NOTICE OF REGULAR MEETING
SEALY CITY COUNCIL
CITY COUNCIL CHAMBERS
415 MAIN STREET
SEALY, TX 77474
TUESDAY, MAY 19, 2026
6:00 P.M.

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
Comments may not be addressed to or at individuals and are limited to three minutes per speaker; however, if a large quantity of individuals has registered to speak, the time may be reduced. Speakers may not poll the council members or attendees.

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

F. Presentation(s)

- Introduce New Assistant Public Works Director

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.)

a) Approve Financial Report for the month ending March 2026

b) Concur in the Mayor's Appointments of Individuals to serve on the Parks Board

c) Concur in the Mayor's Appointments of Individuals to serve on the Planning Commission Board

d) Concur in the Mayor's Appointments of Individuals to serve on the Sealy Economic Development Corporation Board

e) Concur in the Mayor's Appointments of Individuals to serve on the Tax Increment Reinvestment Zone #2 Board (TIRZ #2)

f) Approve Ratification of the Purchase of Gas Meters with Smart Points Components

g) Amending Resolution 2026-17 to Authorize the Police Department to Apply for Motor Vehicle Crime Prevention Authority Grant Funds

h) Approving the Replacement of the OAHU-1 (ACCU-09) on the Air-Conditioner System at the Sealy Police Department in an amount not to exceed $7,749.90

H. Public Hearing: The City Council for the City of Sealy, Texas, will hold a Public Hearing on Amending the 2025-2026 Fiscal Year Budget of the City of Sealy, Texas, to be held on the 19th day of May 2026, at 6:00 p.m. in the City Council Chamber located 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.

I. Business

1. Discussion and Possible Action regarding an Ordinance Amending Section 42-115 of the Code of Ordinance - Noise.

2. Discussion and Possible Action regarding an Ordinance Amending the 2025-2026 Fiscal Year Budget.

3. Discussion and Possible Action regarding a Resolution to Accept Auditor's Findings and Management's Action Plan.

4. Discussion and Possible Action regarding Approving a Resolution Amending the City of Sealy's Investment Policy.

5. Discussion and Possible Action regarding a Resolution to Amend Authorized Representatives for TexPool.

6. Discussion and Possible Action regarding a Resolution to Amend Authorized Representatives for TexStar.

7. Discussion and Possible Action regarding a Resolution to Approve the Sealy Economic Development Corporation Board to serve as the Sealy Keep Texas Beautiful Affiliate Board of Directors.

8. Discussion and Possible Action regarding Accepting and Approving Plans and Authorizing Bidding for Americans with Disabilities Act (ADA) and Improvements to the W. E. Hill Community Center.

9. Discussion and Possible Action regarding the Previously requested Workshop to Build Awareness of New Commercial and Industrial Development and to discuss Dates of Availability of same.

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.

- **Interlocal Agreement, Utility Billing, and Lease with Austin County Emergency Service District No. 2**

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

11. City Secretary's Report and Possible Discussion:

- Newly Elected Officials Workshop
- TML Annual Conference and Exhibition
- Public Information Act and Open Meeting Act Training
- Cybersecurity Training
- Charter Book
- TML Elected Officials Handbook
- Holiday Calendar
- City Council Meeting Dates
- TML Intergovernmental Risk Pool Online Learning Center Assignment Due June 30, 2026

12. Reports, Announcements, or Requests from Councilmembers.

K. 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 (and the City's website) in compliance with Chapter 551, of the Texas Government Code, and at least 3 business days before the scheduled time of the meeting.

Sandra Vrablec

Sandra Vrablec, City Secretary

F. PRESENTATION

G. CONSENT AGENDA

a)

CONSENT AGENDA

Approve Financial Report for Month Ending March 2026

SUBMITTED BY: Jennifer Matura, Finance Director

MEETING DATE: May 19, 2026

STAFF REPORT

SALES TAX SUMMARY

At previous meetings, staff informed Council of unusually large sales tax remittances received for January and February 2026 and advised that the funds would be treated conservatively pending additional review and verification.

Since that time, additional sales tax data has become available through the City's ZacTax reporting system. Based on the updated information, staff has confirmed that the increased February sales tax revenue is related to the same economic activity previously identified in connection with the January allocation.

The City has now received the March 2026 sales tax remittance in May 2026. Total collections for March 2026 were approximately $478,445, representing an increase of approximately 39% compared to this same time last year. Although the increase is smaller than those experienced in January and February, it remains significantly above historical trends. Staff believes the March increase is likely associated with the same ongoing manufacturing-related activity; however, detailed March taxpayer-level data is not yet available for confirmation.

While staff believes these revenues are legitimate, the City should continue budgeting sales tax revenues conservatively using stable historical trends rather than relying on these unusually large allocations for ongoing operational expenditures.

Staff will continue monitoring ZacTax to evaluate the nature of these revenues and provide additional updates as they become available.

FUND BALANCE ANALYSIS

The City's calculated number of operating days available in the General Fund increased significantly during the fiscal year, rising from approximately 239 days in October 2025 to approximately 403 days by March 31, 2026. The calculation is based on:

- Unassigned Fund Balance ÷ Budgeted Operating Expenditures (*less capital outlay) X 360
- Daily Operating cost is calculated by:
    - Budgeted Operating Expenditures (*less capital outlay) ÷ 365

**Under GASB 34 reporting distinctions, capital expenditures are capitalized and depreciated rather than treated as current operating expenses. Daily operating expenses reflect only the routine, ongoing costs of running the City. Including capital expenditures would violate GASB 34's reporting structure and misrepresent operational costs by mixing long-term investment spending with short-term operating activities*

Based on review of the monthly balance sheets and revenue and expenditure reports during this period, the increase appears to be driven by a combination of stronger than budgeted revenue collections, expenditures trending below budget, timing of property tax collections, strong sales tax performance, and increased interest earnings.

Through March 31, General Fund revenues totaled approximately $7.61 million, representing 85.52% of the annual budget at only 50% of the fiscal year completed.

Several major revenue categories significantly exceeded normal pacing expectations:

Revenue Source	FYTD % of Budget Collected as of March
Property Tax	104.57%
Sales Tax	99.68 %
Licenses & Permits	123.56%
Investment Income	130.99%

Because the operating days calculation is directly tied to unassigned fund balance, the rapid increase in cash and net assets materially increased the resulting number of operating days.

Expenditures are also trending below budget and remain controlled. Total expenditures are still below 40% of the annual budget at 50% of the year. Therefore, the City's expenditure growth has not kept pace with the revenue growth.

Some moderation may occur later in the fiscal year as additional operating expenses are incurred, capital projects proceed, annual contracts and maintenance costs occur, and remaining budgeted expenditures are executed.

RECOMMENDATION

Staff recommends acceptance of the Financial Report for month ending March 2026



City of Sealy, Texas

Financial Report

For the Fiscal Date Ending March 31, 2026

Section 1

Fund Balance Report

City of Sealy, Texas
Fund Balance Report
For the Period Ending March 31, 2026

		Fund Balance 10/01/2025	YTD Revenues & Other Sources	YTD Expenses & Other Uses	YTD Surplus (Deficit)	Fund Balance 03/31/2026	LESS: Net Investment in Capital Assets	Unassigned Fund Balance 03/31/2026	Budgeted Operating Expenses	# Days of Oper Exp's	$/Day to Operate
	GENERAL FUND										
10	General Fund	$ 5,350,004.06	$ 7,639,661.15	$ 3,572,481.32	$ 4,067,179.83	$ 9,417,183.89	$ -	$ 9,417,183.89	$ 8,402,525.00	**403**	**$ 23,021**
	SEALY ECONOMIC DEVELOPMENT CORP										
29	Economic Development Sales Tax Fund	$ 3,391,842.71	$ 1,253,090.93	$ 430,605.15	$ 822,485.78	$ 4,214,328.49	$ -	$ 4,214,328.49	$ 899,353.00	**1,687**	**$ 2,464**
	WATER & SEWER FUND										
56	Water & Sewer Fund	$ 36,024,450.00	$ 3,676,433.20	$ 2,439,821.33	$ 1,236,611.87	$ 37,261,061.87	$ 27,715,686.56	$ 9,545,375.31	$ 5,456,675.00		
60	Water Impact Fees Fund	974,790.89	315,011.95	-	315,011.95	1,289,802.84	-	$ 1,289,802.84	-		
61	Sewer Impact Fees Fund	1,118,280.01	127,416.29	-	127,416.29	1,245,696.30	-	$ 1,245,696.30	-		
		$ 38,117,520.90	$ 4,118,861.44	$ 2,439,821.33	$ 1,679,040.11	$ 39,796,561.01	$ 27,715,686.56	$ 12,080,874.45	$ 5,456,675.00	**797**	**$ 14,950**
	GAS FUND										
57	Gas Fund	$ 4,103,777.02	$ 1,937,635.65	$ 1,064,445.01	$ 873,190.64	$ 4,976,967.66	$ 1,204,730.86	$ 3,772,236.80	$ 2,442,000.00	**556**	**$ 6,690**
	SOLID WASTE FUND										
58	Solid Waste Fund	$ 170,990.77	$ 1,369,052.39	$ 1,262,258.54	$ 106,793.85	$ 277,784.62	$ 61,999.70	$ 215,784.92	$ 2,560,723.00	**30**	**$ 7,016**
	UTILITY DEPOSIT FUNDS										
66	Water Utility Deposits Fund	$ 248,894.15	$ -	$ -	$ -	$ 248,894.15					
67	Gas Utility Deposits Fund	474,680.00	-	-	-	474,680.00					
	DEVELOPER DEPOSIT FUNDS										
68	Developer Deposits Fund	$ 33,385.52	$ -	$ 3,815.00	$ (3,815.00)	$ 29,570.52					
	SPECIAL PURPOSE FUNDS										
11	Municipal Court Technology Fund	$ 32,983.70	$ 351.16	$ 13,164.99	$ (12,813.83)	$ 20,169.87					
12	Time Payment Reimbursement Fee Fund	42,648.19	4,863.89	3,079.43	1,784.46	44,432.65					
13	Municipal Court Building Security Fund	238,498.76	3,936.56	4,468.02	(531.46)	237,967.30					
14	Child Safety Fund	13,361.39	421.15	-	421.15	13,782.54					
15	Police Department Donations Fund	60,305.96	11,623.72	2,910.59	8,713.13	69,019.09					
17	Park Land Dedication Fund	93,735.61	1,563.11	-	1,563.11	95,298.72					
18	State LEOSE Allocation Fund	11,063.80	4,428.77	2,445.00	1,983.77	13,047.57					
19	PEG Franchise Fee Fund	35,262.60	1,506.27	-	1,506.27	36,768.87					
20	Hotel/Motel Occupancy Tax Fund	798,827.15	119,402.78	111,367.89	8,034.89	806,862.04					
22	Local Youth Diversion Fund	109,989.79	9,418.90	-	9,418.90	119,408.69					
23	Municipal Jury Fund	1,355.25	173.43	52.40	121.03	1,476.28					
24	Chapter 59 Forfeited Property Fund	93,205.14	1,473.40	10,812.50	(9,339.10)	83,866.04					
26	TIRZ #2 Tax Increment Fund	120,889.24	2,016.09	-	2,016.09	122,905.33					
27	PID #1 Assessment Fund	(399.12)	44,612.95	118.50	44,494.45	44,095.33					
28	Sealy Development Authority Fund	-	-	-	-	-					
30	Downtown Revitalization Fund	2,557.73	42.66	-	42.66	2,600.39					
31	Emergency Reserve Fund	-	-	-	-	-					

City of Sealy, Texas
Fund Balance Report
For the Period Ending March 31, 2026

		Fund Balance 10/01/2025	YTD Revenues & Other Sources	YTD Expenses & Other Uses	YTD Surplus (Deficit)	Fund Balance 03/31/2026	LESS: Net Investment in Capital Assets	Unassigned Fund Balance 03/31/2026	Budgeted Operating Expenses	# Days of Oper Exp's	$/Day to Operate
35	Donation Fund	20,641.87	1,943.84	3,190.62	(1,246.78)	19,395.09					
36	Debt Service Fund	884,089.41	2,797,430.18	1,244,808.19	1,552,621.99	2,436,711.40					
59	Municipal Drainage Utility Fund	690,583.53	89,445.75	39,119.48	50,326.27	740,909.80					
62	Local Youth Diversion Admin Fee Fund	201.47	255.53	-	255.53	457.00					
64	Opioid Grant Fund	14,112.72	1,833.24	147.49	1,685.75	15,798.47					
65	Consolidated Security & Technology Fund	9,945.35	14,265.84	-	14,265.84	24,211.19					
70	Special Events Fund	-	6,712.74	-	6,712.74	6,712.74					
		$ 3,273,859.54	$ 3,117,721.96	$ 1,435,685.10	$ 1,682,036.86	$ 4,955,896.40					
	BOND/GRANT FUNDS										
32	American Rescue Plan Act Fund	$ 4,383.34	$ -	$ -	$ -	$ 4,383.34					
33	2022 Cert's of Oblig Construction Fund	16,420,724.25	241,443.30	3,676,480.36	(3,435,037.06)	12,985,687.19					
63	2025 Cert's of Oblig Construction Fund	20,236,494.52	337,417.99	38,700.00	298,717.99	20,535,212.51					
		$ 36,661,602.11	$ 578,861.29	$ 3,715,180.36	$ (3,136,319.07)	$ 33,525,283.04					
	TOTAL ALL FUNDS	**$ 91,826,556.78**	**$ 20,014,884.81**	**$ 13,924,291.81**	**$ 6,090,593.00**	**$ 97,917,149.78**					

Section 2

Sales & Use Tax Revenue Allocation Report

City of Sealy, Texas
Sales & Use Tax Revenue Report
May 2026

MARCH 2026 TAX COLLECTIONS

	CITY OF SEALY	SEALY EDC	TOTAL
Gross sales tax allocation from the State, excluding direct pay allocation	$ 316,303.01	$ 158,151.50	$ 474,454.51
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	$ 313,706.77	$ 158,151.50	$ 471,858.27
Direct pay allocation from the State	$ -	$ -	$ -
Net sales tax payment from the State, including direct pay allocation	$ 313,706.77	$ 158,151.50	$ 471,858.27
Retainage of sales tax collections from taxable sales of goods and services by the City	$ 4,391.10	$ 2,195.55	$ 6,586.65
Grand total sales tax collections	$ 318,097.87	$ 160,347.05	$ 478,444.92

MARCH 2025 TAX COLLECTIONS

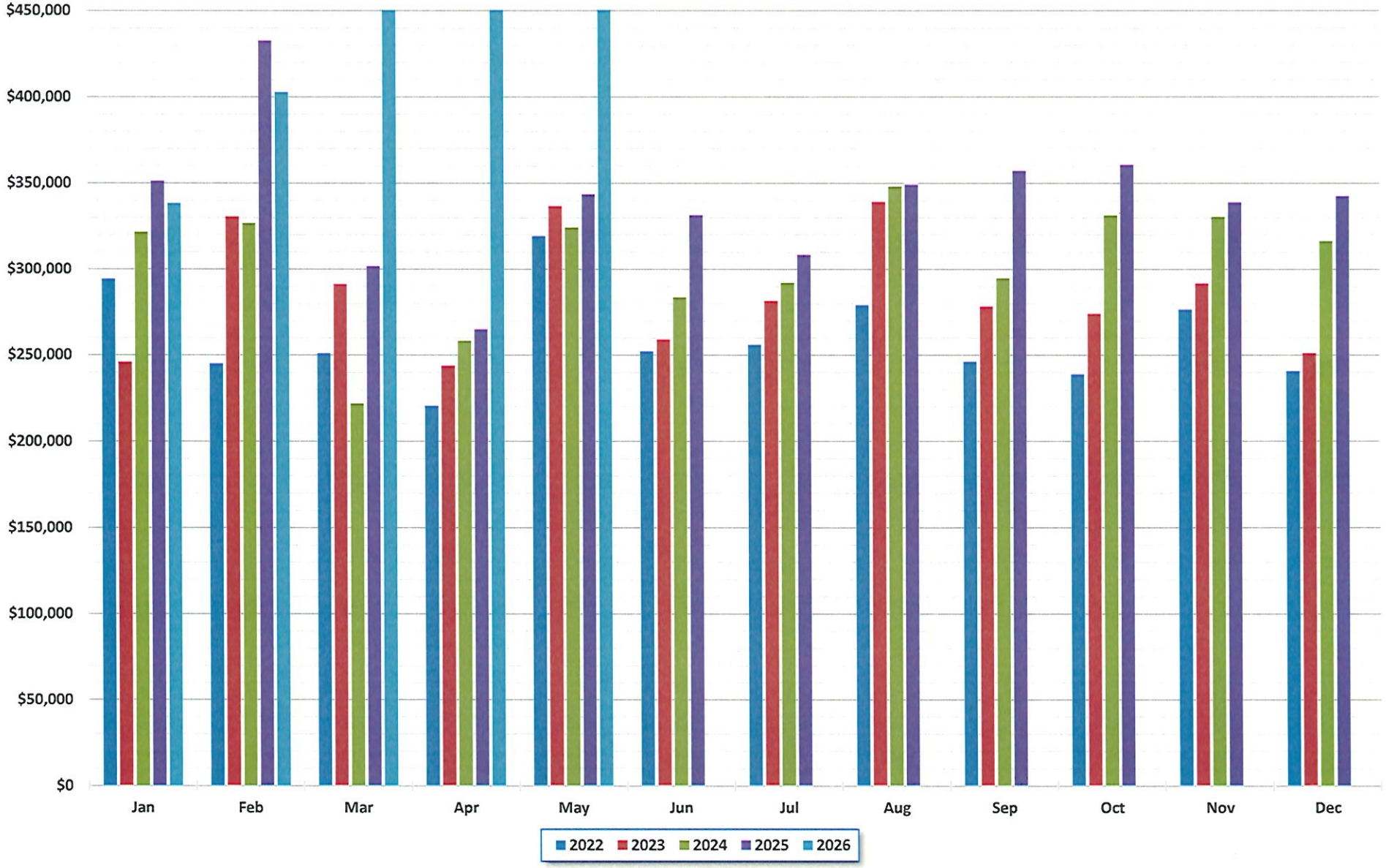
	CITY OF SEALY	SEALY EDC	TOTAL
Gross sales tax allocation from the State, excluding direct pay allocation	$ 226,955.81	$ 113,477.90	$ 340,433.71
Monthly adjustment by the State for sales tax overpayment by taxpayer	$ (2,596.24)	$ -	$ (2,596.24)
Net sales tax allocation from the State, excluding direct pay allocation	$ 224,359.57	$ 113,477.90	$ 337,837.47
Direct pay allocation from the State	$ -	$ -	$ -
Net sales tax payment from the State, including direct pay allocation	$ 224,359.57	$ 113,477.90	$ 337,837.47
Retainage of sales tax collections from taxable sales of goods and services by the City	$ 3,807.98	$ 1,903.99	$ 5,711.97
Grand total sales tax collections	$ 228,167.55	$ 115,381.89	$ 343,549.44

YEAR-OVER-YEAR INCREASES (DECREASES)

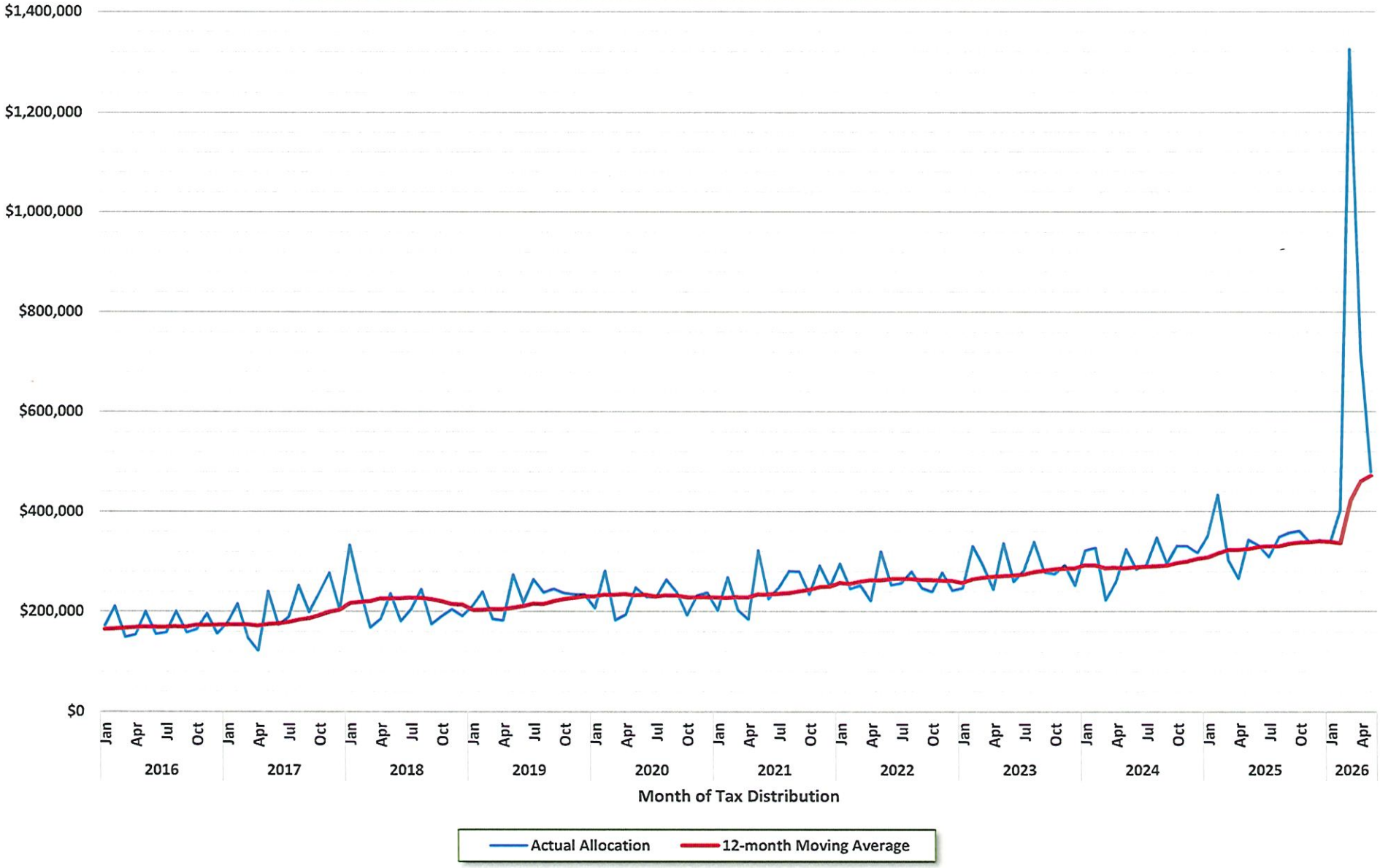
	CITY OF SEALY	SEALY EDC	TOTAL
Gross sales tax allocation from the State, excluding direct pay allocation	$ 89,347.20	$ 44,673.60	$ 134,020.80
Monthly adjustment by the State for sales tax overpayment by taxpayer	$ -	$ -	$ -
Net sales tax allocation from the State, excluding direct pay allocation	$ 89,347.20	$ 44,673.60	$ 134,020.80
Direct pay allocation from the State	$ -	$ -	$ -
Net sales tax payment from the State, including direct pay allocation	$ 89,347.20	$ 44,673.60	$ 134,020.80
Retainage of sales tax collections from taxable sales of goods and services by the City	$ 583.12	$ 291.56	$ 874.68
Grand total sales tax collections	$ 89,930.32	$ 44,965.16	$ 134,895.48

Percentage change in grand total sales tax collections	39.41%	38.97%	39.27%

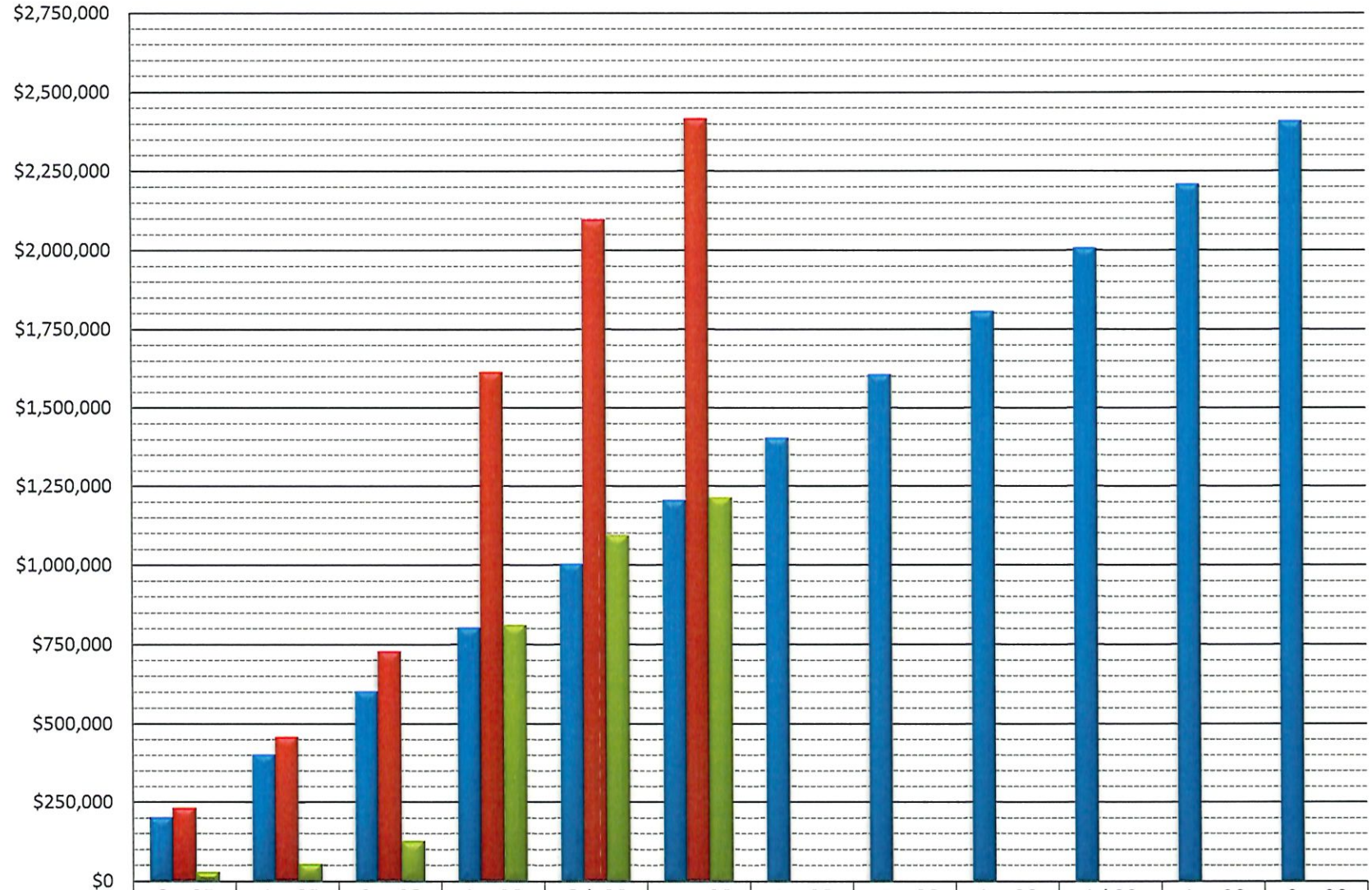
City of Sealy, Texas
Sales & Use Tax Allocations Yearly Comparison by Month
(Amounts include allocations to Sealy Economic Development Corporation.)



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

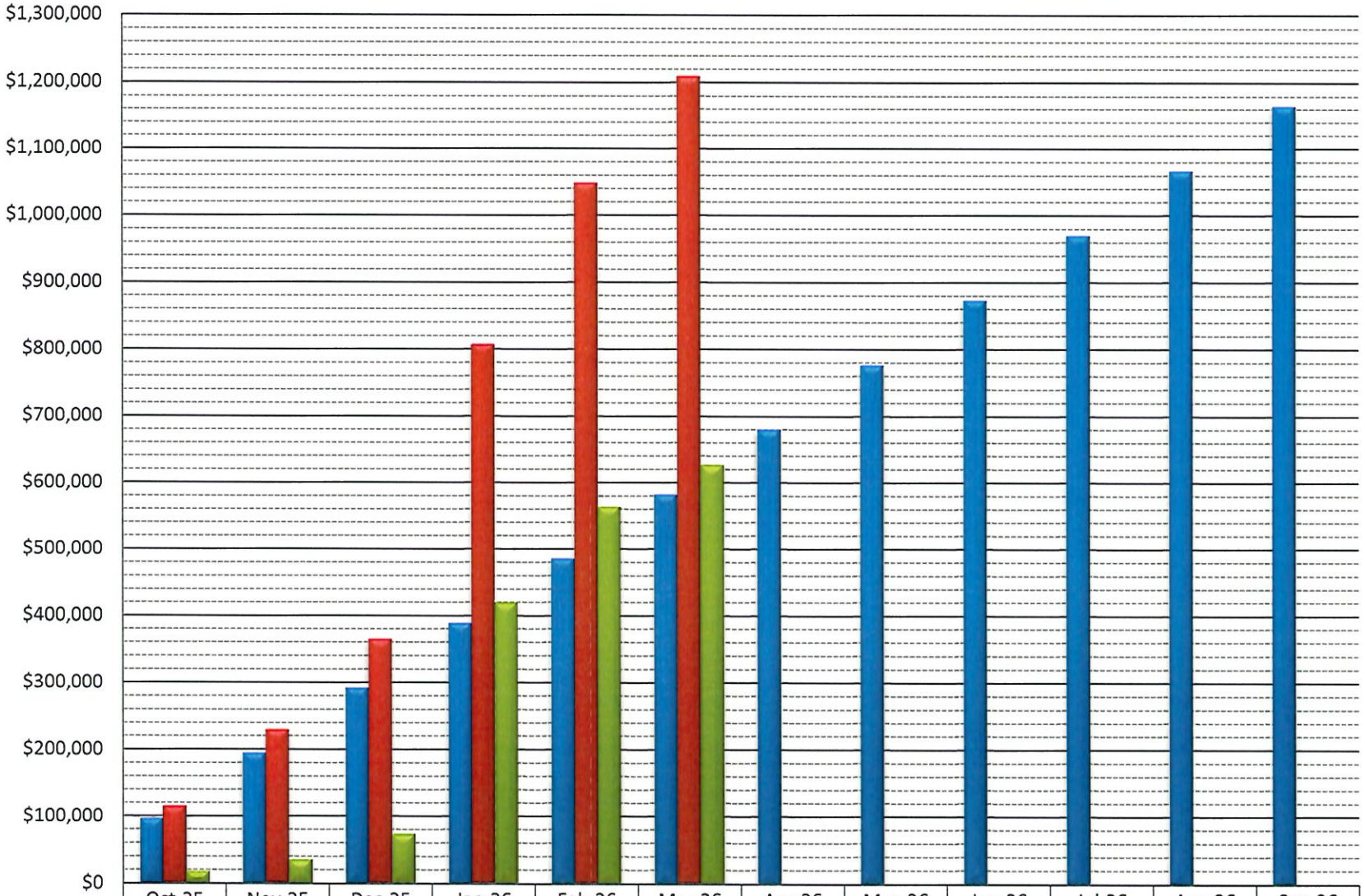


City of Sealy, Texas
Sales and Use Tax Revenue Status Chart
Fiscal Year 2026



	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26
Cumulative Prorated Budget	$200,721	$401,443	$602,164	$802,885	$1,003,606	$1,204,328	$1,405,049	$1,605,770	$1,806,491	$2,007,213	$2,207,934	$2,408,655
Fiscal YTD Actual Revenue	$230,136	$457,504	$727,789	$1,612,936	$2,095,948	$2,416,642	$-	$-	$-	$-	$-	$-
Difference (Actual - Budget)	$29,415	$56,061	$125,625	$810,051	$1,092,342	$1,212,314						

Sealy Economic Development Corporation
Sales and Use Tax Revenue Status Chart
Fiscal Year 2026



	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26
Cumulative Prorated Budget	$96,974	$193,947	$290,921	$387,894	$484,868	$581,842	$678,815	$775,789	$872,762	$969,736	$1,066,709	$1,163,683
Fiscal YTD Actual Revenue	$115,068	$228,752	$363,895	$806,468	$1,047,974	$1,208,321	$-	$-	$-	$-	$-	$-
Difference (Actual - Budget)	$18,094	$34,805	$72,974	$418,574	$563,106	$626,479						

Section 3

Budget-to-Actuals
Revenue & Expense Report

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
PROPERTY TAX	2,680,212	39,476.96	2,802,688.91	0.00	(122,476.91)	104.57
SALES TAX	2,436,556	320,694.11	2,428,749.53	0.00	7,806.47	99.68
FRANCHISE & LOCAL TAXES	2,352,173	182,123.06	1,272,448.40	0.00	1,079,724.60	54.10
LICENSES & PERMITS	395,409	134,112.42	488,572.36	0.00	(93,163.36)	123.56
FINES & FORFEITURES	569,945	47,067.77	244,561.28	0.00	325,383.72	42.91
CHARGES FOR SERVICES	168,325	17,537.70	71,142.21	0.00	97,182.79	42.26
INTERGOVERNMENTAL	173,841	0.00	173,841.03	0.00	(0.03)	100.00
CONTRIBUTIONS & DONATIONS	12,500	0.00	0.00	0.00	12,500.00	0.00
INVESTMENT INCOME	80,000	22,880.55	104,788.93	0.00	(24,788.93)	130.99
PROPERTY RENTALS	24,100	1,907.50	11,707.50	0.00	12,392.50	48.58
DEVELOPMENT FEES	5,000	0.00	8,800.00	0.00	(3,800.00)	176.00
OTHER REVENUES	0	200.00	2,351.00	0.00	(2,351.00)	0.00
TOTAL REVENUES	8,898,061	766,000.07	7,609,651.15	0.00	1,288,409.85	85.52
EXPENDITURE SUMMARY						
CITY COUNCIL						
PERSONNEL	27,629	2,260.67	13,580.02	0.00	14,048.98	49.15
OPERATIONS	19,150	624.77	4,682.15	0.00	14,467.85	24.45
TOTAL CITY COUNCIL	46,779	2,885.44	18,262.17	0.00	28,516.83	39.04
CITY MANAGER						
PERSONNEL	173,580	18,384.28	80,460.76	0.00	93,119.24	46.35
OPERATIONS	181,700	12,600.43	69,362.89	0.00	112,337.11	38.17
TOTAL CITY MANAGER	355,280	30,984.71	149,823.65	0.00	205,456.35	42.17
FINANCE						
PERSONNEL	436,910	32,174.50	184,420.77	0.00	252,489.23	42.21
OPERATIONS	333,010	3,144.01	142,070.02	0.00	190,939.98	42.66
TOTAL FINANCE	769,920	35,318.51	326,490.79	0.00	443,429.21	42.41
MUNICIPAL COURT						
PERSONNEL	248,910	14,733.33	102,709.19	0.00	146,200.81	41.26
OPERATIONS	101,104	4,702.37	39,457.44	0.00	61,646.56	39.03
TOTAL MUNICIPAL COURT	350,014	19,435.70	142,166.63	0.00	207,847.37	40.62
POLICE						
PERSONNEL	2,847,685	197,159.41	1,166,023.63	0.00	1,681,661.37	40.95
OPERATIONS	737,605	60,109.01	369,400.08	2,231.10	365,973.82	50.38
CAPITAL OUTLAY	125,661	0.00	125,660.68	0.00	0.32	100.00
TOTAL POLICE	3,710,951	257,268.42	1,661,084.39	2,231.10	2,047,635.51	44.82

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PLANNING & COMMUNITY DEV						
PERSONNEL	276,000	21,280.96	126,161.62	0.00	149,838.38	45.71
OPERATIONS	338,900	38,458.16	167,001.45	0.00	171,898.55	49.28
TOTAL PLANNING & COMMUNITY DEV	614,900	59,739.12	293,163.07	0.00	321,736.93	47.68
CITY SECRETARY						
PERSONNEL	193,210	14,844.39	86,235.03	0.00	106,974.97	44.63
OPERATIONS	78,305	3,372.73	10,857.77	0.00	67,447.23	13.87
TOTAL CITY SECRETARY	271,515	18,217.12	97,092.80	0.00	174,422.20	35.76
HUMAN RESOURCES						
PERSONNEL	94,168	6,699.05	39,961.53	0.00	54,206.47	42.44
OPERATIONS	48,075	1,812.67	14,285.00	0.00	33,790.00	29.71
TOTAL HUMAN RESOURCES	142,243	8,511.72	54,246.53	0.00	87,996.47	38.14
BUILDING SERVICES						
PERSONNEL	75,290	4,283.54	24,974.38	0.00	50,315.62	33.17
OPERATIONS	425,416	8,562.90	122,181.32	0.00	303,234.68	28.72
CAPITAL OUTLAY	205,000	0.00	1,130.00	0.00	203,870.00	0.55
TOTAL BUILDING SERVICES	705,706	12,846.44	148,285.70	0.00	557,420.30	21.01
INFO TECHNOLOGY SERVICES						
OPERATIONS	336,314	10,473.26	164,553.39	1,140.00	170,620.61	49.27
CAPITAL OUTLAY	61,600	1,176.00	10,341.83	0.00	51,258.17	16.79
TOTAL INFO TECHNOLOGY SERVICES	397,914	11,649.26	174,895.22	1,140.00	221,878.78	44.24
STREETS						
PERSONNEL	325,960	18,629.13	126,058.30	0.00	199,901.70	38.67
OPERATIONS	477,635	21,234.82	119,221.51	0.00	358,413.49	24.96
CAPITAL OUTLAY	380,250	0.00	0.00	0.00	380,250.00	0.00
TOTAL STREETS	1,183,845	39,863.95	245,279.81	0.00	938,565.19	20.72
PARKS & RECREATION						
PERSONNEL	316,410	18,629.38	124,054.25	0.00	192,355.75	39.21
OPERATIONS	212,931	14,919.56	88,016.34	0.00	124,914.66	41.34
CAPITAL OUTLAY	262,500	0.00	9,200.00	0.00	253,300.00	3.50
TOTAL PARKS & RECREATION	791,841	33,548.94	221,270.59	0.00	570,570.41	27.94
MECHANIC SHOP						
PERSONNEL	22,173	0.00	3,174.18	0.00	18,998.57	14.32
OPERATIONS	9,800	752.45	10,204.69	0.00	(404.69)	104.13
TOTAL MECHANIC SHOP	31,973	752.45	13,378.87	0.00	18,593.88	41.84
NON-DEPARTMENTAL						
OPERATIONS	64,655	2,967.56	27,041.10	0.00	37,613.90	41.82
TOTAL NON-DEPARTMENTAL	64,655	2,967.56	27,041.10	0.00	37,613.90	41.82
TOTAL EXPENDITURES	9,437,536	533,989.34	3,572,481.32	3,371.10	5,861,683.33	37.89

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE OVER/(UNDER) EXPENDITURES	(539,475)	232,010.73	4,037,169.83	(3,371.10)	(4,573,273.48)	747.73-
OTHER SOURCES	539,475	30,000.00	30,010.00	0.00	509,464.75	5.56
TOTAL OTHER FINANCING SOURCES & USE	539,475	30,000.00	30,010.00	0.00	509,464.75	5.56
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	262,010.73	4,067,179.83	(3,371.10)	(4,063,808.73)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PROPERTY TAX						
10-40000 Property Taxes - Current	2,653,212	35,999.06	2,796,874.76	0.00	(143,662.76)	105.41
10-40100 Property Taxes - Delinquent	15,000	793.30	6,114.72	0.00	8,885.28	40.76
10-40150 Property Taxes - Penalty & Int	12,000	2,684.60	(300.57)	0.00	12,300.57	2.50-
TOTAL PROPERTY TAX	2,680,212	39,476.96	2,802,688.91	0.00	(122,476.91)	104.57
SALES TAX						
10-40200 Sales & Use Taxes - Gen'l	2,377,500	318,097.87	2,401,065.50	0.00	(23,565.50)	100.99
10-40210 Sales Tax Overpayment	31,155	2,596.24	15,577.44	0.00	15,577.56	50.00
10-40250 Mixed Beverage Taxes	27,901	0.00	12,106.59	0.00	15,794.41	43.39
TOTAL SALES TAX	2,436,556	320,694.11	2,428,749.53	0.00	7,806.47	99.68
FRANCHISE & LOCAL TAXES						
10-40300 Gross Receipts Tax - Electric	322,397	0.00	178,593.12	0.00	143,803.88	55.40
10-40310 Gross Receipts Tax - Telecomm	7,770	6.03	2,467.69	0.00	5,302.31	31.76
10-40320 Gross Receipts Tax - Cable TV	1,075	0.00	2,297.08	0.00	(1,222.08)	213.68
10-40330 Gross Receipts Tax - Water/Swr	1,258,750	111,694.47	660,288.27	0.00	598,461.73	52.46
10-40340 Gross Receipts Tax - Gas Util.	122,000	13,277.96	86,402.32	0.00	35,597.68	70.82
10-40350 Gross Receipts Tax - Solid Wst	640,181	57,144.60	342,399.92	0.00	297,781.08	53.48
TOTAL FRANCHISE & LOCAL TAXES	2,352,173	182,123.06	1,272,448.40	0.00	1,079,724.60	54.10
LICENSES & PERMITS						
10-41000 Alcoholic Beverage Permit Fees	4,400	0.00	0.00	0.00	4,400.00	0.00
10-41010 Building Permit Fees	250,000	102,464.01	286,494.56	0.00	(36,494.56)	114.60
10-41020 Building Demolition Fees	1,000	250.00	750.00	0.00	250.00	75.00
10-41035 Health Permit Fees	49,284	700.00	48,625.00	0.00	659.00	98.66
10-41040 Mobile Home Permit Fees	2,500	35.00	1,645.00	0.00	855.00	65.80
10-41055 Fire Systems Permit Fees	2,500	75.00	3,208.00	0.00	(708.00)	128.32
10-41060 Itinerant Merchant Permit Fees	225	0.00	90.00	0.00	135.00	40.00
10-41070 Mechanical Permit Fees	6,500	3,667.33	21,362.94	0.00	(14,862.94)	328.66
10-41080 Electrical Permit Fees	25,000	5,615.00	32,067.93	0.00	(7,067.93)	128.27
10-41090 Plumbing Permit Fees	15,000	8,650.00	20,361.93	0.00	(5,361.93)	135.75
10-41100 Reinspection Permit Fees	12,000	1,825.00	7,345.00	0.00	4,655.00	61.21
10-41110 Plan Review Fees	25,000	10,561.08	64,178.00	0.00	(39,178.00)	256.71
10-41120 Tow Truck Permit Fees	1,000	200.00	800.00	0.00	200.00	80.00
10-41150 Event Permit Fee	0	0.00	600.00	0.00	(600.00)	0.00
10-41190 Other Licenses & Permits	1,000	70.00	1,044.00	0.00	(44.00)	104.40
TOTAL LICENSES & PERMITS	395,409	134,112.42	488,572.36	0.00	(93,163.36)	123.56
FINES & FORFEITURES						
10-42000 Municipal Court Fines	475,745	40,694.22	201,151.99	0.00	274,593.01	42.28
10-42020 Arrest Fees	1,200	293.62	751.49	0.00	448.51	62.62
10-42030 Local Court Fees	92,000	6,076.07	41,790.53	0.00	50,209.47	45.42
10-42040 Criminal Restitution	1,000	3.86	867.27	0.00	132.73	86.73
TOTAL FINES & FORFEITURES	569,945	47,067.77	244,561.28	0.00	325,383.72	42.91

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CHARGES FOR SERVICES						
10-43000 Administrative Fees	55,000	224.02	951.44	0.00	54,048.56	1.73
10-43010 Photocopying Fees	25	0.00	0.00	0.00	25.00	0.00
10-43020 Police Report Fees	500	392.25	555.75	0.00	(55.75)	111.15
10-43030 Tax Certificate Fees	100	7.50	65.00	0.00	35.00	65.00
10-43040 Returned Check Fees	100	0.00	90.00	0.00	10.00	90.00
10-43055 Ball Field Lighting Charges	26,500	1,900.00	14,800.00	0.00	11,700.00	55.85
10-43057 Ball Field Cleaning Charges	2,000	300.00	2,100.00	0.00	(100.00)	105.00
10-43062 Facility Damage Fees	0	0.00	100.00	0.00	(100.00)	0.00
10-43070 Facility Excess Cleaning Fees	0	0.00	25.00	0.00	(25.00)	0.00
10-43075 Banner Hanging Fee	100	0.00	200.00	0.00	(100.00)	200.00
10-43080 Credit Card Processing Fees	72,000	10,313.93	46,634.02	0.00	25,365.98	64.77
10-43090 Plat Filing Fees	7,500	4,400.00	5,621.00	0.00	1,879.00	74.95
10-43120 Utility Billing Inserts Fees	500	0.00	0.00	0.00	500.00	0.00
10-43210 Sales - Street/Drainage Mat'l	1,000	0.00	0.00	0.00	1,000.00	0.00
10-43220 Sales - Scrap Materials	1,000	0.00	0.00	0.00	1,000.00	0.00
10-43230 Sales - Surplus Equipment	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL CHARGES FOR SERVICES	168,325	17,537.70	71,142.21	0.00	97,182.79	42.26
INTERGOVERNMENTAL						
10-43600 Federal Grant Proceeds	125,661	0.00	125,660.68	0.00	0.32	100.00
10-43610 State Grant Proceeds	48,180	0.00	48,180.35	0.00	(0.35)	100.00
TOTAL INTERGOVERNMENTAL	173,841	0.00	173,841.03	0.00	(0.03)	100.00
CONTRIBUTIONS & DONATIONS						
10-44910 Donations	12,500	0.00	0.00	0.00	12,500.00	0.00
TOTAL CONTRIBUTIONS & DONATIONS	12,500	0.00	0.00	0.00	12,500.00	0.00
INVESTMENT INCOME						
10-45000 Interest Earnings	80,000	22,880.55	104,788.93	0.00	(24,788.93)	130.99
TOTAL INVESTMENT INCOME	80,000	22,880.55	104,788.93	0.00	(24,788.93)	130.99
PROPERTY RENTALS						
10-46000 Lease Payments	3,500	577.50	3,327.50	0.00	172.50	95.07
10-46100 Hill Community Center Rentals	5,000	450.00	1,600.00	0.00	3,400.00	32.00
10-46110 B&PW Park Pavilion Rentals	10,000	760.00	5,400.00	0.00	4,600.00	54.00
10-46130 Levine Park Pavilion Rentals	600	120.00	480.00	0.00	120.00	80.00
10-46140 Liedertafel Hall Rentals	5,000	0.00	900.00	0.00	4,100.00	18.00
TOTAL PROPERTY RENTALS	24,100	1,907.50	11,707.50	0.00	12,392.50	48.58
DEVELOPMENT FEES						
10-47040 Drainage Engineer Review Fees	5,000	0.00	8,800.00	0.00	(3,800.00)	176.00
TOTAL DEVELOPMENT FEES	5,000	0.00	8,800.00	0.00	(3,800.00)	176.00
OTHER REVENUES						
10-48120 Insurance Claim Proceeds	0	0.00	250.00	0.00	(250.00)	0.00
10-48170 City Property Damage Proceeds	0	200.00	200.00	0.00	(200.00)	0.00
10-48190 Variance Request Fees	0	0.00	200.00	0.00	(200.00)	0.00
10-48200 Cooperative Purchasing Rebates	0	0.00	1,701.00	0.00	(1,701.00)	0.00
TOTAL OTHER REVENUES	0	200.00	2,351.00	0.00	(2,351.00)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL REVENUE	8,898,061	766,000.07	7,609,651.15	0.00	1,288,409.85	85.52

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - CITY COUNCIL % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
10-510-51010 Salaries & Wages	25,560	2,100.00	12,600.00	0.00	12,960.00	49.30
10-510-51020 Social Security	1,960	160.67	964.02	0.00	995.98	49.18
10-510-51050 Workers' Compensation	109	0.00	16.00	0.00	93.00	14.68
TOTAL PERSONNEL	27,629	2,260.67	13,580.02	0.00	14,048.98	49.15
OPERATIONS						
10-510-52000 General Office Supplies	650	20.62	129.50	0.00	520.50	19.92
10-510-52010 Office Copy Supplies	1,250	66.94	483.14	0.00	766.86	38.65
10-510-52020 Data Processing Supplies	1,250	0.00	0.00	0.00	1,250.00	0.00
10-510-52100 Wearing Apparel	350	0.00	38.50	0.00	311.50	11.00
10-510-52190 Public Relations Supplies	500	500.00	500.00	0.00	0.00	100.00
10-510-53210 Telephone	900	37.21	246.86	0.00	653.14	27.43
10-510-53300 Dues & Subscriptions	2,500	0.00	273.56	0.00	2,226.44	10.94
10-510-53310 Travel & Training	11,000	0.00	3,010.59	0.00	7,989.41	27.37
10-510-53360 Public Relations	750	0.00	0.00	0.00	750.00	0.00
TOTAL OPERATIONS	19,150	624.77	4,682.15	0.00	14,467.85	24.45
CAPITAL OUTLAY						
TOTAL CITY COUNCIL	46,779	2,885.44	18,262.17	0.00	28,516.83	39.04

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - CITY MANAGER % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
10-515-51010 Salaries & Wages	130,000	14,616.00	62,059.40	0.00	67,940.60	47.74
10-515-51015 Longevity Pay	795	56.40	332.76	0.00	462.24	41.86
10-515-51020 Social Security	9,940	1,140.60	4,871.06	0.00	5,068.94	49.00
10-515-51030 Retirement Contributions	20,150	1,547.90	6,776.46	0.00	13,373.54	33.63
10-515-51040 Group Insurance	9,285	773.38	5,032.42	0.00	4,252.58	54.20
10-515-51050 Workers' Compensation	160	0.00	38.66	0.00	121.34	24.16
10-515-51080 Auto Allowance	3,250	250.00	1,350.00	0.00	1,900.00	41.54
TOTAL PERSONNEL	173,580	18,384.28	80,460.76	0.00	93,119.24	46.35
OPERATIONS						
10-515-52000 General Office Supplies	1,250	1.80	398.17	0.00	851.83	31.85
10-515-52010 Office Copy Supplies	500	9.56	69.02	0.00	430.98	13.80
10-515-52020 Data Processing Supplies	1,000	0.00	82.97	0.00	917.03	8.30
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	165,000	12,491.00	66,747.00	0.00	98,253.00	40.45
10-515-53210 Telephone	2,300	95.14	724.13	0.00	1,575.87	31.48
10-515-53300 Dues & Subscriptions	2,000	2.93	121.62	0.00	1,878.38	6.08
10-515-53310 Travel & Training	5,000	0.00	680.44	0.00	4,319.56	13.61
10-515-53330 Postage & Shipping	250	0.00	0.00	0.00	250.00	0.00
10-515-53340 Printing & Binding	750	0.00	44.98	0.00	705.02	6.00
10-515-53360 Public Relations	1,000	0.00	0.00	0.00	1,000.00	0.00
10-515-53365 Employee Relations	1,500	0.00	494.56	0.00	1,005.44	32.97
TOTAL OPERATIONS	181,700	12,600.43	69,362.89	0.00	112,337.11	38.17
CAPITAL OUTLAY						
TOTAL CITY MANAGER	355,280	30,984.71	149,823.65	0.00	205,456.35	42.17

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - FINANCE

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
10-520-51010 Salaries & Wages	294,185	21,950.49	126,080.00	0.00	168,105.00	42.86
10-520-51012 Overtime Pay	500	0.00	168.98	0.00	331.02	33.80
10-520-51015 Longevity Pay	4,805	338.40	1,997.50	0.00	2,807.50	41.57
10-520-51020 Social Security	22,915	1,636.60	9,465.06	0.00	13,449.94	41.31
10-520-51030 Retirement Contributions	46,375	3,025.32	14,998.55	0.00	31,376.45	32.34
10-520-51040 Group Insurance	67,355	5,223.69	31,433.38	0.00	35,921.62	46.67
10-520-51050 Workers' Compensation	775	0.00	277.30	0.00	497.70	35.78
TOTAL PERSONNEL	436,910	32,174.50	184,420.77	0.00	252,489.23	42.21
OPERATIONS						
10-520-52000 General Office Supplies	2,000	48.27	548.52	0.00	1,451.48	27.43
10-520-52010 Office Copy Supplies	800	47.82	345.10	0.00	454.90	43.14
10-520-52020 Data Processing Supplies	3,750	116.89	810.31	0.00	2,939.69	21.61
10-520-52100 Wearing Apparel	375	0.00	0.00	0.00	375.00	0.00
10-520-53010 Auditing & Accounting	17,000	0.00	6,000.00	0.00	11,000.00	35.29
10-520-53020 Consultant Services	45,000	310.90	837.90	0.00	44,162.10	1.86
10-520-53045 Utility Billing Services	27,500	2,484.67	14,376.61	0.00	13,123.39	52.28
10-520-53060 Tax Collection Services	30,800	0.00	15,192.00	0.00	15,608.00	49.32
10-520-53070 Tax Appraisal Allocation	107,980	0.00	67,710.00	0.00	40,270.00	62.71
10-520-53210 Telephone	600	37.21	323.28	0.00	276.72	53.88
10-520-53240 Collection Agency Service	2,000	0.00	186.50	0.00	1,813.50	9.33
10-520-53290 Arbitrage Calculation Serv	5,000	0.00	0.00	0.00	5,000.00	0.00
10-520-53300 Dues & Subscriptions	11,405	14.65	452.12	0.00	10,952.88	3.96
10-520-53310 Travel & Training	5,000	0.00	675.83	0.00	4,324.17	13.52
10-520-53330 Postage & Shipping	1,400	83.60	734.04	0.00	665.96	52.43
10-520-53340 Printing & Binding	400	0.00	78.95	0.00	321.05	19.74
10-520-54030 Credit Card Processing Fee	72,000	0.00	33,798.86	0.00	38,201.14	46.94
TOTAL OPERATIONS	333,010	3,144.01	142,070.02	0.00	190,939.98	42.66
CAPITAL OUTLAY						
TOTAL FINANCE	769,920	35,318.51	326,490.79	0.00	443,429.21	42.41

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - MUNICIPAL COURT % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
10-525-51010 Salaries & Wages	165,535	9,684.80	69,241.05	0.00	96,293.95	41.83
10-525-51012 Overtime Pay	200	0.00	30.65	0.00	169.35	15.33
10-525-51015 Longevity Pay	4,650	329.00	1,996.56	0.00	2,653.44	42.94
10-525-51020 Social Security	13,050	712.32	5,152.50	0.00	7,897.50	39.48
10-525-51030 Retirement Contributions	26,390	1,562.16	8,452.67	0.00	17,937.33	32.03
10-525-51040 Group Insurance	38,615	2,445.05	17,842.62	0.00	20,772.38	46.21
10-525-51050 Workers' Compensation	470	0.00	(6.86)	0.00	476.86	1.46-
TOTAL PERSONNEL	248,910	14,733.33	102,709.19	0.00	146,200.81	41.26
OPERATIONS						
10-525-52000 General Office Supplies	809	4.53	293.64	0.00	515.36	36.30
10-525-52010 Office Copy Supplies	300	19.13	138.04	0.00	161.96	46.01
10-525-52020 Data Processing Supplies	1,140	0.00	541.27	0.00	598.73	47.48
10-525-52100 Wearing Apparel	250	0.00	0.00	0.00	250.00	0.00
10-525-53030 Legal Services	56,400	3,542.50	18,760.00	0.00	37,640.00	33.26
10-525-53090 Contractual Services	0	1,000.00	5,000.00	0.00	(5,000.00)	0.00
10-525-53210 Telephone	240	0.00	0.00	0.00	240.00	0.00
10-525-53300 Dues & Subscriptions	315	(369.14)	(198.24)	0.00	513.24	62.93-
10-525-53310 Travel & Training	3,170	150.00	881.38	0.00	2,288.62	27.80
10-525-53330 Postage & Shipping	6,780	280.35	3,191.35	0.00	3,588.65	47.07
10-525-53340 Printing & Binding	100	0.00	0.00	0.00	100.00	0.00
10-525-53520 Office Equipment Repairs/M	100	0.00	0.00	0.00	100.00	0.00
10-525-53660 Software Maintenance	9,900	0.00	9,200.00	0.00	700.00	92.93
10-525-54010 Prisoner Care	21,600	75.00	1,650.00	0.00	19,950.00	7.64
TOTAL OPERATIONS	101,104	4,702.37	39,457.44	0.00	61,646.56	39.03
CAPITAL OUTLAY						
TOTAL MUNICIPAL COURT	350,014	19,435.70	142,166.63	0.00	207,847.37	40.62

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - POLICE

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
10-530-51010 Salaries & Wages	1,812,330	129,877.63	756,036.83	0.00	1,056,293.17	41.72
10-530-51012 Overtime Pay	130,000	5,788.68	51,966.58	0.00	78,033.42	39.97
10-530-51015 Longevity Pay	23,700	1,466.40	8,605.23	0.00	15,094.77	36.31
10-530-51017 Certification Pay	47,000	3,400.00	17,360.00	0.00	29,640.00	36.94
10-530-51020 Social Security	153,895	10,390.73	62,036.10	0.00	91,858.90	40.31
10-530-51030 Retirement Contributions	312,190	22,565.75	97,475.41	0.00	214,714.59	31.22
10-530-51040 Group Insurance	321,920	23,670.22	156,842.66	0.00	165,077.34	48.72
10-530-51050 Workers' Compensation	46,650	0.00	15,700.82	0.00	30,949.18	33.66
TOTAL PERSONNEL	2,847,685	197,159.41	1,166,023.63	0.00	1,681,661.37	40.95
OPERATIONS						
10-530-52000 General Office Supplies	5,500	103.13	3,258.16	0.00	2,241.84	59.24
10-530-52010 Office Copy Supplies	950	0.00	556.94	0.00	393.06	58.63
10-530-52040 Medical/First Aid Supplies	1,100	113.97	113.97	0.00	986.03	10.36
10-530-52050 Motor Fuel & Oil	79,100	7,079.13	37,410.71	0.00	41,689.29	47.30
10-530-52060 Janitorial Supplies	1,300	14.79	569.90	0.00	730.10	43.84
10-530-52100 Wearing Apparel	74,280	1,216.12	71,281.62	0.00	2,998.38	95.96
10-530-52110 Animal Shelter Supplies	500	0.00	227.64	0.00	272.36	45.53
10-530-52120 Ammunition	8,700	2,855.82	5,952.17	0.00	2,747.83	68.42
10-530-52170 Drug K-9 Supplies	2,000	0.00	0.00	0.00	2,000.00	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	0.00	0.00	1,000.00	0.00
10-530-52280 Motor Vehicle Supplies	1,000	0.00	199.78	0.00	800.22	19.98
10-530-52320 Minor Tools & Equipment	3,000	0.00	0.00	0.00	3,000.00	0.00
10-530-52330 Safety Equipment	20,000	0.00	1,822.50	0.00	18,177.50	9.11
10-530-53120 Special Investigations	1,000	0.00	0.00	0.00	1,000.00	0.00
10-530-53125 Informant & "Buy Money"	1,000	0.00	0.00	0.00	1,000.00	0.00
10-530-53200 Electricity	16,500	1,144.70	7,676.19	0.00	8,823.81	46.52
10-530-53210 Telephone	37,175	2,746.68	15,869.45	0.00	21,305.55	42.69
10-530-53220 Internet Services	3,500	353.46	2,238.48	0.00	1,261.52	63.96
10-530-53300 Dues & Subscriptions	69,150	1,319.92	17,168.46	0.00	51,981.54	24.83
10-530-53310 Travel & Training	12,800	4,324.06	8,370.86	0.00	4,429.14	65.40
10-530-53330 Postage & Shipping	750	16.20	42.50	0.00	707.50	5.67
10-530-53340 Printing & Binding	500	0.00	504.00	0.00	(4.00)	100.80
10-530-53500 Buildings & Grounds Rep/Ma	30,000	205.35	18,146.04	731.10	11,122.86	62.92
10-530-53530 Furniture & Fixtures Rep/M	2,000	0.00	0.00	0.00	2,000.00	0.00
10-530-53540 Motor Vehicles Repairs/Mai	34,500	3,122.80	23,801.12	0.00	10,698.88	68.99
10-530-53580 Radio & Radar Repairs/Main	1,500	0.00	565.79	1,500.00	(565.79)	137.72
10-530-53660 Software Maintenance	15,000	0.00	6,374.62	0.00	8,625.38	42.50
10-530-53920 Equipment/Vehicle Rentals	307,200	35,035.75	144,636.76	0.00	162,563.24	47.08
10-530-53960 Copier Rental Fees	0	457.13	2,612.42	0.00	(2,612.42)	0.00
10-530-53990 Other Rentals	6,300	0.00	0.00	0.00	6,300.00	0.00
TOTAL OPERATIONS	737,605	60,109.01	369,400.08	2,231.10	365,973.82	50.38
CAPITAL OUTLAY						
10-530-56110 Radio & Radar Equipment	125,661	0.00	125,660.68	0.00	0.32	100.00
TOTAL CAPITAL OUTLAY	125,661	0.00	125,660.68	0.00	0.32	100.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - POLICE

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL POLICE	3,710,951	257,268.42	1,661,084.39	2,231.10	2,047,635.51	44.82

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - PLANNING & COMMUNITY DEV % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
10-535-51010 Salaries & Wages	181,430	14,232.82	84,943.68	0.00	96,486.32	46.82
10-535-51012 Overtime Pay	1,000	0.00	86.16	0.00	913.84	8.62
10-535-51015 Longevity Pay	2,165	164.50	953.16	0.00	1,211.84	44.03
10-535-51020 Social Security	14,050	1,032.04	6,203.14	0.00	7,846.86	44.15
10-535-51030 Retirement Contributions	28,430	2,245.98	10,109.39	0.00	18,320.61	35.56
10-535-51040 Group Insurance	44,225	3,605.62	23,439.43	0.00	20,785.57	53.00
10-535-51050 Workers' Compensation	1,450	0.00	426.66	0.00	1,023.34	29.42
10-535-51080 Auto Allowance	3,250	0.00	0.00	0.00	3,250.00	0.00
TOTAL PERSONNEL	276,000	21,280.96	126,161.62	0.00	149,838.38	45.71
OPERATIONS						
10-535-52000 General Office Supplies	2,800	74.98	622.16	0.00	2,177.84	22.22
10-535-52010 Office Copy Supplies	1,500	47.82	359.10	0.00	1,140.90	23.94
10-535-52020 Data Processing Supplies	3,500	0.00	0.00	0.00	3,500.00	0.00
10-535-52050 Motor Fuel & Oil	1,600	179.06	664.59	0.00	935.41	41.54
10-535-52100 Wearing Apparel	750	0.00	231.00	0.00	519.00	30.80
10-535-52130 Food & Water Supplies	300	0.00	66.40	0.00	233.60	22.13
10-535-52320 Minor Tools & Equipment	500	144.89	144.89	0.00	355.11	28.98
10-535-53000 Engineering Services	126,750	21,556.25	80,416.25	0.00	46,333.75	63.44
10-535-53020 Consultant Services	150,000	15,134.16	71,429.86	0.00	78,570.14	47.62
10-535-53140 Building Demolition & Mowi	10,000	0.00	0.00	0.00	10,000.00	0.00
10-535-53145 Scanning Services	1,000	0.00	0.00	0.00	1,000.00	0.00
10-535-53210 Telephone	3,400	132.46	948.38	0.00	2,451.62	27.89
10-535-53300 Dues & Subscriptions	2,500	11.72	70.24	0.00	2,429.76	2.81
10-535-53310 Travel & Training	6,000	0.00	1,657.63	0.00	4,342.37	27.63
10-535-53330 Postage & Shipping	7,600	255.60	4,695.80	0.00	2,904.20	61.79
10-535-53340 Printing & Binding	1,000	0.00	(701.81)	0.00	1,701.81	70.18-
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	1,500	0.00	0.00	0.00	1,500.00	0.00
10-535-53540 Motor Vehicles Repairs/Mai	3,000	0.00	0.00	0.00	3,000.00	0.00
10-535-53920 Equipment/Vehicle Rentals	14,400	921.22	6,370.76	0.00	8,029.24	44.24
10-535-54410 Software License Fees	800	0.00	0.00	0.00	800.00	0.00
TOTAL OPERATIONS	338,900	38,458.16	167,001.45	0.00	171,898.55	49.28
CAPITAL OUTLAY						
TOTAL PLANNING & COMMUNITY DEV	614,900	59,739.12	293,163.07	0.00	321,736.93	47.68

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - CITY SECRETARY % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
10-540-51010 Salaries & Wages	147,880	11,323.21	67,456.89	0.00	80,423.11	45.62
10-540-51015 Longevity Pay	1,115	84.60	499.14	0.00	615.86	44.77
10-540-51020 Social Security	11,400	872.68	5,198.53	0.00	6,201.47	45.60
10-540-51030 Retirement Contributions	23,070	1,779.62	7,854.99	0.00	15,215.01	34.05
10-540-51040 Group Insurance	9,415	784.28	5,108.72	0.00	4,306.28	54.26
10-540-51050 Workers' Compensation	330	0.00	116.76	0.00	213.24	35.38
TOTAL PERSONNEL	193,210	14,844.39	86,235.03	0.00	106,974.97	44.63
OPERATIONS						
10-540-52000 General Office Supplies	2,600	1.80	446.63	0.00	2,153.37	17.18
10-540-52010 Office Copy Supplies	250	9.57	69.01	0.00	180.99	27.60
10-540-52020 Data Processing Supplies	3,300	0.00	0.00	0.00	3,300.00	0.00
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
10-540-53020 Consultant Services	0	2,000.00	2,000.00	0.00	(2,000.00)	0.00
10-540-53025 Codification Services	7,000	0.00	318.35	0.00	6,681.65	4.55
10-540-53030 Legal Services	8,000	0.00	130.00	0.00	7,870.00	1.63
10-540-53095 General Administration	10,500	0.00	114.80	0.00	10,385.20	1.09
10-540-53100 Election Labor Costs	8,000	0.00	0.00	0.00	8,000.00	0.00
10-540-53210 Telephone	900	37.21	246.86	0.00	653.14	27.43
10-540-53300 Dues & Subscriptions	3,505	5.86	691.08	0.00	2,813.92	19.72
10-540-53310 Travel & Training	7,000	85.00	1,913.37	0.00	5,086.63	27.33
10-540-53320 Newspaper Advertising	10,000	525.25	2,263.25	0.00	7,736.75	22.63
10-540-53330 Postage & Shipping	1,500	5.10	(208.75)	0.00	1,708.75	13.92-
10-540-53340 Printing & Binding	800	0.00	0.00	0.00	800.00	0.00
10-540-53730 Video Recording Services	3,800	160.00	1,200.00	0.00	2,600.00	31.58
10-540-54500 Records Management Costs	3,500	542.94	1,673.17	0.00	1,826.83	47.80
TOTAL OPERATIONS	78,305	3,372.73	10,857.77	0.00	67,447.23	13.87
CAPITAL OUTLAY						
TOTAL CITY SECRETARY	271,515	18,217.12	97,092.80	0.00	174,422.20	35.76

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - HUMAN RESOURCES % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
10-545-51010 Salaries & Wages	65,350	4,480.00	26,398.60	0.00	38,951.40	40.40
10-545-51015 Longevity Pay	20	28.20	166.38	0.00	(146.38)	831.90
10-545-51020 Social Security	5,000	327.00	1,937.09	0.00	3,062.91	38.74
10-545-51030 Retirement Contributions	10,195	703.28	3,257.95	0.00	6,937.05	31.96
10-545-51040 Group Insurance	13,450	1,160.57	8,123.99	0.00	5,326.01	60.40
10-545-51050 Workers' Compensation	153	0.00	77.52	0.00	75.48	50.67
TOTAL PERSONNEL	94,168	6,699.05	39,961.53	0.00	54,206.47	42.44
OPERATIONS						
10-545-52000 General Office Supplies	1,500	0.00	0.00	0.00	1,500.00	0.00
10-545-52010 Office Copy Supplies	500	0.00	0.00	0.00	500.00	0.00
10-545-52020 Data Processing Supplies	1,250	0.00	398.70	0.00	851.30	31.90
10-545-52100 Wearing Apparel	75	0.00	0.00	0.00	75.00	0.00
10-545-52370 Employee Relations Supplie	7,000	0.00	3,786.03	0.00	3,213.97	54.09
10-545-52420 Employee Development Suppl	500	0.00	0.00	0.00	500.00	0.00
10-545-53020 Consultant Services	10,000	0.00	0.00	0.00	10,000.00	0.00
10-545-53030 Legal Services	10,000	620.00	620.00	0.00	9,380.00	6.20
10-545-53040 Medical Services	2,000	430.00	2,805.00	0.00	(805.00)	140.25
10-545-53095 General Administration	10,500	290.74	6,030.16	0.00	4,469.84	57.43
10-545-53300 Dues & Subscriptions	2,000	2.93	17.62	0.00	1,982.38	0.88
10-545-53310 Travel & Training	1,500	469.00	469.00	0.00	1,031.00	31.27
10-545-53320 Newspaper Advertising	500	0.00	0.00	0.00	500.00	0.00
10-545-53330 Postage & Shipping	500	0.00	123.50	0.00	376.50	24.70
10-545-53340 Printing & Binding	250	0.00	34.99	0.00	215.01	14.00
TOTAL OPERATIONS	48,075	1,812.67	14,285.00	0.00	33,790.00	29.71
TOTAL HUMAN RESOURCES	142,243	8,511.72	54,246.53	0.00	87,996.47	38.14

