assigning Party's business without the expressed written consent of the other Party. Other than in connection with indemnification under **Section 4.1**, the Agreement does not, nor is it intended to, create any rights, benefits, or interests in any third party, person, or organization.

8.7 **Captions and Headings; Interpretation.** Captions and headings contained herein are solely for convenience of reference and shall not constitute a part of, or affect the interpretation or construction of, the Agreement. Except as otherwise explicitly specified to the contrary, (a) references to a Section, Article, exhibit or schedule means a Section or Article of, or schedule or exhibit to this Agreement, unless another agreement is specified, (b) the word "including" (and words of similar import) means "including without limitation," (c) references to a particular statute or regulation include all rules and regulations thereunder and any predecessor or successor statute, rules or regulation, in each case, as amended or otherwise modified from time to time, (d) words in the singular or plural form include the plural or singular form, respectively, and words of one gender shall be held to include all genders as the context requires, (e) references to the Parties means the Parties hereto, unless another agreement is specified, (f) references to a particular person include such person's successor and

assigns to the extent not prohibited by this Agreement, (g) "extent" in the phrase "to the extent" means the degree to which a subject or other thing extends, A and such phrase does not mean simply "if," (h) the headings contained in this Agreement, in any exhibit or schedule hereto and in the table of contents to this Agreement are for reference purposes only and shall not effect in any way the meaning or interpretation of this Agreement, (i) references to "$" shall mean United States dollars, (j) the word "or" is not exclusive, (k) the words "hereof," "herein," "hereby," "hereto," and derivative or similar words refer to this entire Agreement including the schedules and exhibits hereto, (l) the word "any" means "any and all," (m) the words "writing," "written," and comparable terms refer to printing, typing and other means of reproducing words (including electronic media) in a visible form, (n) no provision of this Agreement is to be construed to require, directly or indirectly, any person to take any action, or omit to take any action, to the extent such action or omission would violate applicable law, (o) if the last day of the time period for the giving of any notice of the taking of any action required under this Agreement falls on a day that is not a business day, the time period for giving such notice or taking such action shall be extended through the next business day following the original expiration date of such, and (p) the Parties have each participated in the negotiation and drafting of this Agreement and if an ambiguity or question of interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties hereto and no presumption or burden of proof shall arise favoring or burdening any Party by virtue of the authorship of any of the provisions in this Agreement.

8.8 **Waiver and Severability.** The waiver by either Party of any default or breach of the Agreement shall not constitute a waiver of any other or subsequent default or breach. If any provision of the Agreement shall be deemed partially or wholly unenforceable, such unenforceability shall not affect the remaining provisions hereof and such affected provision shall be enforced to the fullest extent permitted by law.

8.9 **Attorney's Fees, Costs and Expenses.** If any action at law or in equity is necessary to enforce or interpret the terms of the Agreement, each Party shall bear its own attorneys' fees, costs and expenses incurred in maintaining such action in addition to any other relief that may be deemed proper.

8.10 **Counterparts and Facsimile Signatures or PDF Signatures.** The Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Customer and the Company agree that transmission to each other of the Agreement with the transmitting Party's facsimile signature or portable document format ("PDF") signature shall suffice to bind the Party signing and transmitting same to the Agreement in the same manner as if the Agreement with an original signature had been delivered.

8.11 **Independent Contractor Status.** For purposes of the Agreement and all the Services to be provided hereunder, the Company shall not be considered a partner, co-venturer, agent, employee or representative of Customer, but shall remain in all respects an independent contractor, and neither Party shall have any right or authority to make or undertake any promise, warranty or representation, to execute any contract or otherwise to assume any obligation or responsibility in the name of or on behalf of the other Party.

8.12 **Solicitation of Employees.** Customer agrees that during the term of the Agreement and for a period of twenty-four (24) months commencing on the date that such term expires or is terminated, Customer shall not for any reason, either directly or indirectly, on Customer's own behalf or in the service or on behalf of others, solicit, recruit or attempt to persuade any person to terminate such person's employment or consulting arrangement with the Company, or an affiliated company, whether or not such person is a full-time employee or whether or not such employment is pursuant to a written agreement or is at-will.

8.13 **Survival.** The provisions of **Articles II, III, IV, V, VI, VII and VIII** shall survive the expiration or sooner termination of the term of the Agreement.

8.14 **Force Majeure.** Each Party shall not be considered in default of the performance of its obligations under the Agreement to the extent that performance of its obligations is prevented or delayed by any cause beyond its reasonable control, including acts of God, acts or omissions of governmental authorities, strikes, lockouts or other industrial disturbances, acts of public enemies, wars, blockades, riots, civil disturbances, pandemics, epidemics, floods, hurricanes, tornadoes and any other similar acts, events or omissions (each a "Force Majeure Event"). A Party is excused from performance only for the duration of such a Force Majeure Event. Any Party so delayed in its performance due to a Force Majeure Event shall immediately notify the other Party by telephone (to be confirmed in writing within 24 hours of the inception of such delay). In the event a Force Majeure Event affecting the performance of a Party continues for more than 60 days, the other Party may terminate this Agreement upon notice to such affected Party.

8.15 **Advertising and Public Announcement.** Customer agrees that the Company may: (1) use Customer's name in any form of publicity; (2) release to the public any information relating to the Services to be performed hereunder; and (3) otherwise disclose or advertise that the Customer has entered into the Agreement.

8.16 **Subcontracting.** Company may also, without notice, utilize subcontractors and agents to perform aspects of the Services (such as cloud hosting), provided, however, that Company shall remain primarily responsible for compliance with its obligations under this Agreement.

8.17 **ERISA Disclaimer.** The Parties acknowledge and agree that the Company will provide services to Customer under the Agreement. In providing such service, the Parties agree that the Company will not exercise any discretionary authority over the management or disposition of assets of any welfare benefit plan (as such term is defined in the Employee Retirement Income Security Act of 1974 ("ERISA"). The Company's duties will be limited to providing certain contractually agreed upon services as herein set forth. Therefore, the Parties agree that the Company is not a fiduciary (as such term is defined by ERISA Section 3(21)) regarding Customer's Health Benefits or any Health and Welfare Benefit Plan. The Company will provide services by using its employees who are unfamiliar with and have no responsibility to determine or verify the coverage requirements of any specific benefit plan. In the event that knowledge of the Company shall be a prerequisite to imposing a duty upon or to determine the liability of the Company under the Agreement or under any statute regulating the conduct of the Company, the Company will not be deemed to have participated in any act or omission of

any fiduciary (as such term is defined under ERISA) with regard to the coverage requirements of any welfare benefit plan as a result of performing its contractually agreed upon duties hereunder.

8.18 **Privacy.**

(a) Company is a "service provider", "processor", or equivalent term under data privacy laws applicable to Company's activities under this Agreement (collectively, together with any regulations promulgated pursuant to such laws, "Data Privacy Laws"), and Customer is a "controller", "business" or equivalent term under applicable Data Privacy Laws. The parties agree and acknowledge that certain individuals may have personal data rights pursuant to Data Privacy Laws with respect to their "personal information," "personal data," or equivalent term as defined in Data Privacy Laws ("Personal Information"). Company will retain, use, and disclose Personal Information subject to Data Privacy Laws only for the business purposes and business relationship authorized in the Agreement or otherwise permitted by such Data Privacy Laws, will not sell Personal Information (as such term is defined in applicable Data Privacy Laws), and will treat such Personal Information as Confidential Information under this Agreement. The Company's PIMS Privacy Policy is incorporated herein by reference and can be found on the Company's website. The PIMS Privacy Policy may be amended from time to time without notice to the Customer.

(b) Referral Network. Customer acknowledges and agrees that the counselors, affiliates, coaches, coordinators, clinics, health care providers, and any other entities to whom Company may refer Customer's employees for health counseling or similar services (collectively, the "Referral Network") are separate, independent "controllers", "businesses", or an equivalent term under Data Privacy Laws, and such Referral Network members are not Company's subcontractors or service providers. Customer further acknowledges that Company has no control over, or responsibility for, the data collection or use practices of any Referral Network member, and the use of Personal Information by Referral Network members is subject to each such member's own privacy practices and disclosures. The Company's Referral Network is a sub-processor of the Company for purposes of the referral, invoice, and payment process. The Customer may obtain additional information about the Company's Affiliate Network by contacting the Company.

(c) With regard to protected health information ("PHI") and other Personal Information, each party shall comply, to the extent applicable, with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act ("HITECH") and any all-applicable Data Privacy Laws. Customer hereby agrees that (i) the Company is authorized to process and transfer data between its offices constituting the Company's group of companies, and between any sub-contractor(s), partners and affiliates, and other members of the Referral Network, engaged by the Company to perform part or all of the Services thereby allowing global access to the data on a 'need-to–know' basis in order to perform Services under this Agreement in the countries and territories specified by Customer; and (ii) the Company may disclose protected health information of data subjects (as defined in HIPAA) in the aggregate reports or in de-identified form, without the written consent of data subject, in connection with Company's business operations, as permitted by law.

(d) The Customer shall not share Customer PHI or Personal Information with the Company. "Personal Information" shall mean a first name and last name or first initial and last name in combination with any one or more of the following data elements that relate to such resident: (a) Social Security number; (b) driver's license number or state-issued identification card number; or (c) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident's financial account; provided, however, that "Personal information" does not include information that is lawfully obtained from publicly available information, or from federal, state or local government records lawfully made available to the general public.

8.19 **Anti-Corruption Compliance.** Reserved.

8.20 **Trade Sanctions and Export Control.** Reserved.

8.21 **Record Storage and Delivery.** Upon termination of the Agreement and to the extent that such records exist, the Company shall compile, collect, and deliver to Customer all Customer records subject to the Agreement as soon as is practicable after such termination. Customer agrees to accept delivery upon receipt of such Customer records and pay the Company all reasonable and customary storage, shipping and handling fees and expenses upon receipt of such record delivery and invoicing. Customer understands that any federal and/or state law, rule, regulation, or policy requiring the safekeeping of records for a prescribed time period, after termination of the Agreement, is the sole responsibility of Customer and not an obligation of the Company.

***[Remainder of page intentionally left blank]***

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties have executed and delivered the Agreement as of the date first above written.

**AllOne Health**

| | |
|---|---|
| | _____ |
| **Date** | **Keith Wasley – President and CEO** |
| | _____ |
| **Date** | **Signature of Authorized Customer Representative** |
| | _____ |
| | **Printed Name of Authorized Customer Representative** |
| | _____ |
| | **Title of Authorized Customer Representative** |

ALLONE HEALTH

## EXHIBIT A: Employee Assistance Program (EAP)

### STATEMENT OF WORK/FEE SCHEDULE

**Effective Date**: 10/1/2025

**Contract end Date:** 9/30/2028

**Notification required for non-renewal:** 120 days

**Employee Count**: 70

**Groups Covered**: Full-time employees, dependents ages 8-26, and household members. (Optional groups covered Retirees and terminated employees, part-time, seasonal, volunteers, contractors)

### ASSISTANCE AND WORK-LIFE SERVICES

**Comprehensive Benefits**

- **24/7 Access**: Toll-free telephonic and online access to EAP services.
- **Multilingual Services**: Call translation services available in over 140 languages.
- **In-the-Moment Mental Health Support**: Immediate, confidential access to Master's-level clinicians for emotional and psychological support, available 24/7 by telephone.
- **Mental Health Counseling**:
    - Up to 6 *short-term counseling sessions per unique issue with a Master's-level clinician, (up to 60 minutes each), available in-person, by phone, video, chat, or asynchronous text.
    - Referrals to community or insurance-covered long-term care when applicable.
- **Work-Life Resources**:
    - Personalized consultations and verified referrals for childcare, elder care, pet care, adoption, relocation, education, and more.
- **Legal and Financial Assistance**:
    - **Legal**: Referrals to professional attorneys on matters such as estate planning, divorce, custody, and bankruptcy.
    - **Financial**: Up to 6 virtual counseling sessions annually, (up to 30 minutes each), with a Certified Personal Finance Professional, offering expert guidance on budgeting, retirement planning, and debt management.
    - **Identity Theft Support**: Consultation with a Fraud Resolution Specialist (up to 60 minutes per year).

- **Digital Tools**:
    - Comprehensive online portal and mobile app with articles, videos, calculators, self-guided tools, webinars, live chat, and podcasts.
    - Internet-based Cognitive Behavioral Therapy (iCBT) modules.
- **Life Coaching**: Up to 6 virtual or telephone sessions annually for personalized development in areas such as work-life balance, time management, and communication skills. (up to 60 minutes each).
- **Medical Advocacy**: Support navigating healthcare systems, including pre-authorizations, claims, and transitional care planning.
- **Personal Assistant Services**: Access to assistance with travel arrangements, dining reservations, home services, and other daily tasks.

## PROGRAM IMPLEMENTATION AND PROMOTION

### Engagement and Awareness

- **Participant and Manager Orientations**:
    - Virtual sessions to introduce benefits and usage guidance.
    - Unlimited virtual sessions are included annually.
- **Marketing Materials**:
    - Comprehensive Online Promotional Toolkit features a collection of benefit-focused and topical digital flyers and content designed to boost engagement.
    - Printed materials and promotional items, including brochures, wallet cards, posters, stress balls, and other giveaways, as well as translated materials, are available at an additional cost. Contact your Account Manager for more details.
- **Newsletters and Content**:
    - The Annual Themed Content Calendar outlines a structured schedule of curated topics, resources, and year-round live webinars designed to support ongoing engagement, participant well-being, and organizational initiatives.
    - Monthly newsletter with curated content on well-being topics emailed to the point of contact to share and hosted on AllOne Health's INSIGHTS Newsletter HUB online.
    - Access to a lifestyle blog with timely and relevant resources.
- **Health and Benefits Fair Participation**:

Participation in Onsite and Virtual Events. Participation in onsite and virtual events shall be subject to reasonable availability and may be subject to additional costs, which shall be mutually agreed upon in advance.

## MANAGEMENT ASSISTANCE

### Leadership Support

- **Account Management**: To oversee program implementation, utilization reviews, and strategic planning.
- **Management Consultations**: Expert guidance on workforce challenges and needs, including:
    - Declining performance
    - Workplace conflicts
    - Policy violations
    - Behavioral concerns
    - Virtual and onsite Workplace Crisis Response
    - Virtual training and education engagements
- **Crisis Consultation**: Immediate management support following critical incidents.
- **Formal Management Referrals**: Structured process for employees referrals addressing performance and policy issues, including substance abuse concerns.
- **Substance abuse evaluation:** Assessment of drug and alcohol related issues for employees in DOT and non-DOT regulated positions.
- **Fitness for Duty Evaluation Coordination**
    - Consultation regarding fitness for duty needs.
    - Coordination of fitness evaluations. Referral to qualified professionals.

## PERFORMANCE TRACKING

### Data-Driven Insights

- **Program Reviews**: Periodic evaluations to assess program alignment with organizational goals.
- **Satisfaction Surveys**: Anonymous feedback collected to continuously improve service delivery.

SERVICE FEES

**Annual Fee Structure**:

- Effective Date: 10/1/2025
- Total covered employees: 70
- Fee Structure: Flat Fee
- Annual Rate: $5,000

**Organizational Services**:

- ****Workplace Crisis Response-onsite & virtual**: Fee starting at $350/hour (travel costs additional). 2-hour minimum required.
- ****Trainings and Webinars onsite & virtual**: Fees starting at $350/hour (customization and travel costs additional). 2-hours included per benefit year.
- **Promotional Onsite Events (e.g., Benefit Fairs, Health Fairs, Onsite Orientations)**: Fees starting at $225/hour. (travel costs additional).
- **Substance Abuse Professional (SAP) Services**: Starting at $950 per case.
- **Fitness for Duty Evaluation Services:** Starting at $2,250 per case.

*** Any scheduled crisis response or training event may be subject to a penalty of a minimum of $350 for cancellation with less than 48-hour notice or if a provider has been secured for Workplace Crisis Response services.*

**Optional Services available and priced per project or per customer. To take advantage of these additional whole health solutions simply contact the AllOne Health team for more details.**

- AllOne Wellness Programs
- AllOne Organizational Consulting
- AllOne Crisis Management
- AllOne Concierge

*KNOX KEENE

*In accordance with Knox Keene regulations, California employees shall be limited to three (3) counseling sessions within each six (6) month period.*

Item #10

AGENDA ITEM NO: 10

Discussion and Possible Action regarding Purchasing Shade Structures for the Irene LeBlanc Splash Pad in an amount not to exceed $50,000.

SUBMITTED BY: Kimbra Hill, City Manager

MEETING DATE: July 15, 2025

# STAFF REPORT

## DESCRIPTION

Since opening the splash pad, attendance and facility use has increased over the use of the pool by approximately 525% on weekdays, and 733% on weekends. The types of attendees have also changed, from a parent attending with their child for a few hours, or preteens attending without parental supervision, to entire families and multiple generations now using the splash pad and staying for many hours at a time. With only approximately 1,260 sq ft of existing shade area, there is not sufficient protected space for parents with young babies, grandparents, young children and caregivers to get out of the direct sun. Providing additional shade is important from both a health and safety perspective, as well as to enhance the community experience for the taxpayers. This will provide comfort and accessibility for all ages and reinforce the city's goal of ongoing thoughtful park design and best use of taxpayer funds in prioritizing the ongoing improvements to the city's parks.

Shade structure layout diagrams and design details are included in your packet for reference. **Color options** are included in your packet. Adventure Playgrounds would assist in selecting a color that best matches the existing shade structures.

**OPTION 1 — PREFERRED & RECOMMENDED**

- Install **four (4) single cantilever umbrella shade structures (19 ft. X 19 ft.)**
- Two structures would be placed on each side of the existing full cantilever shade structures, adding a total of 1,444 sq ft of additional shade to the existing 1,260 = 2,704 sq ft TOTAL Shade Space at the splash pad
- The total quote for this option is **$49,916.44** *($34.57 per additional sq ft)*

**OPTION 2 — COST SAVINGS ALTERNATIVE**

- Install **two (2) full cantilever umbrella shade structures, (18 ft. x 35 ft.)** similar to the existing structures
- One structure would be placed on each side of the current shade structures, adding a total of 1,260 sq ft of additional shade to the existing 1,260 = 2,520 sq ft TOTAL Shade Space at the splash pad
- The total quote for this option is **$43,236.90** *($34.32 per additional sq ft)*

## FINANCIAL IMPACT

As of June 30th, General Fund revenues collected are at 87% of budgeted levels at 75% of the fiscal year, including the sales tax which is meeting targeted projections even before the June Sales Tax revenue, which will be reported and applied in the month of August. Total posted expenditures for all General Fund departments and non-departmental expenses are currently at 54% of budget.

The Parks Department is on track to meet its expenditure obligations for the year; so, funding this project will require a year end budget amendment, once all expenditures post for current project payments in progress. Staff recommends reallocating available funds from the Streets Department Capital Outlay, specifically the $52,500 originally budgeted for the streetscape improvement to the flowerbed project at Highway 90 and Town Park Drive.

The Planning Department is still coordinating with TxDOT to ensure the adjacent property owner will have proper access. It is anticipated that the streetscape project will move forward and be fully funded in FY 2025–2026 instead. If this project does proceed this fiscal year, the Streets Department and Planning Department are still projected to have surplus funds available to cover both priorities.

## RECOMMENDATION

Staff recommends approving the Irene LeBlanc Shade Structure project, Option 1, not to exceed $50,000.

ADVENTURE Playground Systems

# SHADE STRUCTURES

COLORS



## SHADE FABRIC COLORS

| | | | | |
|---|---|---|---|---|
| NATURAL | DESERT SAND | YELLOW | CAYENNE | DEEP OCHRE |
| CEDAR | GUN METAL | STEEL GRAY | NAVY BLUE | TURQUOISE |
| AQUATIC BLUE | SKY BLUE | RIVERGUM GREEN | BRUNSWICK GREEN | BLACK |

## HEAT RESISTANT SHADE COLORS

| | | | | |
|---|---|---|---|---|
| BOTTLE GREEN | PURPLE | SILVER | SUNBLAZE | TRUE BLUE |



## POWDER COAT

- Yellow
- Blue
- Orange
- Fuschia
- White
- Brown
- Burgundy
- Teal Blue
- Red
- Sky Blue
- Spring Green
- Purple
- Gray
- Green
- Tan
- Black

*Note: Colors may vary depending on: different types of lighting, computer monitor settings, type of impression or manufacture process.*

1.888.935.2112 www.apsplay.com 10845 Church Lane, Houston, TX 77043



CREAM



BEIGE



YELLOW



MINT GREEN



DOVE BLUE



OXIDE RED



RED



TRUE BLUE



FOREST GREEN



PEARL ONYX



PURPLE



OLIVE



SILVER



SUNBLAZE



LATTE



BROWN



NAVY BLUE



LIME



BOTTLE GREEN



CHARCOAL



MIDNIGHT

ALNET

www.AlnetAmericas.com

# OPTION 1 – 4 SINGLE CANTILEVER UMBRELLAS

## Each structure is 19 FT. X 19 FT., 361 sq. ft.

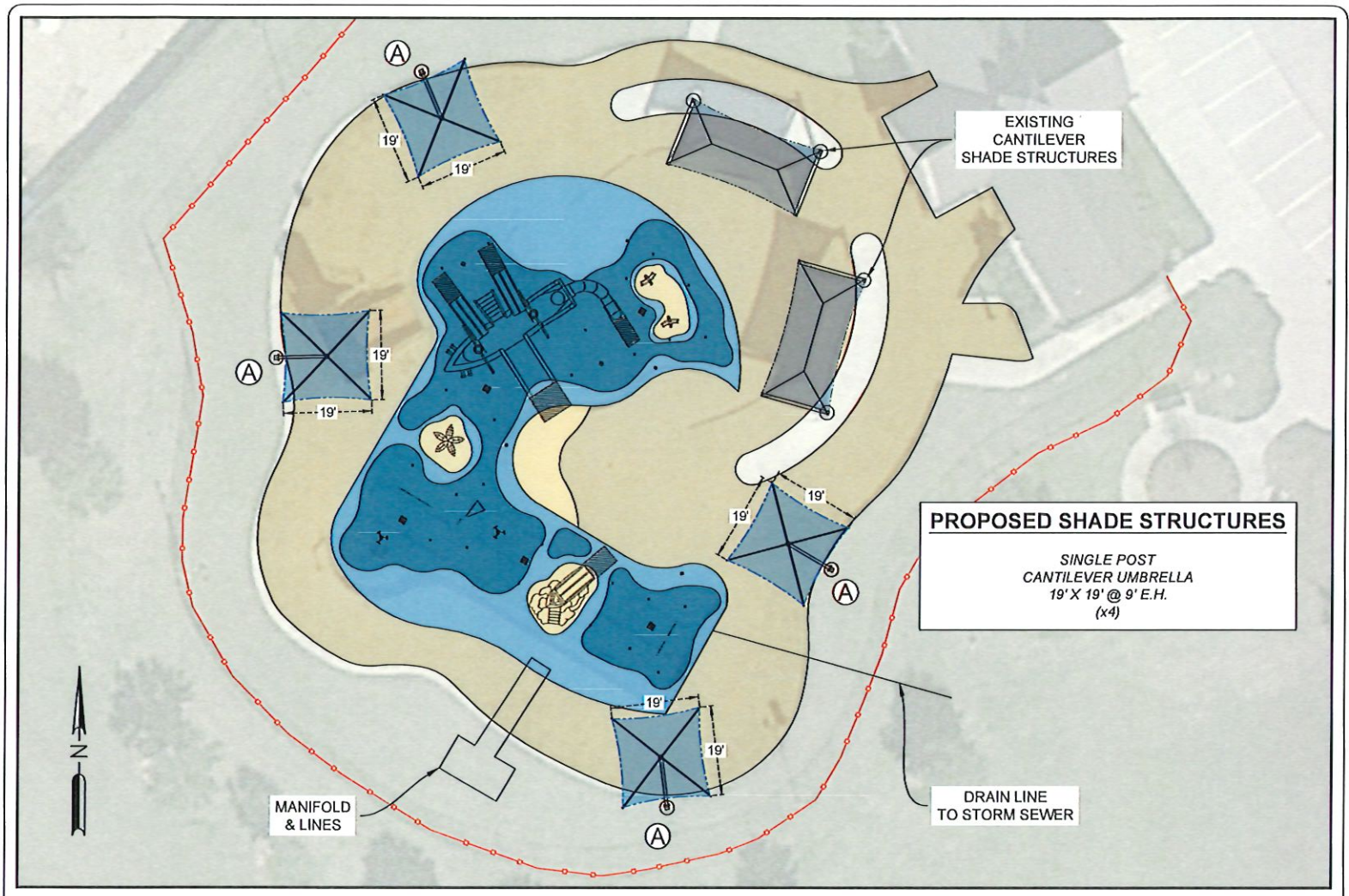
## TOTAL ADDITIONAL SHADE COVERAGE: 1,444 sq. ft.

- Increases Shade at the Irene LeBlanc Splash Pad from 1,260 sq ft to a total of **2,704 sq ft**
- **$49,916.44** *($34.57 per additional sq ft)*



Single Post Cantilever Umbrella Design

ADVENTURE
Playground Systems




ADVENTURE Playground Systems

| | | |
|---|---|---|
| 2D LAYOUT D1 (SHADE) | DATE: 7/9/2025 | DRAWN BY: MA |
| CITY OF SEALY (SPLASH PAD) | 1500 REXVILLE RD SEALY, TX 77474 | |

| | |
|---|---|
| CUSTOMER SIGNATURE & DATE: | |
| SALES REP: | CHRIS |

Adventure Playground Systems
10845 Church Lane
Houston,TX 77043
Office: 713.935.9684
Fax: 713.935.9633
apsplay.com

QUOTE

**Quote Number: Q-021182**

Bill To
**City of Sealy**
1499 Miller Rd
(Sealy Skate Park)
Sealy, Texas 77474
Kimbra Hill
Phone: 979-885-3511
khill@ci.sealy.tx.us

Ship To
Kimbra Hill
Phone: 979-885-3511
1499 Miller Rd
(Sealy Skate Park)
Sealy, Texas 77474

| | |
|---|---|
| Date : | 07/09/2025 |
| Price Valid Until : | 07/28/2025 |
| Reference : | Layout D Splash Pad Area |
| Sales Person : | Chris Contreras |
| Deposit : | $ 27,455.00 (55%) |

| SKU | Item & Description | Qty | Regular Price | Discount | Amount |
|---|---|---|---|---|---|
| 1 | Cantilever Umbrella shade Structure<br>19' x 19 ' @ 9 ' EH<br>1 Post, 1 Top Frame Design<br>400 sq./ft.<br>Surfacing : Natural Sod<br>Color: TBD | 4.00 | 7,252.00 | 7.00% | 26,977.44 |
| 2 | Rebar Cages-Large<br>SKU : RC-L<br>Large Rebar Cage for Shade Structure Footer | 4.00 Each | 285.00 | 0.00 | 1,140.00 |
| 3 | Assembly and Installation of Shade Structure | 4.00 Each | 4,351.00 | 0.00 | 17,404.00 |
| **Equipment and Services** | | | | | |
| 4 | Private Line Locator Service<br>SKU : INST-01<br>Pricing is subject to change per concealed conditions. Concealed conditions include without limitation, water, gas, sprinkler, electrical and sewage lines, post-tension cables, and steel rebar. If additional concealed conditions are discovered once work has commenced, which were not visible at the time this estimate is invoiced, Adventure Playground Systems will stop work and indicate the unforeseen concealed conditions to the customer or owner so that Adventure Playground Systems can execute a change for any additional work. In any event, any damage caused by or to unforeseen concealed conditions is the sole responsibility of the customer or owner and Adventure Playground Systems shall not be held liable for any such | 1.00 Each | 595.00 | 0.00 | 595.00 |

| SKU | Item & Description | Qty | Regular Price | Discount | Amount |
|---|---|---|---|---|---|
| | damage. Additional labor costs and/or equipment rentals, and any costs directly related to the aforementioned concealed conditions that are required for the continuation of the installation will be added to the invoice as a change order. | | | | |
| 5 | Permit Service Fee<br>SKU : INST-02<br>Customer to provide copies of: Civil site plans, architectural drawings, grading, storm, and drainage plans. If new construction: A copy of the warranty deed and a copy of the existing building permit will be required for permitting. | 1.00<br>Each | 750.00 | 0.00 | 750.00 |
| 6 | Permits<br>SKU : INST-06<br>To Be Determined by City/County<br>*Additional charges may apply to invoice if revisions are requested by City or County. | 1.00<br>Each | 0.00 | 0.00 | 0.00 |
| 7 | Engineered Stamped Drawings<br>SKU : INST-03 | 1.00<br>Each | 800.00 | 0.00 | 800.00 |
| 8 | Bobcat or Equivalent Rental<br>SKU : INST-04<br>Adventure Playground Systems, Inc. is not liable for damage done by normal construction operations to any existing concrete, landscape, or natural grass unless it is specified and quoted as a separate line item in this proposal. | 1.00<br>Each | 750.00 | 0.00 | 750.00 |
| 9 | Container, Dump Truck, or Equivalent for Removal of Materials<br>SKU : INST-07 | 1.00<br>Each | 600.00 | 0.00 | 600.00 |
| 10 | Site/Civil Plans Omission<br>Please note this estimate has been prepared without reviewing the customer's site/civil plans entailing utility easements, building lines, property lines, storm, drainage swales, etc. The location and size of the shade/metal structure may be subject to change. Additional costs may incur. | 0.00 | 0.00 | 0.00 | 0.00 |
| 11 | Wind & Snow Load Disclaimer<br>Please note that APS Shade Structures above are designed for Wind Loads up to 95 mph with 3-second gusts up to 110 mph. Additional charges may incur if the design must be revised to withstand higher wind loads for your respective area. Shade structures are not intended for snow or ice loads. The shade fabric must be removed prior to snow/ice conditions and only re-installed after frost/snow and ice conditions have passed. | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 | This estimate does not include cutting through bedrock<br>Additional costs may incur as a change order to invoice if bedrock is at the site of footer installation. | 0.00 | 0.00 | 0.00 | 0.00 |

| SKU | Item & Description | Qty | Regular Price | Discount | Amount |
|---|---|---|---|---|---|
| 13 | Terms & Conditions<br>• 55% deposit due with order<br>• Balance due on project completion | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | Sub Total | 49,016.44 |
| | | | | Shipping charge | 900.00 |
| | | | | **Total** | **$49,916.44** |

## Payment Notes:

A deposit of 55% percent is due to Adventure Playground Systems, Inc. upon the signing of this proposed contract as consideration of down payment on the Invoice total. The remaining balance is due upon completion of work unless other specified terms are agreed to within the legal terms of a Project Contract.

Allow up to 8 weeks for preparation of plans, drawings, and permit submittals, if required, after acceptance of the proposal. The shipping date for manufactured products will be approximately 10-12 weeks after approval of submitted documentation, provided that the following conditions have been completed and approved by the customer:

1. Project product submittals reviewed, approved, and returned.
2. Color selection sheet (signed and dated)
3. Physical project address obtained
4. All contact names and phone numbers for the project
5. Exemption certificate (if applicable)
6. Deposit received per agreed payment terms

Allow adequate time for processing and procuring construction permits if required.
Allow approximately 6 to 8 weeks for installation of project completion from the date of deposit, plus additional time for permitting if required.

We strongly recommend that the required fall surfacing be installed under all play and fitness equipment. Choose a safety surface that meets the U.S. Consumer Product Safety Commission recommendations for surfacing under playgrounds.

TERMS & CONDITIONS:

1. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the contract.

2. Changes to the design, color selection, or overall equipment order are not permitted once the order has been placed, unless previously authorized in writing by Adventure Playground Systems, Inc. No returns of merchandise will be accepted unless previously authorized in writing by Adventure Playground Systems, Inc. All returns are subject to a restocking fee of 25% plus freight charges incurred for return to original shipment origination.

3. Ownership Title for all equipment is reserved by Adventure Playground Systems, Inc. until payment in full is received. The right to enter the property and repossess said equipment is hereby granted to Adventure Playground Systems, Inc. if payment is not rendered in accordance with the terms above. All payments made prior to repossession under this contract shall be forfeited to Adventure Playground Systems, Inc. as the cost incurred to procure, provide and recover the equipment. Repossession of product does not waive any damages or costs due as awarded by the courts.

4. All collections or litigation concerning this contract shall be governed by the laws of the State of Texas, with the venue in Harris County.

5. Adventure Playground Systems, Inc. warrants the merchandise on this proposal to the manufacturer's published standards as to material and workmanship. See catalog and/or attached drawings for specific layouts, warranty terms, and specifications.

6. Adventure Playground Systems, Inc. reserves the right to review the contract for final acceptance by management.

7. A service charge of 1.5% per month will be assessed on the outstanding past due balance over 45 days from the completion date.

8. Payments made to Adventure Playground Systems, Inc. by credit card will incur a processing fee of 2.5% percent of the transaction amount paid. Other forms of payment options are available without a processing fee by check, cash, cashier's check, money order, or bank wire transfer.

9. Installation services include all labor and equipment required to complete the job. Installation charges are quoted based on a worksite that is accessible by truck, with no fencing, tree, landscaping, or utility obstacles and level ground surface area (+/- 1-2% max slope). Any site work not expressly detailed in this proposal is excluded. Additional installation charges will incur for unlevel groundwork sites, removal of utilities,

landscaping, existing equipment and/or abnormal substrates, (ie. rock, asphalt, landfill, etc.)

10. Price quoted includes Adventure Playground Systems, Inc. standard insurance coverages. Any charges by Adventure Playground Systems, Inc. insurance carrier or agents for adding General Contractor or Owner as additional insured, waivers of subrogation, or changes to standard coverage shall be added to contract invoice charges. No performance bond or payment bond shall be provided by Adventure Playground Systems, Inc. unless specified and quoted as a separate line item in the proposal.

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13. Building permits required by local or state authorities and municipalities are not included and are the responsibility of the owner of the property unless specified and quoted as a separate line item in the proposal. If Adventure Playground Systems, Inc. is to handle required permitting, please provide our office with necessary drawings and site documentation as requested per the project details (ie. legal site plans, survey plats, deed restrictions, etc).

14. This proposal may be withdrawn by Adventure Playground Systems, Inc. if not accepted within fourteen (14) days of issuance. Pricing is subject to change.

The pricing, specifications, terms, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. If the contract is placed with an attorney for suit or collection through probate, bankruptcy, or other legal proceedings, the customer agrees to pay all expenses and reasonable attorney fees incurred. Any verbal instructions, agreements, or promises are not valid unless written and made part of this contract. I have read, understand and agree to all of the terms and conditions set forth in this proposal.

Authorized Signature: _____

Date Signed: _____

# OPTION 2 – 2 FULL CANTILEVER UMBRELLAS

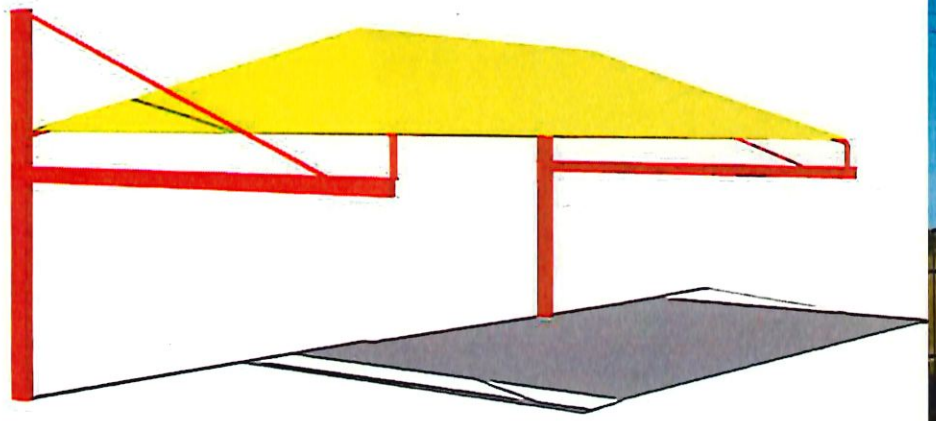
## Each structure is 18 FT. X 35 FT., 630 sq. ft.

## TOTAL ADDITIONAL SHADE COVERAGE: 1,260 sq. ft.

- Increases Shade at the Irene LeBlance Splash Pad from 1,260 sq ft to a total of **2,520 sq ft**
- **$43,236.90** *($34.32 per additional sq ft)*

ADVENTURE
Playground Systems

# FULL
# CANTILEVER







Adventure Playground Systems
10845 Church Lane
Houston,TX 77043
Office: 713.935.9684
Fax: 713.935.9633
apsplay.com

ADVENTURE Playground Systems

QUOTE

**Quote Number: Q-020833**

Bill To
**City of Sealy**
1500 Rexville Rd
Sealy, Texas 77474
[redacted]
Phone: 979-627-6117
mwinney@ci.sealy.tx.us

Ship To

Contact # 979-627-6117
1499 Miller Rd
(Sealy Skate Park)
Sealy, Texas 77474

| | |
|---|---|
| Date : | 06/13/2025 |
| Price Valid Until : | 07/02/2025 |
| Reference : | Layout B Splash Pad Shade |
| Sales Person : | Chris Contreras |
| Deposit : | $ 23,781.00 (55%) |

| SKU | Item & Description | Qty | Regular Price | Discount | Amount |
|---|---|---|---|---|---|
| 1 | Labor to remove existing fence for APS access | 1.00 | 450.00 | 0.00 | 450.00 |
| 2 | Cantilever 2 Post Shade Structure - CUSTOM<br>SKU : SUC-CUSTOM<br>18' x 35 ' @9 ' EH<br>2 Post, 1 Top Frame Design<br>630 sq./ft.<br>Surfacing : Natural Sod<br>Color: TBD | 2.00 | 11,581.00 | 5.00% | 22,003.90 |
| 3 | Rebar Cages-Large<br>SKU : RC-L<br>Large Rebar Cage for Shade Structure Footer | 4.00 Each | 285.00 | 0.00 | 1,140.00 |
| 4 | Assembly and Installation of Shade Structure | 2.00 Each | 6,949.00 | 0.00 | 13,898.00 |
| **Equipment and Services** | | | | | |
| 5 | Private Line Locator Service<br>SKU : INST-01<br>Pricing is subject to change per concealed conditions. Concealed conditions include without limitation, water, gas, sprinkler, electrical and sewage lines, post-tension cables, and steel rebar. If additional concealed conditions are discovered once work has commenced, which were not visible at the time this estimate is invoiced, Adventure Playground Systems will stop work and indicate the unforeseen concealed conditions to the customer or owner so that Adventure Playground Systems can execute a change for any additional work. In any event, any damage caused by or to unforeseen concealed conditions is the sole | 1.00 Each | 595.00 | 0.00 | 595.00 |

| SKU | Item & Description | Qty | Regular Price | Discount | Amount |
|---|---|---|---|---|---|
| | responsibility of the customer or owner and Adventure Playground Systems shall not be held liable for any such damage. Additional labor costs and/or equipment rentals, and any costs directly related to the aforementioned concealed conditions that are required for the continuation of the installation will be added to the invoice as a change order. | | | | |
| 6 | Permit Service Fee<br>SKU : INST-02<br>Customer to provide copies of: Civil site plans, architectural drawings, grading, storm, and drainage plans. If new construction: A copy of the warranty deed and a copy of the existing building permit will be required for permitting. | 1.00<br>Each | 750.00 | 0.00 | 750.00 |
| 7 | Permits<br>SKU : INST-06<br>To Be Determined by City/County<br>*Additional charges may apply to invoice if revisions are requested by City or County. | 1.00<br>Each | 0.00 | 0.00 | 0.00 |
| 8 | Engineered Stamped Drawings<br>SKU : INST-03 | 1.00<br>Each | 800.00 | 0.00 | 800.00 |
| 9 | Bobcat or Equivalent Rental<br>SKU : INST-04<br>Adventure Playground Systems, Inc. is not liable for damage done by normal construction operations to any existing concrete, landscape, or natural grass unless it is specified and quoted as a separate line item in this proposal. | 1.00<br>Each | 750.00 | 0.00 | 750.00 |
| 10 | Crane or Equivalent Rental<br>SKU : INST-05<br>*Pricing Subject to Change<br>*Access and Mobilization to be determined during the site visit | 1.00<br>Each | 1,350.00 | 0.00 | 1,350.00 |
| 11 | Container, Dump Truck, or Equivalent for Removal of Materials<br>SKU : INST-07 | 1.00<br>Each | 600.00 | 0.00 | 600.00 |
| 12 | Site/Civil Plans Omission<br>Please note this estimate has been prepared without reviewing the customer's site/civil plans entailing utility easements, building lines, property lines, storm, drainage swales, etc. The location and size of the shade/metal structure may be subject to change. Additional costs may incur. | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 | Wind & Snow Load Disclaimer<br>Please note that APS Shade Structures above are designed for Wind Loads up to 95 mph with 3-second gusts up to 110 mph. Additional charges may incur if the design must be revised to withstand higher wind loads for your respective area. Shade structures are not intended for snow or ice | 0.00 | 0.00 | 0.00 | 0.00 |

| SKU | Item & Description | Qty | Regular Price | Discount | Amount |
|---|---|---|---|---|---|
| | loads. The shade fabric must be removed prior to snow/ice conditions and only re-installed after frost/snow and ice conditions have passed. | | | | |
| 14 | This estimate does not include cutting through bedrock<br>Additional costs may incur as a change order to invoice if bedrock is at the site of footer installation. | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 | Terms & Conditions<br>• 55% deposit due with order<br>• Balance due on project completion | 0.00 | 0.00 | 0.00 | 0.00 |

| | |
|---|---|
| Sub Total | 42,336.90 |
| Shipping charge | 900.00 |
| **Total** | **$43,236.90** |

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Authorized Signature: _____

Date Signed: _____

Item #11

AGENDA ITEM NO: 11

Discussion and Possible Action regarding Potential Task Order for W. Front Street Infrastructure Improvements Project.

SUBMITTED BY: Kimbra Hill, City Manager

MEETING DATE: July 15, 2025

# STAFF REPORT

## DESCRIPTION

On June 17th, City Council authorized staff to have Strand Engineering prepare a Task Order for the West Front Street Infrastructure Improvement Project, which combines two Sewer Capital Improvement Plan (CIP) projects, C2 and C3.

According to the 2023 Master Utility Study, Strand projected these projects would need to be considered in 2025, based on waste load and flow forecasts, as well as computer modeling and sensitivity analysis using a 5-year, 3-hour storm event. The study identified five (5) projects needed to maintain adequate capacity for the City's existing customers.

In addition to addressing capacity constraints, Strand's recommendations considered several areas with frequent customer complaints due to structural defects and the need for ongoing maintenance.

Project Timeline:

- Start Date: July 14, 2025
- Scheduled Completion: January 3, 2028

## FINANCIAL IMPACT

| | Estimated Cost |
|---|---|
| **Engineering Services Task Order:** | **$620,000** |
| **C2 Sanitary Sewer Improvements:** | **$3,380,000** |
| **C3 Sanitary Sewer Improvements:** | **$1,770,000** |
| **Total:** | **$5,770,000** |

**Funding Sources:**

- **2022 Certificates of Obligation (CO): $3,763,942.72** (remaining unallocated)
- **Sewer Impact Fee Fund: $523,576** (50% of fund balance as of 4/30/25)
- **2025 CO: $1,482,481.28**

**Optional Additional Consideration:**

- **C2 Water Main Improvements: $515,000**
- **C3 Water Main Improvements: $575,000**
- **Total Optional Water Improvements: $1,090,000**

**Funding Sources for Water Improvements:**

- **Water Impact Fee Fund: $449,169.85** (50% of fund balance as of 4/30/25)
- **2025 CO: $640,830.15**

## RECOMMENDATION

Staff recommends approval of the Task Order for the West Front Street Infrastructure Improvement Project.

**ATTACHMENTS:**

- ☐ **Task Order**
- ☐ **C2 — Sanitary Sewer Master Plan Project Fact Sheet:** *West Front Street*
- ☐ **C3 — Sanitary Sewer Master Plan Project Fact Sheet:** *North Third Lift Station*
- ☐ **Sewer Impact Fee Use Restrictions**
- ☐ **Approved & Pending Project Costs & Funding Spreadsheet**
- ☐ **Fund Balance Reports (as of April 30, 2025)**

STRAND ASSOCIATES®
Excellence in Engineering℠

Strand Associates, Inc.®
1906 Niebuhr Street
Brenham, TX 77833
(P) 979.836.7937
www.strand.com

Task Order No. 25-05
City of Sealy, Texas (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Agreement for Technical Services dated September 17, 2018

**Project Information**

Project Name: West Front Street Infrastructure Improvements

Project Description: Replacement of approximately 6,730 linear feet (LF) of gravity sanitary sewer and 3,640 LF of sanitary force main along West Front Street from the North Third Street Lift Station site to approximately 320 LF south of the intersection of West Front Street and Overcreek Way. Sanitary sewer and sanitary force main replacements are anticipated to be by both trench and trenchless construction.

Services Description: Provide design-, bidding-, and construction-related services.

**Scope of Services**

ENGINEER will provide the following services to OWNER.

Design Services

1. Attend a kickoff meeting with OWNER to review project scope.

2. Conduct a topographic survey and prepare base mapping for approximately 6,730 LF of gravity sanitary sewer replacement and 3,640 LF of sanitary force main replacement within existing utility easements and street rights-of-way. Topographic survey will include the location of overhead and marked underground utilities within the survey limits as field marked through a Texas 811 locate request; additional requests and subsequent surveys will be considered additional services.

3. Prepare a preliminary engineering report summarizing the proposed gravity sanitary sewer and force main alignments, an opinion of probable construction cost (OPCC), and project alternatives for OWNER's consideration. Project alternatives are anticipated to include street reconstruction, drainage improvements, and water main replacements within the rights-of-way for West Front Street. Attend a meeting with OWNER to review the contents of the preliminary engineering report and incorporate feedback, as appropriate. If OWNER decides to include any of the project alternatives in the project, an amendment will be prepared to modify ENGINEER's services.

4. Perform a geotechnical investigation and prepare a geotechnical report of subsurface conditions. It is anticipated that the geotechnical investigation will be limited to where the sewer will be installed by trenchless methods under existing railroads, U.S. Highway 90, and Interstate 10. Up to six borings to a depth of 20 feet will be provided at each of the trenchless installation locations.

5. Develop and submit 60 percent and 90 percent design drawings (including title sheet, index sheet, plan and profile sheets, and standard detail sheets) in accordance with OWNER standards,

technical specifications, and OPCC to review with OWNER. Attend two design review meetings with OWNER and incorporate feedback, as appropriate.

6. Prepare Bidding Documents using Engineering Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2018 edition, technical specifications, and engineering drawings.

7. Prepare and submit permit applications to the Texas Commission on Environmental Quality, Texas Department of Transportation, Burlington Northern Santa Fe Railroad, and Union Pacific Railroad. OWNER shall pay permit fees directly to the permitting agency, if applicable.

Bidding-Related Services

1. Distribute Bidding Documents electronically through CivCast, available at www.strand.com and www.civcastusa.com. Submit Advertisement to Bid to OWNER's newspaper of choice for publishing. OWNER shall pay newspaper directly for publishing.

2. Attend a prebid meeting, prepare addenda, and answer questions during bidding.

3. Attend bid opening, tabulate and analyze bid results, and assist OWNER in the award of the Construction Contract.

4. Prepare two sets of Contract Documents for signature.

Construction-Related Services

1. Provide contract administration services including attendance at a preconstruction conference, review of contractor's up to three iterations of shop drawing submittals, review of contractor's periodic pay requests, attendance at up to 15 construction progress meetings, periodic site visits, and participation in project closeout. Services are based on a 450-day total construction schedule.

2. Provide resident project representative for up to 520 hours of part-time observation of construction; part-time observation is anticipated to be one site visit per week for up to 65 weeks, based on a 450-day total construction schedule.

3. Provide record drawings in electronic format from information compiled from the contractor's records. ENGINEER is providing drafting services only for record drawings based on the records presented to ENGINEER by contractor and OWNER. ENGINEER will not be liable for the accuracy of the record drawing information provided by contractor and OWNER.

**Compensation**

OWNER shall compensate ENGINEER for Services under this Task Order a lump sum of $620,000.

**Schedule**

Services will begin upon execution of this Task Order, which is anticipated the week of July 14, 2025. Services are scheduled for completion on January 3, 2028.

**OWNER's Responsibilities**

In addition to those indicated in the Agreement for Technical Services, OWNER shall provide all railroad coordination with Burlington Northern Santa Fe Railroad and Union Pacific Railroad related to the following at its expense:

1. Railroad Protective Liability Insurance.
2. Access to railroad right-of-way.
3. Railroad flagging.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

| ENGINEER: | | OWNER: | |
|---|---|---|---|
| STRAND ASSOCIATES, INC.® | | CITY OF SEALY, TEXAS | |
| Joseph M. Bunker<br>Corporate Secretary | Date | Carolyn Bilski<br>Mayor | Date |

NOT FOR SIGNATURE

# Sanitary Sewer Master Plan

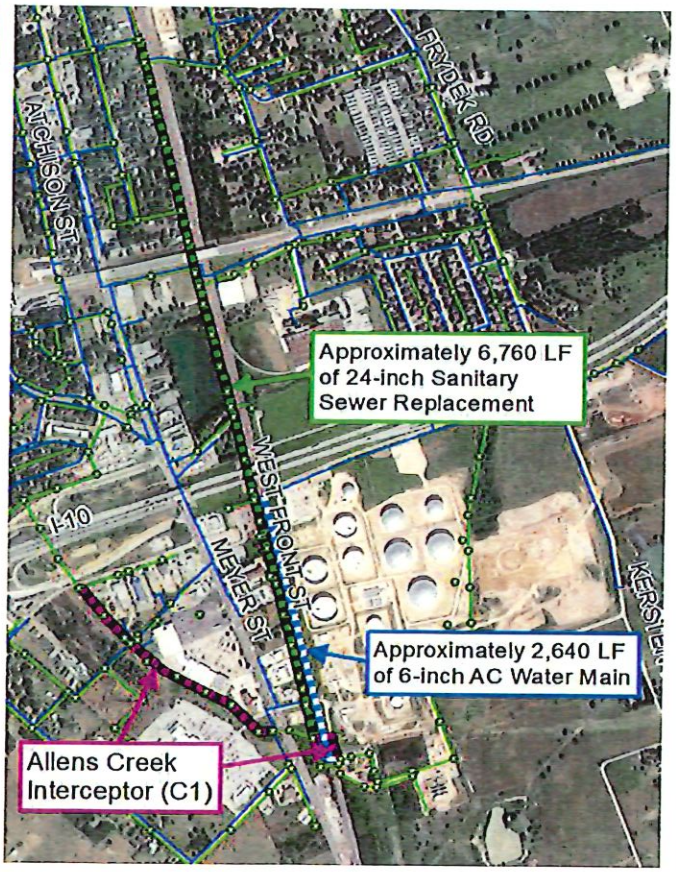
## Project Fact Sheet

**Project Name:** West Front Street

**Project Type:** Sanitary Sewer and Water Main Improvements

### Project Overview

The West Front Street Interceptor, a 12-inch VCP, extends from the discharge of the North 3rd Lift Station to the WWTP. The hydraulic model simulation shows surcharging. A new 24-inch sewer will provide capacity for existing customers and accommodate anticipated increased capacities from both the North 3rd Lift Station and Michalke Lift Station to accommodate future growth. The hydraulic simulations also assume improvements at the WWTP pump station have been completed to allow operation of pumps 4-6. The remaining 420 LF of sewer to the WWTP will be replaced including a jack and bore section under the railroad as part of the Schmidt Road Bypass Sewer project (C8) to provide capacity for the Allens Creek Interceptor project (C1).

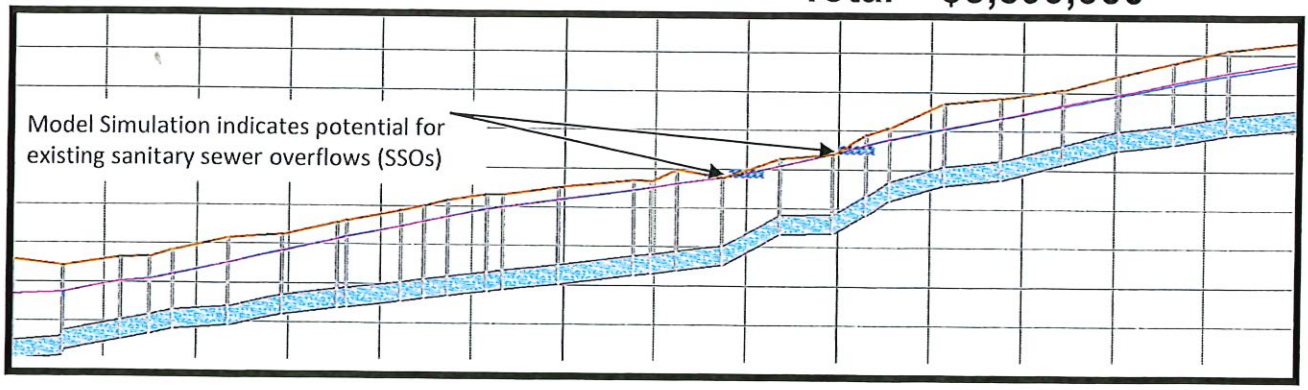



### Additional Benefits

The adjacent 6-inch AC water main from I-10 to the WWTP is beyond its useful life and may be included with the sewer replacement leveraging savings in mobilization and restoration costs.

### Estimated Capital Cost

**Sanitary – $3,380,000**
**Water – $515,000**
**Total – $3,890,000**



# Sanitary Sewer Master Plan

## Project Fact Sheet

**Project Name:** North 3rd Lift Station

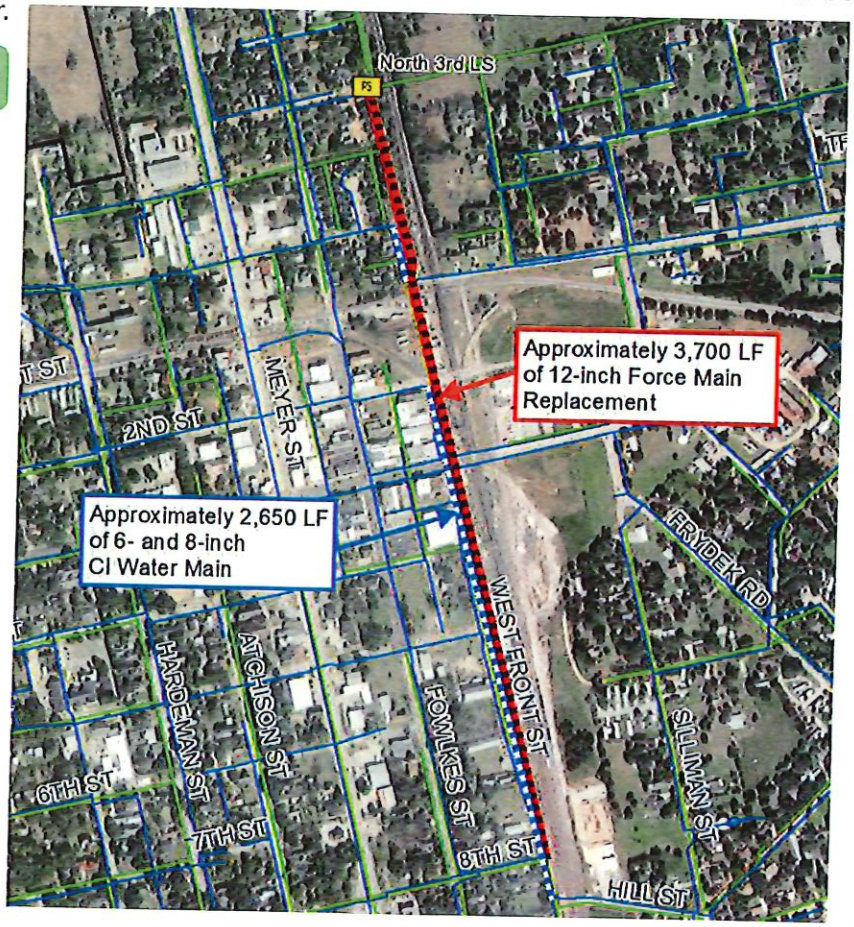
**Project Type:** Lift Station Rehabilitation and Force Main and Water Main Improvements

### Project Overview

The North 3rd Street Lift Station conveys approximately half of the wastewater in the City. The existing capacity of the lift station is approximately 900 gpm, and the City is currently in planning to add an additional pump to increase the firm capacity to approximately 1,800 gpm. Once that project is complete, the existing 8-inch force main will be undersized, and the efficiency and operating points of the pumps may be less than desired. Replacement of the force main should be considered and reviewed in conjunction with the lift station improvements. It is anticipated the force main will be either 10- or 12-inches in diameter.

### Additional Benefits

The improvements to the force main and lift station should lead to an increase in capacity, efficiency of the lift station, and reduce long term operation and maintenance costs due to higher energy consumption. In addition, there is approximately 2,650 LF of 6- and 8-inch CI water main installed adjacent to the force main. Although the installation date was not available at the time of the Master Plan, CI was a common material until the 1960's and is considered to be past its useful life. Replacement of this adjacent water main in conjunction with the force main can result in a reduction in project costs due to savings on mobilization and restoration.




**Estimated Capital Cost**

**Sanitary – $1,770,000**
**Water – $575,000**
**Total – $2,340,000**

SEWER IMPACT FEE USE RESTRICTIONS

| Sewer CIP Projects | | | | Connections Served by Project | | | | Opinion of Probable Cost | |
|---|---|---|---|---|---|---|---|---|---|
| ID | Name | Year | Description | Ultimate | Existing | 10-Year | 10-Year (Percentage) | Total | Attributable to 10-Year Period |
| T0 | WWTP | 2020 | Construct a 2.0 MGD average daily flow for the wastewater treatment plant (WWTP). | 5,357 | 2,404 | 2,944 | 55% | $16,318,000 | $8,967,742 |
| T1 | WWTP Expansion | 2033 | Begin planning for an expansion of the existing WWTP. | 5,357 | 2,404 | 2,944 | 55% | $100,000 | $54,956 |
| C0 | Highway 36 Sanitary Sewer Extension | 2023 | Install a 270-gpm lift station (expandable to 550 gpm), 6-inch force main, and 6- to 8-inch gravity sewers from FM 2187 to Jurica Road. | 347 | 0 | 50 | 14% | $1,435,000 | $206,772 |
| C1 | Allens Creek Interceptor, Phase 1 Replacement | 2023 | Direct replacement of the existing 18-inch gravity sewer with a 24-inch gravity sewer between Interstate 10 and the WWTP. | 4,107 | 1,425 | 1,322 | 32% | $1,915,000 | $616,418 |
| C2 | West Front Street Interceptor Replacement | 2025 | Direct replacement of the existing 12-inch gravity sewer with a 24-inch gravity sewer between the North 3rd Street Lift Station's force main discharge and the WWTP. | 4,107 | 640 | 503 | 12% | $3,380,000 | $413,962 |
| C3 | North 3rd Street Force Main Replacement | 2025 | Replace the existing 6-inch force main with a 12-inch force main between the North 3rd Street Lift Station and the intersection of West Front Street and 8th Street. | 1,785 | 640 | 503 | 28% | $1,770,000 | $498,773 |
| C4 | Willow Street and Brookside Lane Replacement | 2026 | Direct replacement of the existing 12-inch gravity sewer with an 18-inch gravity sewer immediately upstream of Interstate 10. | 2,370 | 859 | 1,511 | 64% | $675,000 | $430,348 |
| C5 | Rexville Road Interceptor | 2026 | Install 480-gpm lift station (expandable to 850 gpm), 8-inch force main, and 12-inch gravity sewer to Acres Lane. | 1,219 | 0 | 497 | 41% | $4,172,000 | $1,700,971 |
| C6 | Peschel Lane Force Main | 2027 | Install 6-inch force main from proposed development to existing gravity sewer at the B&PW Park; proposed lift station will be constructed by the developer. | 608 | 0 | 608 | 100% | $210,000 | $210,000 |
| C7 | Columbus Road Force Main Replacement | 2027 | Replace the existing 4-inch force main with a 6-inch force main downstream of the Columbus Road Lift Station and upsize the lift station to 270 gpm (expandable to 450 gpm). | 741 | 75 | 400 | 54% | $2,166,000 | $1,169,231 |
| C8 | Allens Creek Interceptor, Phase 2 Replacement | 2028 | Direct replacement of the existing 12-inch gravity sewer with an 18-inch gravity sewer between the Columbus Road force main discharge to upstream of Project C4. | 3,036 | 235 | 560 | 18% | $2,232,000 | $411,700 |
| C9 | Sealy Homestead Lift Station | 2030 | Increase existing 370-gpm lift station to a minimum 550-gpm capacity. | 702 | 93 | 503 | 72% | $470,000 | $336,766 |
| C10 | Interstate 10 Interceptor | 2033 | Install 270-gpm lift station (expandable to 440 gpm), 6-inch force main, and 10-inch gravity sewer from the Pyka Interchange to Project C5. | 560 | 0 | 294 | 53% | $4,660,000 | $2,446,500 |
| C11 | Schmidt Road Bypass Sewer | 2033 | Install a jack-and-bore section of 18-inch gravity sewer from the intersection of Schmidt Road and Highway 36, under Highway 36 and the railroad to the WWTP. | 1,416 | 33 | 666 | 47% | $750,000 | $352,754 |
| Impact Fee Study | Impact Fee Study | 2023 | Impact Fee Study and Updates. | 2,944 | 0 | 2,944 | 100% | $97,500 | $97,500 |
| | | | | | | | | $40,350,500 | $17,914,393 |

**Table 13 Wastewater Treatment and Collection Projects**

## FY 2025-2026 APPROVED & PROPOSED PROJECT FUNDING SOURCE(S)

| NAME | TOTAL | 2018 CO | 2022 CO | 2025 CO | SEWER IMPACT | WATER IMPACT | GENERAL | WATER | SEWER | GAS | EDC | GRANT | CHECK: |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FUND BALANCE: | | | $ 16,790,000.00 | $ 20,052,067.00 | $ 1,047,152.59 | $ 898,339.70 | | | | | | | |
| HIGHWAY 36 SEWER EXTENSION | $ 1,167,136.95 | $ 732,424.00 | $ 434,712.95 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 1,167,136.95 |
| FEMA GENERATOR GRANT PROJECT | $ 648,511.87 | $ - | $ 89,710.33 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 558,801.54 | $ 648,511.87 |
| REXVILLE ROAD WATER WELL & PLANT, ENG & GEO<br>*Includes change order reduction ($45,920)* | $ 4,909,445.00 | $ 1,097,900.00 | $ 3,811,545.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 4,909,445.00 |
| ALLENS CREEK TRUNK SEWER, PHASE I & ENGINEERING | $ 1,840,000.00 | $ - | $ 1,840,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 1,840,000.00 |
| CHAPMAN B&PW POND EXPANSION | $ 2,350,000.00 | $ - | $ 2,350,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 2,350,000.00 |
| CHAPMAN B&PW DRAINAGE: WESTVIEW TERRACE<br>**includes addendum for bollard/chain fence* | $ 4,000,000.00 | $ - | $ 4,000,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 4,000,000.00 |
| 2025 PAVEMENT ASSET ASSESSMENT | $ 33,500.00 | $ - | $ 33,500.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 33,500.00 |
| IRENE LEBLANC SPLASH PAD | $ 502,083.00 | $ - | $ - | $ - | $ - | $ - | $ 75,855.00 | $ - | $ - | $ - | $ 70,000.00 | $ 356,228.00 | $ 502,083.00 |
| SEVENTH STREET WATER LINE & ROADWAY & ENGINEERING | $ 1,014,000.00 | $ - | $ 1,014,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 1,014,000.00 |
| WATER TANK IMPROVEMENTS 2024 | $ 14,000.00 | $ - | $ 14,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 14,000.00 |
| PUMP #2 OF 3 N. THIRD LIFT STATION 11/5/24 | $ 70,000.00 | $ - | $ 70,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 70,000.00 |
| PUMP #3 OF 3 N. THIRD LIFT STATION 11/5/24 | $ 70,000.00 | $ - | $ 70,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 70,000.00 |
| YTD INTEREST EARNED | | | $ (701,411.00) | | | | | | | | | | |
| W FRONT STREET SEWER & ROADWAY | $ 5,770,000.00 | $ - | $ 3,763,942.72 | $ 1,482,481.28 | $ 523,576.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 5,770,000.00 |
| W FRONT STREET SEWER PROJECT - WATER MAIN | $ 1,090,000.00 | $ - | $ - | $ 640,830.15 | $ - | $ 449,169.85 | $ - | $ - | $ - | $ - | $ - | $ - | $ 1,090,000.00 |
| ADA & SPACE IMPROVEMENTS TO CITY HALL/HILL CENTER | | $ - | $ - | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| TOTAL: | **$23,478,676.82** | $ 1,830,324.00 | $ 16,790,000.00 | $ 2,123,311.43 | $ 523,576.00 | $ 449,169.85 | $ 75,855.00 | $ - | $ - | $ - | $ 70,000.00 | $ 915,029.54 | **$23,478,676.82** |
| **REMAINING BALANCED (UNASSIGNED):** | | $ - | $ - | $ 17,928,755.57 | $ 523,576.59 | $ 449,169.85 | | | | | | | |

# City of Sealy, Texas
## Fund Balance Report
## For the Period Ending April 30, 2025

| | | Fund Balance 10/01/2024 | YTD Revenues & Other Sources | YTD Expenses & Other Uses | YTD Surplus (Deficit) | Fund Balance 04/30/2025 | LESS: Net Investment in Capital Assets | Unassigned Fund Balance 12/31/2024 | Budgeted Operating Expenses | # Days of Oper Exp's | $/Day to Operate |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | | | | | | |
| 10 | General Fund | $ 3,053,363.92 | $ 6,886,726.66 | $ 4,260,260.36 | $ 2,626,466.30 | $ 5,679,830.22 | $ - | $ 5,679,830.22 | $ 8,621,253.00 | 237 | $ 23,620 |
| **SEALY ECONOMIC DEVELOPMENT CORP** | | | | | | | | | | | |
| 29 | Economic Development Sales Tax Fund | $ 3,235,332.42 | $ 851,838.45 | $ 557,220.05 | $ 294,618.40 | $ 3,529,950.82 | $ - | $ 3,529,950.82 | $ 993,583.00 | 1,279 | $ 2,722 |
| **WATER & SEWER FUND** | | | | | | | | | | | |
| 56 | Water & Sewer Fund | $ 28,685,786.49 | $ 3,328,058.18 | $ 2,302,275.74 | $ 1,025,782.44 | $ 29,711,568.93 | $ 26,729,950.29 | $ 2,981,618.64 | $ 5,626,334.00 | | |
| 60 | Water Impact Fees Fund | 869,958.78 | 28,380.92 | - | 28,380.92 | 898,339.70 | - | $ 898,339.70 | - | | |
| 61 | Sewer Impact Fees Fund | 1,014,615.77 | 32,536.82 | - | 32,536.82 | 1,047,152.59 | - | $ 1,047,152.59 | - | | |
| | | $ 30,570,361.04 | $ 3,388,975.92 | $ 2,302,275.74 | $ 1,086,700.18 | $ 31,657,061.22 | $ 26,729,950.29 | $ 4,927,110.93 | $ 5,626,334.00 | 315 | $ 15,415 |
| **GAS FUND** | | | | | | | | | | | |
| 57 | Gas Fund | $ 2,979,020.97 | $ 1,692,255.19 | $ 1,041,275.92 | $ 650,979.27 | $ 3,630,000.24 | $ 1,151,313.73 | $ 2,478,686.51 | $ 2,245,855.00 | 397 | $ 6,153 |
| **SOLID WASTE FUND** | | | | | | | | | | | |
| 58 | Solid Waste Fund | $ 8,189.23 | $ 1,455,596.25 | $ 1,398,343.28 | $ 57,252.97 | $ 65,442.20 | $ 61,999.70 | $ 3,442.50 | $ 2,482,166.00 | - | $ 6,800 |
| **UTILITY DEPOSIT FUNDS** | | | | | | | | | | | |
| 66 | Water Utility Deposits Fund | $ 228,199.15 | $ - | $ - | $ - | $ 228,199.15 | | | | | |
| 67 | Gas Utility Deposits Fund | 429,950.00 | - | - | - | 429,950.00 | | | | | |
| **DEVELOPER DEPOSIT FUNDS** | | | | | | | | | | | |
| 68 | Developer Deposits Fund | $ 23,515.52 | $ - | $ - | $ - | $ 23,515.52 | | | | | |
| **SPECIAL PURPOSE FUNDS** | | | | | | | | | | | |
| 11 | Municipal Court Technology Fund | $ 22,678.54 | $ 9,135.33 | $ 762.00 | $ 8,373.33 | $ 31,051.87 | | | | | |
| 12 | Time Payment Reimbursement Fee Fund | 35,419.78 | 8,333.36 | 3,220.73 | 5,112.63 | 40,532.41 | | | | | |
| 13 | Municipal Court Building Security Fund | 226,218.22 | 14,622.95 | 2,926.86 | 11,696.09 | 237,914.31 | | | | | |
| 14 | Child Safety Fund | 12,370.44 | 660.55 | - | 660.55 | 13,030.99 | | | | | |
| 15 | Police Department Donations Fund | 48,905.91 | 8,804.34 | 5,487.29 | 3,317.05 | 52,222.96 | | | | | |
| 17 | Park Land Dedication Fund | 90,649.85 | 1,710.73 | - | 1,710.73 | 92,360.58 | | | | | |
| 18 | State LEOSE Allocation Fund | 8,588.35 | 4,159.51 | 1,216.99 | 2,942.52 | 11,530.87 | | | | | |
| 19 | PEG Franchise Fee Fund | 33,818.35 | 927.32 | - | 927.32 | 34,745.67 | | | | | |
| 20 | Hotel/Motel Occupancy Tax Fund | 679,865.10 | 128,008.67 | 47,863.35 | 80,145.32 | 760,010.42 | | | | | |
| 22 | Local Youth Diversion Fund | 89,978.69 | 11,828.81 | - | 11,828.81 | 101,807.50 | | | | | |
| 23 | Municipal Jury Fund | 1,221.58 | 225.17 | 141.80 | 83.37 | 1,304.95 | | | | | |
| 24 | Chapter 59 Forfeited Property Fund | 103,469.62 | 9,123.75 | 4,681.90 | 4,441.85 | 107,911.47 | | | | | |
| 26 | TIRZ #2 Tax Increment Fund | 286,827.36 | 103.57 | 281,339.86 | (281,236.29) | 5,591.07 | | | | | |
| 27 | PID #1 Assessment Fund | 48,300.11 | 44,831.56 | 48,229.53 | (3,397.97) | 44,902.14 | | | | | |
| 28 | Sealy Development Authority Fund | - | - | - | - | - | | | | | |
| 30 | Downtown Revitalization Fund | 8,539.80 | 46.71 | - | 46.71 | 8,586.51 | | | | | |
| 31 | Emergency Reserve Fund | - | - | - | - | - | | | | | |
| 35 | Donation Fund | 13,000.00 | 6,297.03 | 3,530.50 | 2,766.53 | 15,766.53 | | | | | |

# City of Sealy, Texas
## Fund Balance Report
## For the Period Ending April 30, 2025

| | | Fund Balance 10/01/2024 | YTD Revenues & Other Sources | YTD Expenses & Other Uses | YTD Surplus (Deficit) | Fund Balance 04/30/2025 | LESS: Net Investment in Capital Assets | Unassigned Fund Balance 12/31/2024 | Budgeted Operating Expenses | # Days of Oper Exp's | $/Day to Operate |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 36 | Debt Service Fund | 748,426.56 | 2,285,211.80 | 805,924.63 | 1,479,287.17 | 2,227,713.73 | | | | | |
| 59 | Municipal Drainage Utility Fund | 514,957.90 | 100,623.93 | 298.58 | 100,325.35 | 615,283.25 | | | | | |
| 62 | Local Youth Diversion Admin Fee Fund | - | - | - | - | - | | | | | |
| 64 | Opioid Grant Fund | - | 13,918.62 | - | 13,918.62 | 13,918.62 | | | | | |
| | | $ 2,973,236.16 | $ 2,648,573.71 | $ 1,205,624.02 | $ 1,442,949.69 | $ 4,416,185.85 | | | | | |
| | **BOND/GRANT FUNDS** | | | | | | | | | | |
| 32 | American Rescue Plan Act Fund | $ 499,422.89 | $ 8,035.67 | $ 378,773.29 | $ (370,737.62) | $ 128,685.27 | | | | | |
| 33 | 2022 Cert's of Oblig Construction Fund | 16,239,716.44 | 310,425.29 | 202,918.00 | 107,507.29 | 16,347,223.73 | | | | | |
| 37 | Front Street Drainage Remediation Fund | 90,047.94 | - | - | - | 90,047.94 | | | | | |
| 55 | 2018 Cert's of Oblig Construction Fund | - | - | - | - | - | | | | | |
| 63 | 2025 Cert's of Oblig Construction Fund | 20,052,067.45 | - | - | - | 20,052,067.45 | | | | | |
| | | $ 36,881,254.72 | $ 318,460.96 | $ 581,691.29 | $ (263,230.33) | $ 36,618,024.39 | | | | | |
| | **INTERNAL SERVICE FUNDS** | | | | | | | | | | |
| 80 | Self-Insurance Fund | $ 22,936.26 | $ - | $ 20,223.26 | $ (20,223.26) | $ 2,713.00 | | | | | |
| | **TOTAL ALL FUNDS** | **$ 80,405,359.39** | **$ 17,242,427.14** | **$ 11,366,913.92** | **$ 5,875,513.22** | **$ 86,280,872.61** | | | | | |

Item #12

AGENDA ITEM NO: 12

Discussion and Possible Action regarding Task Order for the Police Department Building Condensation Study.

SUBMITTED BY: Kimbra Hill, City Manager

MEETING DATE: July 15, 2025

# STAFF REPORT

## DESCRIPTION

On June 17th, City Council authorized staff to have Strand Engineering prepare a Task Order to complete a Condensation Study at the Sealy Police Department building due to experiencing condensation issues for many years. Within the 10,000 square-foot facility, personnel have reported inconsistent temperature and humidity levels between rooms. Condensation has been noted on floors, walls, and ceilings within building spaces which has resulted in mold developing on walls.

The facility heating, ventilating, and air conditioning (HVAC) systems will be reviewed to identify sources for the condensation and develop potential building and/or HVAC system modifications.

Project Timeline:
Begin: Week of July 28, 2025
Completion: September 30, 2025

## FINANCIAL IMPACT

The engineering services will cost $27,000. The Building Services Department has remaining unallocated Engineering Services funds, line item 10-550-53000, in the amount of $56,170 for this service.

## RECOMMENDATION

Staff recommends approval of the Task Order for the Police Department Building Condensation Study.

**ATTACHMENTS:**

- ☐ **Task Order**
- ☐ **Building Services Department Revenue & Expense Report** as of June 30, 2025

Strand Associates, Inc.®
1906 Niebuhr Street
Brenham, TX 77833
(P) 979.836.7937
www.strand.com

Task Order No. 25-06
City of Sealy, Texas (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Agreement for Technical Services dated September 17, 2018

**Project Information**

Services Name: Police Department Building Condensation Study

Project Description: OWNER's Police Department building has been experiencing condensation issues for several years. Within the 10,000-square-foot facility, personnel have reported inconsistent temperature and humidity levels between rooms. Condensation has been noted on floors, walls, and ceilings within building spaces which has resulted in mold developing on walls.

Services Description: This project will involve reviewing the facility heating, ventilating, and air conditioning (HVAC) systems and the building envelope to identify sources for the condensation and develop potential building and/or HVAC system modifications.

**Scope of Services**

ENGINEER will provide the following services to OWNER:

1. Participate in a two-engineer on-site meeting at the OWNER's Police Department building to review OWNER-identified temperature and condensation issues, gather site information, and gather OWNER-provided information.

2. Review airflow, cooling, and heating criteria for the existing HVAC equipment.

3. Survey the building ductwork, exterior walls, and roof structure with a thermal imaging camera. Gather camera-produced radiometric images taken and review for thermal variations and potential moisture infiltration locations.

4. Prepare drawing of the building noting locations of potential moisture infiltration and potential HVAC system deficiencies.

5. Prepare a summary of the building envelope and HVAC systems survey results and potential modifications for OWNER. This summary will include a building plan drawing identifying potential moisture infiltration locations.

6. Review summary documents with OWNER via teleconference and screen sharing. Incorporate comments, as appropriate. Prepare meeting notes and distribute to attendees.

7. Finalize the summary and transmit to OWNER.

**Compensation**

OWNER shall compensate ENGINEER for Services under this Task Order a lump sum of $27,000.

**Schedule**

Services will begin upon execution of this Task Order, which is anticipated the week of July 28, 2025. Services are scheduled for completion on September 30, 2025.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

| ENGINEER: | | OWNER: | |
|---|---|---|---|
| STRAND ASSOCIATES, INC.® | | CITY OF SEALY, TEXAS | |
| Joseph M. Bunker<br>Corporate Secretary | Date | Carolyn Bilski<br>Mayor | Date |

NOT FOR SIGNATURE

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2025

GENERAL FUND
DEPARTMENT - BUILDING SERVICES

% OF YEAR COMPLETED: 75.00

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | |
| 10-550-51010 Salaries & Wages | 43,800 | 2,349.92 | 22,039.94 | 0.00 | 21,760.06 | 50.32 |
| 10-550-51012 Overtime Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-51015 Longevity Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-51017 Certification Pay | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-51020 Social Security | 3,375 | 179.78 | 1,686.10 | 0.00 | 1,688.90 | 49.96 |
| 10-550-51030 Retirement Contributions | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-51040 Group Insurance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-51050 Workers' Compensation | 1,275 | 0.00 | 1,850.96 | 0.00 | ( 575.96) | 145.17 |
| TOTAL PERSONNEL | 48,450 | 2,529.70 | 25,577.00 | 0.00 | 22,873.00 | 52.79 |
| OPERATIONS | | | | | | |
| 10-550-52000 General Office Supplies | 100 | 0.00 | 18.49 | 0.00 | 81.51 | 18.49 |
| 10-550-52010 Office Copy Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-52050 Motor Fuel & Oil | 1,000 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 10-550-52070 Recreational Supplies | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-52130 Food & Water Supplies | 1,260 | 0.00 | 0.00 | 0.00 | 1,260.00 | 0.00 |
| 10-550-52150 Buildings & Grounds Suppli | 11,340 | ( 1,459.03) | 5,668.85 | 0.00 | 5,671.15 | 49.99 |
| 10-550-52240 Chemicals | 5,000 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 10-550-53000 Engineering Services | 56,170 | 0.00 | 0.00 | 0.00 | 56,170.00 | 0.00 |
| 10-550-53005 Architectural Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-53010 Surveying Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-53030 Legal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-53080 Appraisal Services | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-53200 Electricity | 14,742 | 984.21 | 5,785.26 | 0.00 | 8,956.74 | 39.24 |
| 10-550-53210 Telephone | 27,402 | 2,364.58 | 23,015.29 | 0.00 | 4,386.71 | 83.99 |
| 10-550-53220 Internet Services | 18,145 | 311.91 | 2,737.19 | 0.00 | 15,407.81 | 15.09 |
| 10-550-53270 GPS Service Fees | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-53300 Dues & Subscriptions | 14,080 | 0.00 | 4,168.97 | 0.00 | 9,911.03 | 29.61 |
| 10-550-53310 Travel & Training | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-53400 General Liability Insuranc | 99,277 | 0.00 | 62,367.21 | 0.00 | 36,909.79 | 62.82 |
| 10-550-53420 Auto Liability Insurance | 33,628 | 0.00 | 25,239.90 | 0.00 | 8,388.10 | 75.06 |
| 10-550-53490 Claims Against the City | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-53500 Buildings & Grounds Rep/Ma | 90,300 | 1,524.40 | 47,768.12 | 0.00 | 42,531.88 | 52.90 |
| 10-550-53520 Office Equipment Repairs/M | 500 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 10-550-53540 Motor Vehicles Repairs/Mai | 1,000 | 0.00 | 423.74 | 0.00 | 576.26 | 42.37 |
| 10-550-53920 Equipment/Vehicle Rentals | 20,000 | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.00 |
| 10-550-53960 Copier Rental Fees | 26,000 | 1,464.80 | 17,090.82 | 0.00 | 8,909.18 | 65.73 |
| 10-550-53970 Postage Machine Rental Fee | 2,268 | 0.00 | 1,427.13 | 0.00 | 840.87 | 62.92 |
| 10-550-53990 Other Rentals | 350 | 0.00 | 0.00 | 0.00 | 350.00 | 0.00 |
| 10-550-54020 Commissions Paid | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-54600 Property/Ad Valorem Taxes | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-550-55700 Cash Short (Over) | 0 | 0.00 | 0.01 | 0.00 | ( 0.01) | 0.00 |
| TOTAL OPERATIONS | 422,562 | 5,190.87 | 195,710.98 | 0.00 | 226,851.02 | 46.32 |
| CAPITAL OUTLAY | | | | | | |
| 10-550-56020 Building Improvements | 186,528 | 0.00 | 64,106.00 | 0.00 | 122,422.25 | 34.37 |
| 10-550-56060 Office Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Item #13

AGENDA ITEM NO: 13

Discussion and Possible Action regarding Approving the Proposed Fiscal Year 2025-2026 Budget.

SUBMITTED BY: Kimbra Hill, City Manager

MEETING DATE: July 15, 2025

# STAFF REPORT

## DESCRIPTION

Approval of the FY 2025–2026 Proposed Budget is required to comply with the City of Sealy Home Rule Charter and Texas Local Government Code. The budget must be filed by **August 1st** per the City Charter, or earlier (by **July 19th**) if the adopted tax rate exceeds the Voter-Approval Rate but does not trigger an automatic election.

### Legal Deadlines and Filing Context

- **Texas Local Government Code** sets key deadlines:
  - Certified appraisal roll due **July 25th**
  - No-New-Revenue and Voter-Approval Tax Rates due **August 7th**
  - Proposed budget must be filed by **August 29th** if the tax rate stays within limits.
- However, Sealy's **Home Rule Charter** is more conservative: the budget must be filed by **August 1st**, based on *preliminary appraised value and assumed tax rates.*
- The **proposed budget** assumes:
  - M&O Tax Rate: **$0.19693** per $100 valuation (current M&O rate)
  - I&S Tax Rate: **$0.18148** per $100 valuation (current I&S rate .11398, reflecting new debt issuance increase of .067500)
  - Total estimated city tax rate: **$0.37841** per $100 valuation
  - Example: A $350,000 home would pay ~$1,324/year, a $236 increase over last year, which would be a monthly household impact of approximately $19.66, based on the preliminary appraised value and assumed tax rates.

### Budget Compliance and Required Elements

The proposed budget includes all items required by the Charter, such as:

- Itemized departmental expenses and revenue estimates
- Justifications for changes
- Five-year tax data
- Non-tax revenues
- City debt and capital program details
- Preliminary estimates for new facilities operating costs, which is being prepared by Strand
- Final Budget Message will be provided once final certified values are received.

**Key Changes Since July 7th**

**GENERAL FUND: (10)**

**Revenue Adjustments:**

- Sales tax trends are under review for a possible upward revision.
- Water/Sewer Gross Receipts were increased based on actual year-to-date trends
- The budgeted reduction to fund balance decreased due to an increase in projected Water/Sewer Gross Receipts
- Total revenue decreased from $9,275,670 to $9,262,224 due to a decrease in expenditures

**Expenditure Adjustments:**

- Minor adjustments in personnel/merit increases across departments.
- Overall merit reserve line item **reduced** to **$84,994.**
- Based on the preliminary appraised value and assumed tax rates, the projected General Fund **shortfall** is **$395,727.75**, which could shrink with stronger sales tax or property tax collections

**HOTEL/MOTEL TAX FUND: (20)**

- New line items were added to Council's Reference Document to detail **Liedertafel Historical Preservation** and **CVB Visitor Information Center** expenses.

**TIRZ #2 FUND: (26), PID #1 ASSESSMENT FUND: (27), AND SEALY DEVELOPMENT AUTHORITY FUND: (28)**

- The Finance Director updated the projected revenues and expenditures in these three funds

**WATER/SEWER FUND: (56)**

**Revenue Adjustments:**

- Increases for penalties, smart meter fees, tap fees, interest earnings.
- Water and sewer service fee projections increased with YTD trends.

**Expenditure Adjustments:**

- Some supply/service categories trimmed.
- Increases for gross tax, electricity, software maintenance, engineering, and sludge management.
- Merit reserve increased to support staff retention.
- **Projected fund balance reduction** for capital projects decreased to **$1.5 million** due to the increase in projected water and sewer service fees, and the expenditure line items that were trimmed to align with historical and year to date actual costs

**GAS FUND: (57)**

- **Merit reserve** increased by **$15,069** to support a retention plan.
- Resulting **addition to fund balance** adjusted to **$361,858.64.**

**SOLID WASTE FUND: (58)**

- Added a comment regarding the proposed use of funds if the projections are on target, resulting in revenues exceeding expenditures, the fund surplus can be used for the improvements needed at the City's Limb Site to provide better services to the taxpayers

**WATER IMPACT FEE FUND: (60)**

- Added a comment regarding future consideration of funding the water main replacement components of the W. Front Street Infrastructure Project with a percentage of this fund source

**CONSOLIDATED SECURITY & TECH FUND: (65)**

- The updates to this fund needed to be incompliance with HB 1950 have been completed

## SUMMARY & RECOMMENDATION

The budget remains balanced, legally compliant, and adjusts to preliminary values until certified rolls and final tax rates are received. City Manager recommends approval of the Proposed Fiscal Year 2025-2026 Budget so that it can be filed with the City Secretary in compliance with the City of Sealy's Home Rule Charter and to meet the filing requirement of the Texas Local Government Code should the tax rate exceed the VAR.