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - BUILDING SERVICES % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
10-550-51010 Salaries & Wages	50,100	2,885.80	17,029.15	0.00	33,070.85	33.99
10-550-51012 Overtime Pay	1,000	0.00	106.88	0.00	893.12	10.69
10-550-51015 Longevity Pay	1,415	0.00	0.00	0.00	1,415.00	0.00
10-550-51020 Social Security	2,445	220.76	1,310.89	0.00	1,134.11	53.62
10-550-51030 Retirement Contributions	5,525	403.60	1,618.68	0.00	3,906.32	29.30
10-550-51040 Group Insurance	13,445	773.38	4,640.28	0.00	8,804.72	34.51
10-550-51050 Workers' Compensation	1,360	0.00	268.50	0.00	1,091.50	19.74
TOTAL PERSONNEL	75,290	4,283.54	24,974.38	0.00	50,315.62	33.17
OPERATIONS						
10-550-52000 General Office Supplies	100	0.00	24.84	0.00	75.16	24.84
10-550-52010 Office Copy Supplies	0	210.45	210.45	0.00	(210.45)	0.00
10-550-52050 Motor Fuel & Oil	1,000	0.00	0.00	0.00	1,000.00	0.00
10-550-52130 Food & Water Supplies	2,000	0.00	540.95	0.00	1,459.05	27.05
10-550-52150 Buildings & Grounds Suppli	11,500	615.11	3,695.63	0.00	7,804.37	32.14
10-550-52240 Chemicals	5,000	0.00	0.00	0.00	5,000.00	0.00
10-550-53000 Engineering Services	20,000	0.00	100.00	0.00	19,900.00	0.50
10-550-53005 Architectural Services	20,000	0.00	0.00	0.00	20,000.00	0.00
10-550-53200 Electricity	20,000	855.30	4,422.24	0.00	15,577.76	22.11
10-550-53210 Telephone	33,000	2,357.26	14,024.32	0.00	18,975.68	42.50
10-550-53220 Internet Services	18,200	311.91	1,559.55	0.00	16,640.45	8.57
10-550-53300 Dues & Subscriptions	14,080	5.86	309.16	0.00	13,770.84	2.20
10-550-53310 Travel & Training	0	0.00	15.00	0.00	(15.00)	0.00
10-550-53400 General Liability Insuranc	102,256	0.00	41,146.81	0.00	61,109.19	40.24
10-550-53420 Auto Liability Insurance	37,000	0.00	18,669.00	0.00	18,331.00	50.46
10-550-53500 Buildings & Grounds Rep/Ma	90,000	3,384.81	25,481.03	0.00	64,518.97	28.31
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	70.50	0.00	929.50	7.05
10-550-53920 Equipment/Vehicle Rentals	20,000	0.00	(30.68)	0.00	20,030.68	0.15-
10-550-53960 Copier Rental Fees	26,780	781.28	10,623.74	0.00	16,156.26	39.67
10-550-53970 Postage Machine Rental Fee	2,500	0.00	951.42	0.00	1,548.58	38.06
10-550-53990 Other Rentals	500	0.00	332.00	0.00	168.00	66.40
10-550-55700 Cash Short (Over)	0	40.92	35.36	0.00	(35.36)	0.00
TOTAL OPERATIONS	425,416	8,562.90	122,181.32	0.00	303,234.68	28.72
CAPITAL OUTLAY						
10-550-56020 Building Improvements	200,000	0.00	1,130.00	0.00	198,870.00	0.57
10-550-56070 Furniture & Fixtures	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL CAPITAL OUTLAY	205,000	0.00	1,130.00	0.00	203,870.00	0.55
TOTAL BUILDING SERVICES	705,706	12,846.44	148,285.70	0.00	557,420.30	21.01

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - INFO TECHNOLOGY SERVICES % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
10-560-53090 Contract Labor	103,188	5,017.22	36,025.39	1,140.00	66,022.61	36.02
10-560-53250 Website Design & Update	7,200	0.00	0.00	0.00	7,200.00	0.00
10-560-53300 Dues & Subscriptions	24,140	677.30	8,851.40	0.00	15,288.60	36.67
10-560-53380 Data Disaster Recovery Ser	53,208	4,331.00	25,964.58	0.00	27,243.42	48.80
10-560-53520 Office Equipment Repairs/M	1,500	78.99	78.99	0.00	1,421.01	5.27
10-560-53660 Software Maintenance	71,078	368.75	65,577.30	0.00	5,500.70	92.26
10-560-54410 Software License Fees	76,000	0.00	28,055.73	0.00	47,944.27	36.92
TOTAL OPERATIONS	336,314	10,473.26	164,553.39	1,140.00	170,620.61	49.27
CAPITAL OUTLAY						
10-560-56115 Computer Equipment	61,600	1,176.00	10,341.83	0.00	51,258.17	16.79
TOTAL CAPITAL OUTLAY	61,600	1,176.00	10,341.83	0.00	51,258.17	16.79
TOTAL INFO TECHNOLOGY SERVICES	397,914	11,649.26	174,895.22	1,140.00	221,878.78	44.24

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - STREETS

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
10-575-51010 Salaries & Wages	202,130	12,280.78	78,496.72	0.00	123,633.28	38.83
10-575-51012 Overtime Pay	6,000	146.67	3,637.17	0.00	2,362.83	60.62
10-575-51015 Longevity Pay	3,350	253.80	1,416.58	0.00	1,933.42	42.29
10-575-51020 Social Security	16,185	923.27	6,110.19	0.00	10,074.81	37.75
10-575-51030 Retirement Contributions	32,755	2,351.42	9,930.32	0.00	22,824.68	30.32
10-575-51040 Group Insurance	52,990	2,673.19	23,251.82	0.00	29,738.18	43.88
10-575-51050 Workers' Compensation	12,550	0.00	3,215.50	0.00	9,334.50	25.62
TOTAL PERSONNEL	325,960	18,629.13	126,058.30	0.00	199,901.70	38.67
OPERATIONS						
10-575-52000 General Office Supplies	250	200.56	236.59	0.00	13.41	94.64
10-575-52010 Office Copy Supplies	250	0.86	6.18	0.00	243.82	2.47
10-575-52020 Data Processing Supplies	500	0.00	0.00	0.00	500.00	0.00
10-575-52040 Medical/First Aid Supplies	500	0.00	8.74	0.00	491.26	1.75
10-575-52050 Motor Fuel & Oil	27,000	1,569.72	8,091.58	0.00	18,908.42	29.97
10-575-52130 Food & Water Supplies	2,000	0.00	1,140.17	0.00	859.83	57.01
10-575-52140 Traffic Signs & Markers	35,000	5,900.00	9,900.00	0.00	25,100.00	28.29
10-575-52150 Buildings & Grounds Suppli	5,000	61.11	566.42	0.00	4,433.58	11.33
10-575-52160 Christmas Decorating Suppl	10,000	0.00	2,584.83	0.00	7,415.17	25.85
10-575-52240 Chemicals	3,000	0.00	0.00	0.00	3,000.00	0.00
10-575-52280 Motor Vehicle Supplies	600	0.00	4.99	0.00	595.01	0.83
10-575-52320 Minor Tools & Equipment	4,000	0.00	2,383.09	0.00	1,616.91	59.58
10-575-52330 Safety Equipment	4,750	0.00	988.35	0.00	3,761.65	20.81
10-575-53000 Engineering Services	0	0.00	525.00	0.00	(525.00)	0.00
10-575-53170 Mosquito Control	20,000	0.00	1,472.00	0.00	18,528.00	7.36
10-575-53200 Electricity	110,000	9,776.58	38,097.69	0.00	71,902.31	34.63
10-575-53210 Telephone	1,200	74.42	446.58	0.00	753.42	37.22
10-575-53300 Dues & Subscriptions	400	11.60	62.74	0.00	337.26	15.69
10-575-53310 Travel & Training	1,000	0.00	0.00	0.00	1,000.00	0.00
10-575-53340 Printing & Binding	100	0.00	0.00	0.00	100.00	0.00
10-575-53500 Buildings & Grounds Rep/Ma	3,700	127.96	127.96	0.00	3,572.04	3.46
10-575-53540 Motor Vehicles Repairs/Mai	7,000	0.00	0.00	0.00	7,000.00	0.00
10-575-53560 Heavy Equipment Repairs/Ma	42,000	1,534.87	35,343.98	0.00	6,656.02	84.15
10-575-53600 Street & Alley Repairs & M	150,000	0.00	3,741.80	0.00	146,258.20	2.49
10-575-53900 Building & Land Rentals	10,135	0.00	0.00	0.00	10,135.00	0.00
10-575-53920 Equipment/Vehicle Rentals	36,750	1,836.69	12,310.25	0.00	24,439.75	33.50
10-575-53940 Uniform Rentals	2,500	140.45	1,182.57	0.00	1,317.43	47.30
TOTAL OPERATIONS	477,635	21,234.82	119,221.51	0.00	358,413.49	24.96
CAPITAL OUTLAY						
10-575-56020 Building Improvements	5,250	0.00	0.00	0.00	5,250.00	0.00
10-575-56035 Streetscape Improvements	25,000	0.00	0.00	0.00	25,000.00	0.00
10-575-56040 Drainage Improvements	50,000	0.00	0.00	0.00	50,000.00	0.00
10-575-56100 Special Equipment	250,000	0.00	0.00	0.00	250,000.00	0.00
10-575-56995 Engineering Services	50,000	0.00	0.00	0.00	50,000.00	0.00
TOTAL CAPITAL OUTLAY	380,250	0.00	0.00	0.00	380,250.00	0.00
TOTAL STREETS	1,183,845	39,863.95	245,279.81	0.00	938,565.19	20.72

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - PARKS & RECREATION % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
10-580-51010 Salaries & Wages	202,130	12,280.83	78,496.98	0.00	123,633.02	38.83
10-580-51012 Overtime Pay	6,000	146.70	3,637.41	0.00	2,362.59	60.62
10-580-51015 Longevity Pay	3,350	253.80	1,416.58	0.00	1,933.42	42.29
10-580-51020 Social Security	16,185	923.28	6,109.48	0.00	10,075.52	37.75
10-580-51030 Retirement Contributions	32,755	2,351.43	9,930.43	0.00	22,824.57	30.32
10-580-51040 Group Insurance	52,990	2,673.34	23,250.75	0.00	29,739.25	43.88
10-580-51050 Workers' Compensation	3,000	0.00	1,212.62	0.00	1,787.38	40.42
TOTAL PERSONNEL	316,410	18,629.38	124,054.25	0.00	192,355.75	39.21
OPERATIONS						
10-580-52000 General Office Supplies	200	1.80	57.17	0.00	142.83	28.59
10-580-52010 Office Copy Supplies	250	9.56	69.02	0.00	180.98	27.61
10-580-52040 Medical/First Aid Supplies	500	0.00	8.74	0.00	491.26	1.75
10-580-52050 Motor Fuel & Oil	9,000	824.04	3,494.34	0.00	5,505.66	38.83
10-580-52060 Janitorial Supplies	5,250	564.19	2,448.73	0.00	2,801.27	46.64
10-580-52100 Wearing Apparel	500	0.00	71.24	0.00	428.76	14.25
10-580-52130 Food & Water Supplies	2,000	0.00	258.78	0.00	1,741.22	12.94
10-580-52150 Buildings & Grounds Suppli	13,650	91.10	4,682.42	0.00	8,967.58	34.30
10-580-52240 Chemicals	3,150	0.00	0.00	0.00	3,150.00	0.00
10-580-52280 Motor Vehicle Supplies	600	0.00	0.00	0.00	600.00	0.00
10-580-52320 Minor Tools & Equipment	3,200	658.94	2,087.02	0.00	1,112.98	65.22
10-580-52330 Safety Equipment	975	0.00	1,893.31	0.00	(918.31)	194.19
10-580-53090 Contract Labor	10,000	0.00	6,500.00	0.00	3,500.00	65.00
10-580-53110 Janitorial Services	3,150	0.00	0.00	0.00	3,150.00	0.00
10-580-53200 Electricity	63,000	5,558.67	17,995.39	0.00	45,004.61	28.56
10-580-53210 Telephone	4,200	344.50	1,854.90	0.00	2,345.10	44.16
10-580-53220 Internet Services	2,000	151.98	911.88	0.00	1,088.12	45.59
10-580-53300 Dues & Subscriptions	200	11.60	62.78	0.00	137.22	31.39
10-580-53310 Travel & Training	1,000	0.00	0.00	0.00	1,000.00	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	0.00	0.00	50.00	0.00
10-580-53500 Buildings & Grounds Rep/Ma	52,000	5,695.43	37,520.18	0.00	14,479.82	72.15
10-580-53540 Motor Vehicles Repairs/Mai	2,625	13.49	103.36	0.00	2,521.64	3.94
10-580-53560 Heavy Equipment Repairs/Ma	11,000	513.73	1,691.88	0.00	9,308.12	15.38
10-580-53900 Building & Land Rentals	3,600	0.00	1,757.48	0.00	1,842.52	48.82
10-580-53920 Equipment/Vehicle Rentals	18,581	310.81	3,378.31	0.00	15,202.69	18.18
10-580-53940 Uniform Rentals	2,200	169.72	1,169.41	0.00	1,030.59	53.16
TOTAL OPERATIONS	212,931	14,919.56	88,016.34	0.00	124,914.66	41.34
CAPITAL OUTLAY						
10-580-56050 Park Improvements	262,500	0.00	9,200.00	0.00	253,300.00	3.50
TOTAL CAPITAL OUTLAY	262,500	0.00	9,200.00	0.00	253,300.00	3.50
TOTAL PARKS & RECREATION	791,841	33,548.94	221,270.59	0.00	570,570.41	27.94

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - MECHANIC SHOP

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
10-590-51010 Salaries & Wages	12,565	0.00	2,178.00	0.00	10,387.00	17.33
10-590-51012 Overtime Pay	1,500	0.00	6.78	0.00	1,493.22	0.45
10-590-51015 Longevity Pay	5	0.00	0.00	0.00	4.75	0.00
10-590-51020 Social Security	1,085	0.00	167.16	0.00	917.84	15.41
10-590-51030 Retirement Contributions	2,200	0.00	265.01	0.00	1,934.99	12.05
10-590-51040 Group Insurance	3,490	0.00	494.23	0.00	2,995.77	14.16
10-590-51050 Workers' Compensation	1,328	0.00	63.00	0.00	1,265.00	4.74
TOTAL PERSONNEL	22,173	0.00	3,174.18	0.00	18,998.57	14.32
OPERATIONS						
10-590-52040 Medical/First Aid Supplies	100	0.00	8.74	0.00	91.26	8.74
10-590-52050 Motor Fuel & Oil	1,000	252.31	1,078.97	0.00	(78.97)	107.90
10-590-52100 Wearing Apparel	200	0.00	22.50	0.00	177.50	11.25
10-590-52130 Food & Water Supplies	500	0.00	0.00	0.00	500.00	0.00
10-590-52150 Buildings & Grounds Suppli	550	0.00	0.00	0.00	550.00	0.00
10-590-52280 Motor Vehicle Supplies	500	0.00	0.00	0.00	500.00	0.00
10-590-52320 Minor Tools & Equipment	5,000	410.75	7,971.25	0.00	(2,971.25)	159.43
10-590-52330 Safety Equipment	500	0.00	250.30	0.00	249.70	50.06
10-590-53300 Dues & Subscriptions	50	0.00	5.84	0.00	44.16	11.68
10-590-53310 Travel & Training	500	0.00	0.00	0.00	500.00	0.00
10-590-53540 Motor Vehicles Repairs/Mai	500	0.00	129.95	0.00	370.05	25.99
10-590-53560 Heavy Equipment Repairs/Ma	0	89.39	655.97	0.00	(655.97)	0.00
10-590-53940 Uniform Rentals	400	0.00	81.17	0.00	318.83	20.29
TOTAL OPERATIONS	9,800	752.45	10,204.69	0.00	(404.69)	104.13
CAPITAL OUTLAY						
TOTAL MECHANIC SHOP	31,973	752.45	13,378.87	0.00	18,593.88	41.84

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GENERAL FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
OPERATIONS						
10-599-53045 Utility Billing Insert Ser	1,500	0.00	0.00	0.00	1,500.00	0.00
10-599-55500 Payments to Library	20,000	0.00	10,000.00	0.00	10,000.00	50.00
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	0.00	0.00	2,000.00	0.00
10-599-55520 Pmts to Combined Comm Acti	3,000	0.00	0.00	0.00	3,000.00	0.00
10-599-55710 Service/Finance Charges	2,000	371.32	1,463.66	0.00	536.34	73.18
10-599-55750 Sales Tax Overpayment	31,155	2,596.24	15,577.44	0.00	15,577.56	50.00
TOTAL OPERATIONS	64,655	2,967.56	27,041.10	0.00	37,613.90	41.82
CAPITAL OUTLAY						
DEBT SERVICE						
TOTAL NON-DEPARTMENTAL	64,655	2,967.56	27,041.10	0.00	37,613.90	41.82
TOTAL EXPENDITURES	9,437,536	533,989.34	3,572,481.32	3,371.10	5,861,683.33	37.89
REVENUE OVER/(UNDER) EXPENDITURES	(539,475)	232,010.73	4,037,169.83	(3,371.10)	(4,573,273.48)	747.73-
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
10-49000 Sales of General Fixed Assets	0	0.00	10.00	0.00	(10.00)	0.00
10-49995 Contrib's from Component Unit	89,735	30,000.00	30,000.00	0.00	59,735.00	33.43
10-49998 Budgeted Reduction of Fund Bal	449,740	0.00	0.00	0.00	449,739.75	0.00
TOTAL OTHER SOURCES	539,475	30,000.00	30,010.00	0.00	509,464.75	5.56
OTHER USES						
TOTAL OTHER SOURCES & USES	539,475	30,000.00	30,010.00	0.00	509,464.75	5.56
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	262,010.73	4,067,179.83	(3,371.10)	(4,063,808.73)	0.00

CITY OF SEALY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUN COURT TECHNOLOGY
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
INVESTMENT INCOME	500	55.98	351.16	0.00	148.84	70.23
TOTAL REVENUES	500	55.98	351.16	0.00	148.84	70.23
EXPENDITURE SUMMARY						
MUNICIPAL COURT						
OPERATIONS	21,435	979.00	13,164.99	0.00	8,270.01	61.42
TOTAL MUNICIPAL COURT	21,435	979.00	13,164.99	0.00	8,270.01	61.42
NON-DEPARTMENTAL						
TOTAL EXPENDITURES	21,435	979.00	13,164.99	0.00	8,270.01	61.42
REVENUE OVER/(UNDER) EXPENDITURES	(20,935)	(923.02)	(12,813.83)	0.00	(8,121.17)	61.21
OTHER SOURCES	20,935	0.00	0.00	0.00	20,935.00	0.00
TOTAL OTHER FINANCING SOURCES & USE	20,935	0.00	0.00	0.00	20,935.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	(923.02)	(12,813.83)	0.00	12,813.83	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUN COURT TECHNOLOGY

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
FINES & FORFEITURES						
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
11-45000 Interest Earnings	500	55.98	351.16	0.00	148.84	70.23
TOTAL INVESTMENT INCOME	500	55.98	351.16	0.00	148.84	70.23
TOTAL REVENUE	500	55.98	351.16	0.00	148.84	70.23

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUN COURT TECHNOLOGY
DEPARTMENT - MUNICIPAL COURT % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
11-525-52000 General Office Supplies	435	0.00	0.00	0.00	435.00	0.00
11-525-52020 Data Processing Supplies	9,000	979.00	1,464.99	0.00	7,535.01	16.28
11-525-53660 Software Maintenance	12,000	0.00	11,700.00	0.00	300.00	97.50
TOTAL OPERATIONS	21,435	979.00	13,164.99	0.00	8,270.01	61.42
CAPITAL OUTLAY						
TOTAL MUNICIPAL COURT	21,435	979.00	13,164.99	0.00	8,270.01	61.42

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUN COURT TECHNOLOGY
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
CAPITAL OUTLAY						
TOTAL EXPENDITURES	21,435	979.00	13,164.99	0.00	8,270.01	61.42
REVENUE OVER/(UNDER) EXPENDITURES	(20,935)	(923.02)	(12,813.83)	0.00	(8,121.17)	61.21
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
11-49998 Budgeted Reduction of Fund Bal	20,935	0.00	0.00	0.00	20,935.00	0.00
TOTAL OTHER SOURCES	20,935	0.00	0.00	0.00	20,935.00	0.00
OTHER USES						
TOTAL OTHER SOURCES & USES	20,935	0.00	0.00	0.00	20,935.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	(923.02)	(12,813.83)	0.00	12,813.83	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

TIME PYMT REIMB FEE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
FINES & FORFEITURES	9,868	729.20	4,136.32	0.00	5,731.68	41.92
INVESTMENT INCOME	700	118.14	727.57	0.00	(27.57)	103.94
TOTAL REVENUES	10,568	847.34	4,863.89	0.00	5,704.11	46.02
EXPENDITURE SUMMARY						
MUNICIPAL COURT						
OPERATIONS	10,568	475.60	3,079.43	0.00	7,488.57	29.14
TOTAL MUNICIPAL COURT	10,568	475.60	3,079.43	0.00	7,488.57	29.14
NON-DEPARTMENTAL						
TOTAL EXPENDITURES	10,568	475.60	3,079.43	0.00	7,488.57	29.14
REVENUE OVER/(UNDER) EXPENDITURES	0	371.74	1,784.46	0.00	(1,784.46)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	371.74	1,784.46	0.00	(1,784.46)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

TIME PYMT REIMB FEE FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
FINES & FORFEITURES						
12-42030 Local Court Fees	9,868	729.20	4,136.32	0.00	5,731.68	41.92
TOTAL FINES & FORFEITURES	9,868	729.20	4,136.32	0.00	5,731.68	41.92
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
12-45000 Interest Earnings	700	118.14	727.57	0.00	(27.57)	103.94
TOTAL INVESTMENT INCOME	700	118.14	727.57	0.00	(27.57)	103.94
TOTAL REVENUE	10,568	847.34	4,863.89	0.00	5,704.11	46.02

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

TIME PYMT REIMB FEE FUND
DEPARTMENT - MUNICIPAL COURT % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
12-525-52000 General Office Supplies	144	0.00	26.61	0.00	117.39	18.48
12-525-52020 Data Processing Supplies	2,300	200.00	1,233.78	0.00	1,066.22	53.64
12-525-53090 Contractual Services	2,700	0.00	0.00	0.00	2,700.00	0.00
12-525-53210 Telephone	624	37.21	246.86	0.00	377.14	39.56
12-525-53300 Dues and Subscriptions	0	0.00	209.80	0.00	(209.80)	0.00
12-525-53960 Copier Rental Fees	4,800	238.39	1,362.38	0.00	3,437.62	28.38
TOTAL OPERATIONS	10,568	475.60	3,079.43	0.00	7,488.57	29.14
CAPITAL OUTLAY						
TOTAL MUNICIPAL COURT	10,568	475.60	3,079.43	0.00	7,488.57	29.14

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

TIME PYMT REIMB FEE FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
CAPITAL OUTLAY						
TOTAL EXPENDITURES	10,568	475.60	3,079.43	0.00	7,488.57	29.14
REVENUE OVER/(UNDER) EXPENDITURES	0	371.74	1,784.46	0.00	(1,784.46)	0.00
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	371.74	1,784.46	0.00	(1,784.46)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUN CT BLDG SECURITY
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
INVESTMENT INCOME	4,500	630.59	3,936.56	0.00	563.44	87.48
TOTAL REVENUES	4,500	630.59	3,936.56	0.00	563.44	87.48
EXPENDITURE SUMMARY						
MUNICIPAL COURT						
OPERATIONS	18,740	547.39	4,468.02	0.00	14,271.98	23.84
TOTAL MUNICIPAL COURT	18,740	547.39	4,468.02	0.00	14,271.98	23.84
NON-DEPARTMENTAL						
TOTAL EXPENDITURES	18,740	547.39	4,468.02	0.00	14,271.98	23.84
REVENUE OVER/(UNDER) EXPENDITURES	(14,240)	83.20	(531.46)	0.00	(13,708.54)	3.73
OTHER SOURCES	14,240	0.00	0.00	0.00	14,240.00	0.00
TOTAL OTHER FINANCING SOURCES & USE	14,240	0.00	0.00	0.00	14,240.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	83.20	(531.46)	0.00	531.46	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUN CT BLDG SECURITY

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
FINES & FORFEITURES						
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
13-45000 Interest Earnings	4,500	630.59	3,936.56	0.00	563.44	87.48
TOTAL INVESTMENT INCOME	4,500	630.59	3,936.56	0.00	563.44	87.48
TOTAL REVENUE	4,500	630.59	3,936.56	0.00	563.44	87.48

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUN CT BLDG SECURITY
DEPARTMENT - MUNICIPAL COURT

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
13-525-53310 Travel & Training	1,740	268.00	1,449.00	0.00	291.00	83.28
13-525-53370 Courtroom Security Service	12,000	279.39	3,019.02	0.00	8,980.98	25.16
13-525-53500 Buildings & Grounds Rep/Ma	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL OPERATIONS	18,740	547.39	4,468.02	0.00	14,271.98	23.84
CAPITAL OUTLAY						
TOTAL MUNICIPAL COURT	18,740	547.39	4,468.02	0.00	14,271.98	23.84

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUN CT BLDG SECURITY
DEPARTMENT - NON-DEPARTMENTAL % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
CAPITAL OUTLAY						
TOTAL EXPENDITURES	18,740	547.39	4,468.02	0.00	14,271.98	23.84
REVENUE OVER/(UNDER) EXPENDITURES	(14,240)	83.20	(531.46)	0.00	(13,708.54)	3.73
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
13-49998 Budgeted Reduction of Fund Bal	14,240	0.00	0.00	0.00	14,240.00	0.00
TOTAL OTHER SOURCES	14,240	0.00	0.00	0.00	14,240.00	0.00
OTHER USES						
TOTAL OTHER SOURCES & USES	14,240	0.00	0.00	0.00	14,240.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	83.20	(531.46)	0.00	531.46	0.00

CITY OF SEALY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

CHILD SAFETY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
FINES & FORFEITURES	500	54.71	196.59	0.00	303.41	39.32
INVESTMENT INCOME	250	36.48	224.56	0.00	25.44	89.82
TOTAL REVENUES	750	91.19	421.15	0.00	328.85	56.15
EXPENDITURE SUMMARY						
POLICE						
NON-DEPARTMENTAL						
REVENUE OVER/(UNDER) EXPENDITURES	750	91.19	421.15	0.00	328.85	56.15
OTHER USES	750	0.00	0.00	0.00	750.00	0.00
TOTAL OTHER FINANCING SOURCES & US	(750)	0.00	0.00	0.00	(750.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	91.19	421.15	0.00	(421.15)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

CHILD SAFETY FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
FINES & FORFEITURES						
14-42030 Local Court Fees	500	54.71	196.59	0.00	303.41	39.32
TOTAL FINES & FORFEITURES	500	54.71	196.59	0.00	303.41	39.32
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
14-45000 Interest Earnings	250	36.48	224.56	0.00	25.44	89.82
TOTAL INVESTMENT INCOME	250	36.48	224.56	0.00	25.44	89.82
TOTAL REVENUE	750	91.19	421.15	0.00	328.85	56.15

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

CHILD SAFETY FUND
DEPARTMENT - POLICE

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

CHILD SAFETY FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
REVENUE OVER/(UNDER) EXPENDITURES	750	91.19	421.15	0.00	328.85	56.15
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
14-599-59998 Budgeted Addition to Fund	750	0.00	0.00	0.00	750.00	0.00
TOTAL OTHER USES	750	0.00	0.00	0.00	750.00	0.00
TOTAL OTHER SOURCES & USES	(750)	0.00	0.00	0.00	(750.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	91.19	421.15	0.00	(421.15)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

POLICE DEPT DONATIONS
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
CONTRIBUTIONS & DONATIONS	0	5,439.40	10,566.40	0.00	(10,566.40)	0.00
INVESTMENT INCOME	0	184.05	1,057.32	0.00	(1,057.32)	0.00
TOTAL REVENUES	0	5,623.45	11,623.72	0.00	(11,623.72)	0.00
EXPENDITURE SUMMARY						
POLICE						
OPERATIONS	40,232	1,032.56	2,910.59	0.00	37,321.69	7.23
CAPITAL OUTLAY	15,116	0.00	0.00	0.00	15,116.14	0.00
TOTAL POLICE	55,348	1,032.56	2,910.59	0.00	52,437.83	5.26
NON-DEPARTMENTAL						
TOTAL EXPENDITURES	55,348	1,032.56	2,910.59	0.00	52,437.83	5.26
REVENUE OVER/(UNDER) EXPENDITURES	(55,348)	4,590.89	8,713.13	0.00	(64,061.55)	15.74-
OTHER SOURCES	55,348	0.00	0.00	0.00	55,348.42	0.00
TOTAL OTHER FINANCING SOURCES & USE	55,348	0.00	0.00	0.00	55,348.42	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	4,590.89	8,713.13	0.00	(8,713.13)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

POLICE DEPT DONATIONS

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS & DONATIONS						
15-44910 Police Dept Donations	0	5,439.40	10,566.40	0.00	(10,566.40)	0.00
TOTAL CONTRIBUTIONS & DONATIONS	0	5,439.40	10,566.40	0.00	(10,566.40)	0.00
INVESTMENT INCOME						
15-45000 Interest Earnings	0	184.05	1,057.32	0.00	(1,057.32)	0.00
TOTAL INVESTMENT INCOME	0	184.05	1,057.32	0.00	(1,057.32)	0.00
OTHER REVENUES						
TOTAL REVENUE	0	5,623.45	11,623.72	0.00	(11,623.72)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

POLICE DEPT DONATIONS
DEPARTMENT - POLICE

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
15-530-52000 General Office Supplies	0	0.00	389.78	0.00	(389.78)	0.00
15-530-52190 Public Relations Supplies	0	47.57	353.04	0.00	(353.04)	0.00
15-530-52320 Minor Tools & Equipment	15,116	984.99	1,240.98	0.00	13,875.16	8.21
15-530-52330 Safety Equipment	15,116	0.00	0.00	0.00	15,116.14	0.00
15-530-52390 KIDFISH Event Expenses	5,000	0.00	0.00	0.00	5,000.00	0.00
15-530-52430 Blue Santa Toy Drive Expen	5,000	0.00	926.79	0.00	4,073.21	18.54
TOTAL OPERATIONS	40,232	1,032.56	2,910.59	0.00	37,321.69	7.23
CAPITAL OUTLAY						
15-530-56100 Special Equipment	15,116	0.00	0.00	0.00	15,116.14	0.00
TOTAL CAPITAL OUTLAY	15,116	0.00	0.00	0.00	15,116.14	0.00
TOTAL POLICE	55,348	1,032.56	2,910.59	0.00	52,437.83	5.26

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

POLICE DEPT DONATIONS
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
CAPITAL OUTLAY						
TOTAL EXPENDITURES	55,348	1,032.56	2,910.59	0.00	52,437.83	5.26
REVENUE OVER/(UNDER) EXPENDITURES	(55,348)	4,590.89	8,713.13	0.00	(64,061.55)	15.74-
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
15-49998 Budgeted Reduction of Fund Bal	55,348	0.00	0.00	0.00	55,348.42	0.00
TOTAL OTHER SOURCES	55,348	0.00	0.00	0.00	55,348.42	0.00
OTHER USES						
TOTAL OTHER SOURCES & USES	55,348	0.00	0.00	0.00	55,348.42	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	4,590.89	8,713.13	0.00	(8,713.13)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

PARK LAND DEDICATION
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
INVESTMENT INCOME	1,700	252.25	1,563.11	0.00	136.89	91.95
TOTAL REVENUES	1,700	252.25	1,563.11	0.00	136.89	91.95
EXPENDITURE SUMMARY						
PARKS & RECREATION						
NON-DEPARTMENTAL						
REVENUE OVER/(UNDER) EXPENDITURES	1,700	252.25	1,563.11	0.00	136.89	91.95
OTHER USES	1,700	0.00	0.00	0.00	1,700.00	0.00
TOTAL OTHER FINANCING SOURCES & US	(1,700)	0.00	0.00	0.00	(1,700.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	252.25	1,563.11	0.00	(1,563.11)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

PARK LAND DEDICATION

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
17-45000 Interest Earnings	1,700	252.25	1,563.11	0.00	136.89	91.95
TOTAL INVESTMENT INCOME	1,700	252.25	1,563.11	0.00	136.89	91.95
TOTAL REVENUE	1,700	252.25	1,563.11	0.00	136.89	91.95

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

PARK LAND DEDICATION
DEPARTMENT - PARKS & RECREATION

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
CAPITAL OUTLAY						

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

PARK LAND DEDICATION
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
CAPITAL OUTLAY						
REVENUE OVER/(UNDER) EXPENDITURES	1,700	252.25	1,563.11	0.00	136.89	91.95
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
17-599-59998 Budgeted Addition to Fund	1,700	0.00	0.00	0.00	1,700.00	0.00
TOTAL OTHER USES	1,700	0.00	0.00	0.00	1,700.00	0.00
TOTAL OTHER SOURCES & USES	(1,700)	0.00	0.00	0.00	(1,700.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	252.25	1,563.11	0.00	(1,563.11)	0.00

CITY OF SEALY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

STATE LEOSE ALLOCATION FD
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
INVESTMENT INCOME	200	41.01	195.75	0.00	4.25	97.88
OTHER REVENUES	3,740	4,233.02	4,233.02	0.00	(493.02)	113.18
TOTAL REVENUES	3,940	4,274.03	4,428.77	0.00	(488.77)	112.41
EXPENDITURE SUMMARY						
POLICE						
OPERATIONS	3,940	2,445.00	2,445.00	0.00	1,495.00	62.06
TOTAL POLICE	3,940	2,445.00	2,445.00	0.00	1,495.00	62.06
NON-DEPARTMENTAL						
TOTAL EXPENDITURES	3,940	2,445.00	2,445.00	0.00	1,495.00	62.06
REVENUE OVER/(UNDER) EXPENDITURES	0	1,829.03	1,983.77	0.00	(1,983.77)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	1,829.03	1,983.77	0.00	(1,983.77)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

STATE LEOSE ALLOCATION FD

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
18-45000 Interest Earnings	200	41.01	195.75	0.00	4.25	97.88
TOTAL INVESTMENT INCOME	200	41.01	195.75	0.00	4.25	97.88
OTHER REVENUES						
18-48140 State LEOSE Allocation	3,740	4,233.02	4,233.02	0.00	(493.02)	113.18
TOTAL OTHER REVENUES	3,740	4,233.02	4,233.02	0.00	(493.02)	113.18
TOTAL REVENUE	3,940	4,274.03	4,428.77	0.00	(488.77)	112.41

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

STATE LEOSE ALLOCATION FD
DEPARTMENT - POLICE

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
18-530-53310 Travel & Training	3,940	2,445.00	2,445.00	0.00	1,495.00	62.06
TOTAL OPERATIONS	3,940	2,445.00	2,445.00	0.00	1,495.00	62.06
TOTAL POLICE	3,940	2,445.00	2,445.00	0.00	1,495.00	62.06

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

STATE LEOSE ALLOCATION FD
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
TOTAL EXPENDITURES	3,940	2,445.00	2,445.00	0.00	1,495.00	62.06
REVENUE OVER/(UNDER) EXPENDITURES	0	1,829.03	1,983.77	0.00	(1,983.77)	0.00
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	1,829.03	1,983.77	0.00	(1,983.77)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

PEG FRANCHISE SPEC REV FD
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
FRANCHISE & LOCAL TAXES	250	0.00	903.18	0.00	(653.18)	361.27
INVESTMENT INCOME	650	97.32	603.09	0.00	46.91	92.78
TOTAL REVENUES	900	97.32	1,506.27	0.00	(606.27)	167.36
EXPENDITURE SUMMARY						
NON-DEPARTMENTAL						
REVENUE OVER/(UNDER) EXPENDITURES	900	97.32	1,506.27	0.00	(606.27)	167.36
OTHER USES	900	0.00	0.00	0.00	900.00	0.00
TOTAL OTHER FINANCING SOURCES & US	(900)	0.00	0.00	0.00	(900.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	97.32	1,506.27	0.00	(1,506.27)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

PEG FRANCHISE SPEC REV FD

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
FRANCHISE & LOCAL TAXES						
19-40390 PEG Franchise Fees	250	0.00	903.18	0.00	(653.18)	361.27
TOTAL FRANCHISE & LOCAL TAXES	250	0.00	903.18	0.00	(653.18)	361.27
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
19-45000 Interest Earnings	650	97.32	603.09	0.00	46.91	92.78
TOTAL INVESTMENT INCOME	650	97.32	603.09	0.00	46.91	92.78
TOTAL REVENUE	900	97.32	1,506.27	0.00	(606.27)	167.36

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

PEG FRANCHISE SPEC REV FD
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
REVENUE OVER/(UNDER) EXPENDITURES	900	97.32	1,506.27	0.00	(606.27)	167.36
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
19-599-59998 Budgeted Addition to Fund	900	0.00	0.00	0.00	900.00	0.00
TOTAL OTHER USES	900	0.00	0.00	0.00	900.00	0.00
TOTAL OTHER SOURCES & USES	(900)	0.00	0.00	0.00	(900.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	97.32	1,506.27	0.00	(1,506.27)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

HOTEL/MOTEL TAX FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
OCCUPANCY TAXES	236,500	54,372.67	106,395.38	0.00	130,104.62	44.99
INVESTMENT INCOME	13,000	2,008.22	13,007.40	0.00	(7.40)	100.06
TOTAL REVENUES	249,500	56,380.89	119,402.78	0.00	130,097.22	47.86
EXPENDITURE SUMMARY						
TOURISM PROMOTION						
OPERATIONS	7,000	393.10	1,113.52	0.00	5,886.48	15.91
TOTAL TOURISM PROMOTION	7,000	393.10	1,113.52	0.00	5,886.48	15.91
LIEDERTAFEL HALL						
CAPITAL OUTLAY	35,475	0.00	0.00	0.00	35,475.00	0.00
TOTAL LIEDERTAFEL HALL	35,475	0.00	0.00	0.00	35,475.00	0.00
CVB - VISITOR INFO CENTER						
PERSONNEL	99,748	7,211.71	42,801.67	0.00	56,946.33	42.91
OPERATIONS	93,159	1,560.32	43,527.05	0.00	49,631.95	46.72
CAPITAL OUTLAY	62,900	4,667.50	23,925.65	0.00	38,974.35	38.04
TOTAL CVB - VISITOR INFO CENTER	255,807	13,439.53	110,254.37	0.00	145,552.63	43.10
NON-DEPARTMENTAL						
TOTAL EXPENDITURES	298,282	13,832.63	111,367.89	0.00	186,914.11	37.34
REVENUE OVER/(UNDER) EXPENDITURES	(48,782)	42,548.26	8,034.89	0.00	(56,816.89)	16.47-
OTHER SOURCES	48,782	0.00	0.00	0.00	48,782.00	0.00
TOTAL OTHER FINANCING SOURCES & USE	48,782	0.00	0.00	0.00	48,782.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	42,548.26	8,034.89	0.00	(8,034.89)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

HOTEL/MOTEL TAX FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OCCUPANCY TAXES						
20-40400 Hotel/Motel Occupancy Tax	236,500	54,372.67	106,395.38	0.00	130,104.62	44.99
TOTAL OCCUPANCY TAXES	236,500	54,372.67	106,395.38	0.00	130,104.62	44.99
FINES & FORFEITURES						
CHARGES FOR SERVICES						
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
20-45000 Interest Earnings	13,000	2,008.22	13,007.40	0.00	(7.40)	100.06
TOTAL INVESTMENT INCOME	13,000	2,008.22	13,007.40	0.00	(7.40)	100.06
TOTAL REVENUE	249,500	56,380.89	119,402.78	0.00	130,097.22	47.86

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

HOTEL/MOTEL TAX FUND
DEPARTMENT - TOURISM PROMOTION % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
20-555-55615 Advertising & Promotion	0	0.00	250.00	0.00	(250.00)	0.00
20-555-55650 Administration of HOT Fund	7,000	393.10	863.52	0.00	6,136.48	12.34
TOTAL OPERATIONS	7,000	393.10	1,113.52	0.00	5,886.48	15.91
TOTAL TOURISM PROMOTION	7,000	393.10	1,113.52	0.00	5,886.48	15.91

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

HOTEL/MOTEL TAX FUND
DEPARTMENT - LIEDERTAFEL HALL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
CAPITAL OUTLAY						
20-557-56020 Building Improvements	35,475	0.00	0.00	0.00	35,475.00	0.00
TOTAL CAPITAL OUTLAY	35,475	0.00	0.00	0.00	35,475.00	0.00
TOTAL LIEDERTAFEL HALL	35,475	0.00	0.00	0.00	35,475.00	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

HOTEL/MOTEL TAX FUND
DEPARTMENT - CVB - VISITOR INFO CENTER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
20-558-51010 Salaries & Wages	66,945	5,224.58	31,353.48	0.00	35,591.52	46.83
20-558-51015 Longevity Pay	110	0.00	0.00	0.00	110.00	0.00
20-558-51020 Social Security	5,145	398.72	2,393.35	0.00	2,751.65	46.52
20-558-51030 Retirement Contributions	10,465	815.03	3,944.90	0.00	6,520.10	37.70
20-558-51040 Group Insurance	16,930	773.38	5,032.42	0.00	11,897.58	29.72
20-558-51050 Workers' Compensation	153	0.00	77.52	0.00	75.48	50.67
TOTAL PERSONNEL	99,748	7,211.71	42,801.67	0.00	56,946.33	42.91
OPERATIONS						
20-558-52000 General Office Supplies	500	65.95	1,530.37	0.00	(1,030.37)	306.07
20-558-53210 Telephone	1,236	76.45	232.89	0.00	1,003.11	18.84
20-558-53250 Website Design & Update	1,900	150.00	225.00	0.00	1,675.00	11.84
20-558-53300 Dues & Subscriptions	13,328	2.93	7,825.61	0.00	5,502.39	58.72
20-558-53310 Travel & Training	6,000	147.49	4,634.89	0.00	1,365.11	77.25
20-558-53330 Postage & Shipping	500	0.00	0.00	0.00	500.00	0.00
20-558-53340 Printing & Binding	700	0.00	0.00	0.00	700.00	0.00
20-558-53355 Marketing	56,000	1,000.00	22,983.60	0.00	33,016.40	41.04
20-558-53400 General Liability Insuranc	1,245	0.00	614.69	0.00	630.31	49.37
20-558-53900 Building & Land Rentals	9,600	0.00	4,800.00	0.00	4,800.00	50.00
20-558-53960 Copier Rental Fees	2,150	117.50	680.00	0.00	1,470.00	31.63
TOTAL OPERATIONS	93,159	1,560.32	43,527.05	0.00	49,631.95	46.72
CAPITAL OUTLAY						
20-558-56070 Furniture & Fixtures	1,900	0.00	380.00	0.00	1,520.00	20.00
20-558-56645 Signage to Signs/Attractio	61,000	4,667.50	23,545.65	0.00	37,454.35	38.60
TOTAL CAPITAL OUTLAY	62,900	4,667.50	23,925.65	0.00	38,974.35	38.04
TOTAL CVB - VISITOR INFO CENTER	255,807	13,439.53	110,254.37	0.00	145,552.63	43.10

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

HOTEL/MOTEL TAX FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
CAPITAL OUTLAY						
TOTAL EXPENDITURES	298,282	13,832.63	111,367.89	0.00	186,914.11	37.34
REVENUE OVER/(UNDER) EXPENDITURES	(48,782)	42,548.26	8,034.89	0.00	(56,816.89)	16.47-
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
20-49998 Budgeted Reduction of Fund Bal	48,782	0.00	0.00	0.00	48,782.00	0.00
TOTAL OTHER SOURCES	48,782	0.00	0.00	0.00	48,782.00	0.00
OTHER USES						
TOTAL OTHER SOURCES & USES	48,782	0.00	0.00	0.00	48,782.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	42,548.26	8,034.89	0.00	(8,034.89)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

Local Youth Diversion Fd
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
FINES & FORFEITURES	16,000	1,434.04	7,514.19	0.00	8,485.81	46.96
INVESTMENT INCOME	1,800	316.07	1,904.71	0.00	(104.71)	105.82
TOTAL REVENUES	17,800	1,750.11	9,418.90	0.00	8,381.10	52.92
EXPENDITURE SUMMARY						
MUNICIPAL COURT						
OPERATIONS	9,100	0.00	0.00	0.00	9,100.00	0.00
TOTAL MUNICIPAL COURT	9,100	0.00	0.00	0.00	9,100.00	0.00
NON-DEPARTMENTAL						
TOTAL EXPENDITURES	9,100	0.00	0.00	0.00	9,100.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	8,700	1,750.11	9,418.90	0.00	(718.90)	108.26
OTHER USES	8,700	0.00	0.00	0.00	8,700.00	0.00
TOTAL OTHER FINANCING SOURCES & US	(8,700)	0.00	0.00	0.00	(8,700.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	1,750.11	9,418.90	0.00	(9,418.90)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

Local Youth Diversion Fd

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
FINES & FORFEITURES						
22-42030 Local Court Fees	16,000	1,434.04	7,514.19	0.00	8,485.81	46.96
TOTAL FINES & FORFEITURES	16,000	1,434.04	7,514.19	0.00	8,485.81	46.96
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
22-45000 Interest Earnings	1,800	316.07	1,904.71	0.00	(104.71)	105.82
TOTAL INVESTMENT INCOME	1,800	316.07	1,904.71	0.00	(104.71)	105.82
TOTAL REVENUE	17,800	1,750.11	9,418.90	0.00	8,381.10	52.92

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

Local Youth Diversion Fd
DEPARTMENT - MUNICIPAL COURT

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
22-525-52000 General Office Supplies	500	0.00	0.00	0.00	500.00	0.00
22-525-52010 Office Copy Supplies	500	0.00	0.00	0.00	500.00	0.00
22-525-52020 Data Processing Supplies	1,000	0.00	0.00	0.00	1,000.00	0.00
22-525-53300 Dues & Subscriptions	5,000	0.00	0.00	0.00	5,000.00	0.00
22-525-53330 Postage & Shipping	2,100	0.00	0.00	0.00	2,100.00	0.00
TOTAL OPERATIONS	9,100	0.00	0.00	0.00	9,100.00	0.00
TOTAL MUNICIPAL COURT	9,100	0.00	0.00	0.00	9,100.00	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

Local Youth Diversion Fd
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
TOTAL EXPENDITURES	9,100	0.00	0.00	0.00	9,100.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	8,700	1,750.11	9,418.90	0.00	(718.90)	108.26
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
22-599-59998 Budgeted Addition to Fund	8,700	0.00	0.00	0.00	8,700.00	0.00
TOTAL OTHER USES	8,700	0.00	0.00	0.00	8,700.00	0.00
TOTAL OTHER SOURCES & USES	(8,700)	0.00	0.00	0.00	(8,700.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	1,750.11	9,418.90	0.00	(9,418.90)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUNICIPAL JURY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
FINES & FORFEITURES	200	28.68	150.27	0.00	49.73	75.14
INVESTMENT INCOME	25	3.92	23.16	0.00	1.84	92.64
TOTAL REVENUES	225	32.60	173.43	0.00	51.57	77.08
EXPENDITURE SUMMARY						
MUNICIPAL COURT						
OPERATIONS	800	0.00	52.40	0.00	747.60	6.55
TOTAL MUNICIPAL COURT	800	0.00	52.40	0.00	747.60	6.55
NON-DEPARTMENTAL						
TOTAL EXPENDITURES	800	0.00	52.40	0.00	747.60	6.55
REVENUE OVER/(UNDER) EXPENDITURES	(575)	32.60	121.03	0.00	(696.03)	21.05-
OTHER SOURCES	675	0.00	0.00	0.00	675.00	0.00
TOTAL OTHER FINANCING SOURCES & USE	675	0.00	0.00	0.00	675.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	100	32.60	121.03	0.00	(21.03)	121.03

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUNICIPAL JURY FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
FINES & FORFEITURES						
23-42030 Local Court Fees	200	28.68	150.27	0.00	49.73	75.14
TOTAL FINES & FORFEITURES	200	28.68	150.27	0.00	49.73	75.14
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
23-45000 Interest Earnings	25	3.92	23.16	0.00	1.84	92.64
TOTAL INVESTMENT INCOME	25	3.92	23.16	0.00	1.84	92.64
TOTAL REVENUE	225	32.60	173.43	0.00	51.57	77.08

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUNICIPAL JURY FUND
DEPARTMENT - MUNICIPAL COURT

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
23-525-53330 Postage & Shipping	800	0.00	52.40	0.00	747.60	6.55
TOTAL OPERATIONS	800	0.00	52.40	0.00	747.60	6.55
TOTAL MUNICIPAL COURT	800	0.00	52.40	0.00	747.60	6.55

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUNICIPAL JURY FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
TOTAL EXPENDITURES	800	0.00	52.40	0.00	747.60	6.55
REVENUE OVER/(UNDER) EXPENDITURES	(575)	32.60	121.03	0.00	(696.03)	21.05-
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
23-49998 Budgeted Reduction of Fund Bal	675	0.00	0.00	0.00	675.00	0.00
TOTAL OTHER SOURCES	675	0.00	0.00	0.00	675.00	0.00
OTHER USES						
TOTAL OTHER SOURCES & USES	675	0.00	0.00	0.00	675.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	100	32.60	121.03	0.00	(21.03)	121.03

CITY OF SEALY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

CHP 59 FORFEITED PROP FND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
INVESTMENT INCOME	500	222.98	1,473.40	0.00	(973.40)	294.68
TOTAL REVENUES	500	222.98	1,473.40	0.00	(973.40)	294.68
EXPENDITURE SUMMARY						
POLICE						
OPERATIONS	54,297	0.00	10,812.50	0.00	43,484.50	19.91
CAPITAL OUTLAY	18,099	0.00	0.00	0.00	18,099.00	0.00
TOTAL POLICE	72,396	0.00	10,812.50	0.00	61,583.50	14.94
NON-DEPARTMENTAL						
TOTAL EXPENDITURES	72,396	0.00	10,812.50	0.00	61,583.50	14.94
REVENUE OVER/(UNDER) EXPENDITURES	(71,896)	222.98	(9,339.10)	0.00	(62,556.90)	12.99
OTHER SOURCES	71,896	0.00	0.00	0.00	71,896.00	0.00
TOTAL OTHER FINANCING SOURCES & USE	71,896	0.00	0.00	0.00	71,896.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	222.98	(9,339.10)	0.00	9,339.10	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

CHP 59 FORFEITED PROP FND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
FINES & FORFEITURES						
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
24-45000 Interest Earnings	500	222.98	1,473.40	0.00	(973.40)	294.68
TOTAL INVESTMENT INCOME	500	222.98	1,473.40	0.00	(973.40)	294.68
TOTAL REVENUE	500	222.98	1,473.40	0.00	(973.40)	294.68

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

CHP 59 FORFEITED PROP FND
DEPARTMENT - POLICE

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
OPERATIONS						
24-530-52125 Weapons & Special Equipmen	18,099	0.00	0.00	0.00	18,099.00	0.00
24-530-52320 Minor Tools & Equipment	18,099	0.00	10,812.50	0.00	7,286.50	59.74
24-530-52330 Safety Equipment	18,099	0.00	0.00	0.00	18,099.00	0.00
TOTAL OPERATIONS	54,297	0.00	10,812.50	0.00	43,484.50	19.91
CAPITAL OUTLAY						
24-530-56100 Special Equipment	18,099	0.00	0.00	0.00	18,099.00	0.00
TOTAL CAPITAL OUTLAY	18,099	0.00	0.00	0.00	18,099.00	0.00
TOTAL POLICE	72,396	0.00	10,812.50	0.00	61,583.50	14.94

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

CHP 59 FORFEITED PROP FND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
CAPITAL OUTLAY						
TOTAL EXPENDITURES	72,396	0.00	10,812.50	0.00	61,583.50	14.94
REVENUE OVER/(UNDER) EXPENDITURES	(71,896)	222.98	(9,339.10)	0.00	(62,556.90)	12.99
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
24-49998 Budgeted Reduction of Fund Bal	71,896	0.00	0.00	0.00	71,896.00	0.00
TOTAL OTHER SOURCES	71,896	0.00	0.00	0.00	71,896.00	0.00
OTHER USES						
TOTAL OTHER SOURCES & USES	71,896	0.00	0.00	0.00	71,896.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	222.98	(9,339.10)	0.00	9,339.10	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

TIRZ #2 TAX INCREMENT FND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
PROPERTY TAX	393,235	0.00	0.00	0.00	393,235.00	0.00
INVESTMENT INCOME	200	325.34	2,016.09	0.00	(1,816.09)	1,008.05
TOTAL REVENUES	393,435	325.34	2,016.09	0.00	391,418.91	0.51
EXPENDITURE SUMMARY						
TAX INCRMNT REINVEST ZONE						
OPERATIONS	59,855	0.00	0.00	0.00	59,855.00	0.00
TOTAL TAX INCRMNT REINVEST ZONE	59,855	0.00	0.00	0.00	59,855.00	0.00
NON-DEPARTMENTAL						
TOTAL EXPENDITURES	59,855	0.00	0.00	0.00	59,855.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	333,580	325.34	2,016.09	0.00	331,563.91	0.60
OTHER USES	333,580	0.00	0.00	0.00	333,580.00	0.00
TOTAL OTHER FINANCING SOURCES & US	(333,580)	0.00	0.00	0.00	(333,580.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	325.34	2,016.09	0.00	(2,016.09)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

TIRZ #2 TAX INCREMENT FND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PROPERTY TAX						
26-40000 Property Taxes - Current	393,235	0.00	0.00	0.00	393,235.00	0.00
TOTAL PROPERTY TAX	393,235	0.00	0.00	0.00	393,235.00	0.00
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
26-45000 Interest Earnings	200	325.34	2,016.09	0.00	(1,816.09)	1,008.05
TOTAL INVESTMENT INCOME	200	325.34	2,016.09	0.00	(1,816.09)	1,008.05
TOTAL REVENUE	393,435	325.34	2,016.09	0.00	391,418.91	0.51

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

TIRZ #2 TAX INCREMENT FND
DEPARTMENT - TAX INCRMNT REINVEST ZONE

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
26-595-53020 Consultant Services	3,000	0.00	0.00	0.00	3,000.00	0.00
26-595-53095 General Administration	56,855	0.00	0.00	0.00	56,855.00	0.00
TOTAL OPERATIONS	59,855	0.00	0.00	0.00	59,855.00	0.00
TOTAL TAX INCRMNT REINVEST ZONE	59,855	0.00	0.00	0.00	59,855.00	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

TIRZ #2 TAX INCREMENT FND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
CAPITAL OUTLAY						
TOTAL EXPENDITURES	59,855	0.00	0.00	0.00	59,855.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	333,580	325.34	2,016.09	0.00	331,563.91	0.60
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
26-599-59990 Transfers Out	333,580	0.00	0.00	0.00	333,580.00	0.00
TOTAL OTHER USES	333,580	0.00	0.00	0.00	333,580.00	0.00
TOTAL OTHER SOURCES & USES	(333,580)	0.00	0.00	0.00	(333,580.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	325.34	2,016.09	0.00	(2,016.09)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

PID #1 ASSESSMENT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
INVESTMENT INCOME	0	118.25	355.13	0.00	(355.13)	0.00
DEVELOPMENT FEES	45,584	296.00	44,257.82	0.00	1,326.18	97.09
TOTAL REVENUES	45,584	414.25	44,612.95	0.00	971.05	97.87
EXPENDITURE SUMMARY						
PUBLIC IMPROVEMENT DIST						
OPERATIONS	2,500	0.00	118.50	0.00	2,381.50	4.74
TOTAL PUBLIC IMPROVEMENT DIST	2,500	0.00	118.50	0.00	2,381.50	4.74
NON-DEPARTMENTAL						
TOTAL EXPENDITURES	2,500	0.00	118.50	0.00	2,381.50	4.74
REVENUE OVER/(UNDER) EXPENDITURES	43,084	414.25	44,494.45	0.00	(1,410.45)	103.27
OTHER USES	43,084	0.00	0.00	0.00	43,084.00	0.00
TOTAL OTHER FINANCING SOURCES & US	(43,084)	0.00	0.00	0.00	(43,084.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	414.25	44,494.45	0.00	(44,494.45)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

PID #1 ASSESSMENT FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CHARGES FOR SERVICES						
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
27-45000 Interest Earnings	0	118.25	355.13	0.00	(355.13)	0.00
TOTAL INVESTMENT INCOME	0	118.25	355.13	0.00	(355.13)	0.00
DEVELOPMENT FEES						
27-47000 Special Assessments	45,584	296.00	44,244.50	0.00	1,339.50	97.06
27-47150 Special Assessments Pen & Int	0	0.00	13.32	0.00	(13.32)	0.00
TOTAL DEVELOPMENT FEES	45,584	296.00	44,257.82	0.00	1,326.18	97.09
TOTAL REVENUE	45,584	414.25	44,612.95	0.00	971.05	97.87

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

PID #1 ASSESSMENT FUND
DEPARTMENT - PUBLIC IMPROVEMENT DIST

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
27-596-53095 General Administration	2,500	0.00	118.50	0.00	2,381.50	4.74
TOTAL OPERATIONS	2,500	0.00	118.50	0.00	2,381.50	4.74
TOTAL PUBLIC IMPROVEMENT DIST	2,500	0.00	118.50	0.00	2,381.50	4.74

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

PID #1 ASSESSMENT FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
CAPITAL OUTLAY						
TOTAL EXPENDITURES	2,500	0.00	118.50	0.00	2,381.50	4.74
REVENUE OVER/(UNDER) EXPENDITURES	43,084	414.25	44,494.45	0.00	(1,410.45)	103.27
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
27-599-59990 Transfers Out	43,084	0.00	0.00	0.00	43,084.00	0.00
TOTAL OTHER USES	43,084	0.00	0.00	0.00	43,084.00	0.00
TOTAL OTHER SOURCES & USES	(43,084)	0.00	0.00	0.00	(43,084.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	414.25	44,494.45	0.00	(44,494.45)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SEALY DEVELOPMENT AUTH FD
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
EXPENDITURE SUMMARY						
SEALY DEVELOPMENT AUTH						
OPERATIONS	376,664	0.00	0.00	0.00	376,664.00	0.00
TOTAL SEALY DEVELOPMENT AUTH	376,664	0.00	0.00	0.00	376,664.00	0.00
NON-DEPARTMENTAL						
TOTAL EXPENDITURES	376,664	0.00	0.00	0.00	376,664.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	(376,664)	0.00	0.00	0.00	(376,664.00)	0.00
OTHER SOURCES	376,664	0.00	0.00	0.00	376,664.00	0.00
TOTAL OTHER FINANCING SOURCES & USE	376,664	0.00	0.00	0.00	376,664.00	0.00

REVENUES & OTHER SOURCES OVER

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SEALY DEVELOPMENT AUTH FD

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SEALY DEVELOPMENT AUTH FD
DEPARTMENT - SEALY DEVELOPMENT AUTH

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
28-597-55520 Developer Reimbursements	376,664	0.00	0.00	0.00	376,664.00	0.00
TOTAL OPERATIONS	376,664	0.00	0.00	0.00	376,664.00	0.00
TOTAL SEALY DEVELOPMENT AUTH	376,664	0.00	0.00	0.00	376,664.00	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SEALY DEVELOPMENT AUTH FD
DEPARTMENT - NON-DEPARTMENTAL % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
TOTAL EXPENDITURES	376,664	0.00	0.00	0.00	376,664.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	(376,664)	0.00	0.00	0.00	(376,664.00)	0.00
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
28-49990 Transfers In	376,664	0.00	0.00	0.00	376,664.00	0.00
TOTAL OTHER SOURCES	376,664	0.00	0.00	0.00	376,664.00	0.00
OTHER USES						
TOTAL OTHER SOURCES & USES	376,664	0.00	0.00	0.00	376,664.00	0.00

REVENUES & OTHER SOURCES OVER

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

ECON. DEV. SALES TAX FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
SALES TAX	1,163,683	160,347.05	1,208,321.47	0.00	(44,638.47)	103.84
INVESTMENT INCOME	80,000	7,861.99	44,769.46	0.00	35,230.54	55.96
TOTAL REVENUES	1,243,683	168,209.04	1,253,090.93	0.00	(9,407.93)	100.76
EXPENDITURE SUMMARY						
ECON DEVELOPMENT						
PERSONNEL	221,710	16,955.94	99,071.08	0.00	122,638.92	44.68
OPERATIONS	513,288	14,319.04	138,944.21	0.00	374,343.79	27.07
CAPITAL OUTLAY	1,132,500	6,500.00	159,910.00	0.00	972,590.00	14.12
TOTAL ECON DEVELOPMENT	1,867,498	37,774.98	397,925.29	0.00	1,469,572.71	21.31
NON-DEPARTMENTAL						
OPERATIONS	0	128.65	369.86	0.00	(369.86)	0.00
DEBT SERVICE	74,620	0.00	2,310.00	0.00	72,310.00	3.10
TOTAL NON-DEPARTMENTAL	74,620	128.65	2,679.86	0.00	71,940.14	3.59
TOTAL EXPENDITURES	1,942,118	37,903.63	400,605.15	0.00	1,541,512.85	20.63
REVENUE OVER/(UNDER) EXPENDITURES	(698,435)	130,305.41	852,485.78	0.00	(1,550,920.78)	122.06-
OTHER SOURCES	788,170	0.00	0.00	0.00	788,170.00	0.00
OTHER USES	89,735	30,000.00	30,000.00	0.00	59,735.00	33.43
TOTAL OTHER FINANCING SOURCES & USE	698,435	(30,000.00)	(30,000.00)	0.00	728,435.00	4.30-
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	100,305.41	822,485.78	0.00	(822,485.78)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

ECON. DEV. SALES TAX FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
SALES TAX						
29-40200 Sales & Use Taxes - Econ. Dev.	1,163,683	160,347.05	1,208,321.47	0.00	(44,638.47)	103.84
TOTAL SALES TAX	1,163,683	160,347.05	1,208,321.47	0.00	(44,638.47)	103.84
INTERGOVERNMENTAL						
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
29-45000 Interest Earnings	80,000	7,861.99	44,769.46	0.00	35,230.54	55.96
TOTAL INVESTMENT INCOME	80,000	7,861.99	44,769.46	0.00	35,230.54	55.96
OTHER REVENUES						
TOTAL REVENUE	1,243,683	168,209.04	1,253,090.93	0.00	(9,407.93)	100.76

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

ECON. DEV. SALES TAX FUND
DEPARTMENT - ECON DEVELOPMENT % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
29-522-51010 Salaries & Wages	150,240	11,165.82	66,240.50	0.00	83,999.50	44.09
29-522-51015 Longevity Pay	815	75.20	365.66	0.00	449.34	44.87
29-522-51020 Social Security	11,815	769.50	4,606.99	0.00	7,208.01	38.99
29-522-51030 Retirement Contributions	23,895	1,791.87	7,525.13	0.00	16,369.87	31.49
29-522-51040 Group Insurance	31,345	2,903.55	18,883.96	0.00	12,461.04	60.25
29-522-51050 Workers' Compensation	350	0.00	98.84	0.00	251.16	28.24
29-522-51080 Auto Allowance	3,250	250.00	1,350.00	0.00	1,900.00	41.54
TOTAL PERSONNEL	221,710	16,955.94	99,071.08	0.00	122,638.92	44.68
OPERATIONS						
29-522-52000 General Office Supplies	2,000	299.03	1,242.38	0.00	757.62	62.12
29-522-52020 Data Processing Supplies	5,500	65.56	559.82	0.00	4,940.18	10.18
29-522-52100 Wearing Apparel	750	0.00	0.00	0.00	750.00	0.00
29-522-52130 Food & Water Supplies	750	0.00	39.20	0.00	710.80	5.23
29-522-52150 Building & Grounds Supplie	1,000	0.00	4.04	0.00	995.96	0.40
29-522-53000 Engineering Services	7,000	0.00	0.00	0.00	7,000.00	0.00
29-522-53010 Auditing & Accounting	3,350	0.00	2,000.00	0.00	1,350.00	59.70
29-522-53020 Consultant Services	30,500	1.00	15,299.11	0.00	15,200.89	50.16
29-522-53030 Legal Services	18,000	925.00	3,625.00	0.00	14,375.00	20.14
29-522-53200 Electricity	10,000	228.57	1,151.49	0.00	8,848.51	11.51
29-522-53210 Telephone	2,600	136.93	821.93	0.00	1,778.07	31.61
29-522-53220 Internet Services	420	0.00	0.00	0.00	420.00	0.00
29-522-53250 Web Site Design & Update	8,000	250.00	9,137.50	0.00	(1,137.50)	114.22
29-522-53260 Christmas Decorating Servi	10,000	0.00	4,650.00	0.00	5,350.00	46.50
29-522-53300 Dues & Subscriptions	2,933	5.86	1,983.16	0.00	949.84	67.62
29-522-53310 Travel & Training	10,950	0.00	1,047.22	0.00	9,902.78	9.56
29-522-53320 Newspaper Advertising	2,400	156.00	554.50	0.00	1,845.50	23.10
29-522-53330 Postage & Shipping	100	11.50	11.50	0.00	88.50	11.50
29-522-53355 Marketing	6,500	250.00	4,497.44	0.00	2,002.56	69.19
29-522-53360 Public Relations	7,250	1,123.67	1,422.41	0.00	5,827.59	19.62
29-522-53400 General Liability Insuranc	1,245	0.00	632.75	0.00	612.25	50.82
29-522-53900 Building & Land Rentals	12,600	0.00	6,300.00	0.00	6,300.00	50.00
29-522-53960 Copier Rental Fees	2,150	265.92	1,174.35	0.00	975.65	54.62
29-522-54410 Software License Fees	17,290	0.00	17,217.69	0.00	72.31	99.58
29-522-55580 Community Project Grants	70,000	600.00	34,170.56	0.00	35,829.44	48.82
29-522-55590 Historic District Projects	200,000	10,000.00	31,402.16	0.00	168,597.84	15.70
29-522-55610 Business Incentives	80,000	0.00	0.00	0.00	80,000.00	0.00
TOTAL OPERATIONS	513,288	14,319.04	138,944.21	0.00	374,343.79	27.07
CAPITAL OUTLAY						
29-522-56010 Buildings	145,000	0.00	250.00	0.00	144,750.00	0.17
29-522-56050 Park Improvements	676,000	0.00	115,320.00	0.00	560,680.00	17.06
29-522-56200 Roads & Parking	100,000	0.00	0.00	0.00	100,000.00	0.00
29-522-56500 Utility Line Extensions	12,000	0.00	0.00	0.00	12,000.00	0.00
29-522-56995 Engineering Services	164,000	4,100.00	32,945.00	0.00	131,055.00	20.09
29-522-56996 Architectural Services	35,500	2,400.00	11,395.00	0.00	24,105.00	32.10
TOTAL CAPITAL OUTLAY	1,132,500	6,500.00	159,910.00	0.00	972,590.00	14.12

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

ECON. DEV. SALES TAX FUND
DEPARTMENT - ECON DEVELOPMENT % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL ECON DEVELOPMENT	1,867,498	37,774.98	397,925.29	0.00	1,469,572.71	21.31

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

ECON. DEV. SALES TAX FUND
DEPARTMENT - NON-DEPARTMENTAL % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
OPERATIONS						
29-599-55710 Service/Finance Charges	0	128.65	369.86	0.00	(369.86)	0.00
TOTAL OPERATIONS	0	128.65	369.86	0.00	(369.86)	0.00
CAPITAL OUTLAY						
DEBT SERVICE						
29-599-58000 Principal Retirement	70,000	0.00	0.00	0.00	70,000.00	0.00
29-599-58010 Interest Paid	4,620	0.00	2,310.00	0.00	2,310.00	50.00
TOTAL DEBT SERVICE	74,620	0.00	2,310.00	0.00	72,310.00	3.10
TOTAL NON-DEPARTMENTAL	74,620	128.65	2,679.86	0.00	71,940.14	3.59
TOTAL EXPENDITURES	1,942,118	37,903.63	400,605.15	0.00	1,541,512.85	20.63
REVENUE OVER/(UNDER) EXPENDITURES	(698,435)	130,305.41	852,485.78	0.00	(1,550,920.78)	122.06-
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
29-49998 Budgeted Reduction of Fund Bal	788,170	0.00	0.00	0.00	788,170.00	0.00
TOTAL OTHER SOURCES	788,170	0.00	0.00	0.00	788,170.00	0.00
OTHER USES						
29-599-59995 Contributions to Primary G	89,735	30,000.00	30,000.00	0.00	59,735.00	33.43
TOTAL OTHER USES	89,735	30,000.00	30,000.00	0.00	59,735.00	33.43
TOTAL OTHER SOURCES & USES	698,435	(30,000.00)	(30,000.00)	0.00	728,435.00	4.30-
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	100,305.41	822,485.78	0.00	(822,485.78)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

DOWNTOWN REVITALIZATION
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
INVESTMENT INCOME	0	6.88	42.66	0.00	(42.66)	0.00
TOTAL REVENUES	0	6.88	42.66	0.00	(42.66)	0.00
EXPENDITURE SUMMARY						
DOWNTOWN REVITALIZATION						
REVENUE OVER/(UNDER) EXPENDITURES	0	6.88	42.66	0.00	(42.66)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	6.88	42.66	0.00	(42.66)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

DOWNTOWN REVITALIZATION

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
30-45000 Interest Earnings	0	6.88	42.66	0.00	(42.66)	0.00
TOTAL INVESTMENT INCOME	0	6.88	42.66	0.00	(42.66)	0.00
TOTAL REVENUE	0	6.88	42.66	0.00	(42.66)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

DOWNTOWN REVITALIZATION
DEPARTMENT - DOWNTOWN REVITALIZATION

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
REVENUE OVER/(UNDER) EXPENDITURES	0	6.88	42.66	0.00	(42.66)	0.00
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	6.88	42.66	0.00	(42.66)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

DONATION FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
CONTRIBUTIONS & DONATIONS	0	0.00	1,600.00	0.00	(1,600.00)	0.00
INVESTMENT INCOME	0	51.34	343.84	0.00	(343.84)	0.00
TOTAL REVENUES	0	51.34	1,943.84	0.00	(1,943.84)	0.00
EXPENDITURE SUMMARY						
NON-DEPARTMENTAL						
OPERATIONS	0	0.00	3,190.62	0.00	(3,190.62)	0.00
TOTAL NON-DEPARTMENTAL	0	0.00	3,190.62	0.00	(3,190.62)	0.00
TOTAL EXPENDITURES	0	0.00	3,190.62	0.00	(3,190.62)	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	51.34	(1,246.78)	0.00	1,246.78	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	51.34	(1,246.78)	0.00	1,246.78	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

DONATION FUND

% OF YEAR COMPLETED: 50.00

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	600.00	0.00	(600.00)	0.00
35-44920 Public Safety Donations	0	0.00	1,000.00	0.00	(1,000.00)	0.00
TOTAL CONTRIBUTIONS & DONATIONS	0	0.00	1,600.00	0.00	(1,600.00)	0.00
INVESTMENT INCOME						
35-45000 Interest Earnings	0	51.34	343.84	0.00	(343.84)	0.00
TOTAL INVESTMENT INCOME	0	51.34	343.84	0.00	(343.84)	0.00
TOTAL REVENUE	0	51.34	1,943.84	0.00	(1,943.84)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

DONATION FUND
DEPARTMENT - NON-DEPARTMENTAL % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
35-599-52370 Employee Relations	0	0.00	3,190.62	0.00	(3,190.62)	0.00
TOTAL OPERATIONS	0	0.00	3,190.62	0.00	(3,190.62)	0.00
CAPITAL OUTLAY						
TOTAL NON-DEPARTMENTAL	0	0.00	3,190.62	0.00	(3,190.62)	0.00
TOTAL EXPENDITURES	0	0.00	3,190.62	0.00	(3,190.62)	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	51.34	(1,246.78)	0.00	1,246.78	0.00
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	51.34	(1,246.78)	0.00	1,246.78	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

WATER & SEWER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
FINES & FORFEITURES	130,000	15,767.34	66,150.64	0.00	63,849.36	50.89
CHARGES FOR SERVICES	78,000	2,475.15	13,809.82	0.00	64,190.18	17.70
CATEGORY 33-35	500	2,780.00	4,834.65	0.00	(4,334.65)	966.93
WATER REVENUE	2,795,000	252,824.16	1,476,045.66	0.00	1,318,954.34	52.81
SEWER REVENUE	2,260,000	204,340.32	1,208,848.14	0.00	1,051,151.86	53.49
TAP FEES	118,000	140,536.00	347,990.00	0.00	(229,990.00)	294.91
INVESTMENT INCOME	84,000	(560.96)	(8,646.58)	0.00	92,646.58	10.29-
OTHER REVENUES	0	422,540.43	439,574.82	0.00	(439,574.82)	0.00
TOTAL REVENUES	5,465,500	1,040,702.44	3,548,607.15	0.00	1,916,892.85	64.93
EXPENDITURE SUMMARY						
WATER						
PERSONNEL	405,245	24,395.86	137,372.45	0.00	267,872.55	33.90
OPERATIONS	1,495,281	104,596.61	695,496.02	0.00	799,784.98	46.51
CAPITAL OUTLAY	790,000	173,654.20	470,922.70	0.00	319,077.30	59.61
TOTAL WATER	2,690,526	302,646.67	1,303,791.17	0.00	1,386,734.83	48.46
SEWER						
PERSONNEL	615,025	40,357.62	235,092.26	0.00	379,932.74	38.22
OPERATIONS	1,179,114	89,847.74	521,217.23	0.00	657,896.77	44.20
CAPITAL OUTLAY	805,000	17,341.52	49,549.21	0.00	755,450.79	6.16
TOTAL SEWER	2,599,139	147,546.88	805,858.70	0.00	1,793,280.30	31.00
NON-DEPARTMENTAL						
OPERATIONS	0	697.97	2,751.36	0.00	(2,751.36)	0.00
TOTAL NON-DEPARTMENTAL	0	697.97	2,751.36	0.00	(2,751.36)	0.00
TOTAL EXPENDITURES	5,289,665	450,891.52	2,112,401.23	0.00	3,177,263.77	39.93
REVENUE OVER/(UNDER) EXPENDITURES	175,835	589,810.92	1,436,205.92	0.00	(1,260,370.92)	816.79
OTHER SOURCES	1,586,175	0.00	127,826.05	0.00	1,458,349.15	8.06
OTHER USES	1,762,010	0.00	327,420.10	0.00	1,434,590.10	18.58
TOTAL OTHER FINANCING SOURCES & US	(175,835)	0.00	(199,594.05)	0.00	23,759.05	113.51
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	589,810.92	1,236,611.87	0.00	(1,236,611.87)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

WATER & SEWER FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
FINES & FORFEITURES						
56-42550 Penalties	130,000	15,767.34	66,150.64	0.00	63,849.36	50.89
TOTAL FINES & FORFEITURES	130,000	15,767.34	66,150.64	0.00	63,849.36	50.89
CHARGES FOR SERVICES						
56-43085 Smart Meter Fee	28,000	2,275.15	13,609.82	0.00	14,390.18	48.61
56-43090 Fire Hydrant Flow Test Fee	0	200.00	200.00	0.00	(200.00)	0.00
56-43230 Sales - Surplus Equipment	50,000	0.00	0.00	0.00	50,000.00	0.00
TOTAL CHARGES FOR SERVICES	78,000	2,475.15	13,809.82	0.00	64,190.18	17.70
CATEGORY 33-35						
56-43300 ROW Use Permit Application Fee	500	2,780.00	4,834.65	0.00	(4,334.65)	966.93
TOTAL CATEGORY 33-35	500	2,780.00	4,834.65	0.00	(4,334.65)	966.93
INTERGOVERNMENTAL						
WATER REVENUE						
56-44000 Water Service Fees	2,725,000	238,199.01	1,406,497.66	0.00	1,318,502.34	51.61
56-44030 Bulk Water Sales	50,000	12,788.11	58,730.33	0.00	(8,730.33)	117.46
56-44050 Groundwater Conserv User Fee	20,000	1,837.04	10,817.67	0.00	9,182.33	54.09
TOTAL WATER REVENUE	2,795,000	252,824.16	1,476,045.66	0.00	1,318,954.34	52.81
SEWER REVENUE						
56-44100 Sewer Service Fees	2,260,000	204,340.32	1,208,848.14	0.00	1,051,151.86	53.49
TOTAL SEWER REVENUE	2,260,000	204,340.32	1,208,848.14	0.00	1,051,151.86	53.49
TAP FEES						
56-44410 Water Tap Fees	58,000	46,300.00	77,800.00	0.00	(19,800.00)	134.14
56-44420 Sewer Tap Fees	60,000	94,236.00	270,190.00	0.00	(210,190.00)	450.32
TOTAL TAP FEES	118,000	140,536.00	347,990.00	0.00	(229,990.00)	294.91
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
56-45000 Interest Earnings	84,000	(560.96)	(8,646.58)	0.00	92,646.58	10.29-
TOTAL INVESTMENT INCOME	84,000	(560.96)	(8,646.58)	0.00	92,646.58	10.29-
DEVELOPMENT FEES						
OTHER REVENUES						
56-48120 Insurance Claim Proceeds	0	0.00	3,944.00	0.00	(3,944.00)	0.00
56-48170 City Property Damage Proceeds	0	0.00	7,890.39	0.00	(7,890.39)	0.00
56-48230 Engineering Fee Reimbursement	0	2,400.00	7,600.00	0.00	(7,600.00)	0.00
56-48240 Wtr/Swr Line Constr. Reimb.	0	420,140.43	420,140.43	0.00	(420,140.43)	0.00
TOTAL OTHER REVENUES	0	422,540.43	439,574.82	0.00	(439,574.82)	0.00
TOTAL REVENUE	5,465,500	1,040,702.44	3,548,607.15	0.00	1,916,892.85	64.93

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

WATER & SEWER FUND
DEPARTMENT - WATER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
56-511-51010 Salaries & Wages	243,000	15,733.49	91,428.03	0.00	151,571.97	37.62
56-511-51012 Overtime Pay	33,500	894.60	4,684.91	0.00	28,815.09	13.98
56-511-51015 Longevity Pay	1,460	84.60	471.40	0.00	988.60	32.29
56-511-51020 Social Security	21,435	1,223.27	7,114.26	0.00	14,320.74	33.19
56-511-51030 Retirement Contributions	43,850	2,705.76	11,044.17	0.00	32,805.83	25.19
56-511-51040 Group Insurance	56,000	3,754.14	22,094.02	0.00	33,905.98	39.45
56-511-51050 Workers' Compensation	6,000	0.00	535.66	0.00	5,464.34	8.93
TOTAL PERSONNEL	405,245	24,395.86	137,372.45	0.00	267,872.55	33.90
OPERATIONS						
56-511-52000 General Office Supplies	1,200	303.15	727.25	0.00	472.75	60.60
56-511-52010 Office Copy Supplies	300	9.56	69.03	0.00	230.97	23.01
56-511-52020 Data Processing Supplies	1,600	0.00	0.00	0.00	1,600.00	0.00
56-511-52040 Medical/First Aid Supplies	300	0.00	8.75	0.00	291.25	2.92
56-511-52050 Motor Fuel & Oil	25,000	1,681.63	5,905.76	0.00	19,094.24	23.62
56-511-52100 Wearing Apparel	500	0.00	240.42	0.00	259.58	48.08
56-511-52130 Food & Water Supplies	3,000	174.36	1,980.17	0.00	1,019.83	66.01
56-511-52150 Buildings & Grounds Suppli	20,000	171.05	937.95	0.00	19,062.05	4.69
56-511-52230 Tap Installation Costs	25,000	0.00	554.29	0.00	24,445.71	2.22
56-511-52240 Chemicals	35,000	715.65	9,107.60	0.00	25,892.40	26.02
56-511-52260 Water Meter Supplies	60,000	5,264.52	27,833.20	0.00	32,166.80	46.39
56-511-52280 Motor Vehicle Supplies	1,200	0.00	151.93	0.00	1,048.07	12.66
56-511-52320 Minor Tools & Equipment	9,200	0.00	6,970.62	0.00	2,229.38	75.77
56-511-52330 Safety Equipment	1,000	0.00	2,702.42	0.00	(1,702.42)	270.24
56-511-53000 Engineering Services	22,000	1,670.00	8,452.50	0.00	13,547.50	38.42
56-511-53010 Auditing & Accounting	5,025	0.00	3,000.00	0.00	2,025.00	59.70
56-511-53020 Consultant Services	7,000	0.00	2,692.75	0.00	4,307.25	38.47
56-511-53090 Contract Labor	25,000	0.00	625.00	0.00	24,375.00	2.50
56-511-53200 Electricity	104,000	11,270.16	55,950.98	0.00	48,049.02	53.80
56-511-53210 Telephone	5,000	366.53	2,539.01	0.00	2,460.99	50.78
56-511-53280 Radio Transmission Fee Exp	35,000	2,734.97	16,359.09	0.00	18,640.91	46.74
56-511-53300 Dues & Subscriptions	1,500	14.64	475.83	0.00	1,024.17	31.72
56-511-53310 Travel & Training	10,000	165.13	1,099.33	0.00	8,900.67	10.99
56-511-53330 Postage & Shipping	1,200	132.20	706.10	0.00	493.90	58.84
56-511-53340 Printing & Binding	2,000	500.34	582.90	0.00	1,417.10	29.15
56-511-53360 Public Relations	2,000	0.00	0.00	0.00	2,000.00	0.00
56-511-53390 Gross Receipts Tax	693,750	60,642.31	358,076.23	0.00	335,673.77	51.61
56-511-53400 General Liability Insuranc	12,410	0.00	6,327.50	0.00	6,082.50	50.99
56-511-53420 Auto Liability Insurance	6,146	0.00	3,200.40	0.00	2,945.60	52.07
56-511-53500 Buildings & Grounds Rep/Ma	15,000	2,180.00	2,291.69	0.00	12,708.31	15.28
56-511-53510 Fixed Plant & Equip Rep/Ma	100,000	159.99	6,617.91	0.00	93,382.09	6.62
56-511-53540 Motor Vehicles Repairs/Mai	10,550	459.14	655.95	0.00	9,894.05	6.22
56-511-53560 Heavy Equipment Repairs/Ma	10,000	3,172.99	6,011.21	0.00	3,988.79	60.11
56-511-53570 Water Well Repairs & Maint	50,000	5,104.18	58,983.75	0.00	(8,983.75)	117.97
56-511-53590 Meter Repairs & Maintenanc	5,000	0.00	2,300.00	0.00	2,700.00	46.00
56-511-53610 Water Line Repairs & Maint	75,000	3,055.42	61,739.47	0.00	13,260.53	82.32
56-511-53660 Software Maintenance	2,400	0.00	0.00	0.00	2,400.00	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

WATER & SEWER FUND
DEPARTMENT - WATER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
56-511-53800 Lab Analysis Services	8,000	200.00	1,200.00	0.00	6,800.00	15.00
56-511-53920 Equipment/Vehicle Rentals	33,000	1,709.01	13,261.27	0.00	19,738.73	40.19
56-511-53940 Uniform Rentals	4,000	200.39	1,275.78	0.00	2,724.22	31.89
56-511-53960 Copier Rental Fees	5,000	228.55	1,306.14	0.00	3,693.86	26.12
56-511-53990 Other Rentals	5,000	0.00	0.00	0.00	5,000.00	0.00
56-511-54400 Permit Fees	13,000	0.00	9,278.15	0.00	3,721.85	71.37
56-511-55540 Groundwater Conservation F	35,000	2,310.74	11,725.62	0.00	23,274.38	33.50
56-511-55990 Bad Debt Expense	9,000	0.00	1,572.07	0.00	7,427.93	17.47
TOTAL OPERATIONS	1,495,281	104,596.61	695,496.02	0.00	799,784.98	46.51
CAPITAL OUTLAY						
56-511-56130 Water Infrastructure Impro	90,000	173,654.20	466,822.70	0.00	(376,822.70)	518.69
56-511-56175 Water Tank Improvements	700,000	0.00	0.00	0.00	700,000.00	0.00
56-511-56995 Engineering Services	0	0.00	4,100.00	0.00	(4,100.00)	0.00
TOTAL CAPITAL OUTLAY	790,000	173,654.20	470,922.70	0.00	319,077.30	59.61
TOTAL WATER	2,690,526	302,646.67	1,303,791.17	0.00	1,386,734.83	48.46

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

WATER & SEWER FUND
DEPARTMENT - SEWER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
56-512-51010 Salaries & Wages	389,000	26,930.32	157,229.46	0.00	231,770.54	40.42
56-512-51012 Overtime Pay	35,500	954.34	6,551.76	0.00	28,948.24	18.46
56-512-51015 Longevity Pay	2,730	178.60	1,026.01	0.00	1,703.99	37.58
56-512-51020 Social Security	32,700	2,053.72	12,128.76	0.00	20,571.24	37.09
56-512-51030 Retirement Contributions	66,700	4,554.12	18,982.57	0.00	47,717.43	28.46
56-512-51040 Group Insurance	79,545	5,686.52	34,655.70	0.00	44,889.30	43.57
56-512-51050 Workers' Compensation	8,850	0.00	4,518.00	0.00	4,332.00	51.05
TOTAL PERSONNEL	615,025	40,357.62	235,092.26	0.00	379,932.74	38.22
OPERATIONS						
56-512-52000 General Office Supplies	550	127.48	364.43	0.00	185.57	66.26
56-512-52010 Office Copy Supplies	200	9.56	69.02	0.00	130.98	34.51
56-512-52020 Data Processing Supplies	2,000	0.00	0.00	0.00	2,000.00	0.00
56-512-52040 Medical/First Aid Supplies	300	0.00	8.74	0.00	291.26	2.91
56-512-52050 Motor Fuel & Oil	12,000	820.59	2,422.75	0.00	9,577.25	20.19
56-512-52060 Janitorial Supplies	300	0.00	0.00	0.00	300.00	0.00
56-512-52100 Wearing Apparel	500	0.00	87.98	0.00	412.02	17.60
56-512-52130 Food & Water Supplies	2,000	122.67	1,078.54	0.00	921.46	53.93
56-512-52150 Buildings & Grounds Suppli	3,000	97.10	2,652.74	0.00	347.26	88.42
56-512-52230 Tap Installation Costs	12,000	0.00	0.00	0.00	12,000.00	0.00
56-512-52240 Chemicals	60,000	6,064.98	22,287.32	0.00	37,712.68	37.15
56-512-52280 Motor Vehicle Supplies	5,000	235.12	235.12	0.00	4,764.88	4.70
56-512-52320 Minor Tools & Equipment	5,000	127.73	3,597.31	0.00	1,402.69	71.95
56-512-52330 Safety Equipment	3,000	0.00	2,095.07	0.00	904.93	69.84
56-512-53000 Engineering Services	22,000	323.75	17,861.25	0.00	4,138.75	81.19
56-512-53010 Auditing & Accounting	5,025	0.00	3,000.00	0.00	2,025.00	59.70
56-512-53020 Consultant Services	6,000	0.00	0.00	0.00	6,000.00	0.00
56-512-53090 Contract Labor	25,000	3,556.85	3,556.85	0.00	21,443.15	14.23
56-512-53200 Electricity	135,000	11,326.79	47,635.76	0.00	87,364.24	35.29
56-512-53210 Telephone	6,000	447.24	3,094.68	0.00	2,905.32	51.58
56-512-53300 Dues & Subscriptions	1,000	5.86	411.40	0.00	588.60	41.14
56-512-53310 Travel & Training	4,000	113.75	595.50	0.00	3,404.50	14.89
56-512-53330 Postage & Shipping	1,000	110.20	709.80	0.00	290.20	70.98
56-512-53340 Printing & Binding	500	500.34	582.90	0.00	(82.90)	116.58
56-512-53390 Gross Receipts Tax	565,000	51,052.16	302,212.04	0.00	262,787.96	53.49
56-512-53400 General Liability Insuranc	12,410	0.00	6,327.50	0.00	6,082.50	50.99
56-512-53410 Sewage Backup Insurance	2,383	0.00	1,191.50	0.00	1,191.50	50.00
56-512-53420 Auto Liability Insurance	6,146	0.00	3,200.40	0.00	2,945.60	52.07
56-512-53500 Buildings & Grounds Rep/Ma	6,500	1,270.00	2,525.00	0.00	3,975.00	38.85
56-512-53510 Fixed Plant & Equip Rep/Ma	123,000	2,686.71	14,139.84	0.00	108,860.16	11.50
56-512-53540 Motor Vehicles Repairs/Mai	3,200	1,209.97	1,430.82	0.00	1,769.18	44.71
56-512-53560 Heavy Equipment Repairs/Ma	10,000	858.82	1,725.10	0.00	8,274.90	17.25
56-512-53620 Sewer Line Repairs & Maint	20,000	3,239.29	35,301.92	0.00	(15,301.92)	176.51
56-512-53660 Software Maintenance	1,100	0.00	0.00	0.00	1,100.00	0.00
56-512-53800 Lab Analysis Services	25,000	1,398.00	15,324.00	0.00	9,676.00	61.30
56-512-53920 Equipment/Vehicle Rentals	10,000	551.54	3,332.01	0.00	6,667.99	33.32
56-512-53940 Uniform Rentals	2,000	109.35	813.81	0.00	1,186.19	40.69

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

WATER & SEWER FUND
DEPARTMENT - SEWER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
56-512-53990 Other Rentals	5,000	0.00	0.00	0.00	5,000.00	0.00
56-512-54300 Sludge Management Costs	50,000	3,481.89	7,577.20	0.00	42,422.80	15.15
56-512-54400 Permit Fees	20,000	0.00	12,246.34	0.00	7,753.66	61.23
56-512-55990 Bad Debt Expense	6,000	0.00	1,522.59	0.00	4,477.41	25.38
TOTAL OPERATIONS	1,179,114	89,847.74	521,217.23	0.00	657,896.77	44.20
CAPITAL OUTLAY						
56-512-56010 Buildings	10,000	0.00	0.00	0.00	10,000.00	0.00
56-512-56080 Plant Equipment	235,000	0.00	0.00	0.00	235,000.00	0.00
56-512-56130 Sewer Infrastructure Impro	485,000	17,341.52	49,549.21	0.00	435,450.79	10.22
56-512-56135 Sewer Line Improvements	75,000	0.00	0.00	0.00	75,000.00	0.00
TOTAL CAPITAL OUTLAY	805,000	17,341.52	49,549.21	0.00	755,450.79	6.16
TOTAL SEWER	2,599,139	147,546.88	805,858.70	0.00	1,793,280.30	31.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

WATER & SEWER FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
OPERATIONS						
56-599-55710 Service/Finance Charges	0	697.97	2,751.36	0.00	(2,751.36)	0.00
TOTAL OPERATIONS	0	697.97	2,751.36	0.00	(2,751.36)	0.00
CAPITAL OUTLAY						
DEBT SERVICE						
TOTAL NON-DEPARTMENTAL	0	697.97	2,751.36	0.00	(2,751.36)	0.00
TOTAL EXPENDITURES	5,289,665	450,891.52	2,112,401.23	0.00	3,177,263.77	39.93
REVENUE OVER/(UNDER) EXPENDITURES	175,835	589,810.92	1,436,205.92	0.00	(1,260,370.92)	816.79
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
56-49990 Transfers In	0	0.00	127,826.05	0.00	(127,826.05)	0.00
56-49998 Budgeted Reduction of Fund Bal	1,586,175	0.00	0.00	0.00	1,586,175.20	0.00
TOTAL OTHER SOURCES	1,586,175	0.00	127,826.05	0.00	1,458,349.15	8.06
OTHER USES						
56-599-59990 Transfers Out	1,762,010	0.00	327,420.10	0.00	1,434,590.10	18.58
TOTAL OTHER USES	1,762,010	0.00	327,420.10	0.00	1,434,590.10	18.58
TOTAL OTHER SOURCES & USES	(175,835)	0.00	(199,594.05)	0.00	23,759.05	113.51
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	589,810.92	1,236,611.87	0.00	(1,236,611.87)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GAS FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
CHARGES FOR SERVICES	0	1,665.00	34,091.00	0.00	(34,091.00)	0.00
GAS REVENUE	2,440,000	265,625.37	1,728,031.08	0.00	711,968.92	70.82
TAP FEES	25,000	21,200.00	69,479.24	0.00	(44,479.24)	277.92
INVESTMENT INCOME	40,000	10,142.46	57,200.33	0.00	(17,200.33)	143.00
OTHER REVENUES	0	420.00	48,834.00	0.00	(48,834.00)	0.00
TOTAL REVENUES	2,505,000	299,052.83	1,937,635.65	0.00	567,364.35	77.35
EXPENDITURE SUMMARY						
GAS						
PERSONNEL	499,915	37,362.34	209,020.56	0.00	290,894.44	41.81
OPERATIONS	1,542,558	101,731.52	851,328.70	0.00	691,229.30	55.19
CAPITAL OUTLAY	63,000	0.00	0.00	0.00	63,000.00	0.00
TOTAL GAS	2,105,473	139,093.86	1,060,349.26	0.00	1,045,123.74	50.36
NON-DEPARTMENTAL						
OPERATIONS	0	348.98	1,375.68	0.00	(1,375.68)	0.00
TOTAL NON-DEPARTMENTAL	0	348.98	1,375.68	0.00	(1,375.68)	0.00
TOTAL EXPENDITURES	2,105,473	139,442.84	1,061,724.94	0.00	1,043,748.06	50.43
REVENUE OVER/(UNDER) EXPENDITURES	399,527	159,609.99	875,910.71	0.00	(476,383.71)	219.24
OTHER USES	399,527	0.00	2,720.07	0.00	396,806.93	0.68
TOTAL OTHER FINANCING SOURCES & US	(399,527)	0.00	(2,720.07)	0.00	(396,806.93)	0.68
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	159,609.99	873,190.64	0.00	(873,190.64)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GAS FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
FINES & FORFEITURES						
CHARGES FOR SERVICES						
57-43210 Sales - Store	0	1,665.00	34,091.00	0.00	(34,091.00)	0.00
TOTAL CHARGES FOR SERVICES	0	1,665.00	34,091.00	0.00	(34,091.00)	0.00
CATEGORY 33-35						
INTERGOVERNMENTAL						
GAS REVENUE						
57-44200 Gas Service Fees	2,440,000	265,625.37	1,728,031.08	0.00	711,968.92	70.82
TOTAL GAS REVENUE	2,440,000	265,625.37	1,728,031.08	0.00	711,968.92	70.82
TAP FEES						
57-44450 Gas Tap Fees	25,000	21,200.00	69,479.24	0.00	(44,479.24)	277.92
TOTAL TAP FEES	25,000	21,200.00	69,479.24	0.00	(44,479.24)	277.92
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
57-45000 Interest Earnings	40,000	10,142.46	57,200.33	0.00	(17,200.33)	143.00
TOTAL INVESTMENT INCOME	40,000	10,142.46	57,200.33	0.00	(17,200.33)	143.00
DEVELOPMENT FEES						
OTHER REVENUES						
57-48250 Gas Line Construction Reimb.	0	420.00	48,834.00	0.00	(48,834.00)	0.00
TOTAL OTHER REVENUES	0	420.00	48,834.00	0.00	(48,834.00)	0.00
TOTAL REVENUE	2,505,000	299,052.83	1,937,635.65	0.00	567,364.35	77.35

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GAS FUND
DEPARTMENT - GAS

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
57-517-51010 Salaries & Wages	325,760	24,213.25	135,177.98	0.00	190,582.02	41.50
57-517-51012 Overtime Pay	9,500	341.34	6,955.84	0.00	2,544.16	73.22
57-517-51015 Longevity Pay	2,450	183.30	1,077.72	0.00	1,372.28	43.99
57-517-51020 Social Security	25,850	1,808.46	10,505.49	0.00	15,344.51	40.64
57-517-51030 Retirement Contributions	52,895	4,137.10	16,617.67	0.00	36,277.33	31.42
57-517-51040 Group Insurance	79,000	6,678.89	37,045.36	0.00	41,954.64	46.89
57-517-51050 Workers' Compensation	4,460	0.00	1,640.50	0.00	2,819.50	36.78
TOTAL PERSONNEL	499,915	37,362.34	209,020.56	0.00	290,894.44	41.81
OPERATIONS						
57-517-52000 General Office Supplies	600	32.48	114.66	0.00	485.34	19.11
57-517-52010 Office Copy Supplies	650	9.56	69.02	0.00	580.98	10.62
57-517-52040 Medical/First Aid Supplies	500	0.00	8.75	0.00	491.25	1.75
57-517-52050 Motor Fuel & Oil	15,000	2,683.63	9,356.20	0.00	5,643.80	62.37
57-517-52060 Janitorial Supplies	100	0.00	0.00	0.00	100.00	0.00
57-517-52100 Wearing Apparel	1,000	0.00	462.89	0.00	537.11	46.29
57-517-52130 Food & Water Supplies	2,000	0.00	605.03	0.00	1,394.97	30.25
57-517-52150 Buildings & Grounds Suppli	900	456.18	1,183.95	0.00 (	283.95)	131.55
57-517-52200 Natural Gas Fittings	8,500	51.00	408.17	0.00	8,091.83	4.80
57-517-52230 Tap Installation Costs	25,000	2,236.47	45,315.38	0.00 (	20,315.38)	181.26
57-517-52280 Motor Vehicle Supplies	2,000	21.75	25.44	0.00	1,974.56	1.27
57-517-52320 Minor Tools & Equipment	9,000 (	742.98)	9,429.31	0.00 (	429.31)	104.77
57-517-52330 Safety Equipment	3,000	0.00	1,707.32	0.00	1,292.68	56.91
57-517-53000 Engineering Services	0	40.00	7,332.50	0.00 (	7,332.50)	0.00
57-517-53010 Auditing & Accounting	5,025	0.00	3,000.00	0.00	2,025.00	59.70
57-517-53020 Consultant Services	61,000	4,839.28	30,901.67	0.00	30,098.33	50.66
57-517-53090 Contract Labor	6,000	0.00	0.00	0.00	6,000.00	0.00
57-517-53190 One-Call Services	3,200	221.95	1,386.30	0.00	1,813.70	43.32
57-517-53200 Electricity	2,000	130.75	515.13	0.00	1,484.87	25.76
57-517-53210 Telephone	3,000	199.32	1,492.55	0.00	1,507.45	49.75
57-517-53300 Dues & Subscriptions	2,100	590.05	3,328.87	0.00 (	1,228.87)	158.52
57-517-53310 Travel & Training	6,500	0.00	1,484.54	0.00	5,015.46	22.84
57-517-53330 Postage & Shipping	1,200	123.30	726.48	0.00	473.52	60.54
57-517-53340 Printing & Binding	1,800	500.34	582.90	0.00	1,217.10	32.38
57-517-53390 Gross Receipts Tax	122,000	13,277.96	86,402.32	0.00	35,597.68	70.82
57-517-53400 General Liability Insuranc	12,410	0.00	6,327.50	0.00	6,082.50	50.99
57-517-53420 Auto Liability Insurance	3,073	0.00	1,600.20	0.00	1,472.80	52.07
57-517-53500 Buildings & Grounds Rep/Ma	3,200	0.00	0.00	0.00	3,200.00	0.00
57-517-53540 Motor Vehicles Repairs/Mai	8,000	48.14	748.90	0.00	7,251.10	9.36
57-517-53560 Heavy Equipment Repairs/Ma	10,000	1,642.18	3,325.87	0.00	6,674.13	33.26
57-517-53580 Radio & Radar Repairs/Main	800	0.00	0.00	0.00	800.00	0.00
57-517-53590 Meter Repairs & Maintenanc	25,000	3,975.84	20,565.76	0.00	4,434.24	82.26
57-517-53630 Gas Line Repairs & Mainten	25,000	738.12	22,000.33	0.00	2,999.67	88.00
57-517-53660 Software Maintenance	5,000	0.00	0.00	0.00	5,000.00	0.00
57-517-53700 Natural Gas Purchases	1,200,000	71,579.54	611,322.44	0.00	588,677.56	50.94
57-517-53710 Discounts on Gas Purchase(	72,000) (	5,569.80) (	36,542.40)	0.00 (	35,457.60)	50.75
57-517-53740 Pipeline Penalties	0	0.00	2,500.00	0.00 (	2,500.00)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GAS FUND
DEPARTMENT - GAS

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
57-517-53820 Natural Gas Leak Surveys	6,000	3,000.00	3,000.00	0.00	3,000.00	50.00
57-517-53920 Equipment/Vehicle Rentals	20,000	1,369.84	8,346.89	0.00	11,653.11	41.73
57-517-53930 Right-of-Way Rentals	300	100.00	100.00	0.00	200.00	33.33
57-517-53940 Uniform Rentals	4,000	176.62	1,061.42	0.00	2,938.58	26.54
57-517-54400 Permit Fees	1,200	0.00	0.00	0.00	1,200.00	0.00
57-517-54510 RP1162 Notification	6,000	0.00	0.00	0.00	6,000.00	0.00
57-517-55990 Bad Debt Expense	2,500	0.00	1,132.41	0.00	1,367.59	45.30
TOTAL OPERATIONS	1,542,558	101,731.52	851,328.70	0.00	691,229.30	55.19
CAPITAL OUTLAY						
57-517-56100 Special Equipment	13,000	0.00	0.00	0.00	13,000.00	0.00
57-517-56140 Gas Line Improvements	50,000	0.00	0.00	0.00	50,000.00	0.00
TOTAL CAPITAL OUTLAY	63,000	0.00	0.00	0.00	63,000.00	0.00
TOTAL GAS	2,105,473	139,093.86	1,060,349.26	0.00	1,045,123.74	50.36

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

GAS FUND
DEPARTMENT - NON-DEPARTMENTAL % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
OPERATIONS						
57-599-55710 Service/Finance Charges	0	348.98	1,375.68	0.00	(1,375.68)	0.00
TOTAL OPERATIONS	0	348.98	1,375.68	0.00	(1,375.68)	0.00
CAPITAL OUTLAY						
DEBT SERVICE						
TOTAL NON-DEPARTMENTAL	0	348.98	1,375.68	0.00	(1,375.68)	0.00
TOTAL EXPENDITURES	2,105,473	139,442.84	1,061,724.94	0.00	1,043,748.06	50.43
REVENUE OVER/(UNDER) EXPENDITURES	399,527	159,609.99	875,910.71	0.00	(476,383.71)	219.24
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
57-599-59990 Transfers Out	33,470	0.00	2,720.07	0.00	30,750.03	8.13
57-599-59998 Budgeted Addition to Fund	366,057	0.00	0.00	0.00	366,056.90	0.00
TOTAL OTHER USES	399,527	0.00	2,720.07	0.00	396,806.93	0.68
TOTAL OTHER SOURCES & USES	(399,527)	0.00	(2,720.07)	0.00	(396,806.93)	0.68
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	159,609.99	873,190.64	0.00	(873,190.64)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SOLID WASTE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
SANITATION REVENUE	2,560,723	228,770.29	1,369,998.66	0.00	1,190,724.34	53.50
INVESTMENT INCOME	0	282.51	(946.27)	0.00	946.27	0.00
TOTAL REVENUES	2,560,723	229,052.80	1,369,052.39	0.00	1,191,670.61	53.46
EXPENDITURE SUMMARY						
SOLID WASTE COLLECTION						
OPERATIONS	2,432,217	210,432.98	1,261,007.30	0.00	1,171,209.70	51.85
TOTAL SOLID WASTE COLLECTION	2,432,217	210,432.98	1,261,007.30	0.00	1,171,209.70	51.85
NON-DEPARTMENTAL						
OPERATIONS	0	317.41	1,251.24	0.00	(1,251.24)	0.00
TOTAL NON-DEPARTMENTAL	0	317.41	1,251.24	0.00	(1,251.24)	0.00
TOTAL EXPENDITURES	2,432,217	210,750.39	1,262,258.54	0.00	1,169,958.46	51.90
REVENUE OVER/(UNDER) EXPENDITURES	128,506	18,302.41	106,793.85	0.00	21,712.15	83.10
OTHER USES	128,506	0.00	0.00	0.00	128,506.00	0.00
TOTAL OTHER FINANCING SOURCES & US	(128,506)	0.00	0.00	0.00	(128,506.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	18,302.41	106,793.85	0.00	(106,793.85)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SOLID WASTE FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
FINES & FORFEITURES						
CHARGES FOR SERVICES						
INTERGOVERNMENTAL						
SANITATION REVENUE						
58-44300 Residential Garbage Svc. Fees	1,012,633	87,808.88	525,200.95	0.00	487,432.05	51.86
58-44310 Commercial Garbage Svc. Fees	1,548,090	140,769.41	844,398.21	0.00	703,691.79	54.54
58-44370 Limb Pickup Fees	0	192.00	399.50	0.00	(399.50)	0.00
TOTAL SANITATION REVENUE	2,560,723	228,770.29	1,369,998.66	0.00	1,190,724.34	53.50
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
58-45000 Interest Earnings	0	282.51	(946.27)	0.00	946.27	0.00
TOTAL INVESTMENT INCOME	0	282.51	(946.27)	0.00	946.27	0.00
OTHER REVENUES						
TOTAL REVENUE	2,560,723	229,052.80	1,369,052.39	0.00	1,191,670.61	53.46

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SOLID WASTE FUND
DEPARTMENT - SOLID WASTE COLLECTION % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL						
OPERATIONS						
58-518-53010 Auditing & Accounting	5,025	0.00	3,000.00	0.00	2,025.00	59.70
58-518-53152 Residential Refuse Collect	684,945	59,356.86	355,417.79	0.00	329,527.21	51.89
58-518-53154 Commercial Refuse Collecti	1,098,341	93,931.52	556,361.81	0.00	541,979.19	50.65
58-518-53330 Postage & Shipping	0	0.00	171.30	0.00	(171.30)	0.00
58-518-53390 Gross Receipts Tax	640,181	57,144.60	342,399.92	0.00	297,781.08	53.48
58-518-53400 General Liability Insuranc	3,725	0.00	1,898.25	0.00	1,826.75	50.96
58-518-55990 Bad Debt Expense	0	0.00	1,758.23	0.00	(1,758.23)	0.00
TOTAL OPERATIONS	2,432,217	210,432.98	1,261,007.30	0.00	1,171,209.70	51.85
CAPITAL OUTLAY						
TOTAL SOLID WASTE COLLECTION	2,432,217	210,432.98	1,261,007.30	0.00	1,171,209.70	51.85

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SOLID WASTE FUND
DEPARTMENT - NON-DEPARTMENTAL % OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
58-599-55710 Service/Finance Charges	0	317.41	1,251.24	0.00	(1,251.24)	0.00
TOTAL OPERATIONS	0	317.41	1,251.24	0.00	(1,251.24)	0.00
CAPITAL OUTLAY						
TOTAL NON-DEPARTMENTAL	0	317.41	1,251.24	0.00	(1,251.24)	0.00
TOTAL EXPENDITURES	2,432,217	210,750.39	1,262,258.54	0.00	1,169,958.46	51.90
REVENUE OVER/(UNDER) EXPENDITURES	128,506	18,302.41	106,793.85	0.00	21,712.15	83.10
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
58-599-59998 Budgeted Addition to Fund	128,506	0.00	0.00	0.00	128,506.00	0.00
TOTAL OTHER USES	128,506	0.00	0.00	0.00	128,506.00	0.00
TOTAL OTHER SOURCES & USES	(128,506)	0.00	0.00	0.00	(128,506.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	18,302.41	106,793.85	0.00	(106,793.85)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUN DRAINAGE UTILITY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
INVESTMENT INCOME	11,000	1,879.70	11,333.24	0.00	(333.24)	103.03
OTHER REVENUES	155,004	13,047.61	78,112.51	0.00	76,891.49	50.39
TOTAL REVENUES	166,004	14,927.31	89,445.75	0.00	76,558.25	53.88
EXPENDITURE SUMMARY						
DRAINAGE						
OPERATIONS	20,000	0.00	90.13	0.00	19,909.87	0.45
TOTAL DRAINAGE	20,000	0.00	90.13	0.00	19,909.87	0.45
NON-DEPARTMENTAL						
OPERATIONS	0	317.41	1,251.24	0.00	(1,251.24)	0.00
TOTAL NON-DEPARTMENTAL	0	317.41	1,251.24	0.00	(1,251.24)	0.00
TOTAL EXPENDITURES	20,000	317.41	1,341.37	0.00	18,658.63	6.71
REVENUE OVER/(UNDER) EXPENDITURES	146,004	14,609.90	88,104.38	0.00	57,899.62	60.34
OTHER USES	146,004	0.00	37,778.11	0.00	108,225.89	25.87
TOTAL OTHER FINANCING SOURCES & US	(146,004)	0.00	(37,778.11)	0.00	(108,225.89)	25.87
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	14,609.90	50,326.27	0.00	(50,326.27)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUN DRAINAGE UTILITY FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
FINES & FORFEITURES						
INTERGOVERNMENTAL						
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
59-45000 Interest Earnings	11,000	1,879.70	11,333.24	0.00	(333.24)	103.03
TOTAL INVESTMENT INCOME	11,000	1,879.70	11,333.24	0.00	(333.24)	103.03
OTHER REVENUES						
59-48000 Municipal Drainage Utility Fee	155,004	13,047.61	78,112.51	0.00	76,891.49	50.39
TOTAL OTHER REVENUES	155,004	13,047.61	78,112.51	0.00	76,891.49	50.39
TOTAL REVENUE	166,004	14,927.31	89,445.75	0.00	76,558.25	53.88

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUN DRAINAGE UTILITY FUND
DEPARTMENT - DRAINAGE

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
59-519-53500 Buildings & Grounds Rep/Ma	15,000	0.00	0.00	0.00	15,000.00	0.00
59-519-53920 Equipment/Vehicle Rentals	5,000	0.00	0.00	0.00	5,000.00	0.00
59-519-55990 Bad Debt Expense	0	0.00	90.13	0.00	(90.13)	0.00
TOTAL OPERATIONS	20,000	0.00	90.13	0.00	19,909.87	0.45
CAPITAL OUTLAY						
TOTAL DRAINAGE	20,000	0.00	90.13	0.00	19,909.87	0.45

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

MUN DRAINAGE UTILITY FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
59-599-55710 Service/Finance Charges	0	317.41	1,251.24	0.00	(1,251.24)	0.00
TOTAL OPERATIONS	0	317.41	1,251.24	0.00	(1,251.24)	0.00
CAPITAL OUTLAY						
DEBT SERVICE						
TOTAL NON-DEPARTMENTAL	0	317.41	1,251.24	0.00	(1,251.24)	0.00
TOTAL EXPENDITURES	20,000	317.41	1,341.37	0.00	18,658.63	6.71
REVENUE OVER/(UNDER) EXPENDITURES	146,004	14,609.90	88,104.38	0.00	57,899.62	60.34
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
59-599-59990 Transfers Out	0	0.00	37,778.11	0.00	(37,778.11)	0.00
59-599-59998 Budgeted Addition to Fund	146,004	0.00	0.00	0.00	146,004.00	0.00
TOTAL OTHER USES	146,004	0.00	37,778.11	0.00	108,225.89	25.87
TOTAL OTHER SOURCES & USES	(146,004)	0.00	(37,778.11)	0.00	(108,225.89)	25.87
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	14,609.90	50,326.27	0.00	(50,326.27)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

WATER IMPACT FEES FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
IMPACT FEES	11,000	130,163.00	296,103.00	0.00	(285,103.00)	2,691.85
INVESTMENT INCOME	15,000	3,413.99	18,908.95	0.00	(3,908.95)	126.06
TOTAL REVENUES	26,000	133,576.99	315,011.95	0.00	(289,011.95)	1,211.58
EXPENDITURE SUMMARY						
WATER						
NON-DEPARTMENTAL						
REVENUE OVER/(UNDER) EXPENDITURES	26,000	133,576.99	315,011.95	0.00	(289,011.95)	1,211.58
OTHER USES	26,000	0.00	0.00	0.00	26,000.00	0.00
TOTAL OTHER FINANCING SOURCES & US	(26,000)	0.00	0.00	0.00	(26,000.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	133,576.99	315,011.95	0.00	(315,011.95)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

WATER IMPACT FEES FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
IMPACT FEES						
60-44510 Water Impact Fees	11,000	130,163.00	296,103.00	0.00	(285,103.00)	2,691.85
TOTAL IMPACT FEES	11,000	130,163.00	296,103.00	0.00	(285,103.00)	2,691.85
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
60-45000 Interest Earnings	15,000	3,413.99	18,908.95	0.00	(3,908.95)	126.06
TOTAL INVESTMENT INCOME	15,000	3,413.99	18,908.95	0.00	(3,908.95)	126.06
TOTAL REVENUE	26,000	133,576.99	315,011.95	0.00	(289,011.95)	1,211.58

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

WATER IMPACT FEES FUND
DEPARTMENT - WATER

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

WATER IMPACT FEES FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
REVENUE OVER/(UNDER) EXPENDITURES	26,000	133,576.99	315,011.95	0.00	(289,011.95)	1,211.58
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
60-599-59998 Budgeted Addition to Fund	26,000	0.00	0.00	0.00	26,000.00	0.00
TOTAL OTHER USES	26,000	0.00	0.00	0.00	26,000.00	0.00
TOTAL OTHER SOURCES & USES	(26,000)	0.00	0.00	0.00	(26,000.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	133,576.99	315,011.95	0.00	(315,011.95)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SEWER IMPACT FEES FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
IMPACT FEES	13,000	83,248.00	108,396.00	0.00	(95,396.00)	833.82
INVESTMENT INCOME	10,000	3,297.26	19,020.29	0.00	(9,020.29)	190.20
TOTAL REVENUES	23,000	86,545.26	127,416.29	0.00	(104,416.29)	553.98
EXPENDITURE SUMMARY						
NON-DEPARTMENTAL						
REVENUE OVER/(UNDER) EXPENDITURES	23,000	86,545.26	127,416.29	0.00	(104,416.29)	553.98
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	23,000	86,545.26	127,416.29	0.00	(104,416.29)	553.98

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SEWER IMPACT FEES FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
IMPACT FEES						
61-44520 Sewer Impact Fees	13,000	83,248.00	108,396.00	0.00	(95,396.00)	833.82
TOTAL IMPACT FEES	13,000	83,248.00	108,396.00	0.00	(95,396.00)	833.82
CONTRIBUTIONS & DONATIONS						
INVESTMENT INCOME						
61-45000 Interest Earnings	10,000	3,297.26	19,020.29	0.00	(9,020.29)	190.20
TOTAL INVESTMENT INCOME	10,000	3,297.26	19,020.29	0.00	(9,020.29)	190.20
TOTAL REVENUE	23,000	86,545.26	127,416.29	0.00	(104,416.29)	553.98

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SEWER IMPACT FEES FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
REVENUE OVER/(UNDER) EXPENDITURES	23,000	86,545.26	127,416.29	0.00	(104,416.29)	553.98
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	23,000	86,545.26	127,416.29	0.00	(104,416.29)	553.98

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

LOC YTH DIV ADM FEE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
FINES & FORFEITURES	0	100.00	250.00	0.00	(250.00)	0.00
INVESTMENT INCOME	0	1.21	5.53	0.00	(5.53)	0.00
TOTAL REVENUES	0	101.21	255.53	0.00	(255.53)	0.00
EXPENDITURE SUMMARY						
REVENUE OVER/(UNDER) EXPENDITURES	0	101.21	255.53	0.00	(255.53)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	101.21	255.53	0.00	(255.53)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

LOC YTH DIV ADM FEE FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
FINES & FORFEITURES						
62-42030 Local Court Fees	0	100.00	250.00	0.00	(250.00)	0.00
TOTAL FINES & FORFEITURES	0	100.00	250.00	0.00	(250.00)	0.00
INVESTMENT INCOME						
62-45000 Interest Earnings	0	1.21	5.53	0.00	(5.53)	0.00
TOTAL INVESTMENT INCOME	0	1.21	5.53	0.00	(5.53)	0.00
TOTAL REVENUE	0	101.21	255.53	0.00	(255.53)	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	101.21	255.53	0.00	(255.53)	0.00
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	101.21	255.53	0.00	(255.53)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

OPIOID GRANT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
INTERGOVERNMENTAL	0	1,594.06	1,594.06	0.00	(1,594.06)	0.00
INVESTMENT INCOME	0	41.82	239.18	0.00	(239.18)	0.00
TOTAL REVENUES	0	1,635.88	1,833.24	0.00	(1,833.24)	0.00
EXPENDITURE SUMMARY						
POLICE						
OPERATIONS	13,919	0.00	147.49	0.00	13,771.51	1.06
TOTAL POLICE	13,919	0.00	147.49	0.00	13,771.51	1.06
NON-DEPARTMENTAL						
TOTAL EXPENDITURES	13,919	0.00	147.49	0.00	13,771.51	1.06
REVENUE OVER/(UNDER) EXPENDITURES	(13,919)	1,635.88	1,685.75	0.00	(15,604.75)	12.11-
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(13,919)	1,635.88	1,685.75	0.00	(15,604.75)	12.11-

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

OPIOID GRANT FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
INTERGOVERNMENTAL						
64-43610 State Grant Proceeds	0	1,594.06	1,594.06	0.00	(1,594.06)	0.00
TOTAL INTERGOVERNMENTAL	0	1,594.06	1,594.06	0.00	(1,594.06)	0.00
INVESTMENT INCOME						
64-45000 Interest Earnings	0	41.82	239.18	0.00	(239.18)	0.00
TOTAL INVESTMENT INCOME	0	41.82	239.18	0.00	(239.18)	0.00
TOTAL REVENUE	0	1,635.88	1,833.24	0.00	(1,833.24)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

OPIOID GRANT FUND
DEPARTMENT - POLICE

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						
64-530-53120 Special Investigations	13,919	0.00	147.49	0.00	13,771.51	1.06
TOTAL OPERATIONS	13,919	0.00	147.49	0.00	13,771.51	1.06
TOTAL POLICE	13,919	0.00	147.49	0.00	13,771.51	1.06

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

OPIOID GRANT FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	13,919	0.00	147.49	0.00	13,771.51	1.06
REVENUE OVER/(UNDER) EXPENDITURES	(13,919)	1,635.88	1,685.75	0.00	(15,604.75)	12.11-
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(13,919)	1,635.88	1,685.75	0.00	(15,604.75)	12.11-

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

CONS SECURITY & TECH FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
FINES & FORFEITURES	42,935	2,604.20	13,969.09	0.00	28,965.91	32.54
INVESTMENT INCOME	0	64.08	296.75	0.00	(296.75)	0.00
TOTAL REVENUES	42,935	2,668.28	14,265.84	0.00	28,669.16	33.23
EXPENDITURE SUMMARY						
MUNICIPAL COURT						
NON-DEPARTMENTAL						
REVENUE OVER/(UNDER) EXPENDITURES	42,935	2,668.28	14,265.84	0.00	28,669.16	33.23
OTHER USES	42,935	0.00	0.00	0.00	42,935.00	0.00
TOTAL OTHER FINANCING SOURCES & US	(42,935)	0.00	0.00	0.00	(42,935.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	2,668.28	14,265.84	0.00	(14,265.84)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

CONS SECURITY & TECH FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
FINES & FORFEITURES						
65-42030 Local Court Fees	42,935	2,604.20	13,969.09	0.00	28,965.91	32.54
TOTAL FINES & FORFEITURES	42,935	2,604.20	13,969.09	0.00	28,965.91	32.54
INVESTMENT INCOME						
65-45000 Interest Earnings	0	64.08	296.75	0.00	(296.75)	0.00
TOTAL INVESTMENT INCOME	0	64.08	296.75	0.00	(296.75)	0.00
TOTAL REVENUE	42,935	2,668.28	14,265.84	0.00	28,669.16	33.23

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

CONS SECURITY & TECH FUND
DEPARTMENT - MUNICIPAL COURT

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

CONS SECURITY & TECH FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE OVER/(UNDER) EXPENDITURES	42,935	2,668.28	14,265.84	0.00	28,669.16	33.23
OTHER FINANCING SOURCES & USES						
OTHER USES						
65-599-59998 Budgeted Addition to Fund	42,935	0.00	0.00	0.00	42,935.00	0.00
TOTAL OTHER USES	42,935	0.00	0.00	0.00	42,935.00	0.00
TOTAL OTHER SOURCES & USES	(42,935)	0.00	0.00	0.00	(42,935.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	2,668.28	14,265.84	0.00	(14,265.84)	0.00

CITY OF SEALY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SPECIAL EVENTS FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
CONTRIBUTIONS & DONATIONS	0	0.00	6,645.00	0.00	(6,645.00)	0.00
INVESTMENT INCOME	0	17.76	67.74	0.00	(67.74)	0.00
TOTAL REVENUES	0	17.76	6,712.74	0.00	(6,712.74)	0.00
EXPENDITURE SUMMARY						
PARKS & RECREATION						
NON-DEPARTMENTAL						
REVENUE OVER/(UNDER) EXPENDITURES	0	17.76	6,712.74	0.00	(6,712.74)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	17.76	6,712.74	0.00	(6,712.74)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SPECIAL EVENTS FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS & DONATIONS						
70-44900 Event Revenues	0	0.00	645.00	0.00	(645.00)	0.00
70-44905 Sponsorships	0	0.00	6,000.00	0.00	(6,000.00)	0.00
TOTAL CONTRIBUTIONS & DONATIONS	0	0.00	6,645.00	0.00	(6,645.00)	0.00
INVESTMENT INCOME						
70-45000 Interest Earnings	0	17.76	67.74	0.00	(67.74)	0.00
TOTAL INVESTMENT INCOME	0	17.76	67.74	0.00	(67.74)	0.00
TOTAL REVENUE	0	17.76	6,712.74	0.00	(6,712.74)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SPECIAL EVENTS FUND
DEPARTMENT - PARKS & RECREATION

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OPERATIONS						

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2026

SPECIAL EVENTS FUND
DEPARTMENT - NON-DEPARTMENTAL

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE OVER/(UNDER) EXPENDITURES	0	17.76	6,712.74	0.00	(6,712.74)	0.00
OTHER FINANCING SOURCES & USES						
OTHER SOURCES						
OTHER USES						
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	17.76	6,712.74	0.00	(6,712.74)	0.00

Section 4

Payment Register

City of Sealy, Texas
Check Register
March 2026

ACCOUNT	DATE	PAYMENT TYPE	CHECK NUMBER	VENDOR		AMOUNT	STATUS
GEN OP	3/2/2026	DRAFT	DRAFT	Amazon Business	$	440.59	POSTED
GEN OP	3/2/2026	DRAFT	DRAFT	Amazon Business	$	15.19	POSTED
PAYROLL	3/2/2026	DRAFT	DRAFT	Texas Municipal Retirement Sys	$	76,186.92	POSTED
2018 I&S	3/3/2026	DRAFT	DRAFT	The Bank of New York Mellon	$	825.00	POSTED
2022 I&S	3/3/2026	DRAFT	DRAFT	The Bank of New York Mellon	$	750.00	POSTED
CC CLEARING	3/4/2026	DRAFT	DRAFT	Chase Paymentech, LLC	$	7,944.03	POSTED
PAYROLL	3/4/2026	DRAFT	DRAFT	Internal Revenue Service	$	38,192.97	POSTED
PAYROLL	3/4/2026	CHECK	25266	Bilski, Carolyn	$	390.57	POSTED
PAYROLL	3/4/2026	CHECK	25267	Casique, Ana M	$	132.69	POSTED
PAYROLL	3/4/2026	CHECK	25268	Casique Pozos, Maria	$	1,058.02	POSTED
GEN OP	3/5/2026	EFT	3309	Nationwide Retirement Solution	$	2,760.00	POSTED
CC CLEARING	3/5/2026	DRAFT	DRAFT	American Express Merchant Serv	$	349.21	POSTED
PAYROLL	3/5/2026	DRAFT	DRAFT	Office of the Attorney General	$	151.22	POSTED
SPECIAL	3/9/2026	DRAFT	DRAFT	Wells Fargo Bank, N.A.	$	27,280.72	POSTED
EDC	3/10/2026	CHECK	2214	CenterPoint Energy Houston Ele	$	1,600.00	OUTSTND
EDC	3/10/2026	CHECK	2215	Electron Beam Technology	$	1,050.00	POSTED
EDC	3/10/2026	CHECK	2216	The Sealy News, Inc.	$	250.00	POSTED
GEN OP	3/10/2026	DRAFT	DRAFT	Fleetcor Technologies Op. Co.	$	3,374.32	POSTED
GEN OP	3/10/2026	CHECK	232832	AT&T	$	705.64	POSTED
GEN OP	3/10/2026	CHECK	232833	Austin County Appraisal Distri	$	41,451.00	POSTED
GEN OP	3/10/2026	CHECK	232834	Austin County Sheriff's Office	$	225.00	POSTED
GEN OP	3/10/2026	CHECK	232835	Core & Main LP	$	903.02	POSTED
GEN OP	3/10/2026	CHECK	232836	Isidro G. De Leon, D.O., P.A.	$	215.00	POSTED
GEN OP	3/10/2026	CHECK	232837	E.B. Air, LLC	$	1,255.00	POSTED
GEN OP	3/10/2026	CHECK	232838	Electron Beam Technology	$	800.00	POSTED
GEN OP	3/10/2026	CHECK	232839	Hahn Equipment Company, Inc.	$	31,640.00	POSTED
GEN OP	3/10/2026	CHECK	232840	Johnny B Good Lock & Safe	$	165.00	POSTED

City of Sealy, Texas
Check Register
March 2026

ACCOUNT	DATE	PAYMENT TYPE	CHECK NUMBER	VENDOR		AMOUNT	STATUS
GEN OP	3/10/2026	CHECK	232841	O'Reilly Auto Parts	$	20.71	POSTED
GEN OP	3/10/2026	CHECK	232842	Pitney Bowes Global Financial	$	124.58	POSTED
GEN OP	3/10/2026	CHECK	232843	Railroad Commission of Texas	$	2,500.00	POSTED
GEN OP	3/10/2026	CHECK	232844	Sealy Appliance & Butane Co.	$	466.50	CLEARED
GEN OP	3/10/2026	CHECK	232845	Steinhauser's	$	48.00	POSTED
GEN OP	3/10/2026	CHECK	232846	Texas Irrigation & Pipe, LLC	$	432.50	POSTED
GEN OP	3/10/2026	CHECK	232847	DELUNA, KAREN A	$	316.12	POSTED
GEN OP	3/10/2026	CHECK	232848	HISTOR MAKER HOMES	$	127.96	POSTED
GEN OP	3/10/2026	CHECK	232849	HISTORY MAKER HOME	$	127.96	POSTED
GEN OP	3/10/2026	CHECK	232850	JIREH CONSTRUCTION S	$	1,878.11	OUTSTND
GEN OP	3/10/2026	CHECK	232851	K HOVNANIAN OF HOUST	$	165.43	POSTED
GEN OP	3/10/2026	CHECK	232852	LANG JR, THOMAS	$	31.98	OUTSTND
GEN OP	3/10/2026	CHECK	232853	NEUMANN, GAGE E	$	60.61	CLEARED
GEN OP	3/10/2026	CHECK	232854	NSSR REALTY LLC	$	30.38	POSTED
GEN OP	3/10/2026	CHECK	232855	SOLID BRIDGE CONSTRU	$	1,881.68	POSTED
GEN OP	3/10/2026	CHECK	232856	TOLUNAY-WONG ENGINEE	$	1,937.09	OUTSTND
GEN OP	3/10/2026	CHECK	232857	WCTRACTOR - SEALY KU	$	173.58	POSTED
GEN OP	3/10/2026	CHECK	232858	KA HOUSING AND DEVEL	$	968.48	POSTED
GEN OP	3/10/2026	CHECK	232859	Austin County Sheriff's Office	$	10.60	POSTED
GEN OP	3/10/2026	CHECK	232860	ELOYDA CASTILLO	$	500.00	CLEARED
GEN OP	3/10/2026	CHECK	232861	HUNTERS CROSSING COMMUNITY	$	150.00	CLEARED
GEN OP	3/10/2026	CHECK	232862	JUANA LEON	$	250.00	POSTED
GEN OP	3/10/2026	CHECK	232863	STEPHANIE MORRELL	$	100.00	POSTED
GEN OP	3/10/2026	CHECK	232864	Texas Municipal Police Associa	$	416.00	POSTED
EDC	3/11/2026	SERV-CHG	31126	ACCT ANALYSIS SVC CHG FOR 0226	$	128.65	POSTED
GEN OP	3/11/2026	EFT	3310	HD SUPPLY, INC.	$	5,866.81	POSTED
GEN OP	3/11/2026	EFT	3311	Sodolak Corporation	$	173.00	POSTED

City of Sealy, Texas
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March 2026

ACCOUNT	DATE	PAYMENT TYPE	CHECK NUMBER	VENDOR	AMOUNT	STATUS
GEN OP	3/11/2026	EFT	3312	Koons Gas Measurement	$ 623.03	POSTED
GEN OP	3/11/2026	EFT	3313	Strand Associates, Inc.	$ 85,558.75	POSTED
GEN OP	3/11/2026	EFT	3314	Intellichoice, Inc.	$ 6,374.62	POSTED
GEN OP	3/11/2026	EFT	3315	Accurate Utility Supply, LLC	$ 13,842.75	POSTED
GEN OP	3/11/2026	EFT	3316	Patterson Equipment Company	$ 1,870.48	POSTED
GEN OP	3/11/2026	EFT	3317	Linde Gas & Equipment, Inc.	$ 305.55	POSTED
GEN OP	3/11/2026	EFT	3318	3L USA	$ 4,012.26	POSTED
GEN OP	3/11/2026	EFT	3319	Secor	$ 7,119.70	POSTED
GEN OP	3/11/2026	EFT	3320	EnServ Solutions	$ 278.00	POSTED
GEN OP	3/11/2026	EFT	3321	STEVEN SILVER	$ 1,062.50	POSTED
GEN OP	3/11/2026	EFT	3322	Allterra Central, Inc.	$ 363.00	POSTED
GEN OP	3/11/2026	EFT	3323	PVS DX Inc.	$ 2,420.40	POSTED
GEN OP	3/11/2026	EFT	3324	BNSF Railway Company	$ 50.00	POSTED
GEN OP	3/11/2026	EFT	3325	The LETCO Group LLC	$ 1,955.00	POSTED
GEN OP	3/11/2026	EFT	3326	Galls Parent Holdings, LLC	$ 307.92	POSTED
GEN OP	3/11/2026	EFT	3327	Eurofins Enviroment Testing Ec	$ 2,495.00	POSTED
GEN OP	3/11/2026	EFT	3328	Single Source Security, LLC	$ 269.34	POSTED
GEN OP	3/11/2026	EFT	3329	San Antonio Superior Solutions	$ 29,173.64	POSTED
GEN OP	3/11/2026	EFT	3330	UniFirst Holdings Inc.	$ 434.96	POSTED
GEN OP	3/11/2026	EFT	3331	Bluebonnet Groundwater Conserv	$ 2,096.68	POSTED
GEN OP	3/11/2026	EFT	3332	K-3 Resources, LP	$ 735.08	POSTED
GEN OP	3/11/2026	EFT	3333	Equipment Controls Company, In	$ 5,641.41	POSTED
GEN OP	3/11/2026	EFT	3334	Kirwin Law Firm, PLLC	$ 10,990.50	POSTED
GEN OP	3/11/2026	EFT	3335	Medical Air Services Associati	$ 630.00	POSTED
SPECIAL	3/11/2026	SERV-CHG	31126	ACCT ANALYSIS SVC CHG FOR 0226	$ 2,457.74	POSTED
GEN OP	3/17/2026	DRAFT	DRAFT	AT&T Mobility National Account	$ 107.53	POSTED
GEN OP	3/17/2026	DRAFT	DRAFT	Shred-it USA, Inc.	$ 805.17	POSTED

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ACCOUNT	DATE	PAYMENT TYPE	CHECK NUMBER	VENDOR	AMOUNT	STATUS
GEN OP	3/17/2026	DRAFT	DRAFT	RingCentral, Inc.	$ 1,203.79	POSTED
GEN OP	3/18/2026	DRAFT	DRAFT	AT&T Mobility National Account	$ 163.71	POSTED
GEN OP	3/18/2026	DRAFT	DRAFT	Fusion Cloud Services, LLC	$ 930.07	POSTED
GEN OP	3/18/2026	DRAFT	DRAFT	Reliant	$ 10.04	POSTED
GEN OP	3/18/2026	DRAFT	DRAFT	AT&T	$ 902.20	POSTED
GEN OP	3/18/2026	DRAFT	DRAFT	Cable One, Inc	$ 709.82	POSTED
GEN OP	3/18/2026	DRAFT	DRAFT	Engie North America, Inc	$ 40,281.48	POSTED
PAYROLL	3/18/2026	DRAFT	DRAFT	Internal Revenue Service	$ 244.07	POSTED
PAYROLL	3/18/2026	DRAFT	DRAFT	Internal Revenue Service	$ 35,537.33	POSTED
PAYROLL	3/18/2026	DRAFT	DRAFT	Texas Life Insurance Company	$ 1,006.99	POSTED
PAYROLL	3/18/2026	CHECK	25269	Casique, Ana M	$ 43.07	CLEARED
PAYROLL	3/18/2026	CHECK	25270	Casique Pozos, Maria	$ 1,058.02	POSTED
GEN OP	3/19/2026	EFT	3336	Nationwide Retirement Solution	$ 2,760.00	POSTED
PAYROLL	3/19/2026	DRAFT	DRAFT	Office of the Attorney General	$ 151.22	POSTED
PAYROLL	3/19/2026	DRAFT	DRAFT	Internal Revenue Service	$ 2,046.38	POSTED
SPECIAL	3/19/2026	DRAFT	DRAFT	State Comptroller of Public Ac	$ 44,582.20	POSTED
EDC	3/20/2026	CHECK	2217	Wittenburg Printing & Office S	$ 497.44	POSTED
GEN OP	3/20/2026	DRAFT	DRAFT	Municipal Gas Acquisition and	$ 59,147.31	POSTED
GEN OP	3/20/2026	DRAFT	DRAFT	Verizon Wireless	$ 2,784.81	POSTED
GEN OP	3/20/2026	CHECK	232865	Austin County Sheriff's Office	$ 150.00	CLEARED
GEN OP	3/20/2026	CHECK	232866	Austin County Tax OfficeVOIDED	$ 59.00	VOIDED
GEN OP	3/20/2026	CHECK	232867	Joe Paulo	$ 616,102.20	POSTED
GEN OP	3/20/2026	CHECK	232868	Cherise Wade	$ 154.00	POSTED
GEN OP	3/20/2026	CHECK	232869	Core & Main LP	$ 606.56	POSTED
GEN OP	3/20/2026	CHECK	232870	FSC, Inc.	$ 3,556.85	POSTED
GEN OP	3/20/2026	CHECK	232871	Harris County Accounts Receiva	$ 134.25	POSTED
GEN OP	3/20/2026	CHECK	232872	Houston-Galveston Area Council	$ 273.56	CLEARED

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March 2026

ACCOUNT	DATE	PAYMENT TYPE	CHECK NUMBER	VENDOR		AMOUNT	STATUS
GEN OP	3/20/2026	CHECK	232873	Johnny B Good Lock & Safe	$	135.00	POSTED
GEN OP	3/20/2026	CHECK	232874	Kloss Electric, Inc.	$	1,613.00	CLEARED
GEN OP	3/20/2026	CHECK	232875	LAW OFFICES OF RYAN HENRY, PLL	$	1,481.00	CLEARED
GEN OP	3/20/2026	CHECK	232876	P. F. Pettibone & Co.	$	173.85	CLEARED
GEN OP	3/20/2026	CHECK	232877	Perdue, Brandon, Fielder, Coll	$	177.50	POSTED
GEN OP	3/20/2026	CHECK	232878	S & S Automotive	$	3,905.10	POSTED
GEN OP	3/20/2026	CHECK	232879	The Sealy News, Inc.	$	100.00	POSTED
GEN OP	3/20/2026	CHECK	232880	Texas Department of Motor Vehi	$	7.50	CLEARED
GEN OP	3/20/2026	CHECK	232881	Texas Excavation Safety System	$	204.70	CLEARED
GEN OP	3/20/2026	CHECK	232882	Town Square Publications LLC	$	7,793.00	POSTED
GEN OP	3/20/2026	CHECK	232883	UBEO LLC	$	148.42	POSTED
GEN OP	3/20/2026	CHECK	232884	United States Postal Service	$	1,000.00	CLEARED
GEN OP	3/20/2026	CHECK	232885	Water Utility Services, Inc.	$	1,196.25	POSTED
GEN OP	3/20/2026	CHECK	232886	Wittenburg Printing & Office S	$	432.68	POSTED
GEN OP	3/20/2026	CHECK	232887	ANNABELLE LERMA	$	50.00	POSTED
GEN OP	3/20/2026	CHECK	232888	Austin County Sheriff's Office	$	68.49	CLEARED
GEN OP	3/20/2026	CHECK	232889	BAILEY LOPEZ	$	100.00	CLEARED
GEN OP	3/20/2026	CHECK	232890	HAILIANG COPPER TEXAS, INC	$	600.00	POSTED
GEN OP	3/20/2026	CHECK	232891	JOE BILSKI	$	868.12	POSTED
GEN OP	3/20/2026	CHECK	232892	MIRIAM MONTIEL	$	90.00	CLEARED
GEN OP	3/20/2026	CHECK	232893	Perdue, Brandon, Fielder, Coll	$	3,334.50	POSTED
GEN OP	3/20/2026	CHECK	232894	Perdue, Brandon, Fielder, Coll	$	5,676.71	POSTED
GEN OP	3/20/2026	CHECK	232895	RUSSELL GRIMES	$	50.00	CLEARED
GEN OP	3/20/2026	CHECK	232896	THOMAS GONZALEZ	$	750.00	CLEARED
GEN OP	3/20/2026	CHECK	232897	ZINNIA MONSIVAES	$	50.00	CLEARED
GEN OP	3/20/2026	CHECK	232898	WILLIAM POWELL	$	284.00	OUTSTND
GEN OP	3/20/2026	CHECK	232899	PEREZ, MIGUEL	$	125.00	POSTED

City of Sealy, Texas
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ACCOUNT	DATE	PAYMENT TYPE	CHECK NUMBER	VENDOR		AMOUNT	STATUS
PAYROLL	3/20/2026	DRAFT	DRAFT	American Fidelity Assurance	$	1,617.10	POSTED
PAYROLL	3/20/2026	DRAFT	DRAFT	LegalShield	$	25.90	POSTED
GEN OP	3/23/2026	DRAFT	DRAFT	Fleetcor Technologies Op. Co.	$	3,704.81	POSTED
GEN OP	3/23/2026	EFT	3337	Halbison Plumbing, LLC	$	316.57	POSTED
GEN OP	3/23/2026	EFT	3338	HD SUPPLY, INC.	$	2,060.51	POSTED
GEN OP	3/23/2026	EFT	3339	Waller County Asphalt, Inc.	$	789.80	POSTED
GEN OP	3/23/2026	EFT	3340	Advantage Interests, Inc.	$	2,145.00	POSTED
GEN OP	3/23/2026	EFT	3341	Sodolak Corporation	$	263.29	POSTED
GEN OP	3/23/2026	EFT	3342	Koons Gas Measurement	$	3,289.84	POSTED
GEN OP	3/23/2026	EFT	3343	Strand Associates, Inc.	$	4,450.00	POSTED
GEN OP	3/23/2026	EFT	3344	Austin County News Online, Inc	$	360.00	POSTED
GEN OP	3/23/2026	EFT	3345	Lora Lenzsch Law Firm, L.P.	$	2,062.50	POSTED
GEN OP	3/23/2026	EFT	3346	Blue Iron Technologies	$	13,427.43	POSTED
GEN OP	3/23/2026	EFT	3347	Enterprise FM Trust	$	33,517.16	POSTED
GEN OP	3/23/2026	EFT	3348	Badger Meter, Inc.	$	2,734.97	POSTED
GEN OP	3/23/2026	EFT	3349	Tifco Industries, Inc.	$	1,046.05	POSTED
GEN OP	3/23/2026	EFT	3350	AMCO Security Systems	$	45.99	POSTED
GEN OP	3/23/2026	EFT	3351	3L USA	$	2,357.03	POSTED
GEN OP	3/23/2026	EFT	3352	EnServ Solutions	$	4,120.01	POSTED
GEN OP	3/23/2026	EFT	3353	Utility Data Systems, Inc.	$	3,930.00	POSTED
GEN OP	3/23/2026	EFT	3354	K & M TIRE	$	1,185.60	POSTED
GEN OP	3/23/2026	EFT	3355	TrafCo Industries, Inc.	$	5,900.00	POSTED
GEN OP	3/23/2026	EFT	3356	Bureau Veritas North America,	$	10,422.80	POSTED
GEN OP	3/23/2026	EFT	3357	PVS DX Inc.	$	927.65	POSTED
GEN OP	3/23/2026	EFT	3358	Imperial Dade	$	972.02	POSTED
GEN OP	3/23/2026	EFT	3359	Charles E. Oberrender	$	300.00	POSTED
GEN OP	3/23/2026	EFT	3360	Galls Parent Holdings, LLC	$	1,583.09	POSTED

City of Sealy, Texas
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March 2026