**Attachments and Supporting Documents**

The agenda item includes:

- (Updated) Fund Reference Document Changes/Updates are highlighted in green
- Chart: FY 2025-2026 General Fund Departmental Distribution of Funds From All Sources
- Tax Levy History
- Preliminary Property Values
- (Updated) Projects & Approved or Proposed Funding Sources Spreadsheet
- Debt Summary and Outstanding Obligations

# FUND REFERENCE DOCUMENT

Use these pages to refer to (for example):

- Budget page numbers
-Current Fund Balances
-Changes in requested funds or line items
-Budget requests to be discussed

## GENERAL FUND - FUND 10

| | | | | | | |
|---|---|---|---|---|---|---|
| | UNASSIGNED FUND BALANCE AS OF: | | 4.30.25 | $5,679,830.22 | | |
| 1 | REVENUES | | | | | |
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 1 | Property Tax | | $ 2,342,552.00 | $ 2,705,753.00 | $ 363,201.00 | -Certified Appraised Tax Value will not be provided until July 25th |
| | | | | | | -Tax Rate Calculation will not be provided until August 6th |
| | | | | | | -Based on Preliminary Value $1,446,280,853 at current M&O tax rate of 0.01963 per $100 valuation |
| 1 | Sales Tax | | $ 2,264,250.00 | $ 2,377,500.00 | $ 113,250.00 | -YTD 1,550,993 through April, projecting year-end sales tax revenue of $2,525,993 |
| 1 | Mixed Beverage Tax | | $ 14,328.00 | $ 27,901.00 | $ 13,573.00 | -YTD revenue is exceeding projections by 94.7%. Projection is based on current monthly average |
| 2 | Water/Sewer Gross Tax | | $ 1,175,000.00 | $ 1,258,750.00 | $ 83,750.00 | Based on updated YTD actuals, projection increased from $1,227,570 to $1,258,750 (+$31,180) |
| 2 | Gas Gross Tax | | $ 111,855.00 | $ 122,000.00 | $ 10,145.00 | 5% of projected $2,440,000 |
| 2 | Solid Waste Gross Tax | | $ 620,542.00 | $ 640,181.00 | $ 19,639.00 | 25% of projected $2,560,723 |
| 3 | Mechanical Permit Fee | | $ 18,000.00 | $ 6,500.00 | $ (11,500.00) | Based on YTD average monthly revenue |
| 3 | Electrical Permit Fee | | $ 48,000.00 | $ 25,000.00 | $ (21,000.00) | Based on YTD average monthly revenue |
| 3 | Plumbing Permit Fee | | $ 30,000.00 | $ 15,000.00 | $ (15,000.00) | Based on YTD average monthly revenue |
| 3 | Plan Review Fees | | $ 35,000.00 | $ 25,000.00 | $ (10,000.00) | Based on YTD average |
| 4 | Municipal Court Fines | | $ 525,000.00 | $ 475,745.00 | $ (49,255.00) | Based on YTD average |
| 5 | Administrative Fees | | $ 55,000.00 | $ 55,000.00 | $ - | Subject to change – have not received official projections from the PID/TIRZ Administrator |
| 5 | Ball Field Lighting Charges | | $15,000 | $26,500 | $11,500 | Based on YTD actuals |
| 5 | Credit Card Processing Fee | | $55,000 | $72,000 | $17,000 | Pass through cost, consistent with Finance Department's budgeted cost |
| 6 | State Grant Proceeds | | $329,048 | $0 | ($329,048) | State Grant projects should close out before the new fiscal year |
| 6 | Donation | | $0 | $12,500 | $12,500 | Donation offered to pay 50% of shade structure for Levine Park playground equipment |
| 6 | Investment Income | | $10,000 | $80,000 | $70,000 | Reflects YTD actual. Fund balance has remained stable and growing |
| 7 | Loan From Enterprise Fund | | $305,580 | $0 | ($305,580) | Loan to pay out PTO not budgeted |
| 7 | Contributions from EDC | | $268,100 | $89,735 | ($178,365) | EDC is directly funding projects that were previously budgeted as reimbursement projects |
| 7 | Budgeted Fund Balance Reduction to bala | | $499,000 | $395,728 | ($103,272) | Preliminary – pending certified appraised value and tax rate calculation – subject to change |
| | TOTAL REVENUE | | $9,604,529 | $9,262,224 | ($342,305) | Decreased from $9,275,670 (-$13,446) - Gross receipts increased, expenses decreased & decreased reduction |

| | | | | | | |
|---|---|---|---|---|---|---|
| | EXPENDITURES | | | | | |
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 8-9 | CITY COUNCIL | 510 | $46,190 | $46,779 | | Salaries were adjusted by a $360 increase |
| | | | | | | Salary set by Chapter 2 Sec. 2-31 of the Code of Ordinances. Travel & Training increased by $1,000 |
| | | | | | | 7 new laptops - allocations for the purchase are in the IT Department budget |
| 10-11 | CITY MANAGER DEPT | 515 | $ 367,584.00 | $ 349,703.00 | $ (17,881.00) | |
| 12-17 | FINANCE DEPARTMENT | 520 | $ 852,717.00 | $ 762,344.00 | $ (90,373.00) | Eliminated Asst. Director of Finance, but Tax Allocations increased, Consultant Services decreased |
| 18-20 | MUNICIPAL COURT | 525 | $ 387,498.00 | $ 344,088.00 | $ (43,410.00) | Budgeted retirement not requested this fiscal year as it was last year & Contractual Services cost eliminated |
| 21-28 | POLICE DEPARTMENT | 530 | $ 3,811,592.00 | $ 3,488,661.00 | $ (322,931.00) | Personnel- Org Chart remains the same with 10 patrol officer positions, 6 are filled & 4 are vacant |
| | | | | | | The additional investigator position is not funded at this time - to be considered later in budget year |
| | | | | | | Vehicle lease increased, Safety Equipment increased, Dues & Subscriptions increased to add taser contract |
| | | | | | | subscription fees, Texas Communication Maintenance Contract, E-Force, Leads, Adobe, FLOCK |
| | | | | | | *With Council's concurrence for appointment of Chief of Police, adjustments to the proposed budget may* |
| | | | | | | *be proposed before the final review and approval* |
| 29-34 | PLANNING DEPARTMENT | 535 | $ 825,020.00 | $ 621,392.00 | $ (203,628.00) | Eliminated Senior Building Official Position, Operations decreased by $100,250 |
| 35-38 | CITY SECRETARY DEPT | 540 | $ 300,265.00 | $ 266,165.00 | $ (34,100.00) | Extracted HR expenses and reactivated HR Department for budgeting purposes |
| 39-40 | HUMAN RESOURCES DEPT | 545 | | $ 142,243.00 | $ 142,243.00 | |
| 41-45 | BUILDING SERVICES DEPT | 550 | $ 662,540.00 | $ 705,670.00 | $ 43,130.00 | Added Architectural and Engineering allocations in compliance with procurement law for ADA projects |
| | | | | | | Repairs to Police Department, ADA project costs for City Hall |
| | | | | | | *Note: To reduce impact to General Fund, Police Dept. Repairs and ADA City Hall could be funded: 2025 CO* |
| 46-47 | INFORMATION TECH.DEPT | 560 | $ 293,954.00 | $ 397,914.00 | $ 103,960.00 | Placeholder for adding mic system from W.E. Hill Center to Council Chambers $30K - Blue Iron completed |
| | | | | | | site visit & getting bids from commercial AV contractors; Reduction in software maintenance costs |
| | | | | | | Transition to Incode timeclock pending Council's approval of personnel policy changes so that the software |
| | | | | | | can be programmed to the City's accrual and benefits policies |
| 48-52 | STREETS DEPARTMENT | 575 | $ 883,171.00 | $ 1,173,502.00 | $ 290,331.00 | Traffic Signs & Markers & Electricity increased. BNSF Lease (reimbursed by EDC) Street/Alley repairs increase |
| 53-57 | PARKS & REC DEPARTMENT | 580 | $ 642,386.00 | $ 781,506.00 | $ 139,120.00 | Contract Labor increased for Christmas lights due to worker's comp req., Electricity increased. |
| | | | | | | Project: Relay brick at Liedertafel |
| | | | | | | Project: Playground equipment repairs |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | Project: Contribution to shade structures at Cryan Park walking trail (50/50 split with EDC) |
| | | | | | | Project: Contribution to shade structure over playground equip. at Levine (50/50 split with donor) |
| | | | | | | Project: Unable to fund this year - additional bleachers planned for the Sealy Pickleball Court |
| 58 | SWIMMING POOL | | $ - | $ - | $ - | Can we remove this department? |
| 59 | ANIMAL CONTROL | | $ - | $ - | $ - | Can we remove this department? |
| 60-62 | MECHANIC DEPARTMENT | 590 | $ 26,376.00 | $ 32,608.00 | $ 6,232.00 | Costs to fund this department are split between all departments that use Mechanic Services |
| 63-64 | NON-DEPARTMENTAL | 599 | $ 512,975.00 | $ 149,649.00 | $ (363,326.00) | Personnel Policy Section 3.4 - Add language regarding Performance Based Merit consideration |
| | | | | | | Merit increases are based on a maximum 3% increase for all funded positions at 50% of the year although all employees may or may not be eligible for merit increases, and if so, not all will be eligible for 3% |
| | | | | | | The cost of short term disability was not approved, so it was removed. Merit increases are updated based on Asst. CM's proposed merit increases and Public Works and PD retention plan pending approval. The Merit Increase was decreased from $98,800 by( $13,806) to $84,994 |
| | | | | | | Without having the Certified Taxable Value and Tax Rate, we do not know at this time if funds need to be budgeted for Economic Stabilization. There are no additional economic incentive payments to Sika per the terms of the Chapter 380 agreement, any potential new incentives wiould be structured through a chapter 312 abatement, so reimbursements will not need to be budgeted. Incentives to Prasek's are included in the EDC's Business Incentives budget. |
| | **TOTAL EXPENDITURES** | | $9,612,268 | $9,262,224 | ($350,044) | Total Expenditures decreased from $9,275,670 to $9,262,224, an decrease in the amount of $13,446 |

**MUNICIPAL COURT TECHNOLOGY - FUND 11**

| | **FUND BALANCE AS OF:** | | **4.30.2025** | **$ 31,051.87** | | |
|---|---|---|---|---|---|---|
| PAGE(S) | **DEPARTMENT NAME** | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 65 | Revenues | | $ 16,025.00 | $ 21,435.00 | $ 5,410.00 | NO CHANGES TO THIS FUND SINCE THE 7/7/25 PRESENTATION |
| 66-67 | Expenditures | | $ 6,307.00 | $ 21,435.00 | $ 15,128.00 | |
| | **FUND TOTALS** | | **$ 9,718.00** | **$ -** | | **BALANCED FUND** |

**TIME PAYMENT REIMBURSEMENT FEE - FUND 12**

| | **FUND BALANCE AS OF:** | | **4.30.2025** | **$ 40,532.41** | | |
|---|---|---|---|---|---|---|
| PAGE(S) | **DEPARTMENT NAME** | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 68 | Revenues | | $ 10,601.00 | $ 10,568.00 | $ (33.00) | |
| 69-70 | Expenditures | | $ 10,601.00 | $ 10,568.00 | $ (33.00) | |
| | **FUND TOTALS** | | **$ -** | **$ -** | | **BALANCED FUND** |

**MUNICIPAL COURT BUILDING SECURITY - FUND 13**

| | **FUND BALANCE AS OF:** | | **4.30.2025** | **$ 237,914.31** | | |
|---|---|---|---|---|---|---|
| PAGE(S) | **DEPARTMENT NAME** | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 71 | Revenues | | $ 41,305.00 | $ 21,500.00 | | |
| 72-73 | Expenditures | | $ 41,305.00 | $ 21,500.00 | | Expense - Excess revenue - budgeted addition to fund in the amount of $2,760 |
| | **FUND TOTALS** | | **$ -** | **$ -** | | **REVENUES PROJECTED TO EXCEED EXPENDITURES** |

**CHILD SAFETY - FUND 14**

| | **FUND BALANCE AS OF:** | | **4.30.2025** | **$ 13,030.99** | | |
|---|---|---|---|---|---|---|
| PAGE(S) | **DEPARTMENT NAME** | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 74 | Revenues | | $ 520.00 | $ 750.00 | | |
| 75-76 | Expenditures | | $ 520.00 | $ 750.00 | | Expense - Excess revenue - budgeted addition to fund in the amount of $750 |
| | **FUND TOTALS** | | **$ -** | **$ -** | | **REVENUES PROJECTED TO EXCEED EXPENDITURES** |

## POLICE DEPARTMENT DONATIONS

| FUND BALANCE AS OF: | | | 4.30.2025 | | $52,222.96 | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 77 | Revenues | | $ 25,000.00 | $ 55,348.00 | | Budgeted Fund Balance Reduction $55,348 |
| 78-79 | Expenditures | | $ 25,000.00 | $ 55,348.00 | | |
| | FUND TOTALS | | $ - | $ - | | BALANCED FUND |

## MAIN STREET FUNDRAISING - FUND 16

RESOLUTION 2024-11 REPEALED THE MAIN STREET BYLAWS & TRANSFERRED THE BALANCE OF $5,968.29 TO FUND 30, DOWNTOWN REVITALIZATION FUND, TO BE USED FOR PROJECTS IN THE DOWNTOWN DIST.
The Finance Director at the time did not complete the Council directed action, so the fund earned additional interest revenue. Council took action to approve a second resolution, as follows:
RESOLUTION 2024-33 REPEALED THE MAIN STREET BYLAWS AND TRANSFERRED THE BALANCE OF $6,066.16 TO FUND 30,DOWNTOWN REVITALIZATION FUND, TO BE USED FOR PROJECTS IN THE DOWNTOWN DIST.

| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
|---|---|---|---|---|---|---|
| 80 | Revenues | | $ - | $ - | | |
| 81-82 | Expenditures | | $ - | $ - | | |
| | FUND TOTALS | | $ - | $ - | | |

## PARK LAND DEDICATION - FUND 17

| FUND BALANCE AS OF: | | | 4.30.2025 | | $ 92,360.58 | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 83 | Revenues | | $ 500.00 | $ 1,700.00 | | |
| 84-85 | Expenditures | | $ 500.00 | $ 1,700.00 | | Expense - Excess revenue - budgeted addition to fund in the amount of $1,700 |
| | FUND TOTALS | | $ - | $ - | | REVENUES PROJECTED TO EXCEED EXPENDITURES |

## STATE LEOSE ALLOCATION - FUND 18

| FUND BALANCE AS OF: | | | 4.30.2025 | | $ 11,530.87 | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 86 | Revenues | | $ 8,100.00 | $ 3,940.00 | | |
| 87-88 | Expenditures | | $ 8,100.00 | $ 3,940.00 | | |
| | FUND TOTALS | | $ - | $ - | | BALANCED FUND |

## PEG FRANCHISE SPECIAL REVENUE - FUND 19

| FUND BALANCE AS OF: | | | 4.30.2025 | | $ 34,745.67 | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 89 | Revenues | | $ 75.00 | $ 900.00 | | |
| 90 | Expenditures | | $ 75.00 | $ 900.00 | | Expense - Excess revenue - budgeted addition to fund in the amount of $900 |
| | FUND TOTALS | | $ - | $ - | | REVENUES PROJECTED TO EXCEED EXPENDITURES |

## HOTEL/MOTEL TAX - FUND 20

| FUND BALANCE AS OF: | | | 4.30.2025 | | $ 760,010.42 | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 91-92 | Revenues | | $ 279,834.00 | $ 308,252.00 | $ 28,418.00 | |
| 93-100 | Expenditures | | $ 279,834.00 | $ 308,252.00 | | Requires a Fund Balance Reduction in the amount of $58,752, which is an increase over last year $42,317 |
| 94 | Liedertafel Budget | | $ 34,900.00 | $ 35,475.00 | $ 575.00 | |
| 95 | CVB Visitor Center Personnel | | | $ 116,718.00 | | TOTAL CVB Visitor Center Budget $272,777 |
| 96-99 | CVB Visitor Center Operations | | | $ 156,059.00 | | |
| | FUND TOTALS | | $ - | $ - | | BALANCED FUND |

**LOCAL YOUTH DIVERSION - FUND 22**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 101,807.50 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 101 | Revenues | | $ 17,300.00 | $ 17,800.00 | | |
| 102-103 | Expenditures | | $ 17,300.00 | $ 17,800.00 | | Expense - Excess revenue - budgeted addition to fund in the amount of $8,700 |
| | FUND TOTALS | | $ - | $ - | | REVENUES PROJECTED TO EXCEED EXPENDITURES |

**MUNICIPAL JURY - FUND 23**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 1,304.95 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 104 | Revenues | | $ 680.00 | $ 900.00 | | |
| 105-106 | Expenditures | | $ 600.00 | $ 900.00 | | Expense - Excess revenue - budgeted addition to fund in the amount of $100 |
| | FUND TOTALS | | $ 80.00 | $ - | | REVENUES PROJECTED TO EXCEED EXPENDITURES |

**CHAPTER 59 FORFEITED PROPERTY - FUND 24**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 107,911.47 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 107 | Revenues | | $ 600.00 | $ 72,396.00 | | Requires a Fund Balance Reduction in the amount of $71,896 |
| 108-109 | Expenditures | | $ 600.00 | $ 72,396.00 | | |
| | FUND TOTALS | | $ - | $ - | | BALANCED FUND |

**TAX INCREMENT #2 - FUND 26**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 5,591.07 | | TIME REMAINING: |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 110 | Revenues | | $ 368,815.00 | $ 393,435.00 | | Updated since the presentation on 7/7/25 |
| 111-112 | Expenditures | | $ 368,815.00 | $ 393,435.00 | | |
| | FUND TOTALS | | $ - | #REF! | | |

**PID #1 ASSESSMENT - FUND 27**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 44,902.14 | | TIME REMAINING: |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 113 | Revenues | | $ 45,584.00 | $ 45,584.00 | | Updated since the presentation on 7/7/25 |
| 114-115 | Expenditures | | $ 45,584.00 | $ 45,584.00 | | |
| | FUND TOTALS | | $ - | $ - | | |

**SEALY DEVELOPMENT AUTHORITY - FUND 28 (reimburses developer for TIRZ/PID)**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ - | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 116 | Revenues | | $ 359,399.00 | $ 376,664.00 | | Updated since the presentation on 7/7/25 |
| 117-118 | Expenditures | | $ 359,399.00 | $ 376,664.00 | | |
| | FUND TOTALS | | $ - | $ - | | BALANCED FUND |

**ECONOMIC DEVELOPMENT SALES TAX - FUND 29**

| | FUND BALANCE AS OF: | | 4.30.2025 | | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 119-120 | Revenues | | $ 2,222,983.00 | $ 2,035,097.00 | | Includes Budgeted Reduction of Fund Balance in the amount of $785,959.84, less than last year $1,054,714 |
| 1221-131 | Expenditures | | $ 2,222,983.00 | $ 2,035,097.00 | | |
| | FUND TOTALS | | $ - | $ - | | BALANCED FUND |

**DOWNTOWN REVITALIZATION - FUND 30**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 8,586.51 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 132 | Revenues | | $ - | $ - | | |
| 133 | Expenditures | | $ - | $ - | | |
| | FUND TOTALS | | $ - | $ - | | |

**EMERGENCY RESERVE - FUND 31**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ - | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 134 | Revenues | | $ - | $ - | | |
| 135 | Expenditures | | $ - | $ - | | |
| | FUND TOTALS | | $ - | $ - | | |

**AMERICAN RESCUE PLAN ACT - FUND 32**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 128,685.27 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 136 | Revenues | | $ - | $ - | | *ALL FUNDS HAVE BEEN ALLOCATED AND PROJECT OBLIGATIONS WILL BE PAID BY THE END OF CURRENT* |
| 137-139 | Expenditures | | $ - | $ - | | *FISCAL YEAR (FY 2024-2025)* |
| | FUND TOTALS | | $ - | $ - | | |

**2022 CO CONSTRUCTION FUND**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 16,347,223.73 | | UNASSIGNED FUND BALANCE: $3,763,943 |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 140 | **FUND APPROPRIATIONS** | | $ - | **$ 16,790,000.00** | | **Approved Allocations:** |
| 141-145 | Rexville Road Well & Plant | | | $ 3,811,544.78 | | Remaining project expenses to be funded from 2022 COs, once 2018 CO appropriations were expended |
| | FEMA Generator Grant | | | $ 89,710.27 | | Local Match |
| | Allens Creek Truck Sewer | | | $ 1,840,000.00 | | Approved, contract has not been awarded, pending easement acquisition |
| | Chapman B&PW Drainage | | | $ 6,350,000.00 | | Separated into Detention Pond Expansion & Westview Terrace Storm Sewer, in bidding process |
| | Highway 36 Sewer Expansion | | | $ 434,712.95 | | Remaing project expenses funded from 2022 COs, once the 2018 CO appropriations were expended |
| | Interest Earned | | | $ (701,411.00) | | Addition to Fund Balance |
| | Water Tank Improvements | | | $ 14,000.00 | | Approved expenditure from this funding source |
| | Emergency pump purchase | | | $ 70,000.00 | | N. Third Lift station pump #2 of 3 - approved by City Council |
| | Emergency pump purchase | | | $ 70,000.00 | | N. Third Lift station pump #3 of 3 - approved by City Council |
| | Pavement Asset Assessment | | | $ 33,500.00 | | Task Order approved by City Council |
| | Seventh Street Water/Road | | | $ 1,014,000.00 | | Project cost & engineering fees |
| | W. Front Street Sewer Proj | | | $ 3,763,943.00 | | Proposed: Use remaining fund balance to partially fund the W. Front Street Sewer Project ($5,150,000) |
| | **Expenditures** | | $ - | **$ 16,790,000.00** | | |
| | **FUND TOTALS** | | $ - | $ - | | |

**FEMA WATER PLANT & LIFT STATION GENERATORS - FUND 34**

| | This project is funded by 2022 CO Fund allocations. | | | | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 146 | Revenues | | $ - | $ - | | |
| 147-149 | Expenditures | | $ - | $ - | | |
| | FUND TOTALS | | $ - | $ - | | |

## DONATION - FUND 35

| FUND BALANCE AS OF: | | | 4.30.2025 | $ 15,766.53 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 150 | Revenues | | $ - | $ - | | |
| 151 | Expenditures | | $ - | $ - | | |
| | FUND TOTALS | | $ - | $ - | | |

## DEBT SERVICE - FUND 36

| FUND BALANCE AS OF: | | | 4.30.2025 | $ 2,227,713.73 | | *The second of two debt payments FY 2024-2025 is scheduled for the month of September 2025* |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 152-153 | Revenues | | $ 3,292,449.00 | $ 4,334,244.58 | | Expense - Investment Income: Excess revenue - budgeted addition to fund in the amount of $14,850.06 |
| 154-155 | Expenditures | | $ 3,292,449.00 | $ 4,334,244.58 | | & must be used to pay down the debt per ordinance |
| | FUND TOTALS | | $ - | $ - | | REVENUES EXPECTED TO EXCEED EXPENDITURES |

## DRAINAGE REMEDIATION - FUND 37

The project associated with this fund has been closed out.

| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
|---|---|---|---|---|---|---|
| 156 | Revenues | | $ - | $ - | | |
| 157-158 | Expenditures | | $ - | $ - | | |
| | FUND TOTALS | | $ - | $ - | | |

## 2018 CO CONSTRUCTION - FUND 55

All 2018 Certificates of Obligation fund appropriations have been exhausted.

| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
|---|---|---|---|---|---|---|
| 159 | Revenues | | $ - | $ - | | |
| 160-164 | Expenditures | | $ - | $ - | | |
| | FUND TOTALS | | $ - | $ - | | |

## WATER & SEWER - FUND 56

| UNASSIGNED FUND BALANCE AS OF: | | | 4.30.2025 | $ 2,981,618.64 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 165 | Water Service Fees | | $ 2,665,000.00 | $ 2,725,000.00 | $ 60,000.00 | Increased from $2,682,977 to $2,725,000 |
| 166 | Sewer Service Fees | | $ 2,100,000.00 | $ 2,260,000.00 | $ 160,000.00 | Increased from $2,227,302 to $2,260,000 |
| 167 | Budgeted Fund Bal. Red. | | $ 1,418,184.00 | $ 1,591,495.00 | $ 173,311.00 | Includes Budgeted Fund Balance Reduction of $1,591,495, more than FY 2024-2025 $1,418,184 |
| 168 | TOTAL REVENUE | | $ 6,539,414.00 | $ 7,056,995.00 | $ 517,581.00 | Budgeted Fund Balance Reduction decreased and will only be used to pay for Capital Expenditures Previously $1,751,915.71; Revenue increased from $7,029,231 |
| 169-178 | Water Expenditures | | $ 2,208,153.00 | $ 2,668,496.00 | $ 460,343.00 | Water Tank improvements needed ($700K)& hydrant rehab and painting ($90K) |
| | | | | | | Water Expenditures decreased from $2,691,070, which was presented on 7/7/25 |
| 179-189 | Sewer Expenditures | | $ 2,247,849.00 | $ 2,560,333.00 | $ 312,484.00 | Sewer infrastructure improvements, WWTP improvements, Building, Sewer Line maintenance($805K) |
| 190 | Reserved Merit | | $ 17,135.00 | $ 66,156.00 | | Sewer Expenditures decreased from $2,561,759 |
| | Loan to General Fund | | $ 305,580.00 | $ - | | Reserved Merit increased from $14,391.51 due to retention proposal |
| | Debt Obligations | | $ 1,760,697.00 | $ 1,762,010.20 | $ 1,313.20 | |
| 190 | TOTAL EXPENDITURES | | $ 6,539,414.00 | $ 7,056,995.00 | $ 517,581.00 | Increased from $7,029,231 to $7,056,995 ($+27,764) primarily due to increased gross receipts tax |
| | FUND TOTALS | | | | | BALANCED FUND |

## GAS - FUND 57

| UNASSIGNED FUND BALANCE AS OF: | | | 4.30.2025 | $ 2,478,686.51 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 191 | Gas Service Fees | | $ 2,237,101.00 | $ 2,440,000.00 | $ 202,899.00 | |
| 191-192 | **TOTAL REVENUE** | | **$ 2,258,855.00** | **$ 2,505,000.00** | **$ 246,145.00** | Proposed increase in pay for retention - 2 years in the works. Increased Reserved for Merit to $22,296 |
| 193-202 | Expenditures | | $ 2,258,855.00 | $ 2,505,000.00 | | Expense - Excess revenue - budgeted addition to fund in the amount of **$376,927.90** |
| | | | | | | Due to the increased Reserved for Merit, the budgeted addition is decreased to $361,858.90 |
| | **FUND TOTALS** | | **$ -** | **$ -** | | **REVENUES EXPECTED TO EXCEED EXPENDITURES** |

## SOLID WASTE - FUND 58

| UNASSIGNED FUND BALANCE AS OF: | | | 4.30.2025 | $ 3,442.50 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 203 | Residential Service Fees | | $ 976,837.00 | $ 1,012,633.00 | $ 35,796.00 | |
| 203 | Commercial Service Fees | | $ 1,505,329.00 | $ 1,548,090.00 | $ 42,761.00 | |
| 204 | **TOTAL REVENUE** | | **$ 2,482,166.00** | **$ 2,560,723.00** | $ 78,557.00 | |
| 205 | Gross Receipts Tax | | $ 620,542.00 | $ 640,181.00 | $ 19,639.00 | |
| 205 | Residential Collection Fee | | $ 648,109.00 | $ 684,945.00 | $ 36,836.00 | Expense - Excess revenue - budgeted addition to fund in the amount of **$128,506** |
| 205 | Commercial Coll. Fees | | $ 1,091,153.00 | $ 1,098,341.00 | $ 7,188.00 | Excess Funds can be used to install a road and improvements at the limb site so that it is more accessible |
| 207 | **TOTAL EXPENDITURES** | | **$ 2,482,166.00** | **$ 2,560,723.00** | **$ 78,557.00** | and will improve the ability to be open on scheduled days when it rains. |
| | **FUND TOTALS** | | **$ -** | **$ -** | | **REVENUES EXPECTED TO EXCEED EXPENDITURES** |

## MUNICIPAL DRAINAGE UTILITY - FUND 59

| FUND BALANCE AS OF: | | | 4.30.2025 | $ 615,283.25 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 208 | Revenues | | $ 150,356.00 | $ 166,004.00 | $ 15,648.00 | Budgeted $5K equipment rental & $15K contract labor for shredding/maintenance of drainage easements |
| 209-210 | Expenditures | | $ 150,356.00 | $ 166,004.00 | | Expense - Excess revenue - budgeted addition to fund in the amount of **$146,004** |
| | **FUND TOTALS** | | **$ -** | **$ -** | | **REVENUES EXPECTED TO EXCEED EXPENDITURES** |

## WATER IMPACT FEE - FUND 60

| UNASSIGNED FUND BALANCE AS OF: | | | 4.30.2025 | $ 898,339.70 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 211 | Revenues | | $ 48,500.00 | $ 26,000.00 | $ (22,500.00) | Possible funding of the water main component of the Sewer C2 & C3 projects - amend budget at that time |
| 212-213 | Expenditures | | $ 48,500.00 | $ 26,000.00 | | Expense - Excess revenue - budgeted addition to fund in the amount of **$26,000** |
| | **FUND TOTALS** | | **$ -** | **$ -** | | **REVENUES EXPECTED TO EXCEED EXPENDITURES** |

## SEWER IMPACT FEE - FUND 61

| UNASSIGNED FUND BALANCE AS OF: | | | 4.30.2025 | $ 1,047,152.59 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| | Budgeted Reduction Fund | | | $ 500,576.00 | | *Budgeted Fund Balance Reduction would be required if funding a portion of W. Front Street Sewer Project from this fund source* |
| 214 | Revenues | | $ 55,000.00 | $ 23,000.00 | $ (32,000.00) | |
| 214 | **TOTAL PROPOSED REVENUE** | | | **$ 523,576.00** | | |
| | W. Front Street Sewer Proj | | | $ 523,576.00 | | *Funding in the amount of $523,576 of the total projected $5,150,000 project cost, less interest revenue =$500,576* |
| 215 | **TOTAL EXPENDITURES** | | **$ 55,000.00** | **$ 523,576.00** | | *Proposed, not included in the budget at this time.* |
| | **FUND TOTALS** | | **$ -** | **$ -** | | **BALANCED FUND** |

**LOCAL YOUTH DIVERSION ADMINISTRATIVE FEE - FUND 62**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 101,807.50 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 216 | Revenues | | $ - | $ - | | |
| 0 | Expenditures | | $ - | $ - | | |
| | FUND TOTALS | | $ - | $ - | | |

**2025 CO CONSTRUCTION - FUND 63**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 20,052,067.45 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 217 | Revenues | | $ - | $ 20,052,067.45 | FUND BAL. | *THE FOLLOWING PROJECT FUNDING IS PROPOSED, NOT INCLUDED IN THE BUDGET AT THIS TIME* |
| | W Front Street Sewer | | | $ 862,481.28 | | Total projected project $5,150,000 (2022 CO $3,895,692.17, $523,576 Sewer Impact & $730,731.83 2025 CO) |
| | ADA City Hall/Municipal Ct | | | $ 1,200,000.00 | | Preliminary Rough Estimate provided by architect who is completing a space study for ADA recommendations |
| 218-222 | **Expenditures** | | $ - | $ 2,062,481.28 | | |
| | REMAINING FUND BALANCE | | $ - | $ 17,989,586.17 | | |

**OPIOID GRANT - FUND 64**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 13,918.62 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 223 | Revenues | | $ - | $ - | | |
| 224-225 | Expenditures | | $ - | $ - | | |
| | FUND TOTALS | | $ - | $ - | | |

**CONSOLIDATED SECURITY & TECH - FUND 65**

| | | | | | | UPDATES TO FUND BASED ON HB 1950 |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 226 | Revenues | | $ - | $ 42,935.00 | | |
| 227-228 | Expenditures | | $ - | $ 42,935.00 | | |
| | FUND TOTALS | | $ - | $ - | | |

**WATER UTILITY DEPOSITS - FUND 66**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 228,199.15 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 229 | Revenues | | $ - | $ - | | |
| 230 | Expenditures | | $ - | $ - | | |
| | FUND TOTALS | | $ - | $ - | | |

**GAS UTILITY DEPOSITS - FUND 67**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 429,950.00 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 231 | Revenues | | $ - | $ - | | |
| 232 | Expenditures | | $ - | $ - | | |
| | FUND TOTALS | | $ - | $ - | | |

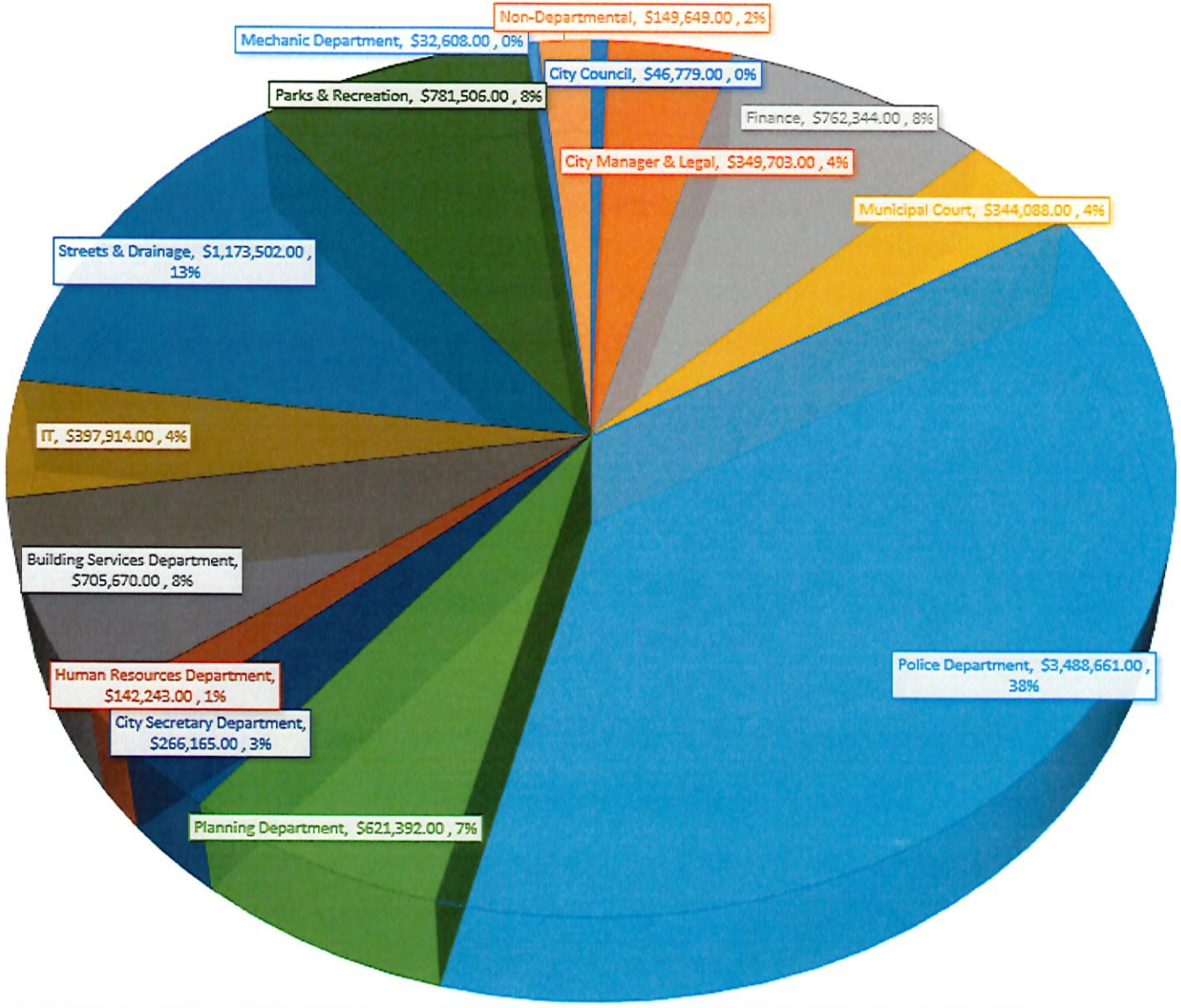
**DEVELOPER DEPOSITS - FUND 68**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 23,515.52 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| | HIGHTEN BALANCE | | | | | |
| 233 | Revenues | | $ - | $ - | | |
| | Expenditures | | $ - | $ - | | |
| | FUND TOTALS | | $ - | $ - | | |

**SELF INSURANCE - FUND 80**

| | FUND BALANCE AS OF: | | 4.30.2025 | $ 2,713.00 | | |
|---|---|---|---|---|---|---|
| PAGE(S) | DEPARTMENT NAME | DEPT | FY 2024-2025 | FY 2025-2026 | CHANGES | NOTES |
| 234 | Revenues | | $ - | $ - | | |
| 235 | Expenditures | | $ - | $ - | | |
| | FUND TOTALS | | $ - | $ - | | |

## FY 2025-2026 GENERAL FUND: ALLOCATION OF FUNDS FROM ALL SOURCES PER DEPARTMENT



## Sales Tax Revenue Performance

**Sales tax receipts increased by 4.9%, growing from $2,330,788 in FY2023 to $2,446,121 in FY2024. This growth was primarily driven by:**

- Expansion of the retail base
- New restaurant and service openings
- Greater regional traffic to Sealy's commercial corridor
- This increase reflects strong consumer confidence and the success of the City's economic development strategies.

*Source: ACFR MD&A p. 6*

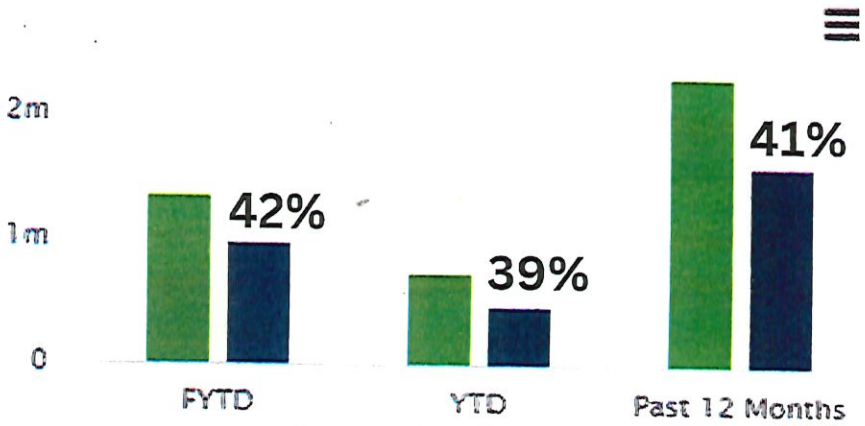
| | |
|---|---|
| Department Stores (Retail) | $376,071 |
| Limited Service Eating Places (Food) | $194,445 |
| Other Nonstore Retailers (Retail) | $146,889 |
| Electric Utilities (General Services) | $95,716 |
| Specialty Trade Contractors (General Services) | $92,015 |
| Building Materials Stores (Retail) | $91,841 |
| Full-Service Restaurants (Food) | $89,331 |
| Gasoline Stations (Retail) | $85,088 |

$2,305,210
Fiscal Year to Date Collections

18.01%
Fiscal Year to Date Collections

$323,313
12m Average Collections




**Local vs. Online**

# CITY OF SEALY
# PROPERTY TAX LEVIES AND COLLECTIONS
# LAST FIVE (5) YEARS

| Fiscal Year | Tax Year | Tax Rate | Total Tax Levy | Percentage of Levy Collected |
|---|---|---|---|---|
| 2019-2020 | 2019 | 0.398070 | $3,116,069 | 99.05% |
| | | | | |
| 2020-2021 | 2020 | 0.269940 | $2,147,835 | 99.06% |
| | | | | |
| 2021-2022 | 2021 | 0.265750 | $2.268,571 | 99.28% |
| | | | | |
| 2022-2023 | 2022 | 0.35220 | $3,448,196 | 99.15 |
| | | | | |
| 2023-2024 | 2023 | 0.310910 | $3,593,183 | 99.01% |
| | | | | |
| 2024-2025 | 2024 | 0.310910 | In progress | In progress |
| | | | | |

# Chief Appraiser's

# 2025 PRELIMINARY VALUES

Austin County Appraisal District
906 E. Amelia St.
Bellville, TX 77418
www.austincad.org

Greg Cook, Chief Appraiser
Telephone: 979-865-9124
Fax: 979-865-3296
gcook@austincad.org

April 23, 2025

City of Sealy
Attn: Kimbra Hill
PO Box 517
Sealy TX 77474

Re: 2025 Preliminary Values

Dear Mrs. Hill,

In accordance with Section 26.01(e) of the Texas Property Tax Code, indicated below is the 2025 estimated taxable value total for your jurisdiction.

Please remember that these totals are very preliminary and should be used with discretion. Homestead applications, ag applications and personal property accounts with rendition extensions are continuing to be processed. Also, the preliminary mineral values are still in the process of being completed.

Please be aware that there may be legislative changes later this year.

At this time, the Preliminary Net Taxable Value for your jurisdiction is ***$1,446,280,853.*** It is typical for the value to be reduced by approximately **2½%** during the appeals process.

We will provide up-to-date information as it becomes available. The 2025 Certified Appraised Values will be delivered to you by July 25, 2025.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Greg Cook

# 2025 Current Recap
## AUSTIN COUNTY APPRAISAL DISTRICT

**(C03) - CITY OF SEALY**

| Land | | Value | # of Items | Exempt |
|---|---|---|---|---|
| Homesite | (+) | 71,146,956 | 1,451 | 0 |
| Non Homesite | (+) | 176,779,864 | 2,058 | 22,289,705 |
| Productivity Market | (+) | 71,544,425 | 133 | 0 |
| Income | (+) | 3,057,437 | 6 | 0 |
| *Total Land* | (=) | *322,528,682* | *3,648* | *22,289,705* |

| Ag/Timber *does not include protested | | | |
|---|---|---|---|
| Timber Gain | (+) | 0 | 0 |
| Productivity Market | (+) | 71,544,425 | 133 |
| Land Ag 1D | (-) | 0 | 0 |
| Land Ag 1D1 | (-) | 295,127 | 133 |
| Land Ag Timber | (-) | 0 | 0 |
| *Productivity Loss* | (=) | *71,249,298* | *133* |

| Improvements | | | | |
|---|---|---|---|---|
| Homesite | (+) | 331,400,647 | 1,409 | 0 |
| New Homesite | (+) | 7,511,352 | 66 | 0 |
| Non Homesite | (+) | 352,414,143 | 1,217 | 32,899,353 |
| New Non Homesite | (+) | 20,418,692 | 86 | 0 |
| Income | (+) | 13,226,634 | 6 | 0 |
| *Total Improvement* | (=) | *724,971,468* | *2,784* | *32,899,353* |

| Personal | | | | |
|---|---|---|---|---|
| Homesite | (+) | 10,006,490 | 168 | 0 |
| New Homesite | (+) | 308,875 | 5 | 0 |
| Non Homesite | (+) | 60,952,597 | 735 | 2,405,617 |
| New Non Homesite | (+) | 1,264,995 | 21 | 27,503 |
| *Total Personal* | (=) | *72,532,957* | *929* | *2,433,120* |

| Mineral/Industrial/Utility/Personal Property | | | |
|---|---|---|---|
| Minerals/Oil & Gas | (+) | 5,758,870 | 43 |
| Industrial Real | (+) | 250,971,480 | 22 |
| Industrial/Utility Personal Property | (+) | 331,399,220 | 123 |
| *Total Mineral Market Value* | (=) | *588,129,570* | *188* |

| | | | |
|---|---|---|---|
| Total Real & Personal Market | (+) | 1,120,033,107 | 7,361 |
| Total Mineral/Industrial Market | (+) | 588,129,570 | 188 |
| **Total Market Value** | (=) | 1,708,162,677 | 7,549 |
| 20% MIUP Circuit Breaker Limitation | (-) | 179,080 | 1 |
| 10% Homestead Cap Loss | (-) | 27,998,004 | 812 |
| 20% Circuit Breaker Limitation | (-) | 31,397,666 | 420 |
| *Total Market After Cap* | (=) | *1,648,587,927* | |
| Land Timber Gain | (+) | 0 | 0 |
| Productivity Loss | (-) | 71,249,298 | 133 |
| **Total Market Taxable** | (=) | 1,577,338,629 | |

| Losses | Real-Personal Value | # of Items | MIUP Value | # of Items |
|---|---|---|---|---|
| Exempt Property | 57,622,178 | 235 | 5,753,280 | 2 |
| Under $500/$2500 | 96,295 | 95 | 140 | 2 |
| Abatements | 0 | 0 | 25,064,060 | 2 |
| Freeport | 0 | 0 | 0 | 0 |
| Goods In Transit | 0 | 0 | 0 | 0 |
| Protested Value | 0 | 0 | 0 | 0 |
| Chapter 313 Value Limitation | | | 0 | 0 |
| Mineral Unknown | | | 0 | 0 |
| Interstate Commerce | | | 0 | 0 |
| Foreign Trade | | | 0 | 0 |
| MultiUse | 0 | 0 | | |
| Solar/Wind Power | 0 | 0 | | |
| Vehicle Leased for Personal Use | 0 | 0 | | |
| TCEQ/Pollution Control | 28,910,100 | 5 | | |
| Allocation | 0 | 0 | | |
| Historical | 0 | 0 | | |
| Disaster Exemption | 0 | 0 | | |
| Community Housing | 0 | 0 | | |
| Childcare Facility | 0 | 0 | | |
| | 86,628,573 | | 30,817,480 | |

*Total Losses (includes Prod. Loss & Cap Loss)* (=) *248,270,101*

**Total Appraised Value** (=) **1,459,892,576**

| Homestead Exemptions | | Value | # of Items |
|---|---|---|---|
| Homestead H,S | (+) | 0 | 0 |
| Senior S | (+) | 0 | 0 |
| Disabled B | (+) | 0 | 0 |
| DV 100% | (+) | 6,992,129 | 28 |
| Surviving Spouse of a Service Member | (+) | 0 | 0 |
| Survivng Spouse of a First Responder | (+) | 0 | 0 |
| *Total Reimbursable* | (=) | *6,992,129* | *28* |
| Local Discount | (+) | 0 | 0 |
| Disabled Veteran | (+) | 533,500 | 49 |
| Optional 65 | (+) | 6,086,094 | 635 |
| Local Disabled | (+) | 0 | 0 |
| State Homestead | (+) | 0 | 0 |
| Disabled Vet Donated Home (Charity) | (+) | 0 | 0 |
| Surviving Spouse Ported Amounts | (+) | 0 | 0 |
| *Total Exemptions* | (=) | *13,611,723* | |
| | | Total Exemptions* (-) | 13,611,723 |

**C03 - CITY OF SEALY Net Taxable Value (=) 1,446,280,853**

2025 Current Recap
AUSTIN COUNTY APPRAISAL DISTRICT

(C03) - CITY OF SEALY

## Count of Homesteads

| H | S | F | B | D | W | O | DV | DV100 | SS First Resp | SS Svc Member |
|---|---|---|---|---|---|---|---|---|---|---|
| 905 | 632 | 0 | 24 | 0 | 3 | 0 | 59 | 28 | 0 | 0 |

H - Homestead
S - Over 65
F - Disabled Widow
B - Disabled
D - Disabled Only
W - Widow
O - Over 65 (No HS)
DV - Disabled Veteran
DV100 (1, 2, 3) - 100% Disabled Veteran
4 (4B, 4H, 4S) - Surviving Spouse of a Service Member
5* (5B, 5H, 5S) - Surviving Spouse of a First Responder

| | |
|---|---|
| Total Parcels*: | 4,734* Parcel count is figured by parcel per ownership |
| Total Owners: | 3,584 |
| Total Items: | 7,549 |

## Estimated Special Certified Totals

Exempt Value of First Time Absolute Exemption

Exempt Value of First Time Partial Exemption

New AG/Timber
Market
Taxable
Value Loss

Industrial/Utility/Personal Property New Value
Taxable

New Improvement/Personal
Market
Taxable

Grand Total New Value
Taxable

## Average Values* (includes protested & exempt value)

| | | Parcels | Total Homestead Value A* | |
|---|---|---|---|---|
| Average Homestead Value A* | | 1,428 | | |
| Market | $282,255 | | Market | $ 403,060,207 |
| Taxable | $256,066 | | Taxable | $ 365,662,860 |
| Average Homestead Value A* and E* | | Parcels | Total Homestead Value A* and E* | |
| Market | $282,634 | 1,432 | Market | $ 404,732,169 |
| Taxable | $256,281 | | Taxable | $ 366,994,855 |
| Average Homestead Value A* and E* and M1 | | Parcels | Total Homestead Value A* and E* and M1 | |
| Market | $258,919 | 1,603 | Market | $ 415,047,534 |
| Taxable | $233,643 | | Taxable | $ 374,529,379 |
| Average Homestead Value M1 | | Parcels | Total Homestead Value M1 | |
| Market | $60,323 | 171 | Market | $ 10,315,365 |
| Taxable | $44,062 | | Taxable | $ 7,534,524 |



# 2025 Current Recap
## AUSTIN COUNTY APPRAISAL DISTRICT

(C03) - CITY OF SEALY

| Category Code | Items | Acres | Land | Ag/Timber | Productivity Market | Taxable Land | Improvements | Personal | Mineral | Total Market Taxable | Total Net Taxable |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 1 | 1.2140 | 110,565 | 0 | 0 | 110,565 | 0 | 0 | 0 | 110,565 | 110,565 |
| 0* | 1 | 1.2140 | 110,565 | 0 | 0 | 110,565 | 0 | 0 | 0 | 110,565 | 110,565 |
| A | 3 | 4.2070 | 138,948 | 0 | 0 | 138,948 | 62,224 | 0 | 0 | 201,172 | 201,172 |
| A1 | 2,197 | 854.4324 | 104,475,799 | 0 | 0 | 104,475,799 | 476,608,719 | 0 | 0 | 581,084,518 | 541,737,046 |
| A2 | 91 | 45.0285 | 4,742,770 | 0 | 0 | 4,742,770 | 2,269,746 | 0 | 0 | 7,012,516 | 6,162,331 |
| A* | 2,291 | 903.6679 | 109,357,517 | 0 | 0 | 109,357,517 | 478,940,689 | 0 | 0 | 588,298,206 | 548,100,549 |
| B1 | 20 | 5.2171 | 936,515 | 0 | 0 | 936,515 | 4,261,416 | 0 | 0 | 5,197,931 | 4,953,225 |
| B2 | 38 | 34.1107 | 2,427,603 | 0 | 0 | 2,427,603 | 58,341,917 | 0 | 0 | 60,769,520 | 52,847,176 |
| B* | 58 | 39.3278 | 3,364,118 | 0 | 0 | 3,364,118 | 62,603,333 | 0 | 0 | 65,967,451 | 57,800,401 |
| C1 | 333 | 298.1800 | 24,443,022 | 0 | 0 | 24,443,022 | 3,502 | 0 | 0 | 24,446,524 | 21,952,478 |
| C* | 333 | 298.1800 | 24,443,022 | 0 | 0 | 24,443,022 | 3,502 | 0 | 0 | 24,446,524 | 21,952,478 |
| D1 | 133 | 2,939.9143 | 0 | 295,127 | 71,544,425 | 295,127 | 0 | 0 | 0 | 295,127 | 295,127 |
| D2 | 36 | 0.0000 | 0 | 0 | 0 | 0 | 1,843,482 | 0 | 0 | 1,843,482 | 1,839,204 |
| D* | 169 | 2,939.9143 | 0 | 295,127 | 71,544,425 | 295,127 | 1,843,482 | 0 | 0 | 2,138,609 | 2,134,331 |
| E | 9 | 7.7273 | 421,152 | 0 | 0 | 421,152 | 959,539 | 0 | 0 | 1,380,691 | 1,289,924 |
| E1 | 31 | 48.9258 | 1,784,148 | 0 | 0 | 1,784,148 | 5,385,543 | 0 | 0 | 7,169,691 | 6,184,142 |
| E2 | 2 | 1.2500 | 32,159 | 0 | 0 | 32,159 | 0 | 0 | 0 | 32,159 | 27,101 |
| E3 | 28 | 453.7341 | 17,792,206 | 0 | 0 | 17,792,206 | 284,929 | 0 | 0 | 18,077,135 | 17,721,357 |
| E4 | 1 | 10.1800 | 66,381 | 0 | 0 | 66,381 | 0 | 0 | 0 | 66,381 | 66,381 |
| E* | 71 | 521.8172 | 20,096,046 | 0 | 0 | 20,096,046 | 6,630,011 | 0 | 0 | 26,726,057 | 25,288,905 |
| F1 | 314 | 669.2883 | 55,619,335 | 0 | 0 | 55,619,335 | 141,681,638 | 0 | 0 | 197,300,973 | 182,667,300 |
| F1 | 314 | 669.2883 | 55,619,335 | 0 | 0 | 55,619,335 | 141,681,638 | 0 | 0 | 197,300,973 | 182,667,300 |
| F2 | 39 | 765.5496 | 10,911,211 | 0 | 0 | 10,911,211 | 173,398 | 0 | 250,792,400 | 261,877,009 | 219,505,734 |
| F2 | 39 | 765.5496 | 10,911,211 | 0 | 0 | 10,911,211 | 173,398 | 0 | 250,792,400 | 261,877,009 | 219,505,734 |
| F* | 353 | 1,434.8379 | 66,530,546 | 0 | 0 | 66,530,546 | 141,855,036 | 0 | 250,792,400 | 459,177,982 | 402,173,034 |
| G1 | 34 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| G* | 34 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| J3 | 4 | 3.2130 | 48,920 | 0 | 0 | 48,920 | 0 | 0 | 7,938,410 | 7,987,330 | 7,981,785 |
| J4 | 3 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 532,730 | 532,730 | 532,730 |
| J5 | 9 | 15.1170 | 228,895 | 0 | 0 | 228,895 | 196,062 | 0 | 8,009,560 | 8,434,517 | 8,387,393 |
| J5A | 1 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | 1,000 | 1,000 |
| J6 | 10 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 10,989,860 | 10,989,860 | 10,989,860 |
| J7 | 1 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 181,420 | 181,420 | 181,420 |
| J8 | 2 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 578,350 | 578,350 | 578,350 |
| J* | 30 | 18.3300 | 277,815 | 0 | 0 | 277,815 | 196,062 | 0 | 28,231,330 | 28,705,207 | 28,652,538 |
| L1 | 308 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 37,478,324 | 0 | 37,478,324 | 37,451,274 |
| L1 | 308 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 37,478,324 | 0 | 37,478,324 | 37,451,274 |
| L2C | 21 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 134,677,910 | 134,677,910 | 134,677,910 |
| L2D | 1 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 9,870 | 9,870 | 9,870 |
| L2G | 27 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 126,790,700 | 126,790,700 | 113,114,860 |
| L2H | 4 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 425,050 | 425,050 | 425,050 |
| L2J | 18 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 4,279,960 | 4,279,960 | 4,279,960 |
| L2L | 3 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 39,240 | 39,240 | 39,240 |
| L2M | 13 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 34,086,780 | 34,086,780 | 34,086,780 |

2025 Current Recap
AUSTIN COUNTY APPRAISAL DISTRICT

(C03) - CITY OF SEALY

| Category Code | Items | Acres | Land | Ag/Timber | Productivity Market | Taxable Land | Improvements | Personal | Mineral | Total Market Taxable | Total Net Taxable |
|---|---|---|---|---|---|---|---|---|---|---|---|
| L2O | 1 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 440 | 440 | 440 |
| L2P | 2 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 94,800 | 94,800 | 94,800 |
| L2Q | 3 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 324,310 | 324,310 | 324,310 |
| L2U | 5 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 2,438,830 | 2,438,830 | 2,438,830 |
| L2 | 98 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 303,167,890 | 303,167,890 | 289,492,050 |
| L* | 406 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 37,478,324 | 303,167,890 | 340,646,214 | 326,943,324 |
| M1 | 490 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 24,425,964 | 0 | 24,425,964 | 21,631,407 |
| M* | 490 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 24,425,964 | 0 | 24,425,964 | 21,631,407 |
| O | 229 | 75.7287 | 4,514,923 | 0 | 0 | 4,514,923 | 0 | 0 | 0 | 4,514,923 | 3,396,538 |
| O* | 229 | 75.7287 | 4,514,923 | 0 | 0 | 4,514,923 | 0 | 0 | 0 | 4,514,923 | 3,396,538 |
| S | 11 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 8,104,704 | 0 | 8,104,704 | 8,104,704 |
| S* | 11 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 8,104,704 | 0 | 8,104,704 | 8,104,704 |
| XB | 95 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 90,845 | 5,450 | 96,295 | 0 |
| XC | 2 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 0 | 140 | 140 | 0 |
| XL | 1 | 0.0870 | 60,808 | 0 | 0 | 60,808 | 141,655 | 0 | 0 | 202,463 | 0 |
| XN | 16 | 0.0000 | 0 | 0 | 0 | 0 | 0 | 2,253,515 | 0 | 2,253,515 | 0 |
| XV | 220 | 553.1163 | 22,228,897 | 0 | 0 | 22,228,897 | 32,757,698 | 179,605 | 5,753,280 | 60,919,480 | 0 |
| X* | 334 | 553.2033 | 22,289,705 | 0 | 0 | 22,289,705 | 32,899,353 | 2,523,965 | 5,758,870 | 63,471,893 | 0 |
| TOTAL: | 4,810 | 6,786.2211 | 250,984,257 | 295,127 | 71,544,425 | 251,279,384 | 724,971,468 | 72,532,957 | 587,950,490 | 1,636,734,299 | 1,446,288,774 |

# FY 2025-2026 APPROVED & PROPOSED PROJECT FUNDING SOURCE(S)

## FY 2025-2026 APPROVED & PROPOSED PROJECT FUNDING SOURCE(S)

| NAME | TOTAL | 2018 CO | 2022 CO | 2025 CO | SEWER IMPACT | WATER IMPACT | GENERAL | WATER | SEWER | GAS | HOT FUNDS | EDC | GRANT | CHECK: |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **FUND BALANCE:** | | | $ 16,790,000.00 | $20,052,067.00 | $ 1,047,152.59 | $ 898,339.70 | | | | | | | | |
| HIGHWAY 36 SEWER EXTENSION | $ 1,167,136.95 | $ 732,424.00 | $ 434,712.95 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 1,167,136.95 |
| *This project is complete - remains on the list for tracking fund allocations* | | | | | | | | | | | | | | |
| FEMA GENERATOR GRANT PROJECT | $ 648,511.87 | $ - | $ 89,710.33 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $558,801.54 | $ 648,511.87 |
| REXVILLE ROAD WATER WELL & PLANT, ENG & GEO | $ 4,909,445.00 | $1,097,900.00 | $ 3,811,545.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 4,909,445.00 |
| *Includes change order reduction ($45,920)* | | | | | | | | | | | | | | |
| ALLENS CREEK TRUNK SEWER, PHASE I & ENGINEERING | $ 1,840,000.00 | $ - | $ 1,840,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 1,840,000.00 |
| CHAPMAN B&PW POND EXPANSION | $ 2,350,000.00 | $ - | $ 2,350,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 2,350,000.00 |
| CHAPMAN B&PW DRAINAGE: WESTVIEW TERRACE | $ 4,000,000.00 | $ - | $ 4,000,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 4,000,000.00 |
| **includes addendum for bollard/chain fence* | | | | | | | | | | | | | | |
| 2025 PAVEMENT ASSET ASSESSMENT | $ 33,500.00 | $ - | $ 33,500.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 33,500.00 |
| IRENE LEBLANC SPLASH PAD | $ 502,083.00 | $ - | $ - | $ - | $ - | $ - | $ 75,855.00 | $ - | $ - | $ - | $ - | $ 70,000.00 | $356,228.00 | $ 502,083.00 |
| SEVENTH STREET WATER LINE & ROADWAY & ENGINEERING | $ 1,014,000.00 | $ - | $ 1,014,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 1,014,000.00 |
| WATER TANK IMPROVEMENTS 2024 | $ 14,000.00 | $ - | $ 14,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 14,000.00 |
| PUMP #2 OF 3 N. THIRD LIFT STATION 11/5/24 | $ 70,000.00 | $ - | $ 70,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 70,000.00 |
| PUMP #3 OF 3 N. THIRD LIFT STATION 11/5/24 | $ 70,000.00 | $ - | $ 70,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 70,000.00 |
| YTD INTEREST EARNED | $ - | $ - | $ (701,411.00) | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| CRYAN PARK POND EROSION MANAGEMENT & BEAUTIFICATION | $ 610,099.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 610,099.00 | $ - | $ 610,099.00 |
| CRYAN PARK POND WALKING TRAIL LIGHTING PROJECT | $ 329,541.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 329,541.00 | $ - | $ 329,541.00 |
| SHADE STRUCTURE PROJECT AT CRYAN PARK WALKING TRAIL | $ 50,000.00 | $ - | $ - | $ - | $ - | $ - | $ 25,000.00 | $ - | $ - | $ - | $ - | $ 25,000.00 | $ - | $ 25,000.00 |
| REPAIRS TO POLICE DEPARTMENT FROM CONDENSATION DAMAGES | To Be Determined | $ - | $ - | | $ - | $ - | | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| IMPROVEMENTS AND REPAIRS TO PLAYGROUND EQUIPMENT AT PARKS | $ 150,000.00 | $ - | $ - | $ - | $ - | $ - | $150,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ 150,000.00 |
| W. E. HILL COMMUNITY CENTER: ADA IMPROVEMENTS | $ 70,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 70,000.00 | $ - | $ 70,000.00 |
| LIEDERTAFEL HISTORIC PRESERVATION IMPROVEMENTS | $ 110,475.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 35,475.00 | $ 75,000.00 | $ - | $ 110,475.00 |
| WAYFINDING SIGN PROJECT | $ 205,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $200,000.00 | $ 5,000.00 | $ - | $ 205,000.00 |
| DOWNTOWN ALLEY IMPROVEMENTS & LIGHTING PROJECT | $ 200,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $100,000.00 | $ - | $ - | $ - | $ 100,000.00 | $ - | $ 200,000.00 |
| UTILITY LINE EXTENSION FOR BUSINESS EXPANSION | $ 12,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 12,000.00 | $ - | $ 12,000.00 |
| PROPOSED: W FRONT STREET SEWER & ROADWAY | $ 5,770,000.00 | $ - | $ 3,763,942.72 | $ 1,482,481.28 | $ 523,576.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 5,770,000.00 |
| PROPOSED: W FRONT STREET SEWER PROJECT - WATER MAIN | $ 1,090,000.00 | $ - | $ - | $ 640,830.15 | $ - | $ 449,169.85 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 1,090,000.00 |
| PROPOSED: ADA & SPACE IMPROVEMENTS TO CITY HALL/HILL CENTER | *COST OPINION TO BE DETERMINED* | $ - | $ - | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| PROPOSED: WATER TANK IMPROVEMENTS | $ 700,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $700,000.00 | $ - | $ - | $ - | $ - | $ - | $ 700,000.00 |
| PROPOSED: FIRE HYDRANT MAINTENANCE | $ 90,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ 90,000.00 | $ - | $ - | $ - | $ - | $ - | $ 90,000.00 |
| PROPOSED: SEWER TREATMENT PLANT IMPROVEMENTS | $ 245,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 245,000.00 | $ - | $ - | $ - | $ - | $ 245,000.00 |
| PROPOSED: SEWER INFRASTRUCTURE & SEWER LINE IMPROVEMENTS | $ 560,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 560,000.00 | $ - | $ - | $ - | $ - | $ 560,000.00 |
| PROPOSED: GAS LINE IMPROVEMENTS- 6" under Highway 90 | $ 50,000.00 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $50,000.00 | $ - | $ - | $ - | $ 50,000.00 |
| TOTAL: | **$26,860,791.82** | $1,830,324.00 | $ 16,790,000.00 | $ 2,123,311.43 | $ 523,576.00 | $ 449,169.85 | $250,855.00 | $890,000.00 | $ 805,000.00 | $50,000.00 | $235,475.00 | $1,296,640.00 | $915,029.54 | **$26,835,791.82** |
| **REMAINING BALANCED (UNASSIGNED):** | | $ - | $ - | $17,928,755.57 | $ 523,576.59 | $ 449,169.85 | | | | | | | | |

Updated 7.10.25

# DEBT SUMMARY prepared by Finance Director

# &

# OUTSTANDING GENERAL OBLIGATION DEBT SERVICE AS OF MARCH 18, 2025

## Prepared by John Robuck

# FY 2026 DEBT SERVICE BUDGET

**56-599-59990 TRANSFERS OUT**

| | | |
|---|---|---|
| $ | 766,057.56 | 2015 CO |
| $ | 723,223.20 | 2018 CO |
| $ | 16,643.40 | 2020 Bond |
| $ | 256,086.04 | 2021 Bond |
| **$** | **1,762,010.20** | **TOTAL FY2026** |

**57-599-59990 TRANSFERS OUT**

| | | |
|---|---|---|
| $ | 10,493.20 | 2018 CO |
| $ | 20,147.26 | 2020 Bond |
| $ | 2,829.64 | 2021 Bond |
| **$** | **33,470.10** | **TOTAL FY2026** |

**29-599-58000 PRINCIPAL RETIREMENT**

| | | |
|---|---|---|
| $ | 70,000.00 | 2020 Bond |
| **$** | **70,000.00** | **TOTAL FY2026** |

**29-599-58010 INTEREST PAID**

| | | |
|---|---|---|
| $ | 4,620.00 | 2020 Bond |
| **$** | **4,620.00** | **TOTAL FY2026** |

**36-514-58000 PRINCIPAL RETIREMENT**

| | | |
|---|---|---|
| $ | 450,000.00 | 2015 CO |
| $ | 490,000.00 | 2018 CO |
| $ | 410,000.00 | 2020 Bond |
| $ | 280,000.00 | 2021 Bond |
| $ | 100,000.00 | 2022 CO |
| $ | 105,000.00 | 2025 CO |
| **$** | **1,835,000.00** | **TOTAL FY2026** |

**36-514-58010 INTEREST PAID**

| | | |
|---|---|---|
| $ | 413,650.00 | 2015 CO |
| $ | 317,168.76 | 2018 CO |
| $ | 27,984.00 | 2020 Bond |
| $ | 2,968.00 | 2021 Bond |
| $ | 795,517.50 | 2022 CO |
| $ | 923,956.26 | 2025 CO |
| **$** | **2,481,244.52** | **TOTAL FY2026** |

**36-514-58020 FISCAL AGENT FEES**

| | | |
|---|---|---|
| $ | 825.00 | 2015 CO |
| $ | 825.00 | 2018 CO |
| $ | 750.00 | 2022 CO |
| $ | 750.00 | 2025 CO |
| **$** | **3,150.00** | **TOTAL FY2026** |

**AMOUNT OF DEBT PAYABLE FROM PROPERTY TAXES (I&S)**

| | | |
|---|---|---|
| $ | 97,592.44 | 2015 |
| $ | 73,452.36 | 2018 |
| $ | 326,573.34 | 2020 |
| $ | 24,052.32 | 2021 |
| $ | 895,517.50 | 2022 |
| $ | 1,028,956.26 | 2025 |
| **$** | **2,446,144.22** | **TOTAL FY2026** |

| | 3/1/2026 | | 9/1/2026 | | ANNUAL | WATER SEWER | | GAS FUND | | EDC | | PAID BY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | PRINCIPAL | INTEREST | PRINCIPAL | INTEREST | DEBT SERVICE | PRINCIPAL | INTEREST | PRINCIPAL | INTEREST | PRINCIPAL | INTEREST | I&S PROPERTY TAXES |
| 2015 | $ - | $ 206,825.00 | $ 450,000.00 | $ 206,825.00 | $ 863,650.00 | $ (399,150.00) | $ (366,907.56) | $ - | $ - | $ - | $ - | $ 97,592.44 |
| 2018 | $ - | $ 158,584.38 | $ 490,000.00 | $ 158,584.38 | $ 807,168.76 | $ (439,040.00) | $ (284,183.20) | $ (6,370.00) | $ (4,123.20) | $ - | $ - | $ 73,452.36 |
| 2020 | $ - | $ 13,992.00 | $ 410,000.00 | $ 13,992.00 | $ 437,984.00 | $ (15,580.00) | $ (1,063.40) | $ (18,860.00) | $ (1,287.26) | $ (70,000.00) | $ (4,620.00) | $ 326,573.34 |
| 2021 | $ - | $ 1,484.00 | $ 280,000.00 | $ 1,484.00 | $ 282,968.00 | $ (253,400.00) | $ (2,686.04) | $ (2,800.00) | $ (29.68) | $ - | $ - | $ 24,052.28 |
| 2022 | $ - | $ 397,758.75 | $ 100,000.00 | $ 397,758.75 | $ 895,517.50 | $ - | $ - | $ - | $ - | $ - | $ - | $ 895,517.50 |
| 2025 | $ - | $ 461,978.13 | $ 105,000.00 | $ 461,978.13 | $ 1,028,956.26 | $ - | $ - | $ - | $ - | $ - | $ - | $ 1,028,956.26 |
| | | | | | $ 4,316,244.52 | | | | | | | $ 2,446,144.18 |




# Outstanding General Obligation Debt Service

As of March 18, 2025

BOK FINANCIAL SECURITIES
(Financial Advisor)

# Table of Contents

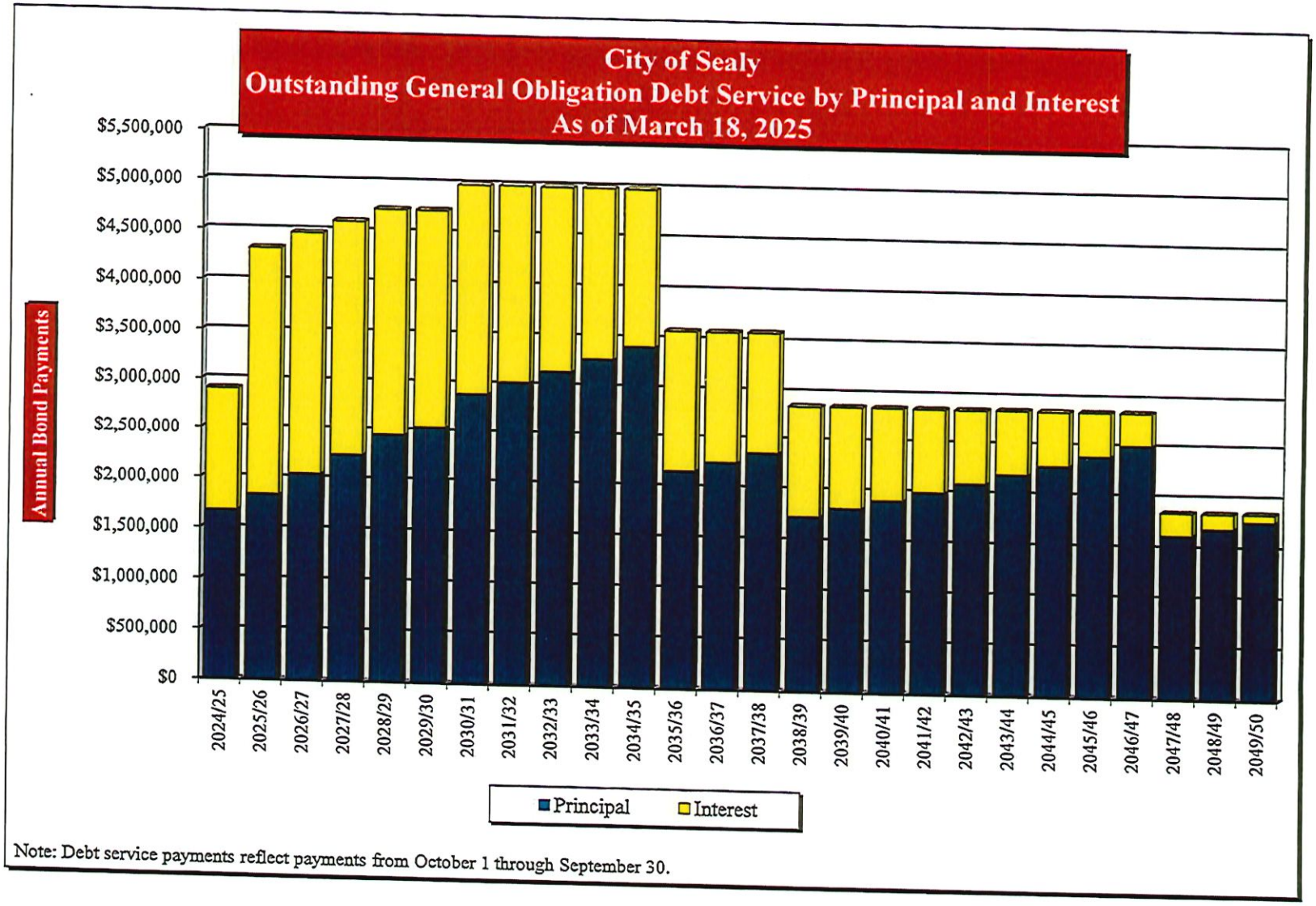
Section 1: Outstanding General Obligation Debt Service by Principal and Interest

Section 2: Outstanding General Obligation Debt Service by Series - Annualized

Section 3: Outstanding General Obligation Debt Service by Series – Semi-Annual

Section 4: Outstanding General Obligation Debt Service Payable from Other Sources

# Section 1 – Outstanding General Obligation Debt Service by Principal and Interest




Note: Debt service payments reflect payments from October 1 through September 30.

# City of Sealy

## Outstanding General Obligation Debt Service by Principal and Interest

## As of March 18, 2025

| Year | Principal | Interest | Annual Debt Service |
|---|---|---|---|
| 2024/25 | $ 1,680,000.00 | $ 1,223,446.49 | $ 2,903,446.49 |
| 2025/26 | 1,835,000.00 | 2,481,244.52 | 4,316,244.52 |
| 2026/27 | 2,050,000.00 | 2,421,114.52 | 4,471,114.52 |
| 2027/28 | 2,250,000.00 | 2,343,070.52 | 4,593,070.52 |
| 2028/29 | 2,460,000.00 | 2,261,110.52 | 4,721,110.52 |
| 2029/30 | 2,545,000.00 | 2,174,084.52 | 4,719,084.52 |
| 2030/31 | 2,900,000.00 | 2,081,705.02 | 4,981,705.02 |
| 2031/32 | 3,025,000.00 | 1,960,417.52 | 4,985,417.52 |
| 2032/33 | 3,145,000.00 | 1,833,780.02 | 4,978,780.02 |
| 2033/34 | 3,280,000.00 | 1,700,355.02 | 4,980,355.02 |
| 2034/35 | 3,415,000.00 | 1,561,080.02 | 4,976,080.02 |
| 2035/36 | 2,165,000.00 | 1,415,980.02 | 3,580,980.02 |
| 2036/37 | 2,260,000.00 | 1,318,605.02 | 3,578,605.02 |
| 2037/38 | 2,365,000.00 | 1,215,917.52 | 3,580,917.52 |
| 2038/39 | 1,740,000.00 | 1,108,323.76 | 2,848,323.76 |
| 2039/40 | 1,830,000.00 | 1,021,323.76 | 2,851,323.76 |
| 2040/41 | 1,915,000.00 | 933,943.76 | 2,848,943.76 |
| 2041/42 | 2,005,000.00 | 842,493.76 | 2,847,493.76 |
| 2042/43 | 2,100,000.00 | 746,743.76 | 2,846,743.76 |
| 2043/44 | 2,200,000.00 | 651,593.76 | 2,851,593.76 |
| 2044/45 | 2,295,000.00 | 551,918.76 | 2,846,918.76 |
| 2045/46 | 2,400,000.00 | 447,906.26 | 2,847,906.26 |
| 2046/47 | 2,510,000.00 | 337,825.00 | 2,847,825.00 |
| 2047/48 | 1,625,000.00 | 222,687.50 | 1,847,687.50 |
| 2048/49 | 1,695,000.00 | 151,593.76 | 1,846,593.76 |
| 2049/50 | 1,770,000.00 | 77,437.50 | 1,847,437.50 |
| Total | $ 59,460,000.00 | $ 33,085,702.59 | $ 92,545,702.59 |

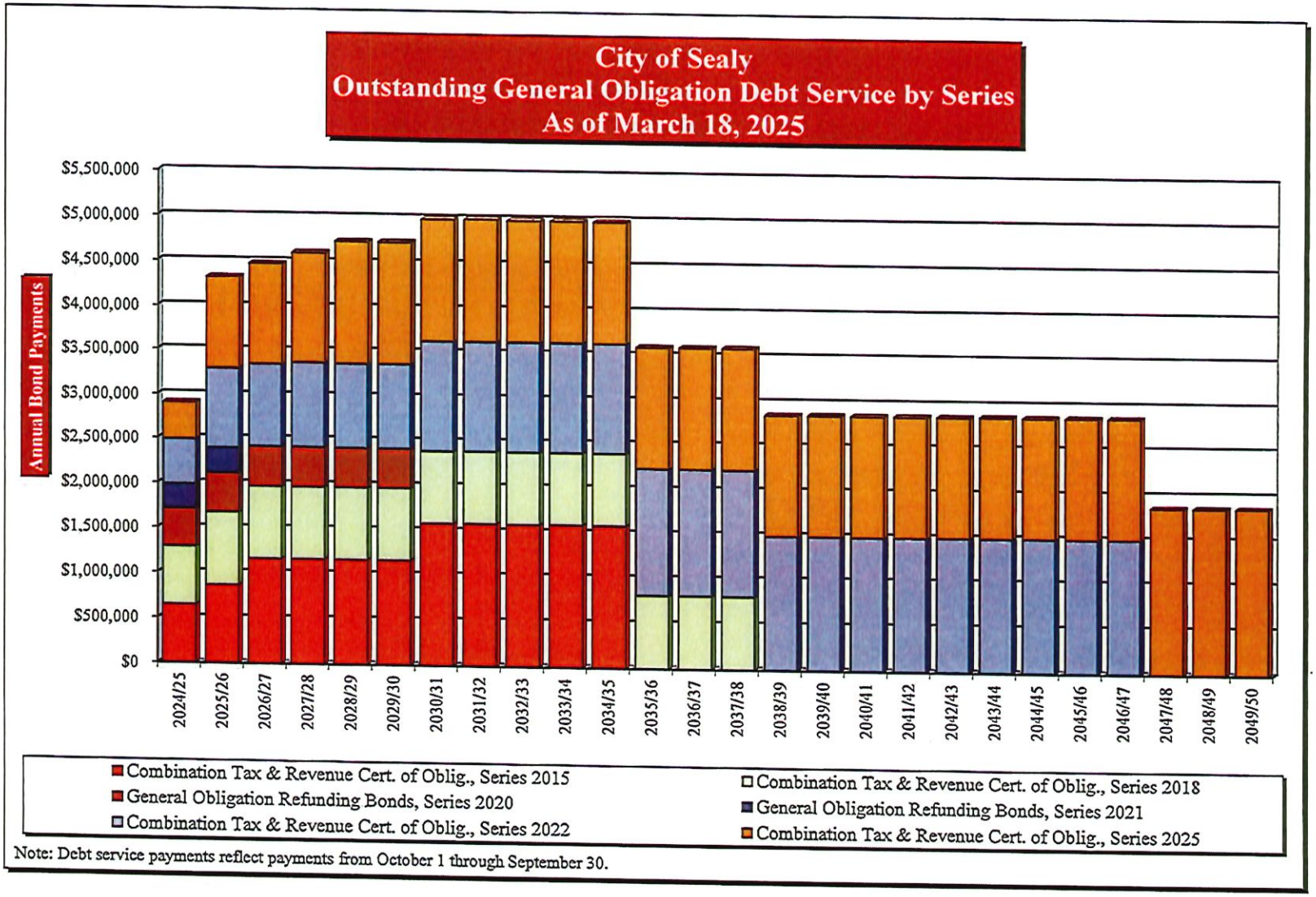
Note: Debt service payments reflect payments from October 1 through September 30.

# City of Sealy
## Semi-Annual General Obligation Debt Service by Principal and Interest
## As of March 18, 2025

| Date | Principal | Interest | Debt Service | Annual Debt Service |
|---|---|---|---|---|
| 09/01/25 | $ 1,680,000.00 | $ 1,223,446.49 | $ 2,903,446.49 | $ 2,903,446.49 |
| 03/01/26 | - | 1,240,622.26 | 1,240,622.26 | |
| 09/01/26 | 1,835,000.00 | 1,240,622.26 | 3,075,622.26 | 4,316,244.52 |
| 03/01/27 | - | 1,210,557.26 | 1,210,557.26 | |
| 09/01/27 | 2,050,000.00 | 1,210,557.26 | 3,260,557.26 | 4,471,114.52 |
| 03/01/28 | - | 1,171,535.26 | 1,171,535.26 | |
| 09/01/28 | 2,250,000.00 | 1,171,535.26 | 3,421,535.26 | 4,593,070.52 |
| 03/01/29 | - | 1,130,555.26 | 1,130,555.26 | |
| 09/01/29 | 2,460,000.00 | 1,130,555.26 | 3,590,555.26 | 4,721,110.52 |
| 03/01/30 | - | 1,087,042.26 | 1,087,042.26 | |
| 09/01/30 | 2,545,000.00 | 1,087,042.26 | 3,632,042.26 | 4,719,084.52 |
| 03/01/31 | - | 1,040,852.51 | 1,040,852.51 | |
| 09/01/31 | 2,900,000.00 | 1,040,852.51 | 3,940,852.51 | 4,981,705.02 |
| 03/01/32 | - | 980,208.76 | 980,208.76 | |
| 09/01/32 | 3,025,000.00 | 980,208.76 | 4,005,208.76 | 4,985,417.52 |
| 03/01/33 | - | 916,890.01 | 916,890.01 | |
| 09/01/33 | 3,145,000.00 | 916,890.01 | 4,061,890.01 | 4,978,780.02 |
| 03/01/34 | - | 850,177.51 | 850,177.51 | |
| 09/01/34 | 3,280,000.00 | 850,177.51 | 4,130,177.51 | 4,980,355.02 |
| 03/01/35 | - | 780,540.01 | 780,540.01 | |
| 09/01/35 | 3,415,000.00 | 780,540.01 | 4,195,540.01 | 4,976,080.02 |
| 03/01/36 | - | 707,990.01 | 707,990.01 | |
| 09/01/36 | 2,165,000.00 | 707,990.01 | 2,872,990.01 | 3,580,980.02 |
| 03/01/37 | - | 659,302.51 | 659,302.51 | |
| 09/01/37 | 2,260,000.00 | 659,302.51 | 2,919,302.51 | 3,578,605.02 |
| 03/01/38 | - | 607,958.76 | 607,958.76 | |
| 09/01/38 | 2,365,000.00 | 607,958.76 | 2,972,958.76 | 3,580,917.52 |
| 03/01/39 | - | 554,161.88 | 554,161.88 | |
| 09/01/39 | 1,740,000.00 | 554,161.88 | 2,294,161.88 | 2,848,323.76 |
| 03/01/40 | - | 510,661.88 | 510,661.88 | |
| 09/01/40 | 1,830,000.00 | 510,661.88 | 2,340,661.88 | 2,851,323.76 |
| 03/01/41 | - | 466,971.88 | 466,971.88 | |
| 09/01/41 | 1,915,000.00 | 466,971.88 | 2,381,971.88 | 2,848,943.76 |
| 03/01/42 | - | 421,246.88 | 421,246.88 | |
| 09/01/42 | 2,005,000.00 | 421,246.88 | 2,426,246.88 | 2,847,493.76 |
| 03/01/43 | - | 373,371.88 | 373,371.88 | |
| 09/01/43 | 2,100,000.00 | 373,371.88 | 2,473,371.88 | 2,846,743.76 |
| 03/01/44 | - | 325,796.88 | 325,796.88 | |
| 09/01/44 | 2,200,000.00 | 325,796.88 | 2,525,796.88 | 2,851,593.76 |
| 03/01/45 | - | 275,959.38 | 275,959.38 | |
| 09/01/45 | 2,295,000.00 | 275,959.38 | 2,570,959.38 | 2,846,918.76 |
| 03/01/46 | - | 223,953.13 | 223,953.13 | |
| 09/01/46 | 2,400,000.00 | 223,953.13 | 2,623,953.13 | 2,847,906.26 |
| 03/01/47 | - | 168,912.50 | 168,912.50 | |
| 09/01/47 | 2,510,000.00 | 168,912.50 | 2,678,912.50 | 2,847,825.00 |
| 03/01/48 | - | 111,343.75 | 111,343.75 | |
| 09/01/48 | 1,625,000.00 | 111,343.75 | 1,736,343.75 | 1,847,687.50 |
| 03/01/49 | - | 75,796.88 | 75,796.88 | |
| 09/01/49 | 1,695,000.00 | 75,796.88 | 1,770,796.88 | 1,846,593.76 |
| 03/01/50 | - | 38,718.75 | 38,718.75 | |
| 09/01/50 | 1,770,000.00 | 38,718.75 | 1,808,718.75 | 1,847,437.50 |
| **Total** | **$ 59,460,000.00** | **$ 33,085,702.59** | **$ 92,545,702.59** | **$ 92,545,702.59** |

Note: Debt service payments reflect payments from October 1 through September 30.

# Section 2 – Outstanding General Obligation Debt Service by Series - Annualized




Note: Debt service payments reflect payments from October 1 through September 30.

# City of Sealy
## General Obligation Debt Service By Series
## As of March 18, 2025

| Year | Combination Tax & Revenue Cert. of Oblig., Series 2015 | Combination Tax & Revenue Cert. of Oblig., Series 2018 | General Obligation Refunding Bonds, Series 2020 | General Obligation Refunding Bonds, Series 2021 | Combination Tax & Revenue Cert. of Oblig., Series 2022 | Combination Tax & Revenue Cert. of Oblig., Series 2025 | Annual Debt Service |
|---|---|---|---|---|---|---|---|
| 2024/25 | $ 650,525.00 | $ 635,209.38 | $ 421,665.00 | $ 277,941.50 | $ 499,758.75 | $ 418,346.86 | $ 2,903,446.49 |
| 2025/26 | 863,650.00 | 807,168.76 | 437,984.00 | 282,968.00 | 895,517.50 | 1,028,956.26 | 4,316,244.52 |
| 2026/27 | 1,160,650.00 | 807,668.76 | 442,572.00 | - | 926,517.50 | 1,133,706.26 | 4,471,114.52 |
| 2027/28 | 1,160,050.00 | 806,918.76 | 442,028.00 | - | 951,117.50 | 1,232,956.26 | 4,593,070.52 |
| 2028/29 | 1,160,200.00 | 804,918.76 | 441,418.00 | - | 947,867.50 | 1,366,706.26 | 4,721,110.52 |
| 2029/30 | 1,159,600.00 | 806,668.76 | 440,742.00 | - | 949,367.50 | 1,362,706.26 | 4,719,084.52 |
| 2030/31 | 1,575,800.00 | 807,331.26 | - | - | 1,235,367.50 | 1,363,206.26 | 4,981,705.02 |
| 2031/32 | 1,579,000.00 | 807,343.76 | - | - | 1,231,617.50 | 1,367,456.26 | 4,985,417.52 |
| 2032/33 | 1,575,000.00 | 806,706.26 | - | - | 1,236,867.50 | 1,360,206.26 | 4,978,780.02 |
| 2033/34 | 1,579,000.00 | 803,781.26 | - | - | 1,235,617.50 | 1,361,956.26 | 4,980,355.02 |
| 2034/35 | 1,575,600.00 | 805,156.26 | - | - | 1,233,117.50 | 1,362,206.26 | 4,976,080.02 |
| 2035/36 | - | 805,656.26 | - | - | 1,414,367.50 | 1,360,956.26 | 3,580,980.02 |
| 2036/37 | - | 805,281.26 | - | - | 1,415,117.50 | 1,358,206.26 | 3,578,605.02 |
| 2037/38 | - | 803,093.76 | - | - | 1,413,867.50 | 1,363,956.26 | 3,580,917.52 |
| 2038/39 | - | - | - | - | 1,485,617.50 | 1,362,706.26 | 2,848,323.76 |
| 2039/40 | - | - | - | - | 1,486,617.50 | 1,364,706.26 | 2,851,323.76 |
| 2040/41 | - | - | - | - | 1,484,237.50 | 1,364,706.26 | 2,848,943.76 |
| 2041/42 | - | - | - | - | 1,484,787.50 | 1,362,706.26 | 2,847,493.76 |
| 2042/43 | - | - | - | - | 1,488,037.50 | 1,358,706.26 | 2,846,743.76 |
| 2043/44 | - | - | - | - | 1,486,987.50 | 1,364,606.26 | 2,851,593.76 |
| 2044/45 | - | - | - | - | 1,488,325.00 | 1,358,593.76 | 2,846,918.76 |
| 2045/46 | - | - | - | - | 1,486,812.50 | 1,361,093.76 | 2,847,906.26 |
| 2047/48 | - | - | - | - | 1,487,450.00 | 1,360,375.00 | 2,847,825.00 |
| 2048/49 | - | - | - | - | - | 1,847,687.50 | 1,847,687.50 |
| 2049/50 | - | - | - | - | - | 1,846,593.76 | 1,846,593.76 |
| Total | $ 14,039,075.00 | $ 11,112,903.26 | $ 2,626,409.00 | $ 560,909.50 | $ 28,964,958.75 | $ 35,241,447.08 | $ 92,545,702.59 |

Note: Debt service payments reflect payments from October 1 through September 30.

# City of Sealy

## Combination Tax & Revenue Certificates of Obligation, Series 2015

## As of March 18, 2025

| Date | Principal | | Interest | Debt Service |
|---|---|---|---|---|
| 09/30/25 | $ 435,000.00 | (a) | $ 215,525.00 | $ 650,525.00 |
| 09/30/26 | 450,000.00 | (a) | 413,650.00 | 863,650.00 |
| 09/30/27 | 765,000.00 | (a) | 395,650.00 | 1,160,650.00 |
| 09/30/28 | 795,000.00 | (a) | 365,050.00 | 1,160,050.00 |
| 09/30/29 | 820,000.00 | (a) | 340,200.00 | 1,160,200.00 |
| 09/30/30 | 845,000.00 | (a) | 314,600.00 | 1,159,600.00 |
| 09/30/31 | 1,295,000.00 | (a) | 280,800.00 | 1,575,800.00 |
| 09/30/32 | 1,350,000.00 | (a) | 229,000.00 | 1,579,000.00 |
| 09/30/33 | 1,400,000.00 | (a) | 175,000.00 | 1,575,000.00 |
| 09/30/34 | 1,460,000.00 | (a) | 119,000.00 | 1,579,000.00 |
| 09/30/35 | 1,515,000.00 | (a) | 60,600.00 | 1,575,600.00 |
| Total | $ 11,130,000.00 | | $ 2,909,075.00 | $ 14,039,075.00 |

Note: Debt service payments reflect payments from October 1 through September 30.

(a) Bonds are callable September 1, 2024

**Paying Agent Information for Series 2015 Certificates:**

| | |
|---|---|
| **Firm Name:** | The Bank of New York Mellon Trust Company, N.A.<br>2001 Bryan Street, 10th Floor<br>Dallas, Texas 75201 |
| **Contact:** | Kaprisha Armstrong |
| **Phone:** | (214) 468-6039 |
| **Email:** | kaprisha.armstrong@bnymellon.com |

# City of Sealy

## Combination Tax & Revenue Certificates of Obligation, Series 2018

## As of March 18, 2025

| Date | Principal | | Interest | Debt Service |
|---|---|---|---|---|
| 09/30/25 | $ 465,000.00 | | $ 170,209.38 | $ 635,209.38 |
| 09/30/26 | 490,000.00 | | 317,168.76 | 807,168.76 |
| 09/30/27 | 515,000.00 | | 292,668.76 | 807,668.76 |
| 09/30/28 | 540,000.00 | | 266,918.76 | 806,918.76 |
| 09/30/29 | 565,000.00 | (a) | 239,918.76 | 804,918.76 |
| 09/30/30 | 595,000.00 | (a) | 211,668.76 | 806,668.76 |
| 09/30/31 | 615,000.00 | (a) | 192,331.26 | 807,331.26 |
| 09/30/32 | 635,000.00 | (a) | 172,343.76 | 807,343.76 |
| 09/30/33 | 655,000.00 | (a) | 151,706.26 | 806,706.26 |
| 09/30/34 | 675,000.00 | (a) | 128,781.26 | 803,781.26 |
| 09/30/35 | 700,000.00 | (a) | 105,156.26 | 805,156.26 |
| 09/30/36 | 725,000.00 | (a) | 80,656.26 | 805,656.26 |
| 09/30/37 | 750,000.00 | (a) | 55,281.26 | 805,281.26 |
| 09/30/38 | 775,000.00 | (a) | 28,093.76 | 803,093.76 |
| **Total** | **$ 8,700,000.00** | | **$ 2,412,903.26** | **$ 11,112,903.26** |

Note: Debt service payments reflect payments from October 1 through September 30.

(a) Bonds are callable September 1, 2028

**Paying Agent Information for Series 2018 Certificates:**

| | |
|---|---|
| **Firm Name:** | The Bank of New York Mellon Trust Company, N.A.<br>2001 Bryan Street, 10th Floor<br>Dallas, Texas 75201 |
| **Contact:** | Kaprisha Armstrong |
| **Phone:** | (214) 468-6039 |
| **Email:** | kaprisha.armstrong@bnymellon.com |

# City of Sealy
## General Obligation Refunding Bonds, Series 2020
## As of March 18, 2025

| Date | Principal | Interest | Debt Service |
|---|---|---|---|
| 09/30/25 | $ 405,000.00 | $ 16,665.00 | $ 421,665.00 |
| 09/30/26 | 410,000.00 | 27,984.00 | 437,984.00 |
| 09/30/27 | 420,000.00 | 22,572.00 | 442,572.00 |
| 09/30/28 | 425,000.00 | 17,028.00 | 442,028.00 |
| 09/30/29 | 430,000.00 | 11,418.00 | 441,418.00 |
| 09/30/30 | 435,000.00 | 5,742.00 | 440,742.00 |
| **Total** | **$ 2,525,000.00** | **$ 101,409.00** | **$ 2,626,409.00** |

Note: Debt service payments reflect payments from October 1 through September 30.

**Paying Agent Information for Series 2020 Bonds:**

| | |
|---|---|
| **Firm Name:** | JPMorgan Chase Bank<br>529 W. 19th Street, Floor 1<br>Houston, Texas 77008 |
| **Contact:** | Andre Bradley |
| **Phone:** | (713) 262-0196 |
| **Email:** | andre.j.bradley@jpmchase.com |

# City of Sealy
## General Obligation Refunding Bonds, Series 2021
## As of March 18, 2025

| Date | Principal | Interest | Debt Service |
|---|---|---|---|
| 09/30/25 | $ 275,000.00 | $ 2,941.50 | $ 277,941.50 |
| 09/30/26 | 280,000.00 | 2,968.00 | 282,968.00 |
| Total | $ 555,000.00 | $ 5,909.50 | $ 560,909.50 |

Note: Debt service payments reflect payments from October 1 through September 30.

**Paying Agent Information for Series 2021 Bonds:**

| | |
|---|---|
| **Firm Name:** | Truist Bank |
| | 5130 Parkway Plaza Blvd |
| | Charlotte, North Carolina 28217 |
| **Contact:** | Mary Parrish Coley |
| **Phone:** | (704) 607-6985 |
| **Email:** | mary.coley@truist.com |

# City of Sealy

## Combination Tax & Revenue Certificates of Obligation, Series 2022

## As of March 18, 2025

| Date | Principal | | Interest | Debt Service |
|---|---|---|---|---|
| 09/30/25 | $ 100,000.00 | | $ 399,758.75 | $ 499,758.75 |
| 09/30/26 | 100,000.00 | | 795,517.50 | 895,517.50 |
| 09/30/27 | 135,000.00 | | 791,517.50 | 926,517.50 |
| 09/30/28 | 165,000.00 | | 786,117.50 | 951,117.50 |
| 09/30/29 | 170,000.00 | | 777,867.50 | 947,867.50 |
| 09/30/30 | 180,000.00 | | 769,367.50 | 949,367.50 |
| 09/30/31 | 475,000.00 | | 760,367.50 | 1,235,367.50 |
| 09/30/32 | 495,000.00 | | 736,617.50 | 1,231,617.50 |
| 09/30/33 | 525,000.00 | (a) | 711,867.50 | 1,236,867.50 |
| 09/30/34 | 550,000.00 | (a) | 685,617.50 | 1,235,617.50 |
| 09/30/35 | 575,000.00 | (a) | 658,117.50 | 1,233,117.50 |
| 09/30/36 | 785,000.00 | (a) | 629,367.50 | 1,414,367.50 |
| 09/30/37 | 825,000.00 | (a) | 590,117.50 | 1,415,117.50 |
| 09/30/38 | 865,000.00 | (a) | 548,867.50 | 1,413,867.50 |
| 09/30/39 | 980,000.00 | (a) | 505,617.50 | 1,485,617.50 |
| 09/30/40 | 1,030,000.00 | (a) | 456,617.50 | 1,486,617.50 |
| 09/30/41 | 1,075,000.00 | (a) | 409,237.50 | 1,484,237.50 |
| 09/30/42 | 1,125,000.00 | (a) | 359,787.50 | 1,484,787.50 |
| 09/30/43 | 1,180,000.00 | (a) | 308,037.50 | 1,488,037.50 |
| 09/30/44 | 1,235,000.00 | (a) | 251,987.50 | 1,486,987.50 |
| 09/30/45 | 1,295,000.00 | (a) | 193,325.00 | 1,488,325.00 |
| 09/30/46 | 1,355,000.00 | (a) | 131,812.50 | 1,486,812.50 |
| 09/30/47 | 1,420,000.00 | (a) | 67,450.00 | 1,487,450.00 |
| Total | $ 16,640,000.00 | | $ 12,324,958.75 | $ 28,964,958.75 |

Note: Debt service payments reflect payments from October 1 through September 30.
(a) Bonds are callable September 1, 2032

**Paying Agent Information for Series 2022 Certificates:**

| | |
|---|---|
| **Firm Name:** | The Bank of New York Mellon Trust Company, N.A.<br>2001 Bryan Street, 10th Floor<br>Dallas, Texas 75201 |
| **Contact:** | Kaprisha Armstrong |
| **Phone:** | (214) 468-6039 |
| **Email:** | kaprisha.armstrong@bnymellon.com |

# City of Sealy

## Combination Tax & Revenue Certificates of Obligation, Series 2025

## As of March 18, 2025

| Date | Principal | | Interest | Debt Service |
|---|---|---|---|---|
| 09/30/25 | | | $ 418,346.86 | $ 418,346.86 |
| 09/30/26 | $ 105,000.00 | | 923,956.26 | 1,028,956.26 |
| 09/30/27 | 215,000.00 | | 918,706.26 | 1,133,706.26 |
| 09/30/28 | 325,000.00 | | 907,956.26 | 1,232,956.26 |
| 09/30/29 | 475,000.00 | | 891,706.26 | 1,366,706.26 |
| 09/30/30 | 490,000.00 | | 872,706.26 | 1,362,706.26 |
| 09/30/31 | 515,000.00 | | 848,206.26 | 1,363,206.26 |
| 09/30/32 | 545,000.00 | | 822,456.26 | 1,367,456.26 |
| 09/30/33 | 565,000.00 | | 795,206.26 | 1,360,206.26 |
| 09/30/34 | 595,000.00 | | 766,956.26 | 1,361,956.26 |
| 09/30/35 | 625,000.00 | | 737,206.26 | 1,362,206.26 |
| 09/30/36 | 655,000.00 | (a) | 705,956.26 | 1,360,956.26 |
| 09/30/37 | 685,000.00 | (a) | 673,206.26 | 1,358,206.26 |
| 09/30/38 | 725,000.00 | (a) | 638,956.26 | 1,363,956.26 |
| 09/30/39 | 760,000.00 | (a) | 602,706.26 | 1,362,706.26 |
| 09/30/40 | 800,000.00 | (a) | 564,706.26 | 1,364,706.26 |
| 09/30/41 | 840,000.00 | (a) | 524,706.26 | 1,364,706.26 |
| 09/30/42 | 880,000.00 | (a) | 482,706.26 | 1,362,706.26 |
| 09/30/43 | 920,000.00 | (a) | 438,706.26 | 1,358,706.26 |
| 09/30/44 | 965,000.00 | (a) | 399,606.26 | 1,364,606.26 |
| 09/30/45 | 1,000,000.00 | (a) | 358,593.76 | 1,358,593.76 |
| 09/30/46 | 1,045,000.00 | (a) | 316,093.76 | 1,361,093.76 |
| 09/30/47 | 1,090,000.00 | (a) | 270,375.00 | 1,360,375.00 |
| 09/30/48 | 1,625,000.00 | (a) | 222,687.50 | 1,847,687.50 |
| 09/30/49 | 1,695,000.00 | (a) | 151,593.76 | 1,846,593.76 |
| 09/30/50 | 1,770,000.00 | (a) | 77,437.50 | 1,847,437.50 |
| **Total** | **$ 19,910,000.00** | | **$ 15,331,447.08** | **$ 35,241,447.08** |

Note: Debt service payments reflect payments from October 1 through September 30.
(a) Bonds are callable September 1, 2035

**Paying Agent Information for Series 2025 Certificates:**

| | |
|---|---|
| **Firm Name:** | The Bank of New York Mellon Trust Company, N.A.<br>2001 Bryan Street, 10th Floor<br>Dallas, Texas 75201 |
| **Contact:** | Kaprisha Armstrong |
| **Phone:** | (214) 468-6039 |
| **Email:** | kaprisha.armstrong@bnymellon.com |

# Section 3 – Outstanding General Obligation Debt Service by Series – Semi-Annual

# City of Sealy

## Combination Tax & Revenue Certificates of Obligation, Series 2015

## As of March 18, 2025

| Date | Principal | | Interest | Debt Service | Annual Debt Service |
|---|---|---|---|---|---|
| 09/01/25 | $ 435,000.00 | (a) | $ 215,525.00 | $ 650,525.00 | $ 650,525.00 |
| 03/01/26 | - | | 206,825.00 | 206,825.00 | |
| 09/01/26 | 450,000.00 | (a) | 206,825.00 | 656,825.00 | 863,650.00 |
| 03/01/27 | - | | 197,825.00 | 197,825.00 | |
| 09/01/27 | 765,000.00 | (a) | 197,825.00 | 962,825.00 | 1,160,650.00 |
| 03/01/28 | - | | 182,525.00 | 182,525.00 | |
| 09/01/28 | 795,000.00 | (a) | 182,525.00 | 977,525.00 | 1,160,050.00 |
| 03/01/29 | - | | 170,100.00 | 170,100.00 | |
| 09/01/29 | 820,000.00 | (a) | 170,100.00 | 990,100.00 | 1,160,200.00 |
| 03/01/30 | - | | 157,300.00 | 157,300.00 | |
| 09/01/30 | 845,000.00 | (a) | 157,300.00 | 1,002,300.00 | 1,159,600.00 |
| 03/01/31 | - | | 140,400.00 | 140,400.00 | |
| 09/01/31 | 1,295,000.00 | (a) | 140,400.00 | 1,435,400.00 | 1,575,800.00 |
| 03/01/32 | - | | 114,500.00 | 114,500.00 | |
| 09/01/32 | 1,350,000.00 | (a) | 114,500.00 | 1,464,500.00 | 1,579,000.00 |
| 03/01/33 | - | | 87,500.00 | 87,500.00 | |
| 09/01/33 | 1,400,000.00 | (a) | 87,500.00 | 1,487,500.00 | 1,575,000.00 |
| 03/01/34 | - | | 59,500.00 | 59,500.00 | |
| 09/01/34 | 1,460,000.00 | (a) | 59,500.00 | 1,519,500.00 | 1,579,000.00 |
| 03/01/35 | - | | 30,300.00 | 30,300.00 | |
| 09/01/35 | 1,515,000.00 | (a) | 30,300.00 | 1,545,300.00 | 1,575,600.00 |
| Total | $ 11,130,000.00 | | $ 2,909,075.00 | $ 14,039,075.00 | $ 14,039,075.00 |

Note: Debt service payments reflect payments from October 1 through September 30.
(a) Bonds are callable September 1, 2024

**Paying Agent Information for Series 2015 Certificates:**

| | |
|---|---|
| **Firm Name:** | The Bank of New York Mellon Trust Company, N.A.<br>2001 Bryan Street, 10th Floor<br>Dallas, Texas 75201 |
| **Contact:** | Kaprisha Armstrong |
| **Phone:** | (214) 468-6039 |
| **Email:** | kaprisha.armstrong@bnymellon.com |

# City of Sealy

## Combination Tax & Revenue Certificates of Obligation, Series 2018

## As of March 18, 2025

| Date | Principal | Interest | Debt Service | Annual Debt Service |
|---|---|---|---|---|
| 09/01/25 | $ 465,000.00 | $ 170,209.38 | $ 635,209.38 | $ 635,209.38 |
| 03/01/26 | - | 158,584.38 | 158,584.38 | |
| 09/01/26 | 490,000.00 | 158,584.38 | 648,584.38 | 807,168.76 |
| 03/01/27 | - | 146,334.38 | 146,334.38 | |
| 09/01/27 | 515,000.00 | 146,334.38 | 661,334.38 | 807,668.76 |
| 03/01/28 | - | 133,459.38 | 133,459.38 | |
| 09/01/28 | 540,000.00 | 133,459.38 | 673,459.38 | 806,918.76 |
| 03/01/29 | - | 119,959.38 | 119,959.38 | |
| 09/01/29 | 565,000.00 (a) | 119,959.38 | 684,959.38 | 804,918.76 |
| 03/01/30 | - | 105,834.38 | 105,834.38 | |
| 09/01/30 | 595,000.00 (a) | 105,834.38 | 700,834.38 | 806,668.76 |
| 03/01/31 | - | 96,165.63 | 96,165.63 | |
| 09/01/31 | 615,000.00 (a) | 96,165.63 | 711,165.63 | 807,331.26 |
| 03/01/32 | - | 86,171.88 | 86,171.88 | |
| 09/01/32 | 635,000.00 (a) | 86,171.88 | 721,171.88 | 807,343.76 |
| 03/01/33 | - | 75,853.13 | 75,853.13 | |
| 09/01/33 | 655,000.00 (a) | 75,853.13 | 730,853.13 | 806,706.26 |
| 03/01/34 | - | 64,390.63 | 64,390.63 | |
| 09/01/34 | 675,000.00 (a) | 64,390.63 | 739,390.63 | 803,781.26 |
| 03/01/35 | - | 52,578.13 | 52,578.13 | |
| 09/01/35 | 700,000.00 (a) | 52,578.13 | 752,578.13 | 805,156.26 |
| 03/01/36 | - | 40,328.13 | 40,328.13 | |
| 09/01/36 | 725,000.00 (a) | 40,328.13 | 765,328.13 | 805,656.26 |
| 03/01/37 | - | 27,640.63 | 27,640.63 | |
| 09/01/37 | 750,000.00 (a) | 27,640.63 | 777,640.63 | 805,281.26 |
| 03/01/38 | - | 14,046.88 | 14,046.88 | |
| 09/01/38 | 775,000.00 (a) | 14,046.88 | 789,046.88 | 803,093.76 |
| Total | $ 8,700,000.00 | $ 2,412,903.26 | $ 11,112,903.26 | $ 11,112,903.26 |

Note: Debt service payments reflect payments from October 1 through September 30.
(a) Bonds are callable September 1, 2028

**Paying Agent Information for Series 2018 Certificates:**

| | |
|---|---|
| **Firm Name:** | The Bank of New York Mellon Trust Company, N.A.<br>2001 Bryan Street, 10th Floor<br>Dallas, Texas 75201 |
| **Contact:** | Kaprisha Armstrong |
| **Phone:** | (214) 468-6039 |
| **Email:** | kaprisha.armstrong@bnymellon.com |

# City of Sealy
## General Obligation Refunding Bonds, Series 2020
## As of March 18, 2025

| Date | Principal | Interest | Debt Service | Annual Debt Service |
|---|---|---|---|---|
| 09/01/25 | $ 405,000.00 | $ 16,665.00 | $ 421,665.00 | $ 421,665.00 |
| 03/01/26 | - | 13,992.00 | 13,992.00 | |
| 09/01/26 | 410,000.00 | 13,992.00 | 423,992.00 | 437,984.00 |
| 03/01/27 | - | 11,286.00 | 11,286.00 | |
| 09/01/27 | 420,000.00 | 11,286.00 | 431,286.00 | 442,572.00 |
| 03/01/28 | - | 8,514.00 | 8,514.00 | |
| 09/01/28 | 425,000.00 | 8,514.00 | 433,514.00 | 442,028.00 |
| 03/01/29 | - | 5,709.00 | 5,709.00 | |
| 09/01/29 | 430,000.00 | 5,709.00 | 435,709.00 | 441,418.00 |
| 03/01/30 | - | 2,871.00 | 2,871.00 | |
| 09/01/30 | 435,000.00 | 2,871.00 | 437,871.00 | 440,742.00 |
| Total | $ 2,525,000.00 | $ 101,409.00 | $ 2,626,409.00 | $ 2,626,409.00 |

Note: Debt service payments reflect payments from October 1 through September 30.

**Paying Agent Information for Series 2020 Bonds:**

| | |
|---|---|
| **Firm Name:** | JPMorgan Chase Bank<br>529 W. 19th Street, Floor 1<br>Houston, Texas 77008 |
| **Contact:** | Andre Bradley |
| **Phone:** | (713) 262-0196 |
| **Email:** | andre.j.bradley@jpmchase.com |

# City of Sealy

## General Obligation Refunding Bonds, Series 2021

## As of March 18, 2025

| Date | Principal | Interest | Debt Service | Annual Debt Service |
|---|---|---|---|---|
| 09/01/25 | $ 275,000.00 | $ 2,941.50 | $ 277,941.50 | $ 277,941.50 |
| 03/01/26 | - | 1,484.00 | 1,484.00 | |
| 09/01/26 | 280,000.00 | 1,484.00 | 281,484.00 | 282,968.00 |
| Total | $ 555,000.00 | $ 5,909.50 | $ 560,909.50 | $ 560,909.50 |

Note: Debt service payments reflect payments from October 1 through September 30.

**Paying Agent Information for Series 2021 Bonds:**

| | |
|---|---|
| **Firm Name:** | Truist Bank<br>5130 Parkway Plaza Blvd<br>Charlotte, North Carolina 28217 |
| **Contact:** | Mary Parrish Coley |
| **Phone:** | (704) 607-6985 |
| **Email:** | mary.coley@truist.com |

# City of Sealy

## Combination Tax & Revenue Certificates of Obligation, Series 2022

## As of March 18, 2025

| Date | Principal | Interest | Debt Service | Annual Debt Service |
|---|---|---|---|---|
| 09/01/25 | $ 100,000.00 | $ 399,758.75 | $ 499,758.75 | $ 499,758.75 |
| 03/01/26 | - | 397,758.75 | 397,758.75 | |
| 09/01/26 | 100,000.00 | 397,758.75 | 497,758.75 | 895,517.50 |
| 03/01/27 | - | 395,758.75 | 395,758.75 | |
| 09/01/27 | 135,000.00 | 395,758.75 | 530,758.75 | 926,517.50 |
| 03/01/28 | - | 393,058.75 | 393,058.75 | |
| 09/01/28 | 165,000.00 | 393,058.75 | 558,058.75 | 951,117.50 |
| 03/01/29 | - | 388,933.75 | 388,933.75 | |
| 09/01/29 | 170,000.00 | 388,933.75 | 558,933.75 | 947,867.50 |
| 03/01/30 | - | 384,683.75 | 384,683.75 | |
| 09/01/30 | 180,000.00 | 384,683.75 | 564,683.75 | 949,367.50 |
| 03/01/31 | - | 380,183.75 | 380,183.75 | |
| 09/01/31 | 475,000.00 | 380,183.75 | 855,183.75 | 1,235,367.50 |
| 03/01/32 | - | 368,308.75 | 368,308.75 | |
| 09/01/32 | 495,000.00 | 368,308.75 | 863,308.75 | 1,231,617.50 |
| 03/01/33 | - | 355,933.75 | 355,933.75 | |
| 09/01/33 | 525,000.00 (a) | 355,933.75 | 880,933.75 | 1,236,867.50 |
| 03/01/34 | - | 342,808.75 | 342,808.75 | |
| 09/01/34 | 550,000.00 (a) | 342,808.75 | 892,808.75 | 1,235,617.50 |
| 03/01/35 | - | 329,058.75 | 329,058.75 | |
| 09/01/35 | 575,000.00 (a) | 329,058.75 | 904,058.75 | 1,233,117.50 |
| 03/01/36 | - | 314,683.75 | 314,683.75 | |
| 09/01/36 | 785,000.00 (a) | 314,683.75 | 1,099,683.75 | 1,414,367.50 |
| 03/01/37 | - | 295,058.75 | 295,058.75 | |
| 09/01/37 | 825,000.00 (a) | 295,058.75 | 1,120,058.75 | 1,415,117.50 |
| 03/01/38 | - | 274,433.75 | 274,433.75 | |
| 09/01/38 | 865,000.00 (a) | 274,433.75 | 1,139,433.75 | 1,413,867.50 |
| 03/01/39 | - | 252,808.75 | 252,808.75 | |
| 09/01/39 | 980,000.00 (a) | 252,808.75 | 1,232,808.75 | 1,485,617.50 |
| 03/01/40 | - | 228,308.75 | 228,308.75 | |
| 09/01/40 | 1,030,000.00 (a) | 228,308.75 | 1,258,308.75 | 1,486,617.50 |
| 03/01/41 | - | 204,618.75 | 204,618.75 | |
| 09/01/41 | 1,075,000.00 (a) | 204,618.75 | 1,279,618.75 | 1,484,237.50 |
| 03/01/42 | - | 179,893.75 | 179,893.75 | |
| 09/01/42 | 1,125,000.00 (a) | 179,893.75 | 1,304,893.75 | 1,484,787.50 |
| 03/01/43 | - | 154,018.75 | 154,018.75 | |
| 09/01/43 | 1,180,000.00 (a) | 154,018.75 | 1,334,018.75 | 1,488,037.50 |
| 03/01/44 | - | 125,993.75 | 125,993.75 | |
| 09/01/44 | 1,235,000.00 (a) | 125,993.75 | 1,360,993.75 | 1,486,987.50 |
| 03/01/45 | - | 96,662.50 | 96,662.50 | |
| 09/01/45 | 1,295,000.00 (a) | 96,662.50 | 1,391,662.50 | 1,488,325.00 |
| 03/01/46 | - | 65,906.25 | 65,906.25 | |
| 09/01/46 | 1,355,000.00 (a) | 65,906.25 | 1,420,906.25 | 1,486,812.50 |
| 03/01/47 | - | 33,725.00 | 33,725.00 | |
| 09/01/47 | 1,420,000.00 (a) | 33,725.00 | 1,453,725.00 | 1,487,450.00 |
| Total | $ 16,640,000.00 | $ 12,324,958.75 | $ 28,964,958.75 | $ 28,964,958.75 |

Note: Debt service payments reflect payments from October 1 through September 30.
(a) Bonds are callable September 1, 2032

**Paying Agent Information for Series 2022 Certificates:**

| | |
|---|---|
| **Firm Name:** | The Bank of New York Mellon Trust Company, N.A.<br>2001 Bryan Street, 10th Floor<br>Dallas, Texas 75201 |
| **Contact:** | Kaprisha Armstrong |
| **Phone:** | (214) 468-6039 |
| **Email:** | kaprisha.armstrong@bnymellon.com |

# City of Sealy

## Combination Tax & Revenue Certificates of Obligation, Series 2025

## As of March 18, 2025

| Date | Principal | Interest | Debt Service | Annual Debt Service |
|---|---|---|---|---|
| 09/01/25 | | $ 418,346.86 | $ 418,346.86 | $ 418,346.86 |
| 03/01/26 | | 461,978.13 | 461,978.13 | |
| 09/01/26 | $ 105,000.00 | 461,978.13 | 566,978.13 | 1,028,956.26 |
| 03/01/27 | - | 459,353.13 | 459,353.13 | |
| 09/01/27 | 215,000.00 | 459,353.13 | 674,353.13 | 1,133,706.26 |
| 03/01/28 | - | 453,978.13 | 453,978.13 | |
| 09/01/28 | 325,000.00 | 453,978.13 | 778,978.13 | 1,232,956.26 |
| 03/01/29 | - | 445,853.13 | 445,853.13 | |
| 09/01/29 | 475,000.00 | 445,853.13 | 920,853.13 | 1,366,706.26 |
| 03/01/30 | - | 436,353.13 | 436,353.13 | |
| 09/01/30 | 490,000.00 | 436,353.13 | 926,353.13 | 1,362,706.26 |
| 03/01/31 | - | 424,103.13 | 424,103.13 | |
| 09/01/31 | 515,000.00 | 424,103.13 | 939,103.13 | 1,363,206.26 |
| 03/01/32 | - | 411,228.13 | 411,228.13 | |
| 09/01/32 | 545,000.00 | 411,228.13 | 956,228.13 | 1,367,456.26 |
| 03/01/33 | - | 397,603.13 | 397,603.13 | |
| 09/01/33 | 565,000.00 | 397,603.13 | 962,603.13 | 1,360,206.26 |
| 03/01/34 | - | 383,478.13 | 383,478.13 | |
| 09/01/34 | 595,000.00 | 383,478.13 | 978,478.13 | 1,361,956.26 |
| 03/01/35 | - | 368,603.13 | 368,603.13 | |
| 09/01/35 | 625,000.00 | 368,603.13 | 993,603.13 | 1,362,206.26 |
| 03/01/36 | - | 352,978.13 | 352,978.13 | |
| 09/01/36 | 655,000.00 (a) | 352,978.13 | 1,007,978.13 | 1,360,956.26 |
| 03/01/37 | - | 336,603.13 | 336,603.13 | |
| 09/01/37 | 685,000.00 (a) | 336,603.13 | 1,021,603.13 | 1,358,206.26 |
| 03/01/38 | - | 319,478.13 | 319,478.13 | |
| 09/01/38 | 725,000.00 (a) | 319,478.13 | 1,044,478.13 | 1,363,956.26 |
| 03/01/39 | - | 301,353.13 | 301,353.13 | |
| 09/01/39 | 760,000.00 (a) | 301,353.13 | 1,061,353.13 | 1,362,706.26 |
| 03/01/40 | - | 282,353.13 | 282,353.13 | |
| 09/01/40 | 800,000.00 (a) | 282,353.13 | 1,082,353.13 | 1,364,706.26 |
| 03/01/41 | - | 262,353.13 | 262,353.13 | |
| 09/01/41 | 840,000.00 (a) | 262,353.13 | 1,102,353.13 | 1,364,706.26 |
| 03/01/42 | - | 241,353.13 | 241,353.13 | |
| 09/01/42 | 880,000.00 (a) | 241,353.13 | 1,121,353.13 | 1,362,706.26 |
| 03/01/43 | - | 219,353.13 | 219,353.13 | |
| 09/01/43 | 920,000.00 (a) | 219,353.13 | 1,139,353.13 | 1,358,706.26 |
| 03/01/44 | - | 199,803.13 | 199,803.13 | |
| 09/01/44 | 965,000.00 (a) | 199,803.13 | 1,164,803.13 | 1,364,606.26 |
| 03/01/45 | - | 179,296.88 | 179,296.88 | |
| 09/01/45 | 1,000,000.00 (a) | 179,296.88 | 1,179,296.88 | 1,358,593.76 |
| 03/01/46 | - | 158,046.88 | 158,046.88 | |
| 09/01/46 | 1,045,000.00 (a) | 158,046.88 | 1,203,046.88 | 1,361,093.76 |
| 03/01/47 | - | 135,187.50 | 135,187.50 | |
| 09/01/47 | 1,090,000.00 (a) | 135,187.50 | 1,225,187.50 | 1,360,375.00 |
| 03/01/48 | - | 111,343.75 | 111,343.75 | |
| 09/01/48 | 1,625,000.00 (a) | 111,343.75 | 1,736,343.75 | 1,847,687.50 |
| 03/01/49 | - | 75,796.88 | 75,796.88 | |
| 09/01/49 | 1,695,000.00 (a) | 75,796.88 | 1,770,796.88 | 1,846,593.76 |
| 03/01/50 | - | 38,718.75 | 38,718.75 | |
| 09/01/50 | 1,770,000.00 (a) | 38,718.75 | 1,808,718.75 | 1,847,437.50 |
| Total | $ 19,910,000.00 | $ 15,331,447.08 | $ 35,241,447.08 | $ 35,241,447.08 |

Note: Debt service payments reflect payments from October 1 through September 30.
(a) Bonds are callable September 1, 2035

**Paying Agent Information for Series 2025 Certificates:**

| | |
|---|---|
| **Firm Name:** | The Bank of New York Mellon Trust Company, N.A.<br>2001 Bryan Street, 10th Floor<br>Dallas, Texas 75201 |
| **Contact:** | Kaprisha Armstrong |
| **Phone:** | (214) 468-6039 |
| **Email:** | kaprisha.armstrong@bnymellon.com |

# Section 4 – Outstanding General Obligation Debt Service Payable from Other Sources

# City of Sealy
## General Obligation Debt Paid by Water and Sewer System Revenues
## As of March 18, 2025

| FY End | Combination Tax and Revenue Certificates of Obligation, Series 2015 (a) | | | Combination Tax and Revenue Certificates of Obligation, Series 2018 (b) | | | General Obligation Refunding Bonds, Series 2020 (c) | | |
|---|---|---|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total | Principal | Interest | Total |
| 2025 | $ 385,845.00 | $ 191,170.68 | $ 577,015.68 | $ 416,640.00 | $ 152,507.60 | $ 569,147.60 | $ 15,390.00 | $ 633.27 | $ 16,023.27 |
| 2026 | 399,150.00 | 366,907.56 | 766,057.56 | 439,040.00 | 284,183.20 | 723,223.20 | 15,580.00 | 1,063.40 | 16,643.40 |
| 2027 | 678,555.00 | 350,941.56 | 1,029,496.56 | 461,440.00 | 262,231.20 | 723,671.20 | 15,960.00 | 857.74 | 16,817.74 |
| 2028 | 705,165.00 | 323,799.36 | 1,028,964.36 | 483,840.00 | 239,159.20 | 722,999.20 | 16,150.00 | 647.06 | 16,797.06 |
| 2029 | 727,340.00 | 301,757.40 | 1,029,097.40 | 506,240.00 | 214,967.20 | 721,207.20 | 16,340.00 | 433.88 | 16,773.88 |
| 2030 | 749,515.00 | 279,050.20 | 1,028,565.20 | 533,120.00 | 189,655.20 | 722,775.20 | 16,530.00 | 218.20 | 16,748.20 |
| 2031 | 1,148,665.00 | 249,069.60 | 1,397,734.60 | 551,040.00 | 172,328.80 | 723,368.80 | | | |
| 2032 | 1,197,450.00 | 203,123.00 | 1,400,573.00 | 568,960.00 | 154,420.00 | 723,380.00 | | | |
| 2033 | 1,241,800.00 | 155,225.00 | 1,397,025.00 | 586,880.00 | 135,928.80 | 722,808.80 | | | |
| 2034 | 1,295,020.00 | 105,553.00 | 1,400,573.00 | 604,800.00 | 115,388.00 | 720,188.00 | | | |
| 2035 | 1,343,805.00 | 53,752.20 | 1,397,557.20 | 627,200.00 | 94,220.00 | 721,420.00 | | | |
| 2036 | | | | 649,600.00 | 72,268.00 | 721,868.00 | | | |
| 2037 | | | | 672,000.00 | 49,532.00 | 721,532.00 | | | |
| 2038 | | | | 694,400.00 | 25,172.00 | 719,572.00 | | | |
| Total | $ 9,872,310.00 | $ 2,580,349.56 | $ 12,452,659.56 | $ 7,795,200.00 | $ 2,161,961.20 | $ 9,957,161.20 | $ 95,950.00 | $ 3,853.55 | $ 99,803.55 |

(a) Represents approximately 91.05% of the City's Series 2015 Combination Tax and Revenue Certificates of Obligation.
(b) Represents approximately 89.60% of the City's Series 2018 Combination Tax and Revenue Certificates of Obligation.
(c) Represents approximately 3.80% of the City's Series 2020 General Obligation Refunding Bonds.
(d) Represents approximately 90.50% of the City's Series 2021 General Obligation Refunding Bonds.

# City of Sealy
## General Obligation Debt Paid by Water and Sewer System Revenues
## As of March 18, 2025

| FY End | General Obligation Refunding Bonds, Series 2021 (d) | | | Total Debt Service Requirements Paid By the Water and Sewer System | | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total |
| 2025 | $ 248,875.00 | $ 2,662.06 | $ 251,537.06 | $ 1,066,750.00 | $ 346,973.61 | $ 1,413,723.61 |
| 2026 | 253,400.00 | 2,686.04 | 256,086.04 | 1,107,170.00 | 654,840.20 | 1,762,010.20 |
| 2027 | | | | 1,155,955.00 | 614,030.50 | 1,769,985.50 |
| 2028 | | | | 1,205,155.00 | 563,605.62 | 1,768,760.62 |
| 2029 | | | | 1,249,920.00 | 517,158.48 | 1,767,078.48 |
| 2030 | | | | 1,299,165.00 | 468,923.60 | 1,768,088.60 |
| 2031 | | | | 1,699,705.00 | 421,398.40 | 2,121,103.40 |
| 2032 | | | | 1,766,410.00 | 357,543.00 | 2,123,953.00 |
| 2033 | | | | 1,828,680.00 | 291,153.80 | 2,119,833.80 |
| 2034 | | | | 1,899,820.00 | 220,941.00 | 2,120,761.00 |
| 2035 | | | | 1,971,005.00 | 147,972.20 | 2,118,977.20 |
| 2036 | | | | 649,600.00 | 72,268.00 | 721,868.00 |
| 2037 | | | | 672,000.00 | 49,532.00 | 721,532.00 |
| 2038 | | | | 694,400.00 | 25,172.00 | 719,572.00 |
| Total | $ 502,275.00 | $ 5,348.10 | $ 507,623.10 | $ 18,265,735.00 | $ 4,751,512.41 | $ 23,017,247.41 |

(a) Represents approximately 91.05% of the City's Series 2015 Combination Tax and Revenue Certificates of Obligation.
(b) Represents approximately 89.60% of the City's Series 2018 Combination Tax and Revenue Certificates of Obligation.
(c) Represents approximately 3.80% of the City's Series 2020 General Obligation Refunding Bonds.
(d) Represents approximately 90.50% of the City's Series 2021 General Obligation Refunding Bonds.

# City of Sealy
## General Obligation Debt Paid by Water and Sewer System Revenues
## As of March 18, 2025

| FY End | Combination Tax and Revenue Certificates of Obligation, Series 2015 (a) | | | Combination Tax and Revenue Certificates of Obligation, Series 2018 (b) | | | General Obligation Refunding Bonds, Series 2020 (c) | | |
|---|---|---|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total | Principal | Interest | Total |
| 9/1/2025 | $ 385,845.00 | $ 191,170.68 | $ 577,015.68 | $ 416,640.00 | $ 152,507.60 | $ 569,147.60 | $ 15,390.00 | $ 633.27 | $ 16,023.27 |
| 3/1/2026 | - | 183,453.78 | 183,453.78 | - | 142,091.60 | 142,091.60 | - | 531.70 | 531.70 |
| 9/1/2026 | 399,150.00 | 183,453.78 | 582,603.78 | 439,040.00 | 142,091.60 | 581,131.60 | 15,580.00 | 531.70 | 16,111.70 |
| 3/1/2027 | - | 175,470.78 | 175,470.78 | - | 131,115.60 | 131,115.60 | - | 428.87 | 428.87 |
| 9/1/2027 | 678,555.00 | 175,470.78 | 854,025.78 | 461,440.00 | 131,115.60 | 592,555.60 | 15,960.00 | 428.87 | 16,388.87 |
| 3/1/2028 | - | 161,899.68 | 161,899.68 | - | 119,579.60 | 119,579.60 | - | 323.53 | 323.53 |
| 9/1/2028 | 705,165.00 | 161,899.68 | 867,064.68 | 483,840.00 | 119,579.60 | 603,419.60 | 16,150.00 | 323.53 | 16,473.53 |
| 3/1/2029 | - | 150,878.70 | 150,878.70 | - | 107,483.60 | 107,483.60 | - | 216.94 | 216.94 |
| 9/1/2029 | 727,340.00 | 150,878.70 | 878,218.70 | 506,240.00 | 107,483.60 | 613,723.60 | 16,340.00 | 216.94 | 16,556.94 |
| 3/1/2030 | - | 139,525.10 | 139,525.10 | - | 94,827.60 | 94,827.60 | - | 109.10 | 109.10 |
| 9/1/2030 | 749,515.00 | 139,525.10 | 889,040.10 | 533,120.00 | 94,827.60 | 627,947.60 | 16,530.00 | 109.10 | 16,639.10 |
| 3/1/2031 | - | 124,534.80 | 124,534.80 | - | 86,164.40 | 86,164.40 | | | |
| 9/1/2031 | 1,148,665.00 | 124,534.80 | 1,273,199.80 | 551,040.00 | 86,164.40 | 637,204.40 | | | |
| 3/1/2032 | - | 101,561.50 | 101,561.50 | - | 77,210.00 | 77,210.00 | | | |
| 9/1/2032 | 1,197,450.00 | 101,561.50 | 1,299,011.50 | 568,960.00 | 77,210.00 | 646,170.00 | | | |
| 3/1/2033 | - | 77,612.50 | 77,612.50 | - | 67,964.40 | 67,964.40 | | | |
| 9/1/2033 | 1,241,800.00 | 77,612.50 | 1,319,412.50 | 586,880.00 | 67,964.40 | 654,844.40 | | | |
| 3/1/2034 | - | 52,776.50 | 52,776.50 | - | 57,694.00 | 57,694.00 | | | |
| 9/1/2034 | 1,295,020.00 | 52,776.50 | 1,347,796.50 | 604,800.00 | 57,694.00 | 662,494.00 | | | |
| 3/1/2035 | - | 26,876.10 | 26,876.10 | - | 47,110.00 | 47,110.00 | | | |
| 9/1/2035 | 1,343,805.00 | 26,876.10 | 1,370,681.10 | 627,200.00 | 47,110.00 | 674,310.00 | | | |
| 3/1/2036 | | | | - | 36,134.00 | 36,134.00 | | | |
| 9/1/2036 | | | | 649,600.00 | 36,134.00 | 685,734.00 | | | |
| 3/1/2037 | | | | - | 24,766.00 | 24,766.00 | | | |
| 9/1/2037 | | | | 672,000.00 | 24,766.00 | 696,766.00 | | | |
| 3/1/2038 | | | | - | 12,586.00 | 12,586.00 | | | |
| 9/1/2038 | | | | 694,400.00 | 12,586.00 | 706,986.00 | | | |
| Total | $ 9,872,310.00 | $ 2,580,349.56 | $ 12,452,659.56 | $ 7,795,200.00 | $ 2,161,961.20 | $ 9,957,161.20 | $ 95,950.00 | $ 3,853.55 | $ 99,803.55 |

(a) Represents approximately 91.05% of the City's Series 2015 Combination Tax and Revenue Certificates of Obligation.
(b) Represents approximately 89.60% of the City's Series 2018 Combination Tax and Revenue Certificates of Obligation.
(c) Represents approximately 3.80% of the City's Series 2020 General Obligation Refunding Bonds.
(d) Represents approximately 90.50% of the City's Series 2021 General Obligation Refunding Bonds.

# City of Sealy
## General Obligation Debt Paid by Water and Sewer System Revenues
## As of March 18, 2025

| FY End | General Obligation Refunding Bonds, Series 2021 (d) | | | Total Debt Service Requirements Paid By the Water and Sewer System | | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total |
| 9/1/2025 | $ 248,875.00 | $ 2,662.06 | $ 251,537.06 | $ 1,066,750.00 | $ 346,973.61 | $ 1,413,723.61 |
| 3/1/2026 | - | 1,343.02 | 1,343.02 | - | 327,420.10 | 327,420.10 |
| 9/1/2026 | 253,400.00 | 1,343.02 | 254,743.02 | 1,107,170.00 | 327,420.10 | 1,434,590.10 |
| 3/1/2027 | | | | - | 307,015.25 | 307,015.25 |
| 9/1/2027 | | | | 1,155,955.00 | 307,015.25 | 1,462,970.25 |
| 3/1/2028 | | | | - | 281,802.81 | 281,802.81 |
| 9/1/2028 | | | | 1,205,155.00 | 281,802.81 | 1,486,957.81 |
| 3/1/2029 | | | | - | 258,579.24 | 258,579.24 |
| 9/1/2029 | | | | 1,249,920.00 | 258,579.24 | 1,508,499.24 |
| 3/1/2030 | | | | - | 234,461.80 | 234,461.80 |
| 9/1/2030 | | | | 1,299,165.00 | 234,461.80 | 1,533,626.80 |
| 3/1/2031 | | | | - | 210,699.20 | 210,699.20 |
| 9/1/2031 | | | | 1,699,705.00 | 210,699.20 | 1,910,404.20 |
| 3/1/2032 | | | | - | 178,771.50 | 178,771.50 |
| 9/1/2032 | | | | 1,766,410.00 | 178,771.50 | 1,945,181.50 |
| 3/1/2033 | | | | - | 145,576.90 | 145,576.90 |
| 9/1/2033 | | | | 1,828,680.00 | 145,576.90 | 1,974,256.90 |
| 3/1/2034 | | | | - | 110,470.50 | 110,470.50 |
| 9/1/2034 | | | | 1,899,820.00 | 110,470.50 | 2,010,290.50 |
| 3/1/2035 | | | | - | 73,986.10 | 73,986.10 |
| 9/1/2035 | | | | 1,971,005.00 | 73,986.10 | 2,044,991.10 |
| 3/1/2036 | | | | - | 36,134.00 | 36,134.00 |
| 9/1/2036 | | | | 649,600.00 | 36,134.00 | 685,734.00 |
| 3/1/2037 | | | | - | 24,766.00 | 24,766.00 |
| 9/1/2037 | | | | 672,000.00 | 24,766.00 | 696,766.00 |
| 3/1/2038 | | | | - | 12,586.00 | 12,586.00 |
| 9/1/2038 | | | | 694,400.00 | 12,586.00 | 706,986.00 |
| Total | $ 502,275.00 | $ 5,348.10 | $ 507,623.10 | $ 18,265,735.00 | $ 4,751,512.41 | $ 23,017,247.41 |

(a) Represents approximately 91.05% of the City's Series 2015 Combination Tax and Revenue Certificates of Obligation.
(b) Represents approximately 89.60% of the City's Series 2018 Combination Tax and Revenue Certificates of Obligation.
(c) Represents approximately 3.80% of the City's Series 2020 General Obligation Refunding Bonds.
(d) Represents approximately 90.50% of the City's Series 2021 General Obligation Refunding Bonds.

# City of Sealy
## General Obligation Debt Paid by the Gas Fund
## As of March 18, 2025

| FY End | Combination Tax and Revenue Certificates of Obligation, Series 2018 (a) | | | General Obligation Refunding Bonds, Series 2020 (b) | | | General Obligation Refunding Bonds, Series 2021 (c) | | | Total Debt Service Requirements Paid By the Gas Fund | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total | Principal | Interest | Total | Principal | Interest | Total |
| 2025 | $ 6,045.00 | $ 2,212.72 | $ 8,257.72 | $ 18,630.00 | $ 766.59 | $ 19,396.59 | $ 2,750.00 | $ 29.42 | $ 2,779.42 | $ 27,425.00 | $ 3,008.73 | $ 30,433.73 |
| 2026 | 6,370.00 | 4,123.20 | 10,493.20 | 18,860.00 | 1,287.26 | 20,147.26 | 2,800.00 | 29.68 | 2,829.68 | 28,030.00 | 5,440.14 | 33,470.14 |
| 2027 | 6,695.00 | 3,804.70 | 10,499.70 | 19,320.00 | 1,038.32 | 20,358.32 | | | | 26,015.00 | 4,843.02 | 30,858.02 |
| 2028 | 7,020.00 | 3,469.94 | 10,489.94 | 19,550.00 | 783.28 | 20,333.28 | | | | 26,570.00 | 4,253.22 | 30,823.22 |
| 2029 | 7,345.00 | 3,118.94 | 10,463.94 | 19,780.00 | 525.22 | 20,305.22 | | | | 27,125.00 | 3,644.16 | 30,769.16 |
| 2030 | 7,735.00 | 2,751.70 | 10,486.70 | 20,010.00 | 264.14 | 20,274.14 | | | | 27,745.00 | 3,015.84 | 30,760.84 |
| 2031 | 7,995.00 | 2,500.30 | 10,495.30 | | | | | | | 7,995.00 | 2,500.30 | 10,495.30 |
| 2032 | 8,255.00 | 2,240.46 | 10,495.46 | | | | | | | 8,255.00 | 2,240.46 | 10,495.46 |
| 2033 | 8,515.00 | 1,972.18 | 10,487.18 | | | | | | | 8,515.00 | 1,972.18 | 10,487.18 |
| 2034 | 8,775.00 | 1,674.16 | 10,449.16 | | | | | | | 8,775.00 | 1,674.16 | 10,449.16 |
| 2035 | 9,100.00 | 1,367.04 | 10,467.04 | | | | | | | 9,100.00 | 1,367.04 | 10,467.04 |
| 2036 | 9,425.00 | 1,048.54 | 10,473.54 | | | | | | | 9,425.00 | 1,048.54 | 10,473.54 |
| 2037 | 9,750.00 | 718.66 | 10,468.66 | | | | | | | 9,750.00 | 718.66 | 10,468.66 |
| 2038 | 10,075.00 | 365.22 | 10,440.22 | | | | | | | 10,075.00 | 365.22 | 10,440.22 |
| Total | $ 113,100.00 | $ 31,367.76 | $ 144,467.76 | $ 116,150.00 | $ 4,664.81 | $ 120,814.81 | $ 5,550.00 | $ 59.10 | $ 5,609.10 | $ 234,800.00 | $ 36,091.67 | $ 270,891.67 |

(a) Represents approximately 1.30% of the City's Series 2018 Combination Tax and Revenue Certificates of Obligation.
(b) Represents approximately 4.60% of the City's Series 2020 General Obligation Refunding Bonds.
(c) Represents approximately 1.00% of the City's Series 2021 General Obligation Refunding Bonds.

# City of Sealy
## General Obligation Debt Paid by the Gas Fund
## As of March 18, 2025

| FY End | Combination Tax and Revenue Certificates of Obligation, Series 2018 (a) | | | General Obligation Refunding Bonds, Series 2020 (b) | | | General Obligation Refunding Bonds, Series 2021 (c) | | | Total Debt Service Requirements Paid By the Gas Fund | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total | Principal | Interest | Total | Principal | Interest | Total |
| 9/1/2025 | $ 6,045.00 | $ 2,212.72 | $ 8,257.72 | $ 18,630.00 | $ 766.59 | $ 19,396.59 | $ 2,750.00 | $ 29.42 | $ 2,779.42 | $ 27,425.00 | $ 3,008.73 | $ 30,433.73 |
| 3/1/2026 | - | 2,061.60 | 2,061.60 | - | 643.63 | 643.63 | - | 14.84 | 14.84 | - | 2,720.07 | 2,720.07 |
| 9/1/2026 | 6,370.00 | 2,061.60 | 8,431.60 | 18,860.00 | 643.63 | 19,503.63 | 2,800.00 | 14.84 | 2,814.84 | 28,030.00 | 2,720.07 | 30,750.07 |
| 3/1/2027 | - | 1,902.35 | 1,902.35 | - | 519.16 | 519.16 | | | | - | 2,421.51 | 2,421.51 |
| 9/1/2027 | 6,695.00 | 1,902.35 | 8,597.35 | 19,320.00 | 519.16 | 19,839.16 | | | | 26,015.00 | 2,421.51 | 28,436.51 |
| 3/1/2028 | - | 1,734.97 | 1,734.97 | - | 391.64 | 391.64 | | | | - | 2,126.61 | 2,126.61 |
| 9/1/2028 | 7,020.00 | 1,734.97 | 8,754.97 | 19,550.00 | 391.64 | 19,941.64 | | | | 26,570.00 | 2,126.61 | 28,696.61 |
| 3/1/2029 | - | 1,559.47 | 1,559.47 | - | 262.61 | 262.61 | | | | - | 1,822.08 | 1,822.08 |
| 9/1/2029 | 7,345.00 | 1,559.47 | 8,904.47 | 19,780.00 | 262.61 | 20,042.61 | | | | 27,125.00 | 1,822.08 | 28,947.08 |
| 3/1/2030 | - | 1,375.85 | 1,375.85 | - | 132.07 | 132.07 | | | | - | 1,507.92 | 1,507.92 |
| 9/1/2030 | 7,735.00 | 1,375.85 | 9,110.85 | 20,010.00 | 132.07 | 20,142.07 | | | | 27,745.00 | 1,507.92 | 29,252.92 |
| 3/1/2031 | - | 1,250.15 | 1,250.15 | | | | | | | - | 1,250.15 | 1,250.15 |
| 9/1/2031 | 7,995.00 | 1,250.15 | 9,245.15 | | | | | | | 7,995.00 | 1,250.15 | 9,245.15 |
| 3/1/2032 | - | 1,120.23 | 1,120.23 | | | | | | | - | 1,120.23 | 1,120.23 |
| 9/1/2032 | 8,255.00 | 1,120.23 | 9,375.23 | | | | | | | 8,255.00 | 1,120.23 | 9,375.23 |
| 3/1/2033 | - | 986.09 | 986.09 | | | | | | | - | 986.09 | 986.09 |
| 9/1/2033 | 8,515.00 | 986.09 | 9,501.09 | | | | | | | 8,515.00 | 986.09 | 9,501.09 |
| 3/1/2034 | - | 837.08 | 837.08 | | | | | | | - | 837.08 | 837.08 |
| 9/1/2034 | 8,775.00 | 837.08 | 9,612.08 | | | | | | | 8,775.00 | 837.08 | 9,612.08 |
| 3/1/2035 | - | 683.52 | 683.52 | | | | | | | - | 683.52 | 683.52 |
| 9/1/2035 | 9,100.00 | 683.52 | 9,783.52 | | | | | | | 9,100.00 | 683.52 | 9,783.52 |
| 3/1/2036 | - | 524.27 | 524.27 | | | | | | | - | 524.27 | 524.27 |
| 9/1/2036 | 9,425.00 | 524.27 | 9,949.27 | | | | | | | 9,425.00 | 524.27 | 9,949.27 |
| 3/1/2037 | - | 359.33 | 359.33 | | | | | | | - | 359.33 | 359.33 |
| 9/1/2037 | 9,750.00 | 359.33 | 10,109.33 | | | | | | | 9,750.00 | 359.33 | 10,109.33 |
| 3/1/2038 | - | 182.61 | 182.61 | | | | | | | - | 182.61 | 182.61 |
| 9/1/2038 | 10,075.00 | 182.61 | 10,257.61 | | | | | | | 10,075.00 | 182.61 | 10,257.61 |
| Total | $ 113,100.00 | $ 31,367.76 | $ 144,467.76 | $ 116,150.00 | $ 4,664.81 | $ 120,814.81 | $ 5,550.00 | $ 59.10 | $ 5,609.10 | $ 234,800.00 | $ 36,091.67 | $ 270,891.67 |

(a) Represents approximately 1.30% of the City's Series 2018 Combination Tax and Revenue Certificates of Obligation.
(b) Represents approximately 4.60% of the City's Series 2020 General Obligation Refunding Bonds.
(c) Represents approximately 1.00% of the City's Series 2021 General Obligation Refunding Bonds.

# City of Sealy
## General Obligation Debt Paid by the EDC
## As of March 18, 2025

| FY End | General Obligation Refunding Bonds, Series 2020 (a) | | | Total Debt Service Requirements Paid By the mEDC | | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total |
| 2025 | $ 65,000.00 | $ 2,739.00 | $ 67,739.00 | $ 65,000.00 | $ 2,739.00 | $ 67,739.00 |
| 2026 | 70,000.00 | 4,620.00 | 74,620.00 | 70,000.00 | 4,620.00 | 74,620.00 |
| 2027 | 70,000.00 | 3,696.00 | 73,696.00 | 70,000.00 | 3,696.00 | 73,696.00 |
| 2028 | 70,000.00 | 2,772.00 | 72,772.00 | 70,000.00 | 2,772.00 | 72,772.00 |
| 2029 | 70,000.00 | 1,848.00 | 71,848.00 | 70,000.00 | 1,848.00 | 71,848.00 |
| 2030 | 70,000.00 | 924.00 | 70,924.00 | 70,000.00 | 924.00 | 70,924.00 |
| Total | $ 415,000.00 | $ 16,599.00 | $ 431,599.00 | $ 415,000.00 | $ 16,599.00 | $ 431,599.00 |

(a) Represents approximately 16.40% of the City's Series 2020 General Obligation Refunding Bonds.

# City of Sealy
## General Obligation Debt Paid by the EDC
## As of March 18, 2025

| FY End | General Obligation Refunding Bonds, Series 2020 (a) | | | Total Debt Service Requirements Paid By the EDC | | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total |
| 9/1/2025 | $ 65,000.00 | $ 2,739.00 | $ 67,739.00 | $ 65,000.00 | $ 2,739.00 | $ 67,739.00 |
| 3/1/2026 | - | 2,310.00 | 2,310.00 | - | 2,310.00 | 2,310.00 |
| 9/1/2026 | 70,000.00 | 2,310.00 | 72,310.00 | 70,000.00 | 2,310.00 | 72,310.00 |
| 3/1/2027 | - | 1,848.00 | 1,848.00 | - | 1,848.00 | 1,848.00 |
| 9/1/2027 | 70,000.00 | 1,848.00 | 71,848.00 | 70,000.00 | 1,848.00 | 71,848.00 |
| 3/1/2028 | - | 1,386.00 | 1,386.00 | - | 1,386.00 | 1,386.00 |
| 9/1/2028 | 70,000.00 | 1,386.00 | 71,386.00 | 70,000.00 | 1,386.00 | 71,386.00 |
| 3/1/2029 | - | 924.00 | 924.00 | - | 924.00 | 924.00 |
| 9/1/2029 | 70,000.00 | 924.00 | 70,924.00 | 70,000.00 | 924.00 | 70,924.00 |
| 3/1/2030 | - | 462.00 | 462.00 | - | 462.00 | 462.00 |
| 9/1/2030 | 70,000.00 | 462.00 | 70,462.00 | 70,000.00 | 462.00 | 70,462.00 |
| Total | $ 415,000.00 | $ 16,599.00 | $ 431,599.00 | $ 415,000.00 | $ 16,599.00 | $ 431,599.00 |

(a) Represents approximately 16.40% of the City's Series 2020 General Obligation Refunding Bonds.

# PRELIMINARY FY 2025-2026

# PROPOSED BUDGET

# PRIOR TO RECEIPT OF CHIEF APPRAISER'S

# CERTIFIED TAXABLE VALUE
# &
# TAX RATE CALCULATIONS

**From the Office of the City Manager**

# City of Sealy
# FY 2025-2026 Proposed Budget & Capital Improvement Program

## Why This Budget is Filed Early

To comply with the City of Sealy's Home Rule Charter and the Texas Local Government Code, the City must file the proposed budget before the Chief Appraiser certifies the final taxable value and tax rates. Therefore, projected property tax revenues are based on preliminary appraised values and assumed tax rates.

The final certified tax roll and calculation will be received in late July and August. The City will adjust figures if needed to ensure compliance with the Texas Tax Code.

## General Fund Highlights

- Total Projected Revenue: $9.26 million
- Total Planned Expenditures: $9.26 million (balanced)
- Property Tax Revenue (estimated): $2.7 million (preliminary)
- Funding for Public Safety, Streets, Parks, Facilities, and Technology
- Planned use of Fund Balance Reserve: $395,728 (less than FY 24-25)

## Capital Improvement Program Highlights

Over $25.2 million in approved and proposed projects to maintain and improve Sealy's infrastructure, utilities, roads, drainage, and public spaces.

Key projects include:
- Rexville Road Water Well & Plant ($4.9M)
- Allens Creek Trunk Sewer, Phase I ($1.84M)
- Chapman B&PW Pond & Westview Drainage ($6.35M)
- West Front Street Sewer & Roadway ($5.77M)
- Water Tank, Wastewater Treatment Plant & Sewer Infrastructure ($714K)
- ADA Improvements at City Facilities

- Cryan Park Walking Trail Enhancements, Shade Structure and Lighting
- Cryan Park Pond Erosion Management & Beautification
- Downtown Alley Improvements and Lighting
- Historic Preservation of the Liedertafel
- Deferred Maintenance of City Facilities
- Wayfinding Sign Project
- Preservation and Redevelopment of the Downtown Historic District

Capital Projects are funded by General Fund Revenues, Certificates of Obligation (2022, 2025), Impact Fees, Grants, EDC contributions, Hotel Occupancy Tax Funds, and Utility Revenues.

## Stay Informed & Get Involved

Final property tax values will be certified soon. The City will update the budget as required.

Taxpayers are encouraged to review the full budget and capital plan, ask questions, and reach out to their elected officials.

Visit www.ci.sealy.tx.us or call City Hall at 979-885-3511 for more information.

Thank you for supporting Sealy's responsible growth and strong future.

10 -GENERAL FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PROPERTY TAX | | | | | | | |
| 10-40000 Property Taxes - Current | 1,768,713 | 1,973,615 | 2,342,552 | 2,429,206 | 0 | 2,705,753 | |
| 10-40100 Property Taxes - Delinquent | 4,889 | 13,964 | 15,000 | 14,793 | 0 | 15,000 | |
| 10-40150 Property Taxes - Penalty & Int | 11,433 | 11,459 | 10,000 | 15,624 | 0 | 12,000 | |
| TOTAL PROPERTY TAX | 1,785,036 | 1,999,037 | 2,367,552 | 2,459,623 | 0 | 2,732,753 | |

40000 Property Taxes - Current CURRENT YEAR NOTES:
Tax Rate Calculation Worksheet Line #21 Total Taxable Value is $1,252,142,261 x M&O Tax Rate of 0.19693 per $100 valuation = $2,465,844 @ 95% = $2,342,552.

40000 Property Taxes - Current NEXT YEAR NOTES:
Proposed Budget prior to receipt of Certified Appraised Value on 7/25/25, the 4/23/25 Preliminary Taxable Value is $1,446,280,853 x (Current) M&O Tax Rate of (0.19693 per $100 valuation) =$2,848,160.88 x 95% = $2,705,752.84 ($2,705,753). Tax Rate Calculations will be provided to the City by the appraisal district by 8/7/25. City of Sealy Charter requires the proposed budget to be filed by August 1st, prior to receipt of the tax rate.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| SALES TAX | | | | | | | |
| 10-40200 Sales & Use Taxes - Gen'l | 2,219,107 | 2,367,350 | 2,264,250 | 1,550,993 | 0 | 2,377,500 | |
| 10-40210 Sales Tax Overpayment | 31,155 | 31,155 | 31,155 | 18,174 | 0 | 31,155 | |
| 10-40220 Direct Payment Sales & Use Tax | 55,343 | 21,913 | 15,000 | 128 | 0 | 0 | |
| 10-40250 Mixed Beverage Taxes | 25,183 | 25,703 | 14,328 | 16,726 | 0 | 27,901 | |
| TOTAL SALES TAX | 2,330,788 | 2,446,121 | 2,324,733 | 1,586,021 | 0 | 2,436,556 | |

40200 Sales & Use Taxes - Gen'l NEXT YEAR NOTES:
FY 2020-2021: $1,919,881
FY 2021-2022: $2,015,538 4.98% increase
FY 2022-2023: $2,219,107 10% increase
FY 2023-2024: $2,367,350 6.7% increase252
FY 2024-2025: YTD: $1,550,993 through April, averaging $221,570 per month, but usually decreasing over the last 5 months of fiscal year, projected $195,000 x 5 remaining months in the fiscal year = $975,000 plust YTD = total projected year end: $2,525,993
FY 2025-2026 projection is based on a 5% increase over FY2024-2025 budget = $2,377,500

40210 Sales Tax Overpayment CURRENT YEAR NOTES:
$2,596.24 per month = $31,155 accrue sales tax revenue

40220 Direct Payment Sales & UseCURRENT YEAR NOTES:
Based on the SEDC revenue projections expected per terms of Economic Incentive agreements with Hendrix, Hailiang, and Project M-63.

10 -GENERAL FUND

| REVENUES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 40250 | Mixed Beverage Taxes | CURRENT YEAR NOTES: $13,646 x 5% ($682.00) = $14,328 | | | | | | |
| 40250 | Mixed Beverage Taxes | NEXT YEAR NOTES: FY 2024-2025,the monthly average revenue of $2,325.11 is exceeding monthly projected revenue of $1,194 by 94.7%. The projected revenue of $27,901 for FY 2025-2026 is based on the current monthly average. | | | | | | |
| FRANCHISE & LOCAL TAXES | | | | | | | | |
| 10-40300 | Gross Receipts Tax - Electric | 297,658 | 277,194 | 309,804 | 240,483 | 0 | 322,397 | |
| 10-40310 | Gross Receipts Tax - Telecomm | 7,889 | 6,797 | 6,000 | 4,899 | 0 | 7,770 | |
| 10-40320 | Gross Receipts Tax - Cable TV | 3,255 | 3,705 | 3,700 | 806 | 0 | 1,075 | |
| 10-40330 | Gross Receipts Tax - Water/Swr | 824,956 | 980,330 | 1,175,000 | 806,286 | 0 | 1,258,750 | |
| 10-40340 | Gross Receipts Tax - Gas Util. | 139,508 | 222,646 | 111,855 | 88,717 | 0 | 122,000 | |
| 10-40350 | Gross Receipts Tax - Solid Wst | 524,006 | 613,186 | 620,542 | 419,810 | 0 | 640,181 | |
| TOTAL FRANCHISE & LOCAL TAXES | | 1,797,271 | 2,103,857 | 2,226,901 | 1,560,999 | 0 | 2,352,173 | |
| 40300 | Gross Receipts Tax - Elect | CURRENT YEAR NOTES: $26,339.64 x 12 = $316,075.68. The difference between FY2024 and projection for FY 2025 = $12,544. Splitting the difference adds $6,272 to FY 2024 $303,532 = $309,804 | | | | | | |
| 40300 | Gross Receipts Tax - Elect | NEXT YEAR NOTES: FY 2023-2024: Revenue exceeded projection by 2.1% Current YTD: Revenue is exceeding projections by 2% Current monthly revenue is $26,339.64 x 12 = $316,075.68 Projecting a 2% increase FY 2025-2026 = $322,397, which is a montly average of $26,866.41 | | | | | | |
| 40310 | Gross Receipts Tax - Telec | NEXT YEAR NOTES: FY 2022-2023: Averaged $657.38 per month FY 2023-2024: Averaged $566.38 per month, a 13.8% decrease FY 2024-2025: Averaging $612.33 per month, an 8% increase $612.33 per month YTD actual x 12 = $7,400 Projecting 5% increase of $370 = $7,770 | | | | | | |
| 40320 | Gross Receipts Tax - Cable | NEXT YEAR NOTES: YTD revenue is averaging $268.57 per quarter x 4 = $1,074.28 annually. This is a 71% decrease from FY 2023-2024. Projected revenue for FY 2025-2026 is consistent with projected current year end revenue of $1,075 | | | | | | |
| 40330 | Gross Receipts Tax - Water | CURRENT YEAR NOTES: Projected annual Water Service Fee, Bulk Water Sales and Groundwater Cons. User Fee revenue is $2,600,000 x 25% = $650,000. The projected annual Sewer revenue is $2,100,000 x 25% = $525,000. Total Gross Receipts Water/Sewer = $1,175,000 | | | | | | |

10 -GENERAL FUND

| REVENUES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 40330 | Gross Receipts Tax - Water | NEXT YEAR NOTES: Projected revenue from water service fees and bulk water is $2,775,000 x 25% = $693,750 Gross Receipts Tax Projected revenue from sewer service fees is $2,260,000 x 25% = $565,000 Gross Receipts Tax TOTAL: $1,258,750 | | | | | | |
| 40340 | Gross Receipts Tax - Gas U | CURRENT YEAR NOTES: New homes and industrial gas usage projected to increase in FY 2025. Projected increase of approximately 4.6% = annual revenue of $2,237,101 5% of Gas Revenue Gross Receipts = $111,855 | | | | | | |
| 40340 | Gross Receipts Tax - Gas U | NEXT YEAR NOTES: FY 2021-2022: $2,393,942 FY 2022-2023: $2,130,140 11% decrease FY 2023-2024: $2,165,013 1.63% increase FY 2024-2025: YTD Monthly average: $221,791, but revenue is usually 25% less than average in the months of June - September. Year end revenue is projected to be $2,439,711, which would be 9% over prior year. FY 2025-2026 revenue is projected at $2,440,000 x 5% = $122,000 | | | | | | |
| 40350 | Gross Receipts Tax - Solid | CURRENT YEAR NOTES: 25% of projected revenue of $2,482,166 = $620,542. | | | | | | |
| 40350 | Gross Receipts Tax - Solid | NEXT YEAR NOTES: Combined Residential and Commercial Revenue Projection: $2,560,723 x 25% = $640,181 | | | | | | |
| LICENSES & PERMITS | | | | | | | | |
| 10-41000 | Alcoholic Beverage Permit Fees | 4,623 | 4,393 | 4,000 | 2,815 | 0 | 4,400 | |
| 10-41010 | Building Permit Fees | 289,847 | 240,472 | 250,000 | 181,527 | 0 | 250,000 | |
| 10-41020 | Building Demolition Fees | 1,750 | 2,500 | 1,500 | 1,000 | 0 | 1,000 | |
| 10-41030 | Building Relocation Fees | 0 | 250 | 0 | 250 | 0 | 0 | |
| 10-41035 | Health Permit Fees | 39,600 | 44,702 | 42,000 | 46,675 | 0 | 49,284 | |
| 10-41040 | Mobile Home Permit Fees | 1,943 | 1,240 | 2,500 | 1,575 | 0 | 2,500 | |
| 10-41055 | Fire Systems Permit Fees | 1,254 | 5,976 | 5,000 | 1,766 | 0 | 2,500 | |
| 10-41060 | Itinerant Merchant Permit Fees | 210 | 60 | 200 | 240 | 0 | 225 | |
| 10-41070 | Mechanical Permit Fees | 23,676 | 16,374 | 18,000 | 9,781 | 0 | 6,500 | |
| 10-41080 | Electrical Permit Fees | 61,955 | 42,150 | 48,500 | 28,995 | 0 | 25,000 | |
| 10-41090 | Plumbing Permit Fees | 38,800 | 28,661 | 30,000 | 17,313 | 0 | 15,000 | |
| 10-41100 | Reinspection Permit Fees | 9,525 | 13,633 | 12,000 | 10,751 | 0 | 12,000 | |
| 10-41110 | Plan Review Fees | 31,061 | 53,690 | 35,000 | 26,010 | 0 | 25,000 | |
| 10-41120 | Tow Truck Permit Fees | 600 | 800 | 800 | 900 | 0 | 1,000 | |
| 10-41150 | Event Permit Fee | 2,500 | 1,350 | 1,200 | 1,250 | 0 | 0 | |
| 10-41190 | Other Licenses & Permits | 330 | 1,015 | 500 | 1,795 | 0 | 1,000 | |
| TOTAL LICENSES & PERMITS | | 507,673 | 457,265 | 451,200 | 332,643 | 0 | 395,409 | |
| 41000 | Alcoholic Beverage Permit | NEXT YEAR NOTES: | | | | | | |

10 -GENERAL FUND

| REVENUES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET | |
|---|---|---|---|---|---|---|---|---|---|
| | | FY 2021-2022: 18 permits totaling $1,777.50<br>FY 2022-2023: 54 permits totaling $4,622.50<br>FY 2023-2024: 44 permits totaling $4,392.50<br>FY 2024-2025: YTD: 30 permits totaling $2,630<br>FY 2025-2026: Projecting $4,400 | | | | | | | |
| 41010 | Building Permit Fees | CURRENT YEAR NOTES:<br>Expecting similar growth trends in housing development and possibly commercial. | | | | | | | |
| 41010 | Building Permit Fees | NEXT YEAR NOTES:<br>Expecting similar growth trends in housing development and possibly commercial. | | | | | | | |
| 41035 | Health Permit Fees | PERMANENT NOTES:<br>Current Fee Schedule for Annual Retail Food Stores & Restaurants is based on number of employees; Mobile Vending Trucks require monthly inspections. | | | | | | | |
| 41035 | Health Permit Fees | NEXT YEAR NOTES:<br>FY 2021-2022: 100 permits totaling $35,375<br>FY 2022-2023: 99 permits totaling $39,600, 11.94% increase<br>FY 2023-2024: 99 permits totaling $44,701.85, 12.88% increase<br>FY 2024-2025: YTD 114 permits totaling $46,125<br>Year end projected revenue, based on a 5% increase over the previous year, is $46,937<br>FY 2025-2026: 5% increase = $49,284 | | | | | | | |
| FINES & FORFEITURES | | | | | | | | | |
| 10-42000 Municipal Court Fines | | 522,382 | 547,587 | 525,000 | 362,258 | 0 | 475,745 | | |
| 10-42020 Arrest Fees | | 1,385 | 1,243 | 1,000 | 1,618 | 0 | 1,200 | | |
| 10-42030 Local Court Fees | | 91,688 | 103,151 | 92,000 | 75,781 | 0 | 92,000 | | |
| 10-42040 Criminal Restitution | | 1,933 | 2,693 | 1,000 | 1,939 | 0 | 1,000 | | |
| 10-42070 Judicial Records Fees | | 34 | 0 | 0 | 1 | 0 | 0 | | |
| 10-42500 Property Forfeitures | | 3,153 | 2,454 | 0 | 0 | 0 | 0 | | |
| TOTAL FINES & FORFEITURES | | 620,575 | 657,128 | 619,000 | 441,597 | 0 | 569,945 | | |
| 42000 | Municipal Court Fines | NEXT YEAR NOTES:<br>FY 2021-2022: $532,531<br>FY 2022-2023: $522,382, a 1.9% decrease<br>FY 2023-2024: $547,587, a 4.8% increase<br>FY 2024-2025: YTD $347,144 (avg. $38,571.55/mo)= year end projected revenue of $462,859, which would represent a 15.5% decrease.<br>FY 2025-2026: Project revenue at 3% over year end projection, which would be $476,745 | | | | | | | |
| 42030 | Local Court Fees | NEXT YEAR NOTES:<br>FY 2020-2021: $85,714.63 | | | | | | | |

10 -GENERAL FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| | FY 2021-2022: $92,917.36<br>FY 2022-2023: $91,687.88<br>FY 2023-2024: $103,150.94<br>FY 2024-2025: YTD $73,971, averaging $8,219 per month x 12 = year end projection of $98,628.<br>FY 2025-2026: $92,000 | | | | | | |
| CHARGES FOR SERVICES | | | | | | | |
| 10-43000 Administrative Fees | 36,022 | 49,964 | 55,000 | 53,948 | 0 | 55,000 | |
| 10-43010 Photocopying Fees | 134 | 46 | 35 | 20 | 0 | 25 | |
| 10-43020 Police Report Fees | 658 | 681 | 500 | 450 | 0 | 500 | |
| 10-43030 Tax Certificate Fees | 275 | 170 | 200 | 140 | 0 | 100 | |
| 10-43040 Returned Check Fees | 30 | 90 | 30 | 90 | 0 | 100 | |
| 10-43050 Shredding/Mowing Fees | 0 | 525 | 0 | 0 | 0 | 0 | |
| 10-43055 Ball Field Lighting Charges | 17,115 | 6,560 | 15,000 | 26,510 | 0 | 26,500 | |
| 10-43057 Ball Field Cleaning Charges | 2,300 | 2,960 | 3,000 | 2,880 | 0 | 2,000 | |
| 10-43062 Facility Damage Fees | 0 | 175 | 0 | 150 | 0 | 0 | |
| 10-43070 Facility Excess Cleaning Fees | 175 | 300 | 0 | 300 | 0 | 0 | |
| 10-43075 Banner Hanging Fee | 150 | 350 | 150 | 200 | 0 | 100 | |
| 10-43080 Credit Card Processing Fees | 23,354 | 56,865 | 55,000 | 60,935 | 0 | 72,000 | |
| 10-43090 Plat Filing Fees | 2,920 | 10,748 | 7,500 | 6,560 | 0 | 7,500 | |
| 10-43120 Utility Billing Inserts Fees | 364 | 1,237 | 500 | 892 | 0 | 500 | |
| 10-43210 Sales - Street/Drainage Mat'l | 3,290 | 2,208 | 1,000 | 4,072 | 0 | 1,000 | |
| 10-43220 Sales - Scrap Materials | 0 | 0 | 2,000 | 0 | 0 | 1,000 | |
| 10-43230 Sales - Surplus Equipment | 0 | 2,550 | 2,500 | 24,278 | 0 | 2,000 | |
| TOTAL CHARGES FOR SERVICES | 86,788 | 135,428 | 142,415 | 181,425 | 0 | 168,325 | |

43000 Administrative Fees

CURRENT YEAR NOTES:
Administration of TIRZ $52,500
Administration of PID $2,500
= $55,000

43000 Administrative Fees

NEXT YEAR NOTES:
As of 7/1/25 the city is pending receipt of the administrative fees associated with the TIRZ and PID from the administrator of the Tax Increment Reinvestment Zone and Public Improvement District. For now, the same fees provided for the current fiscal year are used in this revenue line item.

43055 Ball Field Lighting Charge

NEXT YEAR NOTES:
Little League quarterly payments of $4,500 x 4 =$18,000, plus Light Fees for non-local teams averaging $8,500 annually for total revenue projection of $26,500

43080 Credit Card Processing Fee

NEXT YEAR NOTES:
Revenue is consistent with Finance Director's projection of credit card processing fees charged/collected.

43230 Sales - Surplus Equipment

CURRENT YEAR NOTES:

10 -GENERAL FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| | Pending: 2007 JD 4520 - SELL OF TRACTOR LOADER WITH BOX BLADE - ASSET ID 1194. | | | | | | |
| INTERGOVERNMENTAL | | | | | | | |
| 10-43600 Federal Grant Proceeds | 0 | 0 | 0 | 277,801 | 0 | 0 | |
| 10-43610 State Grant Proceeds | 46,785 | 244,021 | 329,048 | 156,215 | 0 | 0 | |
| TOTAL INTERGOVERNMENTAL | 46,785 | 244,021 | 329,048 | 434,016 | 0 | 0 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| 10-44910 Donations | 4,360 | 84,281 | 0 | 18,332 | 0 | 12,500 | |
| 10-44915 Naming and Donation Policy Fee | 0 | 75 | 0 | 0 | 0 | 0 | |
| TOTAL CONTRIBUTIONS & DONATIONS | 4,360 | 84,356 | 0 | 18,332 | 0 | 12,500 | |
| 44910 Donations | NEXT YEAR NOTES: Contribution offered to fund 50% of the cost to install a shade structure over the playground equipment at the Abe & Irene Levine Park in the amount of $12,500 | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 10-45000 Interest Earnings | 20,208 | 62,441 | 10,000 | 87,795 | 0 | 80,000 | |
| TOTAL INVESTMENT INCOME | 20,208 | 62,441 | 10,000 | 87,795 | 0 | 80,000 | |
| PROPERTY RENTALS | | | | | | | |
| 10-46000 Lease Payments | 0 | 3,500 | 0 | 5,250 | 0 | 3,500 | |
| 10-46100 Hill Community Center Rentals | 7,300 | 7,300 | 6,500 | 3,800 | 0 | 5,000 | |
| 10-46110 B&PW Park Pavilion Rentals | 7,338 | 8,410 | 6,500 | 15,435 | 0 | 10,000 | |
| 10-46130 Levine Park Pavilion Rentals | 800 | 840 | 500 | 1,000 | 0 | 600 | |
| 10-46140 Liedertafel Hall Rentals | 6,245 | 9,500 | 7,500 | 2,850 | 0 | 5,000 | |
| TOTAL PROPERTY RENTALS | 21,683 | 29,550 | 21,000 | 28,335 | 0 | 24,100 | |
| DEVELOPMENT FEES | | | | | | | |
| 10-47010 Processing Fee | 75 | 0 | 0 | 0 | 0 | 0 | |
| 10-47035 Municipal Utility District Fee | 5,000 | 0 | 0 | 0 | 0 | 0 | |
| 10-47040 Drainage Engineer Review Fees | 18,250 | 50,950 | 40,000 | 5,000 | 0 | 5,000 | |
| 10-47055 Development Agreement Fees | 5,000 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL DEVELOPMENT FEES | 28,325 | 50,950 | 40,000 | 5,000 | 0 | 5,000 | |
| OTHER REVENUES | | | | | | | |
| 10-48120 Insurance Claim Proceeds | 46 | 160 | 0 | 32,135 | 0 | 0 | |
| 10-48150 Property Tax Sale Proceeds | 135 | 6,955 | 0 | 0 | 0 | 0 | |
| 10-48190 Variance Request Fees | 825 | 1,125 | 0 | 1,600 | 0 | 0 | |
| 10-48200 Cooperative Purchasing Rebates | 142 | 271 | 0 | 0 | 0 | 0 | |
| 10-48300 Vendor Fees | ( 30) | 0 | 0 | 0 | 0 | 0 | |
| 10-48500 Miscellaneous Revenues | 0 | 5,748 | 0 | 0 | 0 | 0 | |
| TOTAL OTHER REVENUES | 1,118 | 14,258 | 0 | 33,735 | 0 | 0 | |

10 -GENERAL FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OTHER FINANCING SOURCES | | | | | | | |
| 10-49590 Proceeds of Capital Lease | 142,354 | 316,714 | 0 | 0 | 0 | 0 | |
| 10-49990 Transfers In | 2,598 | 276,331 | 0 | 0 | 0 | 0 | |
| 10-49991 Loan from Enterprise Funds | 0 | 0 | 305,580 | 0 | 0 | 0 | |
| 10-49995 Contrib's from Component Unit | 60,000 | 134,846 | 268,100 | 129,098 | 0 | 89,735 | |
| 10-49998 Budgeted Reduction of Fund Bal | 0 | 0 | 499,000 | 0 | 0 | 395,728 | |
| TOTAL OTHER FINANCING SOURCES | 204,951 | 727,891 | 1,072,680 | 129,098 | 0 | 485,463 | |

49991 Loan from Enterprise FundsCURRENT YEAR NOTES:
Loan from Enterprise Fund for payout of PTO that requires City Council approval of a Resolution or Ordinance authorizing the Enterprise Funds to loan money to the General Fund. A repayment schedule would be established in accordance with the adopoted resolution or ordinance. or ordinance.

49995 Contrib's from Component UCURRENT YEAR NOTES:
EDC BUDGETED FOR:
SIKA $85K,
PRASEKS $15K,
$30K EDC/COS ADMIN SERVICES AGREEMENT - ANNUAL FEE,
$74K SPLASHPAD PROJECT CONTRIBUTION,
REIMBURSEMENT BNSF LEASE/INSURANCE ($4,500 and $3,500)
Funding Liedertafel Improvements to Floors, Kitchen, Front Doors, Banisters, and other improvements as approved in an amount of $31,000
FLOCK CAMERAS FOR PD $25,100
TOTAL: $268,100

49995 Contrib's from Component UNEXT YEAR NOTES:
EDC Contributions:
Administrative Services Agreement: $30K
FLOCK Camera Subscription: $25,100 (2nd of 3 years)
BNSF Lease for Downtown Parking: $4,635
Previous $30k pool maintenance contributions are reallocated as follows:
Wayfinding (Non-Tourism, such as City Hall) Signs Cost $5,000, and $25,000 for costs associated with shade structure project to add shade around the walking trail at Cryan Park - The $50k project is split 50/50 between EDC and Contributions to Primary from the EDC contribution TOTAL: $89,735

| TOTAL REVENUES | 7,455,562 | 9,012,304 | 9,604,529 | 7,298,620 | 0 | 9,262,224 | |
|---|---|---|---|---|---|---|---|

10 -GENERAL FUND
CITY COUNCIL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 10-510-51010 Salaries & Wages | 25,200 | 23,112 | 25,200 | 21,000 | 0 | 25,560 | |
| 10-510-51020 Social Security | 1,928 | 1,768 | 1,930 | 1,607 | 0 | 1,960 | |
| 10-510-51050 Workers' Compensation | 93 | 91 | 110 | 65 | 0 | 109 | |
| TOTAL PERSONNEL | 27,221 | 24,971 | 27,240 | 22,671 | 0 | 27,629 | |

510-51010 Salaries & Wages
CURRENT YEAR NOTES:
MAYOR - $5,400
COUNCIL X6 - $3,300

510-51010 Salaries & Wages
NEXT YEAR NOTES:
Code of Ordinances, Chapter 2, Sec. 2-31 sets Mayor's salary at $450 per month x 12 = $5,400, and councilmembers at $275 per month x 12 = $3,300 x 6 = $19,800. Total $25,200

510-51050 Workers' Compensation
PERMANENT NOTES:
WC CLASS CODE: 8742F

510-51050 Workers' Compensation
CURRENT YEAR NOTES:
WC RATE FY25: $0.0043

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 10-510-52000 General Office Supplies | 337 | 598 | 650 | 216 | 0 | 650 | |
| 10-510-52010 Office Copy Supplies | 1,083 | 664 | 1,250 | 715 | 0 | 1,250 | |
| 10-510-52020 Data Processing Supplies | 0 | 0 | 2,400 | 0 | 0 | 1,250 | |
| 10-510-52100 Wearing Apparel | 0 | 0 | 0 | 0 | 0 | 350 | |
| 10-510-52190 Public Relations Supplies | 0 | 15 | 500 | 0 | 0 | 500 | |
| 10-510-53210 Telephone | 118 | 579 | 900 | 435 | 0 | 900 | |
| 10-510-53300 Dues & Subscriptions | 1,211 | 2,367 | 2,500 | 1,486 | 0 | 2,500 | |
| 10-510-53310 Travel & Training | 2,005 | 3,099 | 10,000 | 1,509 | 0 | 11,000 | |
| 10-510-53330 Postage & Shipping | 0 | 1 | 0 | 0 | 0 | 0 | |
| 10-510-53340 Printing & Binding | 29 | 0 | 0 | 0 | 0 | 0 | |
| 10-510-53360 Public Relations | 500 | 500 | 750 | 500 | 0 | 750 | |
| TOTAL OPERATIONS | 5,284 | 7,822 | 18,950 | 4,860 | 0 | 19,150 | |

510-52000 General Office Supplies
NEXT YEAR NOTES:
$650.00 - FOR GENERAL OFFICE SUPPLIES

510-52020 Data Processing Supplies
NEXT YEAR NOTES:
Allocations for laptops for Council (7 x $1,500 = $10,500) is included in the IT budget, Department 560

510-52100 Wearing Apparel
NEXT YEAR NOTES:
7 x $50 = $350

510-52190 Public Relations Supplies
NEXT YEAR NOTES:
Chamber Banquet

10 -GENERAL FUND
CITY COUNCIL

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 510-53300 | Dues & Subscriptions | PERMANENT NOTES:<br>Council's TML membership | | | | | | |
| 510-53300 | Dues & Subscriptions | NEXT YEAR NOTES:<br>TML & HGAC Membership | | | | | | |
| 510-53310 | Travel & Training | CURRENT YEAR NOTES:<br>The intent is for the Mayor to have $1,600 for Travel and Training, and each member of Council to have funds available of at least $1,400 each. If one Councilmember does not intend to use their funds, they may notify the City Secretary so that other members of Council may utilize funds as needed for travel and training requirements. | | | | | | |
| 510-53310 | Travel & Training | NEXT YEAR NOTES:<br>The intent is for the Mayor to have $2,000 for Travel and Training, and each member of Council to have funds available of at least $1,500 each (6 x $1,500 = $9000). If one Councilmember does not intend to use their funds, they may notify the City Secretary so that other members of Council may utilize funds as needed for travel and training requirements. TOTAL $11,000 | | | | | | |
| 510-53340 | Printing & Binding | NEXT YEAR NOTES:<br>Business Cards | | | | | | |
| CAPITAL OUTLAY | | | | | | | | |
| TOTAL CITY COUNCIL | | 32,504 | 32,793 | 46,190 | 27,532 | 0 | 46,779 | |

10 -GENERAL FUND
CITY MANAGER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 10-515-51010 Salaries & Wages | 130,763 | 170,463 | 121,865 | 94,646 | 0 | 125,340 | |
| 10-515-51011 PTO Liability | 0 | 0 | 14,680 | 0 | 0 | 0 | |
| 10-515-51012 Overtime Pay | 1,094 | 1,778 | 0 | 0 | 0 | 0 | |
| 10-515-51015 Longevity Pay | 470 | 599 | 670 | 494 | 0 | 795 | |
| 10-515-51020 Social Security | 10,121 | 13,069 | 9,630 | 7,417 | 0 | 9,650 | |
| 10-515-51030 Retirement Contributions | 15,945 | 26,091 | 18,665 | 13,352 | 0 | 19,530 | |
| 10-515-51040 Group Insurance | 17,411 | 27,987 | 16,900 | 7,849 | 0 | 9,285 | |
| 10-515-51050 Workers' Compensation | 485 | ( 44) | 265 | 93 | 0 | 153 | |
| 10-515-51080 Auto Allowance | 3,000 | 3,250 | 3,250 | 2,125 | 0 | 3,250 | |
| TOTAL PERSONNEL | 179,288 | 243,194 | 185,925 | 125,975 | 0 | 168,003 | |

515-51010 Salaries & Wages
CURRENT YEAR NOTES:
CITY MANAGER - $125,000
SALARY ADJ X1 - $325

515-51011 PTO Liability
CURRENT YEAR NOTES:
PTO LIABILITY PAYOUT - INCLUDES SS, MED, & TMRS - HOLIDAY (0H), VACATION (109.35H), SICK (97.16H), COMP TIME (0H)

515-51030 Retirement Contributions
CURRENT YEAR NOTES:
CY 2024 - 13.96%
CY 2025 - 15.10%

515-51030 Retirement Contributions
NEXT YEAR NOTES:
CY 2025 - 15.10%
CY 2026 - 15.60%

515-51040 Group Insurance
PERMANENT NOTES:
City pays 100% of employee medical, dental, and life insurance; 60% of dependent medical and dental. Employees are responsible for vision, additional life or any other benefit costs.