ACCOUNT	DATE	PAYMENT TYPE	CHECK NUMBER	VENDOR		AMOUNT	STATUS
GEN OP	3/23/2026	EFT	3361	Angel Armor, LLC	$	515.00	POSTED
GEN OP	3/23/2026	EFT	3362	VoiceLink Call Centers Inc	$	323.81	POSTED
GEN OP	3/23/2026	EFT	3363	Matrix Imaging Solutions, LLC	$	2,672.09	POSTED
GEN OP	3/23/2026	EFT	3364	Accurate Meter & Backflow, LLC	$	600.00	POSTED
GEN OP	3/23/2026	EFT	3365	Chaparral Creative, LLC	$	2,500.00	POSTED
GEN OP	3/23/2026	EFT	3366	Vera Industries LLC	$	580,918.62	POSTED
GEN OP	3/23/2026	EFT	3367	American Mechanical Services o	$	7,058.50	POSTED
GEN OP	3/23/2026	EFT	3368	Single Source Security, LLC	$	547.39	POSTED
GEN OP	3/23/2026	EFT	3369	Eurofins Drinking Water and Wa	$	1,593.00	POSTED
GEN OP	3/23/2026	EFT	3370	Universal Enviromental Service	$	20.00	POSTED
GEN OP	3/23/2026	EFT	3371	Christopher J. Warren	$	5,338.88	POSTED
GEN OP	3/23/2026	EFT	3372	The Winstead House LLC	$	101,475.00	POSTED
GEN OP	3/23/2026	EFT	3373	UniFirst Holdings Inc.	$	424.57	POSTED
GEN OP	3/23/2026	EFT	3374	Condra Communications	$	25.00	POSTED
GEN OP	3/23/2026	EFT	3375	Texas Disposal Systems, Inc.	$	4,197.96	POSTED
GEN OP	3/23/2026	EFT	3376	Clyde E. Drake	$	1,000.00	POSTED
GEN OP	3/24/2026	DRAFT	DRAFT	UBEO of East Texas, Inc.	$	1,705.35	POSTED
EDC	3/25/2026	DRAFT	DRAFT	UBEO of East Texas, Inc.	$	235.00	POSTED
PAYROLL	3/26/2026	DRAFT	DRAFT	TX Health Benefits Pool	$	76,716.52	POSTED
PAYROLL	3/27/2026	DRAFT	DRAFT	Colonial Life & Accident Insur	$	318.10	POSTED
				TOTALS	**$**	**2,178,229.95**	

City of Sealy, Texas
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ECONOMIC DEVELOPMENT CORPORATION	
CHECK	3,397.44
DRAFT	363.65
EFT	-
TOTALS	**3,761.09**
GENERAL OPERATING ACCOUNT	
CHECK	741,529.17
DRAFT	116,286.19
EFT	997,587.51
TOTALS	**1,855,402.87**
SPECIAL ACCOUNT	
CHECK	-
DRAFT	74,320.66
EFT	-
TOTALS	**74,320.66**
CREDIT CARD CLEARING	
CHECK	-
DRAFT	8,293.24
EFT	-
TOTALS	**8,293.24**
PAYROLL	
CHECK	2,682.37
DRAFT	232,194.72
EFT	-
TOTALS	**234,877.09**
DEBT SERVICE	
CHECK	-
DRAFT	1,575.00
EFT	-
TOTALS	**1,575.00**

Section 5

HOT Fund Report

Discover SEALY
CONVENTION AND VISITORS BUREAU

CVB Operations & HOT Fund Report

Report Ending March 31st - Fiscal Year 2026

HOT Fund Financial Overview

FY 2026 HOT Revenue Collections

Date Paid	Establishment	Reporting Period	Taxable Room Receipts	Total Tax Due	Penalty	Total Paid
1/14/2026	STAR MOTEL	Q1 FY26	$ 5,365.00	$ 375.55	$ -	$ 375.55
1/28/2026	SUPER 8 MOTEL	Q1 FY26	$ 195,284.99	$ 13,669.95	$ -	$ 13,669.95
1/30/2026	HOLIDAY INN EXPRESS	Q1 FY26	$ 513,100.00	$ 35,917.00	$ -	$ 35,917.00
2/2/2026	AMERICAN INN	Q1 FY26	$ 29,431.57	$ 2,060.21	$ -	$ 2,060.21
4/10/2026	STAR MOTEL	Q2 FY26	$ 5,335.00	$ 373.45	$ -	$ 373.45
4/29/2026	SUPER 8 MOTEL	Q2 FY26	$ 170,504.52	$ 11,935.32	$ -	$ 11,935.32
4/30/2026	AMERICAN INN	Q2 FY26	$ 37,712.91	$ 2,639.90	$ -	$ 2,639.90
4/30/2026	HOLIDAY INN EXPRESS	Q2 FY26	$ 563,200.00	$ 39,424.00	$ -	$ 39,424.00
TOTAL REPORTED TAXABLE ROOM RECEIPTS			**$ 1,519,933.99**	**TOTAL PAID FYTD (FY2026)**		**$ 106,395.38**

HOT Fund Financial Overview

STATUTORY REQUIREMENTS - FY2026	
ADVERTISING	**HISTORICAL RESTORATION & PRESERVATION**
REQUIRED: AT LEAST 1% OF TAXABLE ROOM REVENUE COLLECTED	*REQUIRED: NOT MORE THAN 15% OF HOT TAX REVENUE COLLECTED*
TAXABLE ROOM RECEIPTS: $ 1,519,933.99	REVENUE COLLECTED: $ 106,395.38
MINIMUM (1%): $ 15,199.34	MAXIMUM (15%) $ 15,959.31

Summary by Funding Category

Category	FY26 EXPENDITURES	FY26 FLOORS & CEILINGS	FLOORS/CEILINGS MET?
A - CVB INFORMATION CENTER	$ 6,565.44	N/A	N/A
B - HOT FUNDS ADMINISTRATION	$ 60,792.44	N/A	N/A
C - MARKETING & ADVERTISING	$ 21,313.00	$ 15,199.34 MINIMUM	IN COMPLIANCE
E - HISTORICAL PRESERVATION	$ -	$ 15,959.31 MAXIMUM	
H - SIGNAGE DIRECTING TOURISTS	$ 23,545.65	N/A	N/A

HOT Fund Financial Overview

Itemized Expense Register

Date	Vendor	Description	Category	Amount
10/1/2025	P-CARD EXPENSE	TABLE AND CHAIRS	A - CVB INFORMATION C	$ 439.54
10/7/2025	P-CARD EXPENSE	HDMI CABLE FOR DESKTOP COMPUTER	A - CVB INFORMATION C	$ 9.99
10/8/2025	P-CARD EXPENSE	VISITORS CENTER COFFEE MAKER	A - CVB INFORMATION C	$ 244.36
10/13/2025	P-CARD EXPENSE	OFFICE KEYS	A - CVB INFORMATION C	$ 11.55
10/16/2025	ELECTRON BEAM TECHNOLOGY	BUILDING LEASE	A - CVB INFORMATION C	$ 800.00
10/17/2025	UBEO OF EAST TEXAS, INC	COPIER LEASE	A - CVB INFORMATION C	$ 112.50
11/17/2025	UBEO OF EAST TEXAS, INC	COPIER LEASE	A - CVB INFORMATION C	$ 112.50
11/21/2025	ELECTRON BEAM TECHNOLOGY	BUILDING LEASE	A - CVB INFORMATION C	$ 800.00
11/21/2025	ELECTRON BEAM TECHNOLOGY	BUILDING LEASE	A - CVB INFORMATION C	$ 800.00
1/7/2026	UBEO OF EAST TEXAS, INC	COPIER LEASE	A - CVB INFORMATION C	$ 112.50
1/8/2026	P-CARD EXPENSE	STANDING DESK FOR CVB OFFICE	A - CVB INFORMATION C	$ 380.00
1/14/2026	UBEO OF EAST TEXAS, INC	COPIER LEASE	A - CVB INFORMATION C	$ 112.50
1/30/2026	ELECTRON BEAM TECHNOLOGY	BUILDING LEASE	A - CVB INFORMATION C	$ 800.00
1/30/2026	ELECTRON BEAM TECHNOLOGY	BUILDING LEASE	A - CVB INFORMATION C	$ 800.00
2/12/2026	UBEO OF EAST TEXAS, INC	COPIER LEASE	A - CVB INFORMATION C	$ 112.50
2/19/2026	ELECTRON BEAM TECHNOLOGY	BUILDING LEASE	A - CVB INFORMATION C	$ 800.00
3/25/2026	UBEO OF EAST TEXAS, INC	COPIER LEASE	A - CVB INFORMATION C	$ 117.50
10/1/2025	CHARLIE WADE	MILEAGE REIMBURSEMENT (TTA SUMMIT)	B - HOT FUNDS ADMIN	$ 208.60
10/1/2025	CHARLIE WADE	MEAL REIMBURSEMENT (TTA SUMMIT)	B - HOT FUNDS ADMIN	$ 32.00
10/1/2025	PLACER LABS INC	PLACER AI SUBSCRIPTION	B - HOT FUNDS ADMIN	$ 5,000.00
10/1/2025	TML INTERGOVERNMENTAL RISK POOL	WORKERS COMPENSATION INSURANCE	B - HOT FUNDS ADMIN	$ 38.76
10/1/2025	TML INTERGOVERNMENTAL RISK POOL	GENERAL LIABILITY INSURANCE	B - HOT FUNDS ADMIN	$ 304.63
10/1/2025	WITTENBURG PRINTING	CERAMIC COFFEE MUGS	B - HOT FUNDS ADMIN	$ 2,145.60
10/3/2025	HILTON HOTELS	HOTEL (TTA SUMMIT)	B - HOT FUNDS ADMIN	$ 655.04
10/3/2025	TEXAS HEALTH BENEFITS	GROUP INSURANCE	B - HOT FUNDS ADMIN	$ 392.14
10/6/2025	ONTHECLOCK	TIMECLOCK SUBSCRIPTION	B - HOT FUNDS ADMIN	$ 2.94
10/13/2025	P-CARD EXPENSE	TACVB ANNUAL MEMBERSHIP DUES	B - HOT FUNDS ADMIN	$ 520.00

HOT Fund Financial Overview

Date	Vendor	Description	Category	Amount
10/14/2025	BLUE IRON TECHNOLOGIES	IT SUPPORT	B - HOT FUNDS ADMIN	$ 303.75
10/14/2025	CHARLIE WADE	MILEAGE REIMBURSEMENT (HGAC MAIN ST MEETING)	B - HOT FUNDS ADMIN	$ 86.44
10/15/2025	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,536.00
10/15/2025	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 117.12
10/16/2025	CANVA	ANNUAL CANVA SUBSCRIPTION	B - HOT FUNDS ADMIN	$ 119.99
10/17/2025	RINGCENTRAL, INC.	TELEPHONE SERVICE	B - HOT FUNDS ADMIN	$ 31.31
10/21/2025	TEXAS TRAVEL ALLIANCE	DMO/CVB MEMBERSHIP DUES	B - HOT FUNDS ADMIN	$ 500.00
10/24/2025	P-CARD EXPENSE	THREE RING BINDERS AND TABS	B - HOT FUNDS ADMIN	$ 76.05
10/27/2025	P-CARD EXPENSE	MEAL (PRIDE OF TEXAS MEETING)	B - HOT FUNDS ADMIN	$ 12.45
10/29/2025	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,920.00
10/29/2025	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 146.88
10/29/2025	TEXAS MUNICIPAL RETIREMENT SYSTEM	CVB PAYROLL - RETIREMENT CONTRIBUTIONS	B - HOT FUNDS ADMIN	$ 231.94
10/31/2025	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES (EDC)	B - HOT FUNDS ADMIN	$ 1,384.58
10/31/2025	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES (EDC)	B - HOT FUNDS ADMIN	$ 105.92
10/31/2025	TEXAS HEALTH BENEFITS	GROUP INSURANCE	B - HOT FUNDS ADMIN	$ 773.38
10/31/2025	TEXAS MUNICIPAL RETIREMENT SYSTEM	CVB PAYROLL - RETIREMENT CONTRIBUTIONS (EDC)	B - HOT FUNDS ADMIN	$ 209.07
11/4/2025	ONTHECLOCK	TIMECLOCK SUBSCRIPTION	B - HOT FUNDS ADMIN	$ 2.94
11/6/2025	CHARLIE WADE	MILEAGE REIMBURSEMENT (DESTINATIONS WKSHP)	B - HOT FUNDS ADMIN	$ 108.64
11/6/2025	RINGCENTRAL, INC.	TELEPHONE SERVICE	B - HOT FUNDS ADMIN	$ 31.31
11/12/2025	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,920.00
11/12/2025	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 146.40
11/13/2025	DESTINATIONS TEXAS	2026 WINTER CONFERENCE REGISTRATION	B - HOT FUNDS ADMIN	$ 610.00
11/17/2025	SHRED-IT	SHREDDING SERVICE	B - HOT FUNDS ADMIN	$ 114.15
11/25/2025	TEXAS HEALTH BENEFITS	GROUP INSURANCE	B - HOT FUNDS ADMIN	$ 773.38
11/26/2025	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,920.00
11/26/2025	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 146.40
11/26/2025	TEXAS MUNICIPAL RETIREMENT SYSTEM	CVB PAYROLL - RETIREMENT CONTRIBUTIONS	B - HOT FUNDS ADMIN	$ 579.84
11/28/2025	CHARLIE WADE	MILEAGE REIMBURSEMENT (FOL SUPPLIES RUN)	B - HOT FUNDS ADMIN	$ 42.28
11/30/2025	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES (EDC)	B - HOT FUNDS ADMIN	$ 1,384.58

HOT Fund Financial Overview

Date	Vendor	Description	Category	Amount
11/30/2025	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES (EDC)	B - HOT FUNDS ADMIN	$ 105.92
11/30/2025	TEXAS MUNICIPAL RETIREMENT SYSTEM	CVB PAYROLL - RETIREMENT CONTRIBUTIONS (EDC)	B - HOT FUNDS ADMIN	$ 209.07
12/2/2025	ONTHECLOCK	TIMECLOCK SUBSCRIPTION	B - HOT FUNDS ADMIN	$ 2.94
12/10/2025	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,920.00
12/10/2025	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES (SALARY ADJ)	B - HOT FUNDS ADMIN	$ 325.00
12/10/2025	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 146.40
12/10/2025	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES (SALARY ADJ)	B - HOT FUNDS ADMIN	$ 24.86
12/12/2025	RINGCENTRAL, INC.	TELEPHONE SERVICE	B - HOT FUNDS ADMIN	$ 31.31
12/15/2025	SHRED-IT	SHREDDING SERVICE	B - HOT FUNDS ADMIN	$ 132.02
12/16/2025	DESTINATIONS TEXAS	DESTINATION MARKETING CERTIFICATION TRAINING	B - HOT FUNDS ADMIN	$ 150.00
12/24/2025	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,920.00
12/24/2025	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 146.40
12/24/2025	TEXAS MUNICIPAL RETIREMENT SYSTEM	CVB PAYROLL - RETIREMENT CONTRIBUTIONS	B - HOT FUNDS ADMIN	$ 869.76
12/31/2025	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES (EDC)	B - HOT FUNDS ADMIN	$ 1,449.58
12/31/2025	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES (EDC)	B - HOT FUNDS ADMIN	$ 110.89
12/31/2025	TEXAS HEALTH BENEFITS	GROUP INSURANCE	B - HOT FUNDS ADMIN	$ 773.38
12/31/2025	TEXAS MUNICIPAL RETIREMENT SYSTEM	CVB PAYROLL - RETIREMENT CONTRIBUTIONS (EDC)	B - HOT FUNDS ADMIN	$ 218.89
1/1/2026	TEXAS HOTEL & LODGING ASSOCIATION	2026 MEMBERSHIP DUES	B - HOT FUNDS ADMIN	$ 1,543.00
1/1/2026	TML INTERGOVERNMENTAL RISK POOL	GENERAL LIABILITY INSURANCE	B - HOT FUNDS ADMIN	$ 310.06
1/1/2026	TML INTERGOVERNMENTAL RISK POOL	WORKERS COMPENSATION INSURANCE	B - HOT FUNDS ADMIN	$ 38.76
1/2/2026	P-CARD EXPENSE	TIMECLOCK SUBSCRIPTION	B - HOT FUNDS ADMIN	$ 2.94
1/6/2026	P-CARD EXPENSE	2026 TRAVEL & TOURISM COLLEGE REGISTRATION	B - HOT FUNDS ADMIN	$ 899.00
1/6/2026	TEXAS MUNICIPAL RETIREMENT SYSTEM	CVB PAYROLL - RETIREMENT CONTRIBUTIONS	B - HOT FUNDS ADMIN	$ 628.92
1/7/2026	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,920.00
1/7/2026	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 146.40
1/9/2026	RINGCENTRAL, INC.	TELEPHONE SERVICE	B - HOT FUNDS ADMIN	$ 31.26
1/9/2026	P-CARD EXPENSE	REFUND FOR DESTINATION MARKETING	B - HOT FUNDS ADMIN	$ (60.00)
1/16/2026	SHRED-IT	SHREDDING SERVICE	B - HOT FUNDS ADMIN	$ 133.01
1/21/2026	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,920.00

HOT Fund Financial Overview

Date	Vendor	Description	Category	Amount
1/21/2026	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 146.40
1/26/2026	P-CARD EXPENSE	CNTRL TX I-10 COMM ALLIANCE 26 MEMBERSHIP DUES	B - HOT FUNDS ADMIN	$ 125.00
1/27/2026	TEXAS HEALTH BENEFITS	GROUP INSURANCE	B - HOT FUNDS ADMIN	$ 773.38
1/28/2026	P-CARD EXPENSE	MEALS - DESTINATION TX DMS TRAINING	B - HOT FUNDS ADMIN	$ 27.91
1/30/2026	CHARLIE WADE	MILEAGE REIMBURSEMENT - DESTINATIONS TEXAS	B - HOT FUNDS ADMIN	$ 256.97
1/30/2026	P-CARD EXPENSE	MEALS - DESTINATION TX DMS TRAINING	B - HOT FUNDS ADMIN	$ 27.25
1/31/2026	CVB ADMINISTRATION	JANUARY 2026 EDC ADMIN - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,384.58
1/31/2026	CVB ADMINISTRATION	JANUARY 2026 EDC ADMIN - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 105.92
1/31/2026	CVB ADMINISTRATION	JANUARY 2026 EDC ADMIN - RETIREMENT CONTRIB.	B - HOT FUNDS ADMIN	$ 215.99
1/31/2026	CVB ADMINISTRATION	JANUARY 2026 CITY ADMINISTRATION OF HOT FUNDS	B - HOT FUNDS ADMIN	$ 227.62
2/2/2026	ONTHECLOCK	TIMECLOCK SUBSCRIPTION	B - HOT FUNDS ADMIN	$ 2.93
2/2/2026	P-CARD EXPENSE	TRAVEL - DESTINATIONS TX WINTER CONF - MEAL	B - HOT FUNDS ADMIN	$ 10.46
2/2/2026	P-CARD EXPENSE	TRAVEL - DESTINATIONS TX WINTER CONF - HOTEL	B - HOT FUNDS ADMIN	$ 457.32
2/3/2026	CHARLIE WADE	MILEAGE REIMBURSEMENT - ROCK THE COUNTRY	B - HOT FUNDS ADMIN	$ 19.04
2/3/2026	TEXAS MUNICIPAL RETIREMENT SYSTEM	CVB PAYROLL - RETIREMENT CONTRIBUTIONS	B - HOT FUNDS ADMIN	$ 599.04
2/4/2026	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,920.00
2/4/2026	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 146.40
2/5/2026	CVB ADMINISTRATION	FEBRUARY 2026 CITY ADMINISTRATION OF HOT FUNDS	B - HOT FUNDS ADMIN	$ 242.80
2/9/2026	RINGCENTRAL, INC.	TELEPHONE SERVICE	B - HOT FUNDS ADMIN	$ 31.25
2/10/2026	P-CARD EXPENSE	DESTINATIONS TX SMALL DMO WORKSHOP	B - HOT FUNDS ADMIN	$ 295.00
2/10/2026	P-CARD EXPENSE	DESTINATIONS TX INNOVATION SUMMIT	B - HOT FUNDS ADMIN	$ 495.00
2/18/2026	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,920.00
2/18/2026	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 146.40
2/24/2026	TEXAS HEALTH BENEFITS	GROUP INSURANCE	B - HOT FUNDS ADMIN	$ 773.38
2/26/2026	CHARLIE WADE	MILEAGE REIMBURSEMENT - TX HISTORICAL COMM.	B - HOT FUNDS ADMIN	$ 154.00
2/28/2026	CVB ADMINISTRATION	FEBRUARY 2026 EDC ADMIN - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,384.58
2/28/2026	CVB ADMINISTRATION	FEBRUARY 2026 EDC ADMIN - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 105.92
2/28/2026	CVB ADMINISTRATION	FEBRUARY 2026 EDC ADMIN - RETIREMENT CONTRIB.	B - HOT FUNDS ADMIN	$ 215.99
3/2/2026	TEXAS MUNICIPAL RETIREMENT SYSTEM	CVB PAYROLL - RETIREMENT CONTRIBUTIONS	B - HOT FUNDS ADMIN	$ 599.04

HOT Fund Financial Overview

Date	Vendor	Description	Category	Amount
3/2/2026	ONTHECLOCK	TIMECLOCK SUBSCRIPTION	B - HOT FUNDS ADMIN	$ 2.93
3/2/2026	P-CARD EXPENSE	TX HISTORICAL COMMISSION WORKSHOP - LUNCH	B - HOT FUNDS ADMIN	$ 5.98
3/4/2026	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,920.00
3/4/2026	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 146.40
3/9/2026	P-CARD EXPENSE	CVB CELL PHONE CHARGER & CASE	B - HOT FUNDS ADMIN	$ 65.95
3/17/2026	RINGCENTRAL, INC.	TELEPHONE SERVICE	B - HOT FUNDS ADMIN	$ 31.25
3/18/2026	CVB ADMINISTRATION	CVB PAYROLL - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,920.00
3/18/2026	INTERNAL REVENUE SERVICE	CVB PAYROLL - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 146.40
3/19/2026	CHARLIE WADE	TRAVEL REIMB - CENTRAL I-10 COMM ALLIANCE MTNG	B - HOT FUNDS ADMIN	$ 123.90
3/20/2026	VERIZON WIRLESS	CELLULAR SERVICE	B - HOT FUNDS ADMIN	$ 45.20
3/23/2026	P-CARD EXPENSE	I-10 ALLIANCE MEETING - LUNCH	B - HOT FUNDS ADMIN	$ 17.61
3/26/2026	TEXAS HEALTH BENEFITS	GROUP INSURANCE	B - HOT FUNDS ADMIN	$ 773.38
3/26/2026	CVB ADMINISTRATION	MARCH 2026 CITY ADMINISTRATION OF HOT FUNDS	B - HOT FUNDS ADMIN	$ 393.10
3/31/2026	CVB ADMINISTRATION	MARCH 2026 EDC ADMIN - SALARY & WAGES	B - HOT FUNDS ADMIN	$ 1,384.58
3/31/2026	CVB ADMINISTRATION	MARCH 2026 EDC ADMIN - PAYROLL TAXES	B - HOT FUNDS ADMIN	$ 105.92
3/31/2026	CVB ADMINISTRATION	MARCH 2026 EDC ADMIN - RETIREMENT CONTRIB.	B - HOT FUNDS ADMIN	$ 215.99
10/1/2025	AUSTIN COUNTY FAIR ASSOCIATION	2025 ACF MAIN CATALOG ADVERTISEMENT	C - ADVERTISING	$ 175.00
11/30/2025	AUSTIN COUNTY NEWS ONLINE	WEBSITE MAINTENANCE	C - ADVERTISING	$ 75.00
12/1/2025	CHAPARRAL CREATIVE LLC	SOCIAL MEDIA MANAGEMENT	C - ADVERTISING	$ 2,500.00
12/6/2025	TX FESTIVAL & TOURISM CONSULTING	FANTASY OF LIGHTS EVENT	C - ADVERTISING	$ 5,000.00
12/11/2025	JOHNNY FRANCO	MAIN STREET SIGN	C - ADVERTISING	$ 520.00
12/11/2025	P-CARD EXPENSE	FACEBOOK ADVERTISEMENT - FOL	C - ADVERTISING	$ 250.00
12/15/2025	AUSTIN COUNTY NEWS ONLINE	WEBSITE MAINTENANCE	C - ADVERTISING	$ 75.00
1/1/2026	CHAPARRAL CREATIVE LLC	SOCIAL MEDIA MANAGEMENT	C - ADVERTISING	$ 500.00
1/6/2026	SEE MY LEGACY LLC	ANNUAL SUBSCRIPTION	C - ADVERTISING	$ 2,300.00
1/27/2026	AUSTIN COUNTY NEWS ONLINE	WEBSITE MAINTENANCE	C - ADVERTISING	$ 75.00
2/24/2026	P-CARD EXPENSE	ADVERTISEMENT - EXPLORE AUSTIN COUNTY VISITORS	C - ADVERTISING	$ 900.00
2/25/2026	TOWN SQUARE PUBLICATIONS	ADVERTISEMENT	C - ADVERTISING	$ 7,793.00
3/1/2026	AUSTIN COUNTY NEWS ONLINE	WEBSITE MAINTENANCE	C - ADVERTISING	$ 75.00

HOT Fund Financial Overview

Date	Vendor	Description	Category	Amount
3/3/2026	CHAPARRAL CREATIVE LLC	SOCIAL MEDIA MANAGEMENT	C - ADVERTISING	$ 500.00
3/24/2026	AUSTIN COUNTY NEWS ONLINE	WEBSITE MAINTENANCE	C - ADVERTISING	$ 75.00
3/31/2026	CHAPARRAL CREATIVE LLC	SOCIAL MEDIA MANAGEMENT	C - ADVERTISING	$ 500.00
11/11/2025	FOUND DESIGN LLC (MERJE)	WAYFINDING SIGN PROGRAM	H - SIGNAGE	$ 7,165.65
1/31/2026	FOUND DESIGN LLC (MERJE)	WAYFINDING SIGN PROGRAM	H - SIGNAGE	$ 11,712.50
3/31/2026	FOUND DESIGN LLC (MERJE)	WAYFINDING SIGN PROGRAM	H - SIGNAGE	$ 4,667.50

b)

SEALY TEXAS
A History of Excellence. A Future of Progress.

Memorandum

TO: City Secretary

FROM: Mayor Carolyn Bilski

DATE: May 19, 2026

SUBJECT: Appointments to the Parks Board

In accordance with Section 70-32 of the Code of Ordinances, I hereby appoint the following individuals as members of the Parks Board.

POSITION#	NAME	TERM
1	Carolyn Scott	2024-2028
2	Renee Kofman	2024-2028
3	Christine Froebel	2024-2028

The following appointments remain in effect for the terms indicated.

POSITION#	NAME	TERM
4	Joe Lemos	2023-2027
5	John Williamson	2023-2027

Carolyn Scott

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Parks Board

REQUEST FOR REAPPOINTMENT TO CITY OF SEALY BOARDS AND COMMISSIONS

The City Council will use this application for their selection of individuals for appointments to specific Boards and Commissions that were established to assist and advise the City Council on specific issues.

- All information provided in this application is public information pursuant to the Texas Public Information Act
- All individuals appointed to serve on a Board or Commission will be required to complete training relative to the Texas Open Meetings Act and Texas Public Information Act

Name: Carolyn J. Scott

[redacted]

Business Address: _____

Business Telephone: _____

Do you live inside the city limits of Sealy? ✓ Yes _____ No

If so, how many years? most of my life

Are you registered to vote in the City of Sealy? ✓ Yes _____ No

If no,

Do you live in the extra territorial jurisdiction of the City of Sealy? _____ Yes _____ No

Do you live in Austin County? ✓ Yes _____ No

Are any immediate family members employed by the City of Sealy? _____ Yes ✓ No

If yes, please specify: _____

Do any immediate family members serve on Boards or Commissions in the City of Sealy?

_____ Yes ✓ No; If yes, please specify: _____

Indicate the following Boards and Commission you are currently serving on, and those you are interested in serving on in addition to your current Board or Commission:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Currently	Additionally	Rank of Interest/ Request
Economic Development Corporation			
Parks Board	Yes		1
Planning Commission & Capital Improvement Advisory Committee	Yes		1
Charter Review Commission			
Tax Increment Reinvestment Zone (TIRZ) #2			

In the appropriate line, please indicate what year you began serving on the above indicated Boards or Commissions, and the number of terms:

Name of Board/Commission	Member Since (Year)	Number of Terms
Economic Development Corporation		
Parks Board	2022	4
Planning Commission & Capital Improvement Advisory Committee	2025	1
Charter Review Commission		
Tax Increment Reinvestment Zone (TIRZ) #2		

If you are applying to serve on an additional Board or Commission, please explain what you hope to contribute to the community by serving on the Board or Commission to which you applied?

_____

_____

_____

I understand that if any member of the public makes a request for information included in the application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

Carolyn J. Scott
Applicant Signature

3-9-2026
Date

All applications must be signed and submitted to the City Secretary. If there are no vacancies at the time of submittal, all applications are kept two (2) years from receipt of the application and will be destroyed as mandated. Please call (979) 885-3511 or email svrablec@ci.sealy.tx.us any questions to the City Secretary's office.

Submit applications by mail to:

City of Sealy

P. O. Box 517

Sealy, Texas 77474

Or email application to:
svrablec@ci.sealy.tx.us

ORIENTATION & APPLICATION POLICY
for BOARDS AND COMMISSION

RESPONSIBILITIES OF BOARDS AND COMMISSION MEMBERS

To be selected as a City board or commission member is a high honor and provides an unusual opportunity for genuine public service. Although specific duties of each vary with the purpose for which they are formed, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities:

1. Understand the role and scope of responsibility, serving at the pleasure of City Council, in an advisory capacity to make recommendations on issues specific to the board's duties and responsibilities. Be informed of the individual board or commission's scope of responsibility and operating procedures.
2. Members are required to complete training on the Public Information Act and Open Meetings Act and submit a certificate of completion, preferably prior to performing any official duties as a Board and Commission Member, but not greater than within 60 days of appointment to board.
3. Be careful to represent the majority views of your individual board or commission. Individual "opinions" to the public and press are discouraged and, if given, should be identified as such.
4. Members should represent the public interest and not special interest groups.
5. Members are in a unique position of serving as a liaison between the City and the citizens and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives.
6. Do your homework and be thorough in recommendations. View situations under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on careful preparation will strengthen the value of the group's recommendation.
7. Supportive relationships with the City Council and City staff are basic for successful operation of any board or commission. In contacting City personnel on items of consideration, the proper channel is through the designated City staff liaison providing staff support for your group. Board members may not become involved in the daily operation of the City or in personnel or employment matters, nor be granted special privileges or project status and information outside of their responsibilities as board members.
8. Establish a good working relationship with fellow group members. Respect individual viewpoints, allow other members time to present their views fully before making comments, be open and honest, welcome new members and strive to minimize political action on issues.
9. Council appointments to boards and commissions are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not use or involve their membership in the conduct of political activities.

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REQUEST FOR REAPPOINTMENT TO CITY OF SEALY BOARDS AND COMMISSION

The City Council will use this application for their selection of individuals for appointments to specific Boards and Commissions that were established to assist and advise the City Council on specific issues.

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Name: Renée Kofman

[redacted]

Business Address: N/A

Business Telephone: N/A

Do you live inside the city limits of Sealy? _____Yes ✓ No

If so, how many years? _____

Are you registered to vote in the City of Sealy? _____Yes ✓ No

If no,

Do you live in the extra territorial jurisdiction of the City of Sealy? ✓ Yes _____No

Do you live in Austin County? ✓ Yes _____No

Are any immediate family members employed by the City of Sealy? _____Yes ✓ No

If yes, please specify: _____

Do any immediate family members serve on Boards or Commissions in the City of Sealy?

_____Yes ✓ No; If yes, please specify: _____

Indicate the following Boards and Commission you are currently serving on, and those you are interested in serving on in addition to your current Board or Commission:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Currently	Additionally	Rank of Interest/ Request
Economic Development Corporation			
Parks Board	✓		
Planning Commission & Capital Improvement Advisory Committee			
Main Street Advisory Board			
Charter Review Commission			
Tax Increment Reinvestment Zone (TIRZ) #2			

In the appropriate line, please indicate what year you began serving on the above indicated Boards or Commissions, and the number of terms:

Name of Board/Commission	Member Since (Year)	Number of Terms
Economic Development Corporation		
Parks Board	2018	3
Planning Commission & Capital Improvement Advisory Committee		
Main Street Advisory Board		
Charter Review Commission		
Tax Increment Reinvestment Zone (TIRZ) #2		

If you are applying to serve on an additional Board or Commission, please explain what you hope to contribute to the community by serving on the Board or Commission to which you applied? I enjoy serving on the Parks Board!

I understand that if any member of the public makes a request for information included in the application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

Applicant Signature Renee Kofman Date 3-12-26

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P. O. Box 517

Sealy, Texas 77474

Or email application to:

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ORIENTATION & APPLICATION POLICY
for BOARDS AND COMMISSION

RESPONSIBILITIES OF BOARDS AND COMMISSION MEMBERS

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3. Be careful to represent the majority views of your individual board or commission. Individual "opinions" to the public and press are discouraged and, if given, should be identified as such.
4. Members should represent the public interest and not special interest groups.
5. Members are in a unique position of serving as a liaison between the City and the citizens and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives.
6. Do your homework and be thorough in recommendations. View situations under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on careful preparation will strengthen the value of the group's recommendation.
7. Supportive relationships with the City Council and City staff are basic for successful operation of any board or commission. In contacting City personnel on items of consideration, the proper channel is through the designated City staff liaison providing staff support for your group. Board members may not become involved in the daily operation of the City or in personnel or employment matters, nor be granted special privileges or project status and information outside of their responsibilities as board members.
8. Establish a good working relationship with fellow group members. Respect individual viewpoints, allow other members time to present their views fully before making comments, be open and honest, welcome new members and strive to minimize political action on issues.
9. Council appointments to boards and commissions are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not use or involve their membership in the conduct of political activities.

APPLICATION FOR APPOINTMENT TO CITY OF SEALY BOARDS AND COMMISSIONS

The City Council will use this application for their selection of individuals for appointments to specific Boards and Commissions that were established to assist and advise the City Council on specific issues.

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- All individuals appointed to serve on a Board or Commission will be required to complete training relative to the Texas Open Meetings Act and Texas Public Information Act

Name: Christine Froebel

[redacted]

Business Address:_____

Business Telephone:_____

Do you live inside the city limits of Sealy? ✓ Yes _____No

If so, how many years? 2+

Are you registered to vote in the City of Sealy? ✓ Yes _____No

If no,

Do you live in the extra territorial jurisdiction of the City of Sealy? _____ Yes ✓ No

Do you live in Austin County? ✓ Yes _____No

Are any immediate family members employed by the City of Sealy? ____Yes ____No

If yes, please specify:_____

Do any immediate family members serve on Boards or Commissions in the City of Sealy?

_____Yes ✓ No; If yes, please specify:_____

Indicate the following Boards and Commission you are interested in serving on:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Yes	No	Rank
Economic Development Corporation		✓	
Parks Board	✓		1
Planning Commission & Capital Improvement Advisory Committee	✓		
Charter Review Commission		✓	
Tax Increment Reinvestment Zone (TIRZ) #2		✓	

Occupation/Areas of Expertise: Retired Elementary PE Teacher and Coach from the Houston area currently working from home as a small business owner of a Travel Agency as well as an area farm and rancher's wife.

Work experience applicable to the City Board or Commission for which you are applying:
I have not worked in the Parks and Recreation departments of any city, but I have worked and been a teacher/coach in 2 major school districts in greater Houston area.

Have you attended a City Council meeting? _____ Yes ___✓___No

Have you attended a Board or Commission meeting for which you have applied?
_____Yes ___✓___No

Do you have knowledge/training regarding the applied Board or Commission?
_____Yes ___✓___No

List any specific knowledge/training/experience that qualifies you to serve in the position(s) indicated:
Bach of Science from University of Colorado (Boulder) in Exercise Sciences and Parks & Recreation,
Texas Certified Teacher K-12 Physical Education, Health, Special Ed, Adaptive PE
15+ years of teaching and coaching in Klein ISD and CyFair ISD
Sports and Athletics Mom for Football, Baseball, Soccer, Swimming and Water Polo, Volleyball

Do you have knowledge/expertise in any of the following areas?
Please check all that apply:

AREA OF KNOWLEDGE/EXPERTISE	YES	NO	Staff Use Only:
Real Estate/ Development		✓	P,S
Manufacturing/ Industrial Operations		✓	P,S
Business Development		✓	P,S
Law/ Contractual Administration		✓	S, T, CR
Building/ Construction		✓	P, S
Banking/ Finance		✓	S
Promotion/ Marketing	✓		S, Parks, MS
Business Management		✓	S, MS
Strategic Planning/ Project Management		✓	P, S
Event Planning/ Tourism/ Sporting Events	✓		Parks,MS
Landscape/ Horticulture		✓	Parks
Historic Preservation	✓		Parks, MS

Do you currently serve on other Board or Commission at this time? _____Yes ___✓___No
If so, which Board or Commission? _____

Do you have any business or personal relationship with the City of Sealy that would affect your ability to have impartial judgement in City matters? _____Yes ___✓___No
If yes, please explain:

_____

_____

_____

What do you hope to contribute to the community by serving on the Board or Commission to which you applied?

I am new to the community and I would like to get involved with the growth and devolpement of this City and the areas I use the most.

I will bring an objective and fresh point of view and hopefully some wisdom from having

experienced challenges in previous situations. Since I am mostly retired my work sched

List any civic, community, or volunteer activities with which you have been involved that you feel should be considered:

I am new to living in Sealy but I have owned property in the Austin County area for many years. I support many FFA projects

and I have served as a committeeman with Houston Livestock Show and Rodeo for ove

During my 30+ years in Houston I have worked closely with a variety of Sports leagues

I understand that if any member of the public makes a request for information included in the application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

Christine Froebel

Applicant Signature

4/30/2026

Date

All applications must be signed and submitted to the City Secretary. If there are no vacancies at the time of submittal, all applications are kept two (2) years from receipt of the application and will be destroyed as mandated. Please call (979) 885-3511 or email svrablec@ci.sealy.tx.us any questions to the City Secretary's office.

Submit applications by mail to:

City of Sealy

P. O. Box 517

Sealy, Texas 77474

Or email application to:

svrablec@ci.sealy.tx.us

c)

SEALY TEXAS
A History of Excellence. A Future of Progress.

Memorandum

TO: **City Secretary**

FROM: **Mayor Carolyn Bilski**

DATE: **May 19, 2026**

SUBJECT: **Appointments to the Planning Commission**

In accordance with Section 78-31 of the Code of Ordinances, I hereby appoint the following individuals as members of the Planning Commission.

POSITION#	NAME	TERM
5	Joe Lemos	2024-2028
6	Keith Kulow	2024-2028
7	Dee Anne Lerma	2026-2028

The following appointments remain in effect for the terms indicated.

POSITIONS#	NAME	TERM
1	Carolyn Scott	2023-2027
2	Robert Goddard	2023-2027
3	Ruth Brooks	2023-2027
4	Clayton Kucera	2023-2027

REQUEST FOR REAPPOINTMENT TO CITY OF SEALY BOARDS AND COMMISSION

The City Council will use this application for their selection of individuals for appointments to specific Boards and Commissions that were established to assist and advise the City Council on specific issues.

- All information provided in this application is public information pursuant to the Texas Public Information Act
- All individuals appointed to serve on a Board or Commission will be required to complete training relative to the Texas Open Meetings Act and Texas Public Information Act

Name: Joe Lemos

[redacted]

Business Address: N/A

Business Telephone: N/A

Do you live inside the city limits of Sealy? ✓ Yes _____ No

If so, how many years? 32 years

Are you registered to vote in the City of Sealy? ✓ Yes _____ No

If no,

Do you live in the extra territorial jurisdiction of the City of Sealy? _____ Yes _____ No

Do you live in Austin County? ✓ Yes _____ No

Are any immediate family members employed by the City of Sealy? _____ Yes ✓ No

If yes, please specify: _____

Do any immediate family members serve on Boards or Commissions in the City of Sealy?

_____ Yes ✓ No; If yes, please specify: _____

Indicate the following Boards and Commission you are currently serving on, and those you are interested in serving on in addition to your current Board or Commission:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Currently	Additionally	Rank of Interest/ Request
Economic Development Corporation			
Parks Board	✓		
Planning Commission & Capital Improvement Advisory Committee			
Main Street Advisory Board			
Charter Review Commission			✓
Tax Increment Reinvestment Zone (TIRZ) #2			

In the appropriate line, please indicate what year you began serving on the above indicated Boards or Commissions, and the number of terms:

Name of Board/Commission	Member Since (Year)	Number of Terms
Economic Development Corporation		
Parks Board		
Planning Commission & Capital Improvement Advisory Committee	½ term	
Main Street Advisory Board		
Charter Review Commission		1
Tax Increment Reinvestment Zone (TIRZ) #2		

If you are applying to serve on an additional Board or Commission, please explain what you hope to contribute to the community by serving on the Board or Commission to which you applied?

I want to contribute in reviewing financial & budgets, participant in strategic planning & oversight Act as an ambassador with our mission statement and values for our city.

I understand that if any member of the public makes a request for information included in the application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

Joe M. Lemos
Applicant Signature

2 April 26
Date

All applications must be signed and submitted to the City Secretary. If there are no vacancies at the time of submittal, all applications are kept two (2) years from receipt of the application and will be destroyed as mandated. Please call (979) 885-3511 or email svrablec@ci.sealy.tx.us any questions to the City Secretary's office.

Submit applications by mail to:

City of Sealy

P. O. Box 517

Sealy, Texas 77474

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REQUEST FOR REAPPOINTMENT TO CITY OF SEALY BOARDS AND COMMISSIONS

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Name: Keith Allen Kulow

[redacted]

Business Address: _____

Business Telephone: _____

Do you live inside the city limits of Sealy? ✓ Yes _____ No

If so, how many years? 49

Are you registered to vote in the City of Sealy? ✓ Yes _____ No

If no,

Do you live in the extra territorial jurisdiction of the City of Sealy? _____ Yes ✓ No

Do you live in Austin County? _____ Yes ✓ No

Are any immediate family members employed by the City of Sealy? _____ Yes ✓ No

If yes, please specify: _____

Do any immediate family members serve on Boards or Commissions in the City of Sealy?

_____ Yes ✓ No; If yes, please specify: _____

Indicate the following Boards and Commission you are currently serving on, and those you are interested in serving on in addition to your current Board or Commission:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Currently	Additionally	Rank of Interest/ Request
Economic Development Corporation			
Parks Board			
Planning Commission & Capital Improvement Advisory Committee	✓		currently serving
Charter Review Commission			
Tax Increment Reinvestment Zone (TIRZ) #2			

In the appropriate line, please indicate what year you began serving on the above indicated Boards or Commissions, and the number of terms:

Name of Board/Commission	Member Since (Year)	Number of Terms
Economic Development Corporation		
Parks Board		
Planning Commission & Capital Improvement Advisory Committee	2025-2026	1
Charter Review Commission		
Tax Increment Reinvestment Zone (TIRZ) #2		

If you are applying to serve on an additional Board or Commission, please explain what you hope to contribute to the community by serving on the Board or Commission to which you applied?

To help with the growth of Sealy

I understand that if any member of the public makes a request for information included in the application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.



Applicant Signature

3-30-2026

Date

All applications must be signed and submitted to the City Secretary. If there are no vacancies at the time of submittal, all applications are kept two (2) years from receipt of the application and will be destroyed as mandated. Please call (979) 885-3511 or email svrablec@ci.sealy.tx.us any questions to the City Secretary's office.

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Sealy, Texas 77474

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svrablec@ci.sealy.tx.us

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APR 21 2026

APPLICATION FOR APPOINTMENT TO CITY OF SEALY BOARDS AND COMMISSIONS

The City Council will use this application for their selection of individuals for appointments to specific Boards and Commissions that were established to assist and advise the City Council on specific issues.

- All information provided in this application is public information pursuant to the Texas Public Information Act
- All individuals appointed to serve on a Board or Commission will be required to complete training relative to the Texas Open Meetings Act and Texas Public Information Act

Name: Dee Anne Lerma

[redacted]

Do you live inside the city limits of Sealy? ✔ Yes _____ No

If so, how many years? 13 (born & raised here, and moved back in 2013)

Are you registered to vote in the City of Sealy? ✔ Yes _____ No

If no,

Do you live in the extra territorial jurisdiction of the City of Sealy? _____ Yes _____ No

Do you live in Austin County? _____ Yes _____ No

Are any immediate family members employed by the City of Sealy? _____ Yes ✔ No

If yes, please specify:_____

Do any immediate family members serve on Boards or Commissions in the City of Sealy?

_____ Yes ✔ No; If yes, please specify:_____

Indicate the following Boards and Commission you are interested in serving on:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Yes	No	Rank
Economic Development Corporation	✔		3
Parks Board			
Planning Commission & Capital Improvement Advisory Committee	✔		1
Charter Review Commission			
Tax Increment Reinvestment Zone (TIRZ) #2	✔		2

Occupation/Areas of Expertise: Served on Sealy city council 2017-2026, previously served on the SEDC, Co-chairperson for the Austin County Appraisal District (2017-2026), commercial project management, business executive, and business owner.

Work experience applicable to the City Board or Commission for which you are applying:
Real estate investor since 1990. Licensed real estate agent since 2014. Mortgage servicing executive 1984-2012. Project Manager, liaison, marketing, and management for commercial construction firm for hospitals, data centers, distribution centers, and office buildings.

Have you attended a City Council meeting? ✔ Yes _____ No

Have you attended a Board or Commission meeting for which you have applied?
✔ Yes _____ No

Do you have knowledge/training regarding the applied Board or Commission?
✔ Yes _____ No

List any specific knowledge/training/experience that qualifies you to serve in the position(s) indicated:
I've served on the Sealy City Council 2017-2026 with numerous hours of TML, HGAC, and EDC training. I have a wide range of commercial and residential knowledge and experience since 1984.

Do you have knowledge/expertise in any of the following areas?
Please check all that apply:

AREA OF KNOWLEDGE/EXPERTISE	YES	NO	Staff Use Only:
Real Estate/ Development	✔		P,S
Manufacturing/ Industrial Operations	✔		P,S
Business Development	✔		P,S
Law/ Contractual Administration	✔		S, T, CR
Building/ Construction	✔		P, S
Banking/ Finance	✔		S
Promotion/ Marketing	✔		S, Parks, MS
Business Management	✔		S, MS
Strategic Planning/ Project Management	✔		P, S
Event Planning/ Tourism/ Sporting Events	✔		Parks,MS
Landscape/ Horticulture		✔	Parks
Historic Preservation	✔		Parks, MS

Do you currently serve on other Board or Commission at this time? ✔ Yes ____ No
If so, which Board or Commission? ACAD

Do you have any business or personal relationship with the City of Sealy that would affect your ability to have impartial judgement in City matters? ____ Yes ✔ No
If yes, please explain:

What do you hope to contribute to the community by serving on the Board or Commission to which you applied?
I would like to give back to my community and assist the city with planning.

List any civic, community, or volunteer activities with which you have been involved that you feel should be considered:
Sealy City Council, ACAD, SEDC, Sealy Chamber (former board member).

I understand that if any member of the public makes a request for information included in the application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

Applicant Signature

04/21/2026
Date

All applications must be signed and submitted to the City Secretary. If there are no vacancies at the time of submittal, all applications are kept two (2) years from receipt of the application and will be destroyed as mandated. Please call (979) 885-3511 or email svrablec@ci.sealy.tx.us any questions to the City Secretary's office.

Submit applications by mail to:

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APR 15 2026

ORIENTATION & APPLICATION POLICY for BOARDS AND COMMISSION

RESPONSIBILITIES OF BOARDS AND COMMISSION MEMBERS

To be selected as a City board or commission member is a high honor and provides an unusual opportunity for genuine public service. Although specific duties of each vary with the purpose for which they are formed, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities:

1. Understand the role and scope of responsibility, serving at the pleasure of City Council, in an advisory capacity to make recommendations on issues specific to the board's duties and responsibilities. Be informed of the individual board or commission's scope of responsibility and operating procedures.
2. Members are required to complete training on the Public Information Act and Open Meetings Act and submit a certificate of completion, preferably prior to performing any official duties as a Board and Commission Member, but not greater than within 60 days of appointment to board.
3. Be careful to represent the majority views of your individual board or commission. Individual "opinions" to the public and press are discouraged and, if given, should be identified as such.
4. Members should represent the public interest and not special interest groups.
5. Members are in a unique position of serving as a liaison between the City and the citizens and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives.
6. Do your homework and be thorough in recommendations. View situations under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on careful preparation will strengthen the value of the group's recommendation.
7. Supportive relationships with the City Council and City staff are basic for successful operation of any board or commission. In contacting City personnel on items of consideration, the proper channel is through the designated City staff liaison providing staff support for your group. Board members may not become involved in the daily operation of the City or in personnel or employment matters, nor be granted special privileges or project status and information outside of their responsibilities as board members.
8. Establish a good working relationship with fellow group members. Respect individual viewpoints, allow other members time to present their views fully before making comments, be open and honest, welcome new members and strive to minimize political action on issues.
9. Council appointments to boards and commissions are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not use or involve their membership in the conduct of political activities.

d)

SEALY TEXAS
A History of Excellence. A Future of Progress.

Memorandum

TO: City Secretary

FROM: Mayor Carolyn Bilski

DATE: May 19, 2026

SUBJECT: Appointments to the Sealy Economic Development Corporation

In accordance with Article III, Section 3.02, of the Bylaws of the Sealy Economic Development Corporation, I hereby appoint the following individuals as members of the Planning Commission.

POSITION#	NAME	TERM
1	Sterling Schiller	2024-2028
2	Brenda Krchnak	2024-2028
3	Col (R) James E. Brooks	2024-2028
4	Michael D. Nowotny	2024-2028

The following appointments remain in effect for the terms indicated.

POSITION#	NAME	TERM
5	Jennifer Sullivan	2023-2027
6	Carolyn Bilski	2023-2027
7	Cody Hogue	2023-2027

RECEIVED
MAR 25 2026

REQUEST FOR REAPPOINTMENT TO CITY OF SEALY BOARDS AND COMMISSIONS

The City Council will use this application for their selection of individuals for appointments to specific Boards and Commissions that were established to assist and advise the City Council on specific issues.

- All information provided in this application is public information pursuant to the Texas Public Information Act
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Name: STERLING SCHILLER

[redacted]

Business Address: ~

Business Telephone: ~

Do you live inside the city limits of Sealy? ✓ Yes ____ No

If so, how many years? 50+ years

Are you registered to vote in the City of Sealy? ✓ Yes ____ No

If no,

Do you live in the extra territorial jurisdiction of the City of Sealy? ✓ Yes ____ No

Do you live in Austin County? ✓ Yes ____ No

Are any immediate family members employed by the City of Sealy? ____ Yes ✓ No

If yes, please specify: ____

Do any immediate family members serve on Boards or Commissions in the City of Sealy?

____ Yes ✓ No; If yes, please specify: ____

Indicate the following Boards and Commission you are currently serving on, and those you are interested in serving on in addition to your current Board or Commission:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Currently	Additionally	Rank of Interest/ Request
Economic Development Corporation	YES	YES	1
Parks Board	YES	YES	2
Planning Commission & Capital Improvement Advisory Committee			
Charter Review Commission			
Tax Increment Reinvestment Zone (TIRZ) #2			

In the appropriate line, please indicate what year you began serving on the above indicated Boards or Commissions, and the number of terms:

Name of Board/Commission	Member Since (Year)	Number of Terms
Economic Development Corporation	2016 ?	5
Parks Board	?	?
Planning Commission & Capital Improvement Advisory Committee		
Charter Review Commission		
Tax Increment Reinvestment Zone (TIRZ) #2		

If you are applying to serve on an additional Board or Commission, please explain what you hope to contribute to the community by serving on the Board or Commission to which you applied?

_____

_____

_____

I understand that if any member of the public makes a request for information included in the application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

Applicant Signature

3-24-26
Date

All applications must be signed and submitted to the City Secretary. If there are no vacancies at the time of submittal, all applications are kept two (2) years from receipt of the application and will be destroyed as mandated. Please call (979) 885-3511 or email svrablec@ci.sealy.tx.us any questions to the City Secretary's office.

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Or email application to:
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APPLICATION FOR APPOINTMENT TO CITY OF SEALY BOARDS AND COMMISSIONS

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Name: BRENDA KRCHNAK

[redacted]

Do you live inside the city limits of Sealy? ✓ Yes _____ No

If so, how many years? 58 yrs.

Are you registered to vote in the City of Sealy? ✓ Yes _____ No

If no,

Do you live in the extra territorial jurisdiction of the City of Sealy? _____ Yes ✓ No

Do you live in Austin County? ✓ Yes _____ No

Are any immediate family members employed by the City of Sealy? _____ Yes ✓ No

If yes, please specify: _____

Do any immediate family members serve on Boards or Commissions in the City of Sealy?

_____ Yes ✓ No; If yes, please specify: _____

Indicate the following Boards and Commission you are interested in serving on:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Yes	No	Rank
Economic Development Corporation	✓		
Parks Board			
Planning Commission & Capital Improvement Advisory Committee			
Main Street Advisory Board			
Charter Review Commission			
Tax Increment Reinvestment Zone (TIRZ) #2			

Occupation/Areas of Expertise: _____

RETIRED AS SUPERINTENDENT OF SCHOOLS - 2022

CURRENTLY WORKING AS BRANCH MANAGER/ESCROW OFFICER

Work experience applicable to the City Board or Commission for which you are applying:

Have you attended a City Council meeting? ____ Yes ✓ No

Have you attended a Board or Commission meeting for which you have applied?
✓ Yes ____ No

Do you have knowledge/training regarding the applied Board or Commission?
✓ Yes ____ No

List any specific knowledge/training/experience that qualifies you to serve in the position(s) indicated:

* PUBLIC INFORMATION ACT TRAINING
* ROBERTS RULES OF ORDER
* OPEN MEETINGS ACT TRAINING

Do you have knowledge/expertise in any of the following areas?
Please check all that apply:

AREA OF KNOWLEDGE/EXPERTISE	YES	NO	Staff Use Only:
Real Estate/ Development	✓		P,S
Manufacturing/ Industrial Operations			P,S
Business Development			P,S
Law/ Contractual Administration	✓		S, T, CR
Building/ Construction	✓		P, S
Banking/ Finance	✓		S
Promotion/ Marketing			S, Parks, MS
Business Management			S, MS
Strategic Planning/ Project Management	✓		P, S
Event Planning/ Tourism/ Sporting Events			Parks,MS
Landscape/ Horticulture			Parks
Historic Preservation			Parks, MS

Do you currently serve on other Board or Commission at this time? _____Yes ___✓___No
If so, which Board or Commission? _____

Do you have any business or personal relationship with the City of Sealy that would affect your ability to have impartial judgement in City matters? _____Yes ___✓___No
If yes, please explain:

_____

_____

_____

What do you hope to contribute to the community by serving on the Board or Commission to which you applied?

_____

LIFE LONG KNOWLEDGE OF SEALY, TX

CONCERNED ABOUT POSITIVE GROWTH FOR FUTURE GENERATIONS

List any civic, community, or volunteer activities with which you have been involved that you feel should be considered:
SEALY CHAMBER OF COMMERCE BOARD MEMBER

SEALY EDUCATION FOUNDATION BOARD MEMBER

PAST LITTLE LEAGUE BOARD MEMBER

I understand that if any member of the public makes a request for information included in the application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

Paul N. Kubala — Applicant Signature

4-14-26 — Date

All applications must be signed and submitted to the City Secretary. If there are no vacancies at the time of submittal, all applications are kept two (2) years from receipt of the application and will be destroyed as mandated. Please call (979) 885-3511 or email svrablec@ci.sealy.tx.us any questions to the City Secretary's office.

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RECEIVED
MAR 17 2026

REQUEST FOR REAPPOINTMENT TO CITY OF SEALY BOARDS AND COMMISSIONS

The City Council will use this application for their selection of individuals for appointments to specific Boards and Commissions that were established to assist and advise the City Council on specific issues.

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Name: COL(R) JAMES E. BROOKS

[redacted]

Business Address: _____

Business Telephone: _____

Do you live inside the city limits of Sealy? ✓ Yes _____ No

If so, how many years? 10

Are you registered to vote in the City of Sealy? ✓ Yes _____ No

If no,

Do you live in the extra territorial jurisdiction of the City of Sealy? _____ Yes ✓ No

Do you live in Austin County? ✓ Yes _____ No

Are any immediate family members employed by the City of Sealy? _____ Yes ✓ No

If yes, please specify: _____

Do any immediate family members serve on Boards or Commissions in the City of Sealy?

✓ Yes _____ No; If yes, please specify: PLANNING COMMISSION

Indicate the following Boards and Commission you are currently serving on, and those you are interested in serving on in addition to your current Board or Commission:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Currently	Additionally	Rank of Interest/ Request
Economic Development Corporation	✓		1
Parks Board			
Planning Commission & Capital Improvement Advisory Committee			
Charter Review Commission			
Tax Increment Reinvestment Zone (TIRZ) #2			

In the appropriate line, please indicate what year you began serving on the above indicated Boards or Commissions, and the number of terms:

Name of Board/Commission	Member Since (Year)	Number of Terms
Economic Development Corporation	2024	1
Parks Board		
Planning Commission & Capital Improvement Advisory Committee		
Charter Review Commission		
Tax Increment Reinvestment Zone (TIRZ) #2		

If you are applying to serve on an additional Board or Commission, please explain what you hope to contribute to the community by serving on the Board or Commission to which you applied?

ONLY REAPPLYING TO CONTINUE SERVING ON THE ECONOMIC DEVELOPMENT CORPORATION BOARD

I understand that if any member of the public makes a request for information included in the application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

James E. Brooks

Applicant Signature

3/16/2026

Date

All applications must be signed and submitted to the City Secretary. If there are no vacancies at the time of submittal, all applications are kept two (2) years from receipt of the application and will be destroyed as mandated. Please call (979) 885-3511 or email svrablec@ci.sealy.tx.us any questions to the City Secretary's office.

Submit applications by mail to:

City of Sealy

P. O. Box 517

Sealy, Texas 77474

Or email application to:
svrablec@ci.sealy.tx.us

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MAR 25 2026

REQUEST FOR REAPPOINTMENT TO CITY OF SEALY BOARDS AND COMMISSIONS

The City Council will use this application for their selection of individuals for appointments to specific Boards and Commissions that were established to assist and advise the City Council on specific issues.

- All information provided in this application is public information pursuant to the Texas Public Information Act
- All individuals appointed to serve on a Board or Commission will be required to complete training relative to the Texas Open Meetings Act and Texas Public Information Act

Name: Michael D Novotny

[redacted]

Business Address: —

Business Telephone: —

Do you live inside the city limits of Sealy? Y Yes _____ No

If so, how many years? 30yrs

Are you registered to vote in the City of Sealy? X Yes _____ No

If no,

Do you live in the extra territorial jurisdiction of the City of Sealy? _____ Yes X No

Do you live in Austin County? X Yes _____ No

Are any immediate family members employed by the City of Sealy? _____ Yes X No

If yes, please specify: _____

Do any immediate family members serve on Boards or Commissions in the City of Sealy?

X Yes _____ No; If yes, please specify: Clayton Lucas Stepson

Indicate the following Boards and Commission you are currently serving on, and those you are interested in serving on in addition to your current Board or Commission:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Currently	Additionally	Rank of Interest/ Request
Economic Development Corporation	✓		
Parks Board			
Planning Commission & Capital Improvement Advisory Committee			
Charter Review Commission			
Tax Increment Reinvestment Zone (TIRZ) #2			

In the appropriate line, please indicate what year you began serving on the above indicated Boards or Commissions, and the number of terms:

Name of Board/Commission	Member Since (Year)	Number of Terms
Economic Development Corporation	2024	
Parks Board		
Planning Commission & Capital Improvement Advisory Committee		
Charter Review Commission		
Tax Increment Reinvestment Zone (TIRZ) #2		

If you are applying to serve on an additional Board or Commission, please explain what you hope to contribute to the community by serving on the Board or Commission to which you applied?

_____

_____

_____

I understand that if any member of the public makes a request for information included in the application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

Applicant Signature

3-24-26
Date

All applications must be signed and submitted to the City Secretary. If there are no vacancies at the time of submittal, all applications are kept two (2) years from receipt of the application and will be destroyed as mandated. Please call (979) 885-3511 or email svrablec@ci.sealy.tx.us any questions to the City Secretary's office.

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SEALY TEXAS
A History of Excellence. A Future of Progress.

Memorandum

TO: City Secretary

FROM: Mayor Carolyn Bilski

DATE: May 19, 2026

SUBJECT: Appointments to the Tax Increment Reinvestment Zone Board #2

POSITION#	NAME	TERM
1	Gary Pless	2024-2028
2	Cheryl McLaughlin	2024-2028
3	Roxanna Saldana	2024-2028
4	Chris Noack	2024-2028

The following appointments remain in effect for the terms indicated.

POSITION#	NAME	TERM
5	Carolyn Bilski	2023-2027
6	Jennifer Sullivan	2023-2027
7	John Williamson	2023-2027

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APR 0 2 2026

REQUEST FOR REAPPOINTMENT TO CITY OF SEALY BOARDS AND COMMISSIONS

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Name: Gary Pless

[redacted]

Business Address: _____

Business Telephone: _____

Do you live inside the city limits of Sealy? ✓ Yes _____ No

If so, how many years? 20 plus years

Are you registered to vote in the City of Sealy? ✓ Yes _____ No

If no,

Do you live in the extra territorial jurisdiction of the City of Sealy? _____ Yes _____ No

Do you live in Austin County? ✓ Yes _____ No

Are any immediate family members employed by the City of Sealy? _____ Yes ✓ No

If yes, please specify: _____

Do any immediate family members serve on Boards or Commissions in the City of Sealy?

_____ Yes ✓ No; If yes, please specify: _____

Indicate the following Boards and Commission you are currently serving on, and those you are interested in serving on in addition to your current Board or Commission:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Currently	Additionally	Rank of Interest/ Request
Economic Development Corporation			
Parks Board			
Planning Commission & Capital Improvement Advisory Committee			
Charter Review Commission			
Tax Increment Reinvestment Zone (TIRZ) #2	✓		

In the appropriate line, please indicate what year you began serving on the above indicated Boards or Commissions, and the number of terms:

Name of Board/Commission	Member Since (Year)	Number of Terms
Economic Development Corporation		
Parks Board		
Planning Commission & Capital Improvement Advisory Committee		
Charter Review Commission		
Tax Increment Reinvestment Zone (TIRZ) #2	10+ yrs	

If you are applying to serve on an additional Board or Commission, please explain what you hope to contribute to the community by serving on the Board or Commission to which you applied?

_____

_____

_____

I understand that if any member of the public makes a request for information included in the application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

Gary Pless
Applicant Signature

3-24-2026
Date

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ORIENTATION & APPLICATION POLICY
for BOARDS AND COMMISSION

RESPONSIBILITIES OF BOARDS AND COMMISSION MEMBERS

To be selected as a City board or commission member is a high honor and provides an unusual opportunity for genuine public service. Although specific duties of each vary with the purpose for which they are formed, there are certain responsibilities that are common to all members. The following is a summary of those responsibilities:

1. Understand the role and scope of responsibility, serving at the pleasure of City Council, in an advisory capacity to make recommendations on issues specific to the board's duties and responsibilities. Be informed of the individual board or commission's scope of responsibility and operating procedures.
2. Members are required to complete training on the Public Information Act and Open Meetings Act and submit a certificate of completion, preferably prior to performing any official duties as a Board and Commission Member, but not greater than within 60 days of appointment to board.
3. Be careful to represent the majority views of your individual board or commission. Individual "opinions" to the public and press are discouraged and, if given, should be identified as such.
4. Members should represent the public interest and not special interest groups.
5. Members are in a unique position of serving as a liaison between the City and the citizens and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives.
6. Do your homework and be thorough in recommendations. View situations under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. Conclusions based on careful preparation will strengthen the value of the group's recommendation.
7. Supportive relationships with the City Council and City staff are basic for successful operation of any board or commission. In contacting City personnel on items of consideration, the proper channel is through the designated City staff liaison providing staff support for your group. Board members may not become involved in the daily operation of the City or in personnel or employment matters, nor be granted special privileges or project status and information outside of their responsibilities as board members.
8. Establish a good working relationship with fellow group members. Respect individual viewpoints, allow other members time to present their views fully before making comments, be open and honest, welcome new members and strive to minimize political action on issues.
9. Council appointments to boards and commissions are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not use or involve their membership in the conduct of political activities.

APPLICATION FOR APPOINTMENT TO CITY OF SEALY BOARDS AND COMMISSIONS

The City Council will use this application for their selection of individuals for appointments to specific Boards and Commissions that were established to assist and advise the City Council on specific issues.

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Name: Cheryl McLaughlin

[redacted]

Business Address:_____

Business Telephone:_____

Do you live inside the city limits of Sealy? ✔ Yes _____ No

If so, how many years? 15

Are you registered to vote in the City of Sealy? ✔ Yes _____ No

If no,

Do you live in the extra territorial jurisdiction of the City of Sealy? _____ Yes ✔ No

Do you live in Austin County? ✔ Yes _____ No

Are any immediate family members employed by the City of Sealy? _____ Yes ✔ No

If yes, please specify:_____

Do any immediate family members serve on Boards or Commissions in the City of Sealy?

_____ Yes ✔ No; If yes, please specify:_____

serving on:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Yes	No	Rank
Economic Development Corporation		✔	
Parks Board	✔		
Planning Commission & Capital Improvement Advisory Committee		✔	
Charter Review Commission		✔	
Tax Increment Reinvestment Zone (TIRZ) #2	✔		

Occupation/Areas of Expertise: Retired middle school teacher/coach 42 years

Currently in the Bluebonnet Master Gardener Intern Class (scheduled to graduate April 28, 2026)

Currently Sealy Homestead HOA Secretary

Work experience applicable to the City Board or Commission for which you are applying:

I was Campus Athletic Coordinator for my coaching assignments. I taught Physical Education and coached Volleyball,

Cross Country, Basketball & Track for 42 years. I am currently tutoring 6th grade math to prepare students for the

STAAR test. I am currently working with the Sealy Area Junior Master Gardeners Program.

Have you attended a City Council meeting? _____ Yes ✔ No

Have you attended a Board or Commission meeting for which you have applied?
_____ Yes ✔ No

Do you have knowledge/training regarding the applied Board or Commission?
_____ Yes ✔ No

List any specific knowledge/training/experience that qualifies you to serve in the position(s) indicated:

All of my past leadership positions (42 years), teaching, coaching, organizational skills.

Do you have knowledge/expertise in any of the following areas?
Please check all that apply:

AREA OF KNOWLEDGE/EXPERTISE	YES	NO	Staff Use Only:
Real Estate/ Development		✔	P,S
Manufacturing/ Industrial Operations		✔	P,S
Business Development		✔	P,S
Law/ Contractual Administration		✔	S, T, CR
Building/ Construction		✔	P, S
Banking/ Finance		✔	S
Promotion/ Marketing		✔	S, Parks, MS
Business Management		✔	S, MS
Strategic Planning/ Project Management		✔	P, S
Event Planning/ Tourism/ Sporting Events	✔		Parks,MS
Landscape/ Horticulture	✔		Parks
Historic Preservation		✔	Parks, MS

Do you currently serve on other Board or Commission at this time? ✔ Yes ____ No
If so, which Board or Commission? TIRZ

Do you have any business or personal relationship with the City of Sealy that would affect your ability to have impartial judgement in City matters? ____ Yes ✔ No
If yes, please explain:

What do you hope to contribute to the community by serving on the Board or Commission to which you applied?
I feel my past experiences in my profession and being a Sealy resident for 15 years has prepared me for whatever I choose to take on.

List any civic, community, or volunteer activities with which you have been involved that you feel should be considered:
I have also been Sealy Homestead HOA Secretary for 4 years at this point and am currently serving in that position for at least another 2 years.

included in the application for appointment, it must be disclosed under the **Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.**

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

Cheryl McLaughlin
Applicant Signature

April 14, 2026
Date

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APR 15 2026

ORIENTATION & APPLICATION POLICY for BOARDS AND COMMISSION

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2. Members are required to complete training on the Public Information Act and Open Meetings Act and submit a certificate of completion, preferably prior to performing any official duties as a Board and Commission Member, but not greater than within 60 days of appointment to board.
3. Be careful to represent the majority views of your individual board or commission. Individual "opinions" to the public and press are discouraged and, if given, should be identified as such.
4. Members should represent the public interest and not special interest groups.
5. Members are in a unique position of serving as a liaison between the City and the citizens and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives.
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9. Council appointments to boards and commissions are made without regard to political party affiliation. Members are not restricted from participating in political activities; however, members should not use or involve their membership in the conduct of political activities.

Indicate the following Boards and Commission you are interested in serving on:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Yes	No	Rank
Economic Development Corporation		✔	
Parks Board	✔		
Planning Commission & Capital Improvement Advisory Committee		✔	
Charter Review Commission		✔	
Tax Increment Reinvestment Zone (TIRZ) #2	✔		

Occupation/Areas of Expertise: Retired middle school teacher/coach 42 years

Currently in the Bluebonnet Master Gardener Intern Class (scheduled to graduate April 28, 2026)

Currently Sealy Homestead HOA Secretary

Work experience applicable to the City Board or Commission for which you are applying:

I was Campus Athletic Coordinator for my coaching assignments. I taught Physical Education and coached Volleyball,

Cross Country, Basketball & Track for 42 years. I am currently tutoring 6th grade math to prepare students for the

STAAR test. I am currently working with the Sealy Area Junior Master Gardeners Program.

Have you attended a City Council meeting? _____ Yes ✔ No

Have you attended a Board or Commission meeting for which you have applied?
_____ Yes ✔ No

Do you have knowledge/training regarding the applied Board or Commission?
_____ Yes ✔ No

List any specific knowledge/training/experience that qualifies you to serve in the position(s) indicated:

All of my past leadership positions (42 years), teaching, coaching, organizational skills.

I understand that if any member of the public makes a request for information included in the application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

Cheryl McLaughlin
Applicant Signature

April 14, 2026
Date

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Name: Roxanna Saldana

[redacted]

Business Telephone: _____

Do you live inside the city limits of Sealy? ✓ Yes _____ No

If so, how many years? 24 years.

Are you registered to vote in the City of Sealy? ✓ Yes _____ No

If no,

Do you live in the extra territorial jurisdiction of the City of Sealy? _____ Yes ✓ No

Do you live in Austin County? ✓ Yes _____ No

Are any immediate family members employed by the City of Sealy? _____ Yes ✓ No

If yes, please specify: _____

Do any immediate family members serve on Boards or Commissions in the City of Sealy?

_____ Yes ✓ No; If yes, please specify: _____

Indicate the following Boards and Commission you are interested in serving on:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Yes	No	Rank
Economic Development Corporation		✓	
Parks Board	✓		
Planning Commission & Capital Improvement Advisory Committee		✓	
Charter Review Commission	✓		
Tax Increment Reinvestment Zone (TIRZ) #2		✓	

Occupation/Areas of Expertise: Real Estate / Healthcare

Work experience applicable to the City Board or Commission for which you are applying: I have served in the planning commission

Have you attended a City Council meeting? ✓ Yes _____ No

Have you attended a Board or Commission meeting for which you have applied?
_____ Yes ✓ No

Do you have knowledge/training regarding the applied Board or Commission?
✓? Yes _____ No

List any specific knowledge/training/experience that qualifies you to serve in the position(s) indicated: I have a passion for serving and being involved. Served in planning commission really helped me learn a lot in how the meeting are done.