515-51040 Group Insurance
CURRENT YEAR NOTES:
BUDGET FOR 10% INCREASE

515-51040 Group Insurance
NEXT YEAR NOTES:
NO PREMIUM INCREASE FY2026

515-51050 Workers' Compensation
PERMANENT NOTES:
WC CLASS CODE: 8810

515-51050 Workers' Compensation
CURRENT YEAR NOTES:
WC RATE FY25: 0.0041

515-51050 Workers' Compensation
NEXT YEAR NOTES:
WC RATE FY26: 0.0041

10 -GENERAL FUND
CITY MANAGER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 10-515-52000 General Office Supplies | 1,106 | 798 | 1,250 | 543 | 0 | 1,250 | |
| 10-515-52010 Office Copy Supplies | 155 | 95 | 500 | 102 | 0 | 500 | |
| 10-515-52020 Data Processing Supplies | 0 | 1,025 | 1,000 | 0 | 0 | 1,000 | |
| 10-515-52100 Wearing Apparel | 19 | 0 | 100 | 0 | 0 | 100 | |
| 10-515-52130 Food & Water Supplies | 99 | 19 | 50 | 0 | 0 | 50 | |
| 10-515-53020 Consultant Services | 300 | 0 | 1,000 | 0 | 0 | 1,000 | |
| 10-515-53030 Legal Services | 98,569 | 110,787 | 163,344 | 60,707 | 0 | 165,000 | |
| 10-515-53210 Telephone | 1,722 | 2,212 | 2,300 | 1,924 | 0 | 2,300 | |
| 10-515-53300 Dues & Subscriptions | 2,172 | 2,379 | 1,615 | 1,295 | 0 | 2,000 | |
| 10-515-53310 Travel & Training | 361 | 1,128 | 7,000 | 849 | 0 | 5,000 | |
| 10-515-53330 Postage & Shipping | 57 | 11 | 250 | 2 | 0 | 250 | |
| 10-515-53340 Printing & Binding | 529 | 0 | 750 | 0 | 0 | 750 | |
| 10-515-53360 Public Relations | 0 | 0 | 1,000 | 44 | 0 | 1,000 | |
| 10-515-53365 Employee Relations | 600 | 76 | 1,500 | 0 | 0 | 1,500 | |
| TOTAL OPERATIONS | 105,688 | 118,529 | 181,659 | 65,465 | 0 | 181,700 | |

515-53210 Telephone

PERMANENT NOTES:
City Manager cell phone
City Manager Executive Asst cell phone
City Hall answering service allocation

515-53300 Dues & Subscriptions

NEXT YEAR NOTES:
Adobe $290

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 10-515-56070 Furniture & Fixtures | 2,550 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 2,550 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL CITY MANAGER | 287,527 | 361,723 | 367,584 | 191,441 | 0 | 349,703 | |

10 -GENERAL FUND
FINANCE

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 10-520-51010 Salaries & Wages | 290,881 | 263,744 | 332,615 | 213,315 | 0 | 288,400 | |
| 10-520-51011 PTO Liability | 0 | 0 | 9,270 | 0 | 0 | 0 | |
| 10-520-51012 Overtime Pay | 551 | 1,214 | 500 | 55 | 0 | 500 | |
| 10-520-51015 Longevity Pay | 3,591 | 3,348 | 3,930 | 3,246 | 0 | 4,805 | |
| 10-520-51020 Social Security | 21,426 | 19,309 | 25,800 | 15,808 | 0 | 22,600 | |
| 10-520-51030 Retirement Contributions | 35,561 | 41,346 | 50,200 | 28,430 | 0 | 44,910 | |
| 10-520-51040 Group Insurance | 71,403 | 70,631 | 109,500 | 52,803 | 0 | 67,355 | |
| 10-520-51050 Workers' Compensation | 1,085 | 285 | 990 | 503 | 0 | 764 | |
| TOTAL PERSONNEL | 424,499 | 399,876 | 532,805 | 314,160 | 0 | 429,334 | |

520-51010 Salaries & Wages

CURRENT YEAR NOTES:
FINANCE DIRECTOR (VACANT) - $101,957*
ASSISTANT FINANCE DIRECTOR - $65,520
ADMIN SVC MGR - $57,845
ADMIN ASST X3 - $130,797
SALARY ADJ X5 - $1,625
*FINANCE DIRECTOR FUNDED AFTER 1ST PAYROLL IN 2025

520-51010 Salaries & Wages

NEXT YEAR NOTES:
FINANCE/HR DIRECTOR - $95,000
ADMIN SVC MGR - $57,845
ADMIN ASST X3 - $133,911
SALARY ADJ X5 - $1,625

520-51011 PTO Liability

CURRENT YEAR NOTES:
PTO LIABILITY PAYOUT - INCLUDES SS, MED, & TMRS - HOLIDAY (0H), VACATION (0H), SICK (299.53H), COMP TIME (0H)

520-51030 Retirement Contributions

CURRENT YEAR NOTES:
CY 2024 - 13.96%
CY 2025 - 15.10%

520-51030 Retirement Contributions

NEXT YEAR NOTES:
CY 2025 - 15.10%
CY 2026 - 15.60%

520-51040 Group Insurance

PERMANENT NOTES:
City pays 100% of employee medical, dental, and life insurance; 60% of dependent medical and dental. Employees are responsible for vision, additional life or any other benefit costs.

520-51040 Group Insurance

CURRENT YEAR NOTES:
BUDGET FOR 10% INCREASE

520-51040 Group Insurance

NEXT YEAR NOTES:
NO PREMIUM INCREASE FY2026

10 -GENERAL FUND
FINANCE

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 520-51050 | Workers' Compensation | PERMANENT NOTES:<br>WC CLASS CODE: 8810 | | | | | | |
| 520-51050 | Workers' Compensation | CURRENT YEAR NOTES:<br>WC RATE FY25: $0.0041 | | | | | | |
| 520-51050 | Workers' Compensation | NEXT YEAR NOTES:<br>WC RATE FY26: $0.0041 | | | | | | |
| OPERATIONS | | | | | | | | |
| 10-520-52000 | General Office Supplies | 2,834 | 1,825 | 1,800 | 1,008 | 0 | 2,000 | |
| 10-520-52010 | Office Copy Supplies | 940 | 484 | 800 | 511 | 0 | 800 | |
| 10-520-52020 | Data Processing Supplies | 6,547 | 2,441 | 2,500 | 1,991 | 0 | 3,750 | |
| 10-520-52100 | Wearing Apparel | 0 | 52 | 250 | 229 | 0 | 375 | |
| 10-520-53010 | Auditing & Accounting | 12,569 | 13,389 | 20,000 | 7,328 | 0 | 17,000 | |
| 10-520-53020 | Consultant Services | 25,241 | 29,454 | 85,000 | 13,343 | 0 | 45,000 | |
| 10-520-53045 | Utility Billing Services | 21,331 | 23,887 | 24,000 | 20,259 | 0 | 27,500 | |
| 10-520-53060 | Tax Collection Services | 19,616 | 25,077 | 25,077 | 19,504 | 0 | 30,800 | |
| 10-520-53070 | Tax Appraisal Allocation | 68,253 | 79,863 | 85,000 | 79,760 | 0 | 107,980 | |
| 10-520-53210 | Telephone | 118 | 579 | 900 | 363 | 0 | 600 | |
| 10-520-53240 | Collection Agency Service | ( 294) | ( 2,325) | 3,000 | 817 | 0 | 2,000 | |
| 10-520-53290 | Arbitrage Calculation Serv | 0 | 0 | 0 | 0 | 0 | 5,000 | |
| 10-520-53300 | Dues & Subscriptions | 8,494 | 10,388 | 6,185 | 855 | 0 | 11,405 | |
| 10-520-53310 | Travel & Training | 907 | 3,917 | 6,000 | 250 | 0 | 5,000 | |
| 10-520-53330 | Postage & Shipping | 1,168 | 1,176 | 1,300 | 611 | 0 | 1,400 | |
| 10-520-53340 | Printing & Binding | 481 | 0 | 200 | 25 | 0 | 400 | |
| 10-520-54030 | Credit Card Processing Fee | 19,968 | 62,916 | 55,000 | 43,306 | 0 | 72,000 | |
| TOTAL OPERATIONS | | 188,173 | 253,122 | 317,012 | 190,160 | 0 | 333,010 | |
| 520-52000 | General Office Supplies | PERMANENT NOTES:<br>Includes items utilized in the operation of the department that cannot be properly classified within another supplies line item (e.g., pens, notepads, paper clips, etc.) | | | | | | |
| 520-52000 | General Office Supplies | CURRENT YEAR NOTES:<br>split dif between projected year end and CIP % calculation | | | | | | |
| 520-52000 | General Office Supplies | NEXT YEAR NOTES:<br>Coin envelopes, desk calendars, envelopes, misc. office supplies | | | | | | |
| 520-52010 | Office Copy Supplies | PERMANENT NOTES:<br>Includes department's allocation for the cost of items such as copy paper, copy machine toner, etc. | | | | | | |
| 520-52020 | Data Processing Supplies | PERMANENT NOTES:<br>Includes items such as computer peripherals, printers, printer toner/ink, disks, low-dollar software programs and applications, etc. | | | | | | |

10 -GENERAL FUND
FINANCE

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 520-52020 | Data Processing Supplies | CURRENT YEAR NOTES:<br>split dif between projected year end and CPI % calculation | | | | | | |
| 520-52020 | Data Processing Supplies | NEXT YEAR NOTES:<br>Toner, Replacement Keyboard & Mouse, Replacement Adding Machine, 1099 & W-2 processing forms, 2 replacement scanners | | | | | | |
| 520-52100 | Wearing Apparel | PERMANENT NOTES:<br>$75 wearing apparel allowance x 5 Finance Dept staff | | | | | | |
| 520-53010 | Auditing & Accounting | PERMANENT NOTES:<br>Includes services provided by external auditors and accountants | | | | | | |
| 520-53010 | Auditing & Accounting | CURRENT YEAR NOTES:<br>$17,000 - FY 2024 Audit<br>$1000 - Confirmation.com pass-through fees for audit<br>$2000 - Single Audit (grants) | | | | | | |
| 520-53010 | Auditing & Accounting | NEXT YEAR NOTES:<br>FY 2025 $33,500, FY 2026 $34,500, FY 2027 $33,535<br>Each year the costs are distributed to each department. The Finance Department only reflects the department's portion of the costs.<br>$10,500 - FY 2025 Audit (30%)<br>$1,000 - Confirmation.com pass-through fees for audit<br>$5,500 - Single Audit (grants) | | | | | | |
| 520-53020 | Consultant Services | CURRENT YEAR NOTES:<br>Procurement Consultant<br>Finance Consultant | | | | | | |
| 520-53045 | Utility Billing Services | PERMANENT NOTES:<br>This is to outsource the formatting and laser printing of utility bills on 8.5" x 11" paper, folding, inserting payment reply envelopes (for those accounts that are not paid by automatic bank draft), placing the items in outgoing envelopes, presorting, applying postage, and delivering to the post office. The City has been utilizing this service since 2009. | | | | | | |
| 520-53045 | Utility Billing Services | CURRENT YEAR NOTES:<br>DataProse Cost increased by this FY; new subdivisions = increase in utility accounts & bills sent | | | | | | |
| 520-53045 | Utility Billing Services | NEXT YEAR NOTES:<br>No expected increase in rates from DataProse - Increase for new subdivisions/utility accounts | | | | | | |
| 520-53060 | Tax Collection Services | PERMANENT NOTES: | | | | | | |

10 -GENERAL FUND
FINANCE

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | Services provided by Austin County Appraisal District for collecting property taxes | | | | | | |
| 520-53060 | Tax Collection Services | CURRENT YEAR NOTES:<br>Appraisal Budget Allocation per Austin County Appraisal District Budget (Revenue) $25,077 | | | | | | |
| 520-53060 | Tax Collection Services | NEXT YEAR NOTES:<br>Need 2026 ACAD Collection Budget Allocations (Allocation based on Levy) | | | | | | |
| 520-53070 | Tax Appraisal Allocation | PERMANENT NOTES:<br>Services provided by Austin County Appraisal District for appraising property within City limits | | | | | | |
| 520-53070 | Tax Appraisal Allocation | CURRENT YEAR NOTES:<br>Appraisal Budget Allocation | | | | | | |
| 520-53070 | Tax Appraisal Allocation | NEXT YEAR NOTES:<br>Need 2026 ACAD Appraisal Budget Allocations | | | | | | |
| 520-53210 | Telephone | PERMANENT NOTES:<br>Finance Director cell phone | | | | | | |
| 520-53210 | Telephone | NEXT YEAR NOTES:<br>Finance Director Cell Phone | | | | | | |
| 520-53240 | Collection Agency Service | NEXT YEAR NOTES:<br>Perdue Brandon monthly collection fees | | | | | | |
| 520-53300 | Dues & Subscriptions | PERMANENT NOTES:<br>Includes memberships in professional organizations and subscriptions to publications | | | | | | |
| 520-53300 | Dues & Subscriptions | CURRENT YEAR NOTES:<br>1. Government Finance Officers Association dues - 170<br>TML/GFOA of Texas - 95<br>GFOA Gulf Coast Chapter - 50.00<br>Electronic time clock - 65<br>2. GFOA Cert of Achievement - 460<br>3. Notary Public commission renewal @ 120.00 - 0 (Eren's Notary Expires 08.18.2026; Natalie's Notary Expires 12.29.2025. Will need to budget for 2 renewals in FY25-26).<br>4. DebtBook application - 5,000 | | | | | | |
| 520-53300 | Dues & Subscriptions | NEXT YEAR NOTES:<br>Adobe (annual) $1,450, Notary Renewals - $475, OnTheClock - $215, TMCA - $125, Texas Smart Buy - $100, DebtBook - $7,500, GFOA Award - $460, GAAFR - $149, GFOAT - $100, GFOA - $250 | | | | | | |
| 520-53310 | Travel & Training | PERMANENT NOTES: | | | | | | |

10 -GENERAL FUND
FINANCE

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | Includes costs of transportation, meals, lodging, and other expenditures associated with staff travel for the City; includes registration fees for staff training opportunities | | | | | | |
| 520-53310 | Travel & Training | CURRENT YEAR NOTES:<br>1. TML Conference: Registration @ 400, Hotel @ 299/night x2, Travel- 1200<br>2. GFOA Texas Conference: Registration @ 450, Hotel @ 250/night x3,Travel- 1500<br>3. Tyler Tech University (INCODE) Classes on Utility Billing updates, AP, 1099 Vendor updates, Payroll updates, and general software training classes for Finance Staff - average class is $250.<br>4. Certified Public Finance Officers Program - $1200 registration, good for two years- add to FY24-25 budget if not in FY23-24 budget | | | | | | |
| 520-53310 | Travel & Training | NEXT YEAR NOTES:<br>TML Conference: Registration, Hotel, Travel - $1,500<br>Tyler Tech University (INCODE) Classes on Utility Billing updates, AP, 1099 Vendor updates, Payroll updates, and general software training classes for Finance Staff - average class is $250 | | | | | | |
| 520-53330 | Postage & Shipping | PERMANENT NOTES:<br>Includes costs of metered postage and freight charges on shipments | | | | | | |
| 520-53330 | Postage & Shipping | CURRENT YEAR NOTES:<br>split dif between projected year end and CPI % calculation | | | | | | |
| 520-53330 | Postage & Shipping | NEXT YEAR NOTES:<br>Metered Postage - USPS Increase in rates July 2025 | | | | | | |
| 520-53340 | Printing & Binding | PERMANENT NOTES:<br>Includes costs of designing, printing, and binding of government forms and publications according to specifications; does not include preprinted standard forms | | | | | | |
| 520-53340 | Printing & Binding | CURRENT YEAR NOTES:<br>split dif between projected year end and CPI % calculation | | | | | | |
| 520-53340 | Printing & Binding | NEXT YEAR NOTES:<br>Business cards, deposit slips, bank bags | | | | | | |
| 520-53660 | Software Maintenance | PERMANENT NOTES:<br>Includes costs of contracts and agreements covering technical support for software packages and applications utilized by the government | | | | | | |

10 -GENERAL FUND
FINANCE

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 520-54030 | Credit Card Processing Fee | | | | | | | |

PERMANENT NOTES:
Includes transaction processing fees paid to ETS for credit/debit card payments initiated by customers over the Internet and at the point of sale (i.e., in person and over the phone at City Hall); also includes annual PCI (Payment Card Industry) compliance fees to increase controls around cardholder data to reduce credit card fraud. These fees are offset by credit card processing fees the City collects from its customers, which are recorded in Account 10-43080.

520-54030 Credit Card Processing Fee

CURRENT YEAR NOTES:
YTD has already exceeded budgeted amt; addt collections expected due to addt account payments and increase in credit card payments versus other payment methods such as checks

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 10-520-56100 Special Equipment | 0 | 0 | 2,900 | 2,570 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 0 | 0 | 2,900 | 2,570 | 0 | 0 | |
| TOTAL FINANCE | 612,671 | 652,998 | 852,717 | 506,890 | 0 | 762,344 | |

10 -GENERAL FUND
MUNICIPAL COURT

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 10-525-51010 Salaries & Wages | 162,585 | 167,452 | 160,745 | 123,239 | 0 | 160,745 | |
| 10-525-51011 PTO Liability | 0 | 0 | 20,145 | 0 | 0 | 0 | |
| 10-525-51012 Overtime Pay | 66 | 10 | 200 | 17 | 0 | 200 | |
| 10-525-51015 Longevity Pay | 3,685 | 3,926 | 4,280 | 3,242 | 0 | 4,650 | |
| 10-525-51020 Social Security | 11,947 | 12,363 | 12,650 | 9,173 | 0 | 12,675 | |
| 10-525-51030 Retirement Contributions | 18,311 | 24,702 | 24,550 | 16,831 | 0 | 25,640 | |
| 10-525-51040 Group Insurance | 44,236 | 42,786 | 51,800 | 30,501 | 0 | 38,615 | |
| 10-525-51050 Workers' Compensation | 837 | 285 | 475 | 408 | 0 | 459 | |
| TOTAL PERSONNEL | 241,665 | 251,524 | 274,845 | 183,411 | 0 | 242,984 | |

525-51010 Salaries & Wages

CURRENT YEAR NOTES:
MUNICIPAL COURT ADMINSITRATOR - $74,256
COURT CLERK X2 - $85,514
SALARY ADJ X4 - $1,300

525-51010 Salaries & Wages

NEXT YEAR NOTES:
MUNICIPAL COURT ADMINSITRATOR - $74,256
COURT CLERK X2 - $85,514
SALARY ADJ X3 - $975

525-51011 PTO Liability

CURRENT YEAR NOTES:
PTO LIABILITY PAYOUT - INCLUDES SS, MED, & TMRS - HOLIDAY (0H), VACATION (11.57H), SICK (491.15H), COMP TIME (0H)

525-51030 Retirement Contributions

CURRENT YEAR NOTES:
CY 2024 - 13.96%
CY 2025 - 15.10%

525-51030 Retirement Contributions

NEXT YEAR NOTES:
CY 2025 - 15.10%
CY 2026 - 15.60%

525-51040 Group Insurance

PERMANENT NOTES:
City pays 100% of employee medical, dental, and life insurance; 60% of dependent medical and dental. Employees are responsible for vision, additional life or any other benefit costs.

525-51040 Group Insurance

CURRENT YEAR NOTES:
BUDGET FOR 10% INCREASE

525-51040 Group Insurance

NEXT YEAR NOTES:
NO PREMIUM INCREASE FY2026

525-51050 Workers' Compensation

PERMANENT NOTES:
WC CLASS CODE: 8810
WC CLASS CODE: 7720

10 -GENERAL FUND
MUNICIPAL COURT

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 525-51050 Workers' Compensation | CURRENT YEAR NOTES:<br>WC RATE FY 25 (8810): 0.0041<br>WC RATE FY 25 (7720): 0.0469 | | | | | | | |
| 525-51050 Workers' Compensation | NEXT YEAR NOTES:<br>WC RATE FY 26 (8810): 0.0041<br>WC RATE FY 26 (7720): 0.0469 | | | | | | | |
| OPERATIONS | | | | | | | | |
| 10-525-52000 General Office Supplies | | 832 | 678 | 657 | 393 | 0 | 809 | 600 |
| Closet Supplies | 12 | 50.00 | | | | | | 72 |
| Desk Calendars | 4 | 18.00 | | | | | | 100 |
| Lysol Neutra Air | 10 | 10.00 | | | | | | 25 |
| Label Maker Tape | 1 | 25.00 | | | | | | 12 |
| Pens Lobby/Courtroom | 1 | 12.00 | | | | | | |
| 10-525-52010 Office Copy Supplies | | 310 | 190 | 300 | 204 | 0 | 300 | 300 |
| Copy Shared | 12 | 25.00 | | | | | | |
| 10-525-52020 Data Processing Supplies | | 344 | 248 | 975 | 0 | 0 | 1,140 | 600 |
| Thermal Paper | 6 | 100.00 | | | | | | 540 |
| Clerk Toner Replacement | 3 | 180.00 | | | | | | |
| 10-525-52100 Wearing Apparel | | 0 | 0 | 0 | 0 | 0 | 250 | |
| 10-525-53030 Legal Services | | 38,157 | 40,482 | 46,800 | 35,417 | 0 | 56,400 | 30,000 |
| Judge | 12 | 2,500.00 | | | | | | 26,400 |
| Prosecutor | 12 | 2,200.00 | | | | | | |
| 10-525-53090 Contractual Services | | 0 | 2,033 | 12,200 | 2,033 | 0 | 0 | |
| 10-525-53210 Telephone | | 45 | 0 | 240 | 0 | 0 | 240 | 240 |
| Language Line | 12 | 20.00 | | | | | | |
| 10-525-53300 Dues & Subscriptions | | 327 | 451 | 450 | 229 | 0 | 315 | 195 |
| TCCA/TMCEC | 3 | 65.00 | | | | | | 120 |
| Time Clock | 12 | 10.00 | | | | | | |
| 10-525-53310 Travel & Training | | 1,543 | 1,782 | 3,320 | 1,399 | 0 | 3,170 | 1,800 |
| Judge Travel | 12 | 150.00 | | | | | | 900 |
| Jail Arraignments/Magis | 12 | 75.00 | | | | | | 300 |
| Diversity/Cyber Securit | 3 | 100.00 | | | | | | 150 |
| Seminar Meals | 6 | 25.00 | | | | | | 20 |
| Parking Tolls | 1 | 20.00 | | | | | | |
| 10-525-53330 Postage & Shipping | | 5,415 | 6,522 | 6,336 | 3,841 | 0 | 6,780 | 6,780 |
| Monthly Postage | 12 | 565.00 | | | | | | |
| 10-525-53340 Printing & Binding | | 90 | 15 | 100 | 0 | 0 | 100 | 100 |
| Clerk Business Cards | 1 | 100.00 | | | | | | |
| 10-525-53520 Office Equipment Repairs/M | | 21 | 0 | 50 | 0 | 0 | 100 | 100 |
| Replacement Part | 1 | 100.00 | | | | | | |
| 10-525-53660 Software Maintenance | | 0 | 18,489 | 19,625 | 16,325 | 0 | 9,900 | 0 |
| 0 | | 0.00 | | | | | | 3,500 |
| MCRS SQL Imaging Suppor | 1 | 3,500.00 | | | | | | 5,500 |
| MCRS Cite Clearly Suppo | 11 | 500.00 | | | | | | 900 |
| MCRS OCIP (Traffic Paym | 1 | 900.00 | | | | | | |
| 10-525-54010 Prisoner Care | | 7,775 | 8,925 | 21,600 | 2,475 | 0 | 21,600 | 21,600 |
| Contract Inmate Billing | 12 | 1,800.00 | | | | | | |
| TOTAL OPERATIONS | | 54,858 | 79,814 | 112,653 | 62,317 | 0 | 101,104 | |

10 -GENERAL FUND
MUNICIPAL COURT

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 525-52020 | Data Processing Supplies | CURRENT YEAR NOTES: Thermal paper is for ticket writer for PD. One case costs @ $100. Last year final approval was changed and severly under budge unbeknownst to CA. | | | | | | |
| 525-52020 | Data Processing Supplies | NEXT YEAR NOTES: Thermal paper is for ticket writer for PD. One case costs @ $100. | | | | | | |
| 525-53030 | Legal Services | CURRENT YEAR NOTES: Judge hours increasing from 3 to 4 dockets per month. | | | | | | |
| 525-53030 | Legal Services | NEXT YEAR NOTES: Hourly rates are being increased. | | | | | | |
| 525-53310 | Travel & Training | CURRENT YEAR NOTES: Presiding Judge has additional travel day each month. Alternate Judge mileage pay for travel to and from jail will be incresing due to change to PSA categorization. | | | | | | |
| 525-53310 | Travel & Training | NEXT YEAR NOTES: If security is part of seminar agenda, fees will be coded to 13-525. | | | | | | |
| 525-54010 | Prisoner Care | CURRENT YEAR NOTES: Jail accepting Class C's. Jailings will incrase further when WO appointed. | | | | | | |
| CAPITAL OUTLAY | | | | | | | | |
| 10-525-56060 | Office Equipment | 0 | 3,769 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | | 0 | 3,769 | 0 | 0 | 0 | 0 | |
| TOTAL MUNICIPAL COURT | | 296,523 | 335,107 | 387,498 | 245,728 | 0 | 344,088 | |

10 -GENERAL FUND
POLICE

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 10-530-51010 Salaries & Wages | 1,464,629 | 1,552,284 | 1,685,750 | 1,129,896 | 0 | 1,772,000 | |
| 10-530-51011 PTO Liability | 0 | 0 | 166,534 | 0 | 0 | 0 | |
| 10-530-51012 Overtime Pay | 60,992 | 78,863 | 95,000 | 115,826 | 0 | 130,000 | |
| 10-530-51015 Longevity Pay | 24,515 | 22,411 | 23,050 | 16,463 | 0 | 23,700 | |
| 10-530-51017 Certification Pay | 12,375 | 39,400 | 46,200 | 26,350 | 0 | 47,000 | |
| 10-530-51020 Social Security | 115,386 | 125,139 | 139,425 | 96,210 | 0 | 151,000 | |
| 10-530-51030 Retirement Contributions | 187,715 | 256,187 | 270,525 | 174,193 | 0 | 306,000 | |
| 10-530-51040 Group Insurance | 319,468 | 309,394 | 408,275 | 207,152 | 0 | 322,000 | |
| 10-530-51050 Workers' Compensation | 39,472 | 39,864 | 42,175 | 29,457 | 0 | 47,536 | |
| TOTAL PERSONNEL | 2,224,551 | 2,423,543 | 2,876,934 | 1,795,547 | 0 | 2,799,236 | |

530-51010 Salaries & Wages

CURRENT YEAR NOTES:
POLICE CHIEF - $109,741
POLICE CAPTAIN X2 - $119,385
PATROL SERGEANT X4 - $285,168
SERGEANT INVESTIGATOR - $70,700
INVESTIGATOR X2 - $123,219
ADMINISTRATIVE SERGEANT - $71,835
ADMINISTRATIVE ASST/DISPATCH X2 - $97,636
PATROL OFFICER X12 - $669,989
ANIMAL CONTROL OFFICER - $46,343
SALARY ADJ X26 - $8,125
The budget does not include additional funding for
(1) Vacant Patrol Officer,
(1) Vacant Investigator, and
(1) Assistant Chief
Funding for these three positions is pending final proposed Tax Rate approval and would require the approval of City Council upon the determination of the City's ability to fund and sustain funding for the positions year over year.

530-51010 Salaries & Wages

NEXT YEAR NOTES:
POLICE CHIEF - $98,800
POLICE CAPTAIN X2 - $185,162
PATROL SERGEANT X4 - $309,671
SERGEANT INVESTIGATOR - $77,418
INVESTIGATOR X2 - $141,815
ADMINISTRATIVE SERGEANT - $77,418
ADMINISTRATIVE ASST/DISPATCH X2 - $102,579
PATROL OFFICER (FILLED) X6- $408,596
ANIMAL CONTROL OFFICER X1 - $49,447
POLICE INVESTIGATOR (VACANT) X1 - $62,504
PATROL OFFICER (VACANT) X4 - $250,016
SALARY ADJ X25 - $8,125

530-51011 PTO Liability

CURRENT YEAR NOTES:

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | PTO LIABILITY PAYOUT - INCLUDES SS, MED, & TMRS - HOLIDAY (1140.75H), VACATION (1013.93H), SICK (3015.77H), COMP TIME (375.39H) | | | | | | |
| 530-51017 | Certification Pay | CURRENT YEAR NOTES:<br>MASTER PEACE OFFICER CERT - $2,400 ANNUALLY<br>ADVANCED PEACE OFFICER CERT - $1,800 ANNUALLY<br>INTERMEDIATE PEACE OFFICER CERT - $1,200 ANNUALLY | | | | | | |
| 530-51030 | Retirement Contributions | CURRENT YEAR NOTES:<br>CY 2024 - 13.96%<br>CY 2025 - 15.10% | | | | | | |
| 530-51030 | Retirement Contributions | NEXT YEAR NOTES:<br>CY 2025 - 15.10%<br>CY 2026 - 15.60% | | | | | | |
| 530-51040 | Group Insurance | PERMANENT NOTES:<br>City pays 100% of employee medical, dental, and life insurance; 60% of dependent medical and dental. Employees are responsible for vision, additional life or any other benefit costs. | | | | | | |
| 530-51040 | Group Insurance | CURRENT YEAR NOTES:<br>BUDGET FOR 10% INCREASE | | | | | | |
| 530-51040 | Group Insurance | NEXT YEAR NOTES:<br>NO PREMIUM INCREASE FY2026 | | | | | | |
| 530-51050 | Workers' Compensation | PERMANENT NOTES:<br>WC CLASS CODE: 7720<br>WC CLASS CODE: 8810<br>WC CLASS CODE: 8831 | | | | | | |
| 530-51050 | Workers' Compensation | CURRENT YEAR NOTES:<br>WC RATE FY25 (7720): $0.0469<br>WC RATE FY25 (8810): $0.0041<br>WC RATE FY25 (8831): $0.0638<br>RESERVE OFFICER - $157 ANNUALLY | | | | | | |
| 530-51050 | Workers' Compensation | NEXT YEAR NOTES:<br>WC RATE FY26 (7720): $0.0469<br>WC RATE FY26 (8810): $0.0041<br>WC RATE FY26 (8831): $0.0638<br>RESERVE OFFICER - $912 ANNUALLY | | | | | | |

10 -GENERAL FUND
POLICE

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 10-530-52000 General Office Supplies | 4,039 | 5,459 | 5,500 | 3,695 | 0 | 5,500 | |
| 10-530-52010 Office Copy Supplies | 781 | 615 | 940 | 581 | 0 | 950 | |
| 10-530-52040 Medical/First Aid Supplies | 46 | 651 | 1,100 | 3,280 | 0 | 1,100 | |
| 10-530-52050 Motor Fuel & Oil | 69,464 | 63,193 | 79,100 | 46,050 | 0 | 79,100 | |
| 10-530-52060 Janitorial Supplies | 1,353 | 1,380 | 1,300 | 840 | 0 | 1,300 | |
| 10-530-52100 Wearing Apparel | 12,250 | 15,709 | 26,100 | 9,371 | 0 | 26,100 | |
| 10-530-52110 Animal Shelter Supplies | 0 | 0 | 750 | 0 | 0 | 500 | |
| 10-530-52120 Ammunition | 8,858 | 5,857 | 8,700 | 1,390 | 0 | 8,700 | |
| 10-530-52130 Food & Water Supplies | 29 | 0 | 0 | 0 | 0 | 0 | |
| 10-530-52170 Drug K-9 Supplies | 1,710 | 0 | 0 | 0 | 0 | 2,000 | |
| 10-530-52180 Animal Traps | 0 | 0 | 300 | 0 | 0 | 300 | |
| 10-530-52190 Public Relations Supplies | 0 | 0 | 1,000 | 267 | 0 | 1,000 | |
| 10-530-52280 Motor Vehicle Supplies | 807 | 249 | 1,000 | 139 | 0 | 1,000 | |
| 10-530-52320 Minor Tools & Equipment | 0 | 2,727 | 3,850 | 2,036 | 0 | 3,000 | |
| 10-530-52330 Safety Equipment | 0 | 6,731 | 4,000 | 0 | 0 | 20,000 | |
| 10-530-52360 Radio & Radar Equipment | 0 | 0 | 0 | 116 | 0 | 0 | |
| 10-530-53090 Contract Labor | 0 | 0 | 600 | 0 | 0 | 0 | |
| 10-530-53120 Special Investigations | 344 | 0 | 1,000 | 0 | 0 | 1,000 | |
| 10-530-53125 Informant & "Buy Money" | 1,000 | 0 | 5,000 | 0 | 0 | 1,000 | |
| 10-530-53200 Electricity | 15,107 | 17,214 | 13,900 | 12,048 | 0 | 16,500 | |
| 10-530-53210 Telephone | 31,122 | 28,349 | 31,700 | 21,645 | 0 | 37,175 | |
| 10-530-53220 Internet Services | 8,305 | 2,878 | 5,000 | 2,169 | 0 | 3,500 | |
| 10-530-53300 Dues & Subscriptions | 5,035 | 4,965 | 9,050 | 3,360 | 0 | 69,150 | |
| 10-530-53310 Travel & Training | 11,272 | 14,206 | 12,750 | 9,062 | 0 | 12,800 | |
| 10-530-53330 Postage & Shipping | 351 | 412 | 500 | 245 | 0 | 750 | |
| 10-530-53340 Printing & Binding | 187 | 195 | 500 | 0 | 0 | 500 | |
| 10-530-53500 Buildings & Grounds Rep/Ma | 23,849 | 16,034 | 30,000 | 18,977 | 0 | 30,000 | |
| 10-530-53530 Furniture & Fixtures Rep/M | 0 | 0 | 0 | 0 | 0 | 2,000 | |
| 10-530-53540 Motor Vehicles Repairs/Mai | 48,947 | 34,686 | 34,500 | 26,637 | 0 | 34,500 | |
| 10-530-53580 Radio & Radar Repairs/Main | 1,861 | 1,445 | 1,500 | 999 | 0 | 1,500 | |
| 10-530-53660 Software Maintenance | 18,135 | 10,810 | 15,000 | 16,255 | 0 | 15,000 | |
| 10-530-53800 Lab Analysis Services | 158 | 0 | 0 | 0 | 0 | 0 | |
| 10-530-53920 Equipment/Vehicle Rentals | 35,686 | 82,265 | 231,620 | 154,693 | 0 | 307,200 | |
| 10-530-53960 Copier Rental Fees | 0 | ( 1,846) | 6,300 | 3,870 | 0 | 0 | |
| 10-530-53990 Other Rentals | 1,200 | 0 | 0 | 0 | 0 | 6,300 | |
| TOTAL OPERATIONS | 301,898 | 314,185 | 532,560 | 337,727 | 0 | 689,425 | |

530-52000 General Office Supplies

PERMANENT NOTES:
PD: Necessary items for daily operation of department/DVD's/thumb drives/evidence packaging supplies
AC: Door hangers, adoption cards, business cards

530-52000 General Office Supplies

CURRENT YEAR NOTES:
PD: Necessary items for daily operation of department/DVD's/thumb drives/evidence packaging supplies
AC: Door hangers, adoption cards, business cards

10 -GENERAL FUND
POLICE

| DEPARTMENTAL EXPENDITURES | | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| 530-52010 | Office Copy Supplies | PERMANENT NOTES:<br>Paper/toner | | | | | | | |
| 530-52010 | Office Copy Supplies | CURRENT YEAR NOTES:<br>Paper/toner | | | | | | | |
| 530-52040 | Medical/First Aid Supplies | PERMANENT NOTES:<br>Replace AED Pads and Battery/restock first aid kits | | | | | | | |
| 530-52040 | Medical/First Aid Supplies | CURRENT YEAR NOTES:<br>Replace AED Pads and Battery/restock first aid kits | | | | | | | |
| 530-52050 | Motor Fuel & Oil | PERMANENT NOTES:<br>Motor Fuel and Oil | | | | | | | |
| 530-52050 | Motor Fuel & Oil | CURRENT YEAR NOTES:<br>Motor Fuel and Oil | | | | | | | |
| 530-52060 | Janitorial Supplies | PERMANENT NOTES:<br>Cleaning supplies, paper products, mops, brooms, trash bags | | | | | | | |
| 530-52060 | Janitorial Supplies | CURRENT YEAR NOTES:<br>Cleaning supplies, paper products, mops, brooms, trash bags | | | | | | | |
| 530-52100 | Wearing Apparel | PERMANENT NOTES:<br>Uniform Replacement, body armor replacement, duty belt supplies, new rain coats, flash lights, name tags, new babges | | | | | | | |
| 530-52100 | Wearing Apparel | CURRENT YEAR NOTES:<br>Uniform Replacement, body armor replacement, duty belt supplies, new rain coats, flash lights, name tags, new babges | | | | | | | |
| 530-52110 | Animal Shelter Supplies | PERMANENT NOTES:<br>Kennel bedding, food and water bowls, water hoses, cleaning supplies | | | | | | | |
| 530-52110 | Animal Shelter Supplies | CURRENT YEAR NOTES:<br>Kennel bedding, food and water bowls, water hoses, cleaning supplies | | | | | | | |
| 530-52120 | Ammunition | PERMANENT NOTES:<br>Ammo for Qualifications twice a year/Training/Replace less lethal | | | | | | | |
| 530-52120 | Ammunition | CURRENT YEAR NOTES:<br>Ammo for Qualifications twice a year/Training/Replace less lethal | | | | | | | |

10 -GENERAL FUND
POLICE

| DEPARTMENTAL EXPENDITURES | | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| 530-52170 | Drug K-9 Supplies | PERMANENT NOTES:<br>Vet bills/Food | | | | | | | |
| 530-52170 | Drug K-9 Supplies | CURRENT YEAR NOTES:<br>Vet bills/Food | | | | | | | |
| 530-52180 | Animal Traps | PERMANENT NOTES:<br>Replace broken or stolen traps | | | | | | | |
| 530-52180 | Animal Traps | CURRENT YEAR NOTES:<br>Replace broken or stolen traps | | | | | | | |
| 530-52190 | Public Relations Supplies | PERMANENT NOTES:<br>Stickers/Chall Coins/Coloring Books | | | | | | | |
| 530-52190 | Public Relations Supplies | CURRENT YEAR NOTES:<br>Stickers/Chall Coins/Coloring Books | | | | | | | |
| 530-52240 | Chemicals | PERMANENT NOTES:<br>Purchase chemicals for euthanasia of injured animals | | | | | | | |
| 530-52240 | Chemicals | CURRENT YEAR NOTES:<br>Purchase chemicals for euthanasia of injured animals | | | | | | | |
| 530-52280 | Motor Vehicle Supplies | PERMANENT NOTES:<br>Detailing Supplies/vehicle sanitizer supplies | | | | | | | |
| 530-52280 | Motor Vehicle Supplies | CURRENT YEAR NOTES:<br>Detailing Supplies/vehicle sanitizer supplies | | | | | | | |
| 530-52320 | Minor Tools & Equipment | PERMANENT NOTES:<br>PD: Headlight Replacement, wiper replacement, replace PBT,<br>Replace window tint meter<br>AC: Replace microchip reader, replace catch poles | | | | | | | |
| 530-52320 | Minor Tools & Equipment | CURRENT YEAR NOTES:<br>PD: Headlight Replacement, wiper replacement, replace PBT,<br>Replace window tint meter<br>AC: Replace microchip reader, replace catch poles | | | | | | | |
| 530-52330 | Safety Equipment | PERMANENT NOTES:<br>Spike Set x 4-Taser 5 year contract, this will be year 2 | | | | | | | |
| 530-52330 | Safety Equipment | CURRENT YEAR NOTES:<br>Spike Set x 4-Taser 5 year contract, this will be year 2 | | | | | | | |
| 530-53090 | Contract Labor | PERMANENT NOTES:<br>AC: Emergency Contract Call Out | | | | | | | |
| 530-53090 | Contract Labor | CURRENT YEAR NOTES: | | | | | | | |

10 -GENERAL FUND
POLICE

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | AC: Emergency Contract Call Out | | | | | | |
| 530-53120 | Special Investigations | PERMANENT NOTES:<br>Sexual Assault Kits, S.A.N.E. Exams (Sexual Assault Nurse Examiner) | | | | | | |
| 530-53120 | Special Investigations | CURRENT YEAR NOTES:<br>Sexual Assault Kits, S.A.N.E. Exams (Sexual Assault Nurse Examiner) | | | | | | |
| 530-53125 | Informant & "Buy Money" | PERMANENT NOTES:<br>Money for nark buys/infor payment | | | | | | |
| 530-53125 | Informant & "Buy Money" | CURRENT YEAR NOTES:<br>Money for nark buys/infor payment | | | | | | |
| 530-53200 | Electricity | PERMANENT NOTES:<br>3% increase | | | | | | |
| 530-53200 | Electricity | CURRENT YEAR NOTES:<br>3% increase | | | | | | |
| 530-53210 | Telephone | PERMANENT NOTES:<br>3% Increase in cost for phone service/additional user for WAVE radio application. Additional aircards video systems | | | | | | |
| 530-53210 | Telephone | CURRENT YEAR NOTES:<br>3% Increase in cost for phone service/additional user for WAVE radio application. Additional aircards video systems and sim cards $5,471 | | | | | | |
| 530-53300 | Dues & Subscriptions | PERMANENT NOTES:<br>IACP Memberships, TLO Account, Fire Alarm Service, Adobe, Generator Maintenance, Texas Smart Buy, Leads on Line, Membership to ROCIC, Notary renew, Texas Animal Control Association Dues, Tex-Comm maint contract, Clearview AI | | | | | | |
| 530-53300 | Dues & Subscriptions | CURRENT YEAR NOTES:<br>IACP Memberships, TLO Account, Fire Alarm Service, Adobe, Generator Maintenance, Texas Smart Buy, Leads on Line, Membership to ROCIC, Notary renew, Texas Animal Control Association Dues, Tex-Comm maint contract, Clearview AI. New this year - Taser contracts $15,614, Texas Communication Maintenance Contract $14,000, Leads $6,191, E-force $6,189 and FRS $7,745 | | | | | | |
| 530-53300 | Dues & Subscriptions | NEXT YEAR NOTES:<br>IACP Memberships, TLO Account, Fire Alarm Service, Adobe, Generator Maintenance, Texas Smart Buy, Leads on Line, Membership to ROCIC, Notary renew, Texas Animal Control | | | | | | |

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | Association Dues, Tex-Comm maint contract, Clearview AI. New this year - Taser contracts $15,614, Texas Communication Maintenance Contract $14,000, Leads $6,191, E-force $6,189 and FRS $7,745,Adobe $870, and FLOCK camera subscription $25,100 (2nd of 3 years the EDC will reimburse through contributions to primary) TOTAL: $69,150 | | | | | | |
| 530-53310 | Travel & Training | PERMANENT NOTES:<br>PD: Conferences: International Assn of Chiefs of Police, Texas Police Chief's Assn., TX Dept of Emerg Management, TX Cmmsn on Law Enforcement, Mandatory training cycle training, LEMIT Training<br>AC: Euthanasia Certification/In-Service Training | | | | | | |
| 530-53310 | Travel & Training | CURRENT YEAR NOTES:<br>PD: Conferences: International Assn of Chiefs of Police, Texas Police Chief's Assn., TX Dept of Emerg Management, TX Cmmsn on Law Enforcement, Mandatory training cycle training, LEMIT Training<br>AC: Euthanasia Certification/In-Service Training | | | | | | |
| 530-53340 | Printing & Binding | PERMANENT NOTES:<br>Parking Violation Window Stickers-Business Card, CTW Forms | | | | | | |
| 530-53340 | Printing & Binding | CURRENT YEAR NOTES:<br>Parking Violation Window Stickers-Business Card, CTW Forms | | | | | | |
| 530-53500 | Buildings & Grounds Rep/Ma | PERMANENT NOTES:<br>AC Repairs-Paint inside of PD-Repairs from building settling-replace mechanical door locks-replace parking lot lights-video camera repairs | | | | | | |
| 530-53500 | Buildings & Grounds Rep/Ma | CURRENT YEAR NOTES:<br>AC Repairs-Paint inside of PD-Repairs from building settling-replace mechanical door locks-replace parking lot lights-video camera repairs | | | | | | |
| 530-53530 | Furniture & Fixtures Rep/M | PERMANENT NOTES:<br>Repair furniture due to moisture inside PD | | | | | | |
| 530-53530 | Furniture & Fixtures Rep/M | CURRENT YEAR NOTES:<br>Repair furniture due to moisture inside PD | | | | | | |
| 530-53540 | Motor Vehicles Repairs/Mai | PERMANENT NOTES:<br>Depending on purchase of new vehicles and repairs to older fleet waiting on new vehicles to arrive, tires/brakes and PM | | | | | | |
| 530-53540 | Motor Vehicles Repairs/Mai | CURRENT YEAR NOTES:<br>Depending on purchase of new vehicles and repairs to older fleet waiting on new vehicles to arrive, tires/brakes and PM | | | | | | |

10 -GENERAL FUND
POLICE

| DEPARTMENTAL EXPENDITURES | | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| 530-53580 | Radio & Radar Repairs/Main | PERMANENT NOTES:<br>Replacement Battery, Replacement Mic's, Radio Repairs/Repair Older Radios | | | | | | | |
| 530-53580 | Radio & Radar Repairs/Main | CURRENT YEAR NOTES:<br>Replacement Battery, Replacement Mic's, Radio Repairs/Repair Older Radios | | | | | | | |
| 530-53660 | Software Maintenance | PERMANENT NOTES:<br>eForce Records Management System maintenance contract. Intelechoice | | | | | | | |
| 530-53660 | Software Maintenance | CURRENT YEAR NOTES:<br>eForce Records Management System maintenance contract.Intelechoice | | | | | | | |
| 530-53920 | Equipment/Vehicle Rentals | PERMANENT NOTES:<br>Vehicle Payments/Replace two Vehicles--We expect this to decrease when we get actual pricing. | | | | | | | |
| 530-53920 | Equipment/Vehicle Rentals | CURRENT YEAR NOTES:<br>Vehicle Payments/Replace two Vehicles-We expect this to decrease when we get actual pricing. | | | | | | | |
| 530-53960 | Copier Rental Fees | PERMANENT NOTES:<br>PD copier rental expense | | | | | | | |
| 530-53960 | Copier Rental Fees | CURRENT YEAR NOTES:<br>PD copier rental expense | | | | | | | |
| CAPITAL OUTLAY | | | | | | | | | |
| 10-530-56100 | Special Equipment | | 0 | 5,063 | 402,098 | 337,500 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | | | 0 | 5,063 | 402,098 | 337,500 | 0 | 0 | |
| 530-56090 | Motor Vehicles | PERMANENT NOTES:<br>Police Vehicle Replacement | | | | | | | |
| 530-56100 | Special Equipment | CURRENT YEAR NOTES:<br>Body Worn Camera Equipment (Funded by Grant Proceeds of $179,399 and Local Match $44,849.75 = $224,248.75)<br>In Car Camera Equipment (Funded by Grant Proceeds of $149,649. No Local Match)<br>Flock Camera to be funded by EDC in the amount of $25,100 plus 2 computers for CID $3,100 =<br>TOTAL $402,097.75 | | | | | | | |
| TOTAL POLICE | | | 2,526,449 | 2,742,792 | 3,811,592 | 2,470,774 | 0 | 3,488,661 | |

10 -GENERAL FUND
PLANNING & COMMUNITY DEV

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 10-535-51010 Salaries & Wages | 332,549 | 242,881 | 235,000 | 111,414 | 0 | 180,000 | |
| 10-535-51012 Overtime Pay | 931 | 219 | 500 | 174 | 0 | 1,000 | |
| 10-535-51015 Longevity Pay | 2,143 | 1,462 | 1,770 | 1,246 | 0 | 2,165 | |
| 10-535-51020 Social Security | 24,774 | 17,387 | 18,500 | 7,946 | 0 | 13,645 | |
| 10-535-51030 Retirement Contributions | 40,136 | 37,870 | 35,500 | 14,529 | 0 | 27,615 | |
| 10-535-51040 Group Insurance | 66,816 | 69,071 | 80,000 | 37,290 | 0 | 53,400 | |
| 10-535-51050 Workers' Compensation | 1,126 | 1,409 | 1,350 | 645 | 0 | 1,417 | |
| 10-535-51060 Unemployment Compensation | 0 | 0 | 0 | ( 14) | 0 | 0 | |
| TOTAL PERSONNEL | 468,474 | 370,298 | 372,620 | 173,228 | 0 | 279,242 | |

535-51010 Salaries & Wages

CURRENT YEAR NOTES:
PLANNING DIRECTOR/ASST. CITY MANAGER (25%) - $25,491
SENIOR BUILDING OFFICIAL/INSPECTOR (VACANT*) - $66,476
DEVELOPMENT COORDINATOR - $56,972
CODE ENFORCEMENT - $44,138
ADMIN ASSISTANT - PERMIT CLERK - $39,042
SALARY ADJ X5 (1 @ 25%)- $1,382
*LEAVE VACANCIES UNTL 12/1

535-51010 Salaries & Wages

NEXT YEAR NOTES:
ASST CITY MANAGER (25%) - $29,250
DEVELOPMENT COORDINATOR - $56,972
CODE ENFORCEMENT - $44,138
ADMIN ASSISTANT - PERMIT CLERK - $44,720
SALARY ADJ X4 (1 @ 25%) - $1,057

535-51030 Retirement Contributions

CURRENT YEAR NOTES:
CY 2024 - 13.96%
CY 2025 - 15.10%

535-51030 Retirement Contributions

NEXT YEAR NOTES:
CY 2025 - 15.10%
CY 2026 - 15.60%

535-51040 Group Insurance

PERMANENT NOTES:
City pays 100% of employee medical, dental, and life insurance; 60% of dependent medical and dental. Employees are responsible for vision, additional life or any other benefit costs.

535-51040 Group Insurance

CURRENT YEAR NOTES:
BUDGET FOR 10% INCREASE

535-51040 Group Insurance

NEXT YEAR NOTES:
WC RATE FY25 (4511): $0.0087
WC RATE FY25 (8810): $0.0041

10 -GENERAL FUND
PLANNING & COMMUNITY DEV

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 535-51050 | Workers' Compensation | PERMANENT NOTES:<br>WC CLASS CODE: 4511<br>WC CLASS CODE: 8810 | | | | | | |
| 535-51050 | Workers' Compensation | CURRENT YEAR NOTES:<br>WC RATE FY25 (4511): $0.0087<br>WC RATE FY25 (8810): $0.0041 | | | | | | |
| 535-51050 | Workers' Compensation | NEXT YEAR NOTES:<br>WC RATE FY26 (4511): $0.0087<br>WC RATE FY26 (8810): $0.0041 | | | | | | |
| OPERATIONS | | | | | | | | |
| 10-535-52000 | General Office Supplies | 2,730 | 2,270 | 3,000 | 1,355 | 0 | 2,800 | |
| 10-535-52010 | Office Copy Supplies | 774 | 887 | 2,000 | 530 | 0 | 1,500 | |
| 10-535-52020 | Data Processing Supplies | 3,345 | 218 | 3,500 | 15 | 0 | 3,500 | |
| 10-535-52050 | Motor Fuel & Oil | 1,014 | 1,286 | 1,000 | 1,226 | 0 | 1,600 | |
| 10-535-52100 | Wearing Apparel | 554 | 424 | 500 | 253 | 0 | 750 | |
| 10-535-52130 | Food & Water Supplies | 103 | 59 | 300 | 186 | 0 | 300 | |
| 10-535-52280 | Motor Vehicle Supplies | 28 | 0 | 0 | 0 | 0 | 0 | |
| 10-535-52320 | Minor Tools & Equipment | 62 | 62 | 500 | 47 | 0 | 500 | |
| 10-535-53000 | Engineering Services | 0 | 25,504 | 285,000 | 34,869 | 0 | 130,000 | |
| 10-535-53020 | Consultant Services | 40,173 | 148,499 | 110,600 | 84,175 | 0 | 150,000 | |
| 10-535-53030 | Legal Services | 6,170 | 0 | 0 | 0 | 0 | 0 | |
| 10-535-53140 | Building Demolition & Mowi | 0 | 0 | 6,000 | 0 | 0 | 10,000 | |
| 10-535-53145 | Scanning Services | 0 | 0 | 1,000 | 175 | 0 | 1,000 | |
| 10-535-53210 | Telephone | 1,748 | 2,823 | 4,000 | 1,877 | 0 | 3,400 | |
| 10-535-53300 | Dues & Subscriptions | 485 | 466 | 2,500 | 381 | 0 | 2,500 | |
| 10-535-53310 | Travel & Training | 3,960 | 1,854 | 5,000 | 3,725 | 0 | 6,000 | |
| 10-535-53330 | Postage & Shipping | 4,382 | 7,100 | 6,000 | 5,650 | 0 | 7,600 | |
| 10-535-53340 | Printing & Binding | 1,093 | 430 | 2,000 | 67 | 0 | 1,000 | |
| 10-535-53500 | Buildings & Grounds Rep/Ma | 126 | 127 | 0 | 52 | 0 | 0 | |
| 10-535-53520 | Office Equipment Repairs/M | 5,202 | 647 | 3,500 | 0 | 0 | 1,500 | |
| 10-535-53540 | Motor Vehicles Repairs/Mai | 523 | 363 | 2,500 | 11 | 0 | 3,000 | |
| 10-535-53920 | Equipment/Vehicle Rentals | 0 | 0 | 13,000 | 11,891 | 0 | 14,400 | |
| 10-535-54410 | Software License Fees | 260 | 0 | 500 | 0 | 0 | 800 | |
| TOTAL OPERATIONS | | 72,730 | 193,019 | 452,400 | 146,485 | 0 | 342,150 | |
| 535-52000 | General Office Supplies | PERMANENT NOTES:<br>pens, paper clips, sticky notes, stamps for plan review and code enforcement, folders, binders, laminate paper, note pads, makers, highlighters, large paper (ex. 11x17, 11x14) envelopes | | | | | | |
| 535-52000 | General Office Supplies | CURRENT YEAR NOTES:<br>pens, paper clips, sticky notes, stamps for plan review and code enforcement, folders, binders, laminate paper, note pads, makers, highlighters, large paper (ex. 11x17, 11x14) envelopes. Several departments use our office supplies and alot of copies are being made. | | | | | | |

10 -GENERAL FUND
PLANNING & COMMUNITY DEV

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 535-52010 | Office Copy Supplies | PERMANENT NOTES:<br>We no longer use or print from the large plotter printer. The costs of ink and paper are high and if we want something printed that large, for the few times we want to do that, we can have Wittenberg print it for us. We will continue to find ways to use less paper. | | | | | | |
| 535-52010 | Office Copy Supplies | CURRENT YEAR NOTES:<br>Prior to 2025, staff in the planning building purchased 6-7 cases of paper a month. Planning dept uses more paper than public works and starting Oct 2024, planning dept has made efforts to use less paper and reduce copy supply costs. | | | | | | |
| 535-52020 | Data Processing Supplies | PERMANENT NOTES:<br>Replacement of computers. computers for new employee, scanner, printer, backup batteries | | | | | | |
| 535-52020 | Data Processing Supplies | CURRENT YEAR NOTES:<br>Replacement of computers. computers for new employee, scanner, printer, backup batteries | | | | | | |
| 535-52050 | Motor Fuel & Oil | PERMANENT NOTES:<br>The planning department receives gas from the city barn fuel tank and we currently have a 2012 Ford F150 that constantly needs repair and oil changes. | | | | | | |
| 535-52050 | Motor Fuel & Oil | CURRENT YEAR NOTES:<br>The planning department receives gas from the city barn fuel tank. | | | | | | |
| 535-52100 | Wearing Apparel | PERMANENT NOTES:<br>City of Sealy Shirts | | | | | | |
| 535-52100 | Wearing Apparel | CURRENT YEAR NOTES:<br>New Employees receive 2 new shirts. | | | | | | |
| 535-52100 | Wearing Apparel | NEXT YEAR NOTES:<br>Plannding Dir, Community Development Coor, and Code Enforcement Officer recieve 4 City of Sealy shirts each year. For uniform appearance and identification. | | | | | | |
| 535-52130 | Food & Water Supplies | PERMANENT NOTES:<br>Water and coffee only. water is provided during executive sessions and during predevelopment meetings. | | | | | | |
| 535-52130 | Food & Water Supplies | CURRENT YEAR NOTES:<br>Water and coffee only. water is provided during executive sessions and during predevelopment meetings. | | | | | | |
| 535-52320 | Minor Tools & Equipment | PERMANENT NOTES: | | | | | | |

10 -GENERAL FUND
PLANNING & COMMUNITY DEV

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | Metal detector, measuring wheel, infrared thermometer, staple gun. | | | | | | |
| 535-52320 | Minor Tools & Equipment | CURRENT YEAR NOTES:<br>Metal detector, measuring wheel, infrared thermometer, staple gun. | | | | | | |
| 535-53000 | Engineering Services | PERMANENT NOTES:<br>Engineering for plat and plan reviews and studies. | | | | | | |
| 535-53000 | Engineering Services | CURRENT YEAR NOTES:<br>Engineering for plat and plan reviews and studies. | | | | | | |
| 535-53000 | Engineering Services | NEXT YEAR NOTES:<br>Engineering for plat and plan reviews and studies. | | | | | | |
| 535-53020 | Consultant Services | PERMANENT NOTES:<br>Beginning in 2024, the planning dept began contacting out most building, electrical, mechanical, and all plumbing inspections to Bureau Veritas. Also, at the same time, the planning dept began contracting out fire plan reviews and fire inspections. This has been very successful. | | | | | | |
| 535-53020 | Consultant Services | CURRENT YEAR NOTES:<br>Continue contracting out inspections for building, electrical, mechanical, plumbing, and fire. | | | | | | |
| 535-53020 | Consultant Services | NEXT YEAR NOTES:<br>Continue contracting out inspections for building, electrical, mechanical, plumbing, and fire. | | | | | | |
| 535-53030 | Legal Services | PERMANENT NOTES:<br>Ordinance revisions, consulting with legal on projects, city attorney charges $220.00 an hour. | | | | | | |
| 535-53030 | Legal Services | CURRENT YEAR NOTES:<br>Ordinance revisions, consulting with legal on projects is funded through city manager department budget | | | | | | |
| 535-53140 | Building Demolition & Mowi | PERMANENT NOTES:<br>Abandoned structures and abandoned lots that need mowing. | | | | | | |
| 535-53140 | Building Demolition & Mowi | CURRENT YEAR NOTES:<br>Abandoned structures and abandoned lots that need mowing. | | | | | | |
| 535-53140 | Building Demolition & Mowi | NEXT YEAR NOTES:<br>Additional funding requested in order to demolish the two worst residential structures that will be declared unsafe. | | | | | | |
| 535-53145 | Scanning Services | PERMANENT NOTES: | | | | | | |

10 -GENERAL FUND
PLANNING & COMMUNITY DEV

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | There's a closet in the planning departmnt that has a lot of "Life Structure" documents that needs to be scanned into Laserfiche. These files are old and can easily be damaged. Staff would like to hire a company to scan all documents. | | | | | | |
| 535-53145 | Scanning Services | CURRENT YEAR NOTES:<br>There's a closet in the planning departmnt that has a lot of "Life Structure" documents that needs to be scanned into Laserfiche. These files are old and can easily be damaged. Staff would like to hire a company to scan all documents. | | | | | | |
| 535-53210 | Telephone | PERMANENT NOTES:<br>Cell phone for Planning Director and SR Building Official & Code Enforcement Officer & after hours calls for the City. | | | | | | |
| 535-53300 | Dues & Subscriptions | PERMANENT NOTES:<br>APA Membership and Building Official Membership. | | | | | | |
| 535-53300 | Dues & Subscriptions | CURRENT YEAR NOTES:<br>APA Membership and Building Official Membership | | | | | | |
| 535-53300 | Dues & Subscriptions | NEXT YEAR NOTES:<br>APA Membership and Building Official Membership, Adobe | | | | | | |
| 535-53310 | Travel & Training | PERMANENT NOTES:<br>Planning Conference, Code Enforcement CE, Health CE, Plumbing CE,travel reimbursements, hotel stays, fire training and certifications. | | | | | | |
| 535-53310 | Travel & Training | CURRENT YEAR NOTES:<br>Planning Conference, Code Enforcement CE, Health CE, Plumbing CE,travel reimbursements, hotel stays, fire training and certifications. | | | | | | |
| 535-53330 | Postage & Shipping | PERMANENT NOTES:<br>Code Enforcement Mail- Outs (Certified Mail $7.73 and Regular Mail $.53 total $8.26 per. location) variance notices for plats. | | | | | | |
| 535-53330 | Postage & Shipping | CURRENT YEAR NOTES:<br>Code Enforcement Mail- Outs (Certified Mail $7.73 and Regular Mail $.53 total $8.26 per. location) variance notices for plats. | | | | | | |
| 535-53340 | Printing & Binding | PERMANENT NOTES:<br>Inspection forms, Inspection stickers, large laminates | | | | | | |
| 535-53340 | Printing & Binding | CURRENT YEAR NOTES:<br>Inspection forms, Inspection stickers, large laminates | | | | | | |

10 -GENERAL FUND
PLANNING & COMMUNITY DEV

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 535-53520 | Office Equipment Repairs/MPERMANENT NOTES: Blue Iron support, Main Office Printer | | | | | | | |
| 535-53520 | Office Equipment Repairs/MCURRENT YEAR NOTES: Blue Iron support, Main Office Printer | | | | | | | |
| 535-53540 | Motor Vehicles Repairs/MaiPERMANENT NOTES: Tire replacement, brakes, inspection stickers | | | | | | | |
| 535-53540 | Motor Vehicles Repairs/MaiCURRENT YEAR NOTES: Tire replacement, brakes, inspection stickers | | | | | | | |
| 535-54410 | Software License Fees PERMANENT NOTES: Arc GIS and Adobe | | | | | | | |
| CAPITAL OUTLAY | | | | | | | | |
| TOTAL PLANNING & COMMUNITY DEV | | 541,203 | 563,318 | 825,020 | 319,713 | 0 | 621,392 | |

NEXT YEAR NOTES:
Mike changed Salaries from $176,140 to $180,000 and OT from $500 to $1000 06.25.25. Also, Group Insurance was too low at $44,225 and changed that to $53,400 considering the 2024-2025 year is projected for a real $50,000.

10 -GENERAL FUND
CITY SECRETARY

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 10-540-51010 Salaries & Wages | 140,079 | 144,374 | 151,250 | 82,078 | 0 | 143,575 | |
| 10-540-51011 PTO Liability | 0 | 0 | 1,720 | 0 | 0 | 0 | |
| 10-540-51012 Overtime Pay | 963 | 41 | 0 | 0 | 0 | 0 | |
| 10-540-51015 Longevity Pay | 644 | 733 | 960 | 324 | 0 | 1,115 | |
| 10-540-51020 Social Security | 10,463 | 11,096 | 11,650 | 6,302 | 0 | 11,025 | |
| 10-540-51030 Retirement Contributions | 16,706 | 22,105 | 22,590 | 10,587 | 0 | 22,415 | |
| 10-540-51040 Group Insurance | 29,271 | 18,938 | 22,250 | 8,503 | 0 | 9,415 | |
| 10-540-51050 Workers' Compensation | 930 | 66 | 325 | 66 | 0 | 315 | |
| TOTAL PERSONNEL | 199,056 | 197,353 | 210,745 | 107,860 | 0 | 187,860 | |

540-51010 Salaries & Wages

CURRENT YEAR NOTES:
CITY SECRETARY/ASST CITY MANAGER - $79,500
DEPUTY CITY SECRETARY - $71,074
SALARY ADJ X2 - $650

540-51010 Salaries & Wages

NEXT YEAR NOTES:
CITY SECRETARY - $79,520
ASST CITY SECRETARY - $63,399
SALARY ADJ X2 - $650

540-51011 PTO Liability

CURRENT YEAR NOTES:
PTO LIABILITY PAYOUT - INCLUDES SS, MED, & TMRS - HOLIDAY (0H), VACATION (0H), SICK (39.11H), COMP TIME (0H)

540-51030 Retirement Contributions

CURRENT YEAR NOTES:
CY 2024 - 13.96%
CY 2025 - 15.10%

540-51030 Retirement Contributions

NEXT YEAR NOTES:
CY 2025 - 15.10%
CY 2026 - 15.60%

540-51040 Group Insurance

PERMANENT NOTES:
City pays 100% of employee medical, dental, and life insurance; 60% of dependent medical and dental. Employees are responsible for vision, additional life or any other benefit costs.

540-51040 Group Insurance

CURRENT YEAR NOTES:
BUDGET FOR 10% INCREASE

540-51040 Group Insurance

NEXT YEAR NOTES:
NO PREMIUM INCREASE FY2026

540-51050 Workers' Compensation

PERMANENT NOTES:
WC CLASS CODE: 8810

10 -GENERAL FUND
CITY SECRETARY

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 540-51050 | Workers' Compensation | CURRENT YEAR NOTES: WC RATE FY25: $0.0041 | | | | | | |
| 540-51050 | Workers' Compensation | NEXT YEAR NOTES: WC RATE FY26: $0.0041 | | | | | | |
| OPERATIONS | | | | | | | | |
| 10-540-52000 | General Office Supplies | 3,093 | 2,006 | 2,600 | 726 | 0 | 2,600 | |
| 10-540-52010 | Office Copy Supplies | 155 | 143 | 170 | 126 | 0 | 250 | |
| 10-540-52020 | Data Processing Supplies | 1,536 | 881 | 2,800 | 1,787 | 0 | 3,300 | |
| 10-540-52030 | Election Supplies | 0 | 0 | 7,500 | 0 | 0 | 7,500 | |
| 10-540-52100 | Wearing Apparel | 0 | 0 | 150 | 0 | 0 | 150 | |
| 10-540-52370 | Employee Relations Supplie | 6,813 | 4,279 | 7,000 | 1,254 | 0 | 0 | |
| 10-540-52420 | Employee Development Suppl | 0 | 0 | 2,100 | 1,239 | 0 | 0 | |
| 10-540-53020 | Consultant Services | 1,310 | 1,600 | 0 | 1,516 | 0 | 0 | |
| 10-540-53025 | Codification Services | 3,923 | 4,119 | 6,500 | 4,325 | 0 | 7,000 | |
| 10-540-53030 | Legal Services | 0 | 1,272 | 8,000 | 0 | 0 | 8,000 | |
| 10-540-53040 | Medical Services | 2,345 | 2,947 | 4,600 | 570 | 0 | 0 | |
| 10-540-53095 | General Administration | 4,636 | 7,638 | 10,500 | 6,120 | 0 | 10,500 | |
| 10-540-53100 | Election Labor Costs | 0 | 3,982 | 6,600 | 0 | 0 | 8,000 | |
| 10-540-53210 | Telephone | 118 | 531 | 900 | 435 | 0 | 900 | |
| 10-540-53240 | Collection Agency Service | 0 | 56 | 0 | 0 | 0 | 0 | |
| 10-540-53300 | Dues & Subscriptions | 1,871 | 5,359 | 3,500 | ( 2,724) | 0 | 3,505 | |
| 10-540-53310 | Travel & Training | 5,607 | 3,080 | 7,000 | 2,432 | 0 | 7,000 | |
| 10-540-53320 | Newspaper Advertising | 7,311 | 8,403 | 10,000 | 5,280 | 0 | 10,000 | |
| 10-540-53330 | Postage & Shipping | 325 | 901 | 1,500 | 289 | 0 | 1,500 | |
| 10-540-53340 | Printing & Binding | 0 | 0 | 800 | 0 | 0 | 800 | |
| 10-540-53520 | Office Equipment Repairs/M | 2,550 | 0 | 0 | 0 | 0 | 0 | |
| 10-540-53530 | Furniture & Fixtures Rep/M | 0 | 451 | 0 | 0 | 0 | 0 | |
| 10-540-53730 | Video Recording Services | 3,065 | 2,795 | 3,800 | 2,280 | 0 | 3,800 | |
| 10-540-54500 | Records Management Costs | 2,312 | 2,209 | 3,500 | 2,005 | 0 | 3,500 | |
| TOTAL OPERATIONS | | 46,970 | 52,653 | 89,520 | 27,660 | 0 | 78,305 | |
| 540-52000 | General Office Supplies | CURRENT YEAR NOTES: DESK CALENDAR - $15, HANGING FILE FOLDERS - $50, LABOR LAW POSTERS (CITY HALL, PLANNING, PD, BARN) - $180, LABEL MAKER REFILLS - $28, PERSONNEL FOLDERS - $55, MEDICAL FOLDERS - $90, 1.5 INCH BINDERS FOR HANDBOOKS - $125, MISC SUPPLIES | | | | | | |
| 540-52000 | General Office Supplies | NEXT YEAR NOTES: DESK CALENDAR - $15, HANGING FILE FOLDERS - $50, LABEL MAKER REFILLS - $25, MISC SUPPLIES | | | | | | |
| 540-52010 | Office Copy Supplies | CURRENT YEAR NOTES: PAPER FOR CODE BOOKS | | | | | | |
| 540-52010 | Office Copy Supplies | NEXT YEAR NOTES: COPIER PAPER & PAPER FOR CODE BOOKS | | | | | | |

10 -GENERAL FUND
CITY SECRETARY

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 540-52020 | Data Processing Supplies | PERMANENT NOTES:<br>Wireless Printer and Toner | | | | | | |
| 540-52020 | Data Processing Supplies | CURRENT YEAR NOTES:<br>Wireless Printer and Toner<br>2 PACK HP90X TONER (HIGH YIELD) - $640, W2 & 1095 FOMRS - $250, MISC SUPPLIES | | | | | | |
| 540-52020 | Data Processing Supplies | NEXT YEAR NOTES:<br>Laptop & Scanner for Assistant City Secretary, Toner | | | | | | |
| 540-52370 | Employee Relations Supplie | CURRENT YEAR NOTES:<br>CHRISTMAS PARTY - $2,500, RETIREMENT GIFTS - $1,300, MISC EE RELATIONS | | | | | | |
| 540-52370 | Employee Relations Supplie | NEXT YEAR NOTES:<br>N/A | | | | | | |
| 540-53025 | Codification Services | PERMANENT NOTES:<br>MUNICODE/CIVIC PLUS | | | | | | |
| 540-53040 | Medical Services | PERMANENT NOTES:<br>NEW HIRE DRUG SCREEN & PHYSCIALS, DOT RANDOM TESTING | | | | | | |
| 540-53040 | Medical Services | CURRENT YEAR NOTES:<br>NEW HIRE DRUG SCREEN & PHYSICALS, ENSERVE QUARTERLY PHMSA & FMCSA DRUG SCREENS | | | | | | |
| 540-53040 | Medical Services | NEXT YEAR NOTES:<br>N/A | | | | | | |
| 540-53095 | General Administration | CURRENT YEAR NOTES:<br>GOVERNMENT JOBS ADVERTISING - $1,100, COBRA ADMINISTRATION - $1,620, EQUIFAX UNEMPLOYMENT - $1,310, EAP - $5,000, DRIVER RECORD & BACKGROUND CHECKS - $500, SOCIAL SECURITY PROGRAM - $50, MISC | | | | | | |
| 540-53095 | General Administration | NEXT YEAR NOTES:<br>MISCELLANEOUS ADMINISTRATIVE COSTS, PROCESSING FEES (REGISTRATION, ETC) | | | | | | |
| 540-53210 | Telephone | PERMANENT NOTES:<br>Cell Phone for City Secretary | | | | | | |
| 540-53300 | Dues & Subscriptions | CURRENT YEAR NOTES:<br>TMCA - $250, TMHRA - $200, SHRM - $528, ADOBE - $535, NEWSPAPER - $50, NOTARY - $200, TML MEMBER SERVICE FEE - $176 | | | | | | |
| 540-53300 | Dues & Subscriptions | NEXT YEAR NOTES: | | | | | | |

10 -GENERAL FUND
CITY SECRETARY

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | TMCA - $250, TMHRA - $200, SHRM - $528, ADOBE - $580, NEWSPAPER - $55, NOTARY - $200, TML MEMBER SERVICE FEE - $176 | | | | | | |
| 540-53310 | Travel & Training | CURRENT YEAR NOTES:<br>VARIOUS TML, TMCA, TMHRA, & EE DEVELOPMENT TRAINING | | | | | | |
| 540-53330 | Postage & Shipping | PERMANENT NOTES:<br>POSTAGE & FEES FOR AG ONLINE E-FILING SYSTEM FOR OPEN RECORDS OPINION REQUESTS | | | | | | |
| 540-53340 | Printing & Binding | PERMANENT NOTES:<br>CODE BOOKS (MINUTES, RESOLUTIONS, AND ORDINANCES) | | | | | | |
| 540-53730 | Video Recording Services | PERMANENT NOTES:<br>RECORDING AND VIDEO HOSTING OF PUBLIC MEETINGS | | | | | | |
| 540-54500 | Records Management Costs | PERMANENT NOTES:<br>SHRED-IT, AUSTIN COUNTY FILING FEES | | | | | | |
| CAPITAL OUTLAY | | | | | | | | |
| TOTAL CITY SECRETARY | | 246,026 | 250,006 | 300,265 | 135,521 | 0 | 266,165 | |

10 -GENERAL FUND
HUMAN RESOURCES

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 10-545-51010 Salaries & Wages | 0 | 0 | 0 | 0 | 0 | 65,350 | |
| 10-545-51015 Longevity Pay | 0 | 0 | 0 | 0 | 0 | 20 | |
| 10-545-51020 Social Security | 0 | 0 | 0 | 0 | 0 | 5,000 | |
| 10-545-51030 Retirement Contributions | 0 | 0 | 0 | 0 | 0 | 10,195 | |
| 10-545-51040 Group Insurance | 0 | 0 | 0 | 0 | 0 | 13,450 | |
| 10-545-51050 Workers' Compensation | 0 | 0 | 0 | 0 | 0 | 153 | |
| TOTAL PERSONNEL | 0 | 0 | 0 | 0 | 0 | 94,168 | |

545-51010 Salaries & Wages

NEXT YEAR NOTES:
HR/FINANCE SPECIALST - $65,000
SALARY ADJ X1 - $325

545-51030 Retirement Contributions

NEXT YEAR NOTES:
CY 2025 - 15.10%
CY 2026 - 15.60%

545-51040 Group Insurance

NEXT YEAR NOTES:
NO PREMIUM INCREASE FY2026

545-51050 Workers' Compensation

PERMANENT NOTES:
WC CLASS CODE: 8810

545-51050 Workers' Compensation

NEXT YEAR NOTES:
WC RATE FY26: $0.0041

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 10-545-52000 General Office Supplies | 0 | 0 | 0 | 0 | 0 | 1,500 | |
| 10-545-52010 Office Copy Supplies | 0 | 0 | 0 | 0 | 0 | 500 | |
| 10-545-52020 Data Processing Supplies | 0 | 0 | 0 | 0 | 0 | 1,250 | |
| 10-545-52100 Wearing Apparel | 0 | 0 | 0 | 0 | 0 | 75 | |
| 10-545-52370 Employee Relations Supplie | 0 | 0 | 0 | 0 | 0 | 7,000 | |
| 10-545-52420 Employee Development Suppl | 0 | 0 | 0 | 0 | 0 | 500 | |
| 10-545-53020 Consultant Services | 0 | 0 | 0 | 0 | 0 | 10,000 | |
| 10-545-53030 Legal Services | 0 | 0 | 0 | 0 | 0 | 10,000 | |
| 10-545-53040 Medical Services | 0 | 0 | 0 | 0 | 0 | 2,000 | |
| 10-545-53095 General Administration | 0 | 0 | 0 | 0 | 0 | 10,500 | |
| 10-545-53300 Dues & Subscriptions | 0 | 0 | 0 | 0 | 0 | 2,000 | |
| 10-545-53310 Travel & Training | 0 | 0 | 0 | 0 | 0 | 1,500 | |
| 10-545-53320 Newspaper Advertising | 0 | 0 | 0 | 0 | 0 | 500 | |
| 10-545-53330 Postage & Shipping | 0 | 0 | 0 | 0 | 0 | 500 | |
| 10-545-53340 Printing & Binding | 0 | 0 | 0 | 0 | 0 | 250 | |
| TOTAL OPERATIONS | 0 | 0 | 0 | 0 | 0 | 48,075 | |

545-52000 General Office Supplies

NEXT YEAR NOTES:
DESK CALENDAR, HANGING FILE FOLDERS, LABOR LAW POSTERS (CITY HALL, PLANNING, PD, BARN), LABEL MAKER REFILLS, PERSONNEL FOLDERS, MEDICAL FOLDERS, BINDERS FOR HANDBOOKS, MISC

10 -GENERAL FUND
HUMAN RESOURCES

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | SUPPLIES | | | | | | |
| 545-52020 | Data Processing Supplies | NEXT YEAR NOTES:<br>SCANNER, PRINTER, TONER | | | | | | |
| 545-52370 | Employee Relations Supplie | NEXT YEAR NOTES:<br>CHRISTMAS PARTY, RETIREMENT GIFTS, MISC EE RELATIONS | | | | | | |
| 545-53020 | Consultant Services | NEXT YEAR NOTES:<br>CPS HR CONSULTING | | | | | | |
| 545-53030 | Legal Services | NEXT YEAR NOTES:<br>HR ATTORNEY | | | | | | |
| 545-53095 | General Administration | NEXT YEAR NOTES:<br>GOVT JOBS ADVERTISING $1,100, COBRA ADMIN $1,600, EQUIFAX<br>UNEMPLOYMENT $1,600, EAP $5,000, NEW HIRE SCREENINGS $1,000,<br>SS PROGRAM $50, MISC | | | | | | |
| 545-53300 | Dues & Subscriptions | NEXT YEAR NOTES:<br>TMHRA $200, SHRM $600, PSHRA $350, ADOBE $290, ONTHECLOCK<br>$60, NOTARY, 158 | | | | | | |
| 545-53340 | Printing & Binding | NEXT YEAR NOTES:<br>BUSINESS CARDS | | | | | | |
| TOTAL HUMAN RESOURCES | | 0 | 0 | 0 | 0 | 0 | 142,243 | |

10 -GENERAL FUND
BUILDING SERVICES

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 10-550-51010 Salaries & Wages | 39,459 | 40,287 | 43,800 | 23,187 | 0 | 50,100 | |
| 10-550-51012 Overtime Pay | 0 | 0 | 0 | 0 | 0 | 1,000 | |
| 10-550-51015 Longevity Pay | 0 | 0 | 0 | 0 | 0 | 1,415 | |
| 10-550-51020 Social Security | 3,019 | 3,082 | 3,375 | 1,774 | 0 | 2,445 | |
| 10-550-51030 Retirement Contributions | 0 | 0 | 0 | 0 | 0 | 5,525 | |
| 10-550-51040 Group Insurance | 0 | 0 | 0 | 0 | 0 | 13,445 | |
| 10-550-51050 Workers' Compensation | 1,307 | 1,965 | 1,275 | 1,851 | 0 | 1,324 | |
| TOTAL PERSONNEL | 43,785 | 45,335 | 48,450 | 26,812 | 0 | 75,254 | |

550-51010 Salaries & Wages
CURRENT YEAR NOTES:
PART TIME CUSTODIAN X3 - $43,335
SALARY ADJ X3 - $450

550-51010 Salaries & Wages
NEXT YEAR NOTES:
FULL TIME CUSTODIAN X1 - $34,320
PART TIME CUSTODIAN X1 - $15,299
SALARY ADJ X2 - $475

550-51030 Retirement Contributions
NEXT YEAR NOTES:
CY 2025 - 15.10%
CY 2026 - 15.60%

550-51040 Group Insurance
NEXT YEAR NOTES:
NO PREMIUM INCREASE FY2026

550-51050 Workers' Compensation
PERMANENT NOTES:
WC CLASS CODE: 9015

550-51050 Workers' Compensation
CURRENT YEAR NOTES:
WC RATE FY25: $0.0552

550-51050 Workers' Compensation
NEXT YEAR NOTES:
WC RATE FY26: $0.0552

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 10-550-52000 General Office Supplies | 0 | 300 | 100 | 18 | 0 | 100 | |
| 10-550-52010 Office Copy Supplies | 17 | 0 | 0 | 0 | 0 | 0 | |
| 10-550-52050 Motor Fuel & Oil | 284 | 102 | 1,000 | 0 | 0 | 1,000 | |
| 10-550-52130 Food & Water Supplies | 241 | 0 | 1,260 | 0 | 0 | 2,000 | |
| 10-550-52150 Buildings & Grounds Suppli | 4,676 | 2,840 | 11,340 | 5,669 | 0 | 11,500 | |
| 10-550-52240 Chemicals | 0 | 0 | 5,000 | 0 | 0 | 5,000 | |
| 10-550-53000 Engineering Services | 0 | 0 | 56,170 | 0 | 0 | 20,000 | |
| 10-550-53005 Architectural Services | 0 | 0 | 0 | 0 | 0 | 20,000 | |
| 10-550-53010 Surveying Services | 4,088 | 0 | 0 | 0 | 0 | 0 | |
| 10-550-53200 Electricity | 11,103 | 12,579 | 14,742 | 6,777 | 0 | 20,000 | |
| 10-550-53210 Telephone | 17,274 | 25,246 | 27,402 | 24,200 | 0 | 33,000 | |
| 10-550-53220 Internet Services | 5,938 | 4,526 | 18,145 | 2,737 | 0 | 18,200 | |

10 -GENERAL FUND
BUILDING SERVICES

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| 10-550-53300 Dues & Subscriptions | 3,801 | 3,783 | 14,080 | 4,169 | 0 | 14,080 | |
| 10-550-53400 General Liability Insuranc | 70,296 | 80,931 | 99,277 | 62,367 | 0 | 102,256 | |
| 10-550-53420 Auto Liability Insurance | 29,341 | 29,649 | 33,628 | 25,240 | 0 | 37,000 | |
| 10-550-53500 Buildings & Grounds Rep/Ma | 97,966 | 59,952 | 90,300 | 49,629 | 0 | 90,000 | |
| 10-550-53520 Office Equipment Repairs/M | 0 | 0 | 500 | 0 | 0 | 500 | |
| 10-550-53540 Motor Vehicles Repairs/Mai | 146 | 231 | 1,000 | 424 | 0 | 1,000 | |
| 10-550-53920 Equipment/Vehicle Rentals( | 12,343) | ( 1,070) | 20,000 | 0 | 0 | 20,000 | |
| 10-550-53960 Copier Rental Fees | 13,596 | 25,235 | 26,000 | 17,091 | 0 | 26,780 | |
| 10-550-53970 Postage Machine Rental Fee | 1,903 | 1,903 | 2,268 | 1,427 | 0 | 2,500 | |
| 10-550-53990 Other Rentals | 276 | 294 | 350 | 0 | 0 | 500 | |
| 10-550-55700 Cash Short (Over) | ( 56) | 43 | 0 | 0 | 0 | 0 | |
| TOTAL OPERATIONS | 248,546 | 246,544 | 422,562 | 199,748 | 0 | 425,416 | |

550-52050 Motor Fuel & Oil

PERMANENT NOTES:
Fuel and oil for vehicles.

550-52130 Food & Water Supplies

PERMANENT NOTES:
Coffee and water.

550-52150 Buildings & Grounds Suppli

PERMANENT NOTES:
Mops, rags, paper towels, toilet paper, trash bags, cleaning products, etc. Imperial Dade and Uni-first suppliers.

550-52240 Chemicals

PERMANENT NOTES:
Chlorine for the city fountains. Chemicals for cleaning the exterior of the city facilities.

550-52240 Chemicals

CURRENT YEAR NOTES:
Chlorine for the city fountains. Chemicals for cleaning the exterior of the city facilities.