Do you have knowledge/expertise in any of the following areas?
Please check all that apply:

AREA OF KNOWLEDGE/EXPERTISE	YES	NO	Staff Use Only:
Real Estate/ Development	✓		P,S
Manufacturing/ Industrial Operations			P,S
Business Development	✓		P,S
Law/ Contractual Administration			S, T, CR
Building/ Construction			P, S
Banking/ Finance			S
Promotion/ Marketing			S, Parks, MS
Business Management	✓		S, MS
Strategic Planning/ Project Management			P, S
Event Planning/ Tourism/ Sporting Events			Parks,MS
Landscape/ Horticulture	✓		Parks
Historic Preservation			Parks, MS

Do you currently serve on other Board or Commission at this time? _____Yes ✓ No
If so, which Board or Commission? _____

Do you have any business or personal relationship with the City of Sealy that would affect your ability to have impartial judgement in City matters? _____Yes ✓ No
If yes, please explain:

_____

_____

_____

What do you hope to contribute to the community by serving on the Board or Commission to which you applied?
Input for our parks and how we can keep them beautiful for the community. I have children and feel can provide useful input.

List any civic, community, or volunteer activities with which you have been involved that you feel should be considered:
Planning Commission

_____

_____

I understand that if any member of the public makes a request for information included in the application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

Applicant Signature

3/31/22
Date

All applications must be signed and submitted to the City Secretary. If there are no vacancies at the time of submittal, all applications are kept two (2) years from receipt of the application and will be destroyed as mandated. Please call (979) 885-3511 or email any questions to the City Secretary's office.

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Name: Chris Noack

[redacted]

Business Address:_____

Business Telephone:_____

Do you live inside the city limits of Sealy? X Yes _____No

If so, how many years? 10+ years

Are you registered to vote in the City of Sealy? X Yes _____No

If no,

Do you live in the extra territorial jurisdiction of the City of Sealy? _____ Yes _____No

Do you live in Austin County? X Yes _____No

Are any immediate family members employed by the City of Sealy? _____Yes X No

If yes, please specify:_____

Do any immediate family members serve on Boards or Commissions in the City of Sealy?

_____Yes X No; If yes, please specify:_____

Indicate the following Boards and Commission you are interested in serving on:

(Please indicate Yes or No and rank preference by number with 1 being the group in which you are most interested)

Name of Board/Commission	Yes	No	Rank
Economic Development Corporation			
Parks Board			
Planning Commission & Capital Improvement Advisory Committee			
Main Street Advisory Board			
Charter Review Commission			
Tax Increment Reinvestment Zone (TIRZ) #2	X		

Occupation/Areas of Expertise:_____

Work experience applicable to the City Board or Commission for which you are applying:

Have you attended a City Council meeting? X Yes _____ No

Have you attended a Board or Commission meeting for which you have applied?
X Yes _____ No

Do you have knowledge/training regarding the applied Board or Commission?
X Yes _____ No

List any specific knowledge/training/experience that qualifies you to serve in the position(s) indicated:

I have served on the board for the last several years.

Do you have knowledge/expertise in any of the following areas?
Please check all that apply:

AREA OF KNOWLEDGE/EXPERTISE	YES	NO	Staff Use Only:
Real Estate/ Development			P,S
Manufacturing/ Industrial Operations			P,S
Business Development			P,S
Law/ Contractual Administration			S, T, CR
Building/ Construction	X		P, S
Banking/ Finance			S
Promotion/ Marketing	X		S, Parks, MS
Business Management	X		S, MS
Strategic Planning/ Project Management			P, S
Event Planning/ Tourism/ Sporting Events			Parks,MS
Landscape/ Horticulture			Parks
Historic Preservation			Parks, MS

Do you currently serve on other Board or Commission at this time? X Yes ____ No
If so, which Board or Commission? City Council

Do you have any business or personal relationship with the City of Sealy that would affect your ability to have impartial judgement in City matters? ____ Yes X No
If yes, please explain:

What do you hope to contribute to the community by serving on the Board or Commission to which you applied?

Hope to continue to be able to serve on the board.

List any civic, community, or volunteer activities with which you have been involved that you feel should be considered:

I understand that if any member of the public makes a request for information included in the application for appointment, it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Sealy, and its agents, employees and officers from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I swear that all of the statement in my application are true and correct. I hereby affirm that I am aware of the requirement of the position and certify that I meet those requirements.

Chris Noack
Applicant Signature

5/11/2026
Date

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AGENDA ITEM NO: Consent
Approve Ratification of Gas Meters and SmartPoints Purchase.

SUBMITTED BY: Patrick Parsons, Public Works Director
MEETING DATE: May 19th, 2026

STAFF REPORT

SUMMARY

During current year budget planning, expenditures and revenues associated with providing new gas service was budgeted conservatively, based on the developer's projected annual building schedules.

The Fiscal Year 2025-2026 adopted budget included:

- Gas Tap Fees Revenue (Line Item: 57-44450): $25,000
- Meter Repairs & Maintenance Expense (Line Item: 57-517-53590): $25,000

However, the Gas Department is experiencing increased activity related to new residential developments within the City, specifically with the Cane Crossing and Hunters Crossing subdivisions. To provide gas utility service to these developments, the Gas Department purchased additional gas meters and SmartPoints transceivers for installation and service activation to the new homes already in production.

FINANCIAL IMPACT

Gas Tap Fee revenue collections have substantially exceeded original budget projections. As of the date of this report, these revenues total $90,607, which is $65,607 above the adopted budget amount.

At the same time, expenditures within the Meter Repairs & Maintenance account have increased because of the need to purchase additional meters and endpoints required to serve these developments. Currently, only $4,434 remains available within the Meter Repairs & Maintenance budget.

To ensure sufficient appropriations are available for the necessary purchases and continued service installation activities, staff requests amending the budget to recognize the additional revenue received and increase the corresponding expenditure.

The proposed budget amendment for the Gas Fund will follow in the agenda, to include:

- Increase Gas Tap Fees Revenue (57-44450) by $65,650
- Increase Meter Repairs & Maintenance Expense (57-517-53590) by $65,650

RECOMMENDATION

Staff recommends approval of the ratification of gas meters and smartpoints purchase.

SmartPoint Transceiver

xylem

DATA SHEET
GDS-10003-03



SmartPoint® GM Transceiver

For Residential Gas Meter Applications

The FlexNet® SmartPoint® GM transceiver for residential applications connects gas utilities with their customers, harnessing the power of two-way communication for superior service and operational excellence.

Educate with information, satisfy with answers

Consistent meter readings, with detail down to hourly increments, provide insight to consumption patterns and can alert you to non-standard conditions – so you can take appropriate action.

Walk-by - Drive-by - Fixed Base

FlexNet SmartPoint transceivers are designed for gas utilities. Our transceivers broadcast at two watts of power...which requires far less infrastructure to communicate than other systems. That means less dependence (and recurring costs) of partnerships and greater independence for your organization. What's more, FlexNet SmartPoint transceivers can be installed as walk-by, drive-by or fixed base communication endpoints, then have their broadcast platform reconfigured easily for true operational efficiency. So they grow with your business and allow you to reach beyond your limitations.

FEATURES

- Three operational modes: walk-by, drive-by or fixed-base
- Two watts broadcast power
- Secure, encrypted data
- Over-the-air firmware download
- 20-year battery warranty

BENEFITS

- Flexible operation
- Less infrastructure
- Operational savings
- Enhances customer satisfaction

SPECIFICATIONS

The SmartPoint GM residential transceiver is designed for direct-mount to the meter, interfacing with the gas meter drive assembly and allowing re-use of the existing meter index.

Broadcast Power	2 watts
Frequency Range	896-960MHz
Channels	8000 x 6.25kHz steps
Modulation	Proprietary narrow band
Memory	Non-volatile
Operating Environment	Class I/Div. 2
Operating Temperature	-30o F to +150o F
Power	Lithium thionyl chloride (LiSOCl2) batteries in conjunction with a hybrid layer capacitor (HLC)
Warranty	20 years

sensus
a xylem brand

EQUIPMENT CONTROLS COMPANY, INC.
12560 REED ROAD SUITE 400
SUGAR LAND, TX 77478
713-974-6400

Quotation

QUOTE DATE	QUOTE NUMBER
05/05/26	S2617350

ORDER TO:
EQUIPMENT CONTROLS COMPANY, IN
sales@equipmentcontrols.com
713-974-6400 Fax 770-448-7312

PAGE NO. 1

QUOTE TO:
CITY OF SEALY
P.O. BOX 517
ATTN: ACCOUNTS PAYABLE
SEALY, TX 77474

SHIP TO:
CITY OF SEALY
415 MAIN
SEALY, TX 77474

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	ORDERED BY	SALESPERSON
8756	100GM-A	HUNTER KMIEC	

WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
BILL MALIK	UPS REGULAR	NET 30 DAYS	05/05/26	No

ORDER QTY	PART NO	DESCRIPTION	Unit Price	Ext Price
		********* Shipping Instructions **********		
		* **REQUEST LIFTGATE & ARRIVAL NOTIFY *		
		* ON BOL FOR TRUCK SHIPMENTS** *		
		**************************************		
200ea	26357	5399255510000M	135.380	27076.00
		SENSUS 100GM-A SMARTPOINT		
		R275/11 TOOTH		
		FOR RETROFIT METERS ONLY		
		IF FACTORY INSTALLED, USE PART # .36702		
		TAXES NOT INCLUDED		

Subtotal	27076.00
S&H CHGS	0.00
Amount Due	27076.00

This is a Quotation.

Price are firm for 30 days, subject to change without notice after 30 days.
Applicable taxes extra.

QUOTATION TERMS AND CONDITIONS

The following terms and conditions are included in each and every sales quotation ("Quotation")issued by Equipment Controls Company, a Georgia corporation ("ECCO") to a prospective purchaser ("Customer").

1. **ACCEPTANCE OF PURCHASE ORDERS.** Sales of any goods or any related services (collectively,"Products") referenced in Customer s written purchase order to ECCO("Purchase Order") is expressly conditioned upon the terms and conditions set forth herein. Other than as specifically provided in a separate written agreement between ECCOand Customer, any additional or different terms specified or referencedin Customer s Purchase Orderare hereby excluded and shall not be deemed effective or binding unless expressly agreed to in writing by an authorized representative of ECCO. ECCO's Quotation and these terms and conditions represent the entire agreement between the Customer and ECCOpertaining to the subject matter of the purchase and sale of Productsand shall supersede all prior oral and written agreements, proposals, communications, and documents. No Purchase Orderissuedby Customer shall be deemed accepted unless or until ECCOissues a written acknowledgement. Any amendment, change order, revision, or termination to an already-accepted Purchase Order shall be subject to acceptance by an authorized representative of ECCO.

2. **PRICES, TAXES.** The price set for in ECCO's Quotation ("Price") are in United States Dollars. Nothing set forth in Customer's Purchase Order shall modify or amend the quoted Prices, quantities, and/or the scope of Products offered, unless such modification or addition is agreed to in writing by ECCO prior to issuance of Customer s Purchase Order. For Products ordered which are not to be shipped within 30 days of the Quotation, the Price is subject to increase to the extent the manufacturer of such Products imposes a price increase on ECCO. In such event, ECCO shall notify Customer of the Price increase and Customer shall have the right to withdraw its order. Freight and any special shipping and handling charges are not included in the Price and shall be an additional Customer expense unless otherwise specifically provided for in the Quotation. The Price is exclusive of any taxes (including, without limitation, sales, use, value added, goods and services, business, property (real or personal, tangible or intangible), license, documentation, registration, import, export, excise, franchise, stamp, or other tax), custom fees or tolls, levy, impost, withholding, fee, tariff, duty or other charge of any nature imposed by any governmental au or other tax authority in any jurisdiction, and any and all fines, penalties, additions to tax, interest and other charges relating thereto (collectively, "Taxes"). All Taxes shall be paid by Customer in addition to the Price. Customer shall deliver any certifications and other documents required to demonstrate eligibility and to benefit from any exemption or other relief from any Taxes and shall be responsible for payment for any applicable Taxes unless exemption certificates are provided prior to shipment

3. **PACKAGING, SHIPPING.** ECCO shall pack all Products in accordance with its standard commercial practices. If Customer has any special shipping or handling requirements, Customer shall notify ECCO in a timely manner regarding any such special requirements, and Customer shall be responsible for any associated increases in cost to pack and ship the Products.

4. **DELIVERY, TITLE, AND RISK OF LOSS.** ECCOs quoted delivery schedule represents its best estimate and is based on current schedules, inventory and workload. ECCO shall have no liability for delay or any damages or losses sustained by Customer as a result of such estimate not being met. Partial deliveries shall be permitted. Unless otherwise provided in the Quotation or agreed to by ECCO in writing, delivery shall be deemed to have occurred FOB Destination at the ship to address set forth in Quotation with freight charges separately charged to Customer and not included in the Price. Title and liability for loss or damage to the Products shall transfer from ECCO to Customer upon delivery of the Products to the ship to destination, provided however, for any shipments for which freight is billed to a Customer collect account or other shipper designated by Customer, such shipment shall be FOB ECCO's shipment location and risk of loss shall pass to Customer upon delivery to such shipper. Customer shall immediately inspect each shipment and notify ECCO of any nonconformity of such shipment.

5. **PAYMENT.** Customer shall pay for all Products delivered or date services performed within 15 days from the date of ECCOs invoice unless other payment terms have been specifically agreed to by ECCO. ECCO reserves the right to assess interest on any payments not received within 30 days of the date due until receipt of payment in full at the lesser of (a) one and one-half percent per month, or (b) the maximum rate permitted by law, and to charge Customer for any collection or litigation expenses, including reasonable attorney s fees incurred by ECCO in the collection of late payment. In addition to any remedies under law, ECCO may at its sole discretion suspend future deliveries or services until all delinquent payments due are received. ECCO may require an advance payment or milestone payments prior to shipment. All payments hereunder shall be paid without any deductions, set-off, or counter-claims including for any Taxes or freight.

6. **FORCE MAJEURE AND EXCUSABLE DELAY.** ECCO shall not be liable for any damages of any kind for delayed or non-performance if such delayed or non-performance is due directly or indirectly to: (a) Customer, including omissions or failure to act on the part of Customer or its agents or employees; (b) An Event of Force Majeure, defined herein as including acts of God, acts of public enemies, fires, floods or unusually severe weather conditions, strikes, lockouts, disputes with workmen or other hostilities, embargoes, wars, riots or civil disturbances, epidemics or quarantine restrictions, delays or shortages of transportation, governmental action including the government s denial or failure to grant an export license or other needed government authorization;(c) Causes beyond ECCO s reasonable control, including severe accidents at ECCO s warehouse, unforeseen production or engineering delays or inability of ECCO or its vendor to secure adequate materials, manufacturing facilities or labor, or any other acts and causes not within the control of ECCO, which by the exercise of due diligence and reasonable effort, ECCO would not have been able to foresee, avoid or overcome. ECCO shall notify Customer of any delayed or non-performance due to an excusable delay or Event of Force Majeure as soon as practicable. If either such event should occur, ECCO s period of performance shall be extended for a period of time equal to the duration of either such event. If the excusable delay or Event of Force Majeure extends more than six months, ECCO and Customer may mutually agree to terminate Customer s Purchase Order or any portion thereof impacted by the excusable delay or Event of Force Majeure, and Customer shall promptly pay ECCO for any delivered Products or services performed, any works in process, any termination costs, including vendor settlement expenses, and a reasonable profit on the terminated order or portion thereof that ECCO and Customer agreed to terminate.

7. **NO WARRANTY OTHER THAN MANUFACTURERS WARRANTY.** CUSTOMER ACKNOWLEDGES THAT ECCO IS A DISTRIBUTOR ONLY AND THAT THE PRODUCTS ARE MANUFACTURED BY OTHERS AND THAT ECCO PROVIDES NO WARRANTY WHATSOEVER FOR THE PRODUCTS OTHER THAN A WARRANTY OF TITLE. EACH MANUFACTURER OF THE PRODUCTS PROVIDES ITS OWN LIMITED WARRANTY FOR THE PRODUCTS IT PRODUCES AND CUSTOMER SHALL BE ENTITLED TO THE BENEFITS AFFORDED BY SUCH MANUFACTURER WARRANTIES. ECCO MAKES NO WARRANTIES, EXPRESS OR IMPLIED (INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE AND/OR PURPOSE) WITH RESPECT TO THE PRODUCTS.

8. **PROPRIETARY INFORMATION.** For the term of Customer s Purchase Order, ECCO and Customer, to the extent of their right to do so, may exchange proprietary and/or confidential information not generally known to the public (Proprietary Information), only to the extent and as reasonably required to perform its obligation hereunder. Any document marked Confidential or Proprietary and all copies made of any such document shall be returned by the receiving party ("Recipient") of Proprietary Information to the disclosing party (Owner) upon completion of the purpose for which they were provided, or destroyed by Recipient at Owner s direction. Neither ECCO nor Customer shall be liable for any disclosure if the data: (a) is generally available to the public (or becomes so) without breach of by Recipient; (b) was available to Recipient on a non-confidential basis from a source that had the right to disclose such information; (c) was rightfully in the possession of Recipient prior to receipt from Owner; or (d) was independently developed without use of Owner s Confidential Information. No license to a party, under any trademark, patent, copyright, mask protection right or any other intellectual property right, is either granted or implied by the disclosure of Proprietary Information to such party. No use of any ECCO trademark, service mark, trade name, design, logo or other trade dress may be made without the prior written consent of ECCO. Any ECCO mark or logo existing on the Product must not be altered or modified in any manner, combined with other elements, or rearranged without the prior written consent of ECCO. None of the Proprietary Information which may be disclosed or exchanged by Owner shall constitute any representation, warranty, assurance, guarantee or inducement to Recipient of any kind and, in particular, regarding the

non-infringement of trademarks, patents, copyrights or any intellectual property rights, or other rights of third persons other than the rights expressly granted herein. Customer agrees that it will not attempt, nor will it direct or employ others to attempt, to reverse engineer the Product, subassemblies and/or software that is sold by ECCO. The ownership in all Proprietary Information disclosed by an Owner to the Recipient pursuant to Customer s Purchase Order shall remain with Owner unless otherwise agreed in writing by ECCO and Customer. The confidentiality obligations herein shall survive for a period of five years after expiration of Customer s Purchase Order.

9. **INTELLECTUAL PROPERTY RIGHTS.** ECCO grants to Customer a nonexclusive, nontransferable, revocable license to use a copy of any software program embedded in any Product, in object code only, for use as part of the Product (License). Notwithstanding the foregoing, this License is subject to the following prohibitions: (a) Customer shall not attempt to decompile, reverse engineer, or disassemble the object code, or in any other way convert the object code into a human-readable form; (b) Customer shall not manufacture, sell, deliver or in any way provide any products containing the object code; (c) Customer shall not use the object code to create derivative or competing products of any kind; or (d) Customer shall not transfer the object code to a third party for any reason without prior written consent of ECCO, which may be withheld at ECCO s sole discretion, and only then subject to Customer executing a sub-license agreement with the same terms and conditions herein and providing ECCO the sub-license agreement executed by the transferee. Any transfer must be in full compliance with U.S. Export Laws and may require additional export licenses or other authorizations to be obtained by Customer and/or ECCO. Other than the License, ECCO is not granting any other rights to its or any Product manufacturer s intellectual property, patents, trademarks, software, or proprietary data, other than the right of Customer to use the Product for its intended purposes. ECCO s vendors and the Product manufacturers are direct and intended beneficiaries of this License and may enforce it directly against Customer.

10. **ORDER CANCELLATION.** Customer shall be responsible for and shall promptly pay ECCO for any re-stocking fees or other charges imposed upon ECCO for any cancelled order.

11. **GOVERNING LAW; ATTORNEYS FEES.** The Quotation, which includes these terms and conditions, the contract resulting from Customers Purchase Order, and (a) any action related thereto shall be governed, controlled, interpreted and defined by and under the laws of the State of Georgia, USA, without regard to its conflict of laws provisions; and (b) personal jurisdiction and venue for any dispute thereunder shall be in the state and federal courts serving Gwinnett County, Georgia. In any litigation in connection with Customer s Purchase Order, the prevailing party shall be entitled to recover its expenses of litigation and reasonable attorneys fees from the non-prevailing party.

12. **LIMITATION OF LIABILITY.** NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, AND REGARDLESS OF THE NUMBER OF CLAIMS OR THE FORM OR CAUSE OF ACTION, WHETHER IN CONTRACT, EQUITY, STATUTE, TORT, NEGLIGENCE (ACTIVE OR PASSIVE) OR OTHERWISE, ECCO SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES OF ANY KIND, AND SHALL NOT BE LIABLE TO CUSTOMER FOR LOSSES OF USE, DATA, PROFIT, REVENUE, INCOME, BUSINESS, ANTICIPATED SAVINGS, REPUTATION, AND MORE GENERALLY, ANY LOSSES OF AN ECONOMIC OR FINANCIAL NATURE, REGARDLESS OF WHETHER SUCH LOSSES MAY BE DEEMED AS CONSEQUENTIAL OR ARISING DIRECTLY AND NATURALLY FROM THE INCIDENT GIVING RISE TO THE CLAIM, AND REGARDLESS OF WHETHER SUCH LOSSES ARE FORESEEABLE OR WHETHER A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSSES. EXCLUDING GROSS NEGLIGENCE OR WILLFULL MISCONDUCT, ECCO S TOTAL AGGREGATE LIABILITY ARISING OUT OF OR IN CONNECTION WITH A CUSTOMER S PURCHASE ORDER SHALL IN NO EVENT EXCEED ACTUAL, DIRECT, AND PROVEN DAMAGES OF THE PRICE OF THE PRODUCT DIRECTLY PURCHASED BY CUSTOMER UNDER THE ORDER GIVING RISE TO THE CLAIM. THIS LIMITATION OF LIABILITY SHALL APPLY NOTWITHSTANDING ANY FAILURE OF THE ESSENTIAL PURPOSE OF ANY LIMITED OR EXCLUSIVE REMEDY. TO THE EXTENT THESE TERMS AND CONDITIONS CONTAIN ANY SPECIFIC REMEDIES PROVIDED BY ECCO TO CUSTOMER, REGARDLESS OF FORM, SUCH REMEDIES SHALL BE PROVIDED BY ECCO ON A SOLE AND EXCLUSIVE BASIS AND IN LIEU OF ANY OTHER REMEDIES, DAMAGES, OR LOSSES.

13. **MODIFICATION.** Any modification of these Terms and Conditions shall be valid only if it is in writing and signed by the authorized representatives of both ECCO and Customer.

14. **ASSIGNMENT.** Customer may not assign or delegate a Customer Purchase Order or any of its rights, duties or obligations thereunder to any other party without the prior written consent of the other party. Any attempt by either party to assign or delegate any of its rights, duties or obligations regarding a Customer Purchase Order without such consent shall be void and of no effect.

15. **NO THIRD PARTY BENEFICIARIES.** Except as expressly provided herein, the rights hereunder are for the sole and exclusive benefit of ECCO and Customer and their respective successors and permitted assigns, and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever.

16. **WAIVER.** If either ECCO or Customer, at its option, agrees to waive any of these Terms and Conditions, then such waiver shall not for any purpose be construed as a waiver of any succeeding breach of the same or of any other of these Terms and Conditions; nor shall such a waiver be deemed as a course of conduct.

17. **SEVERABILITY.** If any of these Terms and Conditions are at any time held to be invalid or unenforceable, then such term or condition shall be construed as severable and shall not in any way render invalid or unenforceable the remainder of these Terms and Conditions, which shall remain in full force and effect.

Gas Meter







Sonix IQ: Smarter. Smaller. Safer.

Sonix IQ combines the sustained accuracy of ultrasonic technology with integrated two-way FlexNet® communications and remote capabilities to give utilities better insight into and control over their gas distribution systems.

It is the first commercially-available residential ultrasonic meter to meet rigorous North American standards – the result of Sensus' 25 years of ultrasonic meter design and production experience. It has no moving measurement parts to wear out over time, delivering pinpoint accuracy over the life of the meter. It boasts advanced features, including pressure monitoring, meter health diagnostics and remote shut-off. All of this contained within a smaller, lighter meter that is half the size and weight of a mechanical meter plus radio at a comparable cost.

EQUIPMENT CONTROLS COMPANY, INC.
12560 REED ROAD SUITE 400
SUGAR LAND, TX 77478
713-974-6400

Quotation

QUOTE DATE	QUOTE NUMBER
02/13/26	S2611009

ORDER TO:
EQUIPMENT CONTROLS COMPANY, IN
sales@equipmentcontrols.com
713-974-6400 Fax 770-448-7312

PAGE NO. 1

QUOTE TO:
CITY OF SEALY
P.O. BOX 517
ATTN: ACCOUNTS PAYABLE
SEALY, TX 77474

SHIP TO:
CITY OF SEALY
415 MAIN
SEALY, TX 77474

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	ORDERED BY	SALESPERSON
8756	SONIX IQ 250	HUNTER KMIEC	

WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
BILL MALIK	UPS REGULAR	NET 30 DAYS	02/13/26	No

ORDER QTY	PART NO	DESCRIPTION	Unit Price	Ext Price
		********* Shipping Instructions *********		
		* **REQUEST LIFTGATE & ARRIVAL NOTIFY *		
		* ON BOL FOR TRUCK SHIPMENTS** *		
		**************************************		
100EA	47979	QSS2XR00XXXS00	282.510	28251.00
		SONIX IQ 250, TC, 20LT, CST,		
		RADIO, SINGLE CARTON		
		FLOW CONFIG:		
		00YN1A1NNC37H3XXXX1FXE00A1		
		CUSTOMER ID: 10899		
100ea	48022	TARIFF SURCHARGE	4.950	495.00
100ea	79	1" 20LT SWIVEL SET ONE SIDE	25.030	2503.00
		INSULATED (ZINC)		
		********** Kit Components **********		
		* 2 - N-20LT-G *		
		* NUT RICHARDS *		
		* 20LT *		
		* 2 - W-20LT *		
		* WASHER RICHARDS *		
		* 20 LT *		
		* 1 - SS-20LT-1-Z *		
		* 1" SWIVEL 20LT PLAIN *		
		* 1 - SS-20LT-1-ZI *		
		* 1" SWIVEL 20 LT INS. *		
		**********************************		
		TAXES NOT INCLUDED		

	Subtotal	31249.00
This is a Quotation.	S&H CHGS	0.00
Price are firm for 30 days, subject to change without notice after 30 days. Applicable taxes extra.	Amount Due	31249.00

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3. **PACKAGING, SHIPPING.** ECCO shall pack all Products in accordance with its standard commercial practices. If Customer has any special shipping or handling requirements, Customer shall notify ECCO in a timely manner regarding any such special requirements, and Customer shall be responsible for any associated increases in cost to pack and ship the Products.

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7. **NO WARRANTY OTHER THAN MANUFACTURERS WARRANTY.** CUSTOMER ACKNOWLEDGES THAT ECCO IS A DISTRIBUTOR ONLY AND THAT THE PRODUCTS ARE MANUFACTURED BY OTHERS AND THAT ECCO PROVIDES NO WARRANTY WHATSOEVER FOR THE PRODUCTS OTHER THAN A WARRANTY OF TITLE. EACH MANUFACTURER OF THE PRODUCTS PROVIDES ITS OWN LIMITED WARRANTY FOR THE PRODUCTS IT PRODUCES AND CUSTOMER SHALL BE ENTITLED TO THE BENEFITS AFFORDED BY SUCH MANUFACTURER WARRANTIES. ECCO MAKES NO WARRANTIES, EXPRESS OR IMPLIED (INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE AND/OR PURPOSE) WITH RESPECT TO THE PRODUCTS.

8. **PROPRIETARY INFORMATION.** For the term of Customer s Purchase Order, ECCO and Customer, to the extent of their right to do so, may exchange proprietary and/or confidential information not generally known to the public (Proprietary Information), only to the extent and as reasonably required to perform its obligation hereunder. Any document marked Confidential or Proprietary and all copies made of any such document shall be returned by the receiving party ("Recipient") of Proprietary Information to the disclosing party (Owner) upon completion of the purpose for which they were provided, or destroyed by Recipient at Owner s direction. Neither ECCO nor Customer shall be liable for any disclosure if the data: (a) is generally available to the public (or becomes so) without breach of by Recipient; (b) was available to Recipient on a non-confidential basis from a source that had the right to disclose such information; (c) was rightfully in the possession of Recipient prior to receipt from Owner; or (d) was independently developed without use of Owner s Confidential Information. No license to a party, under any trademark, patent, copyright, mask protection right or any other intellectual property right, is either granted or implied by the disclosure of Proprietary Information to such party. No use of any ECCO trademark, service mark, trade name, design, logo or other trade dress may be made without the prior written consent of ECCO. Any ECCO mark or logo existing on the Product must not be altered or modified in any manner, combined with other elements, or rearranged without the prior written consent of ECCO. None of the Proprietary Information which may be disclosed or exchanged by Owner shall constitute any representation, warranty, assurance, guarantee or inducement to Recipient of any kind and, in particular, regarding the

non-infringement of trademarks, patents, copyrights or any intellectual property rights, or other rights of third persons other than the rights expressly granted herein. Customer agrees that it will not attempt, nor will it direct or employ others to attempt, to reverse engineer the Product, subassemblies and/or software that is sold by ECCO. The ownership in all Proprietary Information disclosed by an Owner to the Recipient pursuant to Customer s Purchase Order shall remain with Owner unless otherwise agreed in writing by ECCO and Customer. The confidentiality obligations herein shall survive for a period of five years after expiration of Customer s Purchase Order.

9. **INTELLECTUAL PROPERTY RIGHTS.** ECCO grants to Customer a nonexclusive, nontransferable, revocable license to use a copy of any software program embedded in any Product, in object code only, for use as part of the Product (License). Notwithstanding the foregoing, this License is subject to the following prohibitions: (a) Customer shall not attempt to decompile, reverse engineer, or disassemble the object code, or in any other way convert the object code into a human-readable form; (b) Customer shall not manufacture, sell, deliver or in any way provide any products containing the object code; (c) Customer shall not use the object code to create derivative or competing products of any kind; or (d) Customer shall not transfer the object code to a third party for any reason without prior written consent of ECCO, which may be withheld at ECCO s sole discretion, and only then subject to Customer executing a sub-license agreement with the same terms and conditions herein and providing ECCO the sub-license agreement executed by the transferee. Any transfer must be in full compliance with U.S. Export Laws and may require additional export licenses or other authorizations to be obtained by Customer and/or ECCO. Other than the License, ECCO is not granting any other rights to its or any Product manufacturer s intellectual property, patents, trademarks, software, or proprietary data, other than the right of Customer to use the Product for its intended purposes. ECCO s vendors and the Product manufacturers are direct and intended beneficiaries of this License and may enforce it directly against Customer.

10. **ORDER CANCELLATION.** Customer shall be responsible for and shall promptly pay ECCO for any re-stocking fees or other charges imposed upon ECCO for any cancelled order.

11. **GOVERNING LAW; ATTORNEYS FEES.** The Quotation, which includes these terms and conditions, the contract resulting from Customers Purchase Order, and (a) any action related thereto shall be governed, controlled, interpreted and defined by and under the laws of the State of Georgia, USA, without regard to its conflict of laws provisions; and (b) personal jurisdiction and venue for any dispute thereunder shall be in the state and federal courts serving Gwinnett County, Georgia. In any litigation in connection with Customer s Purchase Order, the prevailing party shall be entitled to recover its expenses of litigation and reasonable attorneys fees from the non-prevailing party.

12. **LIMITATION OF LIABILITY.** NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, AND REGARDLESS OF THE NUMBER OF CLAIMS OR THE FORM OR CAUSE OF ACTION, WHETHER IN CONTRACT, EQUITY, STATUTE, TORT, NEGLIGENCE (ACTIVE OR PASSIVE) OR OTHERWISE, ECCO SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES OF ANY KIND, AND SHALL NOT BE LIABLE TO CUSTOMER FOR LOSSES OF USE, DATA, PROFIT, REVENUE, INCOME, BUSINESS, ANTICIPATED SAVINGS, REPUTATION, AND MORE GENERALLY, ANY LOSSES OF AN ECONOMIC OR FINANCIAL NATURE, REGARDLESS OF WHETHER SUCH LOSSES MAY BE DEEMED AS CONSEQUENTIAL OR ARISING DIRECTLY AND NATURALLY FROM THE INCIDENT GIVING RISE TO THE CLAIM, AND REGARDLESS OF WHETHER SUCH LOSSES ARE FORESEEABLE OR WHETHER A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSSES. EXCLUDING GROSS NEGLIGENCE OR WILLFULL MISCONDUCT, ECCO S TOTAL AGGREGATE LIABILITY ARISING OUT OF OR IN CONNECTION WITH A CUSTOMER S PURCHASE ORDER SHALL IN NO EVENT EXCEED ACTUAL, DIRECT, AND PROVEN DAMAGES OF THE PRICE OF THE PRODUCT DIRECTLY PURCHASED BY CUSTOMER UNDER THE ORDER GIVING RISE TO THE CLAIM. THIS LIMITATION OF LIABILITY SHALL APPLY NOTWITHSTANDING ANY FAILURE OF THE ESSENTIAL PURPOSE OF ANY LIMITED OR EXCLUSIVE REMEDY. TO THE EXTENT THESE TERMS AND CONDITIONS CONTAIN ANY SPECIFIC REMEDIES PROVIDED BY ECCO TO CUSTOMER, REGARDLESS OF FORM, SUCH REMEDIES SHALL BE PROVIDED BY ECCO ON A SOLE AND EXCLUSIVE BASIS AND IN LIEU OF ANY OTHER REMEDIES, DAMAGES, OR LOSSES.

13. **MODIFICATION.** Any modification of these Terms and Conditions shall be valid only if it is in writing and signed by the authorized representatives of both ECCO and Customer.

14. **ASSIGNMENT.** Customer may not assign or delegate a Customer Purchase Order or any of its rights, duties or obligations thereunder to any other party without the prior written consent of the other party. Any attempt by either party to assign or delegate any of its rights, duties or obligations regarding a Customer Purchase Order without such consent shall be void and of no effect.

15. **NO THIRD PARTY BENEFICIARIES.** Except as expressly provided herein, the rights hereunder are for the sole and exclusive benefit of ECCO and Customer and their respective successors and permitted assigns, and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever.

16. **WAIVER.** If either ECCO or Customer, at its option, agrees to waive any of these Terms and Conditions, then such waiver shall not for any purpose be construed as a waiver of any succeeding breach of the same or of any other of these Terms and Conditions; nor shall such a waiver be deemed as a course of conduct.

17. **SEVERABILITY.** If any of these Terms and Conditions are at any time held to be invalid or unenforceable, then such term or condition shall be construed as severable and shall not in any way render invalid or unenforceable the remainder of these Terms and Conditions, which shall remain in full force and effect.

g)

AGENDA ITEM NO:___

Discussion and Possible Action regarding Ratification to Approve a Resolution to Apply for Motor Vehicle Crime Prevention Authority Grant (MVCPA) Application.

SUBMITTED BY: Russell Grimes

MEETING DATE: May 19th, 2026

STAFF REPORT

DESCRIPTION

This item is presented for ratification of the Resolution to Apply for the Motor Vehicle Crime Prevention Authority (MVCPA) Grant. While City Council previously approved submission of the grant application at the April 21st meeting, the formal resolution document inadvertently left off the "FY27 or 2027 Catalytic Converter grant term" from the verbiage of the document.

The Resolution was executed by the Mayor following Council's approval to ensure timely submission and eligibility for funding. The revised Resolution is now attached for Council's review and formal ratification, ensuring full transparency and proper documentation of the City's authorization to apply for this grant opportunity.

RECOMMENDATION

Staff recommends that City Council ratify the revised Resolution to Apply for the FY 2027 Motor Vehicle Crime Prevention Authority (MVCPA) Catalytic Converter Grant, as previously approved on April 21st, to formally document the City's authorization and ensure compliance with grant requirements.

RESOLUTION NO. 2026

MOTOR VEHICLE CRIME PREVENTION AUTHORITY

City of Sealy Resolution

FY2027 - SB 224 Catalytic Converter Grant Program

* * * * * * * * * * *

WHEREAS, under the provisions of the Texas Transportation Code Chapter 1006 and Texas Administrative Code Title 43; Part 3; Chapter 57, entities are eligible to receive grants from the Motor Vehicle Crime Prevention Authority to provide financial support to law enforcement taskforces and agencies for economic motor vehicle theft, including catalytic converter theft; and

WHEREAS, this grant program will assist this jurisdiction to combat catalytic converter thefts; and

WHEREAS, City of Sealy has agreed that in the event of loss or misuse of the grant funds, City of Sealy agrees and assures that the grant funds will be returned in full to the Motor Vehicle Crime Prevention Authority.

NOW, THEREFORE, BE IT RESOLVED and ordered that, Russell Grimes, Chief of Police, is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the FY2027 Motor Vehicle Crime Prevention Authority Grant Program and all other necessary documents to accept said grant; and

BE IT FURTHER RESOLVED that Kimbra Hill, City Manager, is designated as the Program Director and Jennifer Matura, Director of Finance, is designated as the Financial Officer for this grant.

Amend and Adopted this 19th day of May 2026.

_____
Carolyn Bilski, Mayor

ATTEST:

_____
Sandra Vrablec, City Secretary

RESOLUTION NO. 2026-17

MOTOR VEHICLE CRIME PREVENTION AUTHORITY

2026 City of Sealy Resolution

SB 224 Catalytic Converter Grant Program

* * * * * * * * * * *

WHEREAS, under the provisions of the Texas Transportation Code Chapter 1006 and Texas Administrative Code Title 43; Part 3; Chapter 57, entities are eligible to receive grants from the Motor Vehicle Crime Prevention Authority to provide financial support to law enforcement taskforces and agencies for economic motor vehicle theft, including catalytic converter theft; and

WHEREAS, this grant program will assist this jurisdiction to combat catalytic converter thefts; and

WHEREAS, City of Sealy has agreed that in the event of loss or misuse of the grant funds, City of Sealy agrees and assures that the grant funds will be returned in full to the Motor Vehicle Crime Prevention Authority.

NOW, THEREFORE, BE IT RESOLVED and ordered that, Russell Grimes, Chief of Police, is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Motor Vehicle Crime Prevention Authority Grant Program and all other necessary documents to accept said grant; and

BE IT FURTHER RESOLVED that Kimbra Hill, City Manager, is designated as the Program Director and Jennifer Matura, Director of Finance, is designated as the Financial Officer for this grant.

Adopted this 21st day of April 2026.

_____
Carolyn Bilski, Mayor

ATTEST:

_____
Sandra Vrablec, City Secretary

h)

AGENDA ITEM NO: Consent

Discussion and Possible Action regarding replacing the Outside Air Handler Unit (OAHU-1) (ACCU-09) on the Air-Conditioner System at the Sealy Police Department in an amount not to exceed $7,749.90.

SUBMITTED BY: Patrick Parsons, Public Works Director
MEETING DATE: May 19th, 2026

STAFF REPORT

SUMMARY

The City originally approved payment of an invoice to AMS in the amount of $7,800 to perform a complete diagnosis of the system. AMS's diagnosis and proposed corrective action plan were subsequently reviewed and approved by Strand to ensure alignment with the Engineer's assessment and recommended repair approach.

On April 7, 2026, City Council approved two AMS invoices totaling $97,589.49 for retrofit work, controls, and replacement of the air conditioner condenser unit. The approved scope of work included repairs to OAHU-1 (ACCU-09), consisting of replacement of the condenser coil, two compressors, fan motors, fan blades, capacitors, and contactors, at a cost of $47,883.24. The invoice also included repairs to OAHU-2 (ACCU-10).

After completion of the initial repairs and restoration of the system to operational status, the technician was able to identify additional underlying issues that could not be detected while the system was offline. At the time of the original assessment, the unit was not operational due to two failed compressors and other related deficiencies. Once the compressors were replaced, the technician was able to operate the unit, establish accurate running pressure readings, and fully evaluate the operating conditions of the equipment.

Based on the updated operational assessment, additional repairs to OAHU-1 (ACCU-09) are required. The remaining scope of work includes:

- Recovery of the refrigerant
- Accessing and removing the existing valve
- Installation of a new TXV and filter drier
- Pressure testing for leaks
- Pulling a vacuum to remove moisture from the system
- Recharging the system with refrigerant
- Testing and verification of proper system performance

These additional repairs are necessary to ensure the unit operates reliably and efficiently and to fully restore the system to proper working conditions.

The City's Code of Ordinances authorizes the City Manager to approve invoices not exceeding $10,000, provided the applicable budget line item contains a clearly identified budget note authorizing the expenditure. Additionally, because this project has been identified as one of Council's fiscal year priorities, staff believes it is important to ensure clear communication and provide Council with timely updates regarding the scope of work, repair needs, and associated costs. Although budget notes reflected the project under Capital Outlay line-item number 10-550-56020, the previously approved $100,000 allocation has been fully assigned. Therefore, the additional repair work is proposed to be funded through the Buildings Department General Repairs and Maintenance line item. Copies of the previously approved 4/7/26 invoices, supporting correspondence, and related emails are included for transparency and for future reference regarding the scope of work and repair history associated with this project.

FINANCIAL IMPACT

The repair will be funded from the Buildings and Grounds Repairs and Maintenance line-item number 10-550-53500. Year to date expenditures total $30,125 of the $90,000, leaving an unallocated fund balance of $59,875.

RECOMMENDATION

Staff recommends approval of replacement of the Outside Air Handler Unit (OAHU-1) (ACCU-09) on the Air-Conditioner System at the Sealy Police Department in an amount not to exceed $7,749.90.

American Mechanical Services LLC

May 12, 2026

Proposal

Sealy Police Department
1320 Rexville Road
Sealy, Tx. 77474

Attention: Chris Hudson
Subject: TXV Replacement
Location: Police Station

We are pleased to propose the following for consideration of pricing for the work performed for the price of **$7,749.90**

OAHU-1 (ACCU-09)
WORK SCOPE:

- **Recover the refrigerant**
- **Access and remove the old valve (usually by cutting/brazing)**
- **Install the new TXV and a new filter drier**
- **Pressure test for leaks**
- **Pull a vacuum to remove moisture**
- **Recharge the system with refrigerant**
- **Test operation and verify proper performance**

This proposal does not include any **Sales Tax, Damage by Crane and Permit Fees, Freight or any special handling charges that may be applicable.**

This proposal will remain in effect for a period of Thirty (30) days upon receipt.

Should you have any questions, or if we can be of further assistance to you, please do not hesitate to contact me.

Exclusions: Tariffs, Overtime, Sunday work, Taxes, Addition freight charges, Mold or Asbestos abatement, Insulation, Shutdown and drainage of building, Paint, Tile work grout or replacement, Wall repairs cut of patch of sheet rock, Ceiling tile or grid work, Electrical work, Concrete patch or repair, Fire protection, Excavation, Personal lift equipment, Crane equipment, Fence replacement or repair, Controls, Parking fees, Appliances

*****Any current or future tax, duty, tariff or governmental charge affecting the manufacturer costs of production, sales, services, delivery and shipment of Equipment, Material or Parts which the Contractor is otherwise required to pay or collect in connection with the sale, purchase, delivery, performance, storage, processing, use or consumption of Equipment, Material or Parts after the contract award shall be the responsibility of the customer to pay. Said tax, future tax, duty, tariff or governmental charge will be added to the price of the contract or work order after notification to the customer of said increase. *****

All new materials and workmanship shall be installed according to specifications. Our goal is to serve clients to the best of our ability.

May 12, 2026

This proposal may be withdrawn by us if not accepted within 30-days.

Should you have any questions, or if we can be of further assistance to you, please do not hesitate to contact AMSI

Sincerely,

Brian A Tran
Account Executive
AMS of Houston LLC.
Email: Batran@amsofusa.com
Cell: 713-992-6097

*Purchase Orders#*_____
Signature:_____
Printed Name:_____
DATE:_____

Sandra Vrablec

From: Michael Barrow
Sent: Tuesday, May 5, 2026 4:51 PM
To: Brooke Kaiser
Cc: Patrick Parsons
Subject: Re: City Council Agenda - Re: OAHU-1 (ACCU-09) TXV replacement
Attachments: SEALY PD TXV proposal.doc

From: Michael Barrow <mbarrow@ci.sealy.tx.us>
Sent: Monday, May 4, 2026 2:21 PM
To: Chris Hudson <chudson@ci.sealy.tx.us>
Cc: Russell Grimes <rgrimes@ci.sealy.tx.us>; Sandra Vrablec <svrablec@ci.sealy.tx.us>; Kimbra Hill <khill@ci.sealy.tx.us>
Subject: City Council Agenda - Re: OAHU-1 (ACCU-09) TXV replacement

Let's prepare to put this on the Tues May 19 city council agenda. Hopefully there won't be too many other "gotchas".

Mike

From: Chris Hudson <chudson@ci.sealy.tx.us>
Sent: Monday, May 4, 2026 1:00 PM
To: Michael Barrow <mbarrow@ci.sealy.tx.us>
Cc: Russell Grimes <rgrimes@ci.sealy.tx.us>
Subject: RE: OAHU-1 (ACCU-09) TXV replacement

Sorry, thought it was attached. Brace yourself.

Captain Chris Hudson #903
Sealy Police Department
1320 Rexville Road Sealy,Tx. 77474
Office: (979)-885-2913 Fax: (979)-885-2984
www.sealypolice.gov
www.facebook.com/sealypd

"What is a man's worth that he doesn't leave this world a better place?"
Theodore Roosevelt

From: Michael Barrow <mbarrow@ci.sealy.tx.us>
Sent: Monday, May 4, 2026 12:57 PM
To: Chris Hudson <chudson@ci.sealy.tx.us>
Cc: Russell Grimes <rgrimes@ci.sealy.tx.us>
Subject: Re: OAHU-1 (ACCU-09) TXV replacement

Hudson: I need whatever was attached to the 10:10am email.

Mike

From: Chris Hudson <chudson@ci.sealy.tx.us>
Sent: Monday, May 4, 2026 12:50 PM
To: Brian A. Tran <BATran@amsofusa.com>
Cc: Russell Grimes <rgrimes@ci.sealy.tx.us>; Michael Barrow <mbarrow@ci.sealy.tx.us>
Subject: RE: OAHU-1 (ACCU-09) TXV replacement

I will have to forward this up the chain. We will get back with you.

Captain Chris Hudson #903
Sealy Police Department
1320 Rexville Road Sealy,Tx. 77474
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www.facebook.com/sealypd

"What is a man's worth that he doesn't leave this world a better place?"
Theodore Roosevelt

From: Brian A. Tran <BATran@amsofusa.com>
Sent: Monday, May 4, 2026 11:25 AM
To: Chris Hudson <chudson@ci.sealy.tx.us>
Subject: RE: OAHU-1 (ACCU-09) TXV replacement

The unit wasn't operational, it had two faulty compressors on top of the other problems tied to the same issue,
That being said, replacing the compressors was necessary to establish accurate running pressure readings and assess the conditions under which the equipment operates.

Brian A Tran
Account Executive
AMS of Houston LLC.
CELL: 832-584-4596

BuyBoard

HVAC Equipment, Supplies, and Installation of HVAC Equipment BuyBoard Contract 720-23
Trade Services BuyBoard Contract 733-24

CHOICE PARTNERS
The Right Resources. Right Now.
Maintenance (All Trades) and Job Order Contracting (JOC-IDIQ) Single Trade Component 24/047TC-04



25010401 Trades, Labor, and Materials (NON-JOC)
25010402 Trades, Labor, and Materials (JOC)

From: Chris Hudson <chudson@ci.sealy.tx.us>
Sent: Monday, May 4, 2026 11:07 AM
To: Brian A. Tran <BATran@amsofusa.com>
Subject: RE: OAHU-1 (ACCU-09) TXV replacement

Yes
The system was offline because it was turned off. Did anyone turn it on in an effort to diagnosis?

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"What is a man's worth that he doesn't leave this world a better place?"
Theodore Roosevelt

From: Brian A. Tran <BATran@amsofusa.com>
Sent: Monday, May 4, 2026 11:05 AM
To: Chris Hudson <chudson@ci.sealy.tx.us>
Subject: RE: OAHU-1 (ACCU-09) TXV replacement

This was the phone call we had last week Monday, about the bad valve.

After completing the repairs and restoring the system to operation, the tech was able to identify underlying issues that was not able to be detected while system was offline.

Brian A Tran
Account Executive
AMS of Houston LLC.
CELL: 832-584-4596



HVAC Equipment, Supplies, and Installation of HVAC Equipment BuyBoard Contract 720-23
Trade Services BuyBoard Contract 733-24

CHOICE PARTNERS
The Right Resources. Right Now.
Maintenance (All Trades) and Job Order Contracting (JOC-IDIQ) Single Trade Component 24/047TC-04

TIPS AWARDED VENDOR

25010401 Trades, Labor, and Materials (NON-JOC)
25010402 Trades, Labor, and Materials (JOC)

From: Chris Hudson <chudson@ci.sealy.tx.us>
Sent: Monday, May 4, 2026 10:33 AM
To: Brian A. Tran <BATran@amsofusa.com>
Subject: RE: OAHU-1 (ACCU-09) TXV replacement

I'm confused here.
We initially paid AMS over $7,800 dollars to come out and perform a complete diagnosis of our entire system so that the company would know exactly how to fix all of our problems and get us to normal operation. Shouldn't this have been found during that time? Correct me if I'm wrong, but that was the whole point of the troubleshoot. If the techs didn't thoroughly do so, isn't that on AMS?

Captain Chris Hudson #903
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1320 Rexville Road Sealy,Tx. 77474
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www.facebook.com/sealypd

"What is a man's worth that he doesn't leave this world a better place?"
Theodore Roosevelt

From: Brian A. Tran <BATran@amsofusa.com>
Sent: Monday, May 4, 2026 10:10 AM
To: Chris Hudson <chudson@ci.sealy.tx.us>
Subject: OAHU-1 (ACCU-09) TXV replacement

Good Morning Chris! This is for the Txv along with the work scope required to do this job.

Brian A Tran

Account Executive
AMS of Houston LLC.
CELL: 832-584-4596

HVAC Equipment, Supplies, and Installation of HVAC Equipment BuyBoard Contract 720-23
Trade Services BuyBoard Contract 733-24

Maintenance (All Trades) and Job Order Contracting (JOC-IDIQ) Single Trade Component 24/047TC-04

25010401 Trades, Labor, and Materials (NON-JOC)
25010402 Trades, Labor, and Materials (JOC)

This email has been scanned for spam and viruses by Proofpoint Essentials. Click here to report this email as spam.

AMS INVOICE AND SCOPE OF WORK APPROVED ON APRIL 7, 2026

Provided for reference

AGENDA ITEM NO: _____

SUBMITTED BY: Mike Barrow, Assistant City Manager
MEETING DATE: April 7, 2026

STAFF REPORT

DESCRIPTION

Discussion and Possible Action regarding Approving a Proposal from AMS for Retrofit, Controls, and Replacement of Air Conditioner Condenser Unit at the Sealy Police Department.

ANALYSIS

There are two proposals totaling $97,589.49. The two proposals are for:

Work Scope

1. OAHU-1 (ACCU-09) Condenser Coil, (2) Compressors, Fan Motors, Blades, Capacitors and Contactor Replacements. $47,883.24
2. OAHU-2 (ACCU-10) Condenser Unit, Evaporator Coil, start up and test HVAC system and verify proper operation, and seal and insulate duct connections where work performed. $49,706.25

See Exhibits A and B attached.

RECOMMENDATION

Recommend city council approve the two proposals in an amount not to exceed $100,000.00.

FINANCIAL IMPACTS

This project is coded to Proj 267-001 and expense code 10-550-56020.

AMS
American Mechanical Services LLC

Exhibit A

March 30, 2026

Proposal

Sealy Police Department
1320 Rexville Road
Sealy, Tx. 77474

Attention: Chris Hudson
Subject: OAHU-1 (ACCU-09) & Exhaust fan Rebuild
(ACCU6 & ACCU-7 Repairs)
Location: Police Station

We are pleased to propose the following for consideration of pricing for the work performed for the price of **$47,883.24**

WORK SCOPE

OAHU-1 (ACCU-09)

Condenser Coil, (2) Compressors, Fan Motors, Blades, Capacitors & Contactors Replacement

- Pump down and recover existing refrigerant from system
- Remove existing condenser coil
- Remove both existing compressors
- Remove existing condenser fan motors and fan blades
- Remove existing capacitors and contactors
- Install new factory-approved condenser coil
- Install two new compressors
- Install new condenser fan motors and balanced fan blades
- Install new properly rated capacitors
- Install new contactors
- Replace liquid line driers
- Pressure test entire system with nitrogen
- Perform one complete system evacuation to manufacturer specifications
- Recharge system with correct type and amount of refrigerant
- Start up unit and verify proper operation

Final Checks (OAHU-1/ACCU-09)

- Verify refrigerant pressures and temperatures
- Check compressor and motor amp draw
- Confirm proper fan rotation and airflow
- Inspect electrical connections
- Test system under full cooling load
- Confirm unit is operating properly

March 30, 2026

(EF-6, EF-5, EF-8, EF-2) Exhaust Fan Rebuild, (ACCU-07) Capacitors, and (ACCU-6) (1) Fan Motor.

Services Included

- **Rebuild four (4) existing exhaust fans, including disassembly, inspection, and reinstallation (EF-6, EF-5, EF-8, EF-2 need new bearings replacement.)**
- **Replace two (2) capacitors (ACCU-07 the capacitors connections have indication of overheating.)**
- **Replace one (1) fan motor (ACCU-6 The condenser fan motor made a noise at start up, it sounded like bearings are going bad)**
- **Reconnect to existing electrical and controls**
- **Test and verify proper operation of all equipment**

Cleanup

- **Remove and dispose of replaced parts**
- **Leave work area clean**

Controls Review

- **Subcontracting company for onsite support to troubleshoot Sealy PD Carrier iVu controls System**

This proposal does not include any Sales Tax, Damage by Crane and Permit Fees, Freight or any special handling charges that may be applicable.

This proposal will remain in effect for a period of Thirty (30) days upon receipt.

Should you have any questions, or if we can be of further assistance to you, please do not hesitate to contact me.

Exclusions: Tariffs, Overtime, Sunday work, Taxes, Addition freight charges, Mold or Asbestos abatement, Insulation, Shutdown and drainage of building, Paint, Tile work grout or replacement, Wall repairs cut of patch of sheet rock, Ceiling tile or grid work, Electrical work, Concrete patch or repair, Fire protection, Excavation, Personal lift equipment, Crane equipment, Fence replacement or repair, Controls, Parking fees, Appliances

***Any current or future tax, duty, tariff or governmental charge affecting the manufacturer costs of production, sales, services, delivery and shipment of Equipment, Material or Parts which the Contractor is otherwise required to pay or collect in connection with the sale, purchase, delivery, performance, storage, processing, use or consumption of Equipment, Material or Parts after the contract award shall be the responsibility of the customer to pay. Said tax, future tax, duty, tariff or governmental charge will be added to the price of the contract or work order after notification to the customer of said increase. ***

All new materials and workmanship shall be installed according to specifications. Our goal is to serve clients to the best of our ability.

This proposal may be withdrawn by us if not accepted within 30 days.

Should you have any questions, or if we can be of further assistance to you, please do not hesitate to contact AMSI

Sincerely,

Brian A Tran
Account Executive

*Purchase Order#*_____
Signature:_____

March 30, 2026

AMS of Houston LLC.
Email: Batman@amsofusa.com
Cell: 713-992-6097

Printed Name:_____
DATE:_____

American Mechanical Services LLC

Exhibit B

March 30, 2026

Proposal

Sealy Police Department
1320 Rexville Road
Sealy, Tx. 77474

Attention: Chris Hudson
Subject: OAHU-2 (ACCU-10)
Location: Police Station

We are pleased to propose the following for consideration of pricing for the work performed for the price of **$49,706.25**

WORK SCOPE:

Removal of Existing Equipment

- Disconnect and safely remove the existing outdoor **(OAHU-2)** condenser unit.
- Disconnect and remove the existing evaporator coil from the indoor **(ACCU-10)**
- Recover refrigerant.
- Properly dispose of removed equipment and materials.

Installation of New Condenser Unit (OAHU-2)

- Supply and install new outdoor condenser unit of specified capacity.
- Set condenser on existing or new equipment pad and secure in place.
- Reconnect refrigerant lines, electrical disconnect, and control wiring.
- Pressure test and evacuate refrigerant lines.
- Charge system with refrigerant per manufacturer specifications.

Replacement of Evaporator Coil (ACCU-10)

- Supply and install new DX evaporator coil with hot gas reheat
- Modify or adapt plenum/transition as required for proper fit.
- Reconnect refrigerant lines and condensate drain piping.
- Insulate refrigerant suction line where required.

Startup and Testing

- Start up the HVAC system and verify proper operation.
- Check refrigerant pressures, airflow, and electrical connections.
- Verify thermostat communication and system performance.

Finalization

- Seal and insulate duct connections where work was performed.
- Clean work area and remove installation debris.
- Provide basic system operation overview to owner.

This proposal does not include any Sales Tax, Damage by Crane and Permit Fees, Freight or any special handling charges that may be applicable.

This proposal will remain in effect for a period of Thirty (30) days upon receipt.

Should you have any questions, or if we can be of further assistance to you, please do not hesitate to contact me.

Exclusions: Tariffs, Overtime, Sunday work, Taxes, Addition freight charges, Mold or Asbestos abatement, Insulation, Shutdown and drainage of building, Paint, Tile work grout or replacement, Wall repairs cut of patch of sheet rock, Ceiling tile or grid work, Electrical work, Concrete patch or repair, Fire protection, Excavation, Personal lift equipment, Crane equipment, Fence replacement or repair, Controls, Parking fees, Appliances

***Any current or future tax, duty, tariff or governmental charge affecting the manufacturer costs of production, sales, services, delivery and shipment of Equipment, Material or Parts which the Contractor is otherwise required to pay or collect in connection with the sale, purchase, delivery, performance, storage, processing, use or consumption of Equipment, Material or Parts after the contract award shall be the responsibility of the customer to pay. Said tax, future tax, duty, tariff or governmental charge will be added to the price of the contract or work order after notification to the customer of said increase. ***

All new materials and workmanship shall be installed according to specifications. Our goal is to serve clients to the best of our ability.

This proposal may be withdrawn by us if not accepted within 30-days.

Should you have any questions, or if we can be of further assistance to you, please do not hesitate to contact AMS!

Sincerely,

Brian A Tran
Account Executive
AMS of Houston LLC.
Email: Batran@amsofhou.com
Cell: 713-992-6097

*Purchase Order#*_____
Signature:_____
Printed Name:_____
DATE:_____

H. PUBLIC HEARING

PUBLIC HEARING NOTICE

Public Hearing: The City Council for the City of Sealy, Texas, will hold a Public Hearing on Amending the 2025-2026 Fiscal Year Budget of the City of Sealy, Texas, to be held on the 19th day of May 2026, at 6:00 p.m. in the City Council Chamber located 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.

I. BUSINESS

ITEM #1

AGENDA ITEM NO: 1

Discussion and Possible Action regarding an Ordinance Amending Section 42-115 of the Code of Ordinance- Noise.

SUBMITTED BY: Mike Barrow, Assistant City Manager

MEETING DATE: May 19th, 2026

STAFF REPORT

SUMMARY

At the May 7, 2026, City Council meeting, Councilmember Zapalac requested a future agenda item to discuss the potential addition of noise ordinance requirements applicable to industrial projects. Legal considerations and available options related to this discussion will be presented by the City Attorney at this meeting.

For reference and in preparation for discussion, Chapter 42, Article IV – Noise and Sound Level Regulation, Sec. 42-115 – Prohibited Generally, is included in the agenda packet.

Sec. 42-115. - Prohibited generally.

(a) It shall be unlawful for any person to willfully make or cause or allow to be made or allow to be continued any "loud noise" which term shall mean any sound that because of its volume level, duration or character annoys, disturbs, injures or endangers the comfort, health, peace or safety of reasonable persons of ordinary sensibilities within the limits of the city. Quieter standards shall prevail during the nighttime hours of 10:00 p.m. to 7:00 a.m.

The term shall be limited to loud noise heard:

(1) In any occupied residential unit which is not the source of the noise or upon the yard, or;

(2) In the driveway of such residential unit;

(3) In a school or public building or upon the ground thereof while in use, upon any parking lot open to members of the public as invitees or licensees, and in any event from a location not less than 50 feet from the source of the noise measured in a straight line from the source.

(b) No person in possession and present in any premises shall make or cause or allow to be made or allow to be continued any loud noise, including the loud noise that results from a gathering of people, which term shall mean any sound that because of its volume level, character or duration, annoys, disturbs, injures or endangers the comfort, health, peace or safety of reasonable persons of ordinary sensibilities within the limits of the city. Quieter standards shall prevail during the nighttime hours of 10:00 p.m. to 7:00 a.m.

The term shall be limited to loud noise heard:

(1) In any occupied residential unit which is not the source of the noise or upon the yard, or;

(2) In the driveway of such residential unit;

(3) In a school or public building or upon the ground thereof while in use, upon any parking lot open to members of the public as invitees or licensees, and in any event from a location not less than 50 feet from the source of the noise measured in a straight line from the source.

(c) No person shall make any loud noise or operate a sound amplifier so as to be clearly audible to any occupant of a neighboring property at any point on the boundary line separating the two properties at a level higher than 65 dBA during the day (from 7:00 a.m. to 10:00 p.m.) or 55 dBA during the night (from 10:00 p.m. to 7:00 a.m.). If the properties are not contiguous, then the sound shall be measured from the source in a straight line.

(Ord. No. 2006-11, § 1, 8-30-2006)

TRACK CHANGES

Sec. 42-115. Prohibited generally.

(a) It shall be unlawful for any person to willfully make or cause or allow to be made or allow to be continued any "loud noise" which term shall mean any sound that because of its volume level, duration or character annoys, disturbs, injures or endangers the comfort, health, peace or safety of reasonable persons of ordinary sensibilities within the limits of the city regardless of whether the noise emanates from a lawfully permitted event or activity, business, commercial enterprise, retail, industry, or utility. Quieter standards shall prevail during the nighttime hours of 10:00 p.m. to 7:00 a.m.

The term shall be limited to loud noise heard:

(1) In any occupied residential unit which is not the source of the noise or upon the yard or grounds therefore, or;

(2) In the driveway of such residential unit;

(3) In a school, ~~or~~ public building, or religious or charitable institution, or upon the ground thereof while in use, upon any parking lot open to members of the public as invitees or licensees, and in any event from a location not less than 50 feet from the source of the noise measured in a straight line from the source.

(b) No person in possession and present in any premises shall make or cause or allow to be made or allow to be continued any loud noise, including the loud noise that results from a gathering of people, which term shall mean any sound that because of its volume level, character or duration, annoys, disturbs, injures or endangers the comfort, health, peace or safety of reasonable persons of ordinary sensibilities within the limits of the city. Quieter standards shall prevail during the nighttime hours of 10:00 p.m. to 7:00 a.m.

The term shall be limited to loud noise heard:

(1) In any occupied residential unit which is not the source of the noise or upon the yard or grounds thereof, or;

(2) In the driveway of such residential unit;

(3) In a school, ~~or~~ public building, or religious or charitable institution, or upon the ground thereof while in use, upon any parking lot open to members of the public as invitees or licensees, and in any event from a location not less than 50 feet from the source of the noise measured in a straight line from the source.

(c) No person shall make any loud noise or operate a sound amplifier so as to be clearly audible to any occupant of a neighboring property at any point on the boundary line separating the two properties at a level higher than 65 dBA during the day (from 7:00 a.m. to 10:00 p.m.) or 55 dBA during the night (from 10:00 p.m. to 7:00 a.m.). If the properties are not contiguous, then the sound shall be measured from the source in a straight line.

(Ord. No. 2006-11, § 1, 8-30-2006)

ORDINANCE NO. 2026-_____

AN ORDINANCE OF THE CITY OF SEALY, TEXAS, AMENDING SECTION 42-115 OF ARTICLE IV OF CHAPTER 42 OF THE CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS FOR NOISE; 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 of Sealy, Texas ("City") code of ordinances provides rules and regulations for noise and sound levels; and

WHEREAS, The City Council finds that certain new commercial and industrial developments may create a noise nuisance; and

WHEREAS, The City Councils finds that providing for rules and regulations for noise and sound levels is for the good of the government and protects the general welfare;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE 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. Section 42-115 of Article IV of Chapter 42 of the code of ordinances is amended to read as follows:

"Chapter 42 – HEALTH AND SANITATION

* * * *

ARTICLE IV. – NOISE AND SOUND LEVEL REGULATION

* * * *

Sec. 42-115. Prohibited generally.

(a) It shall be unlawful for any person to willfully make or cause or allow to be made or allow to be continued any "loud noise" which term shall mean any sound that because of its volume level, duration or character annoys, disturbs, injures or endangers the comfort, health, peace or safety of reasonable persons of ordinary sensibilities within the limits of the city regardless of whether the noise emanates

from a lawfully permitted event or activity, business, commercial enterprise, retail, industry, or utility. Quieter standards shall prevail during the nighttime hours of 10:00 p.m. to 7:00 a.m.

The term shall be limited to loud noise heard:

(1) In any occupied residential unit which is not the source of the noise or upon the yard or grounds therefore, or;

(2) In the driveway of such residential unit;

(3) In a school, public building, or religious or charitable institution, or upon the ground thereof while in use, upon any parking lot open to members of the public as invitees or licensees, and in any event from a location not less than 50 feet from the source of the noise measured in a straight line from the source.

(b) No person in possession and present in any premises shall make or cause or allow to be made or allow to be continued any loud noise, including the loud noise that results from a gathering of people, which term shall mean any sound that because of its volume level, character or duration, annoys, disturbs, injures or endangers the comfort, health, peace or safety of reasonable persons of ordinary sensibilities within the limits of the city. Quieter standards shall prevail during the nighttime hours of 10:00 p.m. to 7:00 a.m.

The term shall be limited to loud noise heard:

(1) In any occupied residential unit which is not the source of the noise or upon the yard or grounds thereof, or;

(2) In the driveway of such residential unit;

(3) In a school, public building, or religious or charitable institution, or upon the ground thereof while in use, upon any parking lot open to members of the public as invitees or licensees, and in any event from a location not less than 50 feet from the source of the noise measured in a straight line from the source.

(c) No person shall make any loud noise or operate a sound amplifier so as to be clearly audible to any occupant of a neighboring property at any point on the boundary line separating the two properties at a level higher than 65 dBA during the day (from 7:00 a.m. to 10:00 p.m.) or 55 dBA during the night (from 10:00 p.m. to 7:00 a.m.). If the properties are not contiguous, then the sound shall be measured from the source in a straight line."

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

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 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 regulation 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 19th day of May, 2026.

PASSED, APPROVED AND ADOPTED at this second reading on the _____ day of _____, 2026.

_____
Carolyn Bilski, Mayor

ATTEST:

_____
Sandra Vrablec, City Secretary

ITEM #2

AGENDA ITEM NO:

Discussion and Possible Action Regarding an Ordinance Amending the Fiscal Year 2025-2026 Budget.

SUBMITTED BY: Jennifer Matura, Finance/HR Director

MEETING DATE: May 19th, 2026

STAFF REPORT

SUMMARY

Consideration and possible action on an ordinance amending the FY 2025-2026 budget to:

- Increase Gas Tap Fees revenue and appropriate additional funding for Meter Repairs & Maintenance associated with new gas service installations in the new developments;
- Reallocate budgeted funds from Human Resources Consultant Services to City Secretary Consultant Services for ongoing communications support; and
- Reallocate budgeted funds from Finance Consultant Services to Information Technology Software License Fees for implementation and subscription costs associated with NEOGOV HRIS, Payroll, Benefits, and Time & Attendance software.

ANALYSIS

The Gas Department is experiencing increased activity related to new residential developments within the City, specifically with the Cane Crossing and Hunters Crossing subdivisions. In order to provide gas utility service to these developments, the Gas Department must purchase additional gas meters and communication endpoints necessary for installation and service activation.

The Fiscal Year 2025-2026 adopted budget included:

- Gas Tap Fees Revenue (Line Item: 57-44450): $25,000
- Meter Repairs & Maintenance Expense (Line Item: 57-517-53590): $25,000

Gas Tap Fee revenue collections have substantially exceeded original budget projections. As of the date of this report, these revenues total $90,607, which is $65,607 above the adopted budget amount.

At the same time, expenditures within the Meter Repairs & Maintenance account have increased as a result of the need to purchase additional meters and endpoints required to serve these developments. Currently, only $4,434 remains available within the Meter Repairs & Maintenance budget.

To ensure sufficient appropriations are available for the necessary purchases and continued service installation activities, staff recommends amending the budget to recognize the additional revenue received and increase the corresponding expenditure.

Additionally, at the April 7, 2026 City Council meeting, City Council approved a contract with Chaparral Creative, LLC for ongoing communications support services at 10 hours per month. The meeting packet also indicated that a budget amendment would be required if approved. Staff recommends reallocating $10,000 from Human Resources Consultant Services (Line Item: 10-545-53020) to City Secretary Consultant Services (Line Item: 10-540-53020) to fund the agreement. This amendment will reduce the HR Consultant Services budget from $10,000 to $0 and increase the City Secretary Consultant Services budget from $0 to $10,000.

Further, at the May 7, 2026 City Council meeting, City Council approved an agreement with NEOGOV through Sourcewell cooperative purchasing program for implementation and subscription of HRIS, Payroll, Benefits, and Time & Attendance software. The four-month prorated cost for the period of June 1 2026 through September 30, 2026 includes $8,724 in licensing fees and $18,000 in implementation and setup fees, for a total cost of $26,724.

To accommodate these costs, staff recommends reallocating $26,724 from Finance Consultant Services (10-520-53020) to Information Technology Software License Fees (10-560-54410). This amendment will reduce the Finance Consultant Services budget from $45,000 to $18,276 and increase the Information Technology Software License Fees budget from $76,000 to $102,724.

FINANCIAL IMPACT

The proposed budget amendment will:

Gas Fund

- Increase Gas Tap Fees Revenue (57-44450) by $65,650
- Increase Meter Repairs & Maintenance Expense (57-517-53590) by $65,650

General Fund – Communications Support

- Decrease Human Resources Consultant Services (10-545-53020) by $10,000
- Increase City Secretary Consultant Services (10-540-53020) by $10,000

General Fund – NEOGOV HRIS Software

- Decrease Finance Consultant Services (10-520-53020) by $26,724
- Increase Information Technology Software License Fees (10-560-54410) by $26,724.