550-53000 Engineering Services

CURRENT YEAR NOTES:
Task Order 24-01 - Roof Replacement $42,000, Balance Remaining $31,170, plus Contingency projects $25,000 = $56,170

550-53005 Architectural Services

NEXT YEAR NOTES:
Architect - ADA City Hall and space study

550-53200 Electricity

PERMANENT NOTES:
Electricity for City Hall, lights on main street, the city barn, Levine Park and the planning building
Reliant supplier.

550-53210 Telephone

PERMANENT NOTES:
Cellular services, cloud services, Fusion, AT&T, Verizon and Mitel.

550-53220 Internet Services

PERMANENT NOTES:
Internet service provided by AT&T and Newwave.

10 -GENERAL FUND
BUILDING SERVICES

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | Increased budget by $900.00 | | | | | | |
| 550-53300 | Dues & Subscriptions | PERMANENT NOTES:<br>Time clock, On the clock and Blackboard subscriptions | | | | | | |
| 550-53300 | Dues & Subscriptions | CURRENT YEAR NOTES:<br>NEW: Air Conditioner Maintenance & Discount Service Plans:<br>Liedertafel ($729.97 x 4) $2,920<br>Planning Building ($554.98 x 4) $2,220 (Funded 50% by Public Works, $1,110 and 50% by General Fund, $1,110)<br>W. E. Hill Community Center ($729.97 x 4) $2,920<br>City Hall ($379.99 x 4) $1,520 (Funded 50% by Public Works, $760 and 50% by General Fund, $760)<br>B&PW Pavilion ($205 x 4) $820.00<br>Public Works Barn ($379.99 x 4) $1,520 (Funded 100% by Public Works)<br>Total: $11,920 ($8,530 - General Fund & $3,390 - Public Works) | | | | | | |
| 550-53400 | General Liability Insuranc | PERMANENT NOTES:<br>CNA surety, bond policy, insurance premiums and Texas municipal league In. | | | | | | |
| 550-53400 | General Liability Insuranc | NEXT YEAR NOTES:<br>TMLIRP $80,650, CNA $1,806, RAILROAD PROTECTIVE LIABILITY INSURANCE $3,114 | | | | | | |
| 550-53420 | Auto Liability Insurance | PERMANENT NOTES:<br>Insurance premiums and Texas municipal league In. | | | | | | |
| 550-53420 | Auto Liability Insurance | NEXT YEAR NOTES:<br>TMLIRP $35,850 | | | | | | |
| 550-53500 | Buildings & Grounds Rep/Ma | PERMANENT NOTES:<br>Alarm monitoring, condra communications, rodent killer, cleaning council table clothes, janitorial supplies, HVAC temp gun, dispensers, gulf coast paper inc., restroom repairs, pest control Pro-Pest, A/C Repairs, EB Air, air filters, American over head door, Sloan valve, Water pump for fountain, plug for city hall, mulch, AED battery Packs. ETC. | | | | | | |
| 550-53500 | Buildings & Grounds Rep/Ma | CURRENT YEAR NOTES:<br>Fence and road for Limb pile Site<br>Carpet and Paint for Municipal Court offices | | | | | | |
| 550-53540 | Motor Vehicles Repairs/Mai | PERMANENT NOTES:<br>Inspection and registration renewal, windshield replacement, batteries and other maintenance. | | | | | | |

10 -GENERAL FUND
BUILDING SERVICES

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 550-53920 | Equipment/Vehicle Rentals | PERMANENT NOTES: Enterprise lease payments & equipment rentals | | | | | | |
| 550-53920 | Equipment/Vehicle Rentals | CURRENT YEAR NOTES: 2 | | | | | | |
| 550-53960 | Copier Rental Fees | PERMANENT NOTES: Black/White and color copies, copier lease payment, contract payment and UBEO of east Texas corporation. Increased budget by $1500.00 due to inflation. Went over budget. | | | | | | |
| 550-53970 | Postage Machine Rental Fee | PERMANENT NOTES: Lease payment Pitney bowes. | | | | | | |
| 550-53990 | Other Rentals | PERMANENT NOTES: P.O. box rent. | | | | | | |
| CAPITAL OUTLAY | | | | | | | | |
| 10-550-56020 | Building Improvements | 0 | 38,665 | 186,528 | 64,106 | 0 | 200,000 | |
| 10-550-56070 | Furniture & Fixtures | 0 | 0 | 5,000 | 0 | 0 | 5,000 | |
| TOTAL CAPITAL OUTLAY | | 0 | 38,665 | 191,528 | 64,106 | 0 | 205,000 | |
| 550-56020 | Building Improvements | CURRENT YEAR NOTES: THIS INCLUDES CITY COUNCIL'S PRIORITY REQUESTS FOR DEFERRED MAINT FUND ALLOCATION. Roof replacement City Hall/Planning Building $207,000, (60% General Fund $124,200 and 40% Enterprise Fund $82,800, split between Water and Sewer. Plus engineering $42,000 (Allocations in the Engineering Line Item of Building Services) A/C repair and humidity-related repairs at PD $31,328.25 A/C replacement at Barn $30,000 (to be funded by Enterprise Funds) Liedertafel doors and kitchen Paid by EDC ($31,000) =$186,528.25 The following deferred maint projects are NOT INCLUDED in this budget: Security System @ Hill Community Center A/C @ Irene LeBlanc Splash Pad facility for rental rooms, repairs on concession. ADA bathroom remodel @ City Hall ADA Bathroom remodel @ Hill Community Center pending EDC approval for funding. Generator @ CH for operating & communication systems power outage backup. will need to apply for grant opportunities, but transfer switches will work with portable generators in the meantime until permanent generator is installed. Security System for Barn Location | | | | | | |

10 -GENERAL FUND
BUILDING SERVICES

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | Mini Split A/C system for the Mayor's office. | | | | | | |
| 550-56020 | Building Improvements | NEXT YEAR NOTES:<br>Repair work at Police Department related to humidity issues $100,000<br>ADA City Hall $100,000<br>W. E. Hill Community Center ADA architecture costs ($35K) and improvements ($70K) will be paid directly by EDC<br>Liedertafel Improvements will be funded directly by EDC and/or HOT Funds. | | | | | | |
| 550-56070 | Furniture & Fixtures | CURRENT YEAR NOTES:<br>Marquee Notice Posting Sign for City Hall | | | | | | |
| TOTAL BUILDING SERVICES | | 292,331 | 330,544 | 662,540 | 290,666 | 0 | 705,670 | |

10 -GENERAL FUND
INFO TECHNOLOGY SERVICES

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 10-560-52020 Data Processing Supplies | 325 | 0 | 0 | 0 | 0 | 0 | |
| 10-560-53090 Contract Labor | 69,963 | 83,550 | 85,663 | 58,967 | 0 | 103,188 | |
| 10-560-53250 Website Design & Update | 2,200 | 2,200 | 2,300 | 0 | 0 | 7,200 | |
| 10-560-53300 Dues & Subscriptions | 4,591 | 30,556 | 28,472 | 13,942 | 0 | 24,140 | |
| 10-560-53380 Data Disaster Recovery Ser | 0 | 72,739 | 55,519 | 37,066 | 0 | 53,208 | |
| 10-560-53520 Office Equipment Repairs/M | 0 | 15,549 | 1,000 | 511 | 0 | 1,500 | |
| 10-560-53660 Software Maintenance | 27,562 | 44,287 | 113,000 | 66,000 | 0 | 71,078 | |
| 10-560-54410 Software License Fees | 1,195 | 9,981 | 8,000 | 0 | 0 | 76,000 | |
| TOTAL OPERATIONS | 105,837 | 258,863 | 293,954 | 176,486 | 0 | 336,314 | |

560-52020 Data Processing Supplies
PERMANENT NOTES:
Includes items such as personal computers and peripherals, printers, printer toner/ink, disks, low-dollar software programs and applications, etc.

560-53090 Contract Labor
NEXT YEAR NOTES:
Priority Managed Services $3,106/mo, Sentinel Threat Protection & Support $1,143/mo, ProofPoint Email Filtering $500/mo, Blue Iron Block Hours ~120 hours @ $135, Move Equipment from Hill Center $30,000 (est. awaiting final quote)

560-53250 Website Design & Update
NEXT YEAR NOTES:
Annual Revize Tech Support $2,200, Revize $5,000 (est. 5 year agreement exp. July 2025, awaiting response from Revize)

560-53300 Dues & Subscriptions
CURRENT YEAR NOTES:
TMLIRP CYBERPLUS $1,250, CANVA $150, PRIME $500

560-53300 Dues & Subscriptions
NEXT YEAR NOTES:
Rocket Cyber Managed Security $860/mo, Microsoft 365 $10,200 (Incldues upgrades to 35 G1 licenes & 10 G3 licenses - added access to Teams, ShareFile, various Microsft apps), TMLIRP Cyberplus $1,850, Canva $300, Prime $500, Addl Adobe Licenses $580, Domain $390

560-53380 Data Disaster Recovery Ser
PERMANENT NOTES:
Fee to backup the City's INCODE data offsite to minimize delays in providing services during natural disaster events

560-53380 Data Disaster Recovery Ser
NEXT YEAR NOTES:
Datto SAAS $290/mo, PD Offsite Replication $2,073/mo, DCDR-5 Continuity & Disaster Recovery $1,671/mo, Appassure Replay Windows Servers $400/mo

560-53520 Office Equipment Repairs/M
NEXT YEAR NOTES:

10 -GENERAL FUND
INFO TECHNOLOGY SERVICES

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | Battery Backup Replacements, Cables, Etc. | | | | | | | |
| 560-53660 | Software Maintenance | CURRENT YEAR NOTES:<br>ERP Pro 9 (Incode) - Core Financials: $11,426, Fixed Assets: $1,167, Positive Pay: $1,542, Project Accounting: $3,113, Purchase Orders: $3,608, HR Base Pkg: $6,365, Payroll: $4,668, Electronic Time Clock Interface: $1,403, System Software Non SQL: $4,144, AR: $1,906, Utility Billing Water/Gas: $8,401, Utility Meter-Reader Interface: $1,697, Addl Utilty Meter-Reader Interface: $1,350, Cashering: $2,971, Forms Overlay: $1,274, Call Center: $2,549, Building Projects: $2,547 (Incode - $92,000.00)<br>Laserfische - $12,000.00<br>Executime - $9,000.00 | | | | | | |
| 560-53660 | Software Maintenance | NEXT YEAR NOTES:<br>ERP Pro 9 (Incode) - Core Financials $11,426, Fixed Assets $1,167, Positive Pay $1,542, Project Accoutning $3,113, Purchase Orders $3,608, HR Base Package $6,365, Payroll $4,668, Electronic Time Clock Interface $1,403, System Software Non SQL Maintenance $4,114, AR $1,906, Utility Billing Water/Gas $8,401, Utility Meter-Reader Interface $1,697, Additional Utilty Meter-Reader Interface $1,350, Cashiering $2,971, Forms Overlay $1,274, Call Center $2,549, Building Projects $2,547, PCI Service Fees $720, Utility Access $1,150, ERP Pro Document Management $265, Technical Services $5,981, Tyler U $1,851, Easy Pay Online (Quarterly Billing) $1,100 | | | | | | |
| 560-54410 | Software License Fees | NEXT YEAR NOTES:<br>Lserfiche $12,000, Time Keeping Software $9,000, PD Nutanix Renewal $27,500, City Hall Nutanix Renewal $27,500 | | | | | | |
| CAPITAL OUTLAY | | | | | | | | |
| 10-560-56115 | Computer Equipment | 93,037 | 0 | 0 | 0 | 0 | 61,600 | |
| TOTAL CAPITAL OUTLAY | | 93,037 | 0 | 0 | 0 | 0 | 61,600 | |
| 560-56115 | Computer Equipment | NEXT YEAR NOTES:<br>Full Hardware Replacement - 17 units & 7 laptops for council , RAM Upgrade Only - 30 units, RAM & Disk Space Upgrade - 9 units, Docking Stations - 11 units (3 Patrol, 4 Sergeant, 2 CID, 2 PD Admin) | | | | | | |
| TOTAL INFO TECHNOLOGY SERVICES | | 198,875 | 258,863 | 293,954 | 176,486 | 0 | 397,914 | |

10 -GENERAL FUND
STREETS

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 10-575-51010 Salaries & Wages | 178,711 | 162,955 | 192,360 | 134,613 | 0 | 193,775 | |
| 10-575-51011 PTO Liability | 0 | 0 | 11,605 | 0 | 0 | 0 | |
| 10-575-51012 Overtime Pay | 4,488 | 3,883 | 3,500 | 4,427 | 0 | 6,000 | |
| 10-575-51015 Longevity Pay | 4,794 | 2,704 | 3,075 | 2,255 | 0 | 3,350 | |
| 10-575-51020 Social Security | 13,970 | 12,573 | 15,220 | 10,418 | 0 | 15,540 | |
| 10-575-51030 Retirement Contributions | 22,046 | 26,693 | 29,525 | 18,566 | 0 | 31,450 | |
| 10-575-51040 Group Insurance | 54,348 | 41,861 | 54,415 | 35,744 | 0 | 52,990 | |
| 10-575-51050 Workers' Compensation | 13,065 | 8,371 | 11,850 | 9,049 | 0 | 12,512 | |
| TOTAL PERSONNEL | 291,421 | 259,040 | 321,550 | 215,072 | 0 | 315,617 | |

575-51010 Salaries & Wages

CURRENT YEAR NOTES:
PARKS/STREETS/BLDG/DRNG SUPERINTENDENT (50%)- $38,616
ADMINSITRATIVE ASSISTANT II (50%)- $20,800
UTILITY IV (50%)- $26,250
UTILITY III X2 (50%)- $51,304
UTILITY I X3 (50%)- $55,505
SALARY ADJ X8 (50%)- $1300

575-51010 Salaries & Wages

NEXT YEAR NOTES:
PARKS/STREETS/BLDG/DRNG SUPERINTENDENT (50%)- $38,616
ADMINSITRATIVE ASSISTANT II (50%)- $20,800
UTILITY IV (50%)- $26,250
UTILITY III X2 (50%)- $51,304
UTILITY I X3 (50%)- $55,505
SALARY ADJ X8 (50%)- $1300

575-51011 PTO Liability

CURRENT YEAR NOTES:
PTO LIABILITY PAYOUT - INCLUDES SS, MED, & TMRS - HOLIDAY (0H), VACATION (86.13H), SICK (243.72H), COMP TIME (57.44H)

575-51030 Retirement Contributions

CURRENT YEAR NOTES:
CY 2024 - 13.96%
CY 2025 - 15.10%

575-51030 Retirement Contributions

NEXT YEAR NOTES:
CY 2025 - 15.10%
CY 2026 - 15.60%

575-51040 Group Insurance

PERMANENT NOTES:
City pays 100% of employee medical, dental, and life insurance; 60% of dependent medical and dental. Employees are responsible for vision, additional life or any other benefit costs.

575-51040 Group Insurance

CURRENT YEAR NOTES:
BUDGET FOR 10% INCREASE

10 -GENERAL FUND
STREETS

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 575-51040 | Group Insurance | NEXT YEAR NOTES: NO PREMIUM INCREASE FY2026 | | | | | | |
| 575-51050 | Workers' Compensation | PERMANENT NOTES: WC CLASS CODE: 9402 | | | | | | |
| 575-51050 | Workers' Compensation | CURRENT YEAR NOTES: WC RATE FY25: $0.1134 | | | | | | |
| 575-51050 | Workers' Compensation | NEXT YEAR NOTES: WC RATE FY26: $0.1021 | | | | | | |
| OPERATIONS | | | | | | | | |
| 10-575-52000 | General Office Supplies | 211 | 260 | 220 | 174 | 0 | 250 | |
| 10-575-52010 | Office Copy Supplies | 381 | 60 | 220 | 19 | 0 | 250 | |
| 10-575-52020 | Data Processing Supplies | 0 | 288 | 500 | 42 | 0 | 500 | |
| 10-575-52040 | Medical/First Aid Supplies | 0 | 0 | 110 | 0 | 0 | 500 | |
| 10-575-52050 | Motor Fuel & Oil | 18,481 | 23,365 | 26,250 | 11,639 | 0 | 27,000 | |
| 10-575-52130 | Food & Water Supplies | 301 | 607 | 368 | 221 | 0 | 2,000 | |
| 10-575-52140 | Traffic Signs & Markers | 4,863 | 13,343 | 21,000 | 50,385 | 0 | 35,000 | |
| 10-575-52150 | Buildings & Grounds Suppli | 2,601 | 526 | 5,250 | 780 | 0 | 5,000 | |
| 10-575-52160 | Christmas Decorating Suppl | 2,616 | 5,767 | 7,000 | 3,983 | 0 | 10,000 | |
| 10-575-52240 | Chemicals | 2,148 | 864 | 3,000 | 558 | 0 | 3,000 | |
| 10-575-52280 | Motor Vehicle Supplies | 2,478 | 511 | 525 | 1,273 | 0 | 600 | |
| 10-575-52300 | Traffic Signal Supplies | 0 | 0 | 0 | 26 | 0 | 0 | |
| 10-575-52320 | Minor Tools & Equipment | 2,839 | 4,814 | 4,000 | 4,551 | 0 | 4,000 | |
| 10-575-52330 | Safety Equipment | 3,187 | 3,380 | 4,725 | 1,841 | 0 | 4,750 | |
| 10-575-53000 | Engineering Services | 0 | 3,218 | 0 | 11,116 | 0 | 0 | |
| 10-575-53055 | Grant Administration | 6,300 | 0 | 0 | 0 | 0 | 0 | |
| 10-575-53090 | Contract Labor | 0 | 0 | 0 | 25,876 | 0 | 0 | |
| 10-575-53170 | Mosquito Control | 9,394 | 6,039 | 20,000 | 2,944 | 0 | 20,000 | |
| 10-575-53200 | Electricity | 66,530 | 99,944 | 76,000 | 78,090 | 0 | 110,000 | |
| 10-575-53210 | Telephone | 1,158 | 1,158 | 1,155 | 827 | 0 | 1,200 | |
| 10-575-53300 | Dues & Subscriptions | 229 | 248 | 368 | 86 | 0 | 400 | |
| 10-575-53310 | Travel & Training | 400 | 211 | 525 | 164 | 0 | 1,000 | |
| 10-575-53340 | Printing & Binding | 37 | 0 | 100 | 0 | 0 | 100 | |
| 10-575-53500 | Buildings & Grounds Rep/Ma | 2,975 | 90 | 3,675 | 228 | 0 | 3,700 | |
| 10-575-53540 | Motor Vehicles Repairs/Mai | 1,851 | 1,372 | 3,675 | 3,708 | 0 | 7,000 | |
| 10-575-53560 | Heavy Equipment Repairs/Ma | 24,855 | 63,217 | 42,000 | 22,220 | 0 | 42,000 | |
| 10-575-53600 | Street & Alley Repairs & M | 81,556 | 14,493 | 52,500 | 21,171 | 0 | 150,000 | |
| 10-575-53900 | Building & Land Rentals | 600 | 0 | 5,250 | 0 | 0 | 10,135 | |
| 10-575-53920 | Equipment/Vehicle Rentals | 2,770 | 11,695 | 36,750 | 22,340 | 0 | 36,750 | |
| 10-575-53940 | Uniform Rentals | 1,762 | 1,886 | 2,205 | 1,846 | 0 | 2,500 | |
| TOTAL OPERATIONS | | 240,524 | 257,355 | 317,371 | 266,110 | 0 | 477,635 | |
| 575-52000 | General Office Supplies | PERMANENT NOTES: Pens, pencils, clip boards, etc. Not business cards | | | | | | |
| 575-52010 | Office Copy Supplies | PERMANENT NOTES: copy paper | | | | | | |

10 -GENERAL FUND
STREETS

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 575-52040 | Medical/First Aid Supplies | PERMANENT NOTES: Includes medical and first aid supplies for minor injuries such as bandage, dressing, gauzes antiseptic wipes, gloves, splint and tourniquets. | | | | | | |
| 575-52050 | Motor Fuel & Oil | PERMANENT NOTES: Diesel used for generators, tractors, and lawn mowers. Gasoline used for vehicles and small engines such as pumps, chop saw, and weed eaters. | | | | | | |
| 575-52130 | Food & Water Supplies | PERMANENT NOTES: Includes drinks for employees such as Gatorade, water, coffee, electrolytes freeze pops. | | | | | | |
| 575-52140 | Traffic Signs & Markers | PERMANENT NOTES: Quite Zone, traffic signs, cones, road paint, & striping. Quiet zone repairs are approx. $4,000.00 each repair on each device. | | | | | | |
| 575-52140 | Traffic Signs & Markers | NEXT YEAR NOTES: Department Head requested $30,000 - Added $5,000 for the cost of Wayfinding Signs that do not promote tourism and cannot be funded with HOT Funds. The reimbursement for the Wayfinding sign cost of $5K from EDC is included in Contributions from Component in Revenue Line Item | | | | | | |
| 575-52150 | Buildings & Grounds Suppli | PERMANENT NOTES: Includes items such as: key copies, light bulbs, paint brushes, paint, tape, and 1/5 of the charge for cylinder rental used for welding such as argon and oxygen. | | | | | | |
| 575-52160 | Christmas Decorating Suppl | PERMANENT NOTES: Christmas lights on telephone poles, extension cords, barricade string for cones, orange and pink tape/string, anything for christmas decorations. | | | | | | |
| 575-52240 | Chemicals | PERMANENT NOTES: Includes pesticides & herbicides to maintain the downtown area, spray ditches, alleys, sides of roads, & curbs. | | | | | | |
| 575-52280 | Motor Vehicle Supplies | PERMANENT NOTES: Includes ratchet straps,chains,couplers,etc. | | | | | | |
| 575-52320 | Minor Tools & Equipment | PERMANENT NOTES: Includes hand tools,small power tools, camera for limb pickup, 12 volt sprayer, hand pump sprayer, patching equipment, etc. | | | | | | |
| 575-52330 | Safety Equipment | PERMANENT NOTES: Includes safety vests,cones,barricades,flares, rubber | | | | | | |

10 -GENERAL FUND
STREETS

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | boots, f-rock for ice on roadway, etc. | | | | | | |
| 575-53170 | Mosquito Control | PERMANENT NOTES:<br>at times we spray twice a month | | | | | | |
| 575-53200 | Electricity | PERMANENT NOTES:<br>Street lights in town & on I-10 & christmas lights | | | | | | |
| 575-53210 | Telephone | PERMANENT NOTES:<br>Cellular Service | | | | | | |
| 575-53300 | Dues & Subscriptions | PERMANENT NOTES:<br>Sundial monthly subscription | | | | | | |
| 575-53310 | Travel & Training | PERMANENT NOTES:<br>Includes CEU's,compliance courses,seminars,etc. | | | | | | |
| 575-53340 | Printing & Binding | PERMANENT NOTES:<br>Business cards | | | | | | |
| 575-53500 | Buildings & Grounds Rep/Ma | PERMANENT NOTES:<br>Includes items for maintenance of quiet zone gates,keys,haz mat clean ups, downtown fountain, etc. | | | | | | |
| 575-53540 | Motor Vehicles Repairs/Mai | PERMANENT NOTES:<br>Includes state inspections, oil changes,etc. | | | | | | |
| 575-53560 | Heavy Equipment Repairs/Ma | PERMANENT NOTES:<br>Anything heavy equpiment related | | | | | | |
| 575-53600 | Street & Alley Repairs & M | PERMANENT NOTES:<br>includes culverts, limestone, ashpalt, stablizer concrete etc. | | | | | | |
| 575-53600 | Street & Alley Repairs & M | CURRENT YEAR NOTES:<br>FENCE AND ROAD AT LIMB PILE - 10K<br>FILL DIRT FOR WEEPING WILLOW RD - 20K<br>Road cut patches, ect - 20K | | | | | | |
| 575-53900 | Building & Land Rentals | NEXT YEAR NOTES:<br>Department Head requested $5,500, plus BNSF lease agreement for downtown parking lot of $4,635- this cost will be reimbursed by EDC in contributions to primary revenue line item. TOTAL $10,135 | | | | | | |
| 575-53920 | Equipment/Vehicle Rentals | PERMANENT NOTES:<br>Enterprise lease rentals | | | | | | |

10 -GENERAL FUND
STREETS

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 10-575-56020 Building Improvements | 0 | 0 | 5,250 | 0 | 0 | 5,250 | |
| 10-575-56030 Street Paving Improvements | 0 | 288,738 | 0 | 0 | 0 | 0 | |
| 10-575-56035 Streetscape Improvements | 0 | 0 | 52,500 | 0 | 0 | 25,000 | |
| 10-575-56040 Drainage Improvements | 0 | 0 | 50,000 | 0 | 0 | 50,000 | |
| 10-575-56100 Special Equipment | 0 | 0 | 105,000 | 0 | 0 | 250,000 | |
| 10-575-56900 Grant Administration | 0 | 12,600 | 0 | 0 | 0 | 0 | |
| 10-575-56995 Engineering Services | 51,423 | 16,500 | 31,500 | 0 | 0 | 50,000 | |
| TOTAL CAPITAL OUTLAY | 51,423 | 317,838 | 244,250 | 0 | 0 | 380,250 | |

575-56030 Street Paving Improvements
PERMANENT NOTES:
Street improvements

575-56040 Drainage Improvements
PERMANENT NOTES:
Mulching and disposing of the limb pile.

575-56040 Drainage Improvements
CURRENT YEAR NOTES:
Mulching and disposing of the limb pile.

575-56100 Special Equipment
CURRENT YEAR NOTES:
John Deere 333P skid steer for the Streets Dept.

575-56100 Special Equipment
NEXT YEAR NOTES:
Street sweeper $250,000 (trade current one in)

575-56995 Engineering Services
NEXT YEAR NOTES:
Engineering for alley repairs in Downtown District

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TOTAL STREETS | 583,367 | 834,234 | 883,171 | 481,182 | 0 | 1,173,502 | |

10 -GENERAL FUND
PARKS & RECREATION

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 10-580-51010 Salaries & Wages | 117,605 | 172,023 | 192,360 | 135,864 | 0 | 193,775 | |
| 10-580-51011 PTO Liability | 0 | 0 | 11,605 | 0 | 0 | 0 | |
| 10-580-51012 Overtime Pay | 686 | 4,578 | 3,500 | 4,427 | 0 | 6,000 | |
| 10-580-51015 Longevity Pay | 1,269 | 2,704 | 3,075 | 2,255 | 0 | 3,350 | |
| 10-580-51020 Social Security | 9,431 | 13,317 | 15,220 | 10,513 | 0 | 15,540 | |
| 10-580-51030 Retirement Contributions | 15,512 | 26,574 | 29,525 | 18,450 | 0 | 31,450 | |
| 10-580-51040 Group Insurance | 28,681 | 42,280 | 54,415 | 35,265 | 0 | 52,990 | |
| 10-580-51050 Workers' Compensation | 751 | 1,975 | 2,850 | 1,433 | 0 | 2,970 | |
| TOTAL PERSONNEL | 173,935 | 263,451 | 312,550 | 208,207 | 0 | 306,075 | |

580-51010 Salaries & Wages

CURRENT YEAR NOTES:
PARKS/STREETS/BLDG/DRNG SUPERINTENDENT (50%)- $38,616
ADMINSITRATIVE ASSISTANT II (50%)- $20,800
UTILITY IV (50%)- $26,250
UTILITY III X2 (50%)- $51,314
UTILITY I X3 (50%)- $54,080
SALARY ADJ X8 (50%)- $1,300

580-51010 Salaries & Wages

NEXT YEAR NOTES:
PARKS/STREETS/BLDG/DRNG SUPERINTENDENT (50%)- $38,616
ADMINSITRATIVE ASSISTANT II (50%)- $20,800
UTILITY IV (50%)- $26,250
UTILITY III X2 (50%)- $51,304
UTILITY I X3 (50%)- $55,505
SALARY ADJ X8 (50%)- $1300

580-51011 PTO Liability

CURRENT YEAR NOTES:
PTO LIABILITY PAYOUT - INCLUDES SS, MED, & TMRS - HOLIDAY (0H), VACATION (86.13H), SICK (243.72H), COMP TIME (57.44H)

580-51030 Retirement Contributions

CURRENT YEAR NOTES:
CY 2024 - 13.96%
CY 2025 - 15.10%

580-51030 Retirement Contributions

NEXT YEAR NOTES:
CY 2025 - 15.10%
CY 2026 - 15.60%

580-51040 Group Insurance

PERMANENT NOTES:
City pays 100% of employee medical, dental, and life insurance; 60% of dependent medical and dental. Employees are responsible for vision, additional life or any other benefit costs.

580-51040 Group Insurance

CURRENT YEAR NOTES:
BUDGET FOR 10% INCREASE

10 -GENERAL FUND
PARKS & RECREATION

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 580-51040 | Group Insurance | NEXT YEAR NOTES:<br>NO PREMIUM INCREASE FY2026 | | | | | | |
| 580-51050 | Workers' Compensation | PERMANENT NOTES:<br>WC CLASS CODE: 9102<br>WC CLASS CODE: 8810 | | | | | | |
| 580-51050 | Workers' Compensation | CURRENT YEAR NOTES:<br>WC RATE FY25 (9102): $0.0342<br>WC RATE FY25 (8810): $0.0041 | | | | | | |
| 580-51050 | Workers' Compensation | NEXT YEAR NOTES:<br>WC RATE FY26 (9102): $0.0342<br>WC RATE FY26 (8810): $0.0041 | | | | | | |
| OPERATIONS | | | | | | | | |
| 10-580-52000 | General Office Supplies | 120 | 225 | 150 | 57 | 0 | 200 | |
| 10-580-52010 | Office Copy Supplies | 190 | 415 | 200 | 147 | 0 | 250 | |
| 10-580-52040 | Medical/First Aid Supplies | 0 | 0 | 170 | 0 | 0 | 500 | |
| 10-580-52050 | Motor Fuel & Oil | 10,350 | 9,327 | 9,080 | 5,456 | 0 | 9,000 | |
| 10-580-52060 | Janitorial Supplies | 3,913 | 4,979 | 5,250 | 3,400 | 0 | 5,250 | |
| 10-580-52100 | Wearing Apparel | 168 | 126 | 265 | 383 | 0 | 500 | |
| 10-580-52130 | Food & Water Supplies | 295 | 335 | 370 | 779 | 0 | 2,000 | |
| 10-580-52150 | Buildings & Grounds Suppli | 5,956 | 1,818 | 10,500 | 18,600 | 0 | 13,650 | |
| 10-580-52240 | Chemicals | 2,234 | 1,279 | 3,150 | 501 | 0 | 3,150 | |
| 10-580-52280 | Motor Vehicle Supplies | 5,435 | 60 | 570 | 473 | 0 | 600 | |
| 10-580-52320 | Minor Tools & Equipment | 1,785 | 5,592 | 3,200 | 2,804 | 0 | 3,200 | |
| 10-580-52330 | Safety Equipment | 415 | 684 | 525 | 802 | 0 | 975 | |
| 10-580-52380 | Master Gardener Pgm Suppli | 0 | 0 | 0 | 60 | 0 | 0 | |
| 10-580-53000 | Engineering Services | 0 | 49,296 | 0 | 8,960 | 0 | 0 | |
| 10-580-53020 | Consultant Services | 0 | 4,345 | 0 | 0 | 0 | 0 | |
| 10-580-53090 | Contract Labor | 4,250 | 7,578 | 7,500 | 7,500 | 0 | 10,000 | |
| 10-580-53110 | Janitorial Services | 0 | 0 | 3,150 | 0 | 0 | 3,150 | |
| 10-580-53200 | Electricity | 46,791 | 34,754 | 60,000 | 40,115 | 0 | 63,000 | |
| 10-580-53210 | Telephone | 3,071 | 3,182 | 4,200 | 2,622 | 0 | 4,200 | |
| 10-580-53220 | Internet Services | 797 | 1,798 | 250 | 1,333 | 0 | 2,000 | |
| 10-580-53300 | Dues & Subscriptions | 51 | 208 | 200 | 86 | 0 | 200 | |
| 10-580-53310 | Travel & Training | 97 | 992 | 300 | 0 | 0 | 1,000 | |
| 10-580-53330 | Postage & Shipping | 0 | 0 | 50 | 0 | 0 | 50 | |
| 10-580-53340 | Printing & Binding | 0 | 31 | 50 | 31 | 0 | 50 | |
| 10-580-53500 | Buildings & Grounds Rep/Ma | 16,278 | 27,596 | 42,000 | 22,525 | 0 | 52,000 | |
| 10-580-53540 | Motor Vehicles Repairs/Mai | 1,686 | 853 | 2,625 | 757 | 0 | 2,625 | |
| 10-580-53560 | Heavy Equipment Repairs/Ma | 3,308 | 15,070 | 11,000 | 4,807 | 0 | 11,000 | |
| 10-580-53900 | Building & Land Rentals | 1,656 | 6,189 | 1,900 | ( 2,777) | 0 | 3,600 | |
| 10-580-53920 | Equipment/Vehicle Rentals | 738 | 2,989 | 18,581 | 10,163 | 0 | 18,581 | |
| 10-580-53940 | Uniform Rentals | 1,768 | 2,063 | 2,100 | 1,654 | 0 | 2,200 | |
| TOTAL OPERATIONS | | 111,349 | 181,785 | 187,336 | 131,238 | 0 | 212,931 | |
| 580-52000 | General Office Supplies | PERMANENT NOTES:<br>Quill purchaces Includes pens,pencils,paper clips,clip | | | | | | |

10 -GENERAL FUND
PARKS & RECREATION

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | boards etc. | | | | | | |
| 580-52010 | Office Copy Supplies | PERMANENT NOTES:<br>copy paper | | | | | | |
| 580-52040 | Medical/First Aid Supplies | PERMANENT NOTES:<br>Need updated First Aid equipment. | | | | | | |
| 580-52050 | Motor Fuel & Oil | PERMANENT NOTES:<br>Fuel for mowers, trucks and equipment. | | | | | | |
| 580-52060 | Janitorial Supplies | PERMANENT NOTES:<br>Includes the Hill Center cleaners,mops,rags,paper towels,etc. | | | | | | |
| 580-52100 | Wearing Apparel | PERMANENT NOTES:<br>Shirt embroidery from Wittenburg printing | | | | | | |
| 580-52130 | Food & Water Supplies | PERMANENT NOTES:<br>Coffee supplies and bottled water. | | | | | | |
| 580-52150 | Buildings & Grounds Suppli | PERMANENT NOTES:<br>Christmas lights and supplies, Alarm monitoring at the Irene LeBlanc splash pad, paint brushes, zip ties, locks, cylinder rentals from linde gas and equip. Pro-Pest rodent boxes. | | | | | | |
| 580-52240 | Chemicals | PERMANENT NOTES:<br>Includes, insecticides, herbicides, ant poison, etc. | | | | | | |
| 580-52280 | Motor Vehicle Supplies | PERMANENT NOTES:<br>Includes items kept on service trucks, car wash, shop towel, hand cleaner etc. | | | | | | |
| 580-52320 | Minor Tools & Equipment | PERMANENT NOTES:<br>Includes trash grabbers, edger blades, weed eater string, edgers, blowers, weed eaters, hand tools, power tools and equipment.<br>Increased budget by $500.00 due to inflation. | | | | | | |
| 580-52330 | Safety Equipment | PERMANENT NOTES:<br>Includes first aid kits, safety vests, glasses, gloves, hard hats, etc. | | | | | | |
| 580-52380 | Master Gardener Pgm Suppli | PERMANENT NOTES:<br>includes flower bed supplies and plants | | | | | | |
| 580-53090 | Contract Labor | PERMANENT NOTES:<br>Contract labor for Christmas lights at Levine Park.<br>Increased budget by $2500 due to increased labor cost. | | | | | | |

10 -GENERAL FUND
PARKS & RECREATION

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 580-53090 | Contract Labor | NEXT YEAR NOTES:<br>$10,000 for Christmas lights installation | | | | | | |
| 580-53110 | Janitorial Services | PERMANENT NOTES:<br>Contracted services for major cleanup. | | | | | | |
| 580-53200 | Electricity | PERMANENT NOTES:<br>Includes Hill Center, and all city parks.<br>Does not include historical locations. | | | | | | |
| 580-53210 | Telephone | PERMANENT NOTES:<br>Includes phone service at parks and cell phones, cellular services, cloud services, security systems from Verizon, Fusion, AT&T, Centurion and AMCO. | | | | | | |
| 580-53270 | GPS Service Fees | PERMANENT NOTES:<br>2 trucks with GPS | | | | | | |
| 580-53310 | Travel & Training | PERMANENT NOTES:<br>Training for proper building and turf maintenance and pool certification. | | | | | | |
| 580-53340 | Printing & Binding | PERMANENT NOTES:<br>Business cards. | | | | | | |
| 580-53500 | Buildings & Grounds Rep/Ma | PERMANENT NOTES:<br>Includes Hill Center repairs, Repairs for facilities, graffiti removal, replacement parts, electrical issues etc. | | | | | | |
| 580-53500 | Buildings & Grounds Rep/Ma | NEXT YEAR NOTES:<br>Relay of bricks at Liedertafel $10,000 | | | | | | |
| 580-53540 | Motor Vehicles Repairs/Mai | PERMANENT NOTES:<br>Includes repairs to aging service trucks, oil Changes, inspections, etc. | | | | | | |
| 580-53560 | Heavy Equipment Repairs/Ma | PERMANENT NOTES:<br>Includes repairs to mowers and other equipment used by the parks department.<br>Including mower blade replacement, oil changes and other maintenance.<br>Increased budget to 11,000 as our equipment is getting older and requiring more attention. | | | | | | |
| 580-53900 | Building & Land Rentals | PERMANENT NOTES:<br>Property lease from the Union Pacific RailRoad for Scranton Park lease - lease increases by CPI % each year. | | | | | | |
| 580-53920 | Equipment/Vehicle Rentals | PERMANENT NOTES:<br>Enterprise lease vehicles. | | | | | | |

10 -GENERAL FUND
PARKS & RECREATION

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 580-53940 | Uniform Rentals | PERMANENT NOTES:<br>Unifirst uniform rentals and wet/dust mops. | | | | | | |
| CAPITAL OUTLAY | | | | | | | | |
| 10-580-56020 | Building Improvements | 0 | 0 | 10,500 | 0 | 0 | 0 | |
| 10-580-56050 | Park Improvements | 0 | 259,340 | 103,000 | 94,769 | 0 | 262,500 | |
| 10-580-56100 | Special Equipment | 18,056 | 0 | 29,000 | 23,654 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | | 18,056 | 259,340 | 142,500 | 118,423 | 0 | 262,500 | |
| 580-56020 | Building Improvements | PERMANENT NOTES:<br>maintain floors in halls and ect<br>and add on to the barn both are much needed | | | | | | |
| 580-56050 | Park Improvements | PERMANENT NOTES:<br>Walking trail at B&PW | | | | | | |
| 580-56050 | Park Improvements | CURRENT YEAR NOTES:<br>Irene LeBlanc Splash Pad project $74,000<br>($74,000 Contribution from Component (EDC))<br>Expansion of walking trail at B&PW $10,000<br>Repairs to existing walking trail at BP&W $10,000<br>Contingency for park projects $9,000<br>TOTAL: $103,000 | | | | | | |
| 580-56050 | Park Improvements | NEXT YEAR NOTES:<br>Shade structure at Levine $25,000, with the cost split 50/50<br>($12,500 each)between donor and City. Playground<br>equipment maintenance and replacement at Levine $200,000.<br>Shade structures around walking path at Cryan Park $50,000<br>funded by EDC ($25K EDC Capital Outlay 29-522-56050, and<br>$25K 29-599-59995 - Contributions to Primary)<br>TOTAL: $262,500 | | | | | | |
| 580-56090 | Motor Vehicles | PERMANENT NOTES:<br>Want this line item at zero. | | | | | | |
| 580-56100 | Special Equipment | PERMANENT NOTES:<br>Landscape Trailer for the Park's Dept. $8,500.00<br>Kawasaki Mule for $18,000.00 to replace the 2000 model<br>Kawasaki Mule we currently have. It is worn out and<br>is consistently breaking down. | | | | | | |
| 580-56100 | Special Equipment | CURRENT YEAR NOTES:<br>Landscape Trailer for the Park's Dept. $8,500.00<br>Kawasaki Mule for $18,000.00 to replace the 2000 model<br>Kawasaki Mule we currently have. It is worn out and is<br>consistently breaking down. | | | | | | |
| TOTAL PARKS & RECREATION | | 303,340 | 704,576 | 642,386 | 457,868 | 0 | 781,506 | |

10 -GENERAL FUND
SWIMMING POOL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 10-582-52240 Chemicals | 3,648 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL OPERATIONS | 3,648 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL SWIMMING POOL | 3,648 | 0 | 0 | 0 | 0 | 0 | |

10 -GENERAL FUND
ANIMAL CONTROL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 10-585-51010 Salaries & Wages | 43,098 | 44,001 | 0 | 0 | 0 | 0 | |
| 10-585-51015 Longevity Pay | 442 | 526 | 0 | 0 | 0 | 0 | |
| 10-585-51020 Social Security | 3,120 | 3,205 | 0 | 0 | 0 | 0 | |
| 10-585-51030 Retirement Contributions | 5,166 | 6,804 | 0 | 0 | 0 | 0 | |
| 10-585-51040 Group Insurance | 13,881 | 13,639 | 0 | 0 | 0 | 0 | |
| 10-585-51050 Workers' Compensation | 920 | 1,382 | 0 | 0 | 0 | 0 | |
| TOTAL PERSONNEL | 66,627 | 69,557 | 0 | 0 | 0 | 0 | |

585-51010 Salaries & Wages

PERMANENT NOTES:
ANIMAL CONTROL BUDGET CONSOLIDATED WITH POLICE DEPARTMENT BUDGET. 10-585 INACTIVE EFFECTIVE FY2025

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 10-585-52050 Motor Fuel & Oil | 2,673 | 2,911 | 0 | 0 | 0 | 0 | |
| 10-585-52100 Wearing Apparel | 112 | 70 | 0 | 0 | 0 | 0 | |
| 10-585-52110 Animal Shelter Supplies | 520 | 0 | 0 | 0 | 0 | 0 | |
| 10-585-52240 Chemicals | 0 | 5 | 0 | 0 | 0 | 0 | |
| 10-585-52320 Minor Tools & Equipment | 138 | 254 | 0 | 0 | 0 | 0 | |
| 10-585-53090 Contract Labor | 150 | 0 | 0 | 0 | 0 | 0 | |
| 10-585-53210 Telephone | 579 | 579 | 0 | 0 | 0 | 0 | |
| 10-585-53300 Dues & Subscriptions | 0 | 50 | 0 | 0 | 0 | 0 | |
| 10-585-53310 Travel & Training | 731 | 0 | 0 | 0 | 0 | 0 | |
| 10-585-53500 Buildings & Grounds Rep/Ma | 0 | 720 | 0 | 0 | 0 | 0 | |
| TOTAL OPERATIONS | 4,903 | 4,590 | 0 | 0 | 0 | 0 | |
| CAPITAL OUTLAY | | | | | | | |
| TOTAL ANIMAL CONTROL | 71,529 | 74,147 | 0 | 0 | 0 | 0 | |

10 -GENERAL FUND
MECHANIC SHOP

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 10-590-51010 Salaries & Wages | 45,174 | 9,083 | 10,250 | 5,687 | 0 | 13,085 | |
| 10-590-51012 Overtime Pay | 1,689 | 890 | 1,250 | 1,239 | 0 | 1,500 | |
| 10-590-51015 Longevity Pay | 66 | 23 | 26 | 13 | 0 | 5 | |
| 10-590-51020 Social Security | 3,590 | 756 | 885 | 502 | 0 | 1,120 | |
| 10-590-51030 Retirement Contributions | 5,586 | 2,376 | 1,750 | 475 | 0 | 2,280 | |
| 10-590-51040 Group Insurance | 657 | 491 | 4,350 | 1,899 | 0 | 3,490 | |
| 10-590-51050 Workers' Compensation | 964 | 1,009 | 925 | 636 | 0 | 1,328 | |
| TOTAL PERSONNEL | 57,726 | 14,629 | 19,436 | 10,451 | 0 | 22,808 | |

590-51010 Salaries & Wages

CURRENT YEAR NOTES:
SERVICE CENTER TECHNICIAN (25%) - 10,140
SALARY ADJ X1 (25%) - $81.25

590-51010 Salaries & Wages

NEXT YEAR NOTES:
SERVICE CENTER TECHNICIAN (25%) - 13,000
SALARY ADJ X1 (25%) - $81.25

590-51015 Longevity Pay

CURRENT YEAR NOTES:
25% - SPLIT MECH/WATER/SEWER/GAS

590-51020 Social Security

CURRENT YEAR NOTES:
25% - SPLIT MECH/WATER/SEWER/GAS

590-51030 Retirement Contributions

CURRENT YEAR NOTES:
25% - SPLIT MECH/WATER/SEWER/GAS
CY 2024 - 13.96%
CY 2025 - 15.10%

590-51030 Retirement Contributions

NEXT YEAR NOTES:
25% - SPLIT MECH/WATER/SEWER/GAS
CY 2025 - 15.10%
CY 2026 - 15.60%

590-51040 Group Insurance

PERMANENT NOTES:
City pays 100% of employee medical, dental, and life insurance; 60% of dependent medical and dental. Employees are responsible for vision, additional life or any other benefit costs.

590-51040 Group Insurance

CURRENT YEAR NOTES:
25% - SPLIT MECH/WATER/SEWER/GAS

590-51040 Group Insurance

NEXT YEAR NOTES:
NO PREMIUM INCREASE FY2026

590-51050 Workers' Compensation

PERMANENT NOTES:
WC CLASS CODE: 8391

10 -GENERAL FUND
MECHANIC SHOP

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 590-51050 | Workers' Compensation | CURRENT YEAR NOTES:<br>WC RATE FY25: $0.0418 | | | | | | |
| 590-51050 | Workers' Compensation | NEXT YEAR NOTES:<br>WC RATE FY26: $0.0418 | | | | | | |
| OPERATIONS | | | | | | | | |
| 10-590-52040 | Medical/First Aid Supplies | 0 | 0 | 100 | 0 | 0 | 100 | |
| 10-590-52050 | Motor Fuel & Oil | 899 | 1,138 | 950 | 909 | 0 | 1,000 | |
| 10-590-52100 | Wearing Apparel | 0 | 0 | 0 | 0 | 0 | 200 | |
| 10-590-52130 | Food & Water Supplies | 134 | 92 | 300 | 135 | 0 | 500 | |
| 10-590-52150 | Buildings & Grounds Suppli | 11 | 394 | 550 | 0 | 0 | 550 | |
| 10-590-52280 | Motor Vehicle Supplies | 420 | 55 | 500 | 30 | 0 | 500 | |
| 10-590-52320 | Minor Tools & Equipment | 4,746 | 4,710 | 3,200 | 1,882 | 0 | 5,000 | |
| 10-590-52330 | Safety Equipment | 151 | 438 | 420 | 142 | 0 | 500 | |
| 10-590-53300 | Dues & Subscriptions | 24 | 15 | 50 | 11 | 0 | 50 | |
| 10-590-53310 | Travel & Training | 27 | 0 | 0 | 0 | 0 | 500 | |
| 10-590-53540 | Motor Vehicles Repairs/Mai | 524 | 337 | 500 | 317 | 0 | 500 | |
| 10-590-53560 | Heavy Equipment Repairs/Ma | 295 | 399 | 0 | 0 | 0 | 0 | |
| 10-590-53940 | Uniform Rentals | 321 | 203 | 370 | 0 | 0 | 400 | |
| TOTAL OPERATIONS | | 7,553 | 7,781 | 6,940 | 3,428 | 0 | 9,800 | |
| 590-52000 | General Office Supplies | PERMANENT NOTES:<br>Pens, pencils, clip boards, etc. Not business cards. | | | | | | |
| 590-52010 | Office Copy Supplies | PERMANENT NOTES:<br>Copy paper. | | | | | | |
| 590-52040 | Medical/First Aid Supplies | PERMANENT NOTES:<br>Includes medical and first aid supplies for minor injuries such as bandage, dressing, gauzes antiseptic wipes, gloves, splint and tourniquets. | | | | | | |
| 590-52050 | Motor Fuel & Oil | PERMANENT NOTES:<br>Motor fuel & oil for mechanic's use. | | | | | | |
| 590-52060 | Janitorial Supplies | PERMANENT NOTES:<br>Includes supplies such as disinfecting wipes, broom, dustpan, buckets, all-purpose remover, hand soap, and trash bags. | | | | | | |
| 590-52100 | Wearing Apparel | PERMANENT NOTES:<br>Includes apparel for professional settings such as training and meetings. | | | | | | |
| 590-52130 | Food & Water Supplies | PERMANENT NOTES:<br>Includes drinks for employees such as Gatorade, water, coffee, electrolytes freeze pops. | | | | | | |
| 590-52150 | Buildings & Grounds Suppli | PERMANENT NOTES: | | | | | | |

10 -GENERAL FUND
MECHANIC SHOP

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | Includes items such as key copies, light bulbs, paint brushes, paint, tape, and 1/5 of the charge for cylinder rental. | | | | | | |
| 590-52280 | Motor Vehicle Supplies | PERMANENT NOTES: Includes nuts, bolts, trailer hitches, etc. for mechanic | | | | | | |
| 590-52320 | Minor Tools & Equipment | PERMANENT NOTES: Includes shovels, bits, grease guns, hand tools, saw blades, etc. | | | | | | |
| 590-52330 | Safety Equipment | PERMANENT NOTES: Includes hard hats, ear plugs, vests, rubber boots, gloves, flares, cones, etc. | | | | | | |
| 590-53200 | Electricity | PERMANENT NOTES: Electrical service used to run critical infrastructural. | | | | | | |
| 590-53210 | Telephone | PERMANENT NOTES: For cellular services. | | | | | | |
| 590-53500 | Buildings & Grounds Rep/Ma | PERMANENT NOTES: Bleach, Fabricating mount, etc. | | | | | | |
| 590-53540 | Motor Vehicles Repairs/Mai | PERMANENT NOTES: Oil Changes, , fluids & misc repairs | | | | | | |
| CAPITAL OUTLAY | | | | | | | | |
| | | Lift | | | | | | |
| TOTAL MECHANIC SHOP | | 65,279 | 22,409 | 26,376 | 13,879 | 0 | 32,608 | |

10 -GENERAL FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 10-599-51090 Reserved for Merit Increas | 0 | 0 | 89,794 | 0 | 0 | 84,994 | |
| TOTAL PERSONNEL | 0 | 0 | 89,794 | 0 | 0 | 84,994 | |
| OPERATIONS | | | | | | | |
| 10-599-52000 Economic Stabilization Fun | 0 | 0 | 240,787 | 0 | 0 | 0 | |
| 10-599-53045 Utility Billing Insert Ser | 0 | 1,175 | 1,500 | 658 | 0 | 1,500 | |
| 10-599-55500 Payments to Library | 10,000 | 20,000 | 20,000 | 20,000 | 0 | 20,000 | |
| 10-599-55510 Payments to County | 5,000 | 0 | 5,000 | 0 | 0 | 5,000 | |
| 10-599-55515 Pmts to Sealy Christian Pa | 2,000 | 2,000 | 2,000 | 2,000 | 0 | 2,000 | |
| 10-599-55520 Pmts to Combined Comm Acti | 3,000 | 0 | 3,000 | 0 | 0 | 3,000 | |
| 10-599-55630 Economic Incentive Payment | 0 | 99,098 | 100,000 | 0 | 0 | 0 | |
| 10-599-55710 Service/Finance Charges | 28 | 1,371 | 1,500 | ( 1) | 0 | 2,000 | |
| 10-599-55750 Sales Tax Overpayment | 31,155 | 31,155 | 31,155 | 18,174 | 0 | 31,155 | |
| TOTAL OPERATIONS | 51,182 | 154,800 | 404,942 | 40,831 | 0 | 64,655 | |

599-51090 Reserved for Merit Increas CURRENT YEAR NOTES:
POTENTIAL FOR UP TO 3% MERIT INCREASE IN 2025 POST-EVALUALTION (INCLUDES ADDL WAGES, TAXES, TMRS)
10-515: $3,443, 10-520: $7,211, 10-525: $4,526, 10-530: $50,577, 10-535: $6,787, 10-540: $4,289, 10-550: $1,437, 10-575: $5,701, 10-580: $5,504, 10-590: $323

599-51090 Reserved for Merit Increas NEXT YEAR NOTES:
Potential Council Approved Merit Increases or Retention Adjustments - Total of all General Fund Personnel costs for all filled positions including additional wages, taxes and TMRS = $84,994, pending City Council Approval on 7.15.25
10-515=$5,577, 10-520=$7,576, 10-525=$5,981, 10-530=$48,454, 10-535=$2,683, 10-540=$5,350, 10-550= $1,575
10-575=$3,903, 10-580=$3,895

599-52000 Economic Stabilization Fun CURRENT YEAR NOTES:
Difference between Projected Revenue Voter Approval M&O Tax Rate 0.17777 ($2,225,057) and the Approved M&O Tax Rate 0.19693 ($2,465,844). ($2,465,844 - $2,225,057 = $240,787
City Council action is required to use the funds for funding Personnel or any General Fund expenditures

599-55630 Economic Incentive Payment CURRENT YEAR NOTES:
Sika $85K and Praseks $15K to be reimbursed by EDC per Contributions to Primary

599-55630 Economic Incentive Payment NEXT YEAR NOTES:
Funds for the reimbursement of sales tax to Prasek's in compliance with agreement is included in the EDC's budget.

10 -GENERAL FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 10-599-56200 Capital Outlay - Leases | 142,354 | 316,714 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 142,354 | 316,714 | 0 | 0 | 0 | 0 | |
| DEBT SERVICE | | | | | | | |
| 10-599-58000 Principal Retirement | 191,097 | 158,030 | 10,000 | 0 | 0 | 0 | |
| 10-599-58010 Interest Paid | 17,373 | 19,971 | 500 | 0 | 0 | 0 | |
| TOTAL DEBT SERVICE | 208,471 | 178,001 | 10,500 | 0 | 0 | 0 | |
| 599-58030 Debt Issuance Costs | CURRENT YEAR NOTES: Projected revenue shortfall from I&S Tax Rate to cover FY 2025 Debt Obligations $640.00 | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 10-599-59990 Transfers Out | 10,385 | 0 | 7,739 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING USES | 10,385 | 0 | 7,739 | 0 | 0 | 0 | |
| 599-59990 Transfers Out | CURRENT YEAR NOTES: Opioid Grant Funding | | | | | | |
| TOTAL NON-DEPARTMENTAL | 412,392 | 649,516 | 512,975 | 40,831 | 0 | 149,649 | |
| TOTAL EXPENDITURES | 6,473,665 | 7,813,025 | 9,612,268 | 5,358,509 | 0 | 9,262,224 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 981,897 | 1,199,280 | ( 7,739) | 1,940,110 | 0 | 0 | |

11 -MUN COURT TECHNOLOGY

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | | |
| 11-42030 Local Court Fees | 16,422 | 16,876 | 16,000 | 10,837 | 0 | 0 | |
| TOTAL FINES & FORFEITURES | 16,422 | 16,876 | 16,000 | 10,837 | 0 | 0 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 11-45000 Interest Earnings | 72 | 350 | 25 | 590 | 0 | 500 | |
| TOTAL INVESTMENT INCOME | 72 | 350 | 25 | 590 | 0 | 500 | |
| OTHER FINANCING SOURCES | | | | | | | |
| 11-49998 Budgeted Reduction of Fund Bal | 0 | 0 | 0 | 0 | 0 | 20,935 | |
| TOTAL OTHER FINANCING SOURCES | 0 | 0 | 0 | 0 | 0 | 20,935 | |
| TOTAL REVENUES | 16,494 | 17,226 | 16,025 | 11,427 | 0 | 21,435 | |

49998 Budgeted Reduction of Fund

PERMANENT NOTES:
TX HB 1950 went into effect on 5/29/2025, consolidating fees collected for court security and technology into one "Consolidated Municipal Building Security & Technology Fund." The funds may be used for the same purposes previously allowed for the separate funds. This change affects only the fees collected on or after the bill's effective date.
Fees collected prior to the effective date must remain in the existing separate funds and are governed under the previous law; those funds must be spent under the old rules.
As of 5/29/2025 - Fees previously collected on Fund 11 & 13 will be allocated to the consolidated fund, Fund 65.

11 -MUN COURT TECHNOLOGY
MUNICIPAL COURT

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | | |
| 11-525-52000 General Office Supplies | | 210 | 376 | 432 | 0 | 0 | 435 | |
| Misc. Supplies Needed | 1 | 300.00 | | | | | | 300 |
| Back Up Battery | 1 | 135.00 | | | | | | 135 |
| 11-525-52020 Data Processing Supplies | | 1,520 | 3,902 | 5,800 | 0 | 0 | 9,000 | |
| Ticket Printer | 1 | 1,100.00 | | | | | | 1,100 |
| Barcode Swiper | 1 | 900.00 | | | | | | 900 |
| Scanner | 1 | 1,000.00 | | | | | | 1,000 |
| Courtroom Computer Cont | 2 | 3,000.00 | | | | | | 6,000 |
| 11-525-53330 Postage & Shipping | | 0 | 50 | 75 | 0 | 0 | 0 | |
| 11-525-53660 Software Maintenance | | 18,002 | 0 | 0 | 0 | 0 | 12,000 | |
| MCRS SQL Hosted | 12 | 1,000.00 | | | | | | 12,000 |
| TOTAL OPERATIONS | | 19,732 | 4,328 | 6,307 | 0 | 0 | 21,435 | |

525-52000 General Office Supplies

CURRENT YEAR NOTES:
Unforseen expenses.

525-52020 Data Processing Supplies

CURRENT YEAR NOTES:
Court Room computer has been locking up on start up and requiring manual power off/on process. Purchase only necessary should it crash along with ticket writer printer and barcode swipe reader for DL's.

525-53660 Software Maintenance

NEXT YEAR NOTES:
Monthly invoiced remote software fees.

CAPITAL OUTLAY

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TOTAL MUNICIPAL COURT | 19,732 | 4,328 | 6,307 | 0 | 0 | 21,435 | |

11 -MUN COURT TECHNOLOGY
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 11-599-59998 Budgeted Addition to Fund | 0 | 0 | 9,718 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING USES | 0 | 0 | 9,718 | 0 | 0 | 0 | |
| TOTAL NON-DEPARTMENTAL | 0 | 0 | 9,718 | 0 | 0 | 0 | |
| TOTAL EXPENDITURES | 19,732 | 4,328 | 16,025 | 0 | 0 | 21,435 | |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 3,239) | 12,898 | 0 | 11,427 | 0 | 0 | |

12 -TIME PYMT REIMB FEE FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | | |
| 12-42030 Local Court Fees | 11,888 | 13,723 | 10,551 | 9,548 | 0 | 9,868 | |
| TOTAL FINES & FORFEITURES | 11,888 | 13,723 | 10,551 | 9,548 | 0 | 9,868 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 12-45000 Interest Earnings | 210 | 624 | 50 | 804 | 0 | 700 | |
| TOTAL INVESTMENT INCOME | 210 | 624 | 50 | 804 | 0 | 700 | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 12,098 | 14,347 | 10,601 | 10,353 | 0 | 10,568 | |

12 -TIME PYMT REIMB FEE FUND
MUNICIPAL COURT

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET | |
|---|---|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | | | |
| 12-525-52000 General Office Supplies | | 18 | 82 | 132 | 61 | 0 | 144 | | |
| Post Card Stock Paper | 6 | 9.00 | | | | | | | 54 |
| Labels | 3 | 30.00 | | | | | | | 90 |
| 12-525-52020 Data Processing Supplies | | 540 | 1,501 | 2,120 | 1,211 | 0 | 2,300 | | |
| Accurint | 12 | 175.00 | | | | | | | 2,100 |
| Court Room Toner | 2 | 100.00 | | | | | | | 200 |
| 12-525-53090 Contractual Services | | 347 | 0 | 2,400 | 0 | 0 | 2,700 | | |
| Trial Certified Transla | 1 | 2,700.00 | | | | | | | 2,700 |
| 12-525-53210 Telephone | | 619 | 579 | 624 | 435 | 0 | 624 | | |
| Court Cell Phone | 12 | 52.00 | | | | | | | 624 |
| 12-525-53310 Travel & Training | | 250 | 0 | 525 | 0 | 0 | 0 | | |
| 12-525-53960 Copier Rental Fees | | 3,935 | 3,895 | 4,800 | 2,214 | 0 | 4,800 | | |
| Copy Machine | 12 | 400.00 | | | | | | | |
| TOTAL OPERATIONS | | 5,709 | 6,057 | 10,601 | 3,921 | 0 | 10,568 | | 4,800 |

525-52000 General Office Supplies — CURRENT YEAR NOTES:
Supplies replenishment for collection efforts.

525-52020 Data Processing Supplies — CURRENT YEAR NOTES:
Previous Accurint montly account service no longer being offered. New fee is $150.00 per month base fee plus additional costs.

525-52020 Data Processing Supplies — NEXT YEAR NOTES:
Accurint renewal increased by $50 per month per TX DIR price increases.

525-53090 Contractual Services — CURRENT YEAR NOTES:
Contingent on cases that make it to trial and need in person interpreters.

CAPITAL OUTLAY

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TOTAL MUNICIPAL COURT | 5,709 | 6,057 | 10,601 | 3,921 | 0 | 10,568 | |

12 -TIME PYMT REIMB FEE FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| TOTAL EXPENDITURES | 5,709 | 6,057 | 10,601 | 3,921 | 0 | 10,568 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 6,389 | 8,290 | 0 | 6,431 | 0 | 0 | |

13 -MUN CT BLDG SECURITY

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | | |
| 13-42030 Local Court Fees | 19,686 | 20,317 | 19,000 | 12,930 | 0 | 0 | |
| TOTAL FINES & FORFEITURES | 19,686 | 20,317 | 19,000 | 12,930 | 0 | 0 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 13-45000 Interest Earnings | 1,704 | 4,067 | 250 | 4,874 | 0 | 4,500 | |
| TOTAL INVESTMENT INCOME | 1,704 | 4,067 | 250 | 4,874 | 0 | 4,500 | |
| OTHER FINANCING SOURCES | | | | | | | |
| 13-49998 Budgeted Reduction of Fund Bal | 0 | 0 | 22,055 | 0 | 0 | 14,240 | |
| TOTAL OTHER FINANCING SOURCES | 0 | 0 | 22,055 | 0 | 0 | 14,240 | |
| TOTAL REVENUES | 21,390 | 24,384 | 41,305 | 17,804 | 0 | 18,740 | |

49998 Budgeted Reduction of Fund

PERMANENT NOTES:
TX HB 1950 went into effect on 5/29/2025, consolidating fees collected for court security and technology into one "Consolidated Municipal Building Security & Technology Fund." The funds may be used for the same purposes previously allowed for the separate funds. This change affects only the fees collected on or after the bill's effective date.
Fees collected prior to the effective date must remain in the existing separate funds and are governed under the previous law; those funds must be spent under the old rules.
As of 5/29/2025 - Fees previously collected on Fund 11 & 13 will be allocated to the consolidated fund, Fund 65.

13 -MUN CT BLDG SECURITY
MUNICIPAL COURT

| DEPARTMENTAL EXPENDITURES | | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | | | |
| 13-525-52330 Safety Equipment | | | 0 | 0 | 1,155 | 0 | 0 | 0 | |
| 13-525-53310 Travel & Training | | | 850 | 900 | 2,150 | 816 | 0 | 1,740 | |
| Clerk Seminar | 3 | 400.00 | | | | | | | 1,200 |
| Clerk Mileage | 3 | 180.00 | | | | | | | 540 |
| 13-525-53370 Courtroom Security Service | | | 2,798 | 3,008 | 33,000 | 3,196 | 0 | 12,000 | |
| Security Guard | 12 | 1,000.00 | | | | | | | 12,000 |
| | 0 | 0.00 | | | | | | | 0 |
| 13-525-53500 Buildings & Grounds Rep/Ma | | | 0 | 800 | 5,000 | 0 | 0 | 5,000 | |
| Back Door Replacement | 1 | 5,000.00 | | | | | | | 5,000 |
| TOTAL OPERATIONS | | | 3,648 | 4,708 | 41,305 | 4,012 | 0 | 18,740 | |

525-53310 Travel & Training
CURRENT YEAR NOTES:
Security classes will be provided at seminar to allow expense distribution.

525-53310 Travel & Training
NEXT YEAR NOTES:
Seminar fees covered here if security classes are provided at the seminar.

525-53500 Buildings & Grounds Rep/Ma
CURRENT YEAR NOTES:
Back door will not close without staff consciously pulling or pushing door shut. Has been an issue and increases security level threat. Need to replace to secure building per Court Security standards.

525-53500 Buildings & Grounds Rep/Ma
NEXT YEAR NOTES:
Back door still has been replaced and will need funding.

CAPITAL OUTLAY

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TOTAL MUNICIPAL COURT | 3,648 | 4,708 | 41,305 | 4,012 | 0 | 18,740 | |

13 -MUN CT BLDG SECURITY
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| TOTAL EXPENDITURES | 3,648 | 4,708 | 41,305 | 4,012 | 0 | 18,740 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 17,743 | 19,677 | 0 | 13,791 | 0 | 0 | |

14 -CHILD SAFETY FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | | |
| 14-42030 Local Court Fees | 1,709 | 772 | 500 | 523 | 0 | 500 | |
| TOTAL FINES & FORFEITURES | 1,709 | 772 | 500 | 523 | 0 | 500 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 14-45000 Interest Earnings | 90 | 224 | 20 | 266 | 0 | 250 | |
| TOTAL INVESTMENT INCOME | 90 | 224 | 20 | 266 | 0 | 250 | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 1,799 | 997 | 520 | 789 | 0 | 750 | |

14 -CHILD SAFETY FUND
POLICE

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |

14 -CHILD SAFETY FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 14-599-59998 Budgeted Addition to Fund | 0 | 0 | 520 | 0 | 0 | 750 | |
| TOTAL OTHER FINANCING USES | 0 | 0 | 520 | 0 | 0 | 750 | |
| TOTAL NON-DEPARTMENTAL | 0 | 0 | 520 | 0 | 0 | 750 | |
| TOTAL EXPENDITURES | 0 | 0 | 520 | 0 | 0 | 750 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 1,799 | 997 | 0 | 789 | 0 | 0 | |

15 -POLICE DEPT DONATIONS

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| 15-44910 Police Dept Donations | 9,050 | 16,684 | 0 | 33,000 | 0 | 0 | |
| TOTAL CONTRIBUTIONS & DONATIONS | 9,050 | 16,684 | 0 | 33,000 | 0 | 0 | |
| INVESTMENT INCOME | | | | | | | |
| 15-45000 Interest Earnings | 406 | 960 | 0 | 1,119 | 0 | 0 | |
| TOTAL INVESTMENT INCOME | 406 | 960 | 0 | 1,119 | 0 | 0 | |
| OTHER REVENUES | | | | | | | |
| OTHER FINANCING SOURCES | | | | | | | |
| 15-49998 Budgeted Reduction of Fund Bal | 0 | 0 | 25,000 | 0 | 0 | 55,348 | |
| TOTAL OTHER FINANCING SOURCES | 0 | 0 | 25,000 | 0 | 0 | 55,348 | |
| TOTAL REVENUES | 9,456 | 17,643 | 25,000 | 34,119 | 0 | 55,348 | |

15 -POLICE DEPT DONATIONS
POLICE

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 15-530-52000 General Office Supplies | 615 | 902 | 5,000 | 0 | 0 | 0 | |
| 15-530-52190 Public Relations Supplies | 282 | 313 | 5,000 | 277 | 0 | 0 | |
| 15-530-52320 Minor Tools & Equipment | 2,514 | 9,706 | 5,000 | 0 | 0 | 15,116 | |
| 15-530-52330 Safety Equipment | 0 | 0 | 0 | 0 | 0 | 15,116 | |
| 15-530-52390 KIDFISH Event Expenses | 3,355 | 3,392 | 5,000 | 4,624 | 0 | 5,000 | |
| 15-530-52430 Blue Santa Toy Drive Expen | 174 | 344 | 5,000 | 785 | 0 | 5,000 | |
| TOTAL OPERATIONS | 6,940 | 14,657 | 25,000 | 5,686 | 0 | 40,232 | |

530-52000 General Office Supplies — PERMANENT NOTES:
Emergency food and water during disaster/call out events

530-52000 General Office Supplies — CURRENT YEAR NOTES:
Emergency food and water during disaster/call out events

530-52190 Public Relations Supplies — PERMANENT NOTES:
Key Chains, magnets, stickers, candy for BOO-Bash, Challenge Coins

530-52190 Public Relations Supplies — CURRENT YEAR NOTES:
Key Chains, magnets, stickers, candy for BOO-Bash, Challenge Coins

530-52320 Minor Tools & Equipment — PERMANENT NOTES:
Canopy and Chairs for PR Events, Banners, Ice Machine, Snow Cone Machine

530-52320 Minor Tools & Equipment — CURRENT YEAR NOTES:
Canopy and Chairs for PR Events, Banners, Ice Machine, Snow Cone Machine

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 15-530-56100 Special Equipment | 0 | 0 | 0 | 0 | 0 | 15,116 | |
| TOTAL CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 | 15,116 | |

530-56020 Building Improvements — PERMANENT NOTES:
AC and Heat window units, Bunk Beds, Sheets, Pillows, LED Light fixtures, cabinets

530-56020 Building Improvements — CURRENT YEAR NOTES:
AC and Heat window units, Bunk Beds, Sheets, Pillows, LED Light fixtures, cabinets

| | | | | | | |
|---|---|---|---|---|---|---|
| TOTAL POLICE | 6,940 | 14,657 | 25,000 | 5,686 | 0 | 55,348 |

15 -POLICE DEPT DONATIONS
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| TOTAL EXPENDITURES | 6,940 | 14,657 | 25,000 | 5,686 | 0 | 55,348 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 2,515 | 2,987 | 0 | 28,433 | 0 | 0 | |

16 -MAIN ST FUNDRAISING FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 16-45000 Interest Earnings | 3 | 50 | 0 | 0 | 0 | 0 | |
| TOTAL INVESTMENT INCOME | 3 | 50 | 0 | 0 | 0 | 0 | |
| OTHER REVENUES | | | | | | | |
| OTHER FINANCING SOURCES | | | | | | | |
| 16-49990 Transfers In | 0 | 48 | 0 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING SOURCES | 0 | 48 | 0 | 0 | 0 | 0 | |
| TOTAL REVENUES | 3 | 98 | 0 | 0 | 0 | 0 | |

16 -MAIN ST FUNDRAISING FUND
MAIN STREET PROGRAM

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |

16 -MAIN ST FUNDRAISING FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 16-599-59990 Transfers Out | 0 | 6,066 | 0 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING USES | 0 | 6,066 | 0 | 0 | 0 | 0 | |
| TOTAL NON-DEPARTMENTAL | 0 | 6,066 | 0 | 0 | 0 | 0 | |
| TOTAL EXPENDITURES | 0 | 6,066 | 0 | 0 | 0 | 0 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 3 | ( 5,968) | 0 | 0 | 0 | 0 | |

17 -PARK LAND DEDICATION

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| 17-44940 Pmts in Lieu of Land Dedicat's | 21,400 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL CONTRIBUTIONS & DONATIONS | 21,400 | 0 | 0 | 0 | 0 | 0 | |
| INVESTMENT INCOME | | | | | | | |
| 17-45000 Interest Earnings | 662 | 1,667 | 500 | 1,912 | 0 | 1,700 | |
| TOTAL INVESTMENT INCOME | 662 | 1,667 | 500 | 1,912 | 0 | 1,700 | |
| OTHER FINANCING SOURCES | | | | | | | |
| 17-49990 Transfers In | 5,711 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING SOURCES | 5,711 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL REVENUES | 27,773 | 1,667 | 500 | 1,912 | 0 | 1,700 | |

17 -PARK LAND DEDICATION
PARKS & RECREATION

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| 17-580-56050 Park Improvements | 5,711 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 5,711 | 0 | 0 | 0 | 0 | 0 | |
| 580-56050 Park Improvements | CURRENT YEAR NOTES: SPLASHPAD CONVERSION | | | | | | |
| TOTAL PARKS & RECREATION | 5,711 | 0 | 0 | 0 | 0 | 0 | |

17 -PARK LAND DEDICATION
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 17-599-59998 Budgeted Addition to Fund | 0 | 0 | 500 | 0 | 0 | 1,700 | |
| TOTAL OTHER FINANCING USES | 0 | 0 | 500 | 0 | 0 | 1,700 | |
| TOTAL NON-DEPARTMENTAL | 0 | 0 | 500 | 0 | 0 | 1,700 | |
| TOTAL EXPENDITURES | 5,711 | 0 | 500 | 0 | 0 | 1,700 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 22,062 | 1,667 | 0 | 1,912 | 0 | 0 | |

18 -STATE LEOSE ALLOCATION FD

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 18-45000 Interest Earnings | 51 | 153 | 20 | 206 | 0 | 200 | |
| TOTAL INVESTMENT INCOME | 51 | 153 | 20 | 206 | 0 | 200 | |
| OTHER REVENUES | | | | | | | |
| 18-48140 State LEOSE Allocation | 1,534 | 4,018 | 1,580 | 3,979 | 0 | 3,740 | |
| TOTAL OTHER REVENUES | 1,534 | 4,018 | 1,580 | 3,979 | 0 | 3,740 | |
| OTHER FINANCING SOURCES | | | | | | | |
| 18-49998 Budgeted Reduction of Fund Bal | 0 | 0 | 6,500 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING SOURCES | 0 | 0 | 6,500 | 0 | 0 | 0 | |
| TOTAL REVENUES | 1,585 | 4,171 | 8,100 | 4,185 | 0 | 3,940 | |

18 -STATE LEOSE ALLOCATION FD
POLICE

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 18-530-53310 Travel & Training | 1,806 | 658 | 8,100 | 1,217 | 0 | 3,940 | |
| TOTAL OPERATIONS | 1,806 | 658 | 8,100 | 1,217 | 0 | 3,940 | |
| 530-53310 Travel & Training | PERMANENT NOTES: IACP Conference, TCOLE Training, Specialized Training | | | | | | |
| 530-53310 Travel & Training | CURRENT YEAR NOTES: IACP Conference, TCOLE Training, Specialized Training | | | | | | |
| TOTAL POLICE | 1,806 | 658 | 8,100 | 1,217 | 0 | 3,940 | |

18 -STATE LEOSE ALLOCATION FD
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| TOTAL EXPENDITURES | 1,806 | 658 | 8,100 | 1,217 | 0 | 3,940 | |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 220) | 3,514 | 0 | 2,968 | 0 | 0 | |

19 -PEG FRANCHISE SPEC REV FD

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| FRANCHISE & LOCAL TAXES | | | | | | | |
| 19-40390 PEG Franchise Fees | 2,470 | 0 | 0 | 289 | 0 | 250 | |
| TOTAL FRANCHISE & LOCAL TAXES | 2,470 | 0 | 0 | 289 | 0 | 250 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 19-45000 Interest Earnings | 274 | 646 | 75 | 715 | 0 | 650 | |
| TOTAL INVESTMENT INCOME | 274 | 646 | 75 | 715 | 0 | 650 | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 2,744 | 646 | 75 | 1,003 | 0 | 900 | |

19 -PEG FRANCHISE SPEC REV FD
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 19-599-59998 Budgeted Addition to Fund | 0 | 0 | 75 | 0 | 0 | 900 | |
| TOTAL OTHER FINANCING USES | 0 | 0 | 75 | 0 | 0 | 900 | |
| TOTAL NON-DEPARTMENTAL | 0 | 0 | 75 | 0 | 0 | 900 | |
| TOTAL EXPENDITURES | 0 | 0 | 75 | 0 | 0 | 900 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 2,744 | 646 | 0 | 1,003 | 0 | 0 | |

20 -HOTEL/MOTEL TAX FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OCCUPANCY TAXES | | | | | | | |
| 20-40400 Hotel/Motel Occupancy Tax | 190,223 | 316,282 | 236,517 | 134,730 | 0 | 236,500 | |
| TOTAL OCCUPANCY TAXES | 190,223 | 316,282 | 236,517 | 134,730 | 0 | 236,500 | |

40400 Hotel/Motel Occupancy Tax CURRENT YEAR NOTES:
$61,124 x 3 = $183,372 projected revenue received at time of HOT fund application consideration

40400 Hotel/Motel Occupancy Tax NEXT YEAR NOTES:
Historical revenue for year over year trends is inconsistent:
FY 2020-2021: $182,139
FY 2021-2022: $179,081 decrease of 1.68%
FY 2022-2023: $190,222 increase of 6.22%
FY 2023-2024: $249,192 increase of 31%
The past two years, 75% of total HOT revenue is collected in the last 4 months of the fiscal year (June, July, August,September) Current YTD total through June $134,336, averaging $44,779 per quarter, resulting in a current year end projection of $179,116, which would not meet our current year projection of $236,517. The projected revenue for FY 2026 will not increase over current year revenue.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | | |
| 20-42550 Penalties & Interest | 7 | 606 | 0 | 1,945 | 0 | 0 | |
| TOTAL FINES & FORFEITURES | 7 | 606 | 0 | 1,945 | 0 | 0 | |
| CHARGES FOR SERVICES | | | | | | | |
| 20-43070 Hill Center Cleaning Fees | 100 | 150 | 0 | 0 | 0 | 0 | |
| 20-43072 Excess Cleaning Fees | 200 | 0 | 0 | 0 | 0 | 0 | |
| 20-43074 Liedertafel Hall Cleaning Fees | 175 | 38 | 0 | 0 | 0 | 0 | |
| TOTAL CHARGES FOR SERVICES | 475 | 188 | 0 | 0 | 0 | 0 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 20-45000 Interest Earnings | 3,852 | 22,394 | 1,000 | 14,781 | 0 | 13,000 | |
| TOTAL INVESTMENT INCOME | 3,852 | 22,394 | 1,000 | 14,781 | 0 | 13,000 | |

45000 Interest Earnings NEXT YEAR NOTES:
FY 2024-2025 averages $1,800 per month x 12 = $21,600. Due to budgeted use of fund balance, interest revenue is projected at $13,000

20 -HOTEL/MOTEL TAX FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OTHER FINANCING SOURCES | | | | | | | |
| 20-49998 Budgeted Reduction of Fund Bal | 0 | 0 | 42,317 | 0 | 0 | 58,752 | |
| TOTAL OTHER FINANCING SOURCES | 0 | 0 | 42,317 | 0 | 0 | 58,752 | |
| TOTAL REVENUES | 194,556 | 339,470 | 279,834 | 151,456 | 0 | 308,252 | |

20 -HOTEL/MOTEL TAX FUND
TOURISM PROMOTION

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 20-555-55605 Convention/Visitor Info Ce | 55,500 | 76,854 | 10,063 | 0 | 0 | 0 | |
| 20-555-55615 Advertising & Promotion | 21,381 | 22,391 | 5,956 | 0 | 0 | 0 | |
| 20-555-55620 Hist. Restoration/Preserva | 6,246 | 29,631 | 628 | 0 | 0 | 0 | |
| 20-555-55625 Arts Programs | 9,426 | 0 | 0 | 0 | 0 | 0 | |
| 20-555-55635 Sporting Events | 3,879 | 0 | 2,000 | 0 | 0 | 0 | |
| 20-555-55645 Signage to Sights/Attracti | 1,000 | 2,000 | 0 | 650 | 0 | 0 | |
| 20-555-55650 Administration of HOT Fund | 4,101 | 1,669 | 7,000 | 3,225 | 0 | 0 | |
| TOTAL OPERATIONS | 101,533 | 132,544 | 25,647 | 3,875 | 0 | 0 | |

555-55605 Convention/Visitor Info Ce CURRENT YEAR NOTES:
FY 24 AWARD: CVB BUDGET FY24-25: $78,500, CVB SIGN & MURAL: $25,000

555-55615 Advertising & Promotion CURRENT YEAR NOTES:
FY 24 AWARD: CVB BUDGET FY 24-25: $16,000, FOL ADVERTISING: $5,000, FOL BANNER: $2,353, SEALY KNIFE & GUN SHOW: $8,353

555-55620 Hist. Restoration/Preserva CURRENT YEAR NOTES:
FY 24 AWARD: SAHS 1920S HOUSE MOVE: $627,55, LIEDERTAFEL HALL RENOVATION: $35,000

555-55635 Sporting Events CURRENT YEAR NOTES:
FY 24 AWARD: SOFTBALL TOURNAMENT: $2,000

555-55645 Signage to Sights/Attracti CURRENT YEAR NOTES:
FY 24 AWARD: WAYFINDING SIGNS: $100,000

555-55650 Administration of HOT Fund CURRENT YEAR NOTES:
FY 24 AWARD: CITY ADMINISTRATION COST: $7,000

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TOTAL TOURISM PROMOTION | 101,533 | 132,544 | 25,647 | 3,875 | 0 | 0 | |

20 -HOTEL/MOTEL TAX FUND
LIEDERTAFEL HALL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 20-557-52060 Janitorial Supplies | 1,785 | 2,208 | 0 | 1,196 | 0 | 0 | |
| 20-557-52250 Insecticides/Pesticides | 107 | 108 | 0 | 59 | 0 | 0 | |
| 20-557-53200 Electricity | 2,470 | 1,865 | 0 | 1,024 | 0 | 0 | |
| 20-557-53500 Buildings & Grounds Rep/Ma | 37,178 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL OPERATIONS | 41,540 | 4,181 | 0 | 2,278 | 0 | 0 | |
| 557-52060 Janitorial Supplies | PERMANENT NOTES: Includes supplies to clean and stock the facility for rentals | | | | | | |
| 557-52080 Landscaping Supplies | PERMANENT NOTES: Includes mulch,timbers,plants,etc. | | | | | | |
| 557-52150 Buildings & Grounds Suppli | PERMANENT NOTES: Includes filters,light controls,etc. | | | | | | |
| 557-52250 Insecticides/Pesticides | PERMANENT NOTES: includes ant bait and sprays | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| 20-557-56020 Building Improvements | 0 | 0 | 35,000 | 34,900 | 0 | 35,475 | |
| TOTAL CAPITAL OUTLAY | 0 | 0 | 35,000 | 34,900 | 0 | 35,475 | |
| TOTAL LIEDERTAFEL HALL | 41,540 | 4,181 | 35,000 | 37,178 | 0 | 35,475 | |

20 -HOTEL/MOTEL TAX FUND
CVB - VISITOR INFO CENTER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 20-558-51010 Salaries & Wages | 0 | 0 | 31,410 | 3,917 | 0 | 81,535 | |
| 20-558-51020 Social Security | 0 | 0 | 2,405 | 300 | 0 | 6,250 | |
| 20-558-51030 Retirement Contributions | 0 | 0 | 4,745 | 591 | 0 | 11,850 | |
| 20-558-51040 Group Insurance | 0 | 0 | 5,925 | 0 | 0 | 16,930 | |
| 20-558-51050 Workers' Compensation | 0 | 0 | 49 | 0 | 0 | 153 | |
| TOTAL PERSONNEL | 0 | 0 | 44,534 | 4,808 | 0 | 116,718 | |

558-51010 Salaries & Wages

CURRENT YEAR NOTES:
Tourism Manager: $22,917 (5 MOs) EDC Executive Director 10% Inc: $4,684 (6 MOs), EDC Dep Dir 15% Inc: $3,809 (6 Mos) - All Project 120-A

558-51010 Salaries & Wages

NEXT YEAR NOTES:
TOURISM MANAGER: $65,000
EXECUTIVE DIRECTOR (10%): $10,305
DEP EXEC DIRECTOR (10%): $5,837
SALARY ADJ X3 (2 @ 10%): $390
ALL PROJECT 120-A

558-51020 Social Security

CURRENT YEAR NOTES:
@ 7.65% - Project 120-A

558-51020 Social Security

NEXT YEAR NOTES:
@ 7.65% - Project 120-A

558-51030 Retirement Contributions

CURRENT YEAR NOTES:
CY 25: Project 120-A

558-51030 Retirement Contributions

NEXT YEAR NOTES:
CY 2025 - 15.10%
CY 2026 - 15.60%
PROJECT 120-A

558-51040 Group Insurance

CURRENT YEAR NOTES:
Project 120-A

558-51040 Group Insurance

NEXT YEAR NOTES:
NO PREMIUM INCREASE FY2026
PROJECT 120-A

558-51050 Workers' Compensation

CURRENT YEAR NOTES:
WC Code: 8810 - Project 120-A

20 -HOTEL/MOTEL TAX FUND
CVB - VISITOR INFO CENTER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 20-558-52000 General Office Supplies | 0 | 0 | 500 | 0 | 0 | 500 | |
| 20-558-53210 Telephone | 0 | 0 | 400 | 0 | 0 | 1,236 | |
| 20-558-53250 Website Design & Update | 0 | 0 | 5,000 | 75 | 0 | 1,900 | |
| 20-558-53300 Dues & Subscriptions | 0 | 0 | 6,793 | 0 | 0 | 13,328 | |
| 20-558-53310 Travel & Training | 0 | 0 | 5,630 | 0 | 0 | 6,000 | |
| 20-558-53330 Postage & Shipping | 0 | 0 | 300 | 0 | 0 | 500 | |
| 20-558-53340 Printing & Binding | 0 | 0 | 500 | 0 | 0 | 700 | |
| 20-558-53355 Marketing | 0 | 0 | 43,700 | 16,764 | 0 | 56,000 | |
| 20-558-53400 General Liability Insuranc | 0 | 0 | 500 | 0 | 0 | 1,245 | |
| 20-558-53900 Building & Land Rentals | 0 | 0 | 5,450 | 3,850 | 0 | 9,600 | |
| 20-558-53960 Copier Rental Fees | 0 | 0 | 880 | 0 | 0 | 2,150 | |
| TOTAL OPERATIONS | 0 | 0 | 69,653 | 20,689 | 0 | 93,159 | |

558-52000 General Office Supplies

CURRENT YEAR NOTES:
Project 120-A

558-52000 General Office Supplies

NEXT YEAR NOTES:
Project 120-A Pens, folders, highlighters, stapler, Tape Dispenser, copy paper, post its, scissors, notebooks, brackets, tissues, white-out, etc.

558-53210 Telephone

CURRENT YEAR NOTES:
Project 120-A

558-53210 Telephone

NEXT YEAR NOTES:
Project 120-A -- Mitel $43 per month and Mobile $60 per month for a annual total of $1236.

558-53250 Website Design & Update

CURRENT YEAR NOTES:
Project 120-C

558-53250 Website Design & Update

NEXT YEAR NOTES:
Project 120-C: The amount for next year's website will consist of two items. First is the website hosting which will remain with Austin County Online at $900 annually. Plug ins to incorporate into our multimedia. $1000

558-53300 Dues & Subscriptions

CURRENT YEAR NOTES:
TACVB: $520 (120-A), Canva: $120 (120-A), Microsoft 365: $150 (120-A), Adobe Illustrator: $190 (120-A), Search TX Tax: $63 (120-A), Placer AI: $5,000 (120-A), TX Independent Trail Region: $500 (120-C), Central TX I-10 Comm. Alliance: $250 (120-C)

558-53300 Dues & Subscriptions

NEXT YEAR NOTES:
TACVB: $520 (120-A); Texas Festival and Events Association Membership $355 annual membership (120-A); Texas Travel Alliace Membership Annual $500 (120-A); Budget $1,000

20 -HOTEL/MOTEL TAX FUND
CVB - VISITOR INFO CENTER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | for additonal memberships after conducting strategic research about our tourism focus maximizing funds for Tourism Manager training and exposure opportunite (120-A) for the Annual amount of $1500. Potential Dues and Subscriptions: Downtown TX $350 yr; and others TBD.; Texas I-10 Community Alliance--$250.Tex Hotel Lodging Association--$1,543; ((((((((Until Software line item is added, the software needs are as follows: Placer AI-$6000, Search Texas Tax $150, Canva $130, MS Office $300, Source Strategies online for HOT Stays $1,250))))))))))))for a total of $7830 plus $5498= $13,328 | | | | | | |
| 558-53310 | Travel & Training | CURRENT YEAR NOTES: Texas Travel Alliance-Travel & Tourism College: $1,800, TACVB Conference: $1,655, DMS Certification: $250, TX Travel Alliance Annual Summit: $1,925 - Project 120-A | | | | | | |
| 558-53310 | Travel & Training | NEXT YEAR NOTES: Project 120-A Texas Travel Alliance --Tourism College: $1,800, TACVB Conference: $1,655, TACVB Dest. Mgmt. Specialist Certification: $250, TX Travel Alliance Annual Summit: $1,925; Tourism Friendly Texas Certification is online and apply Juanuary 2026 -$250; and/or other training programs as needed | | | | | | |
| 558-53330 | Postage & Shipping | CURRENT YEAR NOTES: Project 120-A | | | | | | |
| 558-53330 | Postage & Shipping | NEXT YEAR NOTES: Project 120-A General office needs. Project 120-C Mailing and ordering brochures and marketing information for tourism | | | | | | |
| 558-53340 | Printing & Binding | CURRENT YEAR NOTES: Business Cards: $500 - Project 120-C | | | | | | |
| 558-53340 | Printing & Binding | NEXT YEAR NOTES: Project 120-C Business Cards, hanging tourism photos, creating in house custom maps and marketing | | | | | | |
| 558-53355 | Marketing | CURRENT YEAR NOTES: Tourism Promo Photo Video Package: $12,000 (120-C), Digital Advertising: $3,000 (120-C), Billboard Advertising: $3,700 (120-C), CVB Sign & Mural: $25,000 (120-A) | | | | | | |
| 558-53355 | Marketing | NEXT YEAR NOTES: 'SWAG' for tourism center $5,000; Tourism Supplemental Photos and Videos--$1500; Digital Chaparral Creative ($500/mo x 12=$6000)and $2,0000 for multimedia plug-ins, etc. for total of $8,000.;Advertising | | | | | | |

20 -HOTEL/MOTEL TAX FUND
CVB - VISITOR INFO CENTER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | | | and Multimedia (FB,Threads, YouTube)--$8,000;Texas Independent Trail Region$500;SeeMyLegacy-- $2,300; Public Art/CVB Signage $15,000; Remote visitor centers $10,000 for total Category 120-C is $44,150; Contract with Texas Festival and Tourism Mike Baxter for consulting for three Fesitval at $5,000 each of which $10,000 will occur in 2025-2026. | | | |
| 558-53400 | General Liability Insuranc | | | CURRENT YEAR NOTES: Project 120-A | | | | |
| 558-53400 | General Liability Insuranc | | | NEXT YEAR NOTES: Project 120-A TMLIRP: $1,245 | | | | |
| 558-53900 | Building & Land Rentals | | | CURRENT YEAR NOTES: Suite 8 & 50% of Suite 5: $5,450 - $650 one time deposit: Project 120-A | | | | |
| 558-53900 | Building & Land Rentals | | | NEXT YEAR NOTES: Project 120-A Suite 8 is CVB--100% or $7800 and Suite 5 Conference Room-- 50% or $1800 for a total of $9,600 annually. | | | | |
| 558-53960 | Copier Rental Fees | | | CURRENT YEAR NOTES: Project 120-A | | | | |
| 558-53960 | Copier Rental Fees | | | NEXT YEAR NOTES: Project 120-A: Ubeo Ricoh Copier paying 50% of cost with EDC or $179.17 per month for an annual cost of $2,150. | | | | |
| CAPITAL OUTLAY | | | | | | | | |
| 20-558-56070 | Furniture & Fixtures | 0 | 0 | 5,000 | 1,527 | 0 | 1,900 | |
| 20-558-56645 | Signage to Signs/Attractio | 0 | 0 | 100,000 | 0 | 0 | 61,000 | |
| TOTAL CAPITAL OUTLAY | | 0 | 0 | 105,000 | 1,527 | 0 | 62,900 | |
| 558-56070 | Furniture & Fixtures | | | CURRENT YEAR NOTES: Project 120-A | | | | |
| 558-56070 | Furniture & Fixtures | | | NEXT YEAR NOTES: Standing desk $500; Guest Chairs (2)$400; Miscelaneous needs $1,000 | | | | |
| 558-56645 | Signage to Signs/Attractio | | | CURRENT YEAR NOTES: Wayfinding Signs: $100,000 - Project 120-H | | | | |
| 558-56645 | Signage to Signs/Attractio | | | NEXT YEAR NOTES: In FY 2025-2026 it is estimated there will be a balance of %60,000 after program planning and developpment completed in FY 2024-2025. The remaining $60,000 will be for capital | | | | |

20 -HOTEL/MOTEL TAX FUND
CVB - VISITOR INFO CENTER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| | wayfiding signage purchases of materials from original budget of $100,000. Signage for event parking and directional signage to events--$1000 (Category 120-H) | | | | | | |
| TOTAL CVB - VISITOR INFO CENTER | 0 | 0 | 219,187 | 27,024 | 0 | 272,777 | |

20 -HOTEL/MOTEL TAX FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| TOTAL EXPENDITURES | 143,072 | 136,725 | 279,834 | 68,077 | 0 | 308,252 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 51,484 | 202,745 | 0 | 83,379 | 0 | 0 | |

22 -Local Youth Diversion Fd

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | | |
| 22-42030 Local Court Fees | 19,390 | 20,158 | 17,000 | 12,978 | 0 | 16,000 | |
| TOTAL FINES & FORFEITURES | 19,390 | 20,158 | 17,000 | 12,978 | 0 | 16,000 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 22-45000 Interest Earnings | 510 | 1,540 | 300 | 2,032 | 0 | 1,800 | |
| TOTAL INVESTMENT INCOME | 510 | 1,540 | 300 | 2,032 | 0 | 1,800 | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 19,900 | 21,698 | 17,300 | 15,009 | 0 | 17,800 | |

22 -Local Youth Diversion Fd
MUNICIPAL COURT

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 22-525-52000 General Office Supplies | 0 | 0 | 0 | 0 | 0 | 500 | 500 |
| Supplies 1 | 500.00 | | | | | | |
| 22-525-52010 Office Copy Supplies | 0 | 0 | 0 | 0 | 0 | 500 | 500 |
| Copy Supplies 1 | 500.00 | | | | | | |
| 22-525-52020 Data Processing Supplies | 0 | 0 | 0 | 0 | 0 | 1,000 | 1,000 |
| Brochures, Business Car 1 | 1,000.00 | | | | | | |
| 22-525-53300 Dues & Subscriptions | 0 | 0 | 0 | 0 | 0 | 5,000 | 5,000 |
| Educational Programs 1 | 5,000.00 | | | | | | |
| 22-525-53330 Postage & Shipping | 0 | 0 | 0 | 0 | 0 | 2,100 | 2,100 |
| Summons Certified Notic 12 | 175.00 | | | | | | |
| TOTAL OPERATIONS | 0 | 0 | 0 | 0 | 0 | 9,100 | |

525-53330 Postage & Shipping

NEXT YEAR NOTES:
Postage for summons fees related to YD will be coded here.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TOTAL MUNICIPAL COURT | 0 | 0 | 0 | 0 | 0 | 9,100 | |

22 -Local Youth Diversion Fd
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 22-599-59998 Budgeted Addition to Fund | 0 | 0 | 17,300 | 0 | 0 | 8,700 | |
| TOTAL OTHER FINANCING USES | 0 | 0 | 17,300 | 0 | 0 | 8,700 | |
| TOTAL NON-DEPARTMENTAL | 0 | 0 | 17,300 | 0 | 0 | 8,700 | |
| TOTAL EXPENDITURES | 0 | 0 | 17,300 | 0 | 0 | 17,800 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 19,900 | 21,698 | 0 | 15,009 | 0 | 0 | |

23 -MUNICIPAL JURY FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | | |
| 23-42030 Local Court Fees | 388 | 403 | 0 | 260 | 0 | 200 | |
| TOTAL FINES & FORFEITURES | 388 | 403 | 0 | 260 | 0 | 200 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 23-45000 Interest Earnings | 10 | 23 | 0 | 28 | 0 | 25 | |
| TOTAL INVESTMENT INCOME | 10 | 23 | 0 | 28 | 0 | 25 | |
| OTHER FINANCING SOURCES | | | | | | | |
| 23-49998 Budgeted Reduction of Fund Bal | 0 | 0 | 680 | 0 | 0 | 675 | |
| TOTAL OTHER FINANCING SOURCES | 0 | 0 | 680 | 0 | 0 | 675 | |
| TOTAL REVENUES | 398 | 427 | 680 | 287 | 0 | 900 | |

49998 Budgeted Reduction of FundNEXT YEAR NOTES:
Fund Balance as of 4/30/25: $1,304.
A budgeted reduction of $675 is needed to fund the expenses

23 -MUNICIPAL JURY FUND
MUNICIPAL COURT

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET | |
|---|---|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | | | |
| 23-525-53330 Postage & Shipping | | 0 | 571 | 680 | 243 | 0 | 800 | | |
| Juror Summons | 4 | 200.00 | | | | | | | |
| TOTAL OPERATIONS | | 0 | 571 | 680 | 243 | 0 | 800 | | 800 |
| TOTAL MUNICIPAL COURT | | 0 | 571 | 680 | 243 | 0 | 800 | | |

23 -MUNICIPAL JURY FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| TOTAL EXPENDITURES | 0 | 571 | 680 | 243 | 0 | 800 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 398 | ( 145) | 0 | 44 | 0 | 100 | |

24 -CHP 59 FORFEITED PROP FND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | | |
| 24-42500 Property Forfeitures | 11,885 | 40,169 | 0 | 8,137 | 0 | 0 | |
| TOTAL FINES & FORFEITURES | 11,885 | 40,169 | 0 | 8,137 | 0 | 0 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 24-45000 Interest Earnings | 541 | 3,655 | 600 | 2,217 | 0 | 500 | |
| TOTAL INVESTMENT INCOME | 541 | 3,655 | 600 | 2,217 | 0 | 500 | |
| OTHER FINANCING SOURCES | | | | | | | |
| 24-49998 Budgeted Reduction of Fund Bal | 0 | 0 | 0 | 0 | 0 | 71,896 | |
| TOTAL OTHER FINANCING SOURCES | 0 | 0 | 0 | 0 | 0 | 71,896 | |
| TOTAL REVENUES | 12,427 | 43,824 | 600 | 10,354 | 0 | 72,396 | |

45000 Interest Earnings

NEXT YEAR NOTES:
FY 2025 Fund Balance: $107,911 generates $2K interest income
Due to budgeted fund balance reduction required to fund expenses in the amount of $72,396, interest revenue is projected at $500

24 -CHP 59 FORFEITED PROP FND
POLICE

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| OPERATIONS | | | | | | | |
| 24-530-52125 Weapons & Special Equipmen | 0 | 4,294 | 0 | 16,139 | 0 | 18,099 | |
| 24-530-52280 Motor Vehicle Supplies | 327 | 0 | 0 | 0 | 0 | 0 | |
| 24-530-52320 Minor Tools & Equipment | 0 | 3,439 | 0 | 2,341 | 0 | 18,099 | |
| 24-530-52330 Safety Equipment | 0 | 0 | 0 | 0 | 0 | 18,099 | |
| 24-530-53310 Travel & Training | 0 | 1,346 | 0 | 1,741 | 0 | 0 | |
| TOTAL OPERATIONS | 327 | 9,079 | 0 | 20,221 | 0 | 54,297 | |

530-52125 Weapons & Special EquipmenPERMANENT NOTES:
Specialized Equipment for SRT, Drone

530-52125 Weapons & Special EquipmenCURRENT YEAR NOTES:
Specialized Equipment for SRT, Drone

530-52320 Minor Tools & Equipment PERMANENT NOTES:
Specialized Breaching Equipment

530-52320 Minor Tools & Equipment CURRENT YEAR NOTES:
Specialized Breaching Equipment

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 24-530-56100 Special Equipment | 0 | 0 | 0 | 0 | 0 | 18,099 | |
| TOTAL CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 | 18,099 | |
| TOTAL POLICE | 327 | 9,079 | 0 | 20,221 | 0 | 72,396 | |

24 -CHP 59 FORFEITED PROP FND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 24-599-59998 Budgeted Addition to Fund | 0 | 0 | 600 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING USES | 0 | 0 | 600 | 0 | 0 | 0 | |
| TOTAL NON-DEPARTMENTAL | 0 | 0 | 600 | 0 | 0 | 0 | |
| TOTAL EXPENDITURES | 327 | 9,079 | 600 | 20,221 | 0 | 72,396 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 12,100 | 34,745 | 0 | ( 9,867) | 0 | 0 | |

26 -TIRZ #2 TAX INCREMENT FND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PROPERTY TAX | | | | | | | |
| 26-40000 Property Taxes - Current | 228,338 | 328,642 | 368,815 | 167,999 | 0 | 393,235 | |
| TOTAL PROPERTY TAX | 228,338 | 328,642 | 368,815 | 167,999 | 0 | 393,235 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 26-45000 Interest Earnings | 250 | 3,912 | 0 | 116 | 0 | 200 | |
| TOTAL INVESTMENT INCOME | 250 | 3,912 | 0 | 116 | 0 | 200 | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 228,587 | 332,554 | 368,815 | 168,115 | 0 | 393,435 | |

40000 Property Taxes - Current

CURRENT YEAR NOTES:
City of Sealy 100% Pledge $189,516
Austin County 70% Pledge $203,719
Taxable value less 2005 tax base = Incremental value x Tax Rate (city 0.003256) (county 0.0052) x (city 100%) (county 70%) = Tax Revenue

26 -TIRZ #2 TAX INCREMENT FND
TAX INCRMNT REINVEST ZONE

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 26-595-53010 Auditing & Accounting | 0 | 7,500 | 0 | 0 | 0 | 0 | |
| 26-595-53020 Consultant Services | 2,728 | 0 | 0 | 2,614 | 0 | 3,000 | |
| 26-595-53095 General Administration | 32,566 | 45,704 | 52,500 | 50,400 | 0 | 56,855 | |
| TOTAL OPERATIONS | 35,294 | 53,204 | 52,500 | 53,014 | 0 | 59,855 | |
| 595-53095 General Administration | CURRENT YEAR NOTES: 30% of the City's 100% pledge ($189,516 x 30%) | | | | | | |
| TOTAL TAX INCRMNT REINVEST ZONE | 35,294 | 53,204 | 52,500 | 53,014 | 0 | 59,855 | |

26 -TIRZ #2 TAX INCREMENT FND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 26-599-59990 Transfers Out | 189,585 | 278,726 | 0 | 278,726 | 0 | 333,580 | |
| 26-599-59998 Budgeted Addition to Fund | 0 | 0 | 316,315 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING USES | 189,585 | 278,726 | 316,315 | 278,726 | 0 | 333,580 | |
| TOTAL NON-DEPARTMENTAL | 189,585 | 278,726 | 316,315 | 278,726 | 0 | 333,580 | |
| TOTAL EXPENDITURES | 224,879 | 331,930 | 368,815 | 331,740 | 0 | 393,435 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 3,708 | 624 | 0 | ( 163,625) | 0 | 0 | |

27 -PID #1 ASSESSMENT FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CHARGES FOR SERVICES | | | | | | | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 27-45000 Interest Earnings | 362 | 957 | 0 | 852 | 0 | 0 | |
| TOTAL INVESTMENT INCOME | 362 | 957 | 0 | 852 | 0 | 0 | |
| DEVELOPMENT FEES | | | | | | | |
| 27-47000 Special Assessments | 45,732 | 51,983 | 45,584 | 44,548 | 0 | 45,584 | |
| 27-47150 Special Assessments Pen & Int | 98 | 107 | 0 | 10 | 0 | 0 | |
| TOTAL DEVELOPMENT FEES | 45,830 | 52,090 | 45,584 | 44,558 | 0 | 45,584 | |
| 47000 Special Assessments | CURRENT YEAR NOTES:<br>77 properties @ $592 | | | | | | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 46,192 | 53,047 | 45,584 | 45,411 | 0 | 45,584 | |

27 -PID #1 ASSESSMENT FUND
PUBLIC IMPROVEMENT DIST

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 27-596-53095 General Administration | 2,386 | 3,106 | 2,500 | 2,524 | 0 | 2,500 | |
| TOTAL OPERATIONS | 2,386 | 3,106 | 2,500 | 2,524 | 0 | 2,500 | |
| 596-53095 General Administration | CURRENT YEAR NOTES:<br>City Admin $2,300<br>County Admin $200 | | | | | | |
| TOTAL PUBLIC IMPROVEMENT DIST | 2,386 | 3,106 | 2,500 | 2,524 | 0 | 2,500 | |

27 -PID #1 ASSESSMENT FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 27-599-59990 Transfers Out | 43,091 | 56,742 | 0 | 45,705 | 0 | 43,084 | |
| 27-599-59998 Budgeted Addition to Fund | 0 | 0 | 43,084 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING USES | 43,091 | 56,742 | 43,084 | 45,705 | 0 | 43,084 | |
| TOTAL NON-DEPARTMENTAL | 43,091 | 56,742 | 43,084 | 45,705 | 0 | 43,084 | |
| TOTAL EXPENDITURES | 45,478 | 59,848 | 45,584 | 48,230 | 0 | 45,584 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 714 | ( 6,801) | 0 | ( 2,819) | 0 | 0 | |

28 -SEALY DEVELOPMENT AUTH FD

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| OTHER FINANCING SOURCES | | | | | | | |
| 28-49990 Transfers In | 232,677 | 335,468 | 0 | 324,431 | 0 | 376,664 | |
| 28-49998 Budgeted Reduction of Fund Bal | 0 | 0 | 359,399 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING SOURCES | 232,677 | 335,468 | 359,399 | 324,431 | 0 | 376,664 | |
| TOTAL REVENUES | 232,677 | 335,468 | 359,399 | 324,431 | 0 | 376,664 | |

49990 Transfers In

CURRENT YEAR NOTES:
TIRZ $333,580
PID $43,084
= $376,664

28 -SEALY DEVELOPMENT AUTH FD
SEALY DEVELOPMENT AUTH

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 28-597-55520 Developer Reimbursements | 203,637 | 299,275 | 359,399 | 324,431 | 0 | 376,664 | |
| 28-597-55521 Developer Interest | 29,040 | 36,193 | 0 | 0 | 0 | 0 | |
| TOTAL OPERATIONS | 232,677 | 335,468 | 359,399 | 324,431 | 0 | 376,664 | |
| 597-55520 Developer Reimbursements | CURRENT YEAR NOTES:<br>PID $43,084<br>TIRZ $333,580<br>= $376,664 | | | | | | |
| TOTAL SEALY DEVELOPMENT AUTH | 232,677 | 335,468 | 359,399 | 324,431 | 0 | 376,664 | |

28 -SEALY DEVELOPMENT AUTH FD
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| TOTAL EXPENDITURES | 232,677 | 335,468 | 359,399 | 324,431 | 0 | 376,664 | |

29 -ECON. DEV. SALES TAX FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| SALES TAX | | | | | | | |
| 29-40200 Sales & Use Taxes - Econ. Dev. | 1,109,554 | 1,183,675 | 1,108,269 | 788,453 | 0 | 1,163,683 | |
| 29-40220 Direct Payment Sales & Use Tax | 27,672 | 10,956 | 50,000 | 64 | 0 | 0 | |
| TOTAL SALES TAX | 1,137,225 | 1,194,632 | 1,158,269 | 788,517 | 0 | 1,163,683 | |

40200 Sales & Use Taxes - Econ. PERMANENT NOTES:
According to fiscal year monthly average.

40200 Sales & Use Taxes - Econ. CURRENT YEAR NOTES:
The Sales Tax revenue projection splits the difference between FY 2024 actual monthly average over 12 months at no change, compared to a 5% increase over FY 24 projection, resulting in a projected Sales Tax revenue of $1,108,269

40220 Direct Payment Sales & Use PERMANENT NOTES:
1. The Hendrix project has to earn a minimum of $50,000.00 in Direct Pay revenue for the EDC to be required to pay incentive payments on the project.
2. Hailiang is required to use their permit throughout the building process of their project. Although Phase I must be completed by 12.31.2021, Phase II begins and will be under construction until 12.31.2023.
Hailiang - between current through end of 2023 =
Projected at 165K for EDC and 330K for COS
At approx.. 35% of projected EDC income
Current 114K COS & 57K EDC
Hendrix - between current through end of 2023
=
Projected at 50K for EDC, which has to be met to meet their perform. agree. obligations
And 100K for COS

40220 Direct Payment Sales & Use CURRENT YEAR NOTES:
Project M-63 may participate in the Direct Pay incentive program.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| INTERGOVERNMENTAL | | | | | | | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| 29-44910 Contributions | 625 | 4,000 | 0 | 0 | 0 | 0 | |
| TOTAL CONTRIBUTIONS & DONATIONS | 625 | 4,000 | 0 | 0 | 0 | 0 | |
| INVESTMENT INCOME | | | | | | | |
| 29-45000 Interest Earnings | 23,212 | 104,740 | 10,000 | 81,045 | 0 | 80,000 | |
| TOTAL INVESTMENT INCOME | 23,212 | 104,740 | 10,000 | 81,045 | 0 | 80,000 | |

45000 Interest Earnings PERMANENT NOTES:
This value is determined by the Finance Director and City Manager.

29 -ECON. DEV. SALES TAX FUND

| REVENUES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 45000 | Interest Earnings | CURRENT YEAR NOTES: EDC will be spending down fund balance on projects in FY 2025, | | | | | | |
| OTHER REVENUES | | | | | | | | |
| OTHER FINANCING SOURCES | | | | | | | | |
| 29-49998 | Budgeted Reduction of Fund Bal | 0 | 0 | 1,054,714 | 0 | 0 | 791,414 | |
| TOTAL OTHER FINANCING SOURCES | | 0 | 0 | 1,054,714 | 0 | 0 | 791,414 | |
| 49998 | Budgeted Reduction of Fund | CURRENT YEAR NOTES: TO BALANCE SHORTFALL TO FUND CAPITAL PROJECTS | | | | | | |
| TOTAL REVENUES | | 1,161,062 | 1,303,371 | 2,222,983 | 869,562 | 0 | 2,035,097 | |

29 -ECON. DEV. SALES TAX FUND
ECON DEVELOPMENT

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 29-522-51010 Salaries & Wages | 63,731 | 101,995 | 145,090 | 111,650 | 0 | 145,855 | |
| 29-522-51011 PTO Liability | 0 | 0 | 4,750 | 0 | 0 | 0 | |
| 29-522-51012 Overtime Pay | 0 | 0 | 500 | 1,015 | 0 | 0 | |
| 29-522-51015 Longevity Pay | 338 | 453 | 660 | 482 | 0 | 815 | |
| 29-522-51020 Social Security | 4,220 | 7,959 | 11,440 | 8,391 | 0 | 11,470 | |
| 29-522-51030 Retirement Contributions | 7,030 | 16,865 | 22,180 | 15,275 | 0 | 23,215 | |
| 29-522-51040 Group Insurance | 16,697 | 27,516 | 40,200 | 27,503 | 0 | 31,345 | |
| 29-522-51050 Workers' Compensation | 0 | 220 | 325 | 190 | 0 | 306 | |
| 29-522-51080 Auto Allowance | 0 | 1,638 | 3,250 | 2,238 | 0 | 3,250 | |
| TOTAL PERSONNEL | 92,016 | 156,645 | 228,395 | 166,744 | 0 | 216,256 | |

522-51010 Salaries & Wages

CURRENT YEAR NOTES:
EDC DIRECTOR - $93,684
EDC DEPUTY EXEC. DIRECTOR/SECRETARY - $50,752
SALARY ADJ X2 - $650

522-51010 Salaries & Wages

NEXT YEAR NOTES:
EDC DIRECTOR (90%) - $92,739
EDC DEPUTY EXEC. DIRECTOR/SECRETARY (90%) - $52,529
SALARY ADJ X2 (@90%) - $585

522-51011 PTO Liability

CURRENT YEAR NOTES:
PTO LIABILITY PAYOUT - INCLUDES SS, MED, & TMRS - HOLIDAY (0H), VACATION (0H), SICK (160H), COMP TIME (0H)

522-51030 Retirement Contributions

CURRENT YEAR NOTES:
CY 2024 - 13.96%
CY 2025 - 15.10%

522-51030 Retirement Contributions

NEXT YEAR NOTES:
CY 2025 - 15.10%
CY 2026 - 15.60%

522-51040 Group Insurance

PERMANENT NOTES:
City pays 100% of employee medical, dental, and life insurance; 60% of dependent medical and dental. Employees are responsible for vision, additional life or any other benefit costs.

522-51040 Group Insurance

CURRENT YEAR NOTES:
BUDGET FOR 10% INCREASE

522-51040 Group Insurance

NEXT YEAR NOTES:
NO PREMIUM INCREASE FY2026

522-51050 Workers' Compensation

PERMANENT NOTES:
WC CLASS CODE: 8810

29 -ECON. DEV. SALES TAX FUND
ECON DEVELOPMENT

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 522-51050 | Workers' Compensation | CURRENT YEAR NOTES:<br>WC RATE FY25: $0.0041 | | | | | | |
| 522-51050 | Workers' Compensation | NEXT YEAR NOTES:<br>WC RATE FY26: $0.0041 | | | | | | |
| OPERATIONS | | | | | | | | |
| 29-522-52000 | General Office Supplies | 430 | 747 | 1,800 | 565 | 0 | 2,000 | |
| 29-522-52020 | Data Processing Supplies | 212 | 2,659 | 4,093 | 3,647 | 0 | 5,500 | |
| 29-522-52100 | Wearing Apparel | 0 | 0 | 250 | 0 | 0 | 750 | |
| 29-522-52130 | Food & Water Supplies | 76 | 260 | 750 | 185 | 0 | 750 | |
| 29-522-52150 | Building & Grounds Supplie | 0 | 493 | 500 | 300 | 0 | 1,000 | |
| 29-522-52190 | Public Relations Supplies | 732 | 519 | 0 | 0 | 0 | 0 | |
| 29-522-52450 | Historic Dist Christmas Su | 0 | 3,999 | 0 | 0 | 0 | 0 | |
| 29-522-53000 | Engineering Services | 0 | 1,256 | 10,000 | 1,831 | 0 | 7,000 | |
| 29-522-53010 | Auditing & Accounting | 2,353 | 3,200 | 3,500 | 2,110 | 0 | 3,350 | |
| 29-522-53020 | Consultant Services | 8,057 | 52,766 | 36,975 | 23,747 | 0 | 30,500 | |
| 29-522-53030 | Legal Services | 10,704 | 13,911 | 25,000 | 9,672 | 0 | 18,000 | |
| 29-522-53085 | Direct Pay Administration | 0 | 0 | 75,000 | 0 | 0 | 0 | |
| 29-522-53200 | Electricity | 15,996 | 5,437 | 16,597 | 1,439 | 0 | 10,000 | |
| 29-522-53210 | Telephone | 2,251 | 2,274 | 3,060 | 1,956 | 0 | 2,600 | |
| 29-522-53220 | Internet Services | 0 | 420 | 420 | 0 | 0 | 420 | |
| 29-522-53230 | Water & Sewer Fees | 0 | 618 | 0 | 0 | 0 | 0 | |
| 29-522-53250 | Web Site Design & Update | 1,350 | 2,375 | 5,000 | 5,375 | 0 | 8,000 | |
| 29-522-53260 | Christmas Decorating Servi | 0 | 0 | 0 | 0 | 0 | 10,000 | |
| 29-522-53300 | Dues & Subscriptions | 869 | 4,354 | 3,750 | 1,690 | 0 | 2,933 | |
| 29-522-53310 | Travel & Training | 836 | 4,035 | 8,000 | 4,730 | 0 | 10,950 | |
| 29-522-53320 | Newspaper Advertising | 827 | 1,472 | 2,400 | 641 | 0 | 2,400 | |
| 29-522-53330 | Postage & Shipping | 4 | 38 | 100 | 0 | 0 | 100 | |
| 29-522-53355 | Marketing | 0 | 2,500 | 6,500 | 4,851 | 0 | 6,500 | |
| 29-522-53360 | Public Relations | 2,362 | 22,547 | 5,000 | ( 8,556) | 0 | 7,250 | |
| 29-522-53400 | General Liability Insuranc | 1,038 | 1,226 | 1,400 | 945 | 0 | 1,245 | |
| 29-522-53500 | Buildings & Grounds Rep/Ma | 156 | 4,636 | 0 | 0 | 0 | 0 | |
| 29-522-53900 | Building & Land Rentals | 7,150 | 18,183 | 19,400 | 13,835 | 0 | 12,600 | |
| 29-522-53960 | Copier Rental Fees | 364 | 563 | 6,000 | 2,373 | 0 | 2,150 | |
| 29-522-54410 | Software License Fees | 0 | 0 | 0 | 0 | 0 | 17,290 | |
| 29-522-55580 | Community Project Grants | 6,050 | 0 | 40,000 | 12,699 | 0 | 70,000 | |
| 29-522-55590 | Historic District Projects | 11,426 | 9,000 | 80,000 | 0 | 0 | 200,000 | |
| 29-522-55610 | Business Incentives | 117,135 | 6,500 | 175,000 | 97,112 | 0 | 80,000 | |
| 29-522-55995 | Depreciation Expense | 2,446 | 10,128 | 0 | 0 | 0 | 0 | |
| TOTAL OPERATIONS | | 192,822 | 176,116 | 530,495 | 181,146 | 0 | 513,288 | |
| 522-52000 | General Office Supplies | PERMANENT NOTES:<br>Copy paper, binders, pens, tape, staples, highlighters, whiteboards, paper clips, folders, Kleenex, paper plates, plastic ware, thumb drives, binding clips, post it notes, paper towels,and other throughout the year. | | | | | | |
| 522-52020 | Data Processing Supplies | NEXT YEAR NOTES:<br>Computer peripherals $4,500yr | | | | | | |

29 -ECON. DEV. SALES TAX FUND
ECON DEVELOPMENT

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | Blue Iron Proof Point x 9 staff and board members $250 yr.<br>Social Media - $250 yr | | | | | | |
| 522-52100 | Wearing Apparel | PERMANENT NOTES:<br>Apparel for events, festivals, site tours and<br>attend marketing events. Apparel Board members | | | | | | |
| 522-52100 | Wearing Apparel | NEXT YEAR NOTES:<br>Apparel for events, festivals, site tours and<br>attend marketing events. Apparel Board members | | | | | | |
| 522-52130 | Food & Water Supplies | PERMANENT NOTES:<br>Office food, drinks, candy, and water supplies for meetings<br>and guests. | | | | | | |
| 522-52150 | Building & Grounds Supplie | PERMANENT NOTES:<br>Decor and supplies for office and meeting room | | | | | | |
| 522-52190 | Public Relations Supplies | CURRENT YEAR NOTES:<br>Moved items to Marketing line item | | | | | | |
| 522-53000 | Engineering Services | PERMANENT NOTES:<br>On-call engineering services | | | | | | |
| 522-53010 | Auditing & Accounting | PERMANENT NOTES:<br>Auditing for Sealy EDC | | | | | | |
| 522-53010 | Auditing & Accounting | NEXT YEAR NOTES:<br>FY 2025 AUDIT - $3,350 (10%) | | | | | | |
| 522-53020 | Consultant Services | NEXT YEAR NOTES:<br>Impact DataSource $5,000<br>Retail Coach - $15,500<br>Provided information from Demographic Study by PASA for SISD<br>$10,000. | | | | | | |
| 522-53030 | Legal Services | NEXT YEAR NOTES:<br>EDC Attorney no longer required to attend all EDC meetings<br>Decreased | | | | | | |
| 522-53085 | Direct Pay Administration | PERMANENT NOTES:<br>For ED agreements that utilize Direct Pay<br>Hendrix - $25,000<br>Sika - $50,000 | | | | | | |
| 522-53200 | Electricity | PERMANENT NOTES:<br>This is electricity for decorative street lights on Main<br>Street. Our office rent includes electricity. | | | | | | |
| 522-53210 | Telephone | PERMANENT NOTES: | | | | | | |

29 -ECON. DEV. SALES TAX FUND
ECON DEVELOPMENT

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | Land lines with Mitel: $33.33 per line x 2 lines plus $10 per line or $20 monthly so $86.66 for two lines. $86.66 x 12 =$1,039.92<br>2 cell phones @ $60 = 120 x 12 = $1,440 annually. Total cost for this line is $2,600 | | | | | | |
| 522-53210 | Telephone | CURRENT YEAR NOTES:<br>Increased each line | | | | | | |
| 522-53220 | Internet Services | NEXT YEAR NOTES:<br>Go Daddy Domain and other services | | | | | | |
| 522-53250 | Web Site Design & Update | NEXT YEAR NOTES:<br>Revize - an annual cost of a $2,500 which includes hosting, 24/7 Web support,Security Upadates, redunduant server storage and 10GB storage.<br>Resimplify - $4,463 this year due to increase of $213 annually. $1,000 for unknown other services that may arise. | | | | | | |
| 522-53260 | Christmas Decorating Servi | NEXT YEAR NOTES:<br>Turn-key decor for Scranton Park and Historical Museum Area to tie into Downtown. This is an increase of $5000 annually. This is an agreement for incremental purchases of lighting and decorations annually to add to the light inventory and to expand decorations year over year. This amount will also pay for installation so the public works team may address other needs. | | | | | | |
| 522-53300 | Dues & Subscriptions | NEXT YEAR NOTES:<br>TEDC for 2 EDC staff - $1200<br>Chamber $250<br>Rotary - $125<br>Sealy News $60<br>Bellville News $65<br>Greater Houston Partnership - Removed -$1,500<br>Downtown Texas - $350 Moved to CVB Budget<br>International City Manager Assoc. for access to up to date nationwide data on economic development, infrstrucuture, finance, parks, tourism and many other sources of information - $723<br>IEDC 2 staff - $255 x 2= $510 | | | | | | |
| 522-53310 | Travel & Training | NEXT YEAR NOTES:<br>Employees x 2 for TEDC conference plus mileage and meals= $4,000<br>IEDC Certification for 2 members = $1,450<br>Travel for Training = $500<br>Training expenses for EDC staff and board member's workshops,as related to economic development/Type B Corporation training up to $4,000.00 | | | | | | |

29 -ECON. DEV. SALES TAX FUND
ECON DEVELOPMENT

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | Training for one of the following: City Attorney, City Administrator or City Clerk mandetory each twenty-four month period. $1000 | | | | | | |
| 522-53320 | Newspaper Advertising | PERMANENT NOTES:<br>$200.00 per month for publishing public hearings, and running advertisements | | | | | | |
| 522-53330 | Postage & Shipping | PERMANENT NOTES:<br>Postage costs | | | | | | |
| 522-53350 | Photo/Blueprint Processing | PERMANENT NOTES:<br>Moved items to Marketing | | | | | | |
| 522-53355 | Marketing | NEXT YEAR NOTES:<br>Update website with professional pictures<br>aerial & city maps for projects Photography for projects and prospects and supplemental photos,advertising, Video of Sealy $1,500<br>Multi-Media in contract with Chaparral Creative at $250 per month or $3,000 annualy and an additonal multi-media costs beyond annual contract of $1,000. Business cards, trade show, conference, and event supplies, promotional items to market Sealy,a variety of tools and supplies. $1,000 | | | | | | |
| 522-53360 | Public Relations | NEXT YEAR NOTES:<br>Sponsor events as needed $1000<br>Lunch and Learn contribution $250<br>Video Services for Board Meetings $2,000<br>Quarterly Outreach Events $2,000<br>Formal BRE Program & Mileage $1000<br>Out of office meeting and lunch expenses, Appreciation $1000 | | | | | | |
| 522-53400 | General Liability Insuranc | PERMANENT NOTES:<br>To be Determined by City Secretary and City Finance Department | | | | | | |
| 522-53400 | General Liability Insuranc | NEXT YEAR NOTES:<br>TMLIRP $1,245 | | | | | | |
| 522-53900 | Building & Land Rentals | NEXT YEAR NOTES:<br>EDC Office & Board Rm Rental: Office $900 x 12= $10,800 and 50% of the Conference Room is $150 x 12= $1,800 for a total of $12,600/yr,<br>BNSF rental for downtown parking = $4,635 budgeted in Contributions to Primary | | | | | | |
| 522-53960 | Copier Rental Fees | PERMANENT NOTES:<br>For copy machine rental and copy overages | | | | | | |

29 -ECON. DEV. SALES TAX FUND
ECON DEVELOPMENT

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET | |
|---|---|---|---|---|---|---|---|---|---|
| 522-53960 | Copier Rental Fees | NEXT YEAR NOTES:<br>Will be moved to Capital Lease Payable 50/50 split of monthly lease of $112.50 for EDC $112.50 CVB and estimated copy overage of $800 per year. | | | | | | | |
| 522-54410 | Software License Fees | NEXT YEAR NOTES:<br>Zac Tax Property $3,000 and $3,000 Sales Tax = $6,000/yr.<br>Blu Dot CRM for BRE is $3,160 annual subscription<br>Canva $130/yr.<br>Adobe $500/yr.<br>Placer AI $6,000 annual subscription.<br>Other Software during the year $1,500 =Total $17,290 | | | | | | | |
| 522-55580 | Community Project Grants | NEXT YEAR NOTES:<br>Qualify EDC expenditures for community events of:<br>Fantasy of Lights= $35,000<br>Springfest=$35,000 | | | | | | | |
| 522-55590 | Historic District Projects | NEXT YEAR NOTES:<br>*Focus on the development of engaging downtown advocates to develop a comprehensive approch for smart and meaningful pressevation and redevelopment of Sealy's Historic Downtown with an eye on Chapter 29 and creating a targeted incentive program.<br>*Then, $160,000 in HDT Grants & BIG after rewrting these policies to align with new Chapte 29 focusing on improvements to the Sealy HDT District. Total=$200,000. | | | | | | | |
| 522-55610 | Business Incentives | NEXT YEAR NOTES:<br>Hendrix - $50,000 Direct Pay Sales Tax Agreement Benchmark of $25K to be met, COO, $36M Capital Investment, Employment of 75FTE met.<br>Praseks - $15,000 payments for non-direct pay incentive contingent on meeting sales tax goals.<br>Trevino - $15,000 Owner must invest $15,000 capital for building retoration,two FT for 12 months from COO, 6 months to buildout. | | | | | | | |
| CAPITAL OUTLAY | | | | | | | | | |
| 29-522-56000 | Land | 230,460 | 0 | 0 | 0 | 0 | 0 | | |
| 29-522-56010 | Buildings | 0 | 0 | 100,000 | 0 | 0 | 145,000 | | |
| 29-522-56025 | Leasehold Improvements | 0 | 104,846 | 0 | 0 | 0 | 0 | | |
| 29-522-56050 | Park Improvements | 0 | 0 | 350,000 | 0 | 0 | 676,000 | | |
| 29-522-56200 | Roads & Parking | 0 | 103 | 610,400 | 189,777 | 0 | 100,000 | | |
| 29-522-56500 | Utility Line Extensions | 0 | 0 | 0 | 0 | 0 | 12,000 | | |
| 29-522-56995 | Engineering Services | 0 | 47,990 | 169,000 | 41,500 | 0 | 164,000 | | |
| 29-522-56996 | Architectural Services | 0 | 0 | 0 | 0 | 0 | 35,500 | | |
| TOTAL CAPITAL OUTLAY | | 230,460 | 152,939 | 1,229,400 | 231,277 | 0 | 1,132,500 | | |
| 522-56010 | Buildings | CURRENT YEAR NOTES: | | | | | | | |

29 -ECON. DEV. SALES TAX FUND
ECON DEVELOPMENT

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | Funds for the design & improvement of the Hill Community Center Building - $64,500. | | | | | | |
| 522-56010 | Buildings | NEXT YEAR NOTES:<br>*Hill Center Building improvements: Originally $105,000 - now split the cost: $70,000 construction from this line item, and $35,000 moved to architectural services from Task Order contract with M-6 Studios and accounted for in architectural<br>fees for the year noted in line item 522-56996 Architectural Services.<br>*Lierdertafel building improvements and storage $75,000.<br>TOTAL BUILDING IMPROVEMENT CONSTRUCTION COSTS: $145,000<br>W. E. HILL COMMUNITY CENTER ADA: $70,000<br>LIEDERTAFEL: $75,000 | | | | | | |
| 522-56050 | Park Improvements | CURRENT YEAR NOTES:<br>Construction costs for the Cryan Park Lighting $111,041<br>Cryan Park Pond Erosion Project $236,899<br>TOTAL $347,940 | | | | | | |
| 522-56050 | Park Improvements | NEXT YEAR NOTES:<br>*Construction Costs for Cryan Park Lighting and Pond Erosion per Strand Cost Opinion in May 2025:<br>Detention Pond Reconstruction=$373,200<br>Walking Trail Lighting= $218,500<br>Contingency of 10%= $59,200 totaling $651,000.<br>*Shade Structures for Cryan Park =$25,000<br>Total Improvements ($651,000 added to $25,000 = $676,000) | | | | | | |
| 522-56200 | Roads & Parking | CURRENT YEAR NOTES:<br>Hill Center Parking Project $347,000<br>Downtown Parking Project $150,400<br>TOTAL $497,400 | | | | | | |
| 522-56200 | Roads & Parking | NEXT YEAR NOTES:<br>Removed Art Program Funding to instead allocate to Lighting and Alley Design for improvements with Parking Downtown. an estimated $100,000. | | | | | | |
| 522-56500 | Utility Line Extensions | NEXT YEAR NOTES:<br>This is a potential project that would be an agreement to upsize a city gas main to two (2) business properties needing additional gas capacity. | | | | | | |
| 522-56995 | Engineering Services | NEXT YEAR NOTES:<br>Engineering & Bidding for Cryan park pond and lighting projects $74,000<br>Additional Engineering for Lighting,parking and alley improvements downtown. $50,000 | | | | | | |

29 -ECON. DEV. SALES TAX FUND
ECON DEVELOPMENT

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | Study on moving Public Works facilities to another site $40,000 for a potential move in 2026-2027. | | | | | | |
| 522-56996 | Architectural Services | NEXT YEAR NOTES:<br>This covers an approved Task Order Contract with Studio M-6 for the following projects:<br>Liedertaffel Hall should be completed in FY 2025= $14,500<br>There will be a contract amount of $35,500 remaing with the WE Hill Center project identified to be funded by the SEDC.<br>The third project is a space study for City Hall funded by the City. | | | | | | |
| TOTAL ECON DEVELOPMENT | | 515,298 | 485,700 | 1,988,290 | 579,168 | 0 | 1,862,044 | |

NEXT YEAR NOTES:
Hendrix Project $150,000.00
SIKA Project $81,000.00
Prasek's Project $7,000.00
New Projects

29 -ECON. DEV. SALES TAX FUND
MAIN STREET PROGRAM

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 29-516-53020 Consultant Services | 0 | 1 | 0 | 0 | 0 | 0 | |
| 29-516-53030 Legal Services | 0 | 129 | 0 | 0 | 0 | 0 | |
| 29-516-53210 Telephone | 0 | 99 | 0 | 0 | 0 | 0 | |
| 29-516-53250 Website Design & Update | 100 | 300 | 0 | 0 | 0 | 0 | |
| 29-516-53300 Dues & Subscriptions | 1,260 | 350 | 0 | 0 | 0 | 0 | |
| TOTAL OPERATIONS | 1,360 | 879 | 0 | 0 | 0 | 0 | |
| TOTAL MAIN STREET PROGRAM | 1,360 | 879 | 0 | 0 | 0 | 0 | |

29 -ECON. DEV. SALES TAX FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 29-599-51090 Reserved for Merit Increas | 0 | 0 | 4,093 | 0 | 0 | 8,698 | |
| TOTAL PERSONNEL | 0 | 0 | 4,093 | 0 | 0 | 8,698 | |
| 599-51090 Reserved for Merit Increas | CURRENT YEAR NOTES: POTENTIAL FOR UP TO 3% MERIT INCREASE IN 2025 POST-EVALUALTION (INCLUDES ADDL WAGES, TAXES, TMRS) 29-522: $4,093 | | | | | | |
| 599-51090 Reserved for Merit Increas | NEXT YEAR NOTES: Pending approval @ 7.15.25 CC Meeting: $5,454 | | | | | | |
| OPERATIONS | | | | | | | |
| 29-599-55710 Service/Finance Charges | 0 | 19 | 0 | (0) | 0 | 0 | |
| TOTAL OPERATIONS | 0 | 19 | 0 | (0) | 0 | 0 | |
| CAPITAL OUTLAY | | | | | | | |
| | Once a discussion of placing the copier rental amount in this line item | | | | | | |
| DEBT SERVICE | | | | | | | |
| 29-599-58000 Principal Retirement | 65,000 | 65,000 | 65,000 | 0 | 0 | 70,000 | |
| 29-599-58010 Interest Paid | 7,194 | 7,194 | 5,500 | 2,739 | 0 | 4,620 | |
| 29-599-58019 Lease Interest Expense | 390 | 220 | 0 | 0 | 0 | 0 | |
| TOTAL DEBT SERVICE | 72,584 | 72,414 | 70,500 | 2,739 | 0 | 74,620 | |
| 599-58000 Principal Retirement | PERMANENT NOTES: Funds the Interlocal Agreement regarding the development of public park infrustructure, confirmed payment amount per Finance's Amortization schedule | | | | | | |
| 599-58000 Principal Retirement | NEXT YEAR NOTES: 2020 Bond payment obligation | | | | | | |
| 599-58010 Interest Paid | PERMANENT NOTES: Per Interlocal Agreement regarding the development of public park infrastructure, payment amount per Finance's Amortization schedule | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 29-599-59990 Transfers Out | (10,385) | 48 | 0 | 0 | 0 | 0 | |
| 29-599-59995 Contributions to Primary G | 65,711 | 60,000 | 160,100 | 24,625 | 0 | 89,735 | |
| TOTAL OTHER FINANCING USES | 55,326 | 60,048 | 160,100 | 24,625 | 0 | 89,735 | |
| 599-59995 Contributions to Primary G | CURRENT YEAR NOTES: EDC/COS ADMIN SERVICE CONTRACT $30,000.00. EDC/COS Contribution of $74,000.00 toward the Irene LeBlanc | | | | | | |

29 -ECON. DEV. SALES TAX FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | Splash Pad project.<br>Liedertafel Improvement Contributions - $31,000<br>Flock Cameras for Historic District and Shopping Patrons $25,100<br>TOTAL $160,100<br>The following are shown as Contributions from Component in the City's General Fund Revenue included with the above, but funded from other line items as noted below:<br>Sika and Praseks's ($85,000 and $15,000) in Business Incentives line item<br>BNSF Parking Lot lease and insurance $4500 and $3500 - in Building and Land Rental line item<br>TOTAL CONTRIBUTIONS FROM COMPONENT REFLECTED IN CITY OF SEALY BUDGET $268,100 | | | | | | | |
| 599-59995 | Contributions to Primary G | NEXT YEAR NOTES:<br>Admin Serv Contract $30,000<br>Cryan Park M/O was $30k for the pool. Realloted funds to Invest $25,000 savings from Pool operations into annual capital for Cryan Park. This year it will be used to fund shade structures around Cryan Park Walking Trail.<br>The remaining cost savings of $5k will be used to fund Wayfinding Sign Project to pay for Non Tourism POI Signage (i.e. City Hall)<br>Flock Cameras - $25,100 (Payment #2 or 3)<br>Annual rental fee to BNSF for land at 2nd Street Parking lot.--$4635 | | | | | | | |
| TOTAL NON-DEPARTMENTAL | | 127,910 | 132,481 | 234,693 | 27,364 | 0 | 173,053 | |
| TOTAL EXPENDITURES | | 644,568 | 619,059 | 2,222,983 | 606,531 | 0 | 2,035,097 | |
| REVENUE OVER/(UNDER) EXPENDITURES | | 516,494 | 684,312 | 0 | 263,031 | 0 | 0 | |

30 -DOWNTOWN REVITALIZATION

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| 30-44910 Donations | 100 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL CONTRIBUTIONS & DONATIONS | 100 | 0 | 0 | 0 | 0 | 0 | |
| INVESTMENT INCOME | | | | | | | |
| 30-45000 Interest Earnings | 20 | 45 | 0 | 52 | 0 | 0 | |
| TOTAL INVESTMENT INCOME | 20 | 45 | 0 | 52 | 0 | 0 | |
| OTHER FINANCING SOURCES | | | | | | | |
| 30-49990 Transfers In | 0 | 6,066 | 0 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING SOURCES | 0 | 6,066 | 0 | 0 | 0 | 0 | |
| TOTAL REVENUES | 120 | 6,112 | 0 | 52 | 0 | 0 | |

30 -DOWNTOWN REVITALIZATION
DOWNTOWN REVITALIZATION

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| REVENUE OVER/(UNDER) EXPENDITURES | 120 | 6,112 | 0 | 52 | 0 | 0 | |

31 -EMERGENCY RESERVE FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| OTHER FINANCING SOURCES | | | | | | | |

31 -EMERGENCY RESERVE FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |

32 -AMER RESCUE PLAN ACT FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| INTERGOVERNMENTAL | | | | | | | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 32-45000 Interest Earnings | 11,048 | 15,036 | 0 | 8,441 | 0 | 0 | |
| TOTAL INVESTMENT INCOME | 11,048 | 15,036 | 0 | 8,441 | 0 | 0 | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 11,048 | 15,036 | 0 | 8,441 | 0 | 0 | |

32 -AMER RESCUE PLAN ACT FUND
PARKS & RECREATION

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 32-580-56050 Park Improvements | 0 | 0 | 0 | 335,421 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 0 | 0 | 0 | 335,421 | 0 | 0 | |
| TOTAL PARKS & RECREATION | 0 | 0 | 0 | 335,421 | 0 | 0 | |

32 -AMER RESCUE PLAN ACT FUND
SEWER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 32-512-53055 Grant Administration | 16,923 | 14,498 | 0 | 14,498 | 0 | 0 | |
| TOTAL OPERATIONS | 16,923 | 14,498 | 0 | 14,498 | 0 | 0 | |
| CAPITAL OUTLAY | | | | | | | |
| 32-512-56140 Lift Station Improvements | 0 | 0 | 0 | 219,358 | 0 | 0 | |
| 32-512-56995 Engineering Services | 0 | 2,562 | 0 | 2,726 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 0 | 2,562 | 0 | 222,084 | 0 | 0 | |
| TOTAL SEWER | 16,923 | 17,060 | 0 | 236,582 | 0 | 0 | |

32 -AMER RESCUE PLAN ACT FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 32-599-59990 Transfers Out | 586,569 | 402,619 | 0 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING USES | 586,569 | 402,619 | 0 | 0 | 0 | 0 | |
| TOTAL NON-DEPARTMENTAL | 586,569 | 402,619 | 0 | 0 | 0 | 0 | |
| TOTAL EXPENDITURES | 603,492 | 419,679 | 0 | 572,003 | 0 | 0 | |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 592,444) | ( 404,642) | 0 | ( 563,563) | 0 | 0 | |

33 -2022 COs CONSTRUCT FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 33-45000 Interest Earnings | 146,800 | 758,123 | 0 | 346,003 | 0 | 0 | |
| TOTAL INVESTMENT INCOME | 146,800 | 758,123 | 0 | 346,003 | 0 | 0 | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 146,800 | 758,123 | 0 | 346,003 | 0 | 0 | |

33 -2022 COs CONSTRUCT FUND
WATER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 33-511-56120 Water Infastructure Improv | 0 | 715,395 | 0 | 140,085 | 0 | 0 | |
| 33-511-56995 Engineering Services | 0 | 14,300 | 0 | 35,160 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 0 | 729,695 | 0 | 175,245 | 0 | 0 | |
| TOTAL WATER | 0 | 729,695 | 0 | 175,245 | 0 | 0 | |

33 -2022 COs CONSTRUCT FUND
SEWER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 33-512-56120 Sewer Infastructure Improv | 0 | 0 | 0 | 148,035 | 0 | 0 | |
| 33-512-56130 Sewer Special Equipment | 0 | 0 | 0 | 69,868 | 0 | 0 | |
| 33-512-56135 Sewer Line Improvements | 0 | 883,975 | 0 | 175,380 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 0 | 883,975 | 0 | 393,283 | 0 | 0 | |
| TOTAL SEWER | 0 | 883,975 | 0 | 393,283 | 0 | 0 | |

33 -2022 COs CONSTRUCT FUND
STREETS

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 33-575-56995 ENGINEERING SERVICES | 0 | 0 | 0 | 33,500 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 0 | 0 | 0 | 33,500 | 0 | 0 | |
| TOTAL STREETS | 0 | 0 | 0 | 33,500 | 0 | 0 | |

33 -2022 COs CONSTRUCT FUND
PARKS & RECREATION

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 33-580-56050 Park Improvements | 0 | 6,485 | 0 | 45,550 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 0 | 6,485 | 0 | 45,550 | 0 | 0 | |
| TOTAL PARKS & RECREATION | 0 | 6,485 | 0 | 45,550 | 0 | 0 | |

33 -2022 COs CONSTRUCT FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 33-599-55998 Amortization Expense | 0 | ( 46,163) | 0 | 0 | 0 | 0 | |
| TOTAL OPERATIONS | 0 | ( 46,163) | 0 | 0 | 0 | 0 | |
| CAPITAL OUTLAY | | | | | | | |
| DEBT SERVICE | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 33-599-59990 Transfers Out | 0 | 328,640 | 0 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING USES | 0 | 328,640 | 0 | 0 | 0 | 0 | |
| TOTAL NON-DEPARTMENTAL | 0 | 282,477 | 0 | 0 | 0 | 0 | |
| TOTAL EXPENDITURES | 0 | 1,902,631 | 0 | 647,578 | 0 | 0 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 146,800 | ( 1,144,508) | 0 | ( 301,575) | 0 | 0 | |

34 -FEMA WP & LS GENERATORS

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| INTERGOVERNMENTAL | | | | | | | |
| OTHER FINANCING SOURCES | | | | | | | |

34 -FEMA WP & LS GENERATORS
WATER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 34-511-56900 Grant Administration | 0 | 650 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 0 | 650 | 0 | 0 | 0 | 0 | |
| TOTAL WATER | 0 | 650 | 0 | 0 | 0 | 0 | |

34 -FEMA WP & LS GENERATORS
SEWER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 34-512-56900 Grant Administration | 0 | 854 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 0 | 854 | 0 | 0 | 0 | 0 | |
| TOTAL SEWER | 0 | 854 | 0 | 0 | 0 | 0 | |

34 -FEMA WP & LS GENERATORS
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OTHER FINANCING USES | | | | | | | |
| TOTAL EXPENDITURES | 0 | 1,504 | 0 | 0 | 0 | 0 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | ( 1,504) | 0 | 0 | 0 | 0 | |

35 -DONATION FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| 35-44910 Donations to General | 0 | 13,000 | 0 | 6,000 | 0 | 0 | |
| TOTAL CONTRIBUTIONS & DONATIONS | 0 | 13,000 | 0 | 6,000 | 0 | 0 | |
| INVESTMENT INCOME | | | | | | | |
| 35-45000 Interest Earnings | 0 | 0 | 0 | 331 | 0 | 0 | |
| TOTAL INVESTMENT INCOME | 0 | 0 | 0 | 331 | 0 | 0 | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 0 | 13,000 | 0 | 6,331 | 0 | 0 | |

35 -DONATION FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 35-599-52370 Employee Relations | 0 | 0 | 0 | 3,531 | 0 | 0 | |
| TOTAL OPERATIONS | 0 | 0 | 0 | 3,531 | 0 | 0 | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| TOTAL NON-DEPARTMENTAL | 0 | 0 | 0 | 3,531 | 0 | 0 | |
| TOTAL EXPENDITURES | 0 | 0 | 0 | 3,531 | 0 | 0 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | 13,000 | 0 | 2,801 | 0 | 0 | |

36 -DEBT SERVICE FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PROPERTY TAX | | | | | | | |
| 36-40000 Property Taxes - Current | 1,549,744 | 1,446,818 | 1,427,192 | 1,503,222 | 0 | 2,446,145 | |
| 36-40100 Property Taxes - Delinquent | 3,468 | 11,120 | 0 | 10,280 | 0 | 0 | |
| 36-40150 Property Taxes - Penalty & Int | 7,443 | 6,266 | 0 | 7,035 | 0 | 0 | |
| TOTAL PROPERTY TAX | 1,560,656 | 1,464,204 | 1,427,192 | 1,520,536 | 0 | 2,446,145 | |

40000 Property Taxes - Current
CURRENT YEAR NOTES:
Tax Calculation Worksheet Line Item #21 $1,252,142,261 x I&S tax rate 0.11398 per $100 valua = $1,427,192

40000 Property Taxes - Current
NEXT YEAR NOTES:
I&S Property Taxes will generate revenue to meet debt service obligations including:
2015 CO: $97,592.44
2018 CO: $73,452.46
2020 BOND: $326,573.34
2021 BOND: $24,052.28
2022 CO: $895,517.50
2025 CO: $1,028,956.56
TOTAL $2,446,144.58

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| INTERGOVERNMENTAL | | | | | | | |
| 36-43650 Intergovernmental Contribution | 72,194 | 72,194 | 70,478 | 2,739 | 0 | 74,620 | |
| TOTAL INTERGOVERNMENTAL | 72,194 | 72,194 | 70,478 | 2,739 | 0 | 74,620 | |

43650 Intergovernmental Contribu
CURRENT YEAR NOTES:
EDC
Principal $65,000
Interest $5,478
= $70,478

43650 Intergovernmental Contribu
NEXT YEAR NOTES:
EDC Contribution to 2020 Bond Principal $70,000 & Interest $4,620 = $74,620

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 36-45000 Interest Earnings | 12,233 | 29,361 | 639 | 16,502 | 0 | 18,000 | |
| TOTAL INVESTMENT INCOME | 12,233 | 29,361 | 639 | 16,502 | 0 | 18,000 | |

45000 Interest Earnings
NEXT YEAR NOTES:
Fiscal YTD Actual Interest Income in the Debt Service Fund averages $1,879 per month. Projections for FY 2026 are based on $1500 per month x 12 = $18,000

36 -DEBT SERVICE FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OTHER FINANCING SOURCES | | | | | | | |
| 36-49580 Proceeds of Debt Issuance | 0 | 0 | 0 | 421,442 | 0 | 0 | |
| 36-49990 Transfers In | 1,728,407 | 1,795,849 | 0 | 349,982 | 0 | 1,795,480 | |
| 36-49998 Budgeted Reduction of Fund Bal | 0 | 0 | 1,794,140 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING SOURCES | 1,728,407 | 1,795,849 | 1,794,140 | 771,424 | 0 | 1,795,480 | |
| 49990 Transfers In | CURRENT YEAR NOTES:<br>Water and Sewer Fund:<br>Principal $1,066,750<br>Interest $693,947<br>= $1,760,697<br>Gas Fund:<br>Principal $27,425<br>Interest $6,018<br>= $33,443 | | | | | | |
| 49990 Transfers In | NEXT YEAR NOTES:<br>Department 56: WATER: $1,762,010.20<br>Department 57: GAS: $33,470.10<br>TOTAL: $1,795,480.40 | | | | | | |
| TOTAL REVENUES | 3,373,490 | 3,361,608 | 3,292,449 | 2,311,201 | 0 | 4,334,245 | |

36 -DEBT SERVICE FUND
DEBT SERVICE

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| DEBT SERVICE | | | | | | | |
| 36-514-58000 Principal Retirement | 1,060,000 | 1,090,000 | 1,680,000 | 0 | 0 | 1,835,000 | |
| 36-514-58010 Interest Paid | 519,761 | 495,205 | 1,610,199 | 805,100 | 0 | 2,481,245 | |
| 36-514-58020 Fiscal Agent Fees | 2,250 | 2,400 | 2,250 | 825 | 0 | 3,150 | |
| TOTAL DEBT SERVICE | 1,582,011 | 1,587,605 | 3,292,449 | 805,925 | 0 | 4,319,395 | |

514-58000 Principal Retirement

NEXT YEAR NOTES:
2015 CO: $450,000
2018 CO: $490,000
2020 BOND: $410,000
2021 BOND: $280,000
2022 CO: $100,000
2025 CO: $105,000
TOTAL $1,835,000

514-58010 Interest Paid

NEXT YEAR NOTES:
2015 CO: $413,650
2018 CO: $317,168.76
2020 BOND: $27,984
2021 BOND: $2,968
2022 CO: $795,517.20
2025 CO: $923,956.26
TOTAL $2,481,244.52

514-58020 Fiscal Agent Fees

NEXT YEAR NOTES:
2015 CO: $825.00
2018 CO: $825.00
2022 CO: $750.00
2025 CO: $750.00
TOTAL $3,150

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TOTAL DEBT SERVICE | 1,582,011 | 1,587,605 | 3,292,449 | 805,925 | 0 | 4,319,395 | |

36 -DEBT SERVICE FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 36-599-59990 Transfers Out | 1,754,838 | 1,712,186 | 0 | 0 | 0 | 0 | |
| 36-599-59998 Budgeted Addition to Fund | 0 | 0 | 0 | 0 | 0 | 14,850 | |
| TOTAL OTHER FINANCING USES | 1,754,838 | 1,712,186 | 0 | 0 | 0 | 14,850 | |
| TOTAL NON-DEPARTMENTAL | 1,754,838 | 1,712,186 | 0 | 0 | 0 | 14,850 | |
| TOTAL EXPENDITURES | 3,336,849 | 3,299,791 | 3,292,449 | 805,925 | 0 | 4,334,245 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 36,641 | 61,817 | 0 | 1,505,277 | 0 | 0 | |

37 -DRAINAGE REMEDIATION FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| INTERGOVERNMENTAL | | | | | | | |
| 37-43600 Federal Grant Proceeds | 278,008 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL INTERGOVERNMENTAL | 278,008 | 0 | 0 | 0 | 0 | 0 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 278,008 | 0 | 0 | 0 | 0 | 0 | |

37 -DRAINAGE REMEDIATION FUND
DRAINAGE

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |

Contract Labor for shredding drainage easements

37 -DRAINAGE REMEDIATION FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| REVENUE OVER/(UNDER) EXPENDITURES | 278,008 | 0 | 0 | 0 | 0 | 0 | |

55 -2018 CO'S CONSTRUCT FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 55-45000 Interest Earnings | 35,150 | 82,127 | 0 | 38,815 | 0 | 0 | |
| TOTAL INVESTMENT INCOME | 35,150 | 82,127 | 0 | 38,815 | 0 | 0 | |
| OTHER FINANCING SOURCES | | | | | | | |
| 55-49990 Transfers In | 2,610,763 | 2,238,982 | 0 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING SOURCES | 2,610,763 | 2,238,982 | 0 | 0 | 0 | 0 | |
| TOTAL REVENUES | 2,645,913 | 2,321,109 | 0 | 38,815 | 0 | 0 | |

55 -2018 CO'S CONSTRUCT FUND
WATER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 55-511-56120 Water Infastructure Improv | 0 | ( 709,077) | 0 | 558,108 | 0 | 0 | |
| 55-511-56125 Meter Replacements | 0 | 11,693 | 0 | 0 | 0 | 0 | |
| 55-511-56130 Water Line Improvements | 0 | 85,998 | 0 | ( 81,075) | 0 | 0 | |
| 55-511-56995 Engineering Services | 1,567 | 78,868 | 0 | 148,488 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 1,567 | ( 532,518) | 0 | 625,521 | 0 | 0 | |

511-56120 Water Infastructure Improv CURRENT YEAR NOTES:
75,000 for major equipment repair (Wells, booster pumps, SCADA) Staff is expected 2-3 major repairs in the 23-24 cycle. 65,000 to recoat all the fire hydrants and major maintenance (oil & seals)

511-56130 Water Line Improvements CURRENT YEAR NOTES:
Concrete water lines can cause main breaks, especially with drought conditions.

511-56135 Water Tank Improvements CURRENT YEAR NOTES:
Coating of water towers - Rexville Rd & Downtown Well @ approx $7,000.00/each

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TOTAL WATER | 1,567 | ( 532,518) | 0 | 625,521 | 0 | 0 | |

55 -2018 CO'S CONSTRUCT FUND
SEWER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 55-512-56125 Sewer WWTP Deferred Maint | 0 | 39,935 | 0 | 2,392 | 0 | 0 | |
| 55-512-56130 Sewer Special Equipment | 0 | 1,230 | 0 | 0 | 0 | 0 | |
| 55-512-56135 Sewer Line Improvements | 0 | ( 883,975) | 0 | 0 | 0 | 0 | |
| 55-512-56995 Engineering Services | 0 | 19,981 | 0 | 440 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 0 | ( 822,828) | 0 | 2,832 | 0 | 0 | |

512-56120 Sewer Infastructure Improv CURRENT YEAR NOTES:
Belt Filter Press needs overhaul. Includes belts,scrapers,seals
Non-Potable Pump needs rebuild of water/mechanical seals
Automated barscreen spockets and chain drive are showing excessive wear.

512-56125 Sewer WWTP Deferred Maint CURRENT YEAR NOTES:
WWTP Equipment has deferred maintenance that must be done in the next budget cycle. The belt filter press needs a replacement belt, Turbo blowers need oil changes, Computer for screenings conveyor was struck by lightning, chlorine leak detectors are broken, chlorination equipment needs repairs.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TOTAL SEWER | 0 | ( 822,828) | 0 | 2,832 | 0 | 0 | |

55 -2018 CO'S CONSTRUCT FUND
GAS

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 55-517-56130 Gas Special Equipment | 19,890 | 0 | 0 | 0 | 0 | 0 | |
| 55-517-56995 Engineering Services | 0 | 4,821 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 19,890 | 4,821 | 0 | 0 | 0 | 0 | |
| TOTAL GAS | 19,890 | 4,821 | 0 | 0 | 0 | 0 | |

55 -2018 CO'S CONSTRUCT FUND
SOLID WASTE COLLECTION

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 55-518-56995 Engineering Services | 8,245 | 4,821 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 8,245 | 4,821 | 0 | 0 | 0 | 0 | |
| TOTAL SOLID WASTE COLLECTION | 8,245 | 4,821 | 0 | 0 | 0 | 0 | |

55 -2018 CO'S CONSTRUCT FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 55-599-55998 Amortization Expense | ( 46,896) | ( 733) | 0 | 0 | 0 | 0 | |
| TOTAL OPERATIONS | ( 46,896) | ( 733) | 0 | 0 | 0 | 0 | |
| CAPITAL OUTLAY | | | | | | | |
| DEBT SERVICE | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 55-599-59990 Transfers Out | 36,817 | 1,262,377 | 0 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING USES | 36,817 | 1,262,377 | 0 | 0 | 0 | 0 | |
| TOTAL NON-DEPARTMENTAL | ( 10,079) | 1,261,644 | 0 | 0 | 0 | 0 | |
| TOTAL EXPENDITURES | 19,623 | ( 84,060) | 0 | 628,353 | 0 | 0 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 2,626,291 | 2,405,169 | 0 | ( 589,538) | 0 | 0 | |

56 -WATER & SEWER FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | | |
| 56-42550 Penalties | 115,958 | 136,217 | 116,130 | 102,061 | 0 | 130,000 | |
| TOTAL FINES & FORFEITURES | 115,958 | 136,217 | 116,130 | 102,061 | 0 | 130,000 | |
| 42550 Penalties | NEXT YEAR NOTES: Projected to end current fiscal year at $136,000, averaging $11,340.11 per month. The annual average over the past 5 years is $125,683, projecting approximately 3.5% increase | | | | | | |
| CHARGES FOR SERVICES | | | | | | | |
| 56-43085 Smart Meter Fee | 0 | 14,030 | 33,600 | 18,020 | 0 | 28,000 | |
| 56-43210 Sales - Store | 1,105 | 1,451 | 0 | 0 | 0 | 0 | |
| 56-43230 Sales - Surplus Equipment | 0 | 15,641 | 85,000 | 49,475 | 0 | 50,000 | |
| TOTAL CHARGES FOR SERVICES | 1,105 | 31,121 | 118,600 | 67,494 | 0 | 78,000 | |
| 43085 Smart Meter Fee | NEXT YEAR NOTES: $2,253 X 12 = $27,036 | | | | | | |
| 43230 Sales - Surplus Equipment | CURRENT YEAR NOTES: Water meters sold | | | | | | |
| CATEGORY 33-35 | | | | | | | |
| 56-43300 ROW Use Permit Application Fee | 7,000 | 400 | 500 | 11,800 | 0 | 500 | |
| TOTAL CATEGORY 33-35 | 7,000 | 400 | 500 | 11,800 | 0 | 500 | |
| INTERGOVERNMENTAL | | | | | | | |
| 56-43600 Federal Grant Proceeds | 0 | 0 | 0 | 164,754 | 0 | 0 | |
| 56-43610 State Grant Proceeds | 0 | 0 | 0 | 23,039 | 0 | 0 | |
| TOTAL INTERGOVERNMENTAL | 0 | 0 | 0 | 187,793 | 0 | 0 | |
| WATER REVENUE | | | | | | | |
| 56-44000 Water Service Fees | 2,558,176 | 2,483,495 | 2,600,000 | 1,762,369 | 0 | 2,725,000 | |
| 56-44030 Bulk Water Sales | 70,743 | 71,995 | 45,000 | 56,788 | 0 | 50,000 | |
| 56-44050 Groundwater Conserv User Fee | 21,359 | 19,615 | 20,000 | 14,122 | 0 | 20,000 | |
| TOTAL WATER REVENUE | 2,650,279 | 2,575,105 | 2,665,000 | 1,833,279 | 0 | 2,795,000 | |
| 44000 Water Service Fees | CURRENT YEAR NOTES: Current Year WATER Revenue averages $190K/month. May and June, in a wet season with water use down, both generated $215K per month. 4 months at low average use ($190,500) = $762,000 6 months at high average use ($215,000) = $1,290,000 2 months at highest average ($278,000) = $556,000 Totals $2,608,000. Projecting $2,600,000 FY 2025 | | | | | | |
| 44000 Water Service Fees | NEXT YEAR NOTES: FY 2022-2023: $2,558,176 FY 2023-2024: $2,496,138 2.4% decrease Based on current YTD revenue through May 31st, the current | | | | | | |

56 -WATER & SEWER FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| year end projection is $2,645,000. Projecting a 3% increase in FY 2025-2026 based on added accounts = $2,725,000. | | | | | | | |
| SEWER REVENUE | | | | | | | |
| 56-44100 Sewer Service Fees | 1,819,872 | 2,149,208 | 2,100,000 | 1,462,924 | 0 | 2,260,000 | |
| TOTAL SEWER REVENUE | 1,819,872 | 2,149,208 | 2,100,000 | 1,462,924 | 0 | 2,260,000 | |
| 44100 Sewer Service Fees | CURRENT YEAR NOTES: Current Year SEWER Revenue, as of May, averages $181,000 monthly x 12 = $2,172,000. Projecting $2,100,000 FY 2025 | | | | | | |
| 44100 Sewer Service Fees | NEXT YEAR NOTES: FY 2021-2022: $1,822,366 FY 2022-2023: $1,819,872 0.14% decrease FY 2023-2024: $2,149,207 18% increase Current YTD: $1,462,923, averaging $182,865.48 per month x12= projected year end revenue of $2,194,386. x 3% increase for added accounts = $2,260,000 | | | | | | |
| TAP FEES | | | | | | | |
| 56-44410 Water Tap Fees | 345,759 | 43,306 | 73,000 | 44,650 | 0 | 58,000 | |
| 56-44420 Sewer Tap Fees | 61,045 | 36,550 | 23,000 | 41,250 | 0 | 60,000 | |
| TOTAL TAP FEES | 406,804 | 79,856 | 96,000 | 85,900 | 0 | 118,000 | |
| 44410 Water Tap Fees | NEXT YEAR NOTES: Current FY is projected to generate $56,533 in water tap fees x 3% increase = $58,000 projection for FY 2025-2026 | | | | | | |
| 44420 Sewer Tap Fees | NEXT YEAR NOTES: Based on current year end projected revenue of $61,875 and the current and upcoming approved plats for residential developments, the FY 2025-2026 revenue is projected at $60,000 | | | | | | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| 56-44900 Capital Contributions | 449,630 | 2,079,183 | 0 | 0 | 0 | 0 | |
| TOTAL CONTRIBUTIONS & DONATIONS | 449,630 | 2,079,183 | 0 | 0 | 0 | 0 | |
| INVESTMENT INCOME | | | | | | | |
| 56-45000 Interest Earnings | 26,843 | 62,152 | 25,000 | 69,811 | 0 | 84,000 | |
| TOTAL INVESTMENT INCOME | 26,843 | 62,152 | 25,000 | 69,811 | 0 | 84,000 | |
| 45000 Interest Earnings | NEXT YEAR NOTES: Current year end revenue projection based on trending interest rates is $93K. Conservatively projecting $84K for FY 2025-2026. | | | | | | |

56 -WATER & SEWER FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| DEVELOPMENT FEES | | | | | | | |
| OTHER REVENUES | | | | | | | |
| 56-48170 City Property Damage Proceeds | 0 | 0 | 0 | 1,365 | 0 | 0 | |
| 56-48230 Engineering Fee Reimbursement | 0 | 0 | 0 | 36,900 | 0 | 0 | |
| TOTAL OTHER REVENUES | 0 | 0 | 0 | 38,265 | 0 | 0 | |
| OTHER FINANCING SOURCES | | | | | | | |
| 56-49000 Gain on Sale of Assets | 1,150 | 0 | 0 | 0 | 0 | 0 | |
| 56-49990 Transfers In | ( 2,598) | 1,262,377 | 0 | 0 | 0 | 0 | |
| 56-49998 Budgeted Reduction of Fund Bal | 0 | 0 | 1,418,184 | 0 | 0 | 1,591,495 | |
| TOTAL OTHER FINANCING SOURCES | ( 1,448) | 1,262,377 | 1,418,184 | 0 | 0 | 1,591,495 | |

49998 Budgeted Reduction of FundCURRENT YEAR NOTES:
1. Loan to General Fund for PTO $305,580 which requires a Resolution or Ordinance approved by City Council with terms for the General Fund to repay the Enterprise Fund.
2. Funding the roof replacement in Building Improvements. City Hall / Planning & Public Works Department Buildings where work is directly related to the administration of public works.
Water $56,400 (Roof $41,400 plus A/C $15,000) - Fund only the shortfall of $28,277.25
Sewer $56,400 (Roff $41,400 plus A/C $15,000) - Fund only the shortfall of #28,277.25
3.
Water capital projects:$235,280
Water Infrastructure Improvements ($10,000)
Water Line Improvements ($160,280)
Water Tank Improvments ($65,000)
4.
56-511-53510: Replace walmart tower vertical turbine pump, replace booster pump #3, and Scada control screen/pc at Silliam water plant, totaling $100,000;
5.
56-511-53560 Heavy Equipment Repairs and Maintenance - $50,000 in case of emergency water well repairs.
6.
56-512-53510: Sewer Fixed Plant Equipment and Repairs for repairs to pumps, electrical and all equipment in WWTP and Lift Stations, totaling $100,000
7.
Sewer Capital Outlay:56-512-56080,056100, 56130, 56695, totaling $480,000
8. 56-511-56100 Special Equipment $85,000
All Water/Sewer Project & PTO Loan Total $1,412,414.50

49998 Budgeted Reduction of FundNEXT YEAR NOTES:
Budgeted reduction of fund balance is not projected for use

56 -WATER & SEWER FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| | to fund everyday operations. The funds will be used to fund the proposed $1,595,000 in Water and Sewer Capital Outlay projects to include building improvement, Wastewater Treatment Plant improvements, Sewer & Water Infrastructure improvements and Water Tank and Hydrant improvements. | | | | | | |
| TOTAL REVENUES | 5,476,044 | 8,375,619 | 6,539,414 | 3,859,327 | 0 | 7,056,995 | |

56 -WATER & SEWER FUND
WATER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 56-511-51010 Salaries & Wages | 228,573 | 167,894 | 232,500 | 147,716 | 0 | 242,500 | |
| 56-511-51011 PTO Liability | 0 | 0 | 4,280 | 0 | 0 | 0 | |
| 56-511-51012 Overtime Pay | 6,782 | 9,176 | 11,500 | 4,861 | 0 | 11,500 | |
| 56-511-51015 Longevity Pay | 941 | 693 | 1,180 | 775 | 0 | 1,460 | |
| 56-511-51020 Social Security | 17,630 | 12,089 | 17,900 | 11,199 | 0 | 19,545 | |
| 56-511-51030 Retirement Contributions | 27,768 | 41,179 | 36,500 | 17,901 | 0 | 39,575 | |
| 56-511-51040 Group Insurance | 72,096 | 43,755 | 74,350 | 37,805 | 0 | 62,745 | |
| 56-511-51050 Workers' Compensation | 6,417 | 8,667 | 8,715 | 5,302 | 0 | 5,890 | |
| 56-511-51060 Unemployment Compensation | 425 | 0 | 0 | (75) | 0 | 0 | |
| TOTAL PERSONNEL | 360,631 | 283,453 | 386,925 | 225,484 | 0 | 383,215 | |

511-51010 Salaries & Wages

CURRENT YEAR NOTES:
DIRECTOR OF PUBLIC WORKS (33%) - $28,288
WATER/SEWER SUPERINTENDENT (50%) - $33,104
UTILITY WORKER III X1 (50%) - $24,638
UTILITY WORKER II X1 (VACANT) (50%) - $20,800
UTILITY WORKER I X3 (50%) - $54,340
PUBLIC WORKS ADMIN/GIS (33%)- $19,282
CUSTOMER SERVICE (33%) - $13,569
SERVICE CENTER TECH (25%) - $10,140
ASSISTANT CITY MANAGER (25%) - $25,491
SALARY ADJ X11 (@%'s LISTED ABOVE) - $1,463

511-51010 Salaries & Wages

NEXT YEAR NOTES:
DIRECTOR OF PUBLIC WORKS (33%) - $31,672
WATER/SEWER SUPERINTENDENT (50%) - $33,104
UTILITY WORKER III X1 (50%) - $24,638
UTILITY WORKER II X1 (50%) - $20,800
UTILITY WORKER I X3 (50%) - $55,651
PUBLIC WORKS ADMIN/GIS (33%)- $19,282
CUSTOMER SERVICE (33%) - $13,569
SERVICE CENTER TECH (25%) - $13,000
ASSISTANT CITY MANAGER (25%) - $29,250
SALARY ADJ X11 (@%'s LISTED ABOVE) - $1,463

511-51011 PTO Liability

CURRENT YEAR NOTES:
PTO LIABILITY PAYOUT - INCLUDES SS, MED, & TMRS - HOLIDAY (0H), VACATION (0H), SICK (59.46H), COMP TIME (87.30H)

511-51012 Overtime Pay

PERMANENT NOTES:
Overtime for On-Call aand After Hours service

511-51015 Longevity Pay

CURRENT YEAR NOTES:
SPLIT SAME %'s AS SALARIES & WAGES

511-51020 Social Security

CURRENT YEAR NOTES:
SPLIT SAME %'s AS SALARIES & WAGES

56 -WATER & SEWER FUND
WATER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 511-51030 | Retirement Contributions | CURRENT YEAR NOTES:<br>CY 2024 - 13.96%<br>CY 2025 - 15.10% | | | | | | |
| 511-51030 | Retirement Contributions | NEXT YEAR NOTES:<br>CY 2025 - 15.10%<br>CY 2026 - 15.60% | | | | | | |
| 511-51040 | Group Insurance | PERMANENT NOTES:<br>City pays 100% of employee medical, dental, and life insurance; 60% of dependent medical and dental. Employees are responsible for vision, additional life or any other benefit costs. | | | | | | |
| 511-51040 | Group Insurance | CURRENT YEAR NOTES:<br>SPLIT SAME %'s AS SALARIES & WAGES<br>BUDGET FOR 10% INCREASE | | | | | | |
| 511-51040 | Group Insurance | NEXT YEAR NOTES:<br>SPLIT SAME %'s AS SALARIES & WAGES<br>NO PREMIUM INCREASE FY2026 | | | | | | |
| 511-51050 | Workers' Compensation | PERMANENT NOTES:<br>WC CLASS CODE: 7520<br>WC CLASS CODE: 8810 | | | | | | |
| 511-51050 | Workers' Compensation | CURRENT YEAR NOTES:<br>WC RATE FY25 (7520): $0.0450<br>WC RATE FY25 (8810): $0.0041 | | | | | | |
| 511-51050 | Workers' Compensation | NEXT YEAR NOTES:<br>WC RATE FY26 (7520): $0.0450<br>WC RATE FY26 (8810): $0.0041 | | | | | | |
| OPERATIONS | | | | | | | | |
| 56-511-52000 | General Office Supplies | 568 | 1,493 | 1,300 | 947 | 0 | 1,200 | |
| 56-511-52010 | Office Copy Supplies | 155 | 111 | 300 | 102 | 0 | 300 | |
| 56-511-52020 | Data Processing Supplies | 5,613 | 737 | 1,600 | ( 12) | 0 | 1,600 | |
| 56-511-52040 | Medical/First Aid Supplies | 0 | 0 | 500 | 0 | 0 | 300 | |
| 56-511-52050 | Motor Fuel & Oil | 17,627 | 15,136 | 25,000 | 8,691 | 0 | 25,000 | |
| 56-511-52100 | Wearing Apparel | 173 | 268 | 400 | 218 | 0 | 500 | |
| 56-511-52130 | Food & Water Supplies | 361 | 1,694 | 1,500 | 2,023 | 0 | 3,000 | |
| 56-511-52150 | Buildings & Grounds Suppli | 903 | 818 | 6,000 | 625 | 0 | 20,000 | |
| 56-511-52230 | Tap Installation Costs | 19,197 | 0 | 25,000 | 0 | 0 | 25,000 | |
| 56-511-52240 | Chemicals | 7,207 | 11,416 | 30,000 | 16,465 | 0 | 35,000 | |
| 56-511-52260 | Water Meter Supplies | 18,705 | 3,989 | 73,000 | 10,146 | 0 | 60,000 | |
| 56-511-52280 | Motor Vehicle Supplies | 387 | 16,217 | 1,120 | 874 | 0 | 1,200 | |
| 56-511-52320 | Minor Tools & Equipment | 6,016 | 7,659 | 9,200 | 5,982 | 0 | 9,200 | |
| 56-511-52330 | Safety Equipment | 1,425 | 3,425 | 3,200 | 660 | 0 | 1,000 | |
| 56-511-53000 | Engineering Services | 5,033 | 15,223 | 20,000 | 14,308 | 0 | 22,000 | |

56 -WATER & SEWER FUND
WATER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| 56-511-53010 Auditing & Accounting | 4,900 | 6,700 | 5,490 | 3,886 | 0 | 5,025 | |
| 56-511-53020 Consultant Services | 708 | 1,867 | 20,000 | 2,043 | 0 | 7,000 | |
| 56-511-53030 Legal Services | 597 | 0 | 0 | 0 | 0 | 0 | |
| 56-511-53090 Contract Labor | 0 | 10,500 | 21,100 | 0 | 0 | 25,000 | |
| 56-511-53200 Electricity | 72,353 | 85,173 | 90,000 | 75,843 | 0 | 104,000 | |
| 56-511-53210 Telephone | 4,165 | 4,582 | 6,266 | 3,317 | 0 | 5,000 | |
| 56-511-53280 Radio Transmission Fee Exp | 0 | 4,849 | 33,600 | 24,230 | 0 | 35,000 | |
| 56-511-53300 Dues & Subscriptions | 277 | 436 | 1,770 | 275 | 0 | 1,500 | |
| 56-511-53310 Travel & Training | 2,242 | 7,566 | 10,000 | 4,539 | 0 | 10,000 | |
| 56-511-53330 Postage & Shipping | 728 | 844 | 1,055 | 787 | 0 | 1,200 | |
| 56-511-53340 Printing & Binding | 797 | 1,304 | 2,000 | 347 | 0 | 2,000 | |
| 56-511-53360 Public Relations | 0 | 0 | 2,000 | 0 | 0 | 2,000 | |
| 56-511-53390 Gross Receipts Tax | 434,042 | 528,938 | 650,000 | 440,555 | 0 | 693,750 | |
| 56-511-53400 General Liability Insuranc | 10,377 | 12,262 | 14,297 | 9,450 | 0 | 12,410 | |
| 56-511-53420 Auto Liability Insurance | 5,030 | 5,083 | 5,765 | 4,327 | 0 | 6,146 | |
| 56-511-53500 Buildings & Grounds Rep/Ma | 245 | 259 | 15,000 | 3,773 | 0 | 15,000 | |
| 56-511-53510 Fixed Plant & Equip Rep/Ma | 14,867 | 16,698 | 100,000 | 31,981 | 0 | 100,000 | |
| 56-511-53540 Motor Vehicles Repairs/Mai | 4,832 | ( 3,719) | 10,550 | 13,007 | 0 | 10,550 | |
| 56-511-53560 Heavy Equipment Repairs/Ma | 325 | 4,288 | 5,275 | 6,531 | 0 | 10,000 | |
| 56-511-53570 Water Well Repairs & Maint | 21,147 | 40,078 | 50,000 | ( 4,361) | 0 | 50,000 | |
| 56-511-53580 Radio & Radar Repairs/Main | 0 | 3,966 | 40,000 | 0 | 0 | 0 | |
| 56-511-53590 Meter Repairs & Maintenanc | 125 | 3,317 | 0 | 770 | 0 | 5,000 | |
| 56-511-53610 Water Line Repairs & Maint | 22,413 | 26,675 | 50,000 | 60,200 | 0 | 75,000 | |
| 56-511-53660 Software Maintenance | 195 | 4,066 | 0 | 2,105 | 0 | 2,400 | |
| 56-511-53800 Lab Analysis Services | 4,691 | 5,481 | 10,000 | 2,858 | 0 | 8,000 | |
| 56-511-53920 Equipment/Vehicle Rentals | 9,418 | 16,789 | 34,410 | 25,649 | 0 | 33,000 | |
| 56-511-53940 Uniform Rentals | 2,391 | 2,989 | 4,750 | 2,515 | 0 | 4,000 | |
| 56-511-53960 Copier Rental Fees | 311 | 2,206 | 5,700 | 2,315 | 0 | 5,000 | |
| 56-511-53990 Other Rentals | 2,411 | 9,281 | 5,700 | 0 | 0 | 5,000 | |
| 56-511-54400 Permit Fees | 9,326 | 9,278 | 16,000 | 9,276 | 0 | 13,000 | |
| 56-511-55540 Groundwater Conservation F | 20,587 | 24,418 | 30,000 | 16,022 | 0 | 35,000 | |
| 56-511-55990 Bad Debt Expense | 61,187 | 3,131 | 5,700 | 8,293 | 0 | 9,000 | |
| 56-511-55995 Depreciation Expense | 1,382,151 | 1,095,166 | 0 | 0 | 0 | 0 | |
| TOTAL OPERATIONS | 2,176,209 | 2,012,655 | 1,444,548 | 811,562 | 0 | 1,495,281 | |

511-52000 General Office Supplies
PERMANENT NOTES:
Includes pens, pencils, clip boards, printer toner, envelopes, post its, tape, correction tap, staples etc. Not used for business cards.