These amendments are either revenue supported or funded through budget reallocations and will not require the use of fund balance or other additional City resources.

RECOMMENDATION

Staff recommends approval of the ordinance amending the Fiscal Year 2025-2026 budget.

ATTACHMENTS

- Ordinance Amending the Fiscal Year 2025-2026 Budget
- Budget Amendment Forms/Detail

Ordinance

ORDINANCE 2026 –

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 2025-2026; 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 2025-2026 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 2025-2026 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 2025-2026 Budget is hereby amended to the Budget of the City of Sealy, Texas for the Fiscal Year 2025-2026 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 19th day of May 2026.

_____

Carolyn Bilski, Mayor

ATTEST:

_____

Sandra Vrablec, City Secretary

Budget Amendments

City of Sealy, Texas

Budget Amendment Request Form - As Authorized by City Charter Section 7.03 - Amendments After Adoption

Fiscal Year: 2026 ***Fund #:*** 57 ***Fund Name:*** Gas Fund

Estimated Revenues & Other Financing Sources		***Appropriations & Other Financing Uses***	
Total increases	$ 65,650	Total increases	$ 65,650
Total decreases	$ -	Total decreases	$ -
Net increase (decrease)	$ 65,650	Net increase (decrease)	$ 65,650

Budget amendments are IN BALANCE. ***$*** -

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* ✓	
		44450	Gas Tap Fees	$ 25,000	$ 65,650				$ 90,650
517	Gas	53590	Meter Rep. & Maint.	$ 25,000			$ 65,650		$ 90,650
									$ -
									$ -
									$ -
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									$ -

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: 2026 ***Fund #:*** 10 ***Fund Name:*** General Fund

Estimated Revenues & Other Financing Sources		***Appropriations & Other Financing Uses***		***Budget amendments are IN BALANCE.***
Total increases	$ -	Total increases	$ 36,724	
Total decreases	$ -	Total decreases	$ 36,724	
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* ✓	
545	Human Resources	53020	Consultant Services	$ 10,000				$ 10,000	$ -
540	City Secretary	53020	Consultant Services	$ -			$ 10,000		$ 10,000
520	Finance	53020	Consultant Services	$ 45,000				$ 26,724	$ 18,276
560	Information Tech.	54410	Software Lic. Fees	$ 76,000			$ 26,724		$ 102,724
									$ -
									$ -
									$ -
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City Mgr's Sig/Date: _____ Date approved by City Council: _____ Ord #_____ Budget Adj #_____ Packet #_____ Entered by: _____ Posted by: _____

PACKET: 00446-Budget Adjustment - 05/19/2026
BUDGET CODE: CB-Current Budget

FUND	ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
Budget Adj. # 000613								
57	44450 Gas Tap Fees	5/19/2026	Budget Adjustment	65,650.00	25,000.00-	0.00	90,650.00-	43.05-
57	517-53590 Meter Repairs & Maintenance	5/19/2026	Budget Adjustment	65,650.00	25,000.00	0.00	90,650.00	70,084.24
Budget Adj. # 000614								
10	545-53020 Consultant Services	5/19/2026	Budget Adjustment	10,000.00-	10,000.00	0.00	0.00	0.00
10	540-53020 Consultant Services	5/19/2026	Budget Adjustment	10,000.00	0.00	0.00	10,000.00	6,950.00
10	520-53020 Consultant Services	5/19/2026	Budget Adjustment	26,724.00-	45,000.00	0.00	18,276.00	17,438.10
10	560-54410 Software License Fees	5/19/2026	Budget Adjustment	26,724.00	76,000.00	0.00	102,724.00	74,668.27

TOTAL NO. ADJUSTMENTS--REVENUE:	1	65,650.00
TOTAL NO. ADJUSTMENTS--EXPENSE:	5	65,650.00
TOTAL IN PACKET--		131,300.00

*** NO WARNINGS ***

*** NO ERRORS ***

*** END OF REPORT ***

ITEM #3

AGENDA ITEM NO:

Discussion and possible action regarding a Resolution to Accept Auditor's Findings and Management's Action Plan.

SUBMITTED BY: Jennifer Matura, Finance Director

MEETING DATE: May 19, 2026

STAFF REPORT

SUMMARY

The proposed Resolution serves to create an official record of the action plan to be implemented by management in response to the Auditor's findings of deficiencies in financial reporting and internal controls regarding the financial policies and procedures of the City.

Auditor's Findings:

1. **Effective controls over Financial Statement Disclosure**
2. **Investment Reports**
3. **Purchasing Policy**

RECOMMENDATION

Staff recommends approval of the Resolution to approve Management's Response Letter regarding Fiscal Year 2025 Audit Findings.

Audit Findings Letter

BROOKSWATSON & CO.
CERTIFIED PUBLIC ACCOUNTANTS

March 28, 2026

To the Honorable Mayor,
Members of the City Council
and management
City of Sealy, Texas

In planning and performing our audit of the financial statements of the City of Sealy, Texas (the "City"), as of and for the year ended September 30, 2025, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses. A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- Reasonably possible. The chance of the future event or events occurring is more than remote but less than likely.
- Probable. The future event or events are likely to occur.

We consider the following deficiencies in the City of Sealy, Texas's internal control to be a material weakness:

1. EFFECTIVE CONTROLS OVER FINANCIAL STATEMENT DISCLOSURE

   Finding

   Management is responsible for establishing, maintaining and monitoring internal controls over financial reporting, and for the fair presentation of the financial statements and related notes in conformity with U.S. generally accepted accounting principles. Under professional standards, we have to assess the City's controls over preparing the financial statements including assessing the skills and competencies necessary to prevent, detect, and correct a material misstatement. A system of internal control over financial reporting includes controls over financial statement preparation, including footnote disclosures. Control deficiencies exist when the City does not have controls over preparation of the financial statements which would prevent or detect a misstatement in the financial statements. As part of our audit, management requested us to prepare a draft of the City's financial statements and the related notes. Management reviewed, approved, and accepted responsibility for those statements prior to their issuance. The outsourcing of these services is not unusual for a City of this size. However, we cannot be considered part of the City's internal control over financial reporting. We also determined that certain adjustments were required that were material to the financial statements. Accordingly, we consider these control deficiencies over financial reporting to be material weaknesses.

   Recommendation

   We recommend that management review the existing policies, procedures, and controls over these areas to ensure that all information is recorded and reported properly.

In addition, we identified certain other matters involving the internal control and other operational matters that are presented for your consideration. These matters are not considered to be a material weakness or significant deficiency. This letter does not affect our report dated March 28, 2026 on the financial statements of the City. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, perform any additional study of these matters, or assist you in implementing the recommendations. Our comments are summarized as follows:

2. INVESTMENT REPORTS

Finding

In our testing over PFIA compliance, we noted that the City has multiple investment officers serving at one time, however, only the Finance Director prepares and signs off on the investment report. Per the PFIA requirements, investment report must be prepared jointly by all investment officers and signed by each investment officer.

Recommendation

We recommend that the investment reports be jointly prepared by all investment officers with a signature approval from each before being presented to council, as required by PFIA compliance.

3. PURCHASING POLICY

Finding

Effective September 1, 2025, Texas Senate Bill 1173 amended the Texas Local Government Code §262.023 to increase the competitive bidding threshold for counties and municipalities from $50,000 to $100,000. In addition, the requirement to contact at least two Historically Underutilized Businesses (HUBs) on a rotating basis is also updated to apply to expenditures between $3,000 and $100,000.

Recommendation

We recommend the City update its purchasing policy to align with the current requirements of the Texas Local Government Code by revising the formal competitive bidding and HUB contractor language to reflect the new threshold of $100,000. The revised policy should be formally approved by City Council and communicated to staff involved in procurement activities.

The purpose of this communication, which is an integral part of our audit, is to describe for management and those charged with governance the scope of our testing of internal control and the results of that testing. Accordingly, this communication is not intended to be and should not be used for any other purpose.

Respectfully,

BrooksWatson & Co.

BrooksWatson & Co., PLLC
14950 Heathrow Forest Parkway, Suite 530
Houston, Texas

Resolution

RESOLUTION 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEALY, TEXAS, APPROVING MANAGEMENT'S RESPONSE LETTER REGARDING FISCAL YEAR 2025 AUDIT FINDINGS.

* * * * * * * * * * *

WHEREAS, The City Council of the City of Sealy, Texas, ("City"), desires to formally approve Management's Response Letter regarding Fiscal Year 2025 Audit Findings; and;

WHEREAS, The City's annual comprehensive audit was performed in accordance with generally accepted auditing standards and in three phases to include the planning phase, field work, and conclusion reporting. A risk-based approach was used to test areas most susceptible to risk of error or fraud, followed by field work where the auditor agreed balances from the City's systems, tested those balances for material accuracy, and prepared the annual comprehensive financial report, which was presented to the City Council on April 21st, 2026, by Wesley Carr, CPA Audit Manager, of BrooksWatson and Co., Certified Public Accountants; and

WHEREAS, The City received an unmodified opinion, which is the highest level of assurance that the auditor can give that the City's financial statements are free from material error; and

WHEREAS, the audit was submitted for the certificate of Achievement for Excellence in Financial Reporting, and if awarded, will be the City's 32nd year to receive the award once approved; and

WHEREAS, Staff prepared a Response Letter regarding an action plan which identifies the causes of the deficiencies noted by the auditor and details the specific steps the City plans to take to address each of the audit findings.

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

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

Section 2. The City Council hereby acknowledges and accepts the Management's Response Letter Regarding Fiscal Year 2025 Audit Findings which is attached hereto as Exhibit "A."

Section 3. *Severability.* In the event any clause, phrase, provision, sentence, or part of this Resolution or the application of the same to any person or circumstances 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 part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 4. *Repeal.* All Resolutions or parts of Resolutions in conflict herewith shall be and are hereby repealed only to the extent of such conflict.

Section 5. *Effective Date.* This Resolution shall become effective immediately upon passage.

PASSED and APPROVED this, the 19th day of May, 2026.

_____
Carolyn Bilski, Mayor

ATTEST:

_____
Sandra Vrablec, City Secretary

Exhibit “A”

City of Sealy
Municipal Center

P. O. Box 517 · 415 Main Street · Sealy, TX 77474
(979) 885-3511 · Fax (979) 885-3513

May 19, 2026

EXHIBIT "A"

MANAGEMENT'S LETTER OF RESPONSE TO FISCAL YEAR 2025 AUDIT FINDINGS IDENTIFIED AND INCLUDED IN THE SAS 115 LETTER DATED MARCH 28, 2026, FROM BROOKSWATSON &CO., CERTIFIED PUBLIC ACCOUNTANTS

1. **EFFECTIVE CONTROLS OVER FINANCIAL STATEMENT DISCLOSURE**

Finding

Management is responsible for establishing, maintaining and monitoring internal controls over financial reporting, and for the fair presentation of the financial statements and related notes in conformity with U.S. generally accepted accounting principles. Under professional standards, we have to assess the City's controls over preparing the financial statements including assessing the skills and competencies necessary to prevent, detect, and correct a material misstatement. A system of internal control over financial reporting includes controls over financial statement preparation, including footnote disclosures. Control deficiencies exist when the City does not have controls over preparation of the financial statements which would prevent or detect a misstatement in the financial statements. As part of our audit, management requested us to prepare a draft of the City's financial statements and the related notes. Management reviewed, approved, and accepted responsibility for those statements prior to their issuance. The outsourcing of these services is not unusual for a City of this size. However, we cannot be considered part of the City's internal control over financial reporting. We also determined that certain adjustments were required that were material to the financial statements. Accordingly, we consider these control deficiencies over financial reporting to be material weaknesses.

Recommendation

We recommend that management review the existing policies, procedures, and controls over these areas to ensure that all information is recorded and reported properly.

Management's Response

The City acknowledges the auditor's finding regarding internal controls over financial statement preparation and disclosure. As noted by the auditors, the City currently relies on its external audit firm to assist with preparation of the annual financial statements and related note disclosures. This practice is common among municipalities of similar size and staffing levels and has historically been included within the scope of the City's audit services procurement.

The City understands that professional auditing standards require this condition to be reported as a material weakness because the preparation of the financial statements is being performed by an external party rather than entirely through internal resources and controls. The City also acknowledges the audit adjustments identified during the audit process.

Management recognizes the importance of strong internal financial reporting controls and has evaluated practical solutions to continue strengthening the City's financial operations while balancing staffing limitations, operational demands, and budgetary considerations. The City has experienced significant growth in recent years, resulting in increased complexity in financial reporting requirements, fund accounting, grant administration, utility operations, capital projects, and overall daily financial activity.

To address this matter, management intends to implement the following action steps:

1. **Continued Staff Training and Professional Development**
   Finance staff will continue pursuing professional development opportunities related to governmental accounting, municipal fund accounting, financial statement preparation, and annual reporting requirements. Training opportunities may include Government Finance Officers Association (GFOA), Texas Municipal League (TML), Governmental Accounting Standards Board (GASB), and continuing education courses specific to municipal finance operations.
2. **Enhanced Year-End Review Procedures**
   Management will continue strengthening year-end closing procedures and internal review processes to improve accuracy of account classifications, reconciliations, schedules, and supporting documentation provided during the audit process. Staff will work to identify and address potential adjustments earlier in the fiscal year-end closeout process.
3. **Evaluation of Additional Financial Management Resources**
   Management will evaluate the feasibility of adding additional accounting and financial reporting support as part of budget planning discussions, including consideration of an Assistant Finance Director or similar position with experience in governmental accounting and financial statement preparation. The addition of experienced financial management personnel would enhance the City's internal capacity related to fund accounting, financial reporting, internal controls, budgeting, and audit preparation.
4. **Consideration of Contracted Accounting Support**
   If staffing additions are not financially feasible, management may evaluate the use of contracted governmental accounting support services to assist with complex financial reporting and year-end processes. Management recognizes that the use of outside support may still require substantial staff coordination during audit season. However, this option could provide additional technical expertise while balancing operational realities.

While the City may continue to rely on external audit assistance for portions of the annual financial statement preparation process in the near term, management believes the measures outlined above will improve internal financial reporting processes, reduce the risk of material misstatements, and strengthen the City's overall system of internal controls.

2. INVESTMENT REPORTS

Finding

In our testing over PFIA compliance, we noted that the City has multiple investment officers serving at one time, however, only the Finance Director prepares and signs off on the investment report. Per the PFIA requirements, investment report must be prepared jointly by all investment officers and signed by each investment officer.

Recommendation

We recommend that the investment reports be jointly prepared by all investment officers with a signature approval from each before being presented to council, as required by PFIA compliance.

Management's Response

Management acknowledges the auditor's recommendation regarding compliance with the PFIA reporting requirements related to the designation and approval responsibilities of Investment Officers.

City Council will be considering an agenda item at this meeting (May 19, 2026) discussing revisions to the City's Investment Policy that directly address this finding. The City previously expanded the list of designated Investment Officers during a Finance Director vacancy to ensure continuity of financial operations and investment management responsibilities. During this period, quarterly investment reports continued to be prepared and presented by the Finance Director. However, the reports were not jointly prepared and signed by all Investment Officers as required under the PFIA.

To address this recommendation, staff is proposing revisions to the City's Investment Policy to:

- Remove the City Manager and City Secretary as designated Investment Officers; and
- Designate the Finance Director and Administrative Services Manager as the authorized Investment Officers.

Management believes the proposed policy revisions will adequately address the auditor's recommendation and ensure ongoing compliance with PFIA reporting requirements.

3. PURCHASING POLICY

Finding

Effective September 1, 2025, Texas Senate Bill 1173 amended the Texas Local Government Code §262.023 to increase the competitive bidding threshold for counties and municipalities from $50,000 to $100,000. In addition, the requirement to contact at least two Historically Underutilized Businesses (HUBs) on a rotating basis is also updated to apply to expenditures between $3,000 and $100,000.

Recommendation

We recommend the City update its purchasing policy to align with the current requirements of the Texas Local Government Code by revising the formal competitive bidding and HUB contractor language to reflect the new threshold of $100,000. The revised policy should be formally approved by City Council and communicated to staff involved in procurement activities.

Management's Response

Management acknowledges the auditor's recommendation regarding updates to the City's purchasing policies to reflect revisions to the Texas Local Government Code resulting from Senate Bill 1173, including the increase in the competitive bidding threshold from $50,000 to $100,000 and related Historically Underutilized Business (HUB) requirements.

Staff is currently in the process of developing a comprehensive Purchasing Manual for future City Council consideration and adoption. The proposed manual is intended to establish clear procurement procedures and internal controls for City staff and will incorporate:

- Current Texas purchasing requirements;
- Updated competitive procurement thresholds;
- Applicable HUB requirements;
- Federal procurement standards under 2 CFR Part 200; and
- Standardized procurement procedures and documentation requirements.

The proposed manual is currently undergoing final internal revisions and will be reviewed by the City's procurement consultant and City Attorney prior to presentation to the City Council

In addition, management has identified references within the City's existing Financial Management Policy that still refer to the prior $50,000 competitive bidding threshold. Those references will be updated during the City's next annual review and adoption of the Financial Management Policy to ensure consistency with current state law and the proposed purchasing manual.

Management believes these actions will strengthen procurement oversight, improve consistency in purchasing procedures, and ensure ongoing compliance with applicable state and federal procurement requirements.

ITEM #4

AGENDA ITEM NO:

Discussion and Possible Action to Approve a Resolution amending and adopting the City of Sealy Investment Policy.

SUBMITTED BY: Jennifer Matura, Finance/HR Director

MEETING DATE: May 19th, 2026

STAFF REPORT

SUMMARY

The City of Sealy annually reviews and adopts its Investment Policy in accordance with the Texas Public Funds Investment Act (PFIA), Chapter 2256 of the Texas Government Code. The City Council completed its annual review and approved the current Investment Policy at the April 7, 2026 City Council Meeting.

Following the policy approval, the City's Fiscal Year 2025 audit findings were presented to City Council at the April 21, 2026 meeting. During audit review, the auditors identified a PFIA compliance finding related to the designation of multiple Investment Officers and the preparation of the City's quarterly investment reports.

Specifically the auditors noted that while the Investment Policy currently designations four Investment Officers (Finance Director, Administrative Services Manager, City Manager, and City Secretary) the quarterly investment reports have only been prepared and signed by the Finance Director. The auditors recommended that all designated Investment Officers jointly prepare and sign the quarterly investment reports in order to fully comply with PFIA requirements.

As a result of the audit finding and recommendation, staff is bringing the Investment Policy back to City Council for revisions to the Delegation of Authority section in order to update the City's designated Investment Officers and ensure ongoing compliance with PFIA reporting requirements.

Proposed Revisions

Historically, the City's designated Investment Officers were the Finance Director and Administrative Services Manager. However, due to staffing changes and the Finance Director vacancy that occurred in June 2024, the City Manager and City Secretary were added as designated Investment Officers as a temporary operational necessity to ensure continuity of financial operations and investment management responsibilities during the vacancy period.

At this time, staff has determined there is no operational need for the City Manager and City Secretary to continue serving as designated Investment Officers, as investment management duties are financial and operational functions administered through the Finance Department are outside the regular scope of duties for those positions.

The proposed revisions to the Investment Policy will:

- Remove the City Manager and City Secretary as designated Investment Officers;
- Designate the Finance Director and Administrative Services Manager as the City's authorized Investment Officers; and
- Update the corresponding resolution approving the Investment Policy to reflect the revised delegation of authority.

FINANCIAL IMPACT

There is no financial impact associated with the proposed revisions to the Investment Policy.

RECOMMENDATION

Staff recommends approval of the Resolution amending and adopting the City of Sealy Investment Policy, designating the Finance Director and Administrative Services Manager as the City's Investment Officers.

Resolution

RESOLUTION NO. 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEALY, TEXAS, AMENDING THE CITY'S INVESTMENT POLICY TO REVISE THE DESIGNATION OF INVESTMENT OFFICERS IN ACCORDANCE WITH THE TEXAS PUBLIC FUNDS INVESTMENT ACT;

WHEREAS, the City Council of the City of Sealy previously approved the City's Investment Policy and Investment Strategies on April 7, 2026, in accordance with Chapter 2256 of the Texas Government Code, commonly known as the Texas Public Funds Investment Act (PFIA); and

WHEREAS, during the presentation of the City's Fiscal Year 2025 audit findings on April 21, 2026, the City's independent auditors identified a PFIA compliance finding related to the designation of multiple Investment Officers and the preparation and execution of quarterly investment reports; and

WHEREAS, the City Council finds it necessary and appropriate to revise the delegation of authority section of the Investment Policy to clarify the City's designated Investment Officers and ensure continued compliance with PFIA reporting requirements; and

WHEREAS, the City Council finds that the Finance Director and Administrative services Manager are the primary positions responsible for the City's investment management activities and financial operations and should serve as the City's designated Investment Officers;

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

1. **Amendment to Investment Policy.** The City Council approves the revised Investment Policy attached hereto as Exhibit "A," specifically amending the delegation of authority provisions to designate the Finance Director and Administrative Services Manager as the City's Investment Officers.
2. **Approval of Policy.** The Investment Policy attached hereto as "Exhibit A" is hereby approved and adopted as the official Investment Policy of the City of Sealy.
3. **Compliance with State Law.** The City Council finds that the revised Investment Policy and Investment Strategies comply with the requirements of the Texas Public Funds Investment Act, and the Investment Policy attached hereto as "Exhibit A", is hereby adopted as the investment policy of the city effective May 19, 2026.

PASSED AND APPROVED ON this the 19th day of May 2026.

_____
Carolyn Bilski
Mayor

ATTEST:

_____
Sandra Vrablec
City Secretary

Track Changes

Exhibit A

City of Sealy, Texas

Investment Policy

ADOPTED BY CITY COUNCIL ON ~~APRIL 7, 2026~~ MAY 19, 2026; RESOLUTION NO. 2026-~~12~~

Public Trust

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transaction that might impair public confidence in the City's ability to govern effectively.

Yield (Optimization of Interest Earnings)

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

V. RESPONSIBILITY AND CONTROL

Delegation of Authority

In accordance with the Public Funds Investment Act, the City Council designates the Finance Director~~, City Manager, City Secretary,~~ and the Administrative Services Manager as the City's Investment Officers. The Investment Officer is authorized to execute investment transactions on behalf of the City. No person may engage in an investment transaction or the management of City funds except as provided under the terms of this investment policy as approved by the City Council. The investment authority granted to investing officers is effective until rescinded by the City Council.

Quality and Capability of Investment Management

The City shall provide periodic training in investments for the designated Investment Officers and other investment personnel through courses and seminars offered by professional organizations, associations, and other independent sources in order to ensure the quality and capability of investment management in compliance with the Public Funds Investment Act.

Training Requirement

In accordance with the Public Funds Investment Act, a newly appointed Investment Officer must attend a training session of at least ten (10) hours of instruction within twelve (12) months of the date the officer took office or assumed the officer's duties. After that, the designated Investment Officer shall attend continuing investment training no less often than once every two years (based on the City's fiscal year) and shall receive not less than eight (8) hours of instruction relating to investment responsibilities. All required investment training shall be provided by an independent source approved by the City Council. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institution of higher education, or any other sponsor other than a business organization with whom the City may engage in an investment transaction.

Internal Controls

The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of

Clean Version

Exhibit A

City of Sealy, Texas

Investment Policy

ADOPTED BY CITY COUNCIL ON MAY 19, 2026; RESOLUTION NO. 2026-

CITY OF SEALY, TEXAS
INVESTMENT POLICY

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CITY OF SEALY, TEXAS
INVESTMENT POLICY

I. POLICY

It is the policy of the City of Sealy, Texas (hereinafter referred to as the "City") that, after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risk of investment, all available funds shall be invested in conformance with these legal and administrative guidelines, seeking to optimize interest earnings to the maximum extent possible.

Effective cash management is recognized as essential to good fiscal management. Investment income is a source of revenue to the City's funds. The City's investment portfolio shall be designed and managed in a manner designed to maximize this revenue source, to be responsive to public trust, and to be in compliance with legal requirements and limitations.

Investments shall be made with the primary objectives of:

Safety and preservation of principal,
Maintenance of sufficient **liquidity** to meet operating needs,
Public trust from prudent investment activities, and
Optimization of **interest earnings** on the portfolio.

II. PURPOSE

The purpose of this investment policy is to comply with Chapter 2256 of the Government Code (hereinafter referred to as the "Public Funds Investment Act"), which requires each municipality to adopt a written investment policy regarding the investment of its funds and funds under its control. The investment policy addresses the methods, procedures, and practices that must be exercised to ensure effective and judicious fiscal management of the City's funds.

III. SCOPE

This investment policy shall govern the investment of all financial assets of the City. These funds are accounted for in the City's Annual Comprehensive Financial Report (ACFR) and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Trust and Agency Funds, to the extent not required by law or existing contract to be kept segregated and managed separately
- Debt Service Funds, including reserves and sinking funds, to the extent not required by law or existing contract to be kept segregated and managed separately
- Any new fund created by the City, unless specifically exempted from this policy by the City Council or by law.

The City may consolidate cash balances from various funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
This investment policy shall apply to all transactions involving the financial assets and related activity for all the foregoing funds.

IV. INVESTMENT OBJECTIVES

The City shall manage and invest its cash with four primary objectives, listed in order of priority: **safety, liquidity, public trust, and yield, expressed as optimization of interest earnings.** The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

The City shall maintain a comprehensive cash management program, which includes collection of accounts receivable, vendor payments in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to ensure maximum cash availability and maximum earnings on short-term investment of idle cash.

Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

- *Credit Risk:* The City will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment, by:
  - Limiting investments to the safest types of investments,
  - Pre-qualifying the financial institutions with which the City will do business, and
  - Diversifying the investment portfolio so that potential losses on individual issuers will be minimized.

- *Interest Rate Risk:* The City will minimize the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates by:
  - Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to liquidate investments prior to maturity,
  - Investing operating funds primarily in certificates of deposit and local government investment pools functioning as money market mutual funds, and
  - Diversifying maturities and staggering purchase dates to minimize the impact of market movements over time.

Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrently with cash needs to meet anticipated demands. Because all possible cash demands cannot be

anticipated, all or a portion of the portfolio will be invested in local government investment pools that offer same-day liquidity.

Public Trust

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transaction that might impair public confidence in the City's ability to govern effectively.

Yield (Optimization of Interest Earnings)

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

V. RESPONSIBILITY AND CONTROL

Delegation of Authority

In accordance with the Public Funds Investment Act, the City Council designates the Finance Director and the Administrative Services Manager as the City's Investment Officers. The Investment Officer is authorized to execute investment transactions on behalf of the City. No person may engage in an investment transaction or the management of City funds except as provided under the terms of this investment policy as approved by the City Council. The investment authority granted to investing officers is effective until rescinded by the City Council.

Quality and Capability of Investment Management

The City shall provide periodic training in investments for the designated Investment Officers and other investment personnel through courses and seminars offered by professional organizations, associations, and other independent sources in order to ensure the quality and capability of investment management in compliance with the Public Funds Investment Act.

Training Requirement

In accordance with the Public Funds Investment Act, a newly appointed Investment Officer must attend a training session of at least ten (10) hours of instruction within twelve (12) months of the date the officer took office or assumed the officer's duties. After that, the designated Investment Officer shall attend continuing investment training no less often than once every two years (based on the City's fiscal year) and shall receive not less than eight (8) hours of instruction relating to investment responsibilities. All required investment training shall be provided by an independent source approved by the City Council. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institution of higher education, or any other sponsor other than a business organization with whom the City may engage in an investment transaction.

Internal Controls

The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of

reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Director of Finance shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion,
- Separation of transactions authority from accounting and record keeping,
- Custodial safekeeping,
- Avoidance of physical delivery securities,
- Clear delegation of authority to subordinate staff members,
- Written confirmation for telephone (voice) transactions for investments and wire transfers, and
- Development of a wire transfer agreement with the depository bank or third party custodian.

Prudence

The standard of prudence to be applied by the Investment Officer shall be the "prudent investor" rule. This rule states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." In determining whether the Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all funds, or funds under the City's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment, and
- Whether the investment decision was consistent with the written approved investment policy of the City.

Indemnification

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific investment's credit risk or market price changes, provided that these deviations are reported immediately and the appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that would conflict with the proper execution and management of the investment program or that would impair their ability to make impartial decisions. Employees and Investment Officers shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

An Investment Officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An

Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

VI. SUITABLE AND AUTHORIZED INVESTMENTS

Portfolio Management

The City currently has a "buy and hold" portfolio strategy. Maturity dates are matched with cash flow requirements and investments are purchased with the intent to be held until maturity. However, investments may be liquidated prior to maturity for the following reasons:

- An investment with declining credit may be liquidated early to minimize loss of principal.
- Cash flow needs of the City require that the investment be liquidated.

Investments

City funds governed by this policy may be invested in the instruments described below, all of which are authorized by Chapter 2256 of the Government Code (Public Funds Investment Act). Investment of City funds in any instrument or security not authorized for investment under the Act is prohibited. The City will not be required to liquidate an investment that becomes unauthorized subsequent to its purchase.

Authorized

- Certificates of Deposit issued by a bank organized under Texas law, the laws of another state, or federal law, that has its main office or a branch office in Texas, or by a savings and loan association or a savings bank organized under Texas law, the laws of another state, or federal law, that has its main office or a branch office in Texas and that is guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or secured by obligations in a manner and amount provided by law for deposits of the City.

- Local government investment pools, which (1) meet the requirements of Chapter 2256.016 of the Public Funds Investment Act, (2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, (3) seek to maintain a $1.00 net asset value, and (4) are authorized by resolution or ordinance of the City Council.

All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

Not Authorized

Investments including interest-only or principal-only strips of obligations with underlying mortgage-backed security collateral and collateralized mortgage obligations with an inverse floating interest rate or a maturity date of over 10 years are strictly prohibited.

VII. INVESTMENT PARAMETERS

Maximum Maturities

The longer the maturity of investments, the greater their price volatility. Therefore, it is the City's policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risk caused by changes in interest rates.

The City attempts to match its investments with anticipated cash flow requirements. The City will not directly invest in securities maturing more than two (2) years from the date of purchase; however, the above described certificates of deposit may be collateralized using longer dated investments.

Diversification

The City recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification that shall be achieved by the following general guidelines:

- Limiting investments to avoid over-concentration in investments from a specific issuer or business sector (excluding certificates of deposit that are fully insured and collateralized in accordance with state and federal law), and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs) to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

The following maximum limits, by instrument, are established for the City's total portfolio:

- Certificates of Deposit 75%
- Authorized Pools..... 75%

VIII. SELECTION OF FINANCIAL INSTITUTIONS

Depository

At least every five (5) years, a depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). The selection of a depository will be determined by competitive bid, and evaluation of bids will be based on the following selection criteria:

- The ability to qualify as a depository for public funds in accordance with state law,
- The ability to provide requested information or financial statements for the periods specified,
- The ability to meet all requirements in the banking RFP,
- Complete response to all required items on the bid form, and
- Lowest net banking service cost, consistent with the ability to provide an appropriate level of service.

Authorized Investment Providers

The City shall, at least annually, review, revise, and adopt a list of qualified financial institutions authorized to engage in investment transactions with the City. All investment providers, including financial institutions, banks, and local government investment pools, must sign a certification acknowledging that the organization has received and reviewed the City's investment policy and that reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by the City's policy.

Competitive Bids

It is the policy of the City to require competitive bidding for all individual security purchases and sales except for transactions with local government investment pools. The Director of Finance shall develop and maintain procedures for ensuring a competition in the investment of the City's funds.

Delivery vs. Payment

Securities shall be purchased using the **delivery vs. payment** method with the exception of investment pools. Funds will be released after notification that the purchased security has been received.

IX. SAFEKEEPING OF SECURITIES AND COLLATERAL

Safekeeping and Custodian Agreements

The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio or held as collateral to secure demand or time deposits. Securities owned by the City shall be held in the City's name as evidenced by safekeeping receipts of the institution holding the securities.

Collateral for deposits will be held by a third-party custodian designated by the City and pledged to the City as evidenced by safekeeping receipts of the institution with which the collateral is deposited. Original safekeeping receipts shall be obtained. Collateral may be held by the depository bank's trust department, a Federal Reserve bank or branch of a Federal Reserve bank, a Federal Home Loan Bank, or a third party bank approved by the City.

Collateral Policy

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all City funds on deposit with a depository bank, other than investments. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC. At its discretion, the City may require a higher level of collateralization for certain investment securities. Securities pledged as collateral shall be held by an independent third party with which the City has a current custodial agreement. The Director of Finance is responsible for entering into collateralization agreements with third party custodians in compliance with this Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be

supplied to the City and retained. Collateral shall be reviewed at least monthly to assure that the market value of the pledged securities is adequate.

Collateral Defined

The City shall accept only the following types of collateral:

- Obligations of the United States or its agencies and instrumentalities,
- Direct obligations of the state of Texas or its agencies and instrumentalities,
- Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States,
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized rating firm not less than A or its equivalent with a remaining maturity of ten (10) years or less,
- A surety bond issued by an insurance company rated as to investment quality by a nationally recognized rating firm not less than A, and
- A letter of credit issued to the City by the Federal Home Loan Bank.

Subject to Audit

All collateral shall be subject to inspection and audit by the Director of Finance or the City's independent auditors.

X. PERFORMANCE

Performance Standards

The City's investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio shall be designed with the objective of obtaining a rate of return through budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow requirements of the City.

Performance Benchmark

It is the policy of the City to purchase investments with maturity dates coinciding with cash flow needs. Through this strategy, the City shall seek to optimize interest earnings utilizing allowable investments available on the market at that time. Market value will be calculated on a quarterly basis on all securities owned and compared to current book value. The City's portfolio shall be designed with the objective of regularly meeting or exceeding the average rate of return on U.S. Treasury Bills at a maturity level comparable to the City's weighted average maturity in days.

XI. REPORTING

Methods

The Investment Officer shall prepare an investment report on a quarterly basis that summarizes investment strategies employed in the most recent quarter and describes the portfolio in terms of investment securities, maturities, and shall explain the total investment return for the quarter.

The quarterly investment report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principles. This summary will be prepared in a manner that will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be provided to the City Council. The report will include the following:

- A listing of individual securities held at the end of the reporting period,
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period,
- Additions and changes to the market value during the period,
- Average weighted yield to maturity of portfolio as compared to applicable benchmark,
- Listing of investments by maturity date,
- Fully accrued interest for the reporting period,
- The percentage of the total portfolio that each type of investment represents, and
- Statement of compliance of the City's investment portfolio with state law and the investment strategy and policy approved by the City Council.

Monitoring Market Value

Market value of all securities in the portfolio will be determined on a quarterly basis. These values will be obtained from a reputable and independent source and disclosed to the governing body quarterly in a written report.

XII. INVESTMENT POLICY ADOPTION

The City's investment policy shall be adopted by resolution of the City Council. It is the City's intent to comply with state laws and regulations. The City's investment policy shall be subject to revisions consistent with changing laws, regulations, and needs of the City. The City Council shall adopt a resolution stating that it has reviewed the policy and investment strategies annually, approving any changes or modifications.

XIII. INVESTMENT STRATEGY

The City shall maintain an investment portfolio that utilizes specific investment strategy considerations designed to address the unique characteristics of its various fund groups. In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Authorized securities will be of the highest credit quality, and when not matched to liabilities, they will be short-term and liquid. The portfolio will be diversified to avoid market

and credit risks. Diversification and full liquidity requirements will be met through the use of investment pools and certificates of deposit. Investment guidelines by fund type are as follows:

A. Investment strategies for operating funds and commingled cash pools containing operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles.

B. Investment strategies for debt service funds shall have as their primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date which exceeds the debt service payment date.

C. Investment strategies for debt service reserve funds shall have as their primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Securities should be of high quality and, except as may be required by the bond ordinance specific to an individual issue, of short- to intermediate-term maturities.

D. Investment strategies for special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The stated final maturity dates of securities held should not exceed the estimated project completion date.

XIV. APPROVED INVESTMENT PROVIDERS

Local Government Investment Pools

TexPool
TexPool Participant Services
Federated Hermes, Inc.
Management, Inc.
1001 Texas Avenue, Suite 1150
Houston, TX 77002
Phone: (866) 839-7665
Fax: (866) 839-3291

TexSTAR
TexSTAR Participant Services
Hilltop Securities/J.P. Morgan Investment

717 N. Harwood, Suite 3400
Dallas, TX 75201
Phone: (800) 839-7827
Fax: (214) 953-8878

Financial Institutions/Banks

Any bank organized under Texas law, the laws of another state, or federal law, that has its main office or a branch office in Texas, or by a savings and loan association or a savings bank organized under Texas law, the laws of another state, or federal law, that has its main office or a branch office in Texas and that is guaranteed or insured by the Federal Deposit Insurance or its successor or secured by obligations in a manner and amount provided by law for deposits of the Entity.

GLOSSARY OF INVESTMENT TERMS

ACCRETION: The increase in value of an asset toward its redemption price over time as it approaches maturity. The discount amount is accreted to par over the life of the security on a daily basis.

ACCRUED INTEREST: The accumulated interest due on a bond as of the last interest payment made by the issuer of the bond. The security is always sold with the accrued interest included.

AGENCY SECURITY: A U.S. Government-issued security that was not issued by the Treasury Department but that may be backed by the full faith and credit of the United States depending upon the issuing agency. A debt security issued by a federal or federally sponsored agency, such as the Federal National Mortgage Association (FNMA).

AMORTIZATION: The decrease in value of an asset to its redemption price over time as it approaches maturity. On a mortgage backed security, the reduction through periodic repayments of both interest and principal. The premium amount is amortized to par over the life of the security on a daily basis.

ARBITRAGE: Profiting from the differences in price when the same security, currency, or commodity is traded on two or more markets.

ARBITRAGE BONDS: Bonds issued by a municipality in the tax exempt markets and reinvested in the taxable markets in order to gain interest rate advantage or the advantage earned by refunding higher-rate bonds in advance of their call date. Proceeds from the lower-rate refunding issue are invested in treasuries until the first call date of the higher-rate issue being refunded.

ASK PRICE: The price at which securities are offered by the broker/dealer. The price at which a governmental entity buys a security.

ASSET ALLOCATION: The way that investments are distributed and weighted among different types of investment vehicles. The objective of asset allocation is to diversify market and credit risk while obtaining the greatest possible return consistent with the investor's risk tolerance.

AVERAGE LIFE: The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

BANKERS ACCEPTANCE (BA): A draft, bill, or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the issuer. Used primarily in international trade.

BASIS POINT: A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of one (1) percent of yield. For example, 1/4 of 1 percent is equal to 25 basis points.

BEAR MARKET: A prolonged period of falling security prices, usually caused by declining economic conditions and/or rising interest rates.

BENCHMARK: The performance of a predetermined group of securities or an individual security for comparative risk and performance purposes. Benchmarks may be based on available indexes, such as the Standard and Poor's Index or selected for specific investment strategies.

BID PRICE: The price offered by the seller of a security. The price at which a governmental entity will sell a security.

BOND: A long-term debt obligation issued by a government, corporation, or municipality that generally pays a stated rate of interest at regular intervals and returns the face value upon maturity.

BOOK VALUE: The value at which a security is carried on an inventory list or other financial records of an investor. Book value reflects the price at which the security was originally bought plus net amortization/accretion to that point in time. The book value will differ significantly from the security's current market value.

BROKER: A broker brings buyers and sellers together for a commission (fee). The broker takes no position in a trade and does not act as a principal or own securities.

BULL MARKET: A period of prolonged rises in the price of stocks, bonds, and/or commodities due to favorable market conditions producing lower interest rates.

CALL FEATURE: Part of the agreement a bond issuer makes with a buyer, called the indenture, describing the schedule and price of redemption before maturity. A call is an embedded option in the security allowing the seller to "call" (buy) it back at specific times.

CALL PRICE: Price at which a bond or preferred stock with a call provision or call feature can be redeemed (repurchased) by the issuer.

CALL PROVISION: A bond provision that allows the bond issuer to redeem the bond prior to the bond's maturity date. If the bond states that this provision can be exercised after a given number of years, or at a price greater than the par value, or the bond is not callable, the bond is said to have call protection.

CALL RISK: The risk to a bondholder that a bond may be redeemed prior to maturity.

CALLABLE BOND: A bond that has an option which can be exercised by the issuer of the bond to redeem the bond prior to its maturity date. The provision will state the times and price that the bond may be called at.

CAPITAL GAIN: The profitable result of the sale of a security or asset whereby the net sales price exceeds the book value of the security at the date of sale.

CAPITAL LOSS: The resulting loss on the sale of a security or asset whereby the net sale proceeds are less than the book value of the security at the date of sale.

CASH FLOW ANALYSIS: An analysis of changes in revenues and expenditures that affect the cash balance.

CASH SALE/PURCHASE: A transaction which calls for delivery and payment of securities on the same day that the transaction is initiated.

CERTIFICATE OF DEPOSIT (CD): A time deposit issued by a bank that pays interest periodically or at maturity; a time deposit with a specific maturity evidenced by a certificate. Large denomination CDs are typically negotiable. There is a penalty for early withdrawal of the CD (time deposit).

COLLATERAL: Securities, evidences of deposit, or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COLLATERAL POOLING: Approved for Texas banks in 2009, this allows any bank to eliminate individual collateral pledges to public units and substitute by creating a pool (or portfolio) of securities that are pledged to all their clients. It is designed to reflect 102% of *all* entities' funds. The program is monitored by the State Comptroller.

COLLATERALIZATION: The process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.

COLLATERALIZED MORTGAGE OBLIGATION (CMO): A mortgage-backed bond created from a pool of mortgages which creates different classes of securities (tranches) from one pool with different risk profiles.

COMMERCIAL PAPER (CP): Short-term obligations with maturities ranging from 1 to 270 days issued by banks, corporations, and other borrowers to investors with large temporary cash positions. Such instruments are unsecured and usually discounted, but are generally interest bearing.

COMPOUND INTEREST: The method of computing interest on a principal sum where the interest rate is applied to the original principal and any accumulated interest.

ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR): The official annual report for the City of Sealy. It includes combined statements and basic financial statements for each individual fund and account group prepared in conformity with generally accepted accounting principles (GAAP). It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed statistical section.

CONSTANT DOLLAR FUND: A short-term money market fund whose objective is to offer safety, liquidity, and always strives to maintain a $1 share value for all participants. SEC registered funds maintain a limited 90-day WAM (weighted average maturity). AAA-rated funds usually require a 60-day WAM.

CONTINUOUS CALL OPTION: A call option on a security under which the issuer maintains the right to repurchase the bond from the investor, on any date, from the time that the bond is first callable until its maturity date.

CONVEXITY: A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

COUPON RATE: The fixed annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. A certificate attached to a bond evidencing interest due on a payment date.

CREDIT QUALITY: The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

CREDIT RISK: The risk that the issuer of a bond will default, fail, or have its credit rating reduced. This could involve the loss of all or part of the invested principal.

CURRENT YIELD (CURRENT RETURN): A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his or her own account. A dealer maintains a portfolio and can trade from that portfolio.

DEBENTURE: A bond secured only by the general credit of the issuer. U.S. government agency notes are debentures.

DEFLATION: An economic condition that is characterized by the decline in the prices of goods and services (the reverse of inflation). See also **INFLATION**.

DELIVERY VERSUS PAYMENT (DVP): There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment requires the delivery of securities before payment is made securing the assets for the entity. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities and is less secure.

DEPOSITORY TRUST COMPANY (DTC): A firm through which members can use a computer to arrange for securities to be delivered to other members without physical delivery of the certificates. The DTC uses computerized debit and credit entries. A member of the Federal Reserve System, the system mirrors the FedWire system and was designed to reduce the load on the FedWire system.

DEPRECIATION: The decline in the value of an asset or investment.

DERIVATIVE SECURITY: A financial instrument whose value is based on, and determined by, another security or benchmark. Examples include mortgage backed securities as well as Treasury strips, callable securities, and floaters.

DISCOUNT: The difference between the cost price of a security and its par, or face value, at maturity when quoted at lower than face value. A security selling below the original offering price shortly after sale also is considered to be "at a discount."

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value; e.g., U.S. Treasury Bills and U.S. agency discount notes.

DISCOUNT ON SECURITIES: The difference between a security's par value and its price when trading at less than par price (100).

DISCOUNT RATE: The interest rate member banks pay the Federal Reserve when the banks use securities as collateral. Banks usually set their loan rates one point above the discount rate.

DISCRETE CALL OPTION: An option whereby the bondholder has sold the issuer the right to repurchase the bonds back from the investor, only on interest payment dates or dates of the schedule, from the time that the bond is first callable until its maturity date.

DIVERSIFICATION: The spreading of an investment over a large number of securities in order to reduce financial risk or the process of using different securities and maturities in a portfolio to reduce market and credit risk (i.e., "not putting all your eggs in one basket").

DURATION: A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

EQUITY: Ownership possessed by shareholders in a corporation.

FAIR MARKET VALUE: The price at which a buyer and seller agree. In investment accounting and GASB, the market value at one point in time, usually the end of the fiscal year.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government that supply credit to various classes of institutions and individuals; e.g., savings and loans, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): The federal agency that insures bank deposits, currently up to $250,000 per deposit as identified by taxpayer identification number.

FEDERAL FUNDS (FED FUNDS): Funds deposited by commercial banks at Federal Reserve Banks, including funds in excess of bank reserve requirements. The target rate is set by the Fed but trades at slightly different rates as the *effective* rate on a daily basis.

FEDERAL FUNDS RATE (the "FED RATE"): The rate of interest at which banks with excess reserves charge banks lacking reserves for overnight loans to meet reserve requirements. This rate is set by the market to be consistent with the daily reserve requirements and monitored by the Fed.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend money to savings and loan associations, cooperative banks, and other mortgage lenders in a manner similar to the Federal Reserve's role with commercial banks. The Federal Home Loan Bank System is made up of 12 regional FHLBs. It raises money by issuing notes and bonds and lends money to savings and loans and other mortgage lenders based on the amount of collateral the institution can provide.

FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC, or "FREDDIE MAC"): Publicly chartered agency that buys qualifying residential mortgages from lenders, packages them into new securities backed by those pooled mortgages, provides certain guarantees, and then resells the securities on the open market. Placed in conservatorship in 2009 which effectively makes the securities full faith and credit of the United States.

FEDERAL HOUSING ADMINISTRATION (FHA): Federally sponsored agency that insures lenders against loss on residential mortgages.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA, or "FANNIE MAE"): FNMA is a federal corporation working under the auspices of the U.S. Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. FNMA is a private stockholder-owned corporation, which includes purchases of a variety of adjustable mortgages and secondary loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. Placed in conservatorship in 2009 which effectively makes the securities full faith and credit of the United States.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other presidents serve on a rotating basis. The Committee meets eight times per year to set U.S. monetary policy.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, DC, twelve regional banks, and about 5,700 commercial banks that are members of the system.

FINAL MATURITY: The date on which a security is due and payable. The maturity date stated on the face of a security.

FINANCIAL INDUSTRY REGULATORY AUTHORITY (FINRA): Formerly the National Association of Securities Dealers (NASD). A self-regulating industry organization of brokers and dealers who trade securities in the United States. Designated by the Maloney Act of 1933 to establish rules of fair market practices.

FIXED INCOME MARKET: The market defined by securities with set (fixed) coupon rates.

FLEXIBLE REPURCHASE AGREEMENT (FLEX REPO): A type of repurchase agreement used primarily for investment of bond proceeds that has a maturity corresponding with the last expected construction draw for the bond project. Flex repos pay a fixed rate of interest and allow for cash withdrawals at the buyer's discretion during the life of the agreement.

FLOATER: A security whose value or coupon is determined from (floats on) an index or other security, such as Libor or T-Bills.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA, or "GINNIE MAE"): GNMA buys Veterans Administration, Farmers Home Administration, and Federal Housing Administration mortgages, then issues bonds on pools of the mortgages. An investor in this bond receives monthly dividends through the

mortgagee's payments of principal and interest. GNMAs are full faith and credit of the U.S. Government, unlike other mortgage based agencies.

GOVERNMENT SECURITIES: Obligations of the U.S. Government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See **TREASURY BILL, TREASURY NOTE**, and **TREASURY BOND**.

INFLATION: The effect of generally rising prices of goods and services.

INFLATIONARY RISK: A form of investment risk that measures the effect of inflation on an investment. If the after-tax return on an investment is lower than the rate of inflation, the investor will have less purchasing power at the maturity of the investment. The greatest risk to fixed income securities is where the fixed rate will be devalued by the rise in inflation.

INSTRUMENTALITY: A federal agency whose obligations, while not direct obligations of the U.S. Government, are sponsored or guaranteed by the government and backed by the government.

INTEREST RATE: The fixed annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

INTEREST-RATE RISK: A form of investment risk whereby changes in interest rates adversely affect the value of a security portfolio. For example, the value of bond holdings will decline should interest rates increase.

INTERNAL CONTROLS: An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

INVERTED YIELD CURVE: The economic condition where the yield on short-term issues is greater than the yield on long-term securities. In theory, this scenario could lead to further declines in interest rates and possible recession.

INVESTMENT POLICY: A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

INVESTMENT-GRADE OBLIGATIONS: An investment instrument suitable for purchase by institutional investors under the prudent person rule. Investment-grade is restricted to those obligations rated BBB or higher by a rating agency.

ISSUE DATE: The date from which the bond begins to accrue interest. Also known as "effective date."

LIQUID ASSET: An asset that can be converted easily into cash. Some examples are money market fund shares, treasury bills, and bank deposits.

LIQUIDITY: An asset that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if a buyer can be found easily. The spread between the bid and asked price is narrow because the securities are liquid and usually reflect high credit quality such as T-Bills.
LIQUIDITY RISK: A type of investment risk whereby an investment may not be able to be sold quickly at a fair market price when cash is needed. Long-term Treasury Bonds, for example, are publicly traded and have excellent liquidity. Limited partnerships, on the other hand, are often not publicly traded and typically have poor liquidity.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): Professionally managed pool of funds composed of cash deposits from a large group of cities, counties, school districts, and local governments. In Texas, created under the Local Government Cooperation Act. A portfolio of securities is purchased and each pool participant owns a pro rata share in the pool of investments. It can be a mutual fund or a money market fund equivalent.

MARGIN: The amount of additional collateral pledged to an entity in order to accommodate changes in market prices. Normally set at 102% for treasuries and agencies.

MARK-TO-MARKET: The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

MARKET RISK: The risk that the price of a typical security can decrease, leading to possible principal loss if a sale of the security is required before maturity.

MARKET VALUE: The price at which a security is trading in the marketplace and could presumably be purchased or sold.

MASTER REPURCHASE (REPO) AGREEMENT: A written contract covering all repo transactions between two parties to the repurchase or reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower. The industry standard is from the Security Industry and Financial Markets Association (SIFMA).

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers acceptances, etc.) are issued and traded.

MONEY MARKET ACCOUNT: An interest bearing bank savings account which normally earns interest at a higher interest rate than a regular savings account, but with a minimum required balance and other restrictions. Normally restricted to six withdrawals per month.

MONEY MARKET MUTUAL FUND (MMMF): A specific type of mutual fund that invests solely in money market instruments (short-term debt instruments, such as treasury bills, commercial paper, bankers' acceptances, repos, and federal funds) as defined and registered with the SEC and regulated by the

Investment Company Act of 1940 as 2a-7 funds. They strive to maintain a $1 net share value for participants. Three types of MMMFs are Treasury, Governmental, and Prime. MMMFs are designed for safety and liquidity.

MUTUAL FUND: The fund that pools the resources of investors who buy shares and invests the proceeds in a portfolio of securities designed to achieve the fund's investment objective. All of the owners in the fund shares participate in the gains or losses of the fund. The value of the share is calculated off the market value of the portfolio. These products can only be sold by registered representatives. Mutual funds are also known as an open-end diversified management investment company. Long-term investment funds that pool money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are designed for yield and involve more risk than money market mutual funds. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the following Securities and Exchange Commission (SEC) disclosure guidelines:

1. Report standardized performance calculations.
2. Disseminate timely and accurate information regarding the fund's holdings, performance, management, and general investment policy.
3. Have the fund's investment policies and activities supervised by a board of trustees, which is independent of the adviser, administrator, or other vendor of the fund.
4. Maintain the daily liquidity of the fund's shares.
5. Value their portfolios on a daily basis.
6. Have all individuals who sell SEC-registered products licensed with a self-regulating organization (SRO), such as the FINRA.
7. Have an investment policy governed by a prospectus which is updated and filed by the SEC annually.

MORTGAGE-BACKED SECURITY: A security backed by pools of home loan mortgages. Investors in mortgage-backed certificates receive monthly payments derived from the income stream of interest and principal of the underlying mortgages.

MUNICIPAL BONDS: A bond or debt obligation issued by state or local governments to fund general municipal needs or special projects. See also **REVENUE BONDS.**

NEGATIVE YIELD CURVE: See **INVERSE YIELD CURVE.**

NET ASSET VALUE (NAV): The value of a mutual fund share as determined at the close of each business day. NAV is determined by summing the market value of all securities in the portfolio, deducting expenses, and dividing this total by the number of shares outstanding. All shares redeemed on that day are done so at the NAV for that specific day.

NET ASSET VALUE FUNDS: Mutual funds seeking to offer a higher yield than the constant dollar funds (money market funds). These funds purchase longer maturing securities, which translate into a higher market and volatility risk as well as longer WAM. These funds experience market fluctuation due to the risk of the longer securities and will subject the investor to a higher level of market price and volatility risk than a constant dollar fund.

NO LOAD MUTUAL FUND: A mutual fund which does not levy a sales charge on the purchase of its shares.

NOMINAL YIELD: The stated rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the "coupon," "coupon rate," or "interest rate."

NORMAL YIELD CURVE: A yield curve where short-term yields are lower than long-term yields. The slope of the curve rises gradually in the early years and becomes almost flat in latter years. Generally reflects a market in expectation of higher rates.

OFFER PRICE: The price asked by a seller of securities. The price at which a security will be sold to a governmental entity.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the Federal Open Market Committee (FOMC) in order to influence the volume of money and credit in the economy.

OPPORTUNITY COST: The maximum profit an alternative plan of action would provide.

PAR VALUE: For bonds, the par value is the face amount and equals the amount of principal due at maturity. The principal amount on which interest is calculated.

PLEDGED ASSETS: Bank-owned securities used as collateral for government deposits. Authorized collateral is defined by the Public Funds Collateral Act in Texas.

PORTFOLIO: Collection of securities held by an investor.

POSITIVE YIELD CURVE (NORMAL YIELD CURVE): A yield curve where short-term yields are lower than long-term yields. The slope of the curve rises gradually in the early years and becomes almost flat in latter years. The relationship of time and rates. Generally reflects a market in expectation of higher rates.

PREMIUM: (1) The difference in price between the security's price and par (face amount) if a security is selling above its par value. (2) An amount that must be paid above par in order to call or refund an issue. (3) The price of an option.

PREPAYMENT: The risk that changes in interest rates will cause the anticipated maturity of a mortgage-backed security to be shortened. Homeowners prepay all or part of a mortgage when interest rates decline to refinance at lower costs, causing money to be returned to the owner of the mortgage-backed security, who must reinvest at a lower rate.

PRICE/BOOK RATIO: A financial ratio, which relates a company's stock (share price) to its total assets less any intangible assets (goodwill, patents) minus current and long-term liabilities.

PRICE/EARNINGS RATIO: A financial ratio, which is commonly referred to as the P/E ratio or multiple. This is the relationship of a company's stock price divided by earnings per share. It provides stock investors with an indication of how much is being paid (share price) for a company's earnings potential.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its formal oversight. Primary dealers can include Securities and Exchange Commission (SEC)-registered securities broker-dealers and banks. These dealers must make the market (buy Treasuries if offered, therefore providing the liquidity) in U.S. Treasuries.

PRIME RATE: The rate of interest at which a commercial bank offers to lend money to its most creditworthy customers.

PRINCIPAL: The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

PRIVATE ACTIVITY BOND: A taxable municipal bond.

PROCEEDS: Money received from the sale of a security or from the issuance of a security.

PRODUCER PRICE INDEX (PPI): A measure of wholesale prices.

PROMISSORY NOTE: An unconditional signed promise in writing to pay a specified sum in demand at a fixed time. A promise to pay.

PROSPECTUS: A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements.

PRUDENT PERSON RULE: An investment safety standard used by most governmental investors. The rule states that investments will be made under circumstances then prevailing which persons of discretion and intelligence will purchase, not for speculation, but for investment, recognizing the probable return of principal as well as the return on that investment.

PUT: An option that gives the holder of a security the right to sell a portion of the security back to the issuer (or put holder) at a specified time at a specified price.

QUALIFIED PUBLIC DEPOSITORY: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state and that has segregated for the benefit of the Public Deposit Protection Commission eligible collateral having a value of not less than its maximum liability and which has been approved by the commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. Coupon rate divided by the purchase price.

REALIZED GAIN/LOSS: The true gain (profit) or loss of principal resulting from a sale of a security based on the difference between the security's book value and its market value. See **Unrealized Gain/Loss**.

REDEMPTION PRICE: See **CALL PRICE.**

REGULAR SETTLEMENT: Paying for a security one day after the trade date.
REINVESTMENT RISK: The risk that funds will have to be reinvested in a lower interest rate security if the original security is called away.

REPURCHASE AGREEMENT (RP or REPO): An investment agreement involving the purchase of a security and a simultaneous agreement to repurchase that security at a specified price and date. Repurchase agreements are used as a way to earn income on idle cash at or near the fed funds market rate. A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security buyer in effect lends the seller money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, i.e., increasing bank reserves.

RESET DATE: The date on which a floating security's rate or value is reset based on an established index and schedule.

REVENUE BONDS: Securities issued by governmental entities and secured by the revenue stream from the project being built or supported, such as water treatment facilities or sewage plants.

RISK: A measure of the probability of financial loss.

SAFE HARBOR: The shifting of financial assets to less volatile areas to reduce risk.

SAFEKEEPING LOCATION: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SALLIE MAE (SLMA): Securities issued by the Student Loan Marketing Association, an agency of the U.S. Government. Not authorized for public investments since it gave up its GSE designation in 2006.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES AND EXCHANGE COMMISSION (SEC): A governmental organization established to regulate the U.S. financial markets.

SECURITIES INDUSTRY AND FINANCIAL MARKETS ASSOCIATION (SIFMA): Formerly the Bond Market Association, a self-regulatory group of brokers/dealers.

SELF-REGULATORY ORGANIZATION (SRO): A stock exchange, securities, or commodities organization that is registered with the Securities and Exchange Commission and that is responsible for making sure that its members obey rules and regulations.

SERIAL BOND: A bond issue, usually of a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.

SETTLEMENT DATE: The purchase or sale date of a security on which the money changes hands. See also **TRADE DATE.**

SHORT: To have sold a security without owning the security in anticipation of subsequently purchasing it at a lower price and making a profit. Not permitted by governmental entities.

SIMPLE INTEREST: The method of computing interest on a principal sum where the interest rate is applied only to the original principal amount.

SINKING FUND: Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

SKIP DAY SETTLEMENT: Settlement one day after normal settlement, i.e., two-day settlement.

SPREAD: The difference between any two prices or measures. The difference between the current bid and the current ask of a given security or between yields on similar securities. Refers to the additional yield that may be earned on a security over and above a U.S. Treasury obligation with a comparable maturity.

STRIP: A security issued by the U.S. Treasury in which the coupons have been removed and only the principal remains, leaving a deeply discounted security which pays no interest but returns the principal at maturity. Other agencies and dealers "strip" securities, but only the Treasury or an agency can create a "strip." The others carry unique names, such as TIGRS (Receipts) and are structured on a trust receipt.

STRUCTURED NOTES: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and Corporations which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options, and shifts in the shape of the yield curve.

SWAP: Trading one asset for another.

TERM BOND: Bonds comprising a large part of all of a particular issue which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.

TERM REPURCHASE AGREEMENT: A repurchase agreement that lasts a longer than normal period of time, i.e., more than overnight.

TOTAL RETURN: The sum of all investment income plus changes in the capital value of the portfolio.
For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period: Price Appreciation + Dividends Paid + Capital Gains = Total Return.

TRADE DATE: The date on which the agreement to buy or sell a security is made. See also **SETTLEMENT DATE.**

TREASURY BILL (TB or T-Bill): A marketable, short-term U.S. Government debt security issued at a discount from par value, auctioned by the U.S. Treasury with maturities of 91 days, 180 days, or 365 days.

TREASURY BOND: The bellwether Treasury security. A thirty-year U.S. Government debt security issued at a fixed interest rate with a maturity. The bond is often used to set mortgage rates.

TREASURY NOTE (TN or T-Note): A marketable, medium-term U.S. Government debt security issued at a fixed interest rate with a maturity of one to ten years.

TRUST INDENTURE: A trust deed between a borrower and trust holder on the terms of the trust.

UNDERWRITER: The firm that agrees to buy an issue of securities on a given date and at a given price who will then usually resell them through a distribution network.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called *net capital rule* and *net capital ratio*. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

UNREALIZED GAIN/LOSS: The amount of gain (profit) or loss that would be reflected on the sale of a security if that security had to be sold in the market at that time, calculated on the difference between book value and market value of the security.

VARIABLE RATE CD: A short-term CD with an interest rate that is reset at set intervals on an agreed upon index.

VOLATILITY: Characteristic of a security, commodity, or market to rise or fall sharply in price within a short-term period.

VOLATILITY RISK RATING: A rating system to clearly indicate the level of volatility and other non- credit risks associated with securities and certain bond funds. The ratings for bond funds range from those that have extremely low sensitivity to changing market conditions and offer the greatest stability of the return ("aaa" by S&P, "V-1" by Fitch) to those that are highly sensitive with currently identifiable market volatility risk ("ccc" by S&P, "V-10" by Fitch).

WEIGHTED AVERAGE MATURITY (WAM): The dollar weighted average remaining term to maturity of all assets in a pool or securities portfolio. The maximum WAM is usually based on an entity's cash flow analysis.

WHEN ISSUED (WI): A conditional transaction in which an authorized new security has not been issued. All "when issued" transactions are settled when the actual security is issued.

WINDOW: A term for the electronic bulletin board on which U.S. agencies sell their issues. The agencies "open their window" for the initial offering of a security.

YIELD: A financial ratio that measures the earnings on a capital investment. The ratio is generally expressed as a percentage of the current price.

YIELD BURNING: A situation in which securities firms artificially raise the prices on the Treasury bonds used when municipalities refinance outstanding debt, especially advance escrows. Municipalities are prohibited from making money on their tax-exempt transactions, so underwriters raise the price and "burn down" the yield on the securities to the level that municipalities are allowed to earn. Illegal under IRS regulations.

YIELD CURVE: A chart equating time and rates and consisting of the yields of bonds of the same quality but different maturities. This can be used as a gauge to evaluate the future of the interest rates.

YIELD TO CALL (YTC): A financial ratio that measures the rate of return on a callable bond. The yield on a bond assumes redemption of that bond by the issuer at the first possible call date as stated in the indenture agreement.

YIELD TO MATURITY (YTM): A financial ratio that measures the rate of return on a bond's acquisition cost and the value at maturity. The ratio accounts for any interest income from the bond and assumes that the bond is held and redeemed at maturity.

ZERO COUPON BOND: A bond that does not make interest payments but is sold at a deep discount. At the maturity of the bond, the full face amount of the bond is payable. The bond does result in taxable income each year.

INDUSTRY TERMS AND ACRONYMS

Accounting Terms

- Par – Face value of the security
- Par – Price of 100 ($1 for $1)
- Discount – Price less than par
- Premium – Price greater than par
- Principal – Face minus discount or plus premium

Banking Terms

- Time Deposit – Certificate of deposit
- Demand Deposit – Checking account
- Depository – Financial institution
- ACH – Automated Clearing House
- Pre-note – Pre-notification for ACH
- FedWire – Federal Wire System
- Fed – Federal Reserve

Securities Terms

- SLMA – Student Loan Marketing Association
- FNMA – Federal National Mortgage Association ("Fannie Mae")
- TB – Treasury Bill
- TN – Treasury Note
- AGY – U.S. Agency Security
- Disco – U.S. Agency Discount Note
- FHLMC – Federal Home Loan Mortgage Corporation ("Freddie Mac")
- FHLB – Federal Home Loan Bank
- GNMA – Government National Mortgage Association ("Ginnie Mae")
- CMO – Collateralized Mortgage Obligation
- Strip – Principal Only Treasury
- Repo – Repurchase Agreement
- Book-entry – Securities in electronic form
- DVP – Delivery versus payment
- DK – Do not know (Fed wire rejection)
- Fail – Security not delivered as planned
- Bearer Bond – Security with physical value

Trading Terms

- Bid – Price at which one sells a security
- Offer – Price at which one buys a security
- Callable – Security with embedded call
- CP – Commercial paper
- BA – Bankers Acceptance
- MMMF – Money Market Mutual Fund
- Trade Ticket – Trace Documentation

Other Terms

- CPI – Consumer price index
- DTC – Depository Trust Corporation
- FDIC – Federal Deposit Insurance Corporation
- FFCB – Federal Farm Credit Bank
- FHA – Federal Housing Administration
- FINRA – Financial Industry Regulatory Authority
- FOMC – Federal Open Markets Committee
- FRB – Federal Reserve Bank
- MBS – Mortgage backed securities
- PPI – Producer price index
- PTC – Participatory Trust Corporation
- TVA – Tennessee Valley Authority
- TSY – U.S. Treasury

ITEM #5

AGENDA ITEM NO:

Discussion and Possible Action regarding a Resolution to Amend Authorized Representatives for TexPool.

SUBMITTED BY: Jennifer Matura, Finance Director

MEETING DATE: May 19th, 2026

STAFF REPORT

SUMMARY

The City of Sealy utilizes TexPool as an authorized local government investment pool. TexPool requires participating entities to maintain current authorized representative information approved by the governing body.

The last agenda item presented revisions to the Investment Policy for City Council consideration related to the delegation of authority and designation of Investment Officers. If approved, Council will need to approve a resolution to amend authorized representative designations on file with TexPool.

The proposed authorized representatives for TexPool are:

- Finance Director
- Administrative Services Manager

These individuals will have the authority to perform investment transactions and administer the City's TexPool accounts in accordance with the City's Investment Policy.

Additionally, the proposed resolution designates the City Manager as an "Inquiry Only Contact." This designation allows the City Manager to obtain account information and maintain visibility of the City's financial and investment activities for transparency purposes. However, the Inquiry Only designation does not authorize investment transactions and does not constitute designation as an Investment Officer under the PFIA and does not create any PFIA investment training requirements.

RECOMMENDATION

Staff recommends approval of the Resolution designating the Finance Director and Administrative Services Manager as authorized representatives for TexPool and designating the City Manager as an Inquiry Only Contact.

Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

*** Required Fields**

1. Resolution

WHEREAS,

City of Sealy — Participant Name*

7 7 0 4 8 — Location Number*

("**Participant**") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("**TexPool / Texpool Prime**"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and

C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Jennifer Matura — Name; Finance Director — Title
   9 7 9 6 2 7 6 1 4 2 — Phone; 9 7 9 8 8 5 3 5 1 3 — Fax; jmatura@ci.sealy.tx.us — Email
   Signature

2. Natalie Tiemann — Name; Administrative Services Manager — Title
   9 7 9 6 2 7 6 1 0 5 — Phone; 9 7 9 8 8 5 3 5 1 3 — Fax; ntiemann@ci.sealy.tx.us — Email
   Signature

3. Name; Title
   Phone; Fax; Email
   Signature

Form Continues on Next Page

1. Resolution (continued)

4. Name | Title

Phone | Fax | Email

Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Jennifer Matura

Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Kimbra Hill — Name

City Manager — Title

9 7 9 8 8 5 3 5 1 1 — Phone

9 7 9 8 8 5 3 5 1 3 — Fax

khill@ci.sealy.tx.us — Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 1 9 day of May, 2 0 2 6.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

City of SEALY

Name of Participant*

SIGNED

Signature*

Carolyn Bilski

Printed Name*

Mayor

Title*

ATTEST

Signature*

Sandra Vrablec

Printed Name*

City Secretary

Title*

2. Delivery Instructions

Please return this document to **TexPool Participant Services:**

Email: texpool@dstsystems.com

Fax: 866-839-3291

1-866-TEXPOOL (839-7665) • TexPool.com
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G45340-17 (3/22)

Managed and Serviced by Federated Hermes

ITEM #6

AGENDA ITEM NO:

Discussion and Possible Action regarding a Resolution to Amend Authorized Representatives for TexSTAR.

SUBMITTED BY: Jennifer Matura, Finance Director

MEETING DATE: May 19th, 2026

STAFF REPORT

SUMMARY

The City of Sealy utilizes TexSTAR as an authorized local government investment pool. TexSTAR requires participating entities to maintain current authorized representative information approved by the governing body.

The last agenda item presented revisions to the Investment Policy for City Council consideration related to the delegation of authority and designation of Investment Officers. If approved, Council will need to approve a resolution to amend authorized representative designations on file with TexSTAR.

The proposed authorized representatives for TexSTAR are:

- Finance Director
- Administrative Services Manager

These individuals will have the authority to perform investment transactions and administer the City's TexSTAR accounts in accordance with the City's Investment Policy.

Additionally, the proposed resolution designates the City Manager as an "Inquiry Only Contact." This designation allows the City Manager to obtain account information and maintain visibility of the City's financial and investment activities for transparency purposes. However, the Inquiry Only designation does not authorize investment transactions and does not constitute designation as an Investment Officer under the PFIA and does not create any PFIA investment training requirements.

RECOMMENDATION

Staff recommends approval of the Resolution designating the Finance Director and Administrative Services Manager as authorized representatives for TexSTAR and designating the City Manager as an Inquiry Only Contact.

TexSTAR

AMENDING RESOLUTION

WHEREAS, The City of Sealy, Texas

(the "Government Entity") by authority of the Application for Participation in TexSTAR (the "Application") has entered into an Interlocal Agreement (the "Agreement") and has become a participant in the public funds investment pool created there under known as TexSTAR Short Term Assert Reserve Fund ("TexSTAR");

WHEREAS, the Application designated on one or more "Authorized Representatives" within the meaning of the Agreement;

WHEREAS, the Government Entity now wishes to update and designate the following persons as the "Authorized Representatives" within the meaning of the Agreement;

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. The following officers, officials or employees of the Government Entity specified in this document are hereby designated as "Authorized Representatives" within the meaning of the Agreement, with full power and authority to open accounts, to deposit and withdraw funds, to agree to the terms for use of the website for online transactions, to designate other authorized representatives, and to take all other action required or permitted by Government Entity under the Agreement created by the application, all in the name and on behalf of the Government Entity.

SECTION 2. This document supersedes and replaces the Government Entity's previous designation of officers, officials or employees of the Government Entity as Authorized Representatives under the Agreement

SECTION 3. This resolution will continue in full force and effect until amended or revoked by Government Entity and written notice of the amendment or revocation is delivered to the TEXSTAR Board.