511-52010 Office Copy Supplies
PERMANENT NOTES:
Copy paper.

511-52020 Data Processing Supplies
PERMANENT NOTES:
Replacement of Computers

511-52040 Medical/First Aid Supplies
PERMANENT NOTES:
Includes medical and first aid supplies for minor injuries such as bandage, dressing, gauzes antiseptic wipes, gloves, splint and tourniquets.

56 -WATER & SEWER FUND
WATER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 511-52050 | Motor Fuel & Oil | PERMANENT NOTES:<br>Diesel used for generators, tractors, and lawn mowers.<br>Gasoline used for vehicles and small engines such as pumps, chop saw, and weed eaters. | | | | | | |
| 511-52050 | Motor Fuel & Oil | CURRENT YEAR NOTES:<br>Staff is projecting an increase in the amount of Fuel consumption with the addition of generators at Water Plants. This is to supply the new/old diesel generators with fuel and routine maintenance. | | | | | | |
| 511-52050 | Motor Fuel & Oil | NEXT YEAR NOTES:<br>Staff is projecting an increase in the amount of Fuel consumption with the addition of generators at Water Plants. This is to supply the new/old diesel generators with fuel and routine maintenance. | | | | | | |
| 511-52060 | Janitorial Supplies | PERMANENT NOTES:<br>Includes supplies such as disinfecting wipes, broom, dustpan, buckets, all-purpose remover, hand soap, and trash bags. | | | | | | |
| 511-52100 | Wearing Apparel | PERMANENT NOTES:<br>Includes apparel for professional settings such as training and meetings. | | | | | | |
| 511-52100 | Wearing Apparel | NEXT YEAR NOTES:<br>Shirt embroidery and hats. | | | | | | |
| 511-52130 | Food & Water Supplies | PERMANENT NOTES:<br>Includes drinks for employees such as Gatorade, water, coffee, electrolytes freeze pops. One pallet of water from each of the divisions. | | | | | | |
| 511-52130 | Food & Water Supplies | CURRENT YEAR NOTES:<br>One pallet from each of the divisions. | | | | | | |
| 511-52150 | Buildings & Grounds Suppli | PERMANENT NOTES:<br>Includes items such as: key copies, light bulbs, paint brushes, paint, tape, and 1/5 of the charge for cylinder rental used for welding such as argon and oxygen. | | | | | | |
| 511-52150 | Buildings & Grounds Suppli | CURRENT YEAR NOTES:<br>Mini split airconditioning/heating unit for well 6. Well sites need to be painted (including booster pumps) | | | | | | |
| 511-52150 | Buildings & Grounds Suppli | NEXT YEAR NOTES:<br>Well sites need to be painted (including booster pumps).<br>$10,000 for installing security cameras & hotspots at wells. | | | | | | |

56 -WATER & SEWER FUND
WATER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 511-52230 | Tap Installation Costs | PERMANENT NOTES:<br>Used for purchasing water tap materials such as pipe, saddles, straps, fittings, corporations, curb stops, meters, meter boxes, etc. | | | | | | |
| 511-52230 | Tap Installation Costs | CURRENT YEAR NOTES:<br>Increased due to the rising cost of tap supplies and the anticipated growth. $25,000 is consistent with the projected revenue for tap installation costs, which decreased this year due to developers installing | | | | | | |
| 511-52240 | Chemicals | PERMANENT NOTES:<br>Chlorine for Wells, testing chemicals, Orthophophate for well 9. | | | | | | |
| 511-52240 | Chemicals | CURRENT YEAR NOTES:<br>Chemicals usage has increased and anticipate higher demand for chlorine. Orthophophate has also been introduced into the system. | | | | | | |
| 511-52280 | Motor Vehicle Supplies | PERMANENT NOTES:<br>Includes nuts,bolts,trailer hitches, etc. | | | | | | |
| 511-52320 | Minor Tools & Equipment | PERMANENT NOTES:<br>Includes shovels,bits,grease guns,hand tools,saw blades,etc. | | | | | | |
| 511-52330 | Safety Equipment | PERMANENT NOTES:<br>Includes hard hats,ear plugs,vests,rubber boots,gloves,flares,cones,etc. | | | | | | |
| 511-52330 | Safety Equipment | CURRENT YEAR NOTES:<br>Purchase traffic control per each department | | | | | | |
| 511-53000 | Engineering Services | PERMANENT NOTES:<br>Engineering Services | | | | | | |
| 511-53010 | Auditing & Accounting | PERMANENT NOTES:<br>Audit fee accrual | | | | | | |
| 511-53010 | Auditing & Accounting | NEXT YEAR NOTES:<br>FY 2025 AUDIT - $5,025 (15%) | | | | | | |
| 511-53020 | Consultant Services | PERMANENT NOTES:<br>Consultant Services | | | | | | |
| 511-53030 | Legal Services | PERMANENT NOTES:<br>For reviewing and/or drafting legal documentation such as easement dedication and land acquisition. Also used for other Public Works related legal fees. | | | | | | |

56 -WATER & SEWER FUND
WATER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 511-53055 | Grant Administration | PERMANENT NOTES:<br>Grant administration fees | | | | | | |
| 511-53090 | Contract Labor | PERMANENT NOTES:<br>Contractor assistance for infrastructure repairs, maintenance, and/or replacements. | | | | | | |
| 511-53090 | Contract Labor | CURRENT YEAR NOTES:<br>Staff is expecting to contract water service repairs | | | | | | |
| 511-53200 | Electricity | PERMANENT NOTES:<br>Electrical service used to run critical infrastructural such as wells, water towers, etc. | | | | | | |
| 511-53200 | Electricity | CURRENT YEAR NOTES:<br>Power consumption increase of $10,000 with Well#9 being online in 2024 | | | | | | |
| 511-53200 | Electricity | NEXT YEAR NOTES:<br>Adding Rexville Road well for the full year, and adding the water plant pumps. This is approximately 5% increase over the year end projected expense for electricity. | | | | | | |
| 511-53210 | Telephone | PERMANENT NOTES:<br>For cellular services such as personal, wells, towers, and lift stations. | | | | | | |
| 511-53300 | Dues & Subscriptions | PERMANENT NOTES:<br>Automated Meter Reading subscription for water meters<br>For dues and subscriptions to professional organizations such as TML, and AWWA. Monthly subscription to On The Clock. | | | | | | |
| 511-53300 | Dues & Subscriptions | CURRENT YEAR NOTES:<br>Air Conditioner Maintenance & Discount Service Plans:<br>Liedertafel ($729.97 x 4) $2,920<br>Planning Building ($554.98 x 4) $2,220 (Funded 50% by Public Works, $1,110 and 50% by General Fund, $1,110)<br>W. E. Hill Community Center ($729.97 x 4) $2,920<br>City Hall ($379.99 x 4) $1,520 (Funded 50% by Public Works, $760 and 50% by General Fund, $760)<br>B&PW Pavilion ($205 x 4) $820.00<br>Public Works Barn ($379.99 x 4) $1,520 (Funded 100% by Public Works)<br>Total: $11,920 ($8,530 - General Fund & $3,390 - Public Works)<br>$3390 split $1,130 between Water, Sewer and Gas | | | | | | |
| 511-53300 | Dues & Subscriptions | NEXT YEAR NOTES:<br>Adobe $580 | | | | | | |

56 -WATER & SEWER FUND
WATER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 511-53310 | Travel & Training | PERMANENT NOTES:<br>Includes CEU's, licenses,training classes,travel to and from classes,on call mileage, etc. | | | | | | |
| 511-53330 | Postage & Shipping | PERMANENT NOTES:<br>A portion of the postage for late notices on utility accounts is charged here. | | | | | | |
| 511-53330 | Postage & Shipping | CURRENT YEAR NOTES:<br>Increase for shipping Warranty Items in for repair | | | | | | |
| 511-53340 | Printing & Binding | PERMANENT NOTES:<br>Includes printing of water service agreements,utility receipts, business cards and other printed materials related to water. | | | | | | |
| 511-53340 | Printing & Binding | CURRENT YEAR NOTES:<br>Staff is planning to print out door hangers for leaks and boil water notices | | | | | | |
| 511-53360 | Public Relations | PERMANENT NOTES:<br>Public relations such as annual public notice; i.e., consumer confidence report. | | | | | | |
| 511-53360 | Public Relations | CURRENT YEAR NOTES:<br>Printing CCRs | | | | | | |
| 511-53390 | Gross Receipts Tax | CURRENT YEAR NOTES:<br>Projected annual Water Service Fee, Bulk Water Sales and Groundwater Cons. User Fee revenue is $2,600,000 x 25% = $650,000. | | | | | | |
| 511-53390 | Gross Receipts Tax | NEXT YEAR NOTES:<br>Projected annual Water Service Fee, Bulk Water Sales = $2,775,000 x 25% = $693,750 | | | | | | |
| 511-53400 | General Liability Insuranc | PERMANENT NOTES:<br>TML insurance premiums. Amount to be determine by City Secretary. | | | | | | |
| 511-53400 | General Liability Insuranc | NEXT YEAR NOTES:<br>TMLIRP $12,410 | | | | | | |
| 511-53420 | Auto Liability Insurance | PERMANENT NOTES:<br>TML insurance premiums. Amount to be determine by City Secretary. | | | | | | |
| 511-53420 | Auto Liability Insurance | NEXT YEAR NOTES:<br>TMLIRP $6,146 | | | | | | |

56 -WATER & SEWER FUND
WATER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 511-53500 | Buildings & Grounds Rep/Ma | | | | | | | |

PERMANENT NOTES:
Includes items purchased to repair or maintain water wells and other water related facilities; i.e., Sensors, clamps, pest control, rat/mouse traps, light bulbs, hoses, etc. Not cylinder rental-that is charged to buildings and grounds supplies.

511-53500 Buildings & Grounds Rep/Ma

CURRENT YEAR NOTES:
Silliman water plant building improvements/painting

511-53500 Buildings & Grounds Rep/Ma

NEXT YEAR NOTES:
Silliman water plant building improvements/painting

511-53510 Fixed Plant & Equip Rep/Ma

PERMANENT NOTES:
For repairs or replacement of SCADA System electronics, chemical feed systems, pumps and equipment at well and booster pump stations, aged equipment and maintenance.

511-53510 Fixed Plant & Equip Rep/Ma

CURRENT YEAR NOTES:
Replace walmart tower vertical turbine pump. Replace Booster pump #3 and Scada control screen/pc @ silliman water plant

511-53510 Fixed Plant & Equip Rep/Ma

NEXT YEAR NOTES:
Replace walmart tower vertical turbine pump. Replace booster pump at Well 7.

511-53540 Motor Vehicles Repairs/Mai

PERMANENT NOTES:
Includes all oil changes, filters, wiper blades, replacement parts, tires, vehicle registration etc. Includes utility trailer tires.

511-53540 Motor Vehicles Repairs/Mai

CURRENT YEAR NOTES:
Several vehicles will be needing tires in 2024

511-53560 Heavy Equipment Repairs/Ma

PERMANENT NOTES:
Includes hoses and fittings for backhoe, trailer parts, batteries for tractors, filters and repair parts for heavy equipment etc.

511-53570 Water Well Repairs & Maint

PERMANENT NOTES:
For repairs and maintenance on water well.

511-53570 Water Well Repairs & Maint

CURRENT YEAR NOTES:
Emergency well repairs

511-53580 Radio & Radar Repairs/Main

PERMANENT NOTES:
See Radio Transmission Fee (56-511-53280)

511-53580 Radio & Radar Repairs/Main

CURRENT YEAR NOTES:

56 -WATER & SEWER FUND
WATER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Expected automated meter raplecment program will cost $3,000 per month | | | | | |
| 511-53610 | Water Line Repairs & Maint | | | PERMANENT NOTES: For repairs and maintenance of failing existing lines that are aged. A replacement schedule is needed to address these lines in segments. | | | | | |
| 511-53660 | Software Maintenance | | | PERMANENT NOTES: Includes meter reading software and support | | | | | |
| 511-53800 | Lab Analysis Services | | | PERMANENT NOTES: TCEQ required water sample testing etc. | | | | | |
| 511-53800 | Lab Analysis Services | | | CURRENT YEAR NOTES: Sample monitoring has increased | | | | | |
| 511-53920 | Equipment/Vehicle Rentals | | | PERMANENT NOTES: Enterprise Lease Vehicles | | | | | |
| 511-53940 | Uniform Rentals | | | PERMANENT NOTES: 6 employees @ $10.00 per week, annual cost is $3,120 plus 1 set @ 350 equals $3470. Increased by $230.00 to account for inflation. | | | | | |
| 511-53960 | Copier Rental Fees | | | PERMANENT NOTES: Copier rental fees | | | | | |
| 511-54400 | Permit Fees | | | PERMANENT NOTES: TCEQ Water System Fee, Tier 2 chemical reporting. Not RP1162 notifications. | | | | | |
| 511-55540 | Groundwater Conservation F | | | PERMANENT NOTES: Ground water conservation fees are based on total volume pumped capacity from wells. Average $1,700 per month for 9 months = $15,300, $3000 per month for 3 months = $9,000 annual total = $24,300 | | | | | |
| CAPITAL OUTLAY | | | | | | | | | |
| 56-511-56010 | Buildings | 0 | 0 | 56,400 | 20,257 | 0 | 0 | | |
| 56-511-56100 | Special Equipment | 2,053 | 5,063 | 85,000 | 82,823 | 0 | 0 | | |
| 56-511-56130 | Water Infrastructure Impro | 0 | 1,269 | 10,000 | 0 | 0 | 90,000 | | |
| 56-511-56135 | Water Line Improvements | 0 | 0 | 160,280 | 0 | 0 | 0 | | |
| 56-511-56175 | Water Tank Improvements | 0 | 0 | 65,000 | 24,950 | 0 | 700,000 | | |
| 56-511-56995 | Engineering Services | 4,024 | 0 | 0 | 48,600 | 0 | 0 | | |
| TOTAL CAPITAL OUTLAY | | 6,077 | 6,332 | 376,680 | 176,630 | 0 | 790,000 | | |
| 511-56010 | Buildings | | | CURRENT YEAR NOTES: City Hall / Planning & Public Works Department Buildings | | | | | |

56 -WATER & SEWER FUND
WATER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | | | need a Roof Replacement for a total cost of $207,000. Due to the direct administration of Public Works billing and collections, as well as officing in these buildings, Water and Sewer will fund 40% of the construction project cost, as well as the cost of replacing the a/c at the Public Works Barn. Roof (40% of $207,000) $82,800. $41,400 will be funded by Water & $41,400 funded by Sewer. A/C at Barn $30,000 $15,000 Water & $15,000 Sewer Total: Water $56,400 (Roof $41,400 plus A/C $15,000) Sewer $56,400 (Roff $41,400 plus A/C $15,000) | | | |
| 511-56100 | Special Equipment | | | CURRENT YEAR NOTES: Vacuum trailer used to safely excavate around utility/fiber/gas lines minimizing potential damage and outtages. Possible scrap costs from meter replacement program could go towards this purchase. | | | | |
| 511-56130 | Water Infrastructure Impro | | | CURRENT YEAR NOTES: Rerouting emergency power from generator to EST storage controls | | | | |
| 511-56130 | Water Infrastructure Impro | | | NEXT YEAR NOTES: Hydrant rehab/painting $75,000 & replace well 5 & 6 meters with Badger meters. | | | | |
| 511-56135 | Water Line Improvements | | | CURRENT YEAR NOTES: replacing sections of asbestos cement/corroded steel lines throughout town. This will be an ongoing annual expense for the next 20 years | | | | |
| 511-56175 | Water Tank Improvements | | | CURRENT YEAR NOTES: clean/pressure wash elevated storage tanks and provide building (building was destroyed during microburst and need to be replaced for freeze protection) for walmart storage tank booster pump | | | | |
| 511-56175 | Water Tank Improvements | | | NEXT YEAR NOTES: Recoat downtown or walmart tower $500,000. GST rehab at well 8 $200,000. | | | | |
| 511-56995 | Engineering Services | | | PERMANENT NOTES: Engineering services for Capital Improvements Projects | | | | |
| 511-56995 | Engineering Services | | | CURRENT YEAR NOTES: Utility rate study is expected to be $50,000 and $54,000 of general engineering for capital improvement project review | | | | |
| TOTAL WATER | | 2,542,918 | 2,302,440 | 2,208,153 | 1,213,676 | 0 | 2,668,496 | |

56 -WATER & SEWER FUND
SEWER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 56-512-51010 Salaries & Wages | 130,503 | 261,789 | 364,250 | 245,733 | 0 | 375,500 | |
| 56-512-51011 PTO Liability | 0 | 0 | 13,575 | 0 | 0 | 0 | |
| 56-512-51012 Overtime Pay | 3,727 | 13,092 | 10,000 | 8,867 | 0 | 10,500 | |
| 56-512-51015 Longevity Pay | 393 | 1,477 | 2,200 | 1,533 | 0 | 2,730 | |
| 56-512-51020 Social Security | 9,773 | 22,130 | 28,900 | 18,747 | 0 | 29,745 | |
| 56-512-51030 Retirement Contributions | 15,272 | 58,569 | 55,950 | 36,936 | 0 | 63,130 | |
| 56-512-51040 Group Insurance | 21,757 | 91,467 | 101,950 | 55,786 | 0 | 85,805 | |
| 56-512-51050 Workers' Compensation | 3,986 | 1,685 | 3,380 | 2,363 | 0 | 8,809 | |
| TOTAL PERSONNEL | 185,410 | 450,209 | 580,205 | 369,965 | 0 | 576,219 | |

512-51010 Salaries & Wages

CURRENT YEAR NOTES:
WWTP SUPERINTENDENT - $70,616
UTILITY IV (SEWER) X1 - $61,797
DIRECTOR OF PUBLIC WORKS (33%) - $28,288
WATER/SEWER SUPERINTENDENT (50%) - $33,104
UTILITY WORKER III (WATER/SEW) X1 (50%) - $24,638
UTILITY WORKER II (WATER/SEW) X1 (VACANT) (50%) - $20,800
UTILITY WORKER I (WATER/SEW) X3 (50%) - $54,340
CUSTOMER SERVICE (33%) - $13,569
PUBLIC WORKS ADMIN/GIS (33%)- $19,282
SERVICE CENTER TECH (25%) - $10,140
ASSISTANT CITY MANAGER (25%) - $25,491
SALARY ADJ X13 (@%'s LISTED ABOVE) - $2,113

512-51010 Salaries & Wages

NEXT YEAR NOTES:
WWTP SUPERINTENDENT - $70,616
UTILITY IV (SEWER) X1 - $61,797
DIRECTOR OF PUBLIC WORKS (33%) - $31,672
WATER/SEWER SUPERINTENDENT (50%) - $33,104
UTILITY WORKER III (WATER/SEW) X1 (50%) - $24,638
UTILITY WORKER II (WATER/SEW) X1 (50%) - $20,800
UTILITY WORKER I (WATER/SEW) X3 (50%) - $55,651
CUSTOMER SERVICE (33%) - $13,569
PUBLIC WORKS ADMIN/GIS (33%)- $19,282
SERVICE CENTER TECH (25%) - $13,000
ASSISTANT CITY MANAGER (25%) - $29,250
SALARY ADJ X13 (@%'s LISTED ABOVE) - $2,113

512-51011 PTO Liability

CURRENT YEAR NOTES:
PTO LIABILITY PAYOUT - INCLUDES SS, MED, & TMRS - HOLIDAY (0H), VACATION (0H), SICK (296.88H), COMP TIME (87.30H)

512-51012 Overtime Pay

PERMANENT NOTES:
Overtime for On-Call and service call outs

512-51015 Longevity Pay

CURRENT YEAR NOTES:
SPLIT SAME %'s AS SALARIES & WAGES

56 -WATER & SEWER FUND
SEWER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 512-51020 | Social Security | CURRENT YEAR NOTES:<br>SPLIT SAME %'s AS SALARIES & WAGES | | | | | | |
| 512-51030 | Retirement Contributions | CURRENT YEAR NOTES:<br>SPLIT SAME %'s AS SALARIES & WAGES<br>CY 2024 - 13.96%<br>CY 2025 - 15.10% | | | | | | |
| 512-51030 | Retirement Contributions | NEXT YEAR NOTES:<br>SPLIT SAME %'s AS SALARIES & WAGES<br>CY 2025 - 15.10%<br>CY 2026 - 15.60% | | | | | | |
| 512-51040 | Group Insurance | PERMANENT NOTES:<br>City pays 100% of employee medical, dental, and life insurance; 60% of dependent medical and dental. Employees are responsible for vision, additional life or any other benefit costs. | | | | | | |
| 512-51040 | Group Insurance | CURRENT YEAR NOTES:<br>SPLIT SAME %'s AS SALARIES & WAGES<br>BUDGET FOR 10% INCREASE | | | | | | |
| 512-51040 | Group Insurance | NEXT YEAR NOTES:<br>SPLIT SAME %'s AS SALARIES & WAGES<br>NO PREMIUM INCREASE FY2026 | | | | | | |
| 512-51050 | Workers' Compensation | PERMANENT NOTES:<br>WC CLASS CODE: 7580 | | | | | | |
| 512-51050 | Workers' Compensation | CURRENT YEAR NOTES:<br>WC RATE FY25: $0.0450 | | | | | | |
| 512-51050 | Workers' Compensation | NEXT YEAR NOTES:<br>WC RATE FY26: $0.0450 | | | | | | |
| OPERATIONS | | | | | | | | |
| 56-512-52000 | General Office Supplies | 413 | 569 | 528 | 423 | 0 | 550 | |
| 56-512-52010 | Office Copy Supplies | 155 | 95 | 211 | 102 | 0 | 200 | |
| 56-512-52020 | Data Processing Supplies | 662 | 543 | 1,710 | 3,143 | 0 | 2,000 | |
| 56-512-52040 | Medical/First Aid Supplies | 0 | 79 | 228 | 0 | 0 | 300 | |
| 56-512-52050 | Motor Fuel & Oil | 4,366 | 8,205 | 12,000 | 5,562 | 0 | 12,000 | |
| 56-512-52060 | Janitorial Supplies | 84 | 122 | 500 | 0 | 0 | 300 | |
| 56-512-52100 | Wearing Apparel | 189 | 126 | 300 | 201 | 0 | 500 | |
| 56-512-52130 | Food & Water Supplies | 399 | 409 | 1,500 | 248 | 0 | 2,000 | |
| 56-512-52150 | Buildings & Grounds Suppli | 759 | 2,585 | 2,850 | 1,648 | 0 | 3,000 | |
| 56-512-52230 | Tap Installation Costs | 0 | 8,000 | 11,400 | 0 | 0 | 12,000 | |
| 56-512-52240 | Chemicals | 36,313 | 46,855 | 50,000 | 44,759 | 0 | 60,000 | |
| 56-512-52280 | Motor Vehicle Supplies | 702 | 832 | 5,275 | 2,529 | 0 | 5,000 | |
| 56-512-52320 | Minor Tools & Equipment | 3,321 | 5,442 | 5,130 | 3,869 | 0 | 5,000 | |

56 -WATER & SEWER FUND
SEWER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| 56-512-52330 Safety Equipment | 940 | 4,463 | 3,165 | 714 | 0 | 3,000 | |
| 56-512-53000 Engineering Services | 15,028 | 23,248 | 35,000 | 20,659 | 0 | 22,000 | |
| 56-512-53010 Auditing & Accounting | 5,600 | 6,700 | 5,486 | 3,886 | 0 | 5,025 | |
| 56-512-53020 Consultant Services | 483 | 7,600 | 5,700 | 0 | 0 | 6,000 | |
| 56-512-53030 Legal Services | 597 | 0 | 0 | 0 | 0 | 0 | |
| 56-512-53090 Contract Labor | 8,374 | 14,074 | 27,500 | 5,898 | 0 | 25,000 | |
| 56-512-53200 Electricity | 94,647 | 140,672 | 152,000 | 87,934 | 0 | 135,000 | |
| 56-512-53210 Telephone | 4,606 | 5,135 | 6,840 | 4,058 | 0 | 6,000 | |
| 56-512-53300 Dues & Subscriptions | 6 | 192 | 1,730 | 79 | 0 | 1,000 | |
| 56-512-53310 Travel & Training | 2,946 | 2,544 | 5,130 | 1,166 | 0 | 4,000 | |
| 56-512-53330 Postage & Shipping | 765 | 902 | 855 | 814 | 0 | 1,000 | |
| 56-512-53340 Printing & Binding | 72 | 1,286 | 114 | 112 | 0 | 500 | |
| 56-512-53390 Gross Receipts Tax | 390,914 | 451,392 | 525,000 | 365,731 | 0 | 565,000 | |
| 56-512-53400 General Liability Insuranc | 12,760 | 12,262 | 14,297 | 9,450 | 0 | 12,410 | |
| 56-512-53410 Sewage Backup Insurance | 0 | 2,383 | 2,384 | 1,787 | 0 | 2,383 | |
| 56-512-53420 Auto Liability Insurance | 5,030 | 5,083 | 5,765 | 4,327 | 0 | 6,146 | |
| 56-512-53500 Buildings & Grounds Rep/Ma | 3,250 | 597 | 6,500 | 398 | 0 | 6,500 | |
| 56-512-53510 Fixed Plant & Equip Rep/Ma | 18,624 | 1,981 | 100,000 | 86,522 | 0 | 123,000 | |
| 56-512-53520 Office Equipment Repairs/M | 3,472 | 0 | 0 | 0 | 0 | 0 | |
| 56-512-53540 Motor Vehicles Repairs/Mai | 4,910 | 1,786 | 3,165 | 2,073 | 0 | 3,200 | |
| 56-512-53560 Heavy Equipment Repairs/Ma | 3,534 | 5,943 | 3,420 | 12,390 | 0 | 10,000 | |
| 56-512-53580 Radio & Radar Repairs/Main | 0 | 3,950 | 0 | 0 | 0 | 0 | |
| 56-512-53620 Sewer Line Repairs & Maint | 34,643 | 10,866 | 15,825 | 19,094 | 0 | 20,000 | |
| 56-512-53660 Software Maintenance | 0 | 1,329 | 0 | 1,052 | 0 | 1,100 | |
| 56-512-53800 Lab Analysis Services | 27,870 | 39,532 | 33,000 | 15,522 | 0 | 25,000 | |
| 56-512-53920 Equipment/Vehicle Rentals( | 11,495) | 808 | 16,521 | 3,632 | 0 | 10,000 | |
| 56-512-53940 Uniform Rentals | 1,133 | 1,229 | 2,280 | 1,217 | 0 | 2,000 | |
| 56-512-53990 Other Rentals | 0 | 0 | 0 | 0 | 0 | 5,000 | |
| 56-512-54300 Sludge Management Costs | 34,700 | 33,361 | 45,000 | 42,400 | 0 | 50,000 | |
| 56-512-54400 Permit Fees | 11,782 | 14,304 | 17,935 | 11,792 | 0 | 20,000 | |
| 56-512-54600 Property/Ad Valorem Taxes | 0 | 94 | 0 | 0 | 0 | 0 | |
| 56-512-55990 Bad Debt Expense | 1,520 | 2,958 | 5,000 | 5,695 | 0 | 6,000 | |
| 56-512-55995 Depreciation Expense | 624,698 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL OPERATIONS | 1,348,773 | 870,536 | 1,131,244 | 770,884 | 0 | 1,179,114 | |

512-52000 General Office Supplies PERMANENT NOTES:
Includes pens,pencils,clip boards,binder clips,batteries,etc

512-52000 General Office Supplies CURRENT YEAR NOTES:
Increased due to reports and filing at the WWTP

512-52010 Office Copy Supplies PERMANENT NOTES:
Includes copy paper

512-52010 Office Copy Supplies CURRENT YEAR NOTES:
Copy paper for WWTP

512-52020 Data Processing Supplies PERMANENT NOTES:
Includes Printers, cartridges supplies and Accessories

56 -WATER & SEWER FUND
SEWER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 512-52040 | Medical/First Aid Supplies | PERMANENT NOTES: Includes medical and first aid supplies for minor injuries such as bandage, dressing, gauzes antiseptic wipes, gloves, splint and tourniquets. | | | | | | |
| 512-52050 | Motor Fuel & Oil | PERMANENT NOTES: Diesel used for generators, tractors, and lawn mowers. Gasoline used for vehicles and small engines such as pumps, chop saw, and weed eaters. | | | | | | |
| 512-52050 | Motor Fuel & Oil | CURRENT YEAR NOTES: Increase of $18,000 due to emergency generatros at Wastewater Facilities. This amount will cover 1/2 capacity. | | | | | | |
| 512-52060 | Janitorial Supplies | PERMANENT NOTES: Includes toilet paper,cleaning supplies,paper towels,etc. | | | | | | |
| 512-52060 | Janitorial Supplies | CURRENT YEAR NOTES: Increase due to adding another employee at WWTP | | | | | | |
| 512-52100 | Wearing Apparel | PERMANENT NOTES: Includes apparel for professional settings such as training and meetings. | | | | | | |
| 512-52100 | Wearing Apparel | CURRENT YEAR NOTES: Increase for employee hats next year | | | | | | |
| 512-52100 | Wearing Apparel | NEXT YEAR NOTES: Shirt embroidery & hats. | | | | | | |
| 512-52130 | Food & Water Supplies | PERMANENT NOTES: Put back in this account | | | | | | |
| 512-52130 | Food & Water Supplies | CURRENT YEAR NOTES: Increase $1,000 to purchase 7 day emergency food rations to staff during emergency. Wastewater will purchase 1/3 of drinking water bottles (1 pallet) | | | | | | |
| 512-52150 | Buildings & Grounds Suppli | PERMANENT NOTES: Includes items for repairs at WWTP and sewer lift stations such as: key copies, light bulbs, paint brushes, paint, tape, and 1/5 of the charge for cylinder rental used for welding such as argon and oxygen. | | | | | | |
| 512-52150 | Buildings & Grounds Suppli | CURRENT YEAR NOTES: WWTP is aging and expected painting and LED bulb replacement | | | | | | |
| 512-52230 | Tap Installation Costs | PERMANENT NOTES: Used for purchasing sewer tap materials such as pipe, | | | | | | |

56 -WATER & SEWER FUND
SEWER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | saddles, straps, fittings, etc. | | | | | | |
| 512-52240 | Chemicals | PERMANENT NOTES:<br>Chemicals needed for WWTP and lift stations. | | | | | | |
| 512-52240 | Chemicals | CURRENT YEAR NOTES:<br>Increase in chemical cost and increasing amount of residents due to new development | | | | | | |
| 512-52240 | Chemicals | NEXT YEAR NOTES:<br>Increase in chemical cost and increasing amount of residents due to new development | | | | | | |
| 512-52280 | Motor Vehicle Supplies | PERMANENT NOTES:<br>Includes ratchet straps,chains, etc. | | | | | | |
| 512-52280 | Motor Vehicle Supplies | CURRENT YEAR NOTES:<br>Trailer improvements to excavtor trailer and jetter trailer | | | | | | |
| 512-52320 | Minor Tools & Equipment | PERMANENT NOTES:<br>Includes hand tools, small power tools, grease gun, tape measures, etc. | | | | | | |
| 512-52330 | Safety Equipment | PERMANENT NOTES:<br>Includes hard hats, ear plugs, vests, rubber boots, safety glasses, gloves, face masks, shields, etc. | | | | | | |
| 512-52330 | Safety Equipment | CURRENT YEAR NOTES:<br>Traffic Control adding to wastewater trailer | | | | | | |
| 512-53000 | Engineering Services | PERMANENT NOTES:<br>Engineering Services | | | | | | |
| 512-53000 | Engineering Services | CURRENT YEAR NOTES:<br>Adding additional $15,000 for alkalinity study due to alkalinity deficiency at WWTP in winter time | | | | | | |
| 512-53010 | Auditing & Accounting | PERMANENT NOTES:<br>Audit fee accrual is charged here. | | | | | | |
| 512-53010 | Auditing & Accounting | NEXT YEAR NOTES:<br>FY 2025 AUDIT ~ $5,025 (15%) | | | | | | |
| 512-53020 | Consultant Services | PERMANENT NOTES:<br>Consultant Services | | | | | | |
| 512-53030 | Legal Services | PERMANENT NOTES:<br>For reviewing and/or drafting legal documentation such as easement dedication and land acquisition. Also used for other Public Works related legal issues. | | | | | | |

56 -WATER & SEWER FUND
SEWER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 512-53055 | Grant Administration | PERMANENT NOTES:<br>Grant administration fees | | | | | | |
| 512-53090 | Contract Labor | PERMANENT NOTES:<br>Contractor assistance for infrastructure repairs, maintenance, and/or replacements. | | | | | | |
| 512-53090 | Contract Labor | CURRENT YEAR NOTES:<br>Staff is needing 2 total cleanout of grease at the WWTP lift station. Adding $5000 for annual cleaning of Ward Bend Lift Station | | | | | | |
| 512-53200 | Electricity | PERMANENT NOTES:<br>Electrical service used to run critical infrastructural such as WWTP, lift stations, aeration pumps, etc. | | | | | | |
| 512-53200 | Electricity | CURRENT YEAR NOTES:<br>Walmart DC lift station will be upsized and City is adding one lift station at Cane Crossing | | | | | | |
| 512-53210 | Telephone | PERMANENT NOTES:<br>Includes sewer dept cell phones,lift station phone lines,etc. | | | | | | |
| 512-53300 | Dues & Subscriptions | PERMANENT NOTES:<br>For dues and subscriptions to professional organizations such as TML and AWWA. Monthly subscription to On The Clock. | | | | | | |
| 512-53300 | Dues & Subscriptions | CURRENT YEAR NOTES:<br>Air Conditioner Maintenance & Discount Service Plans:<br>Liedertafel ($729.97 x 4) $2,920<br>Planning Building ($554.98 x 4) $2,220 (Funded 50% by Public Works, $1,110 and 50% by General Fund, $1,110)<br>W. E. Hill Community Center ($729.97 x 4) $2,920<br>City Hall ($379.99 x 4) $1,520 (Funded 50% by Public Works, $760 and 50% by General Fund, $760)<br>B&PW Pavilion ($205 x 4) $820.00<br>Public Works Barn ($379.99 x 4) $1,520 (Funded 100% by Public Works)<br>Total: $11,920 ($8,530 - General Fund & $3,390 - Public Works)<br>$3390 split $1,130 between Water, Sewer and Gas | | | | | | |
| 512-53310 | Travel & Training | PERMANENT NOTES:<br>Includes CEU's,license renewals,seminars,required compliance courses,etc. | | | | | | |
| 512-53330 | Postage & Shipping | PERMANENT NOTES:<br>A portion of the postage for late notices on utility accounts is charged here. | | | | | | |

56 -WATER & SEWER FUND
SEWER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 512-53340 | Printing & Binding | PERMANENT NOTES:<br>Used for courtesy notice door hangers. | | | | | | |
| 512-53390 | Gross Receipts Tax | CURRENT YEAR NOTES:<br>The projected annual Sewer revenue<br>is $2,100,000 x 25% = $525,000. | | | | | | |
| 512-53390 | Gross Receipts Tax | NEXT YEAR NOTES:<br>Projected Sewer Revenue: $2,260,000 x 25% = $565,000 | | | | | | |
| 512-53400 | General Liability Insuranc | PERMANENT NOTES:<br>TML insurance premiums. Amount to be determine by City<br>Secretary. | | | | | | |
| 512-53400 | General Liability Insuranc | NEXT YEAR NOTES:<br>TMLIRP $12,410 | | | | | | |
| 512-53410 | Sewage Backup Insurance | PERMANENT NOTES:<br>TML Insurance Policy - Rates sent yearly to City Secretary's<br>Office. | | | | | | |
| 512-53410 | Sewage Backup Insurance | NEXT YEAR NOTES:<br>TMLIRP $2,383 | | | | | | |
| 512-53420 | Auto Liability Insurance | PERMANENT NOTES:<br>TML insurance premiums. Amount to be determine by City<br>Secretary. | | | | | | |
| 512-53420 | Auto Liability Insurance | NEXT YEAR NOTES:<br>TMLIRP $6,146 | | | | | | |
| 512-53490 | Claims Against the City | PERMANENT NOTES:<br>Claims against city. | | | | | | |
| 512-53500 | Buildings & Grounds Rep/Ma | PERMANENT NOTES:<br>Includes repairs to sewer facilities, purchase of items for<br>maintenance purposes,etc. | | | | | | |
| 512-53500 | Buildings & Grounds Rep/Ma | CURRENT YEAR NOTES:<br>Includes repair to 2nd part rotted floor in WWTP<br>office,replace skirting around building and<br>remodel WWTP bathroom. Add shelving for WWTP and replace<br>wooden counter in laboratory | | | | | | |
| 512-53510 | Fixed Plant & Equip Rep/Ma | PERMANENT NOTES:<br>Repairs to pumps, electrical and all equipment in WWTP and<br>Lift Stations | | | | | | |
| 512-53510 | Fixed Plant & Equip Rep/Ma | CURRENT YEAR NOTES:<br>Includes $30,000 annual maintenance cost of $24 per kilowatt | | | | | | |

56 -WATER & SEWER FUND
SEWER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | | | for emergency generators. $50,000 for WWTP. $20,000 for one replacement Lift Station pump. | | | | |
| 512-53540 | Motor Vehicles Repairs/Mai | | | PERMANENT NOTES: Includes all oil changes, filters, wiper blades, replacement parts, tires, vehicle registration etc. Includes utility trailer tires. | | | | |
| 512-53540 | Motor Vehicles Repairs/Mai | | | CURRENT YEAR NOTES: New tires on 2 WWTP vehicles | | | | |
| 512-53560 | Heavy Equipment Repairs/Ma | | | PERMANENT NOTES: Includes hoses and fittings for sewer machine, trailer parts, batteries for tractors, filters and repair parts for heavy equipment etc. | | | | |
| 512-53620 | Sewer Line Repairs & Maint | | | PERMANENT NOTES: Includes repairs and maintenance of main sewer lines and laterals, etc. | | | | |
| 512-53620 | Sewer Line Repairs & Maint | | | CURRENT YEAR NOTES: Budget reduced by $39,000 and transferred to capital outlay for major asset repairs | | | | |
| 512-53800 | Lab Analysis Services | | | PERMANENT NOTES: Includes charges for sample testing and additional testing requirements for the 2.0 MGD facility Monthly Process Control and Permit required Lab Testing - $12,000.00 Quarterly Bio-Monitoring Testing (not previously required) $10,000.00 Annual TCLP, Fecal and SOUR Testing (previously 1/5 years) $ 2,500.00. | | | | |
| 512-53800 | Lab Analysis Services | | | CURRENT YEAR NOTES: Increase in Laboratory fees and quarterly Multi-sector stormwater testing | | | | |
| 512-53920 | Equipment/Vehicle Rentals | | | PERMANENT NOTES: Enterprise lease vehicles. | | | | |
| 512-53940 | Uniform Rentals | | | PERMANENT NOTES: Uniforms (3) @ $8.00 per week per person. Total $1248 annual plus 1 set up $325 Total Budget $1573. | | | | |
| 512-54300 | Sludge Management Costs | | | PERMANENT NOTES: Includes disposal of sewage sludge produced during sewage treatment. | | | | |
| 512-54300 | Sludge Management Costs | | | CURRENT YEAR NOTES: Fixed cost for minmum sludge disposal. Sludge hauler increased cost due to fuel and inflation | | | | |

56 -WATER & SEWER FUND
SEWER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 512-54400 | Permit Fees | PERMANENT NOTES:<br>Includes permit fees for TCEQ | | | | | | |
| 512-54400 | Permit Fees | CURRENT YEAR NOTES:<br>Permit for Allens WWTP | | | | | | |
| 512-55990 | Bad Debt Expense | PERMANENT NOTES:<br>Debts are charged off twice a year. | | | | | | |
| CAPITAL OUTLAY | | | | | | | | |
| 56-512-56010 | Buildings | 0 | 0 | 56,400 | 20,257 | 0 | 10,000 | |
| 56-512-56080 | Plant Equipment | 0 | 0 | 155,000 | 11,732 | 0 | 235,000 | |
| 56-512-56100 | Special Equipment | ( 590) | 5,063 | 25,000 | 0 | 0 | 0 | |
| 56-512-56130 | Sewer Infrastructure Impro | 0 | 0 | 300,000 | 10,507 | 0 | 485,000 | |
| 56-512-56135 | Sewer Line Improvements | 0 | 0 | 0 | 0 | 0 | 75,000 | |
| TOTAL CAPITAL OUTLAY | | ( 590) | 5,063 | 536,400 | 42,496 | 0 | 805,000 | |
| 512-56010 | Buildings | CURRENT YEAR NOTES:<br>City Hall / Planning & Public Works Department Buildings need a Roof Replacement for a total cost of $207,000.<br>Due to the direct administration of Public Works billing and collections, as well as officing in these buildings, Water and Sewer will fund 40% of the construction project cost, as well as the cost of replacing the a/c at the Public Works Barn.<br>Roof (40% of $207,000) $82,800. $41,400 will be funded by Water & $41,400 funded by Sewer.<br>A/C at Barn $30,000 $15,000 Water & $15,000 Sewer<br>Total:<br>Water $56,400 (Roof $41,400 plus A/C $15,000)<br>Sewer $56,400 (Roff $41,400 plus A/C $15,000) | | | | | | |
| 512-56010 | Buildings | NEXT YEAR NOTES:<br>Improvements to WWTP building. | | | | | | |
| 512-56080 | Plant Equipment | PERMANENT NOTES:<br>Major Repairs over $5,000 to Wastewater Treatment Plant Equipment and sewer facilities | | | | | | |
| 512-56080 | Plant Equipment | CURRENT YEAR NOTES:<br>Includes<br>- Replace broken lower VFD<br>-Metal Building to protect Sludge pumps during freeze (broke in 2021 freeze)<br>-Metal covering to protect for grit scum pumps (valve broken during freeze)<br>- Replace pump 1 pump at Sealy Frydek lift station. Impeller worn out<br>-Lift Station VFD Pump Controller Wastewater Treatment Plant<br>-Add VFD to Pump #5 at WWTP | | | | | | |

56 -WATER & SEWER FUND
SEWER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | -Purchase 40kw Trailer Generator for backup of Lift Stations and potentially power City Hall during emergencies. - | | | | | | |
| 512-56080 | Plant Equipment | NEXT YEAR NOTES: Wintertization of WWTP $100,000. Repair to non-potable water line at WWTP $35,000. Includes -Metal Building to protect Sludge pumps during freeze (broke in 2021 freeze) -Metal covering to protect for grit scum pumps (valve broken during freeze) - Replace pump 1 pump at Sealy Frydek lift station. Impeller worn out -Lift Station VFD Pump Controller Wastewater Treatment Plant -Add VFD to Pump #5 at WWTP | | | | | | |
| 512-56100 | Special Equipment | PERMANENT NOTES: Special Equipment used for equipment at Lift Stations and Wastewater Plant | | | | | | |
| 512-56100 | Special Equipment | CURRENT YEAR NOTES: Add Crane to utility truck to start predictive maintenace program for lift station pumps. (monitor service life and predict failures before they happen) | | | | | | |
| 512-56115 | Computer Equipment | CURRENT YEAR NOTES: Add Crane to G110 utility truck to | | | | | | |
| 512-56130 | Sewer Infrastructure Impro | PERMANENT NOTES: Annual Cost to start a 20 Year replacement program effective 2024-2025 budget (300k per year for 20 years) Replace clay lines that are 60-80 years old. | | | | | | |
| 512-56130 | Sewer Infrastructure Impro | CURRENT YEAR NOTES: Annual Cost to start a 20 Year replacement program. (300k per year for 20 years) Replace clay lines that are 60-80 years old. | | | | | | |
| 512-56130 | Sewer Infrastructure Impro | NEXT YEAR NOTES: Ward Bend LS rehab $160,000. Replacement LS pump $25,000. | | | | | | |
| 512-56135 | Sewer Line Improvements | PERMANENT NOTES: Wastewater Treament large equipment repairs, Lift Station Pumps, Underground Sewer Line repair/replacement | | | | | | |
| 512-56135 | Sewer Line Improvements | CURRENT YEAR NOTES: Staff is expecting 2 lift pumps to fail in the 23-24 cycle | | | | | | |
| 512-56135 | Sewer Line Improvements | NEXT YEAR NOTES: | | | | | | |

56 -WATER & SEWER FUND
SEWER

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | Manhole repairs $75,000. | | | | | | |
| 512-56995 | Engineering Services | PERMANENT NOTES:<br>Engineering services for Capital Improvements Projects | | | | | | |
| 512-56995 | Engineering Services | CURRENT YEAR NOTES:<br>Staff is expecting a utility rate study and a Alkalinity<br>Study for Allens Creek Wastewater Treatment Plant | | | | | | |
| TOTAL SEWER | | 1,533,594 | 1,325,808 | 2,247,849 | 1,183,344 | 0 | 2,560,333 | |

56 -WATER & SEWER FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 56-599-51090 Reserved for Merit Increas | 0 | 0 | 17,135 | 0 | 0 | 66,156 | |
| TOTAL PERSONNEL | 0 | 0 | 17,135 | 0 | 0 | 66,156 | |
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| DEBT SERVICE | | | | | | | |
| 56-599-58010 Interest Expense | 1,121,499 | 1,167,471 | 0 | 0 | 0 | 0 | |
| TOTAL DEBT SERVICE | 1,121,499 | 1,167,471 | 0 | 0 | 0 | 0 | |
| OTHER FINANCING USES | | | | | | | |
| 56-599-59920 Loan to General Fund | 0 | 0 | 305,580 | 0 | 0 | 0 | |
| 56-599-59990 Transfers Out | 1,695,836 | 1,817,262 | 1,760,697 | 346,974 | 0 | 1,762,010 | |
| TOTAL OTHER FINANCING USES | 1,695,836 | 1,817,262 | 2,066,277 | 346,974 | 0 | 1,762,010 | |
| TOTAL NON-DEPARTMENTAL | 2,817,335 | 2,984,733 | 2,083,412 | 346,974 | 0 | 1,828,166 | |
| TOTAL EXPENDITURES | 6,893,847 | 6,612,981 | 6,539,414 | 2,743,994 | 0 | 7,056,995 | |

599-51090 Reserved for Merit Increas — CURRENT YEAR NOTES:
POTENTIAL FOR UP TO 3% MERIT INCREASE IN 2025 POST-EVALUALTION (INCLUDES ADDL WAGES, TAXES, TMRS)
56-511: $6,752, 56-512: $10,383

599-51090 Reserved for Merit Increas — NEXT YEAR NOTES:
Pending approval @ 7.15.25 CC Meeting: $66,156

599-59920 Loan to General Fund — CURRENT YEAR NOTES:
Loan to General Fund for payout of PTO. Enterprise Fund to be reimbursed in accordance with adopoted resolution or ordinance.

599-59990 Transfers Out — CURRENT YEAR NOTES:
Debt Service
2015 CO $768,186.36
2018 CO $721,655.20
2020 Bond $16,656.54
2021 Bond $254,199.12
Total $1,760,697.22

599-59990 Transfers Out — NEXT YEAR NOTES:
Debt Obligations:
2015 CO: $766,057.56
2018 CO: $723,223.30
2020 BOND: $16,643.40
2021 BOND: $256,086.04
TOTAL: $1,762,010.30

57 -GAS FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | | |
| CHARGES FOR SERVICES | | | | | | | |
| 57-43210 Sales - Store | 8,030 | 1,480 | 0 | 9,237 | 0 | 0 | |
| TOTAL CHARGES FOR SERVICES | 8,030 | 1,480 | 0 | 9,237 | 0 | 0 | |
| CATEGORY 33-35 | | | | | | | |
| INTERGOVERNMENTAL | | | | | | | |
| 57-43600 Federal Grant Proceeds | 0 | 0 | 0 | 29,763 | 0 | 0 | |
| 57-43610 State Grant Proceeds | 0 | 0 | 0 | 9,693 | 0 | 0 | |
| TOTAL INTERGOVERNMENTAL | 0 | 0 | 0 | 39,456 | 0 | 0 | |
| GAS REVENUE | | | | | | | |
| 57-44200 Gas Service Fees | 2,130,140 | 2,165,014 | 2,237,101 | 1,774,351 | 0 | 2,440,000 | |
| TOTAL GAS REVENUE | 2,130,140 | 2,165,014 | 2,237,101 | 1,774,351 | 0 | 2,440,000 | |

44200 Gas Service Fees

CURRENT YEAR NOTES:
New homes and industrial gas usage projected to increase in FY 2025. Projected increase of 5% over actual plus last quarter projection (will increase revenue by $106,529) = $2,237,101

44200 Gas Service Fees

NEXT YEAR NOTES:
FY 2021-2022: $2,393,942
FY 2022-2023: $2,130,140 11% decrease
FY 2023-2024: $2,165,013 1.63% increase
FY 2024-2025: YTD Monthly average: $221,791, but revenue is usually 25% less than average in the months of June - September. Year end revenue is projected to be $2,439,711, which would be 9% over prior year. FY 2025-2026 revenue is projected at $2,440,000

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TAP FEES | | | | | | | |
| 57-44450 Gas Tap Fees | 156,500 | 29,104 | 15,000 | 40,483 | 0 | 25,000 | |
| TOTAL TAP FEES | 156,500 | 29,104 | 15,000 | 40,483 | 0 | 25,000 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| 57-44900 Capital Contributions | 283,799 | 27,270 | 0 | 0 | 0 | 0 | |
| TOTAL CONTRIBUTIONS & DONATIONS | 283,799 | 27,270 | 0 | 0 | 0 | 0 | |
| INVESTMENT INCOME | | | | | | | |
| 57-45000 Interest Earnings | 9,716 | 35,944 | 4,630 | 49,733 | 0 | 40,000 | |
| TOTAL INVESTMENT INCOME | 9,716 | 35,944 | 4,630 | 49,733 | 0 | 40,000 | |

57 -GAS FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| DEVELOPMENT FEES | | | | | | | |
| OTHER REVENUES | | | | | | | |
| 57-48120 Insurance Claim Proceeds | 0 | 856 | 0 | 0 | 0 | 0 | |
| 57-48250 Gas Line Construction Reimb. | 0 | 0 | 0 | 24,042 | 0 | 0 | |
| TOTAL OTHER REVENUES | 0 | 856 | 0 | 24,042 | 0 | 0 | |
| OTHER FINANCING SOURCES | | | | | | | |
| 57-49590 Proceeds of Capital Lease | 0 | 0 | 0 | 0 | 0 | 0 | |
| 57-49600 Gain on Sale of Right to Use | 27,776 | 0 | 0 | 0 | 0 | 0 | |
| 57-49990 Transfers In | 36,817 | 0 | 0 | 0 | 0 | 0 | |
| 57-49998 Budgeted Reduction of Fund Bal | 0 | 0 | 2,124 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING SOURCES | 64,593 | 0 | 2,124 | 0 | 0 | 0 | |
| TOTAL REVENUES | 2,652,779 | 2,259,667 | 2,258,855 | 1,937,302 | 0 | 2,505,000 | |

57 -GAS FUND
GAS

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 57-517-51010 Salaries & Wages | 211,298 | 234,030 | 299,050 | 209,238 | 0 | 311,500 | |
| 57-517-51011 PTO Liability | 0 | 0 | 2,755 | 0 | 0 | 0 | |
| 57-517-51012 Overtime Pay | 6,444 | 7,181 | 9,000 | 6,688 | 0 | 9,500 | |
| 57-517-51015 Longevity Pay | 1,143 | 1,401 | 2,000 | 1,464 | 0 | 2,450 | |
| 57-517-51020 Social Security | 16,178 | 17,710 | 23,800 | 15,851 | 0 | 24,850 | |
| 57-517-51030 Retirement Contributions | 6,299 | 40,779 | 46,250 | 29,799 | 0 | 50,100 | |
| 57-517-51040 Group Insurance | 54,202 | 61,038 | 94,500 | 53,133 | 0 | 79,000 | |
| 57-517-51050 Workers' Compensation | 1,857 | 2,237 | 3,700 | 2,044 | 0 | 4,417 | |
| TOTAL PERSONNEL | 297,420 | 364,375 | 481,055 | 318,217 | 0 | 481,817 | |

517-51010 Salaries & Wages

CURRENT YEAR NOTES:
GAS SUPERINTENDENT - $76,960
UTILITY III X1 - $48,880
UTILITY I X2 - $74,547
CUSTOMER SERVICE (33%) - $13,569
DIRECTOR OF PUBLIC WORKS (33%) - $28,288
ADMIN ASST/GIS (33%) - $19,282
SERVICE TECHNICIAN (25%) - $10,140
ASSISTANT CITY MANAGER (25%) - $25,491
SALARY ADJ X9 (@%'s LISTED ABOVE) - $1,788

517-51010 Salaries & Wages

NEXT YEAR NOTES:
GAS SUPERINTENDENT - $76,960
UTILITY III X1 - $48,880
UTILITY I X2 - $76,628
CUSTOMER SERVICE (33%) - $13,569
DIRECTOR OF PUBLIC WORKS (33%) - $31,672
ADMIN ASST/GIS (33%) - $19,282
SERVICE TECHNICIAN (25%) - $13,000
ASSISTANT CITY MANAGER (25%) - $29,250
SALARY ADJ X9 (@%'s LISTED ABOVE) - $1787.52

517-51011 PTO Liability

CURRENT YEAR NOTES:
PTO LIABILITY PAYOUT - INCLUDES SS, MED, & TMRS - HOLIDAY (0H), VACATION (0H), SICK (105.72H), COMP TIME (13.70H)

517-51012 Overtime Pay

PERMANENT NOTES:
OVERTIME FOR ON-CALL AND SERVICE CALL-OUTS

517-51015 Longevity Pay

CURRENT YEAR NOTES:
SPLIT SAME %'s AS SALARIES & WAGES

517-51020 Social Security

CURRENT YEAR NOTES:
SPLIT SAME %'s AS SALARIES & WAGES

517-51030 Retirement Contributions

CURRENT YEAR NOTES:
SPLIT SAME %'s AS SALARIES & WAGES

57 -GAS FUND
GAS

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | CY 2024 - 13.96%<br>CY 2025 - 15.10% | | | | | | |
| 517-51030 | Retirement Contributions | NEXT YEAR NOTES:<br>SPLIT SAME %'s AS SALARIES & WAGES<br>CY 2025 - 15.10%<br>CY 2026 - 15.60% | | | | | | |
| 517-51040 | Group Insurance | PERMANENT NOTES:<br>City pays 100% of employee medical, dental, and life insurance; 60% of dependent medical and dental. Employees are responsible for vision, additional life or any other benefit costs. | | | | | | |
| 517-51040 | Group Insurance | CURRENT YEAR NOTES:<br>SPLIT SAME %'s AS SALARIES & WAGES<br>BUDGET FOR 10% INCREASE | | | | | | |
| 517-51040 | Group Insurance | NEXT YEAR NOTES:<br>SPLIT SAME %'s AS SALARIES & WAGES<br>NO PREMIUM INCREASE FY2026 | | | | | | |
| 517-51050 | Workers' Compensation | PERMANENT NOTES:<br>WC CLASS CODE: 7502 | | | | | | |
| 517-51050 | Workers' Compensation | CURRENT YEAR NOTES:<br>WC RATE FY25: $0.0274 | | | | | | |
| 517-51050 | Workers' Compensation | NEXT YEAR NOTES:<br>WC RATE FY26: $0.0274 | | | | | | |
| OPERATIONS | | | | | | | | |
| 57-517-52000 | General Office Supplies | 349 | 624 | 600 | 460 | 0 | 600 | |
| 57-517-52010 | Office Copy Supplies | 155 | 147 | 650 | 102 | 0 | 650 | |
| 57-517-52020 | Data Processing Supplies | 662 | 3,184 | 4,000 | 0 | 0 | 0 | |
| 57-517-52040 | Medical/First Aid Supplies | 0 | 0 | 200 | 0 | 0 | 500 | |
| 57-517-52050 | Motor Fuel & Oil | 14,956 | 15,301 | 14,700 | 12,151 | 0 | 15,000 | |
| 57-517-52060 | Janitorial Supplies | 0 | 0 | 100 | 0 | 0 | 100 | |
| 57-517-52100 | Wearing Apparel | 418 | 268 | 200 | 482 | 0 | 1,000 | |
| 57-517-52130 | Food & Water Supplies | 244 | 506 | 500 | 164 | 0 | 2,000 | |
| 57-517-52150 | Buildings & Grounds Suppli | 696 | 938 | 900 | 450 | 0 | 900 | |
| 57-517-52200 | Natural Gas Fittings | 3,678 | 122 | 8,400 | 2,300 | 0 | 8,500 | |
| 57-517-52230 | Tap Installation Costs | 25,598 | 7,011 | 22,680 | 4,521 | 0 | 25,000 | |
| 57-517-52280 | Motor Vehicle Supplies | 1,546 | 763 | 1,000 | 1,632 | 0 | 2,000 | |
| 57-517-52320 | Minor Tools & Equipment | 4,515 | 5,138 | 8,500 | 6,061 | 0 | 9,000 | |
| 57-517-52330 | Safety Equipment | 1,079 | 3,016 | 3,000 | 945 | 0 | 3,000 | |
| 57-517-53000 | Engineering Services | 3,075 | 5,954 | 11,340 | 4,760 | 0 | 0 | |
| 57-517-53010 | Auditing & Accounting | 4,800 | 6,700 | 5,460 | 3,886 | 0 | 5,025 | |
| 57-517-53020 | Consultant Services | 63,450 | 48,512 | 57,750 | 37,227 | 0 | 61,000 | |
| 57-517-53030 | Legal Services | 597 | 0 | 0 | 0 | 0 | 0 | |

57 -GAS FUND
GAS

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| 57-517-53090 Contract Labor | 2,115 | 3,000 | 5,400 | 0 | 0 | 6,000 | |
| 57-517-53130 Drug Testing Services | 826 | 119 | 8,505 | 0 | 0 | 0 | |
| 57-517-53190 One-Call Services | 1,636 | 1,752 | 3,150 | 1,884 | 0 | 3,200 | |
| 57-517-53200 Electricity | 1,384 | 10,133 | 1,600 | ( 7,388) | 0 | 2,000 | |
| 57-517-53210 Telephone | 2,146 | 2,637 | 3,000 | 1,821 | 0 | 3,000 | |
| 57-517-53300 Dues & Subscriptions | 77 | 791 | 2,180 | 483 | 0 | 2,100 | |
| 57-517-53310 Travel & Training | 4,012 | 2,864 | 6,300 | 3,848 | 0 | 6,500 | |
| 57-517-53330 Postage & Shipping | 787 | 891 | 850 | 865 | 0 | 1,200 | |
| 57-517-53340 Printing & Binding | 657 | 1,286 | 1,400 | 1,063 | 0 | 1,800 | |
| 57-517-53390 Gross Receipts Tax | 139,508 | 222,646 | 111,855 | 88,717 | 0 | 122,000 | |
| 57-517-53400 General Liability Insuranc | 10,377 | 12,262 | 14,297 | 9,450 | 0 | 12,410 | |
| 57-517-53420 Auto Liability Insurance | 2,515 | 2,541 | 2,883 | 2,163 | 0 | 3,073 | |
| 57-517-53500 Buildings & Grounds Rep/Ma | 700 | 443 | 3,150 | 0 | 0 | 3,200 | |
| 57-517-53540 Motor Vehicles Repairs/Mai | 4,517 | 3,161 | 8,000 | 3,844 | 0 | 8,000 | |
| 57-517-53560 Heavy Equipment Repairs/Ma | 6,161 | 3,352 | 8,000 | 7,224 | 0 | 10,000 | |
| 57-517-53580 Radio & Radar Repairs/Main | 0 | 0 | 810 | 0 | 0 | 800 | |
| 57-517-53590 Meter Repairs & Maintenanc | 37,890 | 35,979 | 25,006 | 58,691 | 0 | 25,000 | |
| 57-517-53630 Gas Line Repairs & Mainten | 31,811 | 34,497 | 25,006 | 9,502 | 0 | 25,000 | |
| 57-517-53660 Software Maintenance | 0 | 2,102 | 3,500 | 6,120 | 0 | 5,000 | |
| 57-517-53700 Natural Gas Purchases | 911,951 | 717,148 | 1,404,507 | 646,309 | 0 | 1,200,000 | |
| 57-517-53710 Discounts on Gas Purchase( | 65,979) | ( 64,391) | ( 90,000) | ( 44,611) | 0 | ( 72,000) | |
| 57-517-53820 Natural Gas Leak Surveys | 1,500 | 3,000 | 5,670 | 0 | 0 | 6,000 | |
| 57-517-53920 Equipment/Vehicle Rentals | 8,281 | 9,074 | 16,000 | 14,510 | 0 | 20,000 | |
| 57-517-53930 Right-of-Way Rentals | 50 | 0 | 250 | 50 | 0 | 300 | |
| 57-517-53940 Uniform Rentals | 1,649 | 2,195 | 4,000 | 1,956 | 0 | 4,000 | |
| 57-517-54400 Permit Fees | 0 | 0 | 1,000 | 579 | 0 | 1,200 | |
| 57-517-54510 RP1162 Notification | 4,209 | 4,223 | 5,500 | 3,510 | 0 | 6,000 | |
| 57-517-55980 Miscellaneous | 2,500 | 0 | 0 | 0 | 0 | 0 | |
| 57-517-55990 Bad Debt Expense | 319 | 978 | 0 | 2,429 | 0 | 2,500 | |
| 57-517-55995 Depreciation Expense | 117,679 | 61,535 | 0 | 0 | 0 | 0 | |
| TOTAL OPERATIONS | 1,355,097 | 1,172,402 | 1,721,799 | 888,161 | 0 | 1,542,558 | |

517-52000 General Office Supplies

PERMANENT NOTES:
Includes pens, pencils, clip boards, printer toner, etc. Not business card.

517-52010 Office Copy Supplies

PERMANENT NOTES:
Includes copy paper, gas connection slips, gas bill letters, etc.

517-52020 Data Processing Supplies

CURRENT YEAR NOTES:
New Computer for radio reads. Water will no longer be ustilizing Sensus

517-52040 Medical/First Aid Supplies

PERMANENT NOTES:
Includes medical and first aid supplies for minor injuries such as bandage, dressing, gauzes antiseptic wipes, gloves, splint and tourniquets.

517-52050 Motor Fuel & Oil

PERMANENT NOTES:

57 -GAS FUND
GAS

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | Diesel used for generators, tractors, and lawn mowers. Gasoline used for vehicles and small engines such as pumps, chop saw, and weed eaters. | | | | | | |
| 517-52050 | Motor Fuel & Oil | CURRENT YEAR NOTES: Increase use of boring machine for steel line replacement program | | | | | | |
| 517-52060 | Janitorial Supplies | PERMANENT NOTES: Includes supplies such as disinfecting wipes, broom, dustpan, buckets, all-purpose remover, hand soap, and trash bags. | | | | | | |
| 517-52100 | Wearing Apparel | PERMANENT NOTES: Includes apparel for professional settings such as training and meetings. | | | | | | |
| 517-52130 | Food & Water Supplies | PERMANENT NOTES: Includes drinks for employees such as Gatorade, water, coffee, electrolytes freeze pops. | | | | | | |
| 517-52130 | Food & Water Supplies | CURRENT YEAR NOTES: 1/3 of water purchase (1 pallet) | | | | | | |
| 517-52150 | Buildings & Grounds Suppli | PERMANENT NOTES: Includes items such as: key copies, light bulbs, paint brushes, paint, tape, and 1/5 of the charge for cylinder rental used for welding such as argon and oxygen. | | | | | | |
| 517-52200 | Natural Gas Fittings | PERMANENT NOTES: Includes fittings such as galvanized caps, plugs, couplings, tee's, 90 degree coupling with test port, 1" x 2" thru 1" x 6" nipples, etc. | | | | | | |
| 517-52200 | Natural Gas Fittings | CURRENT YEAR NOTES: Increased due to steel line replacement program | | | | | | |
| 517-52230 | Tap Installation Costs | PERMANENT NOTES: Used for purchasing materials such as pipe, saddles, fittings, gas meters, regulators, etc. | | | | | | |
| 517-52280 | Motor Vehicle Supplies | PERMANENT NOTES: Includes nuts, bolts, trailer hitches, etc. | | | | | | |
| 517-52280 | Motor Vehicle Supplies | CURRENT YEAR NOTES: New binders for boring machine trailer | | | | | | |
| 517-52320 | Minor Tools & Equipment | PERMANENT NOTES: Calibrations and maintenance are required by the Railroad Commission to maintain compliance and accurate function on | | | | | | |

57 -GAS FUND
GAS

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | the following: Bacharach EW 1264, GMI Gas Surveyor 6T-37876, and DP 4 Complete Leak Detector-1501246001. Includes shovels, bits, grease guns, hand tools, gas meter wrenches, cutting wheels, batteries for locator etc. | | | | | | |
| 517-52330 | Safety Equipment | PERMANENT NOTES:<br>Permanent includes vests, hard hats, safety cones, glasses, etc. | | | | | | |
| 517-52330 | Safety Equipment | CURRENT YEAR NOTES:<br>New traffic control for Gas Truck and trailer | | | | | | |
| 517-53000 | Engineering Services | PERMANENT NOTES:<br>Engineering Services for in-house projects and for services to assist with Rail Road Commission regulatory documents & correspondence. | | | | | | |
| 517-53010 | Auditing & Accounting | PERMANENT NOTES:<br>Audit fee accrual | | | | | | |
| 517-53010 | Auditing & Accounting | NEXT YEAR NOTES:<br>FY 2025 AUDIT - $5,025 (15%) | | | | | | |
| 517-53020 | Consultant Services | PERMANENT NOTES:<br>Consultant services to assist with Rail Road Commission regulatory documents & correspondence. | | | | | | |
| 517-53020 | Consultant Services | CURRENT YEAR NOTES:<br>Yearly cost for Compliance with Railroad commission | | | | | | |
| 517-53030 | Legal Services | PERMANENT NOTES:<br>For reviewing and/or drafting legal documentation such as easement dedication, land acquisition, and gas contract. Also used for other Public Works related legal fees. | | | | | | |
| 517-53090 | Contract Labor | PERMANENT NOTES:<br>Contractor assistance for infrastructure repairs, maintenance, and/or replacements. | | | | | | |
| 517-53130 | Drug Testing Services | PERMANENT NOTES:<br>Drug testing is covered under Consultant Services. | | | | | | |
| 517-53190 | One-Call Services | PERMANENT NOTES:<br>Includes fees for Texas 811 services required by the Pipeline Damage Prevention Program regulated by the Rail Road Commission. | | | | | | |
| 517-53190 | One-Call Services | CURRENT YEAR NOTES:<br>Development has caused and increase in services | | | | | | |

57 -GAS FUND
GAS

| DEPARTMENTAL | EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| 517-53200 | Electricity | PERMANENT NOTES:<br>Electrical service at city facilities, etc. | | | | | | |
| 517-53210 | Telephone | PERMANENT NOTES:<br>Cellular services for personnel. | | | | | | |
| 517-53300 | Dues & Subscriptions | PERMANENT NOTES:<br>Texas Gas association Membership fees and other Memberships which allow us access to information and networking assistance. Monthly subscription to On The Clock. | | | | | | |
| 517-53300 | Dues & Subscriptions | CURRENT YEAR NOTES:<br>Air Conditioner Maintenance & Discount Service Plans:<br>Liedertafel ($729.97 x 4) $2,920<br>Planning Building ($554.98 x 4) $2,220 (Funded 50% by Public Works, $1,110 and 50% by General Fund, $1,110)<br>W. E. Hill Community Center ($729.97 x 4) $2,920<br>City Hall ($379.99 x 4) $1,520 (Funded 50% by Public Works, $760 and 50% by General Fund, $760)<br>B&PW Pavilion ($205 x 4) $820.00<br>Public Works Barn ($379.99 x 4) $1,520 (Funded 100% by Public Works)<br>Total: $11,920 ($8,530 - General Fund & $3,390 - Public Works)<br>$3,390 - split $1,130 between Water, Sewer and Gas | | | | | |
| 517-53310 | Travel & Training | PERMANENT NOTES:<br>Every 3 years the Gas Department must recertify to operate and maintain the gas system. Every year the Gas Department must recertify in fusion training. | | | | | | |
| 517-53330 | Postage & Shipping | PERMANENT NOTES:<br>A portion of the postage for late notices on utility accounts is charged here. | | | | | | |
| 517-53340 | Printing & Binding | PERMANENT NOTES:<br>Includes printing of gas service agreements, utility receipts, business cards and other printed materials related to gas. | | | | | | |
| 517-53390 | Gross Receipts Tax | CURRENT YEAR NOTES:<br>5% of projected revenue | | | | | | |
| 517-53390 | Gross Receipts Tax | NEXT YEAR NOTES:<br>FY 2021-2022 to FY 2022-2023: 11% decrease<br>FY 2022-2023 to FY 2023-2024: 1.63% increase<br>FY 2022-2023: Monthly average: $177,512<br>FY 2023-2024: Monthly average: $180,418<br>Current YTD Monthly average: $221,791, but June - September are generally generate approximately 25% less revenue (4 | | | | | | |

57 -GAS FUND
GAS

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | | | months at $166,345 = $665,380 plus YTD $1,774,331.42 = $2,439,711.42 year end, which represents 9% over projected revenue) FY 2025-2026 is projected to generate $2,440,000 x 5% Gross Receipts Tax = $122,000 | | | | |
| 517-53400 | General Liability Insuranc | | | PERMANENT NOTES: TML insurance premiums. Amount to be determine by City Secretary. | | | | |
| 517-53400 | General Liability Insuranc | | | NEXT YEAR NOTES: TMLIRP $12,410 | | | | |
| 517-53420 | Auto Liability Insurance | | | PERMANENT NOTES: TML insurance premiums. Amount to be determine by City Secretary. | | | | |
| 517-53420 | Auto Liability Insurance | | | NEXT YEAR NOTES: TMLIRP $3,073 | | | | |
| 517-53500 | Buildings & Grounds Rep/Ma | | | PERMANENT NOTES: Includes items purchase to repair or maintain gas city gates, district regulating station, & other gas related facilities. Sensors, clamps, rat/mouse traps, light bulbs, hoses, etc.Not cylinder rental-that is charged to buildings & grounds supplies. | | | | |
| 517-53540 | Motor Vehicles Repairs/Mai | | | PERMANENT NOTES: Includes all oil changes, filters, wiper blades, replacement parts, tires, vehicle registration etc. | | | | |
| 517-53540 | Motor Vehicles Repairs/Mai | | | CURRENT YEAR NOTES: Two trailers and two trucks need tires. Note: large trailer has 8 tires, water trailer has 2 abnormal large tires | | | | |
| 517-53560 | Heavy Equipment Repairs/Ma | | | PERMANENT NOTES: Includes hoses and fittings for backhoe, trailer parts, batteries for tractors, filters and repair parts for heavy equipment etc. | | | | |
| 517-53560 | Heavy Equipment Repairs/Ma | | | CURRENT YEAR NOTES: Excavator needs undercarrage repair | | | | |
| 517-53580 | Radio & Radar Repairs/Main | | | PERMANENT NOTES: For radio and radar repairs and maintenance. | | | | |
| 517-53590 | Meter Repairs & Maintenanc | | | PERMANENT NOTES: Includes gas meters, regulators, spud & swivel set etc. | | | | |
| 517-53590 | Meter Repairs & Maintenanc | | | CURRENT YEAR NOTES: Radio read meter MXU are failing causing numerous rereads. | | | | |

57 -GAS FUND
GAS

| DEPARTMENTAL EXPENDITURES | | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|---|
| | | | 2023-2024 cycle staff will be replacing bad mxu's | | | | | |
| 517-53630 | Gas Line Repairs & Mainten | PERMANENT NOTES:<br>Includes gas pipe, taps, risers etc. | | | | | | |
| 517-53630 | Gas Line Repairs & Mainten | CURRENT YEAR NOTES:<br>Increase for Steel pipe replacement plan | | | | | | |
| 517-53660 | Software Maintenance | PERMANENT NOTES:<br>Sensus Software Maintenance. | | | | | | |
| 517-53700 | Natural Gas Purchases | PERMANENT NOTES:<br>To be determine by Finance Director | | | | | | |
| 517-53700 | Natural Gas Purchases | NEXT YEAR NOTES:<br>FY 2022-2023: $911,951<br>FY 2023-2024: $717,148 decreased 21.4%<br>FY 2024-2025: YTD $646,308 through May, averaging $67,000 (March, April, May. Year end projection of $914,308, a 27% cost increase over prior year, based on the price of gas.<br>FY 2025-2026 projected purchase cost reflects a 3% increase over year end projected cost, to $941,737 | | | | | | |
| 517-53710 | Discounts on Gas Purchases | PERMANENT NOTES:<br>To be determine by Finance Director | | | | | | |
| 517-53710 | Discounts on Gas Purchases | NEXT YEAR NOTES:<br>Averaging 6% | | | | | | |
| 517-53820 | Natural Gas Leak Surveys | PERMANENT NOTES:<br>Leak Survey are required by the Railroad Commission. | | | | | | |
| 517-53920 | Equipment/Vehicle Rentals | PERMANENT NOTES:<br>Enterprise Lease vehicles | | | | | | |
| 517-53930 | Right-of-Way Rentals | PERMANENT NOTES:<br>Right of Way Rentals | | | | | | |
| 517-53940 | Uniform Rentals | PERMANENT NOTES:<br>Uniform rentals for Gas Department Employees to include Customer Service Technician. | | | | | | |
| 517-54400 | Permit Fees | PERMANENT NOTES:<br>Rail Commission Filing Fees. | | | | | | |
| 517-54510 | RP1162 Notification | PERMANENT NOTES:<br>Rail Commission Public Awareness Program<br>2017 Notification was $4723.56 | | | | | | |

57 -GAS FUND
GAS

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 57-517-56100 Special Equipment | 0 | 5,063 | 13,000 | 0 | 0 | 13,000 | |
| 57-517-56140 Gas Line Improvements | ( 3,906) | 0 | 0 | 0 | 0 | 50,000 | |
| TOTAL CAPITAL OUTLAY | ( 3,906) | 5,063 | 13,000 | 0 | 0 | 63,000 | |

517-56100 Special Equipment

CURRENT YEAR NOTES:
Mechanic Lift & Tire change and balance equipment $27,350 divided between Water, Sewer, Gas & PD 25% split @ $6837.50/each

517-56140 Gas Line Improvements

NEXT YEAR NOTES:
Replace line under Hwy 90 with a 6" $50,000

517-56995 Engineering Services

PERMANENT NOTES:
Engineering services for Capital Improvements Projects

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TOTAL GAS | 1,648,612 | 1,541,841 | 2,215,854 | 1,206,378 | 0 | 2,087,375 | |

57 -GAS FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| 57-599-51090 Reserved for Merit Increas | 0 | 0 | 9,558 | 0 | 0 | 22,296 | |
| TOTAL PERSONNEL | 0 | 0 | 9,558 | 0 | 0 | 22,296 | |
| 599-51090 Reserved for Merit Increas | CURRENT YEAR NOTES: POTENTIAL FOR UP TO 3% MERIT INCREASE IN 2025 POST-EVALUALTION (INCLUDES ADDL WAGES, TAXES, TMRS) 57-517: $9,558 | | | | | | |
| 599-51090 Reserved for Merit Increas | NEXT YEAR NOTES: Pending approval @ 7.15.25 CC Meeting: $15,068 | | | | | | |
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| DEBT SERVICE | | | | | | | |
| 57-599-58010 Interest Expense | 922 | 214 | 0 | 0 | 0 | 0 | |
| TOTAL DEBT SERVICE | 922 | 214 | 0 | 0 | 0 | 0 | |
| 599-58010 Interest Expense | PERMANENT NOTES: Includes Caterpillar Forklift $36.12 and Mini Excavator $497.47 Annual Lease Payment $533.59 | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 57-599-59990 Transfers Out | 301,927 | 33,463 | 33,443 | 3,009 | 0 | 33,470 | |
| 57-599-59998 Budgeted Addition to Fund | 0 | 0 | 0 | 0 | 0 | 361,859 | |
| TOTAL OTHER FINANCING USES | 301,927 | 33,463 | 33,443 | 3,009 | 0 | 395,329 | |
| 599-59990 Transfers Out | PERMANENT NOTES: Includes CO debt | | | | | | |
| 599-59990 Transfers Out | NEXT YEAR NOTES: 2018 CO: $10,493.20 2020 BOND: $20,147.26 2021 BOND: $2,829.64 TOTAL DEBT PAYMENT: $33,470.10 | | | | | | |
| TOTAL NON-DEPARTMENTAL | 302,849 | 33,678 | 43,001 | 3,009 | 0 | 417,625 | |
| TOTAL EXPENDITURES | 1,951,460 | 1,575,518 | 2,258,855 | 1,209,387 | 0 | 2,505,000 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 701,319 | 684,149 | 0 | 727,915 | 0 | 0 | |

58 -SOLID WASTE FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | | |
| CHARGES FOR SERVICES | | | | | | | |
| INTERGOVERNMENTAL | | | | | | | |
| SANITATION REVENUE | | | | | | | |
| 58-44300 Residential Garbage Svc. Fees | 828,676 | 956,892 | 976,837 | 675,090 | 0 | 1,012,633 | |
| 58-44310 Commercial Garbage Svc. Fees | 1,368,806 | 1,463,142 | 1,505,329 | 1,001,997 | 0 | 1,548,090 | |
| 58-44370 Limb Pickup Fees | 143 | 752 | 0 | 488 | 0 | 0 | |
| TOTAL SANITATION REVENUE | 2,197,625 | 2,420,786 | 2,482,166 | 1,677,575 | 0 | 2,560,723 | |

44300 Residential Garbage Svc. FPERMANENT NOTES:
Increased by 3 percent

44300 Residential Garbage Svc. FCURRENT YEAR NOTES:
With annual 3% rate increase, the projected revenue is
$948,385.80 x 3% ($28,451.57) = $976,837

44300 Residential Garbage Svc. FNEXT YEAR NOTES:
RESIDENTIAL REVENUE:
FY 2022-2023: $828,676
FY 2023-2024: $956,891 15.4% increase
FY 2024-2025: YTD $675,089, averaging $84,386 x 4 =
$337,544, plus YTD:Projected year-end RESIDENTIAL total:
$1,012,633, which is approximately 3%
over FY 2024-2025. The projected year-end is also used as
the projected revenue for FY 2025-2026

44310 Commercial Garbage Svc. FePERMANENT NOTES:
15Increased by 3 percent

44310 Commercial Garbage Svc. FeCURRENT YEAR NOTES:
With annual 3% rate increase, the projected revenue is
$1,461,484 x 3% ($43,845) = $1,505,329

44310 Commercial Garbage Svc. FeNEXT YEAR NOTES:
COMMERCIAL REVENUE:
FY 2022-2023: $1,368,806
FY 2023-2024: $1,463,142 6.9% increase
FY 2024-2025: YTD $1,001,997, averaging $125,250 x 4 =
$501,000, plus YTD: Projected year-end COMMERCIAL total:
$1,502,997 x 3% = $1,548,087, which is approximately 5.8%
over FY 2024-2025 and consistent with year-over-year revenue

58 -SOLID WASTE FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 58-45000 Interest Earnings | 868 | ( 4,709) | 0 | ( 5,134) | 0 | 0 | |
| TOTAL INVESTMENT INCOME | 868 | ( 4,709) | 0 | ( 5,134) | 0 | 0 | |
| OTHER REVENUES | | | | | | | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 2,198,493 | 2,416,076 | 2,482,166 | 1,672,441 | 0 | 2,560,723 | |

58 -SOLID WASTE FUND
SOLID WASTE COLLECTION

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| PERSONNEL | | | | | | | |
| OPERATIONS | | | | | | | |
| 58-518-52280 Motor Vehicle Supplies | 0 | 0 | 0 | 110 | 0 | 0 | |
| 58-518-53010 Auditing & Accounting | 5,100 | 6,700 | 5,971 | 3,886 | 0 | 5,025 | |
| 58-518-53152 Residential Refuse Collect | 569,962 | 808,446 | 648,109 | 510,099 | 0 | 684,945 | |
| 58-518-53154 Commercial Refuse Collecti | 1,013,102 | 882,490 | 1,091,153 | 800,779 | 0 | 1,098,341 | |
| 58-518-53330 Postage & Shipping | 703 | 395 | 0 | 59 | 0 | 0 | |
| 58-518-53390 Gross Receipts Tax | 524,006 | 613,186 | 620,542 | 419,810 | 0 | 640,181 | |
| 58-518-53400 General Liability Insuranc | 3,113 | 3,679 | 4,289 | 2,835 | 0 | 3,725 | |
| 58-518-55990 Bad Debt Expense | 918 | 3,289 | 0 | 9,875 | 0 | 0 | |
| TOTAL OPERATIONS | 2,116,904 | 2,318,184 | 2,370,064 | 1,747,452 | 0 | 2,432,217 | |

518-53010 Auditing & Accounting
NEXT YEAR NOTES:
FY 2025 AUDIT - $5,025 (15%)

518-53152 Residential Refuse Collect
PERMANENT NOTES:
Increased by 3 percent

518-53152 Residential Refuse Collect
CURRENT YEAR NOTES:
FY 2025 3% annual adjustment per contract ($18,877) = $648,109

518-53152 Residential Refuse Collect
NEXT YEAR NOTES:
FY 2024-2025: YTD $452,995, averaging $53,000 per month x 4 = $212,000
Projected year-end total: $664,995 x 3% = $684,945

518-53154 Commercial Refuse Collecti
PERMANENT NOTES:
Increased by 3 percent

518-53154 Commercial Refuse Collecti
CURRENT YEAR NOTES:
FY 2025 3% annual adjustment per contract ($31,781) = $1,091,153

518-53154 Commercial Refuse Collecti
NEXT YEAR NOTES:
FY 2024-2025: YTD $710,305, averaging $89,000 per month x 4 = $356,000
Projected year-end total: $1,066,350 x 3% = $1,098,341

518-53390 Gross Receipts Tax
NEXT YEAR NOTES:
Projecting combined Commercial and Residential Services Fee Revenue of $2,560,723 x 25% = $640,181

518-53400 General Liability Insuranc
NEXT YEAR NOTES:
TMLIRP $3,725

58 -SOLID WASTE FUND
SOLID WASTE COLLECTION

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| TOTAL SOLID WASTE COLLECTION | 2,116,904 | 2,318,184 | 2,370,064 | 1,747,452 | 0 | 2,432,217 | |

58 -SOLID WASTE FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 58-599-59998 Budgeted Addition to Fund | 0 | 0 | 112,102 | 0 | 0 | 128,506 | |
| TOTAL OTHER FINANCING USES | 0 | 0 | 112,102 | 0 | 0 | 128,506 | |
| TOTAL NON-DEPARTMENTAL | 0 | 0 | 112,102 | 0 | 0 | 128,506 | |
| TOTAL EXPENDITURES | 2,116,904 | 2,318,184 | 2,482,166 | 1,747,452 | 0 | 2,560,723 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 81,589 | 97,892 | 0 | ( 75,011) | 0 | 0 | |

59 -MUN DRAINAGE UTILITY FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | | |
| INTERGOVERNMENTAL | | | | | | | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 59-45000 Interest Earnings | 2,896 | 9,285 | 0 | 11,602 | 0 | 11,000 | |
| TOTAL INVESTMENT INCOME | 2,896 | 9,285 | 0 | 11,602 | 0 | 11,000 | |
| OTHER REVENUES | | | | | | | |
| 59-48000 Municipal Drainage Utility Fee | 144,934 | 149,450 | 150,356 | 103,339 | 0 | 155,004 | |
| TOTAL OTHER REVENUES | 144,934 | 149,450 | 150,356 | 103,339 | 0 | 155,004 | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 147,830 | 158,735 | 150,356 | 114,941 | 0 | 166,004 | |

48000 Municipal Drainage Utility CURRENT YEAR NOTES:
$12,529.66 per month based on most recent revenue for June 2024 x 12 = $150,356

48000 Municipal Drainage Utility NEXT YEAR NOTES:
$12,917 per month x 12 = $155,004

59 -MUN DRAINAGE UTILITY FUND
DRAINAGE

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 59-519-53000 Engineering Services | 4,489 | 0 | 0 | 0 | 0 | 0 | |
| 59-519-53500 Buildings & Grounds Rep/Ma | 0 | 0 | 0 | 0 | 0 | 15,000 | |
| 59-519-53920 Equipment/Vehicle Rentals | 0 | 0 | 0 | 0 | 0 | 5,000 | |
| 59-519-55990 Bad Debt Expense | 76 | 158 | 0 | 289 | 0 | 0 | |
| TOTAL OPERATIONS | 4,565 | 158 | 0 | 289 | 0 | 20,000 | |

519-53000 Engineering Services

PERMANENT NOTES:
Engineering services for upcoming projects.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| 59-519-56100 Special Equipment | 0 | 62,224 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY | 0 | 62,224 | 0 | 0 | 0 | 0 | |

519-56040 Drainage Improvements

CURRENT YEAR NOTES:
DRAINAGE ISSUES BEHIND KINS FOR ALLENS CREEK DRAINAGE ISSUES, OTHER CITY WIDE DRAINAGE REPAIRS/IMPROVEMENTS

519-56100 Special Equipment

CURRENT YEAR NOTES:
TRACTOR NEEDED TO MAINTAIN CITY'S DRAINAGE MAINT; CAN ALSO TO BE USED FOR LARGER SHREDDING JOBS AT DRAINAGE EASEMENTS THROUGHOUT CITY.
SKID STEER WITH BRUSH CUTTER TO BE USED TO MAINTAIN DRAINAGE SHREDDING EASEMENTS IN TIGHT SPACES, IE: BEHIND CLIFF JONES, ALONG NARROW EASEMENTS OR SLOPED EASEMENTS
WALK BEHIND SAW TO BE USED TO TRIM BRUSH FROM DRAINAGE EASEMENTS TO MAINTAIN FULL CAPACITY DRAINAGE RUNOFF.