SECTION 4. Terms used in this resolution have the meanings given to them by the Application.

Authorized Representatives. Each of the following Participant officials is designated as Participant's Authorized Representative authorized to give notices and instructions to the Board in accordance with the Agreement, the Bylaws, the Investment Policy, and the Operating Procedures:

1. Name: Jennifer Matura Title: Finance Director
   Signature: _____ Phone: 979-627-6142
   Email: jmatura@ci.sealy.tx.us

2. Name: Natalie Tiemann Title: Administrative Services Manager
   Signature: _____ Phone: 979-627-6105
   Email: ntiemann@ci.sealy.tx.us

3. Name: _____ Title: _____
   Signature: _____ Phone: _____
   Email: _____

4. Name: _____ Title: _____
   Signature: _____ Phone: _____
   Email: _____

{REQUIRED} PRIMARY CONTACT: List the name of the Authorized Representative **listed above** that will be designated as the Primary Contact and will receive all TexSTAR correspondence including transaction confirmations and monthly statements

Name: Jennifer Matura

{OPTIONAL} INQUIRY ONLY CONTACT: In addition, the following additional Participant representative (***not listed above***) is designated as an ***Inquiry Only*** Representative authorized to obtain account information:

Name: Kimbra Hill Title: City Manager
Signature: _____ Phone: 979-885-3511
Email: khill@ci.sealy.tx.us

Participant may designate other authorized representatives by written instrument signed by an existing Participant Authorized Representative or Participant's chief executive officer.

DATED 05/19/2026

City of Sealy, Texas
(NAME OF PARTICIPANT)

REQUIRED
PLACE OFFICIAL SEAL OF ENTITY HERE

SIGNED BY: _____
(Signature of official)
Carolyn Bilski, Mayor
(Printed name and title)

ATTESTED BY: _____
(Signature of official)
Sandra Vrablec, City Secretary
(Printed name and title)

FOR INTERNAL USE ONLY
APPROVED AND ACCEPTED: TEXAS SHORT TERM ASSET RESERVE FUND

.....
AUTHORIZED SIGNER

ITEM #7

CITY COUNCIL AGENDA ITEM NO: Discussion and possible action regarding Approval of the Sealy Economic Development Corporation Board to serve as the Sealy Keep Texas Beautiful Affiliate Board of Directors.
SUBMITTED BY: SEDC Staff
MEETING DATE: May 19, 2026

STAFF REPORT

DESCRIPTION

Starting in the 1990's, the city created a beautification program called "Make Sealy Sparkle". During 2015-2017, the city followed a Keep Sealy Beautiful Program. After five years of inactivity, Sealy was moved to the status of "Former Affiliate." Last year, the city approached the EDC and requested that the staff research and restart a clean-up/beautification program for Sealy. As staff research progressed, the Keep Texas Beautiful (KTB) program seemed to be a good fit. The Sealy EDC Board of Directors approved staff to move forward with the Keep Texas Beautiful (KTB) application and a $200 fee to secure affiliate status. The Board found that the program affiliation provides education, support, grants, and resources to assist in our local program to clean and beautify Sealy.

In November 2025, the Sealy EDC staff met with the Keep Texas Beautiful organization, and from the meeting, found it to be a program we could follow, participate in, and handle the required KTB reporting. The Sealy application was submitted to KTB and accepted on December 9, 2025. The program then requires that either a board, committee, or commission be present and take action for the affiliation's events and tasks. Subsequently, at the staff's recommendation, the Sealy EDC Board considered and approved becoming the affiliate's board. To move from a first-year provisional affiliate to an official affiliate, staff will need to take additional steps as listed below and coordinate a KTB event within the year.

ANALYSIS

This report recommends that the Sealy EDC Board serve as the governing board for the local KTB affiliate program and outlines the application process. During the December 15th Special EDC meeting, Bill Atkinson spoke in support of the recommendation, noting that the EDC's involvement would provide the Sealy program with necessary stability, resources, and a formal administrative structure. Board Member James Brooks shared observations from recent travel regarding the varying effectiveness of state-level litter control initiatives. Board Member Carolyn Bilski emphasized the critical role of public education in the program's success. The overall intent is for the program to transition into a community organization.

The Keep Texas Beautiful (KTB) affiliate application process follows the initial submission of the online Application and the required $200 application fee. Once these materials are received, Sealy enters the Provisional Affiliate stage, which is the one-year preparation phase before becoming an Official Affiliate of KTB.

Phase I: Provisional Affiliate Status

Upon successful submission of the online application and fee, the prospective affiliate enters Provisional Affiliate status. The primary goal of this phase is for our local program to establish the necessary organizational structure and programming required for official affiliation.

Internal Review and Training Access

- ✓ **KTB Staff Review**: The KTB Program staff reviews the submitted Affiliate Application for completeness and eligibility. (This step was completed)
- ✓ **Provisional Status Granted**: Once the application is accepted and the $200 fee is paid, the organization officially becomes a Provisional Affiliate. (This step is complete)

- ✓ **Resource Access:** Provisional Affiliates gain online access to KTB's Affiliate-only training resources, including regional trainings and webinars covering topics like fundraising, program management, volunteer coordination, and event planning. They are also strongly encouraged to review the KTB Affiliate Handbook.

(This step is complete)

Completion of the Affiliate Checklist to become Official

To move from Provisional status to Official Affiliate status, the following must be completed and submitted to the KTB Organization along with all supporting documentation. This checklist ensures the organization has established the foundations for sustainable operation.

Key Requirements on the Checklist include:

- **Organizational Structure**: Determination of organizational structure and board membership. (request for the organizational structure of two staff members & EDC Board)
- **Create Name, logo,** and tagline for our local program (Several Names were created, Logo to follow once name is approved)
- **Mission, Vision, Bylaws & Ordinance**: Preparation of a mission, vision statement, bylaws, organization guidelines, and an ordinance or resolution. (Created, but not yet approved)
- **Community Assessment Facts**: Completing a community assessment, which may include windshield surveys, community meetings, and evaluations to get the facts about their community. (Partial Draft created)
- **Strategic Planning**: Establishing a budget and developing an annual strategic plan for the first year of affiliation. (first draft completed, not yet approved)
- **Partnerships:** Creating a list of community/volunteer organizations and local media contacts for outreach and partnerships. (Attached)

Phase II: Official Affiliate Approval and Onboarding

Once the Affiliate Checklist and all supporting documents have been submitted to the Keep Texas Beautiful (KTB) Program, the final review and approval process begins.

Final Review and Approval

- **Document Review:** KTB staff conducts a review of the Affiliate's Checklist and all accompanying documents (e.g., resolution, budget, strategic plan).
- **Final Approval:** If all materials meet the established criteria, the organization's application for Official Affiliate status is approved.

Official Affiliate Onboarding

Following approvals from KTB, the new Official Affiliate receives a package of benefits and resources to formally integrate them into the KTB network:

- **Directory Listing:** The affiliate is immediately added to the KTB Affiliate directory and map.
- **Signage:** An official KTB Affiliate sign is shipped to the community for display.
- **Grant Eligibility:** The affiliate becomes eligible for KTB grant opportunities (e.g., Our Texas, Our Future Grants) and resources (e.g., free supplies for cleanup events).
- **Mentorship:** They gain access to the KTB mentorship program, connecting them with established affiliates for guidance.
- **Annual Requirements**: To maintain Good Standing (required for most grants), the new affiliate must:
    1. Participate in at least one KTB-endorsed activity annually (e.g., Great American Cleanup).
    2. Attend an annual training session.
    3. Submit the Annual Recognition Report and pay annual dues.

As part of the recommendation for the City Council, the EDC Board approves serving as the KTB Board of Directors. The overall intent is for the program to transition into a community organization.

Organizational Structure for the Sealy KTB Affiliate Program

KTB Affiliate: Sealy Organizational Structure

1. Governing Body

Sealy EDC Board of Directors

The EDC Board serves as the governing body for the Keep Sealy Beautiful Program. The Board provides oversight, sets policy direction, approves major program priorities, and ensures the program aligns with the mission and goals of the Sealy Economic Development Corporation.

Primary responsibilities:

- Provide governance and strategic oversight
- Approve program goals, budgets, and major initiatives
- Ensure accountability and alignment with EDC priorities
- Support community beautification and improvement efforts

2. Executive Oversight

Executive Director

The Executive Director provides executive-level supervision of the Keep Sealy Beautiful Program. The Executive Director ensures the program is properly managed, aligned with Board direction, and supported through appropriate staffing, resources, and partnerships.

Reports to: EDC Board of Directors

Supervises: Deputy Executive Director

Primary responsibilities:

- Oversee program administration at the executive level
- Ensure Board directives are implemented
- Guide the Deputy Executive Director
- Monitor program performance and accountability
- Represent the program in high-level partnerships when needed

3. Program Lead

Deputy Executive Director

The Deputy Executive Director serves as the lead staff member for the Keep Sealy Beautiful Program and is responsible for day-to-day program coordination, implementation, and reporting.

Reports to: Executive Director

Program role: Lead staff for Keep Sealy Beautiful

Primary responsibilities:

- Manage day-to-day program operations following the program's strategic plan
- Coordinate beautification projects, cleanups, and initiatives
- Develop program plans, timelines, and recommendations
- Work with volunteers, community partners, businesses, and local organizations
- Prepare updates and reports for the Executive Director and EDC Board
- Track program goals, outcomes, participation, and project progress

Support compliance with any applicable program requirements or affiliations

SEALY EDC — KTB Affiliate Status Tracking Worksheet

FYI for EDC and Sealy City Council

Purpose: Track provisional and official affiliate progress for Keep Texas Beautiful (KTB).

Phase	Step / Requirement	Updated Notes / Evidence Provided	Status	Owner / Responsible Party	Next Action	Source Reference
Phase I	Submit online application and $200 fee	Application submitted and $200 fee paid; Sealy application accepted Dec. 9, 2025. Payment received January 14th, 2026	Complete	SEDC Staff	Completed	Staff Report p.1
Phase I	KTB Staff Review	KTB Programs team reviewed the submitted Affiliate Application for completeness and eligibility.	Complete	KTB Programs Team	Completed	Staff Report p.1
Phase I	Provisional Status	Organization became a Provisional Affiliate after acceptance and payment.	Complete	KTB / SEDC Staff	Completed	Staff Report p.1
Phase I	Resource Access	Provisional Affiliate access to KTB Affiliate-only training resources, regional trainings, webinars, and handbook review.	Complete	SEDC Staff	Completed	Staff Report p.1
Phase I	Organizational Structure	Organizational structure identified as two staff members and the Sealy EDC Board; to grow to include community involvment. EDC Board to serve as Affiliate Board of Directors. Drafted organizational structure for Board review then, KTB review.	In Progress	SEDC Staff / EDC Board	Board structure approved by EDC Board of Directors	Staff Report pp.1-2
Phase I	Create name, logo, and tagline for local program	Several names have been created; logo to follow once program name is approved.	In Progress	SEDC Staff	Needs name approval before logo/tagline finalization	Staff Report p.2
Phase I	Mission, Vision, Bylaws, Resolution or Ordinance	Mission, vision, bylaws/guidelines and ordinance/resolution materials created, but not yet approved.	Pending Approval	SEDC Staff / City Council	Needs approval	Staff Report p.2
Phase I	Community Assessment Facts	Community assessment partially drafted; may include windshield surveys, meetings, and evaluations.	In Progress	SEDC Staff	Finalize assessment and supporting documentation	Staff Report p.2
Phase I	Strategic Planning	Budget and first-year annual strategic plan first draft completed, but not yet approved. This is a progressive item, and may be updated based on needs.	Pending Approval	SEDC Staff / EDC Board	Needs approval	Staff Report p.2
Phase I	Partnerships	List of community/volunteer organizations and local media contacts for outreach and partnerships is attached and list will grow.	Complete	SEDC Staff	Attached in staff report packet	Staff Report p.2
Phase I	Submit Affiliate Checklist and supporting documentation	Checklist and all supporting documents must be submitted to KTB to start final review.	Not Complete	SEDC Staff	Submit with in one year after Phase I approvals are complete	Staff Report pp.1-2
Phase II	Document Review	KTB staff will review the Affiliate Checklist and supporting documents, including resolution, budget, and strategic plan.	Not Complete	KTB Staff	Occurs after submission	Staff Report p.2
Phase II	Final Approval	Official Affiliate status approved if materials meet established criteria.	Not Complete	KTB Staff	Occurs after document review	Staff Report p.2
Phase II	Directory Listing	Affiliate added to KTB Affiliate directory and map after approval.	Not Started	KTB Staff	Post-approval onboarding	Staff Report p.2
Phase II	Signage	Official KTB Affiliate sign shipped to the community after approval.	Not Started	KTB Staff	Post-approval onboarding	Staff Report p.2
Phase II	Grant Eligibility	Affiliate becomes eligible for KTB grant opportunities and resources after official approval.	Not Started	SEDC Staff	Post-approval benefit	Staff Report p.2
Phase II	Mentorship	Affiliate gains access to the KTB mentorship program after official approval.	Not Started	SEDC Staff	Post-approval benefit	Staff Report p.2
Phase II	Annual Activity Requirement	Participate in at least one KTB-endorsed activity annually; staff report states a KTB event must be coordinated within the year. Planning Fall Sweep, KTB endorsement should be verified.	In Progress	SEDC Staff	Verify KTB endorsement and document participation	Staff Report pp.1-2, 7
Phase II	Annual Training Requirement	Attend an annual training session to maintain good standing.	Complete for 2026	SEDC Staff	Schedule after official approval	Staff Report p.2
Phase II	Annual Recognition Report and Dues	Submit the Annual Recognition Report and pay annual dues to maintain good standing.	To be completed in February 2027	SEDC Staff	Annual post-approval requirement	Staff Report p.2

ITEM #8

AGENDA ITEM NO: 8
Discussion and Possible Action regarding Accepting and Approving Plans and Authorizing Bidding for Americans with Disabilities Act (ADA) and Improvements to the W. E. Hill Community Center.
MEETING DATE: May 19, 2026

STAFF REPORT

DESCRIPTION

Staff requests City Council authorization to prepare procurement documents, advertise, receive, evaluate, and return to City Council with a recommendation for award of a competitive sealed proposal for the W.E. Hill Center Restroom and ADA Improvements.

This authorization would be limited to the restroom and ADA-related improvements only. The proposed storage wall, catering kitchen, interior finish upgrades, and other future renovation items discussed by the W.E. Hill Center Committee would not be included in this procurement package.

ANALYSIS

The W.E. Hill Center Committee held its second meeting on May 13, 2026, and requested that an item be placed on the May 19, 2026, City Council agenda for immediate action. The Committee discussed the condition of the facility, community feedback, accessibility concerns, and potential phased implementation of improvements.

The Committee identified ADA restrooms and related accessibility improvements as the immediate priority. The Committee also discussed additional renovation concepts, including a storage wall, catering kitchen, interior finishes, HVAC, electrical, and parking coordination. However, the Committee determined that the proposed storage wall should not proceed at this time and that the catering kitchen and interior finish improvements may be considered in a later phase.

The immediate project focus is therefore limited to restroom and ADA improvements necessary to improve accessibility, compliance, usability, and public functionality of the W.E. Hill Center. Below is a timeline assuming City Council authorization on May 19, 2026, newspaper submission by Friday, May 22, 2026, and Thursday publication dates.

Step	Date
City Council authorization to proceed	Tuesday, May 19, 2026
Finalize bid/RFP documents, notice, scope, and procurement documents	May 20–22, 2026
Submit legal notice to newspaper	Friday, May 22, 2026
First newspaper publication	Thursday, May 28, 2026
Second newspaper publication	Thursday, June 4, 2026
Optional pre-proposal site visit / walk-through	10 AM Monday June 8, 2026
Deadline for questions from proposers	Tues, June 16, 2026
Addendum deadline, if needed	Thursday, June 18, 2026
Proposal due date / public receipt deadline	Tuesday, June 23, 2026, 2 PM
Staff review of proposals	June 24–July 10, 2026
Clarifications, reference checks, and recommendation preparation	June 24–July 10, 2026
Staff recommendation finalized	Third week of July
City Council award consideration	July 21, 2026.

FINANCIAL IMPACT

There is currently $69,900 budgeted for this project.

RECOMMENDATION

Staff recommends that City Council authorize City Staff to prepare all documentation and carry out all steps necessary to solicit competitively sealed proposals for the W.E. Hill Center Project.

Outlook

W.E. Hill Center Committee Meeting Prep. Packet

From Katherine Ellis <kellis@ci.sealy.tx.us>

Date Fri 5/8/2026 4:23 PM

To Kimbra Hill <khill@ci.sealy.tx.us>; Carolyn Bilski <cbilski@ci.sealy.tx.us>; Brooke Kaiser <bkaiser@ci.sealy.tx.us>; Bill Atkinson <batkinson@ci.sealy.tx.us>; Stephen Bozich <sbozich@ci.sealy.tx.us>; Cookie Curry <ccurry@ci.sealy.tx.us>; carolyn.s@sbcglobal.net <carolyn.s@sbcglobal.net>; 'Erin Krampitz' <erinkrampitz2012@hotmail.com>; Chris Noack <cnoack@ci.sealy.tx.us>; 'krinn@austincounty.com' <krinn@austincounty.com>

3 attachments (13 MB)

May 2026 Packet Hill Use & Improvements Committee.pdf; _combined-dwgs-phI.pdf; _combined-dwgs-phII.pdf;

All,

Please find the attached information to help you prepare for the upcoming W.E. Hill Center Use and Improvements Committee meeting on Monday, May 11th, 2026, from 1:00 p.m. – 2:00 p.m. Location is: W.E. Hill Center, 1000 Main Street, Sealy, TX 77474.

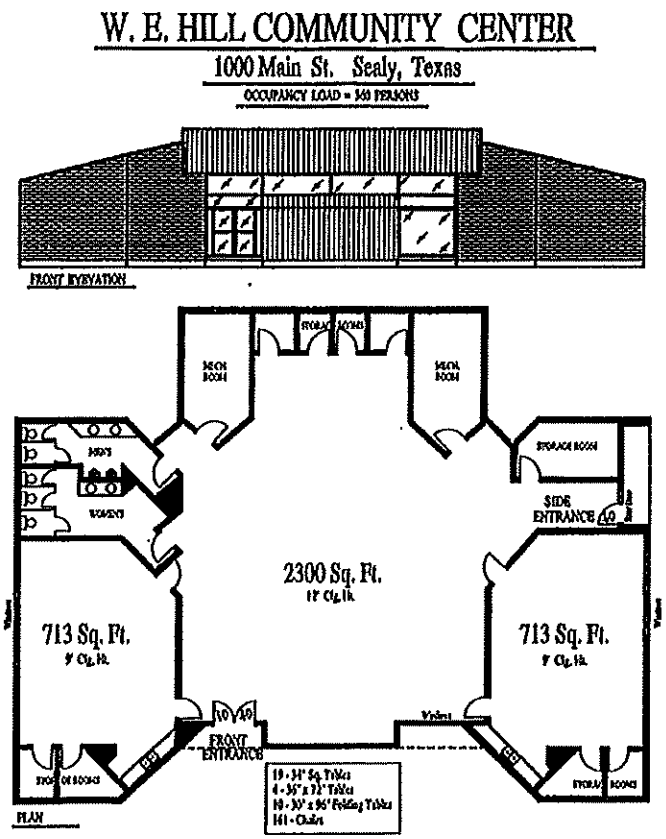
Best Regards,

Katherine Ellis
Deputy Executive Director
Economic Development & Tourism
SEALY·EDC
Discover SEALY
979-398-4329 Mobile
979-627-6127 Office
kellis@ci.sealy.tx.us
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www.discoversealy.com
330 Main Street Sealy, Texas 77474

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W.E. Hill Community Center Project

From Required Improvements to a Stronger Community Gathering Place



Existing W.E. Hill Community Center layout showing the central hall, side rooms, restrooms, storage areas, and building entrances (Existing Hill Center Plan Drawing, August 27, 2025).

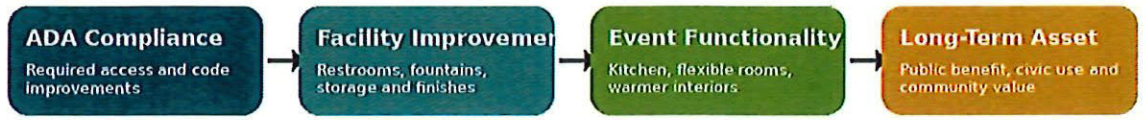
Prepared as a story-style project presentation with recommended visual inserts incorporated.

From Required Improvements to a Stronger Community Gathering Place

The W.E. Hill Community Center project began with a practical and necessary question: what needs to be improved so the building can continue serving the public safely, accessibly, and effectively? Early discussions focused on ADA compliance, restroom modernization, drinking fountain requirements, storage, and general facility maintenance. Those needs remain the foundation of the project.

As the review continued, the conversation expanded. The Hill Center was not viewed simply as a building needing repairs, but as a civic asset with a larger role in Sealy's future. Council, staff, Studio M6, and the Hill Center Maintenance and Use Committee began looking beyond immediate compliance needs and asking what the facility should become over the next decade. That shift changed the project from a maintenance item into a community-use planning effort (W.E. Hill Community Center Recap on Renovation, Use Committee, Planning Framework, and Design Direction, April 29, 2026).

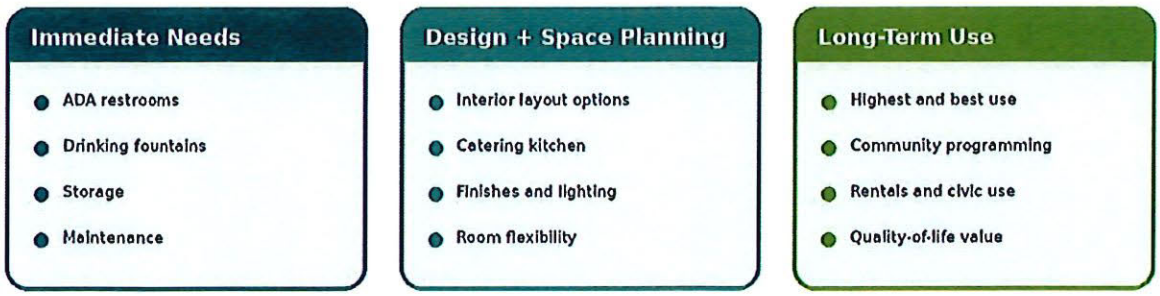
Project Evolution



The Hill Center project evolved from required compliance improvements into a broader strategy for community use and public benefit.

The project now tells a broader story: how Sealy can take a familiar public facility and make it more accessible, more flexible, more welcoming, and more useful for community events, civic gatherings, rentals, senior activities, meetings, and quality-of-life programming.

Three-Track Project Framework



The Hill Center project now includes immediate needs, design and space planning, and long-term use evaluation.

Council Direction and the Formal Start of Design

On September 3, 2025, Studio M6 presented an update to City Council and requested guidance on W.E. Hill Center scope and phasing. That presentation identified the Hill Center as the second project under the broader contract and described anticipated ADA compliance upgrades along with the opportunity for design enhancements (City Council Sept. 3, 2025 Presentation, September 3, 2025).

Following that discussion, Task Order #2 was brought forward for Council consideration on September 16, 2025. The staff recommendation was to approve Task Order #2 with Studio M6 for W.E. Hill Community Center ADA compliance upgrades and design services, consistent with Council direction. The staff report stated that Task Order #2 would address ADA compliance upgrades and potential design enhancements at a not-to-exceed fee of $17,500 (Staff Report: Task Order #2 with Studio M6 for W.E. Hill Community Center Improvements, September 16, 2025).

Task Order #2 Decision Framework

Council Action	Primary Purpose	Project Result
Consider Task Order #2	Authorize Studio M6 design services	Move Hill Center into ADA/design phase
Scope Direction	ADA upgrades + design enhancements	Align facility work with future use
Budget Discipline	Design fee lower than expected	Preserve construction capacity

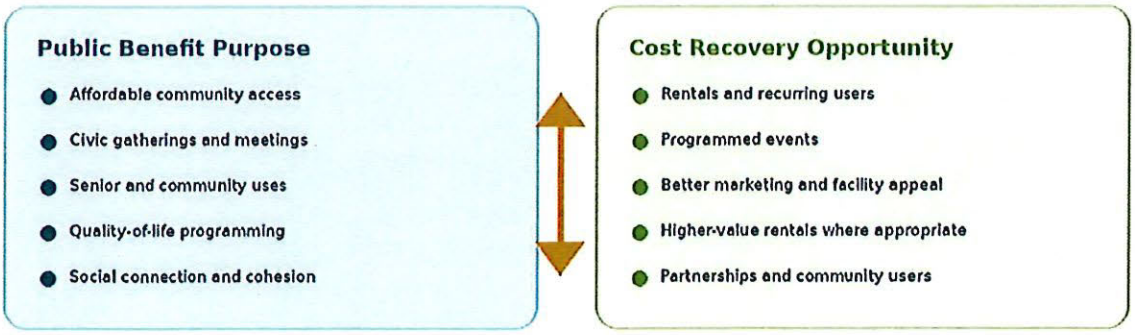
Task Order #2 formally moved the Hill Center into the design and ADA compliance phase.

Studio M6's September 9, 2025 proposal framed the design scope around restroom ADA compliance, restroom finish updates, creation of a catering kitchen, expansion of the interior for larger single-use functionality, and updated interior finishes (Owner and Architect Agreement / Proposal for Design-Build Services: SEDC W.E. Hill Community Center, September 9, 2025).

A Community Facility, Not a Profit Center

One of the most important policy recommendations in the attached materials is that the Hill Center should not be evaluated as a facility expected to fully pay for itself. The committee framework recognizes that a community center of this size is expected to continue receiving General Fund support because it serves a public-good function. The framework also notes that similar community centers often recover only a portion of operating costs, and that affordability must remain part of the City's approach (Hill Center Framework, December 16, 2025).

Public Benefit + Practical Cost Recovery



The Hill Center should be managed as a public-benefit facility that improves cost recovery where practical, not as a fully self-sustaining profit center.

The recommendation is to maximize reasonable cost recovery, not to pursue profitability or full self-sufficiency. The project should be understood as an investment in quality of life, social cohesion, public access, possible tourism use, economic vitality, and community benefit, while respecting the original wishes and intent of the donor (Hill Center Framework, December 16, 2025; W.E. Hill Community Center Recap on Renovation, Use Committee, Planning Framework, and Design Direction, April 29, 2026).

Defining the Highest and Best Use

The committee's role is central to the project story. The attached materials repeatedly state that the committee should help determine the Hill Center's "highest and best use." That means the committee is not simply selecting finishes or reacting to ADA drawings. It is helping define how the building should function in the future (W.E. Hill Community Center Recap on Renovation, Use Committee, Planning Framework, and Design Direction, April 29, 2026).

The Studio M6 questionnaire supports this approach by asking what events could be held at the Hill Center that are not currently being held there, what operational changes would be needed, what physical changes would be necessary, how the building is marketed, how it could improve quality of life, what social gathering opportunities it could provide, what is lacking today, and what the building should be ten years from now (W.E. Hill Community Center Recap on Renovation, Use Committee, Planning Framework, and Design Direction, April 29, 2026).

Highest and Best Use Matrix

Future Use Direction	What the Building Would Need
Flexible community event venue	Open event space, catering support, storage, restrooms
Meeting and conference facility	Conference rooms, technology, acoustics, lighting
Civic and public-use facility	Accessibility, affordability, scheduling flexibility
Rental and event-support space	Kitchen, finishes, restrooms, parking, curb appeal
Hybrid community facility	Flexible rooms, phased improvements, broad programming

The committee's work should define the Hill Center's future role before the City commits to the full long-term renovation scope.

The framework also recommends evaluating local market conditions and alternative facilities, including church meeting rooms, American Legion and Columbus Club facilities, private venues such as Tony's, and facilities in surrounding towns and elsewhere in Austin County (Hill Center Framework, December 16, 2025). That gives the Hill Center a clearer strategic lane: Sealy's affordable, accessible, flexible civic gathering space.

Participant Responses

Respondent	Events / Uses	Operations Needed	Physical / Facility Changes	Marketing / Awareness	Quality-of-Life and Social Role	Lacking / Desired Changes	Ten-Year Vision / Rental Notes
Stephen Bozich	N/A specified for new events; current use includes weddings, birthday parties, private gatherings, church events, elections.	N/A specified.	N/A specified for new events.	Facebook and City of Sealy website.	Provide a sense of community for citizens. After-school programs and educational programs.	Functioning kitchen and usable storage space. Desired changes: Updated electrical and HVAC; landscape separation from B&PW Baseball Park; consider removing interior brick walls separating side rooms to modernize; update lighting.	A place citizens of Sealy can utilize and enjoy with family and friends. Rental notes: Weddings, birthday parties, private gatherings, church events, and elections. Typical duration 4-8 hours. City used it for meetings, interviews, ceremonies, and elections; City booked it 10 days in last year and County used it three days in October/November for elections. Feedback: limited parking during baseball tournaments.
Cookie Curry	Church events, family reunions, fundraisers, birthdays, weddings, and repass events.	Industrial kitchen; separate sectional areas for two events at one time; dining area; strong sound system and TV for streaming and presentations.	Remodel kitchen with an open-concept bar that can be closed and locked when not in use.	Unknown.	Events can remain local instead of going to other locations; renters can stay in Sealy and use local businesses for catering and related services. Town meetings and voting.	Curb appeal. Desired changes: Update curb appeal; better kitchen; open concept to use space better.	The go-to event venue. Rental notes: No city-staff rental information provided.
Brooke Kaiser	Unsure at this time; current use includes family Christmas parties, private social gatherings, birthday parties, church events, meetings, ceremonies, and elections.	N/A specified.	N/A specified.	City Facebook page and City website.	Promote physical health and provide a sense of community for residents. After-school, health and wellness, and educational programs.	Functioning kitchen; usable storage rather than individual storage rooms; easier rental access such as key-card entry. Desired changes: Beautification of the outside of the building;	Something the community can utilize and enjoy. Rental notes: Family Christmas parties, private social gatherings, birthday parties, church events, meetings, ceremonies, and elections. Typical duration 4-7 hours. Annual Jingle Bell Fun Run in December. City uses it for meetings, interviews, ceremonies, and

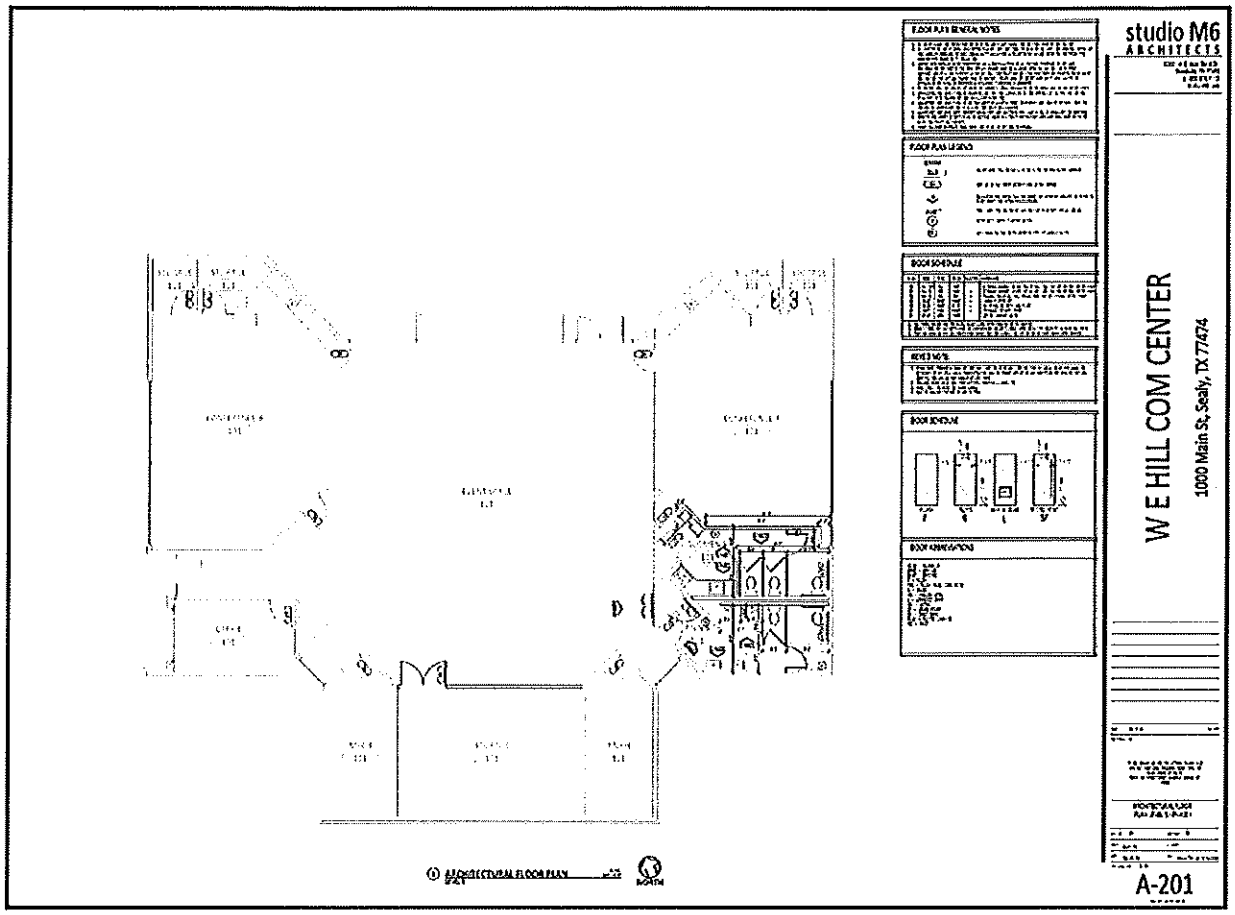
Respondent	Events / Uses	Operations Needed	Physical / Facility Changes	Marketing / Awareness	Quality-of-Life and Social Role	Lacking / Desired Changes	Ten-Year Vision / Rental Notes
						updates inside; floors need replacement; landscape separation from the baseball park.	elections; City rented it 10 days in the past year, and County used it for three weeks in October-November for elections. Feedback: limited parking during baseball season.
Erin Krampitz	Fitness and wellness classes, art and enrichment programs, youth activities, senior programming, educational workshops, local club meetings, lectures, cultural events, small community markets or fairs.	More streamlined reservation process, basic event setup assistance, consistent availability, and event-coordination support.	Flexible seating and tables; updated lighting and sound; improved climate control; equipment storage; restroom/accessibility updates; adaptable interior layout.	Awareness appears limited; many residents associate the building primarily with elections or occasional private events. Increase visibility through City website, social media, newsletters, signage, and partnerships with local organizations.	More opportunities for connection, learning, recreation, and civic engagement; a central gathering place that strengthens community bonds and supports accessible programming across age groups. Meeting place for clubs, neighborhood groups, parent groups, senior socials, youth programs, intergenerational activities, town halls, discussion forums, and community celebrations.	Flexible programming, visibility, modernized amenities, clear identity, updated infrastructure, and consistent community-oriented scheduling. Desired changes: Thoughtful renovations prioritizing flexibility, accessibility, and comfort; improved promotion and programming; make the space welcoming, functional, and adaptable for a wide range of community needs.	A vibrant, well-utilized community hub known as a welcoming place where residents gather, learn, connect, and participate in civic life; exterior appearance should improve through lighting, paint, and landscaping while respecting the building architecture. Rental notes: No city-staff rental information provided.

The January Design Conversation: What the Building Could Become

The January 12, 2026 Studio M6 meeting was a key moment in the project. Committee responses showed consensus that a kitchen would be useful. Several responses noted parking issues when the ballpark has tournaments. Most responses supported updating finishes, softening the interior, and creating a warmer space. Several also mentioned improving curb appeal and landscaping, and some noted that a landscape barrier between the ballpark and the Hill Center would be helpful (Studio M6 Meeting Minutes: W.E. Hill Community Center, January 12, 2026).

The meeting identified underused conference rooms as an opportunity. Studio M6 noted that the conference rooms often go unused and could potentially be opened up to the main space. Water and drains were already present in both conference rooms, making them practical locations for a catering kitchen. The group also discussed that the building's

hard interior surfaces could be softened cost-effectively through color, flooring, art, plants, and lighting. LED lighting was expected to be updated as part of a citywide project (Studio M6 Meeting Minutes: W.E. Hill Community Center, January 12, 2026).



Studio M6 Phase I floor plan showing the central event space, Conference A, Conference B, office, restrooms, storage, and mechanical rooms (Architectural Floor Plan Level 1 - Phase I, January 30, 2026).

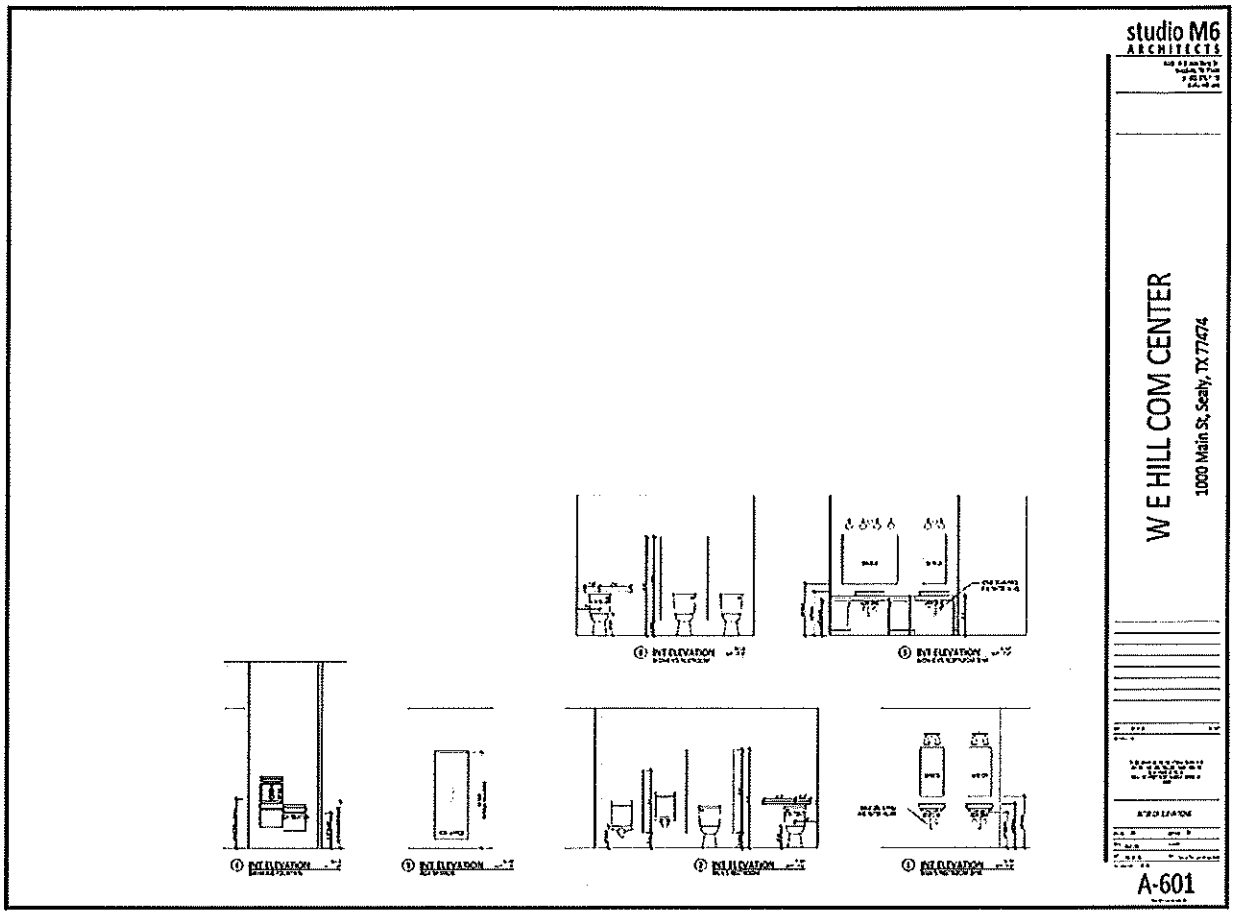
Several design decisions emerged from that meeting. A catering kitchen would be developed in Conference Room B while maintaining both doors for egress. The office would be designed with colors, materials, and furniture to create a softer, more intimate space that could be used for bereavement or bridal functions. The interior walls, doors, and frames would be painted. Flooring would be replaced with wood-look LVT and new wall base. The ceiling would be converted to a 2x2 grid with updated acoustic tile (Studio M6 Meeting Minutes: W.E. Hill Community Center, January 12, 2026).

The Emerging Design Direction

The current design direction is best understood in two layers. The first layer is the core compliance and function layer: ADA restrooms, drinking fountain compliance, and storage improvements. The second layer is the community-use enhancement layer: catering kitchen, glass partitions that can be opened to expand rooms, warmer finishes, better flooring, improved ceiling acoustics, softer office/support space, and possible exterior improvements including updating outside finishes, reported leaks and a back patio entertainment areas with live screening from the park.

The Phase I architectural floor plan issued January 30, 2026 shows the building organized around a central event space, with Conference A, Conference B, office, storage, restrooms, and mechanical rooms around the perimeter. The

accompanying interior elevations show ADA-focused restroom and drinking fountain details, including mirror heights, sink clearances, toilet dimensions, grab-bar-related requirements, and drinking fountain spout heights (Architectural Floor Plan Level 1 - Phase I, January 30, 2026; Interior Elevations, January 30, 2026).



Interior elevations document ADA-focused restroom and drinking fountain improvements, including sink clearances, mirror heights, toilet locations, and drinking fountain height requirements (Interior Elevations, January 30, 2026).

The finish-selection package adds another layer to the story. Studio M6 presented restroom vanity lights, sink and faucet selections, counter material, LVT flooring, bathroom tile options, and paint palettes for the Hill Center interior (W.E. Hill Community Center - Finish Selections, February 9, 2026).

Finish Direction Mood Board



Studio M6 finish-selection materials show lighting, fixtures, counters, flooring, and tile options for the Hill Center interior (W.E. Hill Community Center - Finish Selections, February 9, 2026).

Later recommendations refined that direction further. Erin Krampitz recommended simplifying the design palette so the facility feels more cohesive, intentional, and elevated. Suggested finish directions included Sherwin Williams Alabaster for the primary wall color, Sherwin Williams Urbane Bronze for doors, trim, and possible restroom accent walls, large-format stone-look porcelain tile to reduce grout lines, and modern gold faucets and light fixtures rather than matte black. Scott Maddux responded that he would adjust the direction by switching the main wall color to Alabaster, lightening the doors and trim to reduce contrast, looking for a large-format limestone-like tile, and using modern gold fixtures in the restrooms (W.E. Hill Community Center Recap on Renovation, Use Committee, Planning Framework, and Design Direction, April 29, 2026).

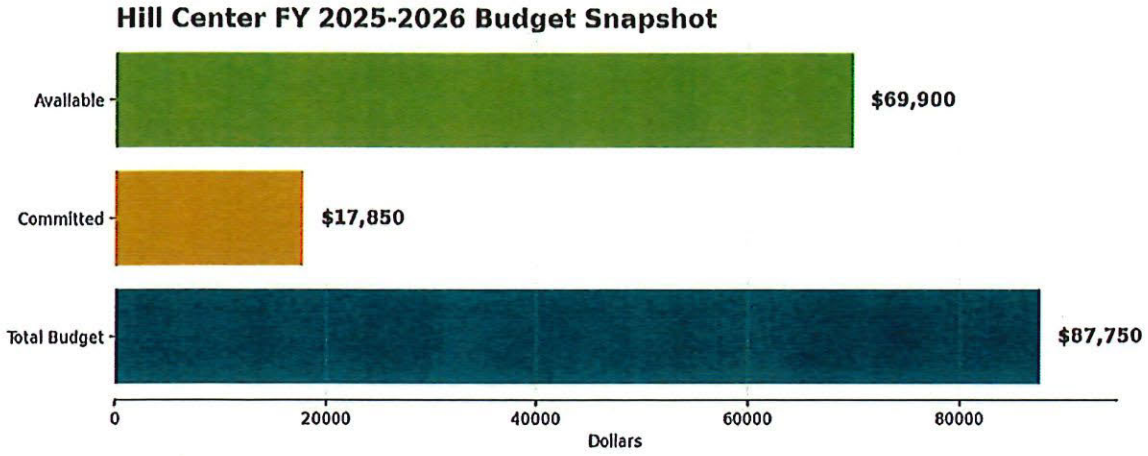
Recommended Finish Palette Direction



The recommended finish direction is intended to make the Hill Center feel warmer, more cohesive, and more appropriate for community events, rentals, and civic use.

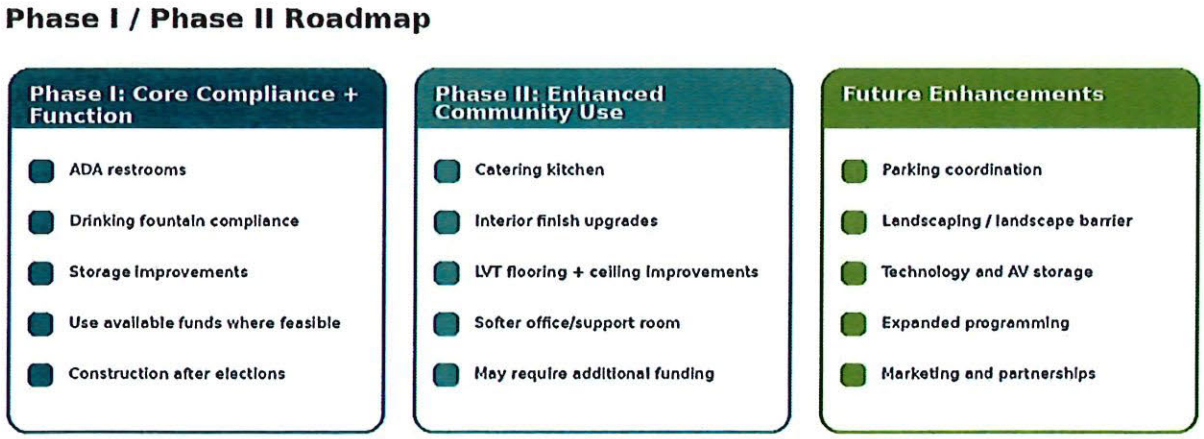
Budget and Phasing: A Practical Path Forward

The budget information supports a phased approach. The December materials show the Hill Center budget at $87,750 total, with $17,850 committed and $69,900 available. The proposed Phase I scope was identified as restrooms, drinking fountain, and storage wall improvements (Hill Center & Liedertafel Hall Design and Improvement Projects, December 2025).



Hill Center FY 2025-2026 budget snapshot showing total budget, committed funds, and available funds for improvements (Hill Center & Liedertafel Hall Design and Improvement Projects, December 2025).

The same materials note that construction could not begin due to elections, with June 1 identified as an assumed construction start if work begins after the elections. The proposed timeline also recommended appointing a team from January through March to work with Studio M6 on Phase II design, Council review and budget setting for Phase I and Phase II, seeking additional SEDC funding for Phase II, and Studio M6 finalizing drawings and pricing (Hill Center & Liedertafel Hall Design and Improvement Projects, December 2025).



A phased approach allows the City to complete essential improvements first while preserving a path toward a warmer, more flexible community facility.

This phasing approach is the most defensible path. It allows the City to complete the required ADA and core facility improvements while avoiding overcommitment before the committee finalizes the highest-and-best-use recommendation. It also gives Council a clear decision structure: what can be done now with available funds, what should be prepared for Phase II, and what should be considered as future enhancements.

Where the Project Goes Next

The next step is for the Hill Center Maintenance and Use Committee to convert the planning work into a formal Council-ready recommendation. The April 29 recap states that the committee should review the prior information and Studio M6 recommendations, then bring forward a recommendation to City Council identifying project scope, phase or phases, budget, and timeline. The recap also identifies May 19 as a potential Council date for consideration (W.E. Hill Community Center Recap on Renovation, Use Committee, Planning Framework, and Design Direction, April 29, 2026).

The final recommendation should tell a clear story: Phase I addresses accessibility and core function. Phase II positions the Hill Center for stronger public use. Future enhancements can be considered as the City better defines demand, funding, programming, and market position.

Final Project Narrative

The W.E. Hill Community Center renovation is an opportunity to modernize a valued public facility while preserving its role as an accessible, affordable community gathering place. The project began with ADA compliance and maintenance needs, but the planning process has shown that the building can do more for Sealy.

The recommended path is to complete the essential ADA and infrastructure improvements first, including restrooms, drinking fountain compliance, and storage. At the same time, the City should use the committee process to define the Hill Center's highest and best use as a flexible public facility. That future direction should guide Phase II improvements, including the catering kitchen in Conference Room B, updated finishes, warmer interior materials, improved flooring and ceilings, a softer office/community-support room, and potential exterior or landscape improvements.

The Hill Center should not be treated as a profit center. It should be treated as a public asset that can improve quality of life, support civic gatherings, strengthen community events, provide affordable rental opportunities, improve social connection, support possible tourism use, and enhance economic vitality. The goal is to make the building more useful, more welcoming, and more financially responsible while preserving public access and community benefit.

With a phased approach, Sealy can address what must be fixed now, prepare what should be improved next, and build a stronger long-term future for the W.E. Hill Community Center.

Document References Used Inline

- Existing Hill Center Plan Drawing, August 27, 2025.
- City Council Sept. 3, 2025 Presentation, September 3, 2025.
- Owner and Architect Agreement / Proposal for Design-Build Services: SEDC W.E. Hill Community Center, September 9, 2025.
- Staff Report: Task Order #2 with Studio M6 for W.E. Hill Community Center Improvements, September 16, 2025.
- Staff Report: Liedertafel Hall and W.E. Hill Community Center ADA Projects, December 3, 2025.
- Hill Center Framework, December 16, 2025.
- Hill Center & Liedertafel Hall Design and Improvement Projects, December 2025.
- Studio M6 Meeting Minutes: W.E. Hill Community Center, January 12, 2026.
- Architectural Floor Plan Level 1 - Phase I, January 30, 2026.
- Interior Elevations, January 30, 2026.
- W.E. Hill Community Center - Finish Selections, February 9, 2026.
- W.E. Hill Community Center Recap on Renovation, Use Committee, Planning Framework, and Design Direction, April 29, 2026.

studio **M6**



W E Hill Community Center - Sealy, Texas

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A-241	REFLECTED CEILING PLAN LEVEL 1 - PHASE I
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PLUMBING

P-201	UNDERGROUND AND OVERHEAD PLUMBING PLAN, PLUMBING RISER DIAGRAMS - PHASE I

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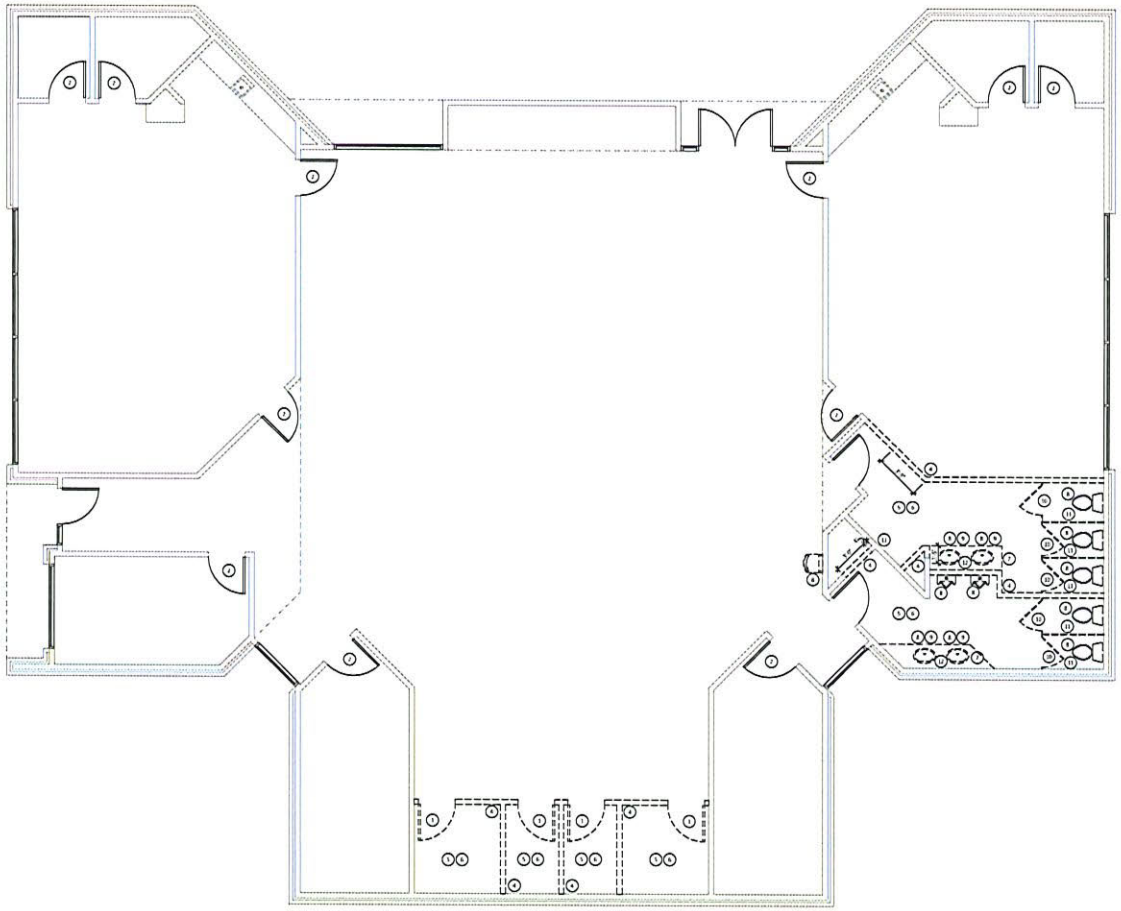
Project Address:
W E Community Center
1000 Main Street
Sealy, Texas 77474

DEMOLITION PLAN GENERAL NOTES:

1. CONTRACTOR SHALL DEMOLISH ALL ITEMS NECESSARY TO INSTALL NEW WORK PER PLANS AND SPECIFICATIONS.
2. CARE SHALL BE TAKEN TO PROTECT EXISTING FINISHES TO REMAIN DURING CONSTRUCTION. INSTALL TEMPORARY PROTECTION AS REQUIRED.
3. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AND COORDINATE WITH NEW WORK PLANS. CONTRACTOR SHALL FIELD VERIFY ALL ITEMS TO BE REMOVED. NOTIFY THE ARCHITECT IN WRITING OF ANY DISCREPANCIES.
4. CONTRACTOR SHALL DISCONNECT ANY SERVICE, EQUIPMENT, DEVICE OR FIXTURE TO REMAIN DISTURBED BY DEMOLITION OR CONSTRUCTION.
5. CONTRACTOR SHALL PROPERLY DISPOSE OF ALL ITEMS AND MATERIALS AND REMOVE THEM FROM THE SITE.

DEMOLITION KEYED NOTES:

1. DEMOLISH DOOR, FRAME AND HARDWARE.
2. DEMOLISH DOOR HARDWARE.
3. DEMOLISH SECTION OF LOAD BEARING WALL. SHORE UP EXISTING LOAD WITH TEMPORARY STRUCTURE AS NEEDED DURING DEMOLITION AND NEW WORK.
4. DEMOLISH NON-LOAD BEARING WALL.
5. DEMOLISH FLOOR FINISH AND WALL BASE.
6. DEMOLISH CEILING GRID, ACOUSTIC CEILING TILE, LIGHT FIXTURES, AND ALL CEILING MOUNTED EQUIPMENT.
7. DEMOLISH MILLWORK AND CABINETRY.
8. REMOVE PLUMBING FIXTURE, SALVAGE TOILETS AND URINALS FOR REUSE.
9. DEMOLISH PLUMBING FAUCET.
10. DEMOLISH TOILET PARTITION AND DOOR.
11. REMOVE TOILET ACCESSORIES, SALVAGE FOR REUSE.
12. DEMOLISH MIRROR.
13. DEMOLISH ACOUSTIC CEILING TILE.



1 DEMOLITION FLOOR PLAN
LEVEL 1

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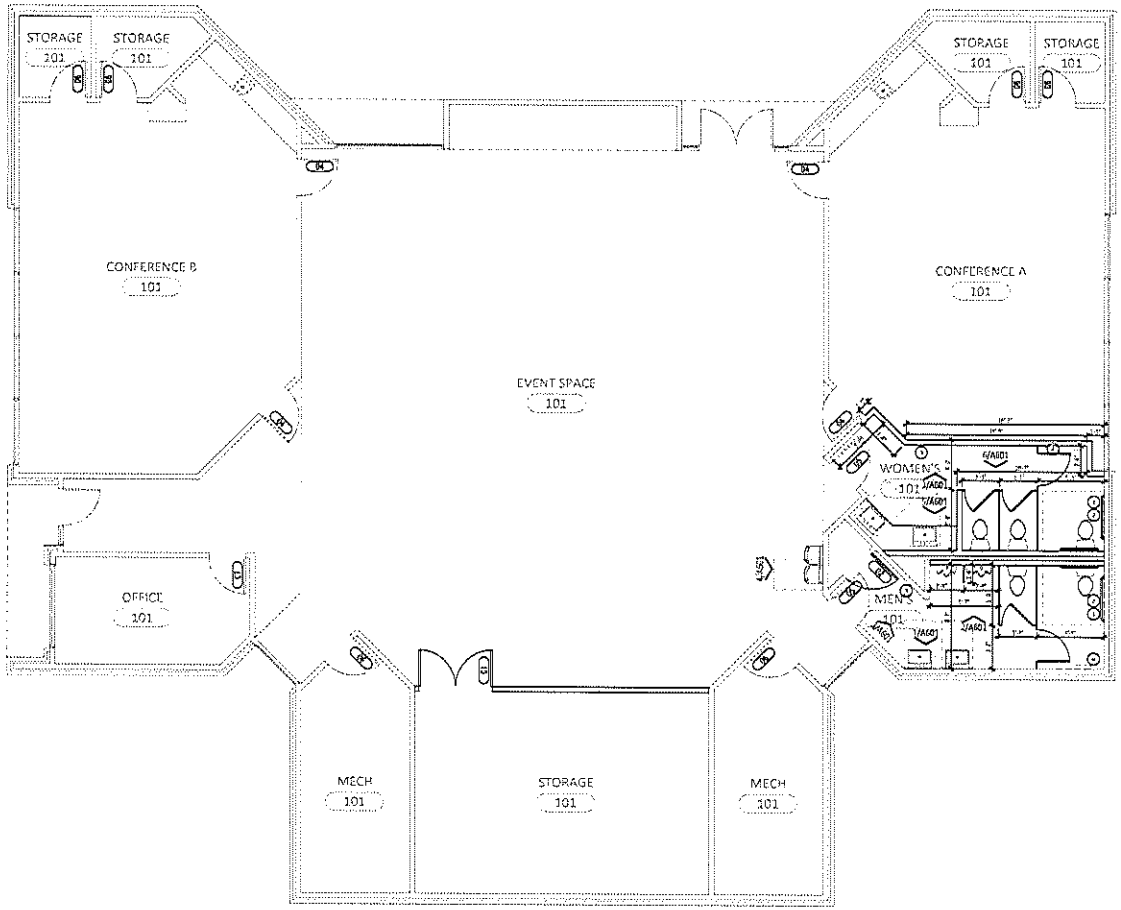
REGISTERED ARCHITECT
STATE OF TEXAS

DEMOLITION FLOOR PLAN LEVEL 1

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CHECKED BY	TAT
JOB NO.	675006
DATE	05.01.26
ISSUE	Issue for Construction

AD-201

AD-201



① ARCHITECTURAL FLOOR PLAN
LEVEL 1

NORTH

FLOOR PLAN GENERAL NOTES:

1. ALL DIMENSIONS ARE FROM CENTERLINE OF CONCRETE AND MASONRY WALLS U.N.O. AND FACE OF GYP. BD. WALLS U.N.O.
2. ALL PARTITIONS ARE AT RIGHT ANGLES TO GRID LINES U.N.O. SUBSTITUTE AT GRID WALLS OWNER'S NOTICE.
3. WHERE A NEW PARTITION BOARD PARTITION ABUTS OR CONNECTS TO AN EXISTING PARTITION OR COLUMN THE EXISTING PLASTER FACE OF THE EXISTING PLASTER BOARD SHALL BE CUT AS REQUIRED WITH THE FACE OF THE EXISTING SURFACE WHERE A THE PARTITION LEAVES AN EXISTING PARTITION OR COLUMN PROJECTION, THE FACE OF THE GYPSUM BOARD SHALL BE ALIGNED. WHERE NEW GYPSUM BOARD AND ADDITIONAL LAYERS OF GYPSUM BOARD SHALL BE INSTALLED AS REQUIRED TO PROVIDE ALIGNMENT.
4. ALL DOORS SHALL BE LOCATED AT 4" FROM THE ADJACENT WALL MEASURED ON THE KNOB SIDE OF THE DOOR, U.N.O.
5. LOCATION OF EXIT SIGNS SHALL BE DETERMINED SO THAT THE CENTERLINE OF THE SIGN IS 1'-6" TO THE FACE OF THE ADJACENT WALL OR EQUIPMENT, VERIFY WITH ARCHITECT.
6. ALL KITCHEN AND VANITY SINKS SHALL BE ACCOMPANIED BY A MIXER TAP, STRAINER, AND SOAP DISPENSER U.N.O. ON INDIVIDUAL FLOOR PLANS. REFER TO ALL SPECIFICATIONS FOR ADDITIONAL ACCESSORIES.
7. LAVATORY AND VANITY SINKS SHALL BE UNDERMOUNT TYPE, U.N.O. ON INDIVIDUAL FLOOR PLANS. REFER TO ALL SPECIFICATIONS FOR ADDITIONAL ACCESSORIES.
8. TOILET AND WATER CLOSET SHALL BE ACCOMPANIED BY A TOILET PAPER DISPENSER AND GRAB BARS. REFER TO ALL SPECIFICATIONS FOR ADDITIONAL ACCESSORIES.
9. VERIFY ALL CONSTRUCTION WITH LOCAL, STATE, AND FEDERAL CODES AND REGULATIONS.

FLOOR PLAN LEGEND:

EXAM
129 — ROOM NAME TAG - INDICATES ROOM FUNCTION AND ROOM NUMBER
01 — DOOR TAG - REFER DOOR SCHEDULE FOR DETAILS.
11 — ELEVATION TAG - REFER TO A-100 SERIES FOR EXTERIOR ELEVATIONS. REFER TO A-400 SERIES FOR INTERIOR ELEVATIONS.
A3.6 — PARTITION TYPE TAG - REFER TO A-600 FOR PARTITION TYPE SCHEDULE
1 — KEYED NOTE - REFER TO KEYED NOTES
1 — WINDOW TAG - REFER WINDOW TYPE LEGEND ON A-221

DOOR SCHEDULE:

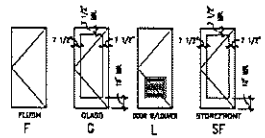
MARK	WIDTH	TYPE	FRAME	FINISH	HARDWARE
01	6'-0" PAIR	FSC	HM	-	STOREFRONT ENTRY, LEVER, PUSH/PULL SET, AUTOMATIC DOOR OPENER
02	3'-0"	FSC	HM	-	STOREFRONT ENTRY, LEVER, PUSH/PULL SET, AUTOMATIC DOOR OPENER
03	3'-0"	FSC	HM	-	PRIVACY LATCH SET, PUSH/PULL SET, MATCH EXISTING DOOR FINISH
04	VARIES	VARIES	HM	-	PASSAGE LATCH SET
05	VARIES	VARIES	HM	-	BUTT HINGES, PUSH PLATE, DOOR PULLS
06	VARIES	VARIES	HM	-	CLOSER, LOCKSET, LEVER
07	VARIES	VARIES	HM	-	DEADBOLT, LOCKSET, LEVER

1. ALL WOOD DOORS ARE PAINTED, SOLID CORE, WITH HOLLOW METAL FRAMES.
2. DOOR GLASS AND VISION PANELS SHALL BE CATEGORY II, SAFETY GLAZING PER 2015 IBC SECTION 2406.4.
3. PROVIDE BLOCKING IN WALLS FOR SWING DOOR, HANDRAILS, SIGNS, ETC.
4. SEE LIFE SAFETY PLAN FOR SWING DOOR, PANIC HARDWARE, & FIRE RATING.
5. BABY CHANGING STATION, BY OWNER

KEYED NOTE:

1. DOOR ASSY.: NOMINAL 3'-0" x 7'-0" DOOR IN 4" THICK METAL STUD WALL, METAL FRAME, METAL PANEL (24 GAUGE) DOOR, SOUND RATED DOOR ASSEMBLY WITH ACOUSTIC SEAL AT HEAD AND JAMBS AND DOOR SWEEP AT BOTTOM OF DOOR. REFER TO DOOR SCHEDULE FOR ADDITIONAL INFORMATION.
2. PAINTED BLOCKING IN WALL FOR SWING DOOR, HANDRAILS, SIGNS, ETC.
3. SEE LIFE SAFETY PLAN FOR SWING DOOR, PANIC HARDWARE, & FIRE RATING.
4. BABY CHANGING STATION, BY OWNER

DOOR SCHEDULE:



DOOR ABBREVIATIONS:

ALUM — ALUMINUM
BRNZ — BRONZE
EXIST — EXISTING
F — FLUSH
FSC — FLUSH SOLID CORE WOOD
G — GLASS
HM — HOLLOW METAL
L — LOUVERED DOOR
MTL — METAL
SF — STOREFRONT
WC — WOOD CORE
PLAM — PLASTIC LAMINATE
WD — WOOD

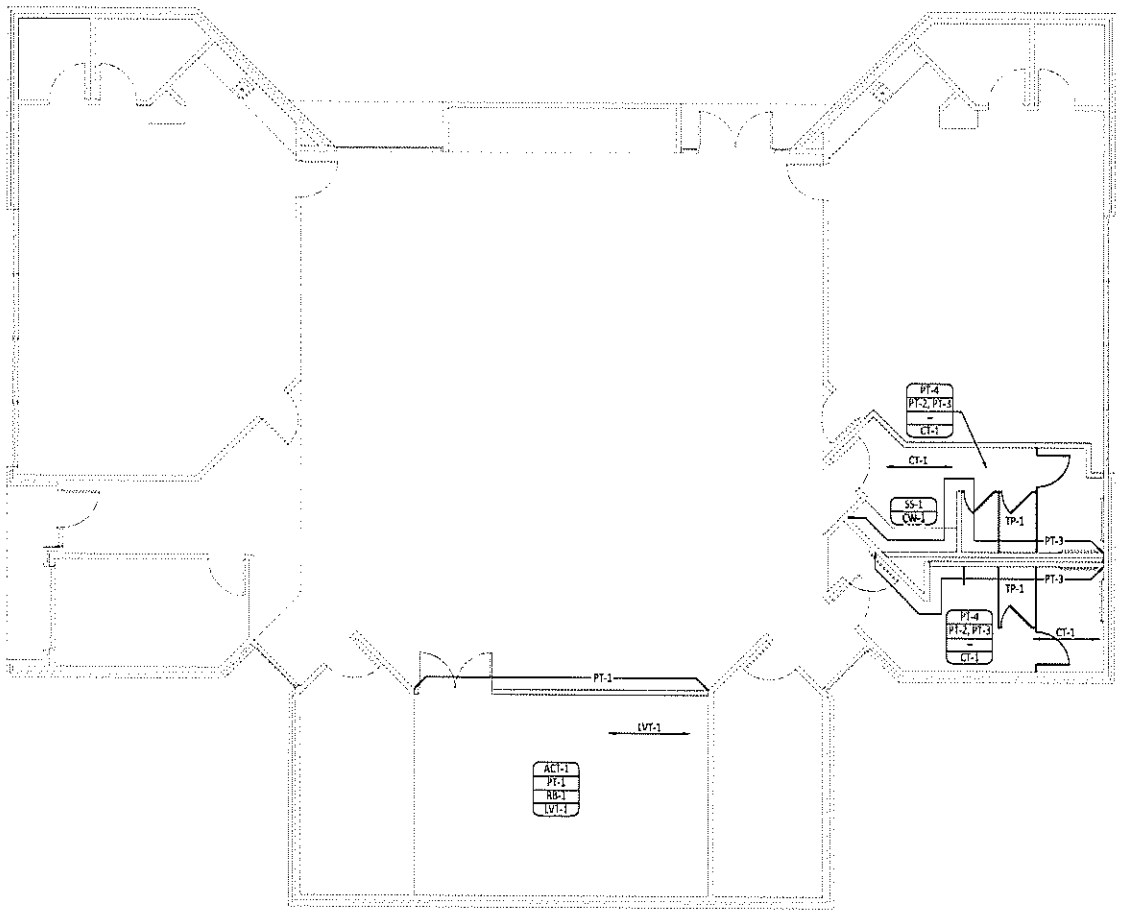
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ARCHITECTURAL FLOOR PLAN LEVEL 1 - PHASE I

A-201



1 INTERIOR FINISH PLAN
LEVEL 1

FINISH PLAN GENERAL NOTES:

1. ALL FINISHES TO MEET THE REQUIREMENTS OF THE 2018 IBC SECTIONS 803 THROUGH 805. PER TABLE 803.3.2 ALL INTERIOR WALL AND CEILING FINISHES SHALL BE CLASS C.
2. ALL INTERIOR FLOOR COVERINGS SHALL MEET THE REQUIREMENTS OF THE 2018 IBC SECTION 804.4.
3. ALL PAINT IS SHERWIN WILLIAMS. INSTALL ALL FINISHES PER MANUFACTURERS RECOMMENDED INSTALLATION. ALL WALLS TO RECEIVE LEVEL 4 FINISH.
4. ALL PAINTED DOORS TO RECEIVE PT-2. ALL DOOR FRAMES TO RECEIVE PT-2.
5. ALL WOOD CASEWORK AND MILLWORK TO RECEIVE PT-3

NOTES & LEGEND:

ROOM FINISH TAG
- PT-1 — CEILING FINISH
- PT-1 — WALL FINISH
- RB-1 — WALL BASE FINISH
- VT-1 — FLOOR FINISH

CASEWORK TAG
- LVT-1 — COUNTER FINISH
- LVT-1 — CASEWORK

ACT-1	ARMSTRONG 24X24" ULTIMA BEVELED TEGULAR PANELS WITH SUPRAFINE ML 9/16" EXPOSED SUSPENSION SYSTEM. EDGES OF ACOUSTIC TILE CEILINGS SHALL HAVE 1/2" SHADOW MOLDING.
ACT-2	ARMSTRONG 24X24" KITCHEN ZONE, SQUARE LAY-IN, SMOOTH TEXTURE WITH PRELUDE XL 15/16" SUSPENSION SYSTEM.
CT-1	FLOOR TILE, COTE D'AZUR, FOSSIL BEIGE BRUSHED LIMESTONE TILE SKU: 101218394, 24X24", STACKED BOND, 1/16" GROUT LINES, MAPEI 45/75 COBBLESTONE GROUT
CW-1	CUSTOM MILLWORK, SEE A-400 SERIES FOR DETAILS. MEDIUM OAK FINISH
ES	EXPOSED STRUCTURE
ETR	EXISTING FINISH TO REMAIN
FRP-1	FIBER REINFORCED PANEL, WHITE. FULL HEIGHT IN THE CATERING KITCHEN, 48" IN THE UTILITY CLOSET.
LVT-1	LUXURY VINYL TILE, HYDROSHIELD SHISTECH 8.0MM WATERPROOF LAMINATE PLANK, SKU: 101219703, 8MM, 7X60"
PT-1	SHERWIN WILLIAMS ALABASTER SW 7008, EGGSHELL
PT-2	SHERWIN WILLIAMS ILLUSION SW 9542, EGGSHELL
PT-3	SHERWIN WILLIAMS ROCK BOTTOM SW 7062, MATTE
PT-4	SHERWIN WILLIAMS PURE WHITE SW 7005, FLAT
RB-1	RUBBER BASE, ROPPE 178 PEWTER
SS-1	SOLID SURFACE, CEASARSTONE QUARTZ 4066 AIRY CONCRETE
TP-1	TOILET PARTITION, HIGH PRESSURE LAMINATE, COLOR TO BE SELECTED BY ARCHITECT FROM STANDARD COLORS.