519-56995 Engineering Services

PERMANENT NOTES:
For job specific engineering services.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TOTAL DRAINAGE | 4,565 | 62,382 | 0 | 289 | 0 | 20,000 | |

59 -MUN DRAINAGE UTILITY FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| DEBT SERVICE | | | | | | | |
| 59-599-58010 Interest Paid | 0 | 294 | 0 | 0 | 0 | 0 | |
| TOTAL DEBT SERVICE | 0 | 294 | 0 | 0 | 0 | 0 | |
| OTHER FINANCING USES | | | | | | | |
| 59-599-59998 Budgeted Addition to Fund | 0 | 0 | 150,356 | 0 | 0 | 146,004 | |
| TOTAL OTHER FINANCING USES | 0 | 0 | 150,356 | 0 | 0 | 146,004 | |
| TOTAL NON-DEPARTMENTAL | 0 | 294 | 150,356 | 0 | 0 | 146,004 | |
| TOTAL EXPENDITURES | 4,565 | 62,676 | 150,356 | 289 | 0 | 166,004 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 143,265 | 96,059 | 0 | 114,652 | 0 | 0 | |

60 -WATER IMPACT FEES FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| IMPACT FEES | | | | | | | |
| 60-44510 Water Impact Fees | 528,426 | 80,182 | 45,000 | 28,739 | 0 | 11,000 | |
| TOTAL IMPACT FEES | 528,426 | 80,182 | 45,000 | 28,739 | 0 | 11,000 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 60-45000 Interest Earnings | 4,536 | 15,403 | 3,500 | 18,510 | 0 | 15,000 | |
| TOTAL INVESTMENT INCOME | 4,536 | 15,403 | 3,500 | 18,510 | 0 | 15,000 | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 532,962 | 95,585 | 48,500 | 47,248 | 0 | 26,000 | |

60 -WATER IMPACT FEES FUND
WATER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| EACH PALLET OF METERS COSTS APPROX $50,000 - THIS WILL ALLOW STAFF TO PURCHASE TWO PALLETS TO REPLACE/INSTALL NEW METERS BEFORE THE BADGER METER PROGRAM BEGINS. | | | | | | | |

60 -WATER IMPACT FEES FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 60-599-59998 Budgeted Addition to Fund | 0 | 0 | 48,500 | 0 | 0 | 26,000 | |
| TOTAL OTHER FINANCING USES | 0 | 0 | 48,500 | 0 | 0 | 26,000 | |
| TOTAL NON-DEPARTMENTAL | 0 | 0 | 48,500 | 0 | 0 | 26,000 | |
| TOTAL EXPENDITURES | 0 | 0 | 48,500 | 0 | 0 | 26,000 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 532,962 | 95,585 | 0 | 47,248 | 0 | 0 | |

61 -SEWER IMPACT FEES FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| IMPACT FEES | | | | | | | |
| 61-44520 Sewer Impact Fees | 613,000 | 91,967 | 50,000 | 62,436 | 0 | 13,000 | |
| TOTAL IMPACT FEES | 613,000 | 91,967 | 50,000 | 62,436 | 0 | 13,000 | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| 61-45000 Interest Earnings | 5,340 | 17,958 | 5,000 | 21,646 | 0 | 10,000 | |
| TOTAL INVESTMENT INCOME | 5,340 | 17,958 | 5,000 | 21,646 | 0 | 10,000 | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 618,340 | 109,925 | 55,000 | 84,082 | 0 | 23,000 | |

61 -SEWER IMPACT FEES FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 61-599-59998 Budgeted Addition to Fund | 0 | 0 | 55,000 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING USES | 0 | 0 | 55,000 | 0 | 0 | 0 | |
| TOTAL NON-DEPARTMENTAL | 0 | 0 | 55,000 | 0 | 0 | 0 | |
| TOTAL EXPENDITURES | 0 | 0 | 55,000 | 0 | 0 | 0 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 618,340 | 109,925 | 0 | 84,082 | 0 | 23,000 | |

62 -LOC YTH DIV ADM FEE FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | | |
| 62-42030 Local Court Fees | 0 | 0 | 0 | 100 | 0 | 0 | |
| TOTAL FINES & FORFEITURES | 0 | 0 | 0 | 100 | 0 | 0 | |
| INVESTMENT INCOME | | | | | | | |
| 62-45000 Interest Earnings | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL INVESTMENT INCOME | 0 | 0 | 0 | 0 | 0 | 0 | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 0 | 0 | 0 | 100 | 0 | 0 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | 0 | 0 | 100 | 0 | 0 | |

63 -2025 CO's CONSTRUCT FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| INVESTMENT INCOME | | | | | | | |
| 63-45000 Interest Earnings | 0 | 0 | 0 | 95,871 | 0 | 0 | |
| TOTAL INVESTMENT INCOME | 0 | 0 | 0 | 95,871 | 0 | 0 | |
| OTHER FINANCING SOURCES | | | | | | | |
| 63-49580 Proceeds of Debt Issuance | 0 | 0 | 0 | 19,488,558 | 0 | 0 | |
| 63-49600 Premium on Debt Issuance | 0 | 0 | 0 | 807,571 | 0 | 0 | |
| TOTAL OTHER FINANCING SOURCES | 0 | 0 | 0 | 20,296,129 | 0 | 0 | |
| TOTAL REVENUES | 0 | 0 | 0 | 20,392,000 | 0 | 0 | |

63 -2025 CO's CONSTRUCT FUND
WATER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |

63 -2025 CO's CONSTRUCT FUND
SEWER

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |

63 -2025 CO's CONSTRUCT FUND
STREETS

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |

63 -2025 CO's CONSTRUCT FUND
PARKS & RECREATION

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CAPITAL OUTLAY | | | | | | | |

63 -2025 CO's CONSTRUCT FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| DEBT SERVICE | | | | | | | |
| 63-599-58030 Debt Issuance Costs | 0 | 0 | 0 | 296,129 | 0 | 0 | |
| TOTAL DEBT SERVICE | 0 | 0 | 0 | 296,129 | 0 | 0 | |
| OTHER FINANCING USES | | | | | | | |
| TOTAL NON-DEPARTMENTAL | 0 | 0 | 0 | 296,129 | 0 | 0 | |
| TOTAL EXPENDITURES | 0 | 0 | 0 | 296,129 | 0 | 0 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | 0 | 0 | 20,095,871 | 0 | 0 | |

64 -OPIOID GRANT FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| INTERGOVERNMENTAL | | | | | | | |
| 64-43610 State Grant Proceeds | 0 | 0 | 7,739 | 13,887 | 0 | 0 | |
| TOTAL INTERGOVERNMENTAL | 0 | 0 | 7,739 | 13,887 | 0 | 0 | |
| INVESTMENT INCOME | | | | | | | |
| 64-45000 Interest Earnings | 0 | 0 | 0 | 62 | 0 | 0 | |
| TOTAL INVESTMENT INCOME | 0 | 0 | 0 | 62 | 0 | 0 | |
| OTHER FINANCING SOURCES | | | | | | | |
| TOTAL REVENUES | 0 | 0 | 7,739 | 13,949 | 0 | 0 | |

64 -OPIOID GRANT FUND
POLICE

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 64-530-53120 Special Investigations | 0 | 0 | 0 | 0 | 0 | 13,919 | |
| TOTAL OPERATIONS | 0 | 0 | 0 | 0 | 0 | 13,919 | |
| TOTAL POLICE | 0 | 0 | 0 | 0 | 0 | 13,919 | |

64 -OPIOID GRANT FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OTHER FINANCING USES | | | | | | | |
| TOTAL EXPENDITURES | 0 | 0 | 0 | 0 | 0 | 13,919 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | 0 | 7,739 | 13,949 | 0 | ( 13,919) | |

65 -CONS SECURITY & TECH FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| FINES & FORFEITURES | | | | | | | |
| 65-42030 Local Court Fees | 0 | 0 | 0 | 633 | 0 | 42,935 | |
| TOTAL FINES & FORFEITURES | 0 | 0 | 0 | 633 | 0 | 42,935 | |
| INVESTMENT INCOME | | | | | | | |
| TOTAL REVENUES | 0 | 0 | 0 | 633 | 0 | 42,935 | |

42030 Local Court Fees

PERMANENT NOTES:
TX HB 1950 went into effect on 5/29/2025, consolidating fees collected for court security and technology into one "Consolidated Municipal Building Security & Technology Fund." The funds may be used for the same purposes previously allowed for the separate funds. This change affects only the fees collected on or after the bill's effective date.
As of 5/29/2025 - Fees previously collected on Fund 11 & 13 will be allocated to the consolidated fund, Fund 65.

65 -CONS SECURITY & TECH FUND
MUNICIPAL COURT

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |

65 -CONS SECURITY & TECH FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OTHER FINANCING USES | | | | | | | |
| 65-599-59998 Budgeted Addition to Fund | 0 | 0 | 0 | 0 | 0 | 42,935 | |
| TOTAL OTHER FINANCING USES | 0 | 0 | 0 | 0 | 0 | 42,935 | |
| TOTAL NON-DEPARTMENTAL | 0 | 0 | 0 | 0 | 0 | 42,935 | |
| TOTAL EXPENDITURES | 0 | 0 | 0 | 0 | 0 | 42,935 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | 0 | 0 | 633 | 0 | 0 | |

66 -WATER UTILITY DEPOSITS FD

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CHARGES FOR SERVICES | | | | | | | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| OTHER FINANCING SOURCES | | | | | | | |

66 -WATER UTILITY DEPOSITS FD
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| | | | | | | | |

67 -GAS UTILITY DEPOSITS FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CHARGES FOR SERVICES | | | | | | | |
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| OTHER FINANCING SOURCES | | | | | | | |

67 -GAS UTILITY DEPOSITS FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| | | | | | | | |

68 -DEVELOPER DEPOSITS FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| CONTRIBUTIONS & DONATIONS | | | | | | | |
| INVESTMENT INCOME | | | | | | | |
| OTHER FINANCING SOURCES | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

80 -SELF-INSURANCE FUND

| REVENUES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| SERVICE CHARGES | | | | | | | |
| OTHER FINANCING SOURCES | | | | | | | |

80 -SELF-INSURANCE FUND
NON-DEPARTMENTAL

| DEPARTMENTAL EXPENDITURES | 2022-2023 ACTUAL | 2023-2024 ACTUAL | 2024-2025 CURRENT BUDGET | 2024-2025 YEAR-TO-DATE ACTUAL | 2024-2025 PROJECTED YEAR END | 2025-2026 REQUESTED BUDGET | 2025-2026 PROPOSED BUDGET |
|---|---|---|---|---|---|---|---|
| OPERATIONS | | | | | | | |
| 80-599-54930 HRA Claims Paid | 0 | 3,232 | 0 | 0 | 0 | 0 | |
| TOTAL OPERATIONS | 0 | 3,232 | 0 | 0 | 0 | 0 | |
| CAPITAL OUTLAY | | | | | | | |
| OTHER FINANCING USES | | | | | | | |
| 80-599-59990 Transfers Out | 0 | 16,991 | 0 | 0 | 0 | 0 | |
| TOTAL OTHER FINANCING USES | 0 | 16,991 | 0 | 0 | 0 | 0 | |
| TOTAL NON-DEPARTMENTAL | 0 | 20,223 | 0 | 0 | 0 | 0 | |
| TOTAL EXPENDITURES | 0 | 20,223 | 0 | 0 | 0 | 0 | |
| REVENUE OVER/(UNDER) EXPENDITURES | 0 | ( 20,223) | 0 | 0 | 0 | 0 | |

Item #14

AGENDA ITEM NO:

Discussion and possible action regarding approving amendments to the Master Fee Schedule Ordinance for Bulk Water, City Secretary Fees, and City-Wide Event Fees. (First of two readings)

SUBMITTED BY: Jennifer Matura, Finance Director

MEETING DATE: July 15, 2025

# STAFF REPORT

## SUMMARY

Seek City Council approval for updates to the Master Fee Schedule Ordinance, specifically related to:

- Implementation of a deposit for bulk water use
- Updates to City Secretary related fees
- Alignment of City-wide event fees with the Event Planning Guide adopted in May 2024

## ANALYSIS

### Bulk Water Deposit

Previously, contractors requesting bulk water were billed monthly via the Accounts Receivable system. Contractors provided their information, and Public Works manually set meters at designated sites. Meter readings were collected monthly for billing purposes.

With recent upgrades to the bulk water meters, usage can now be read remotely via Beacon and is integrated into the utility billing system. In light of this improvement, and the risk of meter loss or damage, a $250 deposit will now be required for all contractors using bulk water services.

Contractors will also be required to complete a utility service application and agreement. Once service concludes, the account will be finalized in the next billing cycle. The deposit will be applied to the final bill, with any remaining balance either refunded or billed to the contractor. Unpaid balances will follow the City's established write-off and collection procedures and be forwarded to Perdue-Brandon for collections as necessary.

### City Secretary Fees

Updates have been made to clarify and expand upon fees collected by the City Secretary's Office. Previously the Master Fee Schedule only referenced the Texas Administrative Cod and TABC regulations for applicable fees. The updated schedule now includes specific fees for:

- Local alcoholic beverage licenses
- Public information requests

The changes enhance transparency and make the schedule more user-friendly for staff and the public.

### City-Wide Event Fees

The schedule has been updated to reflect the currently City-Wide Event Planning Guide adopted in May 2024. This ensures consistency between the planning guide and the Master Fee Schedule.

## RECOMMENDATION

Staff recommends City Council approve the proposed amendments to the Master Fee Schedule Ordinance to reflect the updated bulk water deposit requirement, expanded City Secretary fees, and updated City-wide event fees.

# Track Changes

| Type | Fee |
|---|---|
| **COMMERCIAL BUILDING PERMIT FEES (Continued)** | |
| Certificate of Occupancy or Temporary Certificate of Occupancy | Fee is included in Permit Fee, but New Use or New Tenant is $100.00 |
| | $75.00 - 1st reinspection |
| | $75.00 - 2nd reinspection |
| **Reinspection Fees*** | $75.00 - 3rd reinspection |
| **Fees are doubled if work begins before the issuance of a valid permit.** | |
| **Reinspection fees are required for failed inspections and must be paid prior to the reinspection.** | |
| Moving of any building or structure | $250.00 |
| Demolition of any building(s) or structure(s): | |
| 0 - 100,000 cubic feet | $250.00 |
| 100,001 cubic feet and over | $2.50 per 1,000 cubic feet |
| *** Fees are doubled if work begins before the issuance of a valid permit.** | |
| **MISCELLANEOUS FEES** | |
| Overnight Camping Permit (Chapter 66) | $30.00 per unit |
| Circus Permit | $100.00 |
| Fireworks Permit (Chapter 34) | $45.00 |
| Banner Fee | $50.00 per location |
| Donation Collection Boxes (Chapter 42) | $150.00 for permit and medallion + $150.00 each additional medallion |
| ~~Mass Gathering Permit (Chapter 66)~~ | ~~Est crowd size: 300-500 people = $250.00, 501-1000 people = $500.00, and 1001 or more people = $750.00~~ |
| **TAX ABATEMENT POLICY FEE** | |
| Application Fee | $1,500.00 |
| **NAMING AND DONATION POLICY FEE** | |
| Application Fee | $75.00 |
| ~~**CITY SECRETARY FEES**~~ **(RELOCATE SECTION TO END OF FEE SCHEDULE)** | |
| ~~Alcohol Beverage License~~ | ~~Maximum amount allowed by State Law, Equal to 1/2 of the Applicable Texas TABC License Fees~~ |
| ~~Peddlers and Solicitors Permit~~ | ~~$30.00 (covers up to 6 people)~~ |
| ~~Replacement Identification Cards~~ | ~~$5.00~~ |
| ~~Copies of Public Information~~ | ~~Reference Texas Administrative Code - CH. 70.3~~ |

| Type | Fee |
|---|---|
| ~~WRECKER SERVICE FEES~~ | |
| ~~Transfer and service permits~~ | ~~$75.00~~ |
| ~~WRECKER SERVICE FEES (Continued)~~ | |
| ~~Unlimited Auto Wrecker Permits~~ | ~~$200.00 per Yard~~ |
| ~~*The same fee is payable annually 30 days before expiration of a permit for a one-year extension.~~ | |
| **HEALTH PERMIT FEES** | |
| Retail Food Stores and Food Service Establishments (annual) | 1-4 employees $200.00, 5-9 employees $300.00, 10-25 employees $400.00, 26+ employees $500.00 (Number of employees is based on number of employees on largest shift) |
| Mobile Vending Food Unit(s) | $50.00 per month (30 day period) |
| Temporary Food Service Permit | $50.00 |
| 14 days | $50.00 |
| Multiple Events (yearly) | $200.00 |
| **SAFETY INSPECTION FEES** | |
| Day Care Facility; Foster Home Facility; or Commercial Business Inspections | $100.00 per yearly inspection |
| Industrial Safety Inspections for Electrical Turn On and Reinspect for TCO | $300.00 |
| Nursing/Assisted Living Facility or School | $300.00 |
| Manufactured Home Safety Inspections | $100.00 |
| **OUTDOOR EVENT PERMIT** ~~(When on City Property and/or City streets)~~ | |
| ~~Small Events - 50 people or less~~ | ~~$100.00~~ |
| ~~Large events - over 50 people~~ | ~~$250.00~~ |
| LEVEL 1: Small events – 150 people or less | $100.00 |
| LEVEL 2: Mid-size events - 151-500 people | $250.00 |
| LEVEL 3: Large events – 501 or more people | $500.00 |
| Mass Gathering Permit (Chapter 66) *(Based on est. crowd size)* | |
| 300-500 people | $250.00 |
| 501-1000 people | $500.00 |
| 1000 or more people | $750.00 |
| **GAME ROOM FEES- COIN OPERATED / AMUSEMENT REDEMPTION MACHINES** | |

| Type | Fee |
|---|---|
| Boring fee shall be charged if the main is located on the opposite side of the street (per foot) | $30.00 |
| Services of larger sizes will be determined by the Water Superintendent on a cost-plus basis. Installation fee shall be paid prior to installation and connection | |
| **WATER / SANITARY SEWER TAPS FEES (Continued)** | |
| **Sanitary Sewer Tap Fees:** | |
| 4-inch service | $1,100.00 |
| Additional tap or larger than four inches (4") will be determined by Water/Sewer Superintendent including a proper allowance for labor performed. | |
| Boring fee shall be charged if the main is located on the opposite side of the street (per foot) | $50.00 |
| *** The boring fee should only be charged for an original sewer tap installation.** | |
| **WATER / SANITARY SEWER / SOLID WASTE SERVICE DEPOSITS** | |
| Residential: Owner Occupied | $75.00 |
| Residential: Senior Citizen (65 or over) | $40.00 |
| Residential: Tenant and/or mobile home | $125.00 |
| Commercial | 1 1/2 times estimated bill; however, the minimum deposit shall be no less than $250.00 |
| Bulk Water | $250.00 |
| **NATURAL GAS TAPS FEES** | |
| **Gas Tap Fees For Connection: The rates applicable for a gas service tap for residential, commercial, and industrial use are as follows:** | |
| One inch (1") residential service tap: service line up to 100 feet in length, meter, and regulator) | $1,200.00 |
| Boring fee shall be charged if the gas main is located on the opposite side of the street (per foot) | $30.00 |
| For all service taps over one inch (1") in size or service lines over 100 feet in length: actual cost of installation, including, but not limited to, the cost of materials, labor, equipment, and overhead will be charged. | |
| The one inch (1") tap fee shall be paid before the tap is made. The larger taps may be billed to owner and will be due within ten (10) days after receipt of bill. | |
| **NATURAL GAS RATES** | |
| **For single-unit consumers, the billing rate structure consists of three components:** | |

| Type | | Fee | | |
|---|---|---|---|---|
| (Four hours. Can be deducted from security deposit) | | | | |
| Day Prior for Decorating<br>Base Rate for five or more hours (paid up front, not eligible for deduction from security deposit) | $500 | N/A | N/A | N/A |

| CITY SECRETARY FEES | |
|---|---|
| Alcohol Beverage License | ~~Maximum amount allowed by State Law, Equal to 1/2 of the Applicable Texas TABC License Fees~~ |
| Wine & Malt Beverage Retailer's Off-Premise Permit (BQ) | $30.00 annually (or not to exceed $60.00 for a two-year period) |
| Wine Only Package Store Permit (Q) | $37.50 annually (or not to exceed $75.00 for a two-year period) |
| Local Distributor's Permit (LP) | $50.00 annually (or not to exceed $100.00 for a two-year period) |
| Wine & Malt Beverage Retailer's Permit (BG) *(previously known as Wine & Beer Retailer's Permit)* | $87.50 annually (or not to exceed $175.00 for a two-year period) |
| Package Store Permit (P) | $250.00 annually (or not to exceed $500.00 for a two-year period) |
| Mixed Beverage Permit (MB) | $375.00 annually* (or not to exceed $750.00 for a two-year period) |
| * There is a 3-year exemption period for mixed beverage permits. No local fee can be charged for the first three years after the TABC license is first issued | |
| Peddlers and Solicitors Permit | $30.00 (covers up to 6 people) |
| Replacement Identification Cards | $5.00/replacement card |
| ~~Copies of~~ Requests for Public Information | Reference Texas Administrative Code - CH. 70.3 for definitions/clarification |
| Standard paper copy | $0.10 per page |
| Nonstandard copy | |
| Diskette | $1.00 |
| Magnetic tape | Actual cost |
| Data cartridge | Actual cost |

| Type | Fee |
|---|---|
| Tape cartridge | Actual cost |
| Rewritable CD (CD-RW) | $1.00 |
| Non-rewritable CD (CD-R) | $1.00 |
| Digital video disc (DVD) | $3.00 |
| JAZ drive | Actual cost |
| Other electronic media | Actual cost |
| VHS video cassette | $2.50 |
| Audio cassette | $1.00 |
| Oversize paper copy (e.g. 11x17) | $0.50 |
| Specialty paper (e.g. Mylar, blueline, map, photographic) | Actual cost |
| Labor charge for programming | $28.50 an hour. Only programming services shall be charged at this hourly rate |
| Labor charge for locating, compiling, manipulating data, and reproducing public information | *$15.00 an hour. Includes actual time to locate, compile, manipulate data, and reproduce the requested information |
| * A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in: two or more separate buildings that are not physically connected with each other; or a remote storage facility. | |
| Overhead charge | The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request. |
| Miscellaneous supplies | The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information |
| Postal and shipping charges | Actual cost |
| Other charges | For any charges not listed, not to exceed the maximum allowable amount authorized under TAC 70.3 |
| **WRECKER SERVICE FEES** | |
| Transfer and service permits | $75.00 |
| **WRECKER SERVICE FEES (Continued)** | |
| Unlimited Auto Wrecker Permits | $200.00 per Yard |
| ***The same fee is payable annually 30 days before expiration of a permit for a one-year extension.** | |

Clean Version

**ORDINANCE 2025-**

**AN ORDINANCE OF THE CITY OF SEALY, TEXAS, AMENDING THE MASTER FEE SCHEDULE; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.**

* * * * * * * * * * * * *

**WHEREAS**, the City Council of the city of Sealy, Texas ("City") finds that amending the Master Fee Schedule will be for the good of the government and ensures that the City is capturing reasonable and appropriate revenues;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEALY, TEXAS:**

**Section 1**. The facts and recitations set forth in the preamble of this Ordinance are found to be true and correct.

**Section 2**. The City of Sealy, Texas adopts the Master Fee Schedule as provided for in Exhibit "A" which is attached hereto and incorporated herein for all purposes.

**Section 3**. *Repeal.* All Ordinances or parts of Ordinances in conflict herewith are repealed.

**Section 4**. *Severability.* In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate the Ordinance as a whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Sealy, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one of more parts.

**Section 5.** *Penalty.* Any person who violates or causes, allows, or permits another to violate any provision of this Ordinance, rule, or police regulation of the city shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine or penalty not to exceed five hundred dollars ($500.00). If such rule, ordinance, or police regulations governs fire safety, or public health and sanitation, other than the dumping of refuse, the fine or penalty shall not exceed two thousand dollars ($2,000.00). If such rule, ordinance, or police regulation governs the dumping of refuse, the fine or penalty shall not exceed four thousand dollars ($4,000.00). Each occurrence of any violation of this ordinance, rule, or police regulation shall constitute a separate offense. Each day on which any such violation of this ordinance, rule, or police regulation occurs shall constitute a separate offense.

**Section 6.** *Effective Date.* This Ordinance shall become effective immediately and enforceable when published as required by law.

**PASSED AND APPROVED** at this first reading on the 15th day of July 2025.

**PASSED, APPROVED, AND ADOPTED** at this second reading on the ___ day of August 2025.

Carolyn Bilski, Mayor

ATTEST:

Sandra Vrablec, City Secretary

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2025-



| Type | Fee |
|---|---|
| **NEW CONSTRUCTION/ADDITIONS RESIDENTIAL PERMIT FEES** | |
| All Single-Family & Duplex New Residential Construction | $0.70 per square foot (rounded up) plus $35.00 Permit issuance Fee |
| **BUILDING PERMIT FEES** | |
| **(To include Flatwork, Driveways, Sidewalks, Accessory Structures, and Initial Placement of Manufactured Home)** | |
| Contractor Registration fee (yearly) | $100.00 |
| Permit Issuance Fee | $35.00 |
| Valuation of less than $1,000.00, without inspection | No fee |
| Valuation of less than $1,000.00, with inspection | $75.00/inspection |
| Valuation of $1,001.00 to $50,000.00 | $30.00 for 1st $1,001.00 plus $5.00 each add'l 1,000.00 or fraction thereof |
| Valuation of $50,001.00 to $100,001.00 | $260.00 for 1st $50,001.00 plus $4.00 each add'l 1,000.00 or fraction thereof |
| Valuation of $100,001.00 to $500,000.00 | $460.00 for 1st $100,001.00 plus $3.00 each add'l 1,000.00 or fraction thereof |
| Valuation of over $500,001.00 | $1,660.00 for 1st $500,001.00 plus $2.00 each add'l 1,000.00 or fraction thereof |
| **Reinspection Fees*** | $75.00 - 1st reinspection |
| | $75.00 - 2nd reinspection |
| | $75.00 - 3rd reinspection |
| **Fees are doubled if work begins before the issuance of a valid permit.** | |
| **Reinspection fees are required for failed inspections and must be paid prior to the reinspection.** | |
| **COMMERCIAL BUILDING PERMIT FEES** | |
| Contractor Registration fee (yearly) | $100.00 |
| Permit Issuance Fee | $35.00 |
| Less Than $10,000.00 | No fee unless inspection required, in which case, a $75.00 inspection fee shall be charged |
| $10,000-50,000.00 | $550.00 for 1st $10,001.00 plus $5.75 for each additional thousand or fraction thereof |
| $50,001.00 - $100,000.00 | $800.00 for 1st $50,001.00 plus $4.75 for each additional thousand or fraction thereof |
| $100,001.00 - $500,000.00 | $1,000.00 for 1st $100,001.00 plus $3.50 for each additional thousand or fraction thereof |
| $500,001.00 - $1,000,000.00 | $3,500.00 for 1st $500,001.00 plus $3.00 for each additional thousand or fraction thereof |
| $1,000,001.00 and greater | $4,064.00 for 1st $1,000,001.00 plus $3.00 for each additional thousand or fraction thereof |
| Commercial Plan Review Fee (this provision and fee is not applicable to single-family or (two family (duplex) residential structures) | One-half of commercial permit fee |
| *** 3rd+ submittals for review will be charged** | 1/2 of the original Commercial Plan Review Fee |

***Approved by City Council July 15, 2025***

| Type | Fee |
|---|---|
| **COMMERCIAL BUILDING PERMIT FEES (Continued)** | |
| Certificate of Occupancy or Temporary Certificate of Occupancy | Fee is included in Permit Fee, but New Use or New Tenant is $100.00 |
| | $75.00 - 1st reinspection |
| | $75.00 - 2nd reinspection |
| **Reinspection Fees*** | $75.00 - 3rd reinspection |
| **Fees are doubled if work begins before the issuance of a valid permit.** | |
| **Reinspection fees are required for failed inspections and must be paid prior to the reinspection.** | |
| Moving of any building or structure | $250.00 |
| Demolition of any building(s) or structure(s): | |
| 0 - 100,000 cubic feet | $250.00 |
| 100,001 cubic feet and over | $2.50 per 1,000 cubic feet |
| *** Fees are doubled if work begins before the issuance of a valid permit.** | |
| **MISCELLANEOUS FEES** | |
| Overnight Camping Permit (Chapter 66) | $30.00 per unit |
| Circus Permit | $100.00 |
| Fireworks Permit (Chapter 34) | $45.00 |
| Banner Fee | $50.00 per location |
| Donation Collection Boxes (Chapter 42) | $150.00 for permit and medallion + $150.00 each additional medallion |
| **TAX ABATEMENT POLICY FEE** | |
| Application Fee | $1,500.00 |
| **NAMING AND DONATION POLICY FEE** | |
| Application Fee | $75.00 |
| **HEALTH PERMIT FEES** | |
| Retail Food Stores and Food Service Establishments (annual) | 1-4 employees $200.00, 5-9 employees $300.00, 10-25 employees $400.00, 26+ employees $500.00 (Number of employees is based on number of employees on largest shift) |
| Mobile Vending Food Unit(s) | $50.00 per month (30 day period) |
| Temporary Food Service Permit | $50.00 |
| 14 days | $50.00 |
| Multiple Events (yearly) | $200.00 |

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2025-



| Type | Fee |
|---|---|
| **SAFETY INSPECTION FEES** | |
| Day Care Facility; Foster Home Facility; or Commercial Business Inspections | $100.00 per yearly inspection |
| Industrial Safety Inspections for Electrical Turn On and Reinspect for TCO | $300.00 |
| Nursing/Assisted Living Facility or School | $300.00 |
| Manufactured Home Safety Inspections | $100.00 |
| **OUTDOOR EVENT PERMIT** | |
| LEVEL 1: Small events – 150 people or less | $100.00 |
| LEVEL 2: Mid-size events - 151-500 people | $250.00 |
| LEVEL 3: Large events – 501 or more people | $500.00 |
| Mass Gathering Permit (Chapter 66) *(Based on est. crowd size)* | |
| 300-500 people | $250.00 |
| 501-1000 people | $500.00 |
| 1000 or more people | $750.00 |
| **GAME ROOM FEES- COIN OPERATED / AMUSEMENT REDEMPTION MACHINES** | |
| License Fee & Inspection per machine | $60.00 |
| Plus, fee per machine (tax) | $15.00 |
| **SEXUALLY ORIENTED BUSINESS** | |
| New or Renewal Sexually Oriented Business License | $500.00 |
| Employee License | $100.00 |
| **MULTI-FAMILY FEES** | |
| License fee (Sec 14-433) | $25.00 per. dwelling unit |
| Replacement license (Sec 14-433) | $10.00 |
| Reinspection fee (Section 14-437) | A fee of $20.00 for each reinspection of each noted violation in a dwelling unit, but not to exceed $40.00 per unit, within an apartment complex |
| Exterior Reinspection Fee (Sec 14-437) | A reinspection fee of $20.00 for each exterior violation item reinspected shall be assessed for inspections that are required to verify that a violation has been repaired or corrected. |

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2025-

EXHIBIT "A"

| Type | Fee |
|---|---|
| **MOBILE HOME PARK FEES** | |
| Original mobile home park or recreational vehicle park license (section 58-86 (a)) | $300.00 |
| Renewal of mobile home park license (section 58-86(b)) | $100.00 |
| Transfer of mobile home park or recreational vehicle park license (section 58-81) | $50.00 |
| Transfer or replacement of mobile home (section 58-46 (b)) | $75.00 |
| Mobile Home Reinspection fee (section 58-46 (a)) | $25.00 |
| **DRAINAGE REVIEW FEE** | |
| Small Site Projects (Less than 10 acres) | $2,500.00 + $30.00 processing fee |
| Small to Medium Residential Subdivisions (20 to 60 lots) | $4,000.00 + $30.00 processing fee |
| Large Residential Subdivisions (over 60 lots) | $6,000.00 + $30.00 processing fee |
| Large Sites (10 acres or larger) | $8,000.00 + $30.00 processing fee |
| All 3rd Party Reviews above will be charged an Administrative Fee | 10% of the Review Fee |
| *** 3rd+ submittals for review by engineer will be charged** | ½ of the review fee |
| **CULVERT INSTALLATION** | |
| 20 feet Driveway | $650 plus the cost of the pipe and materials |
| 30 feet Driveway | $850 plus the cost of the pipe and materials |
| **UTILITIES DEVELOPMENT REVIEW FEE** | |
| Utility-Master Plan Model Reviews (Large Residential, > 60 Lots) | $4,000.00 |
| Utility-Master Plan Model Reviews (Small-Medium Residential, 20 to 60 Lots) | $3,000.00 |
| Utility-Master Plan Model Reviews (Large Site, > 10 Acres) | $4,000.00 |
| Utility-Master Plan Model Reviews (Small Site, < 10 Acres) | $2,500.00 |
| Lift Station Reviews (One Lift Station > 20 gpm) | $6,500.00 |
| Lift Station Reviews (Each Additional Lift Station > 20 gpm) | $2,500.00 |
| Traffic Impact Analysis Reviews (One Intersection) | $1,500.00 |
| Traffic Impact Analysis Reviews (Each Additional Intersection) | $1,000.00 |

| Type | Fee |
|---|---|
| **UTILITIES DEVELOPMENT REVIEW FEE (Continued)** | |
| All 3rd Party Reviews above will be charged an Administrative Fee | 10% of the Review Fee |
| *** 3rd+ submittals for review by engineer will be charged** | ½ of the review fee |
| **SUBDIVISION PLAT REVIEW** | |
| Land plan/conceptual plan | $1,500.00 |
| Preliminary plat/residential | Base $500.00 plus $10.00 per lot |
| Preliminary plat/commercial - industrial | Base $500.00 plus $20.00 per acre |
| Final plat/residential | Base $500.00 plus $10.00 per lot |
| Final plat/commercial - industrial | Base $500.00 plus $10.00 per acre |
| All 3rd Party Reviews above will be charged an Administrative Fee | 10% of the Review Fee |
| Lot line Adjustment | $20.00 |
| Plat amendment | $300.00 |
| Variance Request | Residential $200.00<br>Commercial $500.00 |
| Hardship Permit | $75.00 |
| Comprehensive sign variance program | $150.00 |
| Parkland Dedication Fees - Chapter 87, Section 87-52 (c)(3) | $1200.00 per. Lot |
| *** 3rd+ submittals for review by engineer will be charged** | ½ of the review fee |
| **CIVIL AND ENGINEERING PLAN REVIEW FEES** | |
| **Civil Drawings with Plats:** | |
| Residential (Large, > 50 lots) | $10,000.00 |
| Residential (Small-Medium, < 50 lots) | $7,500.00 |
| Non-Residential (Large Site, > 5 acres) | $7,500.00 |
| Non-Residential (Small Site, < 5 acres) | $5,000.00 |
| **Plats and Re-Plats, No Civil Drawings:** | |
| Residential (Large, > 50 lots) | $2,500.00 |
| Residential (Small-Medium, < 50 lots) | $2,000.00 |
| Non-Residential (Large Site, > 5 acres) | $2,000.00 |

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2025-



| Type | Fee |
|---|---|
| **CIVIL AND ENGINEERING PLAN REVIEW FEES (Continued)** | |
| Non-Residential (Small Site, < 5 acres) | $1,500.00 |
| All 3rd Party Reviews above will be charged an Administrative Fee | 10% of the Review Fee |
| *** 3rd+ submittals for review by engineer will be charged** | ½ of the review fee |
| **DEVELOPMENT POLICIES** | |
| Tax Increment Reinvestment Zone (TIRZ) | $5,000 per application |
| Public Improvement Utilities District (PID) | $5,000 per application |
| In-City Municipal Utility District (MUD) | $5,000 per application |
| Chapter 380 Agreement | $5,000 per application |
| Development Agreement | $5,000 per application |
| **DEVELOPMENT DEPOSITS, INSPECTIONS, AND ADDITIONAL REVIEWS AND MEETINGS FOR ENGINEERING AND LEGAL** | |
| Development of 1 acre or less | Minimum $500.00 |
| Development of 1 acre - 4.99 acres | Minimum $2,500.00 |
| Development of 5 acres - 49.99 acres | Minimum $5,000.00 |
| Development of 50 acres - 199.99 acres | Minimum $10,000.00 |
| Development of 200 acres or more | Minimum $15,000.00 |
| Processing Fee For Development Deposits | $75.00 |
| **DEVELOPMENT DEPOSITS, INSPECTIONS, AND ADDITIONAL REVIEWS AND MEETINGS FOR ENGINEERING AND LEGAL** | |
| **Inspections, Reviews, and Meetings** | |
| City Engineer | Actual Costs |
| City Attorney | Actual Costs |
| Administrative Fee for all Inspections, Reviews, and Meetings | 10% of the Inspection, review, and meeting costs |
| **ANNEXATION FEES** | |
| Due upon application for 1st Tract of land | $3,500.00 |
| Due upon application for each additional tract of land | $1,500.00 |
| **RIGHT-OF-WAY USE PERMIT APPLICATION** | |
| Utility Installation within City of Sealy Right-of-Way | $100.00 per location |
| **Fees are doubled if work begins before the issuance of a valid permit.** | |

| Type | Fee |
|---|---|
| **NETWORK NODES** | |
| Construction Permit | $500.00 for 1st five nodes |
| Each additional nodes not to exceed 30 nodes | $250.00 per node |
| Annual Collocation fee | $20.00 |
| Annual public right-of-way rate | $250.00 per network node site installed in the city right-of-way |
| **Public right-of-way rate adjustment:** As provided in Section 284.054 of the Code, this amount will be adjusted by an amount equal to one-half the annual change, if any, in the consumer price index. The city shall provide written notice to each network provider of the new rate; and the rate shall apply to the first payment due to the city on or after the 60th day following the written notice. | |
| **NODE SUPPORT POLES** | |
| Construction Permit | $1,000.00 |
| Annual public right-of-way rate fee | $250.00 |
| **Public right-of-way rate fee:** As provided in Section 284.054 of the Code, this amount will be adjusted by an amount equal to one-half the annual change, if any, in the consumer price index. The city shall provide written notice to each network provider of the new rate; and the rate shall apply to the first payment due to the city on or after the 60th day following the written notice. | |
| **TRANSPORT FACILITIES** | |
| Construction permit | $500.00 |
| Each additional node | $250.00 per node |
| Public right-of-way rate fee | $28.00/month per node |
| **Public right-of-way rate fee:** As provided in Section 284.054 of the Code, this amount will be adjusted by an amount equal to one-half the annual change, if any, in the consumer price index. The city shall provide written notice to each network provider of the new rate; and the rate shall apply to the first payment due to the city on or after the 60th day following the written notice; however, no rate is required if the network provider is already paying the city an amount equal to or greater than the amount of other city right-of-way fees for access lines under Chapter 283 of the Code or cable franchise fees under V.T.C.A., Utility Code, Chapter 66. | |
| **MICRO NETWORK NODES** | |
| No Application Fee | |
| Collocation of network nodes on service poles | $20.00/year per service pole |

| Type | Fee |
|---|---|
| **ELECTRICAL PERMIT FEES** | |
| Permit Issuance Fee | $35.00 |
| **Meter loop and service:** | |
| Up to and including 200 amps | $25.00 |
| Over 200 amps to and including 250 amps | $30.00 |
| Over 250 amps | $40.00 |
| Panels with eight (8) or more circuits | $25.00/each |
| Electrical outlets and fixtures | $1.00/each |
| Solar Panel System | 6000 watts or less is $250.00, each additional 1,000 watts is $25.00 or fraction thereof |
| Generator System | 25 kW or less is $150.00, each additional kW is $5.00 or fraction thereof |
| **Electrical appliances - domestic:** | |
| Range receptacle | $10.00/each |
| Clothes dryer | $10.00/each |
| Cooking top | $10.00/each |
| Ovens | $10.00/each |
| Garbage disposal | $10.00/each |
| Dishwashers | $10.00/each |
| Window air conditioner receptacle | $5.00/each |
| **Motors and transformers, permanently installed:** | |
| Up to and including 1 HP | $5.00/each |
| Over 1 HP through and including 10 HP | $15.00/each |
| Over 10 HP (plus $0.30 per HP) | $25.00/each |
| Streamers and festoon lighting per circuit | $15.00/each |
| Ball Park & parking lot light poles (no outlet or fixture charge) | $55.00/each |
| Pole with guy wires | $15.00/each |
| Temporary installation such as wood saws, floor-surfacing machines, paint spraying apparatus, and the like | $30.00/installation |
| Temporary installation of commercial sound equipment | $35.00/installation |
| Temporary lighting installations | $30.00/installation |

| Type | Fee |
|---|---|
| **ELECTRICAL PERMIT FEES (Continued)** | |
| Temporary installation such as carnivals or similar installation for amusement show display or similar uses - 10 kVA or less | $35.00/kVA |
| Temporary installation such as carnivals or similar installation for amusement show display or similar uses - all loads above 10kVA | $25.00/kVA |
| Temporary saw pole | $30.00/installation |
| Temporary cut-ins made permanent | $40.00/installation |
| Miscellaneous electric requiring inspection | $30.00 |
| ***Additions to old work shall be charged for at the same rate as new work** | |
| Reconnection fee | $30.00 |
| Sign Inspection and installation | $80.00 |
| Plan examination fee | one-half of permit fee |
| Plan re-examination fee due to alteration of approved plans | one-half of permit fee |
| ***Reinspection fees are required for failed inspections and must be paid prior to the reinspection.** | |
| **Reinspection Fees*** | $75.00 - 1st reinspection<br>$75.00 - 2nd reinspection<br>$75.00 - 3rd reinspection |
| **PLUMBING PERMITS** | |
| Permit Issuance Fee | $35.00 |
| Gas Test Fee | $45.00 |
| Plumbing fixture, floor drain or trap (including water and drainage piping) | $10.00/each |
| Gas piping and up to 4 outlets | $30.00 and $10.00 each additional outlet |
| House sewer | $20.00/each |
| House sewer having to be replaced and repaired | $25.00/each |
| Cesspool | $25.00/each |
| Septic tank and seepage pit or drain field, grease traps | $200.00 each |

| Type | Fee |
|---|---|
| **PLUMBING PERMITS (Continued)** | |
| Water heater and/or vent | $20.00/each |
| Installation, alteration or repair of water piping and/or water treating equipment | $20.00/each |
| Repair or alteration of drainage or vent piping | $20.00/each |
| Vacuum breakers or backflow protective devices installed subsequent to the installation of the piping or equipment served - up to 5 | $20.00 and $10.00 each additional |
| Lawn Sprinkler System | $35.00 |
| ***Reinspection fees are required for failed inspections and must be paid prior to the reinspection.** | |
| ***Fees are doubled if work begins before the issuance of a valid permit.** | |
| ***A plumbing, gas permit may be canceled by the applicant at any time within 30 days of issuance. If no work has been done under such permit, the plumbing and mechanical inspector shall refund 75 percent of the permit fee paid; however, in no case shall the city retain less than $25.00 to cover administrative costs.** | |
| **Reinspection Fees*** | $75.00 - 1st reinspection<br>$75.00 - 2nd reinspection<br>$75.00 - 3rd reinspection |
| **MECHANICAL PERMIT FEES** | |
| Contractor Registration fee (yearly) | $100.00 |
| Permit Issuance Fee | $35.00 |
| Inspect heating, ventilation, ductwork, air conditioning, and refrigeration system | $30.00 for 1st $1,000.00 or fraction thereof, of valuation plus $4.00 each add 'l $1,000.00 |
| Inspect repairs, alterations, and additions to an existing system | $10.00 plus $4.00 for each $1,000.00 or fraction thereof |
| **Boiler Inspections (based upon Btu input):** | |
| 33,000 Btu (1BHp) to 165,000 (5 Bhp) | $15.00 |
| 165,001 Btu (5BHp) to 330,000 (10 Bhp) | $25.00 |
| 330,001 Btu (10BHp) to 1,165,000 (52 Bhp) | $35.00 |
| 1,165,001 Btu (52 Bhp) to 3,300,000 (98 Bhp) | $55.00 |

| Type | Fee |
|---|---|
| **MECHANICAL PERMIT FEES (Continued)** | |
| Over 3,300,000 Btu (98 Bhp) | $75.00 |
| Reinspection fee of a heating, ventilation, air conditioning, or refrigeration system, boiler installation | $15.00 |
| Temporary operation inspection fee | $15.00 |
| Self-Contained units less than two tons | Total cost of all units combined |
| **Reinspection Fees*** | $75.00 - 1st reinspection<br>$75.00 - 2nd reinspection<br>$75.00 - 3rd reinspection |
| *Mechanical permit may be canceled by the applicant at any time within 30 days of issuance. If no work has been done under such permit, the plumbing and mechanical inspector shall refund 75 percent of the permit fee paid; however, in no case shall the city retain less than $25.00 to cover administrative costs. | |
| ***Fees are doubled if work begins before the issuance of a valid permit.** | |
| ***Reinspection fees are required for failed inspections and must be paid prior to the reinspection.** | |
| **COMMERCIAL FIRE ALARM SYSTEM** | |
| Contractor Registration Fee (yearly) | $100.00 |
| Permit Issuance Fee | $35.00 |
| Fire Alarm System Inspection Fee | $200.00 |
| plus, each device | $2.00 |
| After hours and weekends | $250.00 per inspection |
| **Reinspection Fees*** | $150.00 - 1st reinspection<br>$150.00 - 2nd reinspection<br>$150.00 - 3rd reinspection |
| ***Fees are doubled if work begins before the issuance of a valid permit.** | |
| ***Reinspection fees are required for failed inspections and must be paid prior to the reinspection.** | |
| **COMMERCIAL FIRE SUPPRESSION SYSTEM INSPECTIONS** | |
| Contractor Registration Fee (yearly) | $100.00 |
| Permit Issuance Fee | $100.00 |
| Automatic Fire Sprinkler System Wet/Dry Fee | $200.00 |
| plus, each head | $2.00 |

| Type | Fee |
|---|---|
| **COMMERCIAL FIRE SUPPRESSION SYSTEM INSPECTIONS (Continued)** | |
| All Inspections, including inspections for items listed under Commercial and Multi-Family Fire Code Plan Review | $200.00 |
| After hours and weekends | $400.00 per inspection |
| **Reinspection Fees*** | $150.00 - 1st reinspection<br>$150.00 - 2nd reinspection<br>$150.00 - 3rd reinspection |
| ***Fees are doubled if work begins before the issuance of a valid permit.** | |
| ***Reinspection fees are required for failed inspections and must be paid prior to the reinspection.** | |
| **COMMERCIAL AND MULTIFAMILY FIRE CODE PLAN REVIEW** | |
| Fire Sprinkler system installation first 10,000 square feet | $200.00 |
| Fire Sprinkler system each additional 10,000 square feet | $100.00 |
| Fire Sprinkler Remove, Add, or Release over 1-25 sprinkler heads | $100.00 |
| Fire Sprinkler Remove, Add, or Release over 25 sprinkler heads | $100.00 |
| Fire Sprinkler Specialty Systems to include dry, foam, anti-freeze, and fixed-fire suppression will be in addition to fee above for each system. | $150.00 |
| Fire Alarm system installation first 20,000 square feet | $100.00 |
| Fire Pump - each pump, Smoke Control System, Standpipe System, Underground Private Fire Main, Fire Protection Water Supplies, Emergency Standby Power Systems - Generator, and Fire Apparatus Access Roads - Site | $125.00 |
| Private Fire Hydrant - each | $25.00 |
| Premise Identification - Address | $25.00 |
| Key Box - Rapid Entry Access | $25.00 |
| Elevator Operation and Service Keys | $100.00 |
| Emergency Standby Power Systems - Generators | $75.00 |

| Type | Fee |
|---|---|
| **COMMERCIAL AND MULTIFAMILY FIRE CODE PLAN REVIEW (Continued)** | |
| Commercial Kitchen Hoods - Suppression System not included (fee for specialty system above) | $75.00 |
| Commercial Kitchen Cooking Oil Storage | $75.00 |
| Fire Protection Systems Required | $75.00 |
| Portable Fire Extinguishers | $75.00 |
| Interior Finishes and Decorative Vegetation | $200.00 |
| Mechanical Refrigeration - Cold Storage | $900.00 |
| Stationary Battery Storage | $150.00 |
| Dry Cleaning Facilities | $300.00 |
| Combustible Dust-Producing Operations | $300.00 |
| Motor Fuel Dispensing Facilities | $300.00 |
| Lumber Yard / Agro-Industrial / Solid Biomass / Woodworking Facilities | $350.00 |
| Flammable Finishes | $300.00 |
| Compressed Gases | $350.00 |
| Carbon Dioxide Beverage Dispensing | $200.00 |
| Liquified Petroleum Gases - except Propane | $300.00 |
| Temporary Fuel Storage / Dispensing | $150.00 |
| Aviation Facilities | $800.00 |
| Low-Pile Storage | $200.00 |
| High Pile Storage | $1,000.00 |
| Hazardous Materials | $1,000.00 |
| Access Control Locks | $150.00 |
| **COMMERCIAL FUEL TANKS** | |
| Contractor Registration Fee | 100 |
| Permit Issuance Fee | 35 |
| Underground Fuel Tank Removal | $250.00 per tank |
| Underground Fuel Tank Installation | $250.00 per tank |
| Aboveground Fuel Tank Installation | $250.00 per tank |

| Type | Fee |
|---|---|
| **COMMERCIAL FUEL TANKS (Continued)** | |
| Fuel Dispenser | $25.00 each |
| After hours and weekends | $500.00 per inspection |
| **Reinspection Fees*** | $75.00 - 1st reinspection<br>$75.00 - 2nd reinspection<br>$75.00 - 3rd reinspection |
| ***Fees are doubled if work begins before the issuance of a valid permit.** | |
| ***Reinspection fees are required for failed inspections and must be paid prior to the reinspection.** | |
| **WOODCHIPPING SERVICES** | |
| **CHIPPING RATES:** | |
| No free minute will be provided as in the past. Chipping is to be billed at a rate of: | $3.00 for the first minute with a minimum charge of $5.00 |
| City crews to determine if the pickup would be more cost effective for the customer using the tractor or chipping. No stumps or bushes will be chipped. Trunk pieces to be no larger than 8-inch diameter and no longer than 3 feet in length. Chipping to be done on the first full week of each month. | |
| **HEAVY LIMB PICK-UP:** | |
| No free minutes will be provided as in the past. Heavy pick-up is to be billed at a rate of: | $4.50 per minute, with a minimum charge of $25.00 |
| All limbs to be stacked with the ends facing the curb in a neat pile. No limbs over six feet (6') in length. Root balls are required to have the dirt removed prior to pick-up. Heavy pick-up to be completed the first week of each month following the chipping process. | |

CITY OF SEALY, TEXAS
MASTER FEE SCHEDULE
ORDINANCE 2025-



| Type | Fee |
|---|---|
| **FINANCIAL POLICIES** | |
| **RETURNED PAYMENTS:** | |
| Collection of a check or bank draft drawn on an account with insufficient funds or returned unpaid for any other reason | $30.00 |
| **DEBIT/CREDIT CARD PROCESSING SERVICES:** | |
| Any City-provided goods and services paid for in person, by telephone, fax, or via the internet | 3.5% of transaction amount or a minimum of $0.95, whichever is larger |
| **ELECTRONIC CHECK PROCESSING SERVICES:** | |
| Any City-provided goods and services paid for in person, by telephone, fax, or via the internet | $1.95 per payment |
| Any payment not honored by a credit card company subsequent to approval | $30.00 |
| **UTILITY BILLING SERVICES:** | |
| Any request for external notices to insert literature into city utility billing envelopes; literature must first be approved by the City Manager prior to placement. | 30% markup from City's cost, rounded to the nearest whole dollar, to be paid in advance of services. |
| ***All customers incurring delinquent charges of $10.00 or more shall be assessed an administrative fee in accordance with the fee schedule adopted by the council** | $30.00 |
| **Utility Bad Debt Payment:** | 30% reimbursement for collection cost |
| **BLUEBONNET GROUNDWATER CONSERVATION DISTRICT FEES** | |
| Based on consumption for each water meter | $0.07 per 1,000 gallons |
| **WASTEWATER/SEWER DISCHARGE FEES** | |
| Wastewater Discharge Permit | $200.00 |
| Renewing and/or transferring wastewater | $100.00 |
| Fee for monitoring, inspection, and surveillance procedures, including the cost of collections | $100.00 |
| **DRAINAGE DISCHARGE FEES** | |
| Residential | $2.00 per month/ per unit |
| Non-Residential | Base fee of $2.00 multiplied by number of ERU's |

| Type | Fee |
|---|---|
| **IMPACT FEES** | |
| Water | $3,381 / per unit* |
| Sewer | $3,784 / per unit* |
| *** Refer to the AWWA Equivalency Table for Unit Ratio** | |

AWWA Equivalency Table

| Meter Size (Inch) | Meter Type | Continuous Duty Maximum Flow Rate (gpm) | Ratio to 5/8-inch Meter | Meter Size (Inch) | Meter Type | Continuous Dity Maximum Flow Rate (gpm) | Ratio to 5/8-inch Meter |
|---|---|---|---|---|---|---|---|
| 5/8 | Displacement Type | 10 | 1.0 | 4 | Compound | 300 | 30.0 |
| 5/8x3/4 | Displacement Type | 10 | 1.0 | 4 | Turbine Vertical Shaft | 420 | 42.0 |
| 3/4 | Displacement Type | 15 | 1.5 | 4 | Turbine High Velocity | 650 | 65.0 |
| 1 | Displacement Type | 25 | 2.5 | 6 | Compound | 675 | 67.5 |
| 1.5 | Displacement Type | 50 | 5.0 | 6 | Turbine Vertical Shaft | 865 | 86.5 |
| 2 | Displacement Type | 80 | 8.0 | 6 | Turbine High Velocity | 1,400 | 140.0 |
| 2 | Compound | 80 | 8.0 | 8 | Compound | 900 | 90.0 |
| 3 | Compound | 175 | 17.5 | 8 | Turbine High Velocity | 2,400 | 240.0 |
| 3 | Turbine Vertical Shaft | 220 | 22.0 | 10 | Turbine High Velocity | 3,500 | 350.0 |
| 3 | Turbine High Velocity | 350 | 35.0 | 12 | Turbine High Velocity | 4,400 | 440.0 |

| Type | Fee |
|---|---|
| **WATER AND SANITARY SEWER RATES** | |
| **Water:** | |
| Radio Transmission Fee (per. Month) | $0.89 |
| Fixed charges (per. month) | |
| ¾ -inch | $20.30 |
| 1-inch | $30.20 |
| 1 ½ -inch | $74.40 |
| 2-inch | $116.50 |
| 3-inch | $261.60 |
| 4-inch | $445.30 |
| 6-inch | $992.70 |
| 8-inch | $1,190.20 |
| 10-inch | $1,487.80 |
| 0-2,000 gallons (minimum charge) | $2.00 or fraction thereof |
| 2,001-8,000 gallons (per 1,000 gallons) | $4.20 or fraction thereof |
| 8,001-23,000 gallons (per 1,000 gallons) | $5.40 or fraction thereof |
| Greater than 23,000 gallons (per 1,000 gallons) | $6.70 or fraction thereof |
| **Bulk Water Rates: Bulk Water/Fire Hydrant Meters:** | |
| Minimum charge (less than 1,000 gallons) | $100.00 or fraction thereof |
| 1,000 gallons or more (per 1,000 gallons) | $50.00 or fraction thereof |
| **Sanitary Sewer:** | |
| Fixed charges (per. month) | |
| Residential | $24.10 |
| Commercial | $79.20 |
| Industrial | $120.00 |
| Government | $79.20 |
| Non-Profit Flat <8,000 gal Water usage and <1-1/2 in water service - (flat rates do not have a volumetric component) | $24.00 |
| Residential Flat – (flat rates do not have volumetric component) | $42.20 |

| Type | Fee |
|---|---|
| **WATER AND SANITARY SEWER RATES (Continued)** | |
| Commercial Flat – (flat rates do not have volumetric component) | $57.70 |
| 0-2,000 gallons | $2.30 or fraction thereof |
| Greater than 2,000 gallons | $4.95 or fraction thereof |
| **Sanitary Sewer Surcharge** | |
| **Industrial Waste Established Surcharges:**<br>(a) The surcharges are to provide for the reimbursement of costs to the city to provide treatment for those wastes of quantity and strength produced by industrial processes, including wastes of characteristics difficult to treat for final disposal, but are accepted without pretreatment.<br>(b) These surcharges are in addition to base sewer service charge, sanitary sewer connection charges and/or industrial cost recovery charges established by the city.<br>(c) All surcharges established in this subdivision shall be an obligation of the permittee as a condition of keeping his permit valid.<br>**Computation of Surcharge:**<br>The surcharges to be determined for producers of industrial waste will be computed by the use of the following formula:<br>$S = BC \times F \times [ (A/100 -1) + ( B/250 -1) + ( C/400 -1) + ( D/250 -1) ]$<br><br>S = Surcharge in dollars<br>BC = Base sewer service charge in dollars<br>A = Total of actual measured oil and grease in mg/l, but not less than 100.<br>B = Total of actual measured BOD in mg/l, but not less than 250.<br>C = Total of actual measured COD in mg/l, but not less than 400.<br>D = Total of actual measured suspended solids in mg/l, but not less than 250.<br>F = Cost factor which is the factor of $0.40 | |
| For single- unit consumers with City water service, the billing rate structure consists of two components: A monthly fixed charge for the service, regardless of water meter size, plus Tiered volumetric charges per thousand gallons of water consumed, as registered by the meter serving the consumer and based on a winter averaging calculation specified below. | |

| Type | Fee |
|---|---|
| **Sanitary Sewer Surcharge (Continued)** | |
| For multiple- unit consumers utilizing a single water meter, the billing rate structure consists of two components: A monthly fixed charge for the service, regardless of water meter size, multiplied by the number of units being served plus Tiered volumetric charges per thousand gallons of water consumed, as registered by the water meter serving the consumer and based on a winter averaging calculation specified below. In calculating the charge, the number of gallons specified in each tier is multiplied by the number of units being served to determine the upper consumption limit for that tier. | |
| Note: Sanitary sewer charges for residential and commercial accounts are calculated based upon water consumed as registered by the water meter serving each consumer.<br>1. To qualify for sewer averaging, an account with sewer service must have had metered water service available throughout all four months of the previous November through February time period (the "designated winter months"). Metered water consumption for only the current occupant at a service address will be considered in the calculation of the average. The calculation will not include metered water consumption for any former occupants at the same service address.<br>2. Sewer averaging will be recalculated at the commencement of each fiscal year, starting with the billing for October consumption taking place on or about November 25 and continuing throughout the remainder of the fiscal year. An average of each qualifying account's water consumption for the four designated winter months will be calculated and billed in accordance with the applicable sewer rate table currently in effect. If an account with metered water service does not have water consumption for any of the designated winter months, those months will be excluded from the averaging calculation. Once the average has been calculated, it will be used as a basis for billing the account each month for the entire fiscal year until a new average has been established.<br>3. An account with metered water service that does not qualify for sewer averaging will be billed for sewer service based on a default average water consumption of 5,000 gallons per month, billed in accordance with the applicable sewer rate table currently in effect. The account will continue to be billed in this manner until such time when an average can be established.<br>4. An account with sanitary sewer service but without metered water service will be billed at the flat rate specified above. | |
| **WATER / SANITARY SEWER TAPS FEES** | |
| **Water Tap Fees:** | |
| 3/4-inch service | $1,400.00 |
| 1 inch service | $1,675.00 |
| Boring fee shall be charged if the main is located on the opposite side of the street (per foot) | $30.00 |
| Services of larger sizes will be determined by the Water Superintendent on a cost-plus basis. Installation fee shall be paid prior to installation and connection | |

| Type | Fee |
|---|---|
| **WATER / SANITARY SEWER TAPS FEES (Continued)** | |
| **Sanitary Sewer Tap Fees:** | |
| 4-inch service | $1,100.00 |
| Additional tap or larger than four inches (4") will be determined by Water/Sewer Superintendent including a proper allowance for labor performed. | |
| Boring fee shall be charged if the main is located on the opposite side of the street (per foot) | $50.00 |
| *** The boring fee should only be charged for an original sewer tap installation.** | |
| **WATER / SANITARY SEWER / SOLID WASTE SERVICE DEPOSITS** | |
| Residential: Owner Occupied | $75.00 |
| Residential: Senior Citizen (65 or over) | $40.00 |
| Residential: Tenant and/or mobile home | $125.00 |
| Commercial | 1 1/2 times estimated bill; however, the minimum deposit shall be no less than $250.00 |
| Bulk Water | $250.00 |
| **NATURAL GAS TAPS FEES** | |
| **Gas Tap Fees For Connection: The rates applicable for a gas service tap for residential, commercial, and industrial use are as follows:** | |
| One inch (1") residential service tap: service line up to 100 feet in length, meter, and regulator) | $1,200.00 |
| Boring fee shall be charged if the gas main is located on the opposite side of the street (per foot) | $30.00 |
| For all service taps over one inch (1") in size or service lines over 100 feet in length: actual cost of installation, including, but not limited to, the cost of materials, labor, equipment, and overhead will be charged. | |
| The one inch (1") tap fee shall be paid before the tap is made. The larger taps may be billed to owner and will be due within ten (10) days after receipt of bill. | |
| **NATURAL GAS RATES** | |
| **For single-unit consumers, the billing rate structure consists of three components:**<br>1. Monthly fixed charge for the service, based on the type of consumer, plus | |
| 2. (Based on the type of consumer), a volumetric charge per hundred cubic feet (CCF) of gas consumed, as registered by the gas meter serving the consumer during the billing period, plus | |

| Type | Fee |
|---|---|
| **NATURAL GAS RATES (Continued)** | |
| 3. Fuel adjustment factor per CCF of gas consumed that adjusts monthly to pass-through the actual cost of gas (as provided to the City through the contract with its current gas supplier). | |
| **For multiple-unit consumers utilizing a single gas meter, the billing rate structure consists of three components:**<br>1. Monthly fixed charge for the service, based on the type of consumer, multiplied by the number of units being served, plus<br>2. (Based on the type of consumer), a volumetric charge per hundred cubic feet (CCF) of gas consumed, as registered by the gas meter serving the consumer during the billing period, plus<br>3. Fuel adjustment factor per CCF of gas consumed that adjusts monthly to pass-through the actual cost of gas (as provided to the City through the contract with its current gas supplier). | |
| The following rates shall be charged for each month of service from the City's natural gas system. Charges for gas supplied by the City's gas system shall be based on the gas consumed, as registered by the gas meter serving each consumer. | |
| **Fixed Charges (per month)** | |
| Residential | $11.60 |
| Commercial | $40.00 |
| Industrial | $600.00 |
| Governmental | $58.20 |
| **Volumetric Base Charges (per CCF)** | |
| Residential | $0.88 |
| Commercial/Governmental | $1.14 |
| Small Industrial – Monthly Usage 25,000 CCF and under | $0.83 |
| Medium Industrial – Monthly Usage 25,001 to 50,000 CCF | $0.59 |
| Large Industrial – Monthly Usage 50,001 to 100,000 CCF | $0.59 |
| Extra Large Industrial – Monthly Usage 100,001 CCF and Above | $0.59 |
| *** Industrial Contracts: The City may negotiate industrial contracts as needed regarding rates, charges, and deposits.** | |
| **GAS SERVICE DEPOSITS** | |
| Residential: Owner-occupied | 75 |
| Residential: Senior citizen (age 65 or older) | $40.00 |
| Residential: Tenant-occupied/mobile home or manufactured home | $300.00 |

| Type | Fee |
|---|---|
| **GAS SERVICE DEPOSITS (Continued)** | |
| Commercial | 1 ½ times the estimated monthly bill; however, the minimum deposit shall be no less than $250.00 |
| All deposits shall be paid in cash by the customer before any connection shall be made. Any deposit shall be refunded only after the customer gives notice to the City that such service is to be disconnected. All deposits shall be held by the City as security for the payment of all services rendered by the City to the customer, as well as for damages to any City property. The City Manager is authorized to adjust the deposit(s) for service on a case-by-case basis. | |
| Providing for payment: The bill for gas service shall become due and payable at the City office of said City on the first (1st) day of each month. A ten percent (10%) penalty shall be added if paid after the tenth (10th) day of the month, and shall be delinquent if not paid on or before the twentieth (20th) day of such month. The City Manager, or his/her designee, is authorized to waive penalties on a case-by-case basis. | |
| For billing purposes, multi-family dwellings containing more than one (1) independent dwelling unit that share one (1) meter shall be billed that number of minimum charges whether occupied or not. | |
| **Disconnect and Reconnect: The City shall cause service of said system to be disconnected and discontinued on and after the date that any bill shall become delinquent.** | |
| **Administrative Fee**<br><br>All customers having delinquent bills of ten dollars ($10.00) or more shall be assessed an administrative fee, regardless of whether service is disconnected or not; this fee, along with the full amount of the delinquent bill, must be paid in order to maintain service connection or to attain service reconnection. | $30.00 |
| After hours and weekends connection/reconnection of service | $30.00 |
| Service charge will be made for any requested summer disconnection and winter reconnection of gas service | $15.00 |

| Type | Fee |
|---|---|
| **SOLID WASTE RATES** | |
| Solid waste and recyclables shall be picked up and removed by the City's contractor, Texas Disposal Systems ("TDS"), from each residence and non-residential establishment within the City at the following rates. When residential and non-residential activities are located within the same building, the commercial billing fee schedule will be applied to the utility account. For multiple-unit customers, the monthly fixed charge will be multiplied by the number of units. If the disposal of solid waste of a particular establishment is prohibited under the terms of the operating permit of the landfill facility being utilized by the City or its contractor, such establishment must make arrangements for a qualified individual or entity to collect and dispose of its solid waste at a properly permitted facility. | |
| TDS will not be collecting customers' garbage or recyclables on any scheduled collection day that falls on New Year's Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. | |
| The City contracts with TDS for once-a-week residential solid waste collection services at the following rates and charges: | |
| Each residence will also be provided curbside collection one (1) time per month on the customer's last day of pickup for the month. TDS will collect up to three (3) cubic yards per pick up of bulky waste or brush collected. Brush must be cut no longer than four (4) feet in length and three (3) inches in diameter. Brush must be bundled and tied and each bundle must weigh less than thirty-five (35) pounds for safety. There is no charge for this service other than the monthly residential rate listed above.<br>Single-stream recycling will be collected one (1) time every-other-week for each Residential Unit. The Contractor will provide one (1) ninety-six (96) gallon cart specifically for this service. There is no charge for this service other than the monthly residential rate listed above. | |
| **RESIDENTIAL RATES AND CHARGES** | |
| Standard service (one cart) | $36.80 |
| Each additional cart | $18.80 |
| **RESIDENTIAL SERVICE DEPOSITS** | |
| Residents having water, sanitary sewer, or natural gas service with the City are not required to pay an additional deposit for solid waste service. If the resident has only solid waste service, the following cash deposit shall be charged each customer: | |
| Owner Occupied | $75.00 |
| Senior Citizen (65 or older) | $40.00 |
| Tenant-occupied/mobile or manufactured home | $125.00 |
| *** All deposits shall be paid in cash by the customer before any service shall be provided. Any deposit shall be refunded only after the customer gives notice to the City that such service is to be discontinued. All deposits shall be held by the City as security for the payment of all services rendered by the City to the customer, as well as for damages to any City property. The City Manager is authorized to adjust the deposit(s) for service on a case-by-case basis.** | |

| Type | Fee |
|---|---|
| **COMMERCIAL RATES AND CHARGES** | |
| Every customer having a commercial building utility connection is presumed to be making substantial use of the solid waste collection service and is required to establish such service with the City. If a commercial customer desires recycling service at its location, it shall establish such service through the City of Sealy. | |
| Customers that utilize roll-off containers must contract directly with TDS for their garbage collection needs. These entities may contact TDS at (800) 375-8375. | |

**Commercial pricing for Container Service:**

| **Commercial – Solid Waste** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Container Size** | Fixed Charges (Per Month) | | | | | | **Extra Pick-Up** |
| | **1x Per Week** | **2x Per Week** | **3x Per Week** | **4x Per Week** | **5x Per Week** | **6x Per Week** | |
| 2CY | $195.40 | $364.10 | $536.10 | | | | $116.90 |
| 3CY | $227.10 | $432.50 | $634.50 | | | | $121.90 |
| 4CY | $268.90 | $506.00 | $746.40 | $983.50 | $1,220.60 | | $124.90 |
| 6CY | $364.10 | $678.00 | $996.90 | $1,305.80 | $1,624.80 | | $133.50 |
| 8CY | $454.20 | $843.30 | $1,234.00 | $1,624.80 | $2,012.20 | $2,303.00 | $158.60 |
| Cart (96 Gallon) | $83.36 | | | | | | |

| | |
|---|---|
| Lock Bars | $43.50 |
| Casters | $43.50 |

| Type | Fee |
|---|---|

**Commercial Recycling:**

| Commercial - Recycle | | | |
|---|---|---|---|
| Container Size | Fixed Charges (Per Month) | | |
| | Every Other Week | 1x Per Week | 2x Per Week |
| 4CY | $135.20 | $228.70 | |
| 6CY | $182.00 | $308.90 | $576.10 |
| 8CY | $227.10 | $384.90 | $711.80 |
| Cart (96 Gallon) | $31.80 | $64.60 | |
| **All waste must be containerized** | | | |

| **Providing for Payment; Discontinue Service:** | |
|---|---|
| Bills for solid waste and recycling services shall become due and payable at the City office of said City on the first day of each month. | |
| A ten percent (10%) penalty shall be added to the bill if paid after the tenth (10th) day of the month, and a bill shall be delinquent if not paid on or before the twentieth (20th) day of such month. | |
| The City shall have the right to discontinue the solid waste and recycling services to any person (or premises) that fails or refuses to make timely payment of solid waste and recycling services. | |
| **Administrative Fee**<br>All customers having delinquent bills of ten dollars ($10.00) or more shall be assessed an administrative fee, regardless of whether service is disconnected or not; this fee, along with the full amount of the delinquent bill, must be paid in order to maintain solid waste and recycling services. | $30.00 |
| It shall be presumed that every person having an active residential, apartment, or commercial building is making substantial use of the solid waste and recycling services and shall be charged for such services. The City Manager, or his/her designee, is authorized to waive service and/or penalties on a case-by-case basis. | |
| For billing purposes, multi-family dwellings containing more than one (1) independent dwelling shall be billed for each unit the minimum charges whether occupied or not. | |

| Type | | Fee | |
|---|---|---|---|
| **CITY RENTAL VENUES** | | | |
| **FACILITY – GENERAL PUBLIC USE (4 hours)** | **DEPOSIT** | **BASE RATE** | **ADDITIONAL HOURS** |
| Liedertafel Hall | $350.00 | $850.00 (up to 4 hrs.) | $50.00/hr |
| Mark A. Chapman Park Pavilion | $100.00 | $180.00 (up to 4 hrs.) | $25.00/hr |
| W. E. Hill Community Center | $250.00 | $450.00 (up to 4 hrs.) | $50.00/hr |
| Abe & Irene Levine Park Pavilion | $50.00 | $40.00 (all day) | N/A |
| **FACILITY – NON PROFIT USE (3 hours) (3 days per yr.)** | **DEPOSIT** | **BASE RATE** | **ADDITIONAL HOURS** |
| Liedertafel Hall | $150.00 | $150.00 (up to 3 hrs.) | $50.00/hr |
| Mark A. Chapman Park Pavilion | $150.00 | $150.00 (up to 3 hrs.) | $25.00/hr |
| W. E. Hill Community Center | $150.00 | $150.00 (up to 3 hrs.) | $50.00/hr |
| | | | |
| **FACILITY – NON PROFIT USE (Reoccurring Meetings)** | **DEPOSIT** | **HOURLY RENTAL RATE** | |
| Mark A. Chapman Park Pavilion | $150.00 | $25.00/hr | |

| ADDITIONAL FEES (deducted from deposit or directly billed) | Liedertafel Hall | Mark A. Chapman Park Pavilion | W. E. Hill Community Center | Abe & Irene Levine Park Pavilion |
|---|---|---|---|---|
| Tables/Chairs not cleaned and/or returned to storage | $25 | $25 | $25 | N/A |
| Garbage not removed and taken from facility | $25 | $25 | $25 | $25 |
| Restrooms not cleaned | $50 | $50 | $50 | N/A |
| Air/Heat or lights left on | $75 | $75 | $75 | $50 |
| Debris left in or around the facility creating unsanitary or unhealthy conditions, such as food, diapers, etc. | $100 | $100 | $100 | $50 |
| Not securing the facility upon departure | $100 | $100 | $100 | N/A |
| Use of confetti, tape, nails or tacks within the facility | $50 | $50 | $50 | $50 |
| Floors not swept (or mopped in the case of a spill) | $50 | $50 | $50 | N/A |
| Facility key not picked up or returned on time | $25 | $25 | $25 | N/A |
| Day Prior for Decorating (Up to three hours. Can be deducted from security deposit) | $50/hr | N/A | N/A | N/A |
| Day Prior for Decorating (Four hours. Can be deducted from security deposit) | $150 | N/A | N/A | N/A |
| Day Prior for Decorating Base Rate for five or more hours (paid up front, not eligible for deduction from security deposit) | $500 | N/A | N/A | N/A |

| Type | Fee |
|---|---|
| **CITY SECRETARY FEES** | |
| Alcohol Beverage License | |
| Wine & Malt Beverage Retailer's Off-Premise Permit (BQ) | $30.00 annually (or not to exceed $60.00 for a two-year period) |
| Wine Only Package Store Permit (Q) | $37.50 annually (or not to exceed $75.00 for a two-year period) |
| Local Distributor's Permit (LP) | $50.00 annually (or not to exceed $100.00 for a two-year period) |
| Wine & Malt Beverage Retailer's Permit (BG) *(previously known as Wine & Beer Retailer's Permit)* | $87.50 annually (or not to exceed $175.00 for a two-year period) |
| Package Store Permit (P) | $250.00 annually (or not to exceed $500.00 for a two-year period) |
| Mixed Beverage Permit (MB) | $375.00 annually* (or not to exceed $750.00 for a two-year period) |
| * There is a 3-year exemption period for mixed beverage permits. No local fee can be charged for the first three years after the TABC license is first issued | |
| Peddlers and Solicitors Permit | $30.00 (covers up to 6 people) |
| Replacement Identification Cards | $5.00/replacement card |
| Requests for Public Information | Reference Texas Administrative Code - CH. 70.3 for definitions/clarification |
| Standard paper copy | $0.10 per page |
| Nonstandard copy | |
| Diskette | $1.00 |
| Magnetic tape | Actual cost |
| Data cartridge | Actual cost |
| Tape cartridge | Actual cost |
| Rewritable CD (CD-RW) | $1.00 |
| Non-rewritable CD (CD-R) | $1.00 |
| Digital video disc (DVD) | $3.00 |
| JAZ drive | Actual cost |

| Type | Fee |
|---|---|
| **CITY SECRETARY FEES (Continued)** | |
| Other electronic media | Actual cost |
| VHS video cassette | $2.50 |
| Audio cassette | $1.00 |
| Oversize paper copy (e.g. 11x17) | $0.50 |
| Specialty paper (e.g. Mylar, blueline, map, photographic) | Actual cost |
| Labor charge for programming | $28.50 an hour. Only programming services shall be charged at this hourly rate |
| Labor charge for locating, compiling, manipulating data, and reproducing public information | *$15.00 an hour. Includes actual time to locate, compile, manipulate data, and reproduce the requested information |
| * A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in: two or more separate buildings that are not physically connected with each other; or a remote storage facility. | |
| Overhead charge | The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request. |
| Miscellaneous supplies | The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information |
| Postal and shipping charges | Actual cost |
| Other charges | For any charges not listed, not to exceed the maximum allowable amount authorized under TAC 70.3 |
| **WRECKER SERVICE FEES** | |
| Transfer and service permits | $75.00 |
| Unlimited Auto Wrecker Permits | $200.00 per Yard |
| ***The same fee is payable annually 30 days before expiration of a permit for a one-year extension.** | |

# Item #15

# Reports or Requests from the City Manager and Discussion

AGENDA ITEM NO: 15

Reports or Requests from the City Manager and Discussion.

SUBMITTED BY: Kimbra Hill, City Manager

MEETING DATE: July 15, 2025

# STAFF REPORT

## SUMMARY

The two Budget Calendars provided outline the required dates and meeting actions for the City's budget and tax rate adoption process, based on:

- Dates provided by the Finance Director, and
- Statutory timelines and protocols released by the Texas Municipal League (TML) for two scenarios:
    1. When the **adopted tax rate does not exceed the Voter-Approval Rate (VAR)**; and
    2. When the **adopted tax rate exceeds the VAR** but does **not trigger an automatic petition**.

## TEXAS TAX CODE REQUIREMENTS

Under the **Texas Tax Code**:

- The Chief Appraiser must deliver the **certified appraisal roll** (or certified estimate of taxable value) to the City **no later than July 25th**.
- The No-New-Revenue (NNR) tax rate and the VAR tax rate must be submitted to the City **by August 7th**.

## CHARTER REQUIREMENTS

Per the City of Sealy's Home Rule Charter, the proposed budget must be approved and filed with the City Secretary by **August 1st** — before the certified appraisal roll or final tax rates are received.

## TIMELINE CONSIDERATIONS

Once the final tax rate is received:

- If there is any chance that the adopted rate could **exceed the VAR**, the statutory **timeline is accelerated**.
- To clarify this process, staff has prepared a calendar (included in your packet) that shows actual mandatory meeting and action dates for **July, August, and September**
- These dates include required record votes and any public hearings.

## POTENTIAL ADDITIONAL MEETINGS

There is a possibility that additional meetings may be needed, **especially if the tax rate discussions indicate the rate could exceed the VAR.**

- The Chief Appraiser must post **notice of public hearings** immediately after the City receives the certified NNR and VAR tax rates.
- The City Attorney, Finance Director, and I are awaiting clarification from the **Chief Appraiser's office** about:
    - How we can post required notices in compliance with statutory deadlines if the Texas Tax Code does not require the Appraiser to deliver the information by the dates that the notices would be posted.
    - Whether two separate notices for public hearings are required or if a single notice is sufficient.

## WHY THIS CALENDAR IS PROVIDED

The purpose of providing these **tentative calendars** is to ensure that Councilmembers **reserve key dates** for potential **special meetings** and **required record votes** on the proposed tax rate.

While amendments to the calendar may be necessary as new information becomes available, the **highlighted dates** (marked in **yellow**) show the **known required actions** at this time.

# FISCAL YEAR 2025-2026

# BUDGET CALENDAR

# JULY – AUGUST – SEPTEMBER

**WHEN THE TAX RATE EXCEEDS THE VOTER-APPROVAL-RATE**

## CITY COUNCIL'S BUDGET PLANNING DATES: FISCAL YEAR 2025 – 2026

### If the adopted tax rate EXCEEDS the VAR or NNR

**July 2025**

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| *City Manager completed projections and adjustments early for City Council's review* | | Regularly Scheduled City Council Meeting | | | *Independence Day Holiday* | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | Special City Council Meeting *for 1st of 2 reviews/discussion of the proposed budget, prior to receipt of certified taxable value or tax rate calculation.* | City Manager prepares budget summary to be posted with the proposed budget | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | Regularly Scheduled City Council Meeting<br>- Amend Personnel Policy<br>-Pay Out Excess Vacation Leave<br>-Discuss Pay Scale for FY25/26<br>-Discuss Org Chart for FY 25/26<br>-Discuss Job Description updates<br>-Discuss Annual Merit Increase<br>-Approve Proposed Budget, to include special cover sheet | | | City Manager completes Council directives, files with City Secretary Finance Director is required to post the budget & accompanying special message on City's website and City Secretary must post and make budget available by any person. | |

| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
|---|---|---|---|---|---|---|
| | | | | | Chief Appraiser delivers Certified Appraisal Roll | |
| 27 | 28 | 29 | 30 | 31 | | |
| | City Manager updates the Property Tax Certified Value in the proposed budget, pending tax rate calculations | Finance Director notifies Chief Appraiser of possible expedited process if tax rate exceeds VAR or NNR so the ACAD will post notice of PUBLIC HEARING FOR TAX RATE on 8/7 and 8/14, for hearing on Monday, 8/18 | | | | |

August 2025

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| | | | | | City Secretary sends approved notice to Sealy News for Budget Hearing with General Summary of Budget on August 17th to run 8/6 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | Regularly Scheduled City Council Meeting | Chief Appraiser submits Tax Rate Calculations to City Manager & Finance Director.<br><br>City Secretary's NOTICE OF PUBLIC HEARING FOR BUDGET & Budget Summary (Sunday, 8/17) runs in the Sealy News (1st of 2)<br><br>Chief Appraiser's NOTICE OF PUBLIC HEARING FOR TAX RATE (Monday, 8/18) should run in the Sealy News (1st of 2)<br><br>City Secretary's GENERAL SUMMARY OF BUDGET & NOTICE OF PUBLIC | Finance Director & City Attorney confirm tax rates and Finance Director:<br>- provides calculations to City Council by email.<br>-posts calculated tax rates & debt information on website. | City Manager updates budget revenue calculations for presentation to Council of the tax rate options. | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | HEARING FOR BUDGET (Sunday, 8/17) ADVERTISED AT CITY HALL *(HB 1522)* | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | Special City Council Meeting: Discussion of tax rates. Council takes a record vote of the specified rate & schedules Public Hearing on 8/18<br><br>Finance Director advertises the Notice of Public Hearing for Tax Rate on the City's website 7 days before the Public Hearing | | | | | |

| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
|---|---|---|---|---|---|---|
| Special City Council Meeting for Budget Hearing:<br><br>Must take action, either to adopt budget by ordinance, or to postpone action until 8/18<br><br>*Budget must have special cover letter described in Tex Local Gov Code Section 102.007 (d)* | Special City Council Meeting for Tax Rate Hearing:<br>Must take action to adopt tax rate by ordinance, or shall announce the date, time and place of the meeting and cannot be more than 7th day from public hearing. Precise language is required if exceeds NNR rate.<br><br>Depending on tax rate, if election is triggered, the city must order an automatic election no later than 78th day before November Uniform Election & need proposition language.<br>Sep. Items for M&O and I&S rates.<br><br>Must take action to adopt budget by ordinance<br>&<br>Separate ratification vote to adopt any budget that will raise total | Regularly Scheduled City Council Meeting | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | property tax revenue | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | Deadline for Finance Director to notify Chief Appraiser of the adopted property tax rate. | | | | | |
| 31 | | | | | | |
| | | | | | | |

September 2025

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | *Labor Day Holiday* | | Regularly Scheduled City Council Meeting | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | | Regularly Scheduled City Council Meeting | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | | | | | | |
| 28 | 29 | 30 | | | | |
| | Last day for City Manager to file the approved budget with City Secretary with Finance Director's Cover Page | Last day for City Secretary to file the approved budget with the county clerk's office<br><br>END OF FY 2024-2025 | | | | |

# FISCAL YEAR 2025-2026

# BUDGET CALENDAR

# JULY – AUGUST – SEPTEMBER

**WHEN THE TAX RATE DOES NOT EXCEED THE VOTER-APPROVAL-RATE**

## CITY COUNCIL'S BUDGET PLANNING DATES: FISCAL YEAR 2025 – 2026

### If the adopted tax rate DOES NOT EXCEED the VAR or NNR

**July 2025**

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| *City Manager completed projections and adjustments early for City Council's review* | | Regularly Scheduled City Council Meeting | | | *Independence Day Holiday* | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | Regularly Scheduled City Council Meeting<br>- Amend Personnel Policy<br>-Pay Out Excess Vacation Leave<br>-Discuss Pay Scale for FY25/26<br>-Discuss Org Chart for FY 25/26<br>-Discuss Job Description updates<br>-Discuss Annual Merit Increase<br>-Discuss Proposed Budget, to include special cover sheet if applicable & include budget summary | | | | |

| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
|---|---|---|---|---|---|---|
| | | | | | Chief Appraiser delivers Certified Appraisal Roll | |
| **27** | **28** | **29** | **30** | **31** | | |
| | City Manager updates the Property Tax Certified Value in the proposed budget, pending tax rate calculations<br><br>Last day for City Manager to prepare revenue projections and adjust department requested budgets to match anticipated resources | Special City Council Meeting to approve the proposed budget so the City Manager can file the proposed budget with the City Secretary by August 1st – ***Unless the proposed budget has previously been approved and filed.*** *(Scheduled on July 15th)* | | | | |

August 2025

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| | | | | | City Manager files the approved budget with the City Secretary with an accompanying message & Finance Director's Special Cover Page | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | Regularly Scheduled City Council Meeting | Chief Appraiser submits Tax Rate Calculations to City Manager & Finance Director. | Finance Director & City Attorney confirm tax rates and Finance Director:<br>- provides calculations to City Council by email.<br>-posts calculated tax rates & debt information on website. | City Manager updates budget revenue calculations for presentation to Council of the tax rate options. | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | | Regularly Scheduled City Council Meeting<br>-Discuss Proposed Tax Rate | | | | |

| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|---|---|---|---|---|---|---|
| | Deadline for Finance Director to notify Chief Appraiser of the adopted property tax rate. | | | | | |
| 31 | | | | | | |
| | | | | | | |

September 2025

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | *Labor Day Holiday* | | Regularly Scheduled City Council Meeting | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | | Regularly Scheduled City Council Meeting | City Secretary's NOTICE OF PUBLIC HEARING FOR BUDGET & Budget Summary (Sunday, 9/28) runs in the Sealy News<br><br>Chief Appraiser's NOTICE OF PUBLIC HEARING FOR TAX RATE (Monday, 9/29) should run in the Sealy News *ONLY IF THE TAX RATE EXCEEDS LOWER OF NNR OR VAR* | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | City Secretary's GENERAL SUMMARY OF BUDGET & NOTICE OF PUBLIC HEARING FOR BUDGET (Sunday, 9/28) ADVERTISED AT CITY HALL *(HB 1522)* | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | Finance Director advertises the Notice of Public Hearing for Tax Rate on the City's website 7 days before the Public Hearing if the tax rate will exceed NNR rate & notice must include each Councilmember's record vote<br><br>Special City Council Meeting: Hold a record vote for the proposed tax rate. | | Chief Appraiser's NOTICE OF PUBLIC HEARING FOR TAX RATE (Monday, 9/29) should run in the Sealy News | | | |

| 28 | 29 | 30 | | | | |
|---|---|---|---|---|---|---|
| Special City Council Meeting for Budget Hearing:<br><br>Must take action, either to adopt budget by ordinance, or to postpone action until 9/29<br><br>*Budget must have special cover page per Tex Local Gov Code Section 102.007 (d)* | Special City Council Meeting for Tax Rate Hearing:<br>If criteria is met, a Tax Rate Hearing is held. Council must take action to adopt tax rate by ordinance, or shall announce the date, time and place of the meeting and cannot be more than 7th day from public hearing. Precise language is required if exceeds NNR rate.<br><br>Must have separate votes for M&O and I&S<br><br>Must take action to adopt budget by ordinance<br>&<br>Separate ratification vote to adopt any budget that will raise total property tax revenue<br><br>Specific language must be used in the action. | Last day for City Manager to file the approved budget with City Secretary<br><br>Last day for City Secretary to file the approved budget with the county clerk's office<br><br>Finance Director must post the approved budget with the specific content on website, with an appendix required by Texas Gov Code Section 26.04 (e-5)<br><br>END OF<br>FY 2024-2025 | | | | |

# Item #16

# Reports, Announcements, or Requests from Councilmembers

# I. Adjourn