GYPSUM BOARD NOTES:

1. ALL GYPSUM TO BE 5/8".
2. TYPE X GYPSUM SHALL BE USED FOR FIRE PARTITIONS.
3. WATER RESISTANT GYPSUM BACKING BOARD SHALL BE USED AS THE BASE FOR WATER CLOSET COMPARTMENT WALLS AND SHALL BE INSTALLED PLY'D IN ZIP OR ASTM C 840. REGULAR GYPSUM WALLBOARD MAY BE USED UNDER TILE ON WALLS AND SHALL BE INSTALLED TYP ON ZIP OR ASTM C 840.
4. WATER RESISTANT GYPSUM BACKING BOARD SHALL BE USED AROUND HOSE BIB ON STUDDED WALL.

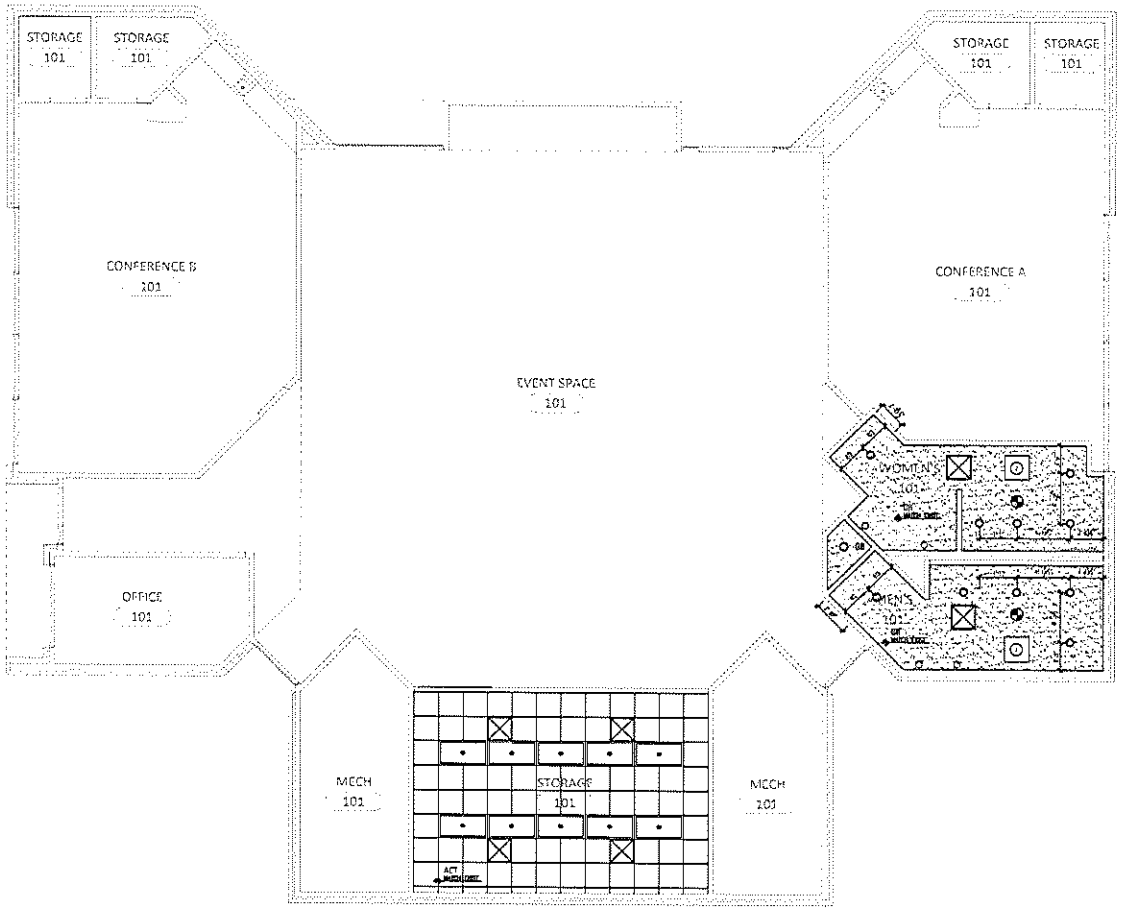
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INTERIOR FINISH PLAN
PLAN LEVEL 1

A-221



1 REFLECTED CEILING PLAN
LEVEL 1

RCP PLAN GENERAL NOTES:

1. THE CONTRACTOR SHALL COORDINATE THIS REFLECTED CEILING PLAN WITH ELECTRICAL LIGHTING PLANS, HVAC CHANGE SUPPLY, RETURN, AND EXHAUST PLANS, FIRE CONTRACTOR SHALL REPORT ANY CONFLICTING OR INCONSISTENCIES TO THE ARCHITECT
2. SEE ELECTRICAL DRAWINGS FOR TYPE LOCATIONS OF CEILING MOUNTED MOTION DETECTORS, SPEAKERS, CAMERAS, EXIT SIGNAGE, AND FIRE ALARM DEVICES, ETC. AND SEE ELECTRICAL FOR LOCATIONS OF WALL MOUNTED EXIT LIGHTS.
3. FOR FURTHER DIMENSIONS SEE LARGE SCALE PLANS, SECTIONS, ELEVATIONS, AND DETAILS.
4. THE CONTRACTOR SHALL VERIFY THAT ACCESS PANELS OF TYPE SPECIFIED ARE ACCESSIBLE FOR EQUIPMENT REQUIRING SERVICE OR ADJUSTMENT BY MECHANICAL, PLUMBING, OR ELECTRICAL TRADES AND AT ACCEPTED LOCATIONS. ACCESS PANELS SHALL BE THE SAME RATED TYPE AS THE CEILING IN WHICH THEY OCCUR.
5. ALL GYPSUM BOARD CEILINGS SHALL BE TAPED AND FINISHED READY TO RECEIVE PAINT FINISH, UNLESS NOTED OTHERWISE.
6. ALL ACOUSTICAL CEILINGS SHALL BE INSTALLED IN STRICT ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS AND SHALL BE INSTALLED TO PROVIDE A FLAT, LEVEL, AND TRUE PLANE. CUT EDGES OF TILES SHALL BE CONCEALED BY WALL MOLDING. TILES SHALL BE CUT NEATLY AND ACCURATELY TO FIT AROUND CEILING-MOUNTED ITEMS. ALL CUT TILES SHALL BE INSTALLED SYMMETRICALLY IN EACH ROOM OR AREA, UNLESS OTHERWISE INDICATED ON THE DRAWINGS. ALL CUT TILES SHALL BE NOT LESS THAN ONE-HALF OF A FULL TILE.
7. PROVIDE ACCESS PANELS AS REQUIRED FOR ACCESS TO CONCEALED EQUIPMENT. COORDINATE LOCATIONS WITH ALL TRADES INVOLVED.
8. REFER TO REFLECTED CEILING PLANS FOR LOCATIONS OF LIGHTING FIXTURES, DIFFUSERS, REGISTERS, AND GRILLES.
9. REFER TO INTERIOR ELEVATIONS, SECTIONS AND DETAILS FOR ADDITIONAL INFORMATION.
10. REFER TO ELECTRICAL DRAWINGS FOR LIGHTING FIXTURE SCHEDULE.
11. REFER TO INTERIOR ELEVATIONS, SECTIONS AND DETAILS FOR ADDITIONAL INFORMATION.
12. REFER TO ELECTRICAL DRAWINGS FOR LIGHTING FIXTURE SCHEDULE.

RCP LEGEND:

- SUSPENDED 2X2' ACOUSTICAL CEILING SYSTEM
- SUSPENDED 2X4' ACOUSTICAL CEILING SYSTEM
- 4'X2' RECESSED LIGHT FIXTURE
- 2'X2' RECESSED LIGHT FIXTURE
- 2'X4' RECESSED LIGHT FIXTURE
- LINEAR EMERGENCY LIGHT FIXTURE
- EXIT/EMERGENCY LIGHT FIXTURE
- COVE LIGHTING W/ 1/4" REVEAL
- SUPPLY AIR GRILLE, REFER TO MECHANICAL DRAWINGS FOR ADDITIONAL INFO
- RETURN AIR GRILLE, REFER TO MECHANICAL DRAWINGS FOR ADDITIONAL INFO
- EXHAUST AIR GRILLE, REFER TO MECHANICAL DRAWINGS FOR ADDITIONAL INFO
- SUPPLY DIFFUSER, REFER TO MECHANICAL DRAWINGS FOR ADDITIONAL INFO
- CJ — CONTROL JOINT
- GB — GYPSUM BOARD CEILING
- WS — WOOD SLATTED CEILING, MATCH EXISTING
- WD — WOOD WALL CEILING, MATCH EXISTING
- SLOPE UP TO 1/4" PER FOOT
- EXPANSION JOINT, REFER SPECS FOR JOINT COVER
- CEILING HEIGHT DESIGNATION
- GYPSUM BOARD SOFFIT DOWN AT CASEWORK
- WALL MOUNTED LIGHT FIXTURE
- TRACK LIGHT
- SURFACE MOUNTED LIGHT FIXTURE
- CEILING MOUNTED PENDANT LIGHT FIXTURE
- RECESSED DOWNLIGHT FIXTURE
- SPEAKER
- SMOKE DETECTOR UNIT
- ALARM (CENTER TYPE LIGHTING)
- GYPSUM BOARD CEILING ON SUSPENDED CEILING GRID SYSTEM
- CP — CEMENTITIOUS PANEL
- CS — CEMENTITIOUS SIDING
- GB — GYPSUM BOARD
- NOT IN SCOPE OF WORK

KEYED NOTE:

1. NEW CEILING TILE AND GRID TO MATCH EXISTING. SEE SHEET A-101 FOR ADDITIONAL INFO
2. DRAFT CEILING OPENING FOR ACCESS PANEL

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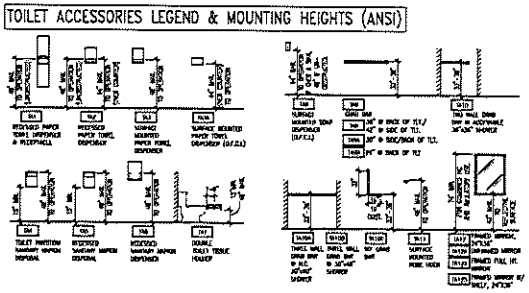
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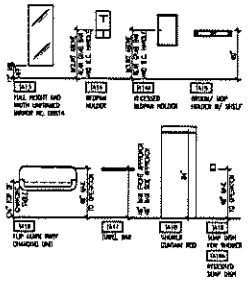
REFLECTED CEILING PLAN
LEVEL 1 - PHASE I

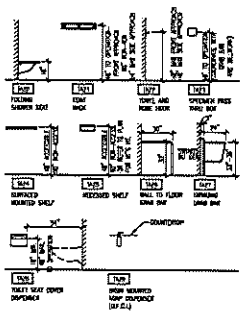
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A-241

TOILET ACCESSORIES LEGEND & MOUNTING HEIGHTS (ANSI)

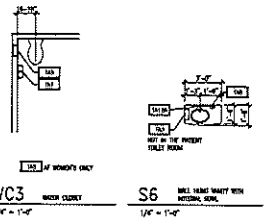






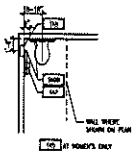
ENLARGED PLAN GENERAL NOTES

1. ALL WATER CLOSETS SHALL BE MEASURED 1'-6" FROM THE CENTER OF THE WATER CLOSET TO THE FINISHED SURFACE OF THE SIDE WALL.
2. ALL SINKS AND LAVATORIES SHALL BE 1'-3" MINIMUM FROM THEIR CENTER LINE TO THE FINISHED SURFACE OF THE SIDE WALL.
3. "WALL HUNG" TOILET CHAIRS FROM FINISH TO FACE OF FINISH SHALL BE 1'-8" FOR BACK-TO-BACK TOILETS AND 1'-4" FOR A SINGLE SIDED CHAIR.
4. "FLOOR MOUNTED" TOILETS SHALL HAVE A 6" SOLID WALL BEHIND THEM.
5. REFER TO A-010X FOR DETAIL AT RECESSED TOILET ACCESSORIES IN A FIRE RATED WALL.
6. COVER MIRRORS AND LIGHT FIXTURE OVER THE LAVATORY.
7. ALL FLUSH CONTROLS SHALL BE MOUNTED ON THE WIDE SIDE OF TOILET AREAS. NO MORE THAN 1 1/2" BELOW THE WIDE WALL SIDE AWAY.
8. ALL DIMENSIONS SHOWN ARE CLEAR DIMENSIONS TO THE FACE OF THE FINISHED WALL.
9. ALL SOAP DISPENSERS TO BE OWNER FURNISHED, OWNER INSTALLED.
10. ALL TOILET ACCESSORIES MADE OF BRUSHED ANC BRONZE.

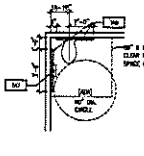


WC3 WATER CLOSET 1/4" = 1'-0"

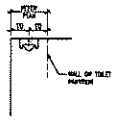
S6 WALL HUNG VANITY WITH INTEGRAL BOWL 1/4" = 1'-0"



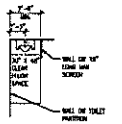
WC2 WATER CLOSET WITH GRAB BARS 1/4" = 1'-0"



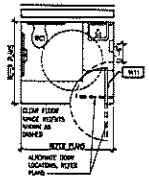
WC1 TYPICAL HC ACCESSIBLE WATER CLOSET 1/4" = 1'-0"



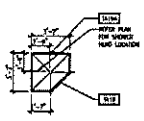
U2 URINAL 1/4" = 1'-0"



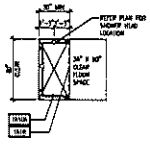
U1 HC URINAL 1/4" = 1'-0"



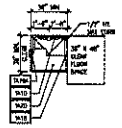
TR1 TYPICAL HC TOILET ROOM 1/4" = 1'-0"



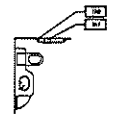
SH5 TYPICAL HIGH-ANGLE SHOWER 1/4" = 1'-0"



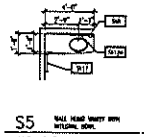
SH2 TYPICAL HC ROLL-IN SHOWER 1/4" = 1'-0"



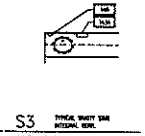
SH1 TYPICAL HC TRANSFER SHOWER 1/4" = 1'-0"



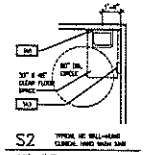
S7 ICU TOILET PATIENT CARE MODULE 1/4" = 1'-0"



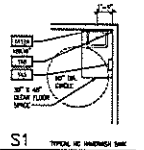
S5 WALL HUNG VANITY WITH INTEGRAL BOWL 1/4" = 1'-0"



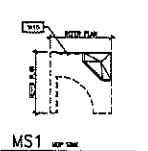
S3 TYPICAL VANITY SINK INTEGRAL BOWL 1/4" = 1'-0"



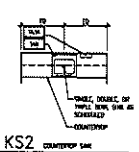
S2 TYPICAL HC WALL-HUNG CLINICAL HAND WASH SINK 1/4" = 1'-0"



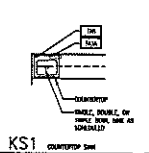
S1 TYPICAL HC WASHBASIN SINK 1/4" = 1'-0"



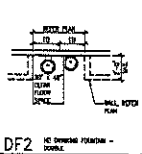
MS1 MOP SINK 1/4" = 1'-0"



KS2 COUNTERTOP SINK 1/4" = 1'-0"



KS1 COUNTERTOP SINK 1/4" = 1'-0"



DF2 HC DRINKING FOUNTAIN - DOUBLE 1/4" = 1'-0"



CS1 CLINICAL SCIENCE SINK 1/4" = 1'-0"

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TOILET ACCESSORIES SCHEDULE

1 05.01.26 Issue for Construction

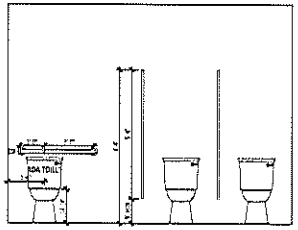
A-545

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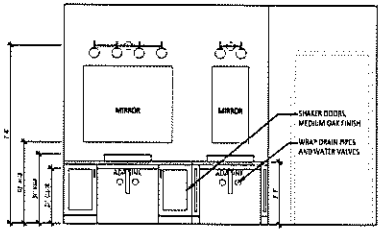
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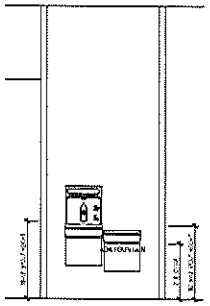
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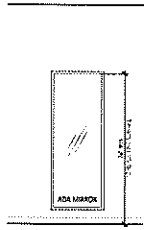
6 INT ELEVATION
WOMEN'S RESTROOM



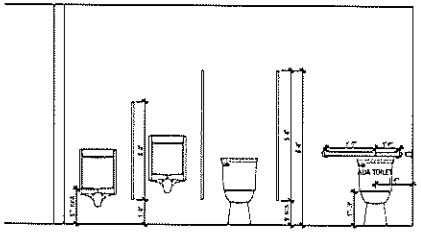
5 INT ELEVATION
WOMEN'S RESTROOM SINK



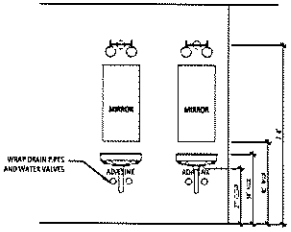
4 INT ELEVATION
DRINKING FOUNTAIN



3 INT ELEVATION
ADA MIRROR



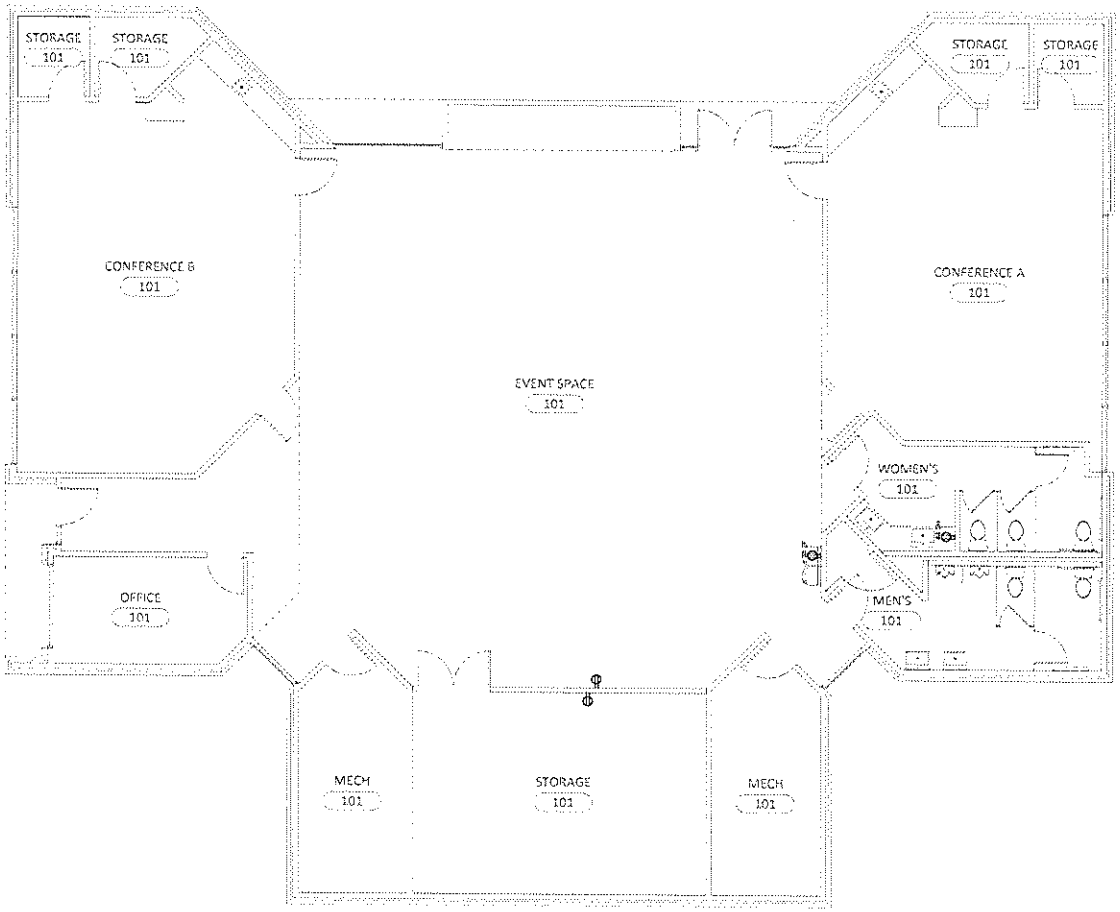
2 INT ELEVATION
MEN'S RESTROOM



1 INT ELEVATION
MEN'S RESTROOM SINK

INTERIOR ELEVATIONS

A-601



① ELECTRICAL POWER PLAN
LEVEL 1

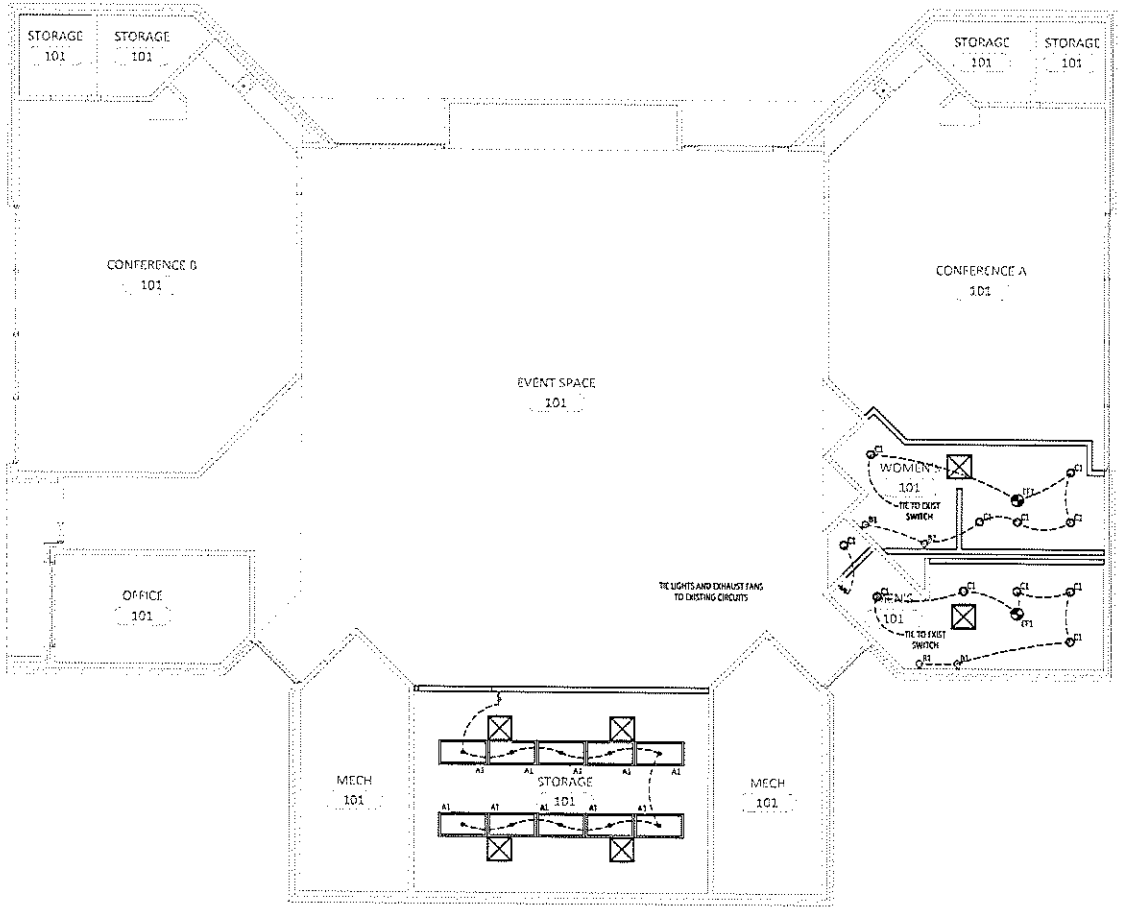
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ELECTRICAL POWER
PLAN LEVEL 1 - PHASE I

E-201



1 ELECTRICAL LIGHTING PLAN
LEVEL 1

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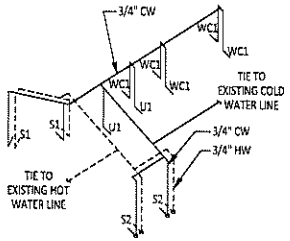
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ELECTRICAL LIGHTING
PLAN LEVEL 1 - PHASE I

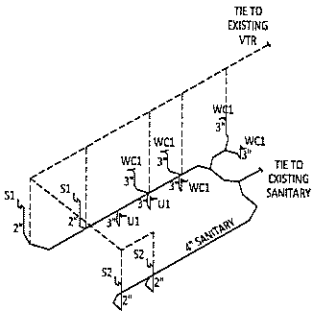
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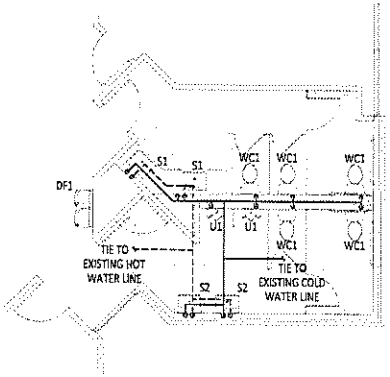
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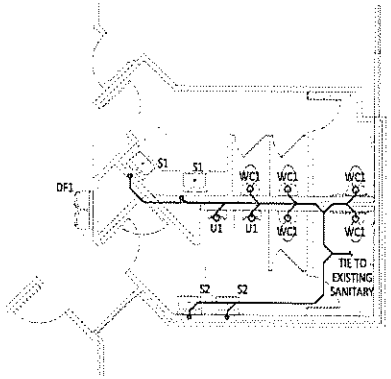
④ WATER RISER DIAGRAM
LEVEL 1



③ SANITARY RISER DIAGRAM
LEVEL 1



② OVERHEAD PLUMBING PLAN
LEVEL 1



① UNDERGROUND PLUMBING PLAN
LEVEL 1

PLUMBING PLAN GENERAL NOTES:

1. ALL PLUMBING WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL PLUMBING CODE.
2. DRAWINGS SHALL BE CONSIDERED DIAGRAMMATIC ONLY. CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS, SIZES AND ELEVATIONS OF MAIN AND ALL EXISTING PLUMBING LINES.
3. FIXTURES AND EQUIPMENT SHOWN IN BOLD OR DASHED. ACCEPTANCE OF MANUFACTURERS' CATALOG, MODEL, PATTERN STANDARD AND COLOR. ALL SUBSTITUTIONS SHALL BE APPROVED BY THE ARCHITECT.
4. CLOSELY COORDINATE ALL WORK WITH OTHER TRADES PRIOR TO ROUGHING. SAW CUT ALL PAVING FOR NEW PIPING INSTALLATIONS NEW WORK.
5. USE CAUTION WHEN SAW CUTTING SLAB TO PREVENT ANY DAMAGE TO EXISTING UTILITIES. ALL REMOVAL OF CONCRETE, SLABS OR MASONRY SHALL BE DONE BY SAW CUTTING. DO NOT CUT EXISTING MECHANICAL OR PLUMBING SYSTEMS.
6. ALL NEW WASTE AND VENT PIPING SHALL BE SLOPED AT 1/4" PER FOOT MINIMUM.
7. TIE ALL NEW DRAINS TO EXISTING WASTE LINES. CONFIRM NEW DRAIN IS POSITIVELY AND FREELY VENTED BY CONNECTION TO MAIN VENT AS REQUIRED.
8. AFTER EXCAVATION OF EXISTING SURFACES, PATCH ALL SURFACES THAT WILL REMAIN TO MATCH EXISTING ADJACENT FINISHES.
9. ANY ADDITIONAL SAW CUTTING OF THE FLOOR SLAB, CONCRETE AND MASONRY WALLS AS WELL AS ANY EXISTING CMU OR ANY LOAD BEARING TO BE PERFORMED BY THE GENERAL CONTRACTOR AND SHALL BE APPROVED BY THE ARCHITECT. COORDINATION OF PROJECTS SHALL BE IN ADVANCE.
10. CUT PIPE TO BE SLEEVED AS NEEDED THROUGH TO ACCOMMODATE A SLEEVE.
11. ALL OPENINGS PENETRATING EACH SLAB OF NEW CONCRETE AND NEW CUTTING MADE BY FOR A DEPTH OF THE SLAB. HOLES NECESSARY IF MADE WITH A MINIMUM 1 1/2 INCH CONCRETE, POLY VAPOR BARRIER AND REINFORCEMENT FOR AN EXCAVATION WITHIN THE EXISTING SLAB ON GRADE EXPANSION OR SMALLER 18" DEEP OR LESS, DRILL INTO THE EXISTING SLAB WITH EQUAL SIZED REBAR ON WITH SPACED OR THE SAME DIAMETER AS THE SMALL SPACE AWAY TYP. IN ADDITION, A SMALL AMOUNT OF EPOXY SHALL BE PLACED ON THE REBAR AND THE SIDES OF THE HOLE.
12. THE CONTRACTOR / PROJECT COORDINATOR SHALL NOT PROJECT THE SLAB AND STEEL BEFORE ANY CONCRETE IS POURED BACK OR FILL WILL BE REJECTED AND REPAIRED AT CONTRACTOR'S EXPENSE.
13. NO PATCHING AND REPAIRS FOR ANY SAW CUTTING, GATE MARKINGS OR OTHER LOSS WORK ALLOWED AFTER THE SLAB OR PIPE APPROVED BY THE PROJECT COORDINATOR OR PROPERLY MARKED IN ADVANCE. NO EXCEPTIONS.
14. ALL UNDERGROUND PIPING MUST BE LAYERED "ON SAND, NOT IN THE SLAB."
15. NO EXCEPTION TO ANY OF THE NOTES ON THIS SHEET.

NOTES & LEGEND:

4" VR	4" VENT RISER, TIE VENTS TOGETHER WHEN POSSIBLE
4" VTR	4" VENT RISER THROUGH ROOF
3/4" HW	3/4" HOT WATER LINE
3/4" CW	3/4" COLD WATER LINE
4" WD	4" WASTE DOWN
2" FD	2" FLOOR DRAIN, FROM DF ELEVATION TO MATCH FINISH FLOOR FINISH
2" SD	2" SINK DRAIN, INTERIOR WALL THROUGH WALL
4" FCO	4" FLOOR CLEAN OUT, MUST BE WITHIN ACCESSIBLE AT ALL TIMES
WCO	WALL CLEAN OUT, MUST BE WITHIN ACCESSIBLE AT ALL TIMES

FIXTURE SCHEDULE:

MARK	FIXTURE	MODEL
WC1	FLOOR MOUNTED - TANK MODEL 2 PIECE	REFERENCE CODE AMOUNT AND MOUNTING
LV	LAVATORY - STATUS - WHITE	WITH 2 HANDLE WC, CHROMIUM FINISH, WITH P-TRAP
KS	KITCHEN SINK - SINGLE - WHITE	WITH 2 HANDLE WC, FAUCET BASE, MODEL, PUMP TR.
MS	MOP SINK, MOP - WHITE	WALL MOUNT, 8" CLASS EL, CHROME
DF1	DRINKING FOUNTAIN - WALL MOUNTED	1 SPOUTED, WITH METER COVERED, CHROME
DF2	DRINKING FOUNTAIN - ELEVATED	REMOVE AND REPLACE, W.A.G. MOUNTED, 8" CENTER AND 34" FINISHED
EF1	EXISTING, RELOCATED TO NEW	EXISTING, RELOCATED TO NEW LOCATION
WC1	EXISTING, RELOCATED WATER CLOSET	EXISTING, RELOCATED TO NEW LOCATION AS INDICATED TO MAKE WAY FOR ROOM

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UNDERGROUND AND OVERHEAD PLUMBING PLAN
PLUMBING RISER DIAGRAMS

6/7/2026	
05.01.26	Issue for Construction

P-201

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W E Hill Community Center - Sealy, Texas

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A-227	INTERIOR FINISH PLAN - LEVEL 1 - PHASE II
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E-242	ELECTRICAL LIGHTING PLAN LEVEL 1 - PHASE II

PLUMBING

P-202	UNDERGROUND AND OVERHEAD PLUMBING PLAN, PLUMBING RISER DIAGRAMS - PHASE II

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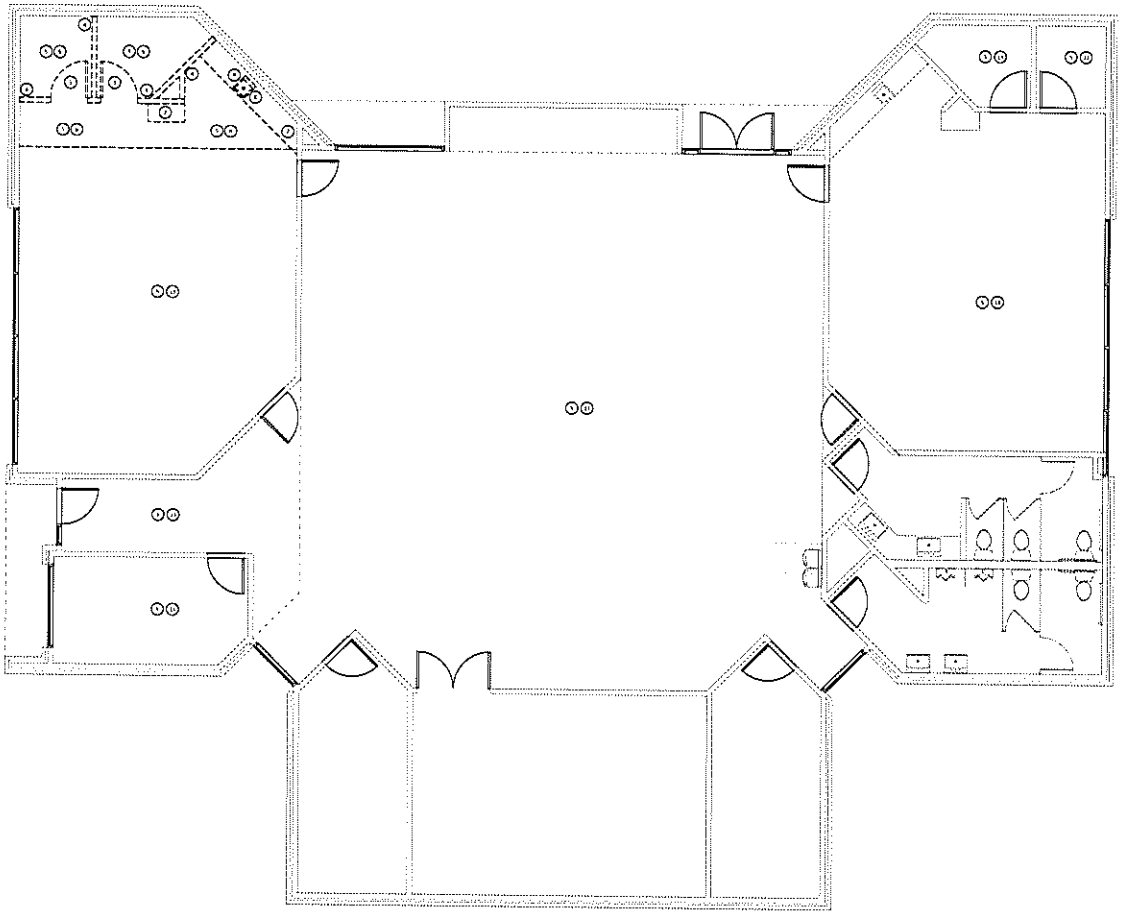
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1000 Main Street
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DEMOLITION PLAN GENERAL NOTES:

1. CONTRACTOR SHALL DEMOLISH ALL ITEMS NECESSARY TO INSTALL NEW WORK PER PLANS AND SPECIFICATIONS.
2. CARE SHALL BE TAKEN TO PROTECT EXISTING FINISHES TO REMAIN DURING CONSTRUCTION, INSTALL TEMPORARY PROTECTION AS REQUIRED.
3. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AND COORDINATE WITH NEW WORK PLAN. CONTRACTOR SHALL FIELD VERIFY ALL ITEMS TO BE SALVAGED. NOTIFY THE ARCHITECT IN WRITING OF ANY DISCREPANCIES.
4. CONTRACTOR SHALL RECONNECT ANY UTILITIES, EQUIPMENT, DEVICE OR FIXTURE TO REMAIN DISTURBED BY DEMOLITION OR CONSTRUCTION.
5. CONTRACTOR SHALL PROPERLY DISPOSE OF ALL ITEMS AND MATERIALS AND REMOVE FROM WORK SITE.

DEMOLITION KEYED NOTES:

1. DEMOLISH DOOR, FRAME AND HARDWARE.
2. DEMOLISH DOOR HARDWARE.
3. DEMOLISH SECTION OF LOAD BEARING WALL. THOROUGHLY CUT EXISTING FLOOR WITH STAIRWAY STRUCTURE AS NEEDED DURING DEMOLITION AND NEW WORK.
4. DEMOLISH NON-LOAD BEARING WALL.
5. DEMOLISH FLOORS, PATH AND WALL BASE.
6. DEMOLISH ACOUSTIC CEILING TILE, LIGHT FIXTURES, AND ALL CEILING MOUNTED EQUIPMENT.
7. DEMOLISH GAS LINES AND EQUIPMENT.
8. REMOVE PLUMBING FIXTURE, SALVAGE TOILETS AND URINALS FOR RELOCATION.
9. DEMOLISH PLUMBING ABOVE.
10. DEMOLISH TOILET PARTITION AND DOOR.
11. REMOVE TOILET ACCESSORIES, SALVAGE FOR RELOCATION.
12. DEMOLISH MIRROR.
13. DEMOLISH ACOUSTIC CEILING TILE



1 DEMOLITION FLOOR PLAN
LEVEL 1

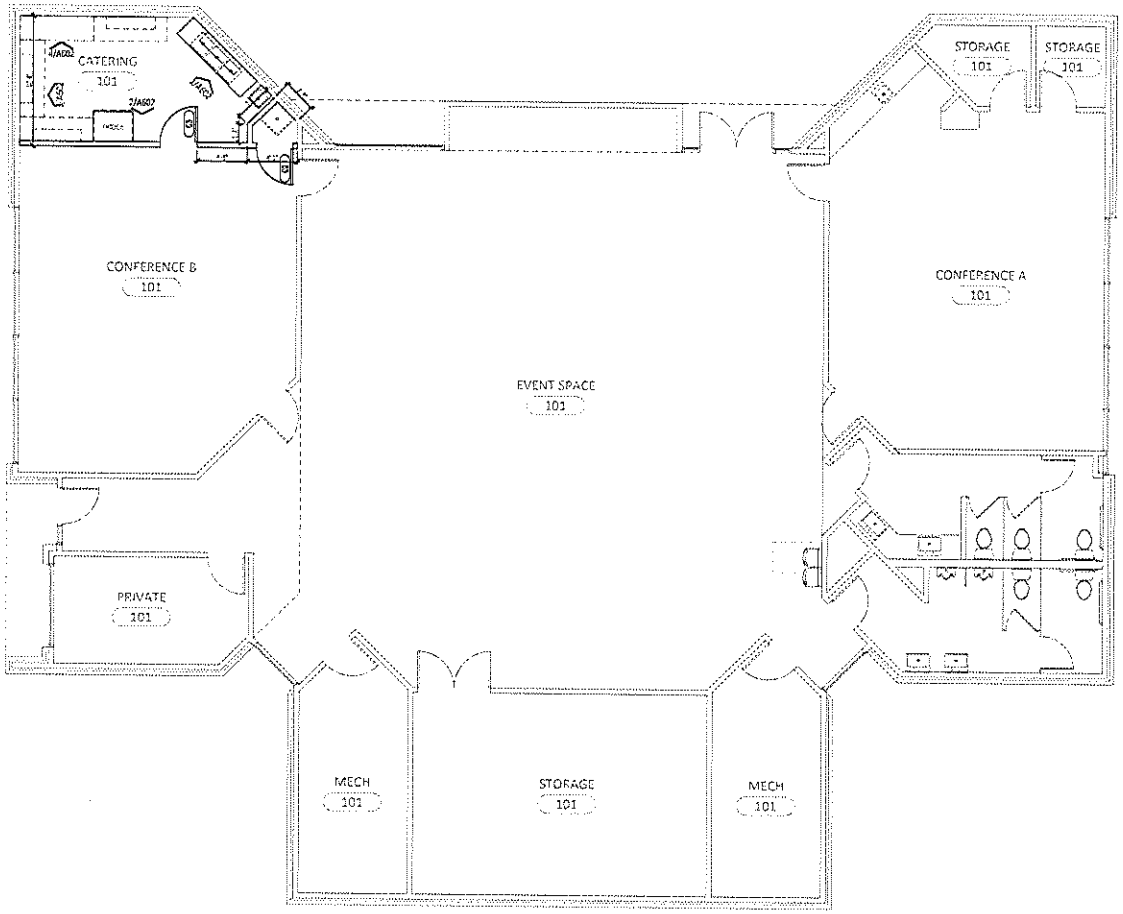
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DEMOLITION FLOOR PLAN LEVEL 1 - PHASE II

AD-202



① ARCHITECTURAL FLOOR PLAN
LEVEL 1

NORTH

FLOOR PLAN GENERAL NOTES:

1. ALL DIMENSIONS ARE FROM CENTERLINE OF CONCRETE AND MASONRY AND FACE OF WOOD STUD UNLESS NOTED OTHERWISE.
2. ALL PARTITIONS ARE 4" (NOM.) WOOD STUD W/ 5/8" GYP. BD. EACH SIDE UNLESS NOTED OTHERWISE.
3. WHERE NEW GYPSUM BOARD PARTITION ABUTS A CONCRETE OR MASONRY WALL, CONTRACTOR SHALL REMOVE ENOUGH OF EXISTING PARTITION TO EXPOSE FACE OF EXISTING WALL FOR NEW PARTITION TO BE BUILT. NEW PARTITION SHALL BE BUILT TO EXISTING WALL AND FINISHED TO MATCH ADJACENT SURFACES. THE FACE OF THE GYPSUM BOARD SHALL BE ALIGNED WITH THE FACE OF THE EXISTING SURFACE. WHERE A CHANGE IN THICKNESS IS ENCOUNTERED BY THE CONTRACTOR AT A NEW PARTITION OR EXISTING INCOMPATIBLE CONDITION, THE FACE OF THE GYPSUM BOARD SHALL BE ALIGNED. STUDS SHALL BE OFFSET AND ADDITIONAL LAYERS OF GYPSUM BOARD SHALL BE PROVIDED AS REQUIRED TO PROVIDE ALIGNMENT.
4. ALL DOORS SHALL BE LOCATED 4" FROM THE ADJACENT WALL MEASURED FROM THE NEAR SIDE OF THE DOOR, U.N.O.
5. LAVATORIES AND TANK TYPE WATER CLOSETS SHALL BE MOUNTED SO THAT THE CENTERLINE OF THE BOWL IS 15" TO THE FACE OF THE ADJACENT FINISHED SURFACE, SIDE WALL, DRAWERS, ETC.
6. LAVATORIES AND TANK TYPE WATER CLOSETS SHALL BE ACCESSORIZED WITH A TOILET DISPENSER, AND SOAP DISPENSER U.N.O. ON DESIGNED ROOM PLANS. REFER TO A-701 FOR TOILET ACCESSORIES.
7. LAVATORIES AND TANK TYPE WATER CLOSETS SHALL BE MOUNTED SO THAT THE CENTERLINE OF THE BOWL IS 15" TO THE FACE OF THE ADJACENT FINISHED SURFACE, SIDE WALL, DRAWERS, ETC.
8. TOILET AND WATER CLOSETS SHALL BE ACCESSORIZED WITH A TOILET PAPER DISPENSER AND GRAB BAR. REFER TO A-701 FOR TOILET ACCESSORIES.
9. VERIFY ALL DIMENSIONS IN FIELD. VERIFY ARCHITECT OF ANY DISCREPANCIES.

FLOOR PLAN LEGEND:

EXAM
119 — ROOM NAME TAG: INDICATES ROOM FUNCTION AND ROOM NUMBER
01 — NEW DOOR TAG WITH DOOR SCHEDULE ITEM NUMBER
11 — ELEVATION TAG: REFER TO A-300 SERIES FOR INTERIOR ELEVATIONS. REFER TO A-400 SERIES FOR EXTERIOR ELEVATIONS.
A1A — PARTITION TYPE TAG: REFER TO A-601 FOR PARTITION TYPE SCHEDULE
1 — KEYED NOTE: REFER TO KEYED NOTES
1 — ROOF HATCH TAG: REFER TO ROOF PLAN AND ROOF HATCH TYPE ELEVATIONS A-221.

DOOR SCHEDULE:

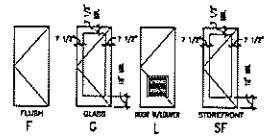
MARK	SIZE	TYPE	FINISH	QUANTITY	REMARKS
01	3'0" x 7'0"	P1C	PT-1	1	STORAGE DOOR LEVEL 1
02	3'0" x 7'0"	P1C	PT-1	1	STORAGE DOOR LEVEL 1
03	3'0" x 7'0"	P1C	PT-1	1	STORAGE DOOR LEVEL 1
04	3'0" x 7'0"	EXIST	PT-1	1	STORAGE LEVEL 1
05	3'0" x 7'0"	EXIST	PT-1	1	STORAGE LEVEL 1
06	3'0" x 7'0"	EXIST	PT-1	1	STORAGE LEVEL 1
07	3'0" x 7'0"	EXIST	PT-1	1	STORAGE LEVEL 1

1. ALL WOOD DOORS SHALL BE 1-3/4" THICK, SOLID CORE, W/ BEVELED EDGES.
2. DOOR LEVERS AND DEADBOLTS SHALL BE STAINLESS STEEL CANCER CLASS 1, SATIN BRUSH OR PEARL NICKEL FINISH
3. TYPE PT-1 PAINT SHALL BE A FLAT SHEEN FINISH. TYPE PT-2 PAINT SHALL BE A EGGSHELL SHEEN FINISH.

KEYED NOTE:

1. LOAD BEARING WALL: 2 - 2x6 @ 16" O.C. STUD WALL WITH R-21 BATT INSULATION. GYP. BD. ON INTERIOR SIDE. PLYWOOD SHEATHING ON EXTERIOR SIDE. EXTERIOR FINISH TO BE DETERMINED TO MATCH EXISTING CONSTRUCTION. WALL TO BE CONSTRUCTED TO MEET A 1 HOUR FIRE RATING AS PER UL DESIGN U305 AND IN ACCORDANCE WITH 2018 IBC SECTION 1607.7.1.1 FOR MASONRY WALLS.
2. PROVIDE BLOCKING IN WALL FOR RODS, TV BRACKETS, SHELVES, ETC.
3. FULL HEIGHT PARTITION. SEE ELEVATIONS.
4. PAINT CHANGE IN PATTERN OR AS DIRECTED.

DOOR SCHEDULE:



DOOR ABBREVIATIONS:

ALUM — ALUMINUM
BRKT — BRACKET
EXIST — EXISTING
F — FLUSH
FSC — FLUSH SOLID CORE WOOD
G — GLASS
HM — HOLLOW METAL
L — LOUVERED DOOR
MTL — METAL
SF — STORE FRONT
SC — SOLID CORE
PLAM — PLASTIC LAMINATE
WD — WOOD

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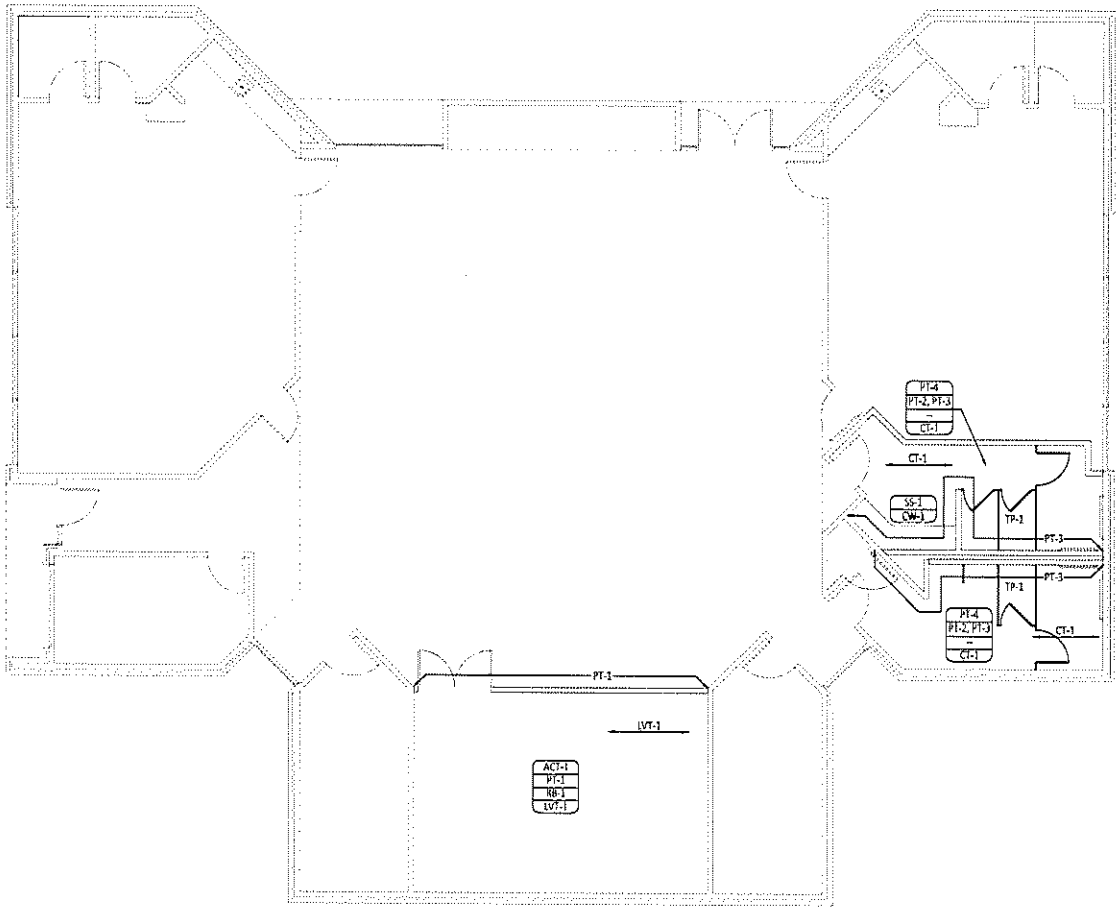
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REGISTERED ARCHITECT
STATE OF TEXAS

ARCHITECTURAL FLOOR
PLAN LEVEL 1 - PHASE II

DRAWN BY	SM
CHECKED BY	SM
DATE	6/7/2026
1	09.01.26 ISSUED FOR CONSTRUCTION

A-202



1 INTERIOR FINISH PLAN
LEVEL 1

FINISH PLAN GENERAL NOTES:

1. ALL FINISHES TO MEET THE REQUIREMENTS OF THE 2018 IBC SECTIONS 803 THROUGH 805. PER TABLE 803.1.2 ALL INTERIOR WALL AND CEILING FINISHES SHALL BE CLASS C.
2. ALL INTERIOR FLOOR COVERINGS SHALL MEET THE REQUIREMENTS OF THE 2018 IBC SECTION 804.4.
3. ALL PAINT IS SHERWIN WILLIAMS. INSTALL ALL FINISHES PER MANUFACTURERS RECOMMENDED INSTALLATION. ALL WALLS TO RECEIVE LEVEL 4 FINISH.
4. ALL PAINTED DOORS TO RECEIVE PT-2. ALL DOOR FRAMES TO RECEIVE PT-2.
5. ALL WOOD CASEWORK AND MILLWORK TO RECEIVE PT-3.

NOTES & LEGEND:

ROOM FINISH TAG
- PT-1 — CEILING FINISH
- PT-1 — WALL FINISH
- RB-1 — WALL BASE FINISH
- CT-1 — FLOOR FINISH

CASEWORK TAG
- SS-1 — COUNTER FINISH
- CW-1 — CASEWORK

ACT-1	ARMSTRONG 2'#24" ULTIMA BEVELED TEGULAR PANELS WITH SUPRAFINE ML 9/16" EXPOSED SUSPENSION SYSTEM. EDGES OF ACOUSTIC TILE CEILINGS SHALL HAVE 1/2" SHADOW MOLDING
ACT-2	ARMSTRONG 24#24" KITCHEN ZONE, SQUARE LAY-IN, SMOOTH TEXTURE WITH PRELUDE XL 15/16" SUSPENSION SYSTEM.
CT-1	FLOOR TILE, CODE D'AZUR, POSSA, BEIGE BRUSHED LIMESTONE TILE SKU: 101236358, 24#48", STACKED BOND, 1/16" GROUT LINES, KAMEL 5203 CORNERSTONE GROUT
CW-1	CUSTOM MILLWORK, SEE A-600 SERIES FOR DETAILS. MEDIUM OAK FINISH.
ES	EXPOSED STRUCTURE
ETR	EXISTING FINISH TO REMAIN
FRP-1	FIBER REINFORCED PANEL, WHITE. FULL HEIGHT IN THE CATERING KITCHEN, 48" IN THE UTILITY CLOSET.
LVT-1	LUXURY VINYL TILE, HYDROSHIELD BRISTOL FLOOR WATERPROOF LAMINATE PLANK, SKU: 101235709, 8MM, 7"X48"
PT-1	SHERWIN WILLIAMS ALABASTER SW 7008, EG-SHEL
PT-2	SHERWIN WILLIAMS ILLUSION SW 9542, EG-SHEL
PT-3	SHERWIN WILLIAMS ROCK BOTTOM SW 7062, MATTE
PT-4	SHERWIN WILLIAMS PURE WHITE SW 7005, FLAT
RB-1	RUBBER BASE, ROPPE 178 PEWTER
SS-1	SOLID SURFACT, CESARSTONE QUARTZ 4046 ARTY CONCRETE
TP-1	TOILET PARTITION, HIGH PRESSURE LAMINATE, COLOR TO BE SELECTED BY ARCHITECT FROM STANDARD COLORS.

GYPSUM BOARD NOTES:

1. ALL GYPSUM TO BE 5/8".
2. TYPE X GYPSUM SHALL BE USED FOR FIRE PARTITIONS.
3. WATER RESISTANT GYPSUM BACKING BOARD SHALL BE USED AS THE BASE FOR WATER CLOSET COMPARTMENT WALLS AND SHALL BE INSTALLED PER GA-216 OR ASTM C 840. REGULAR GYPSUM WALLBOARD MAY BE USED UNDER TILE ON WALLS AND SHALL BE INSTALLED PER GA-216 OR ASTM C 840
4. WATER RESISTANT GYPSUM BACKING BOARD SHALL BE USED AROUND HOSE BIB ON STUDDED WALL.

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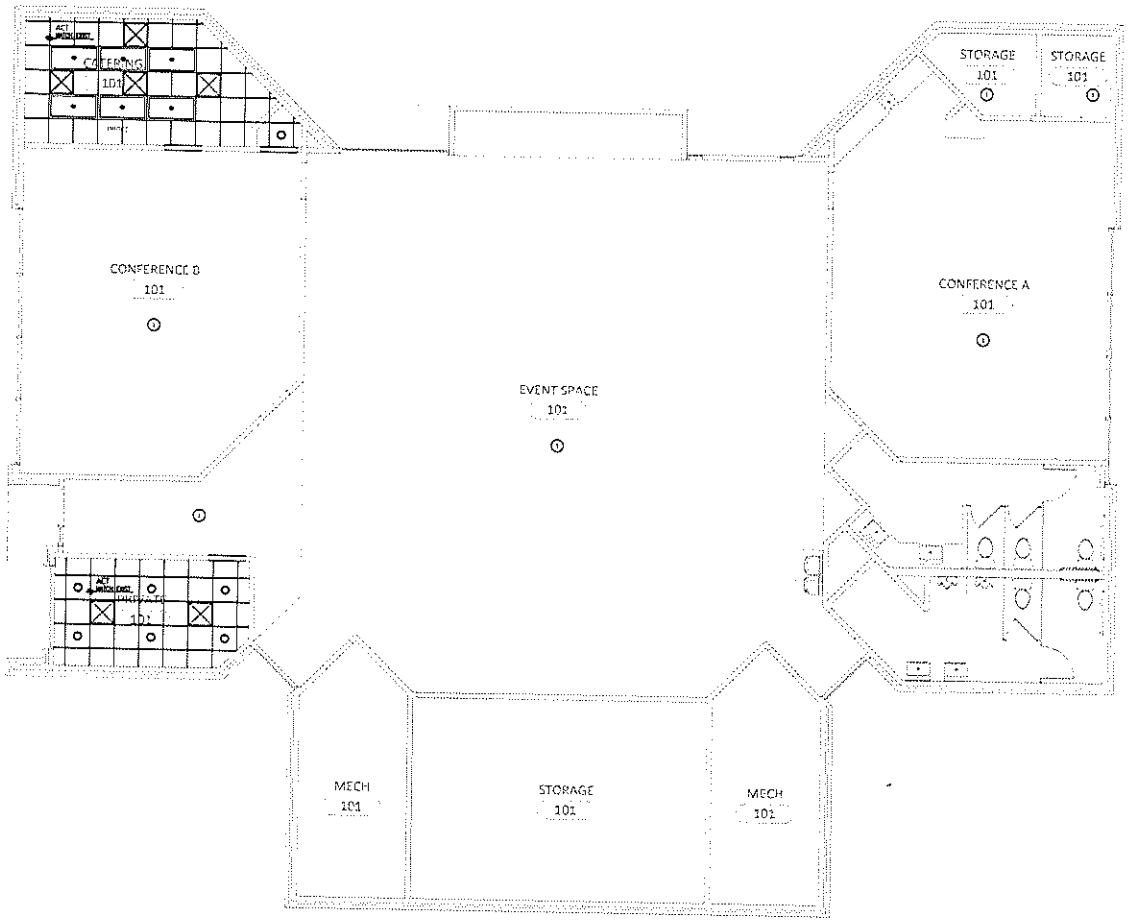
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REGISTERED ARCHITECT
STATE OF TEXAS

INTERIOR FINISH PLAN
PLAN LEVEL 1 - PHASE II

Issue for Construction

A-222



① CEILING AND LIGHTING PLAN
LEVEL 1

RCP PLAN GENERAL NOTES:

2. THE CONTRACTOR SHALL COORDINATE THIS REFLECTED CEILING PLAN WITH ELECTRICAL LIGHTING PLANS, MECHANICAL SUPPLY, RETURN, AND EXHAUST PLANS. THE CONTRACTOR SHALL REPORT ANY DISCREPANCIES OR INTERFERENCES TO THE ARCHITECT.
3. FOR ELECTRICAL DRAWINGS FOR THAT LOCATION OF EXIT AND EMERGENCY LIGHTING, SMOKE DETECTORS, SPRINKLERS, CHIMNEYS, EXIT SIGNAGE, AND ANY ADJUSTMENTS, ETC., AND ANY ELECTRICAL PENETRATIONS OF RATED WALLS.
4. FOR FURTHER DIMENSIONS SEE SHEET PLANS, SECTIONS, ELEVATIONS, AND DETAILS.
5. THE CONTRACTOR SHALL VERIFY THAT ACCESS PANELS OF TYPES SPECIFIED ARE ADEQUATE FOR INSTALLATION OF ALL CONCEALED EQUIPMENT REQUIRING ACCESS. PROVIDE ADDITIONAL ACCESS PANELS AS REQUIRED TO COMPLY WITH MANUFACTURER'S INSTRUCTIONS.
6. ADJUSTABLE CEILINGS SHALL BE INSTALLED WITH TYPE X GYPSUM BOARD CEILING PANELS WHERE INDICATED TO BE RATED. REFER TO ARCHITECTURAL DRAWINGS FOR RATED CEILING LOCATIONS.
7. ADJUSTABLE CEILINGS SHALL BE INSTALLED WITH ACOUSTICAL CEILING PANELS WHERE INDICATED TO BE EXPOSED TO PLENUM. REFER TO ARCHITECTURAL DRAWINGS FOR ROOMS AND CONFIRM USE OF PLENUM RATED PANELS WITH ARCHITECT.
8. REFER TO ARCHITECTURAL DRAWINGS FOR REFLECTED CEILING PLAN DIMENSIONS, MATERIALS, FINISHES, AND SPECIFICATIONS.
9. REFER TO ARCHITECTURAL DRAWINGS FOR MOUNTING HEIGHTS OF ALL THERMOSTATS, SMOKE DETECTORS, EXIT SIGNS, AND SWITCHES.
10. REFER TO ARCHITECTURAL DRAWINGS FOR MOUNTING HEIGHTS OF ALL PENDANTS, SMOKE DETECTORS, EXIT SIGNS, AND SUSPENDED LIGHT FIXTURES.

RCP LEGEND:

- SUSPENDED 2X2' ACOUSTICAL CEILING SYSTEM
- SUSPENDED 2X4' ACOUSTICAL CEILING SYSTEM
- 2'X1' RECESSED LIGHT FIXTURE
- 2'X2' RECESSED LIGHT FIXTURE
- 2'X4' RECESSED LIGHT FIXTURE
- EXIT/EMERGENCY LIGHT FIXTURE
- EMERGENCY LIGHT FIXTURE
- COVE LIGHTING
- SUPPLY AIR GRILLE, REFER TO MECHANICAL DRAWINGS FOR ADDITIONAL INFO
- RETURN AIR GRILLE, REFER TO MECHANICAL DRAWINGS FOR ADDITIONAL INFO
- EXHAUST AIR GRILLE, REFER TO MECHANICAL DRAWINGS FOR ADDITIONAL INFO
- SUPPLY STEP DIFFUSER, REFER TO MECHANICAL DRAWINGS FOR ADDITIONAL INFO
- CT — SCHEDULED PLASTER CEILING SYSTEM
- GB — GYPSUM BOARD CEILING
- VS — VINYL SIDING CEILING, MATCH EXISTING
- WD — T&G WOOD PANEL CEILING, MATCH EXISTING
- SCREEN PLANE TAG
- EXPANSION JOINT, REFER NOTES FOR JOINT COVER
- CEILING HEIGHT DIFFERENTIATION
- GYPSUM SOFFIT/DROP DOWN AT CASEWORK
- WALL MOUNTED LIGHT FIXTURE
- TRACK LIGHT
- 4' PENDANT MOUNTED LIGHT FIXTURE
- 2'X2' RECESSED PENDANT LIGHT FIXTURE
- RECESSED CAN LIGHT FIXTURE
- SPEAKER
- SHOWER DOWN LIGHT
- UNDER COUNTER TASK LIGHTING
- GYPSUM BOARD OR MAJOR TAPERED EDGE PANEL WITH JOINT
- EXHAUST FAN, REFER TO
- EXISTING STRUCTURE
- GYPSUM BOARD
- NOT IN SCOPE OF WORK

KEYED NOTE:

1. ADD LIGHTING TO MATCH EXISTING IN NEW ACOUSTICAL CEILING. RE-USE FROM DEMOLISHED AREAS.
2. PAINT CEILING AND WALLS AT EXPOSED WALL.

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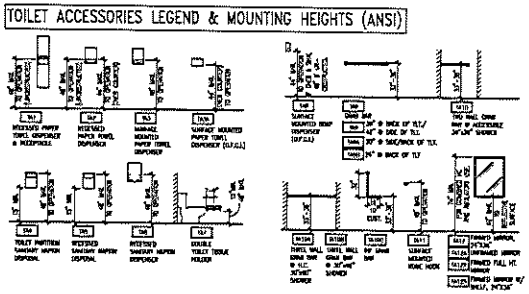
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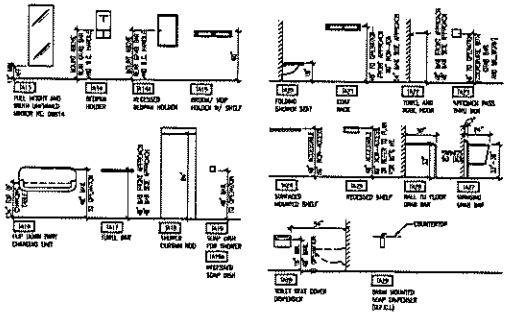
REFLECTED CEILING PLAN
LEVEL 1 - PHASE II

09.01.24		Issue for Construction

A-242

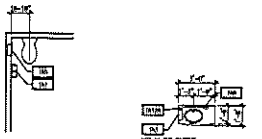
TOILET ACCESSORIES LEGEND & MOUNTING HEIGHTS (ANSI)



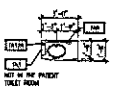


ENLARGED PLAN GENERAL NOTES

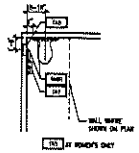
1. ALL WATER CLOSETS SHALL BE MOUNTED 1'-6" FROM THE CENTER OF THE WATER CLOSET TO THE FINISHED SURFACE OF THE SIDE WALL.
2. ALL TOWEL AND SANITARIES SHALL BE 1'-0" MINIMUM FROM THEIR CENTER LINE TO THE FINISHED SURFACE OF THE SIDE WALL.
3. "WALL HUNG" TOILET CHOKES FROM PAPER TO FACE OF FINISH SHALL BE 1'-4" FOR BACK-TO-BACK TOILETS AND 1'-0" FOR A SINGLE BOWL CHOKE.
4. "FLOOR MOUNTED" TOILETS SHALL HAVE A 6" STUB WALL BEHIND THEM.
5. REFER TO A-0100 FOR DETAIL AT RECESSED TOILET ACCESSORIES IN A FIRE RATED WALL.
6. CENTER MIRRORS AND LIGHT FIXTURE OVER THE LAVATORY.
7. ALL FLUSH CONTROLS SHALL BE MOUNTED ON THE WIDE SIDE OF TOILET AREAS, NO MORE THAN 3 1/2" BELOW THE REAR WALL SHALL SHOW DWG.
8. ALL DIMENSIONS SHOWN ARE CLEAR DIMENSIONS TO THE FACE OF THE FINISHED WALL.
9. ALL SOAP DISPENSERS TO BE OWNER FURNISHED, OWNER INSTALLED.
10. ALL TOILET ACCESSORIES SHALL BE DESIGN AND BONDED.



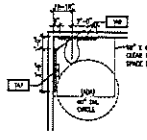
WC3 WATER CLOSET
1/4" = 1'-0"



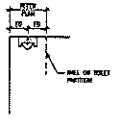
S6 WALL HUNG VANITY WITH INTEGRAL BOWL
1/4" = 1'-0"



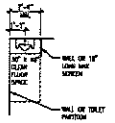
WC2 WATER CLOSET WITH SWING DOOR
1/4" = 1'-0"



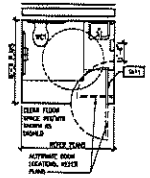
WC1 TYPICAL HC ACCESSIBLE WATER CLOSET
1/4" = 1'-0"



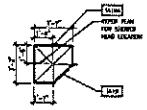
U2 URINAL
1/4" = 1'-0"



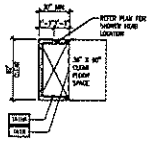
U1 HC URINAL
1/4" = 1'-0"



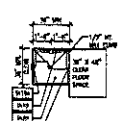
TR1 TYPICAL HC TOILET ROOM
1/4" = 1'-0"



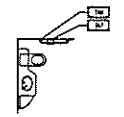
SH5 TYPICAL MED-ANGLE SHOWER
1/4" = 1'-0"



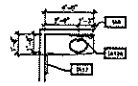
SH2 TYPICAL HC WALL-IN SHOWER
1/4" = 1'-0"



SH1 TYPICAL HC TRANSFER SHOWER
1/4" = 1'-0"



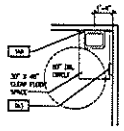
S7 SSU TOILET PATIENT GUARD MODULAR
1/4" = 1'-0"



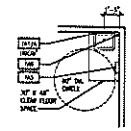
S5 WALL HUNG VANITY WITH INTEGRAL BOWL
1/4" = 1'-0"



S3 TYPICAL VANITY SINK INTEGRAL BOWL
1/4" = 1'-0"



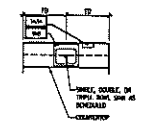
S2 TYPICAL HC WALL-HUNG COUNTER, HAND WASH SINK
1/4" = 1'-0"



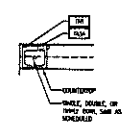
S1 TYPICAL HC HANDWASH SINK
1/4" = 1'-0"



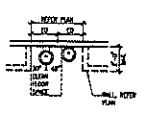
MS1 MOP SINK
1/4" = 1'-0"



KS2 COUNTERTOP SINK
1/4" = 1'-0"



KS1 COUNTERTOP SINK
1/4" = 1'-0"



DF2 HC DRINKING FOUNTAIN - DOUBLE
1/4" = 1'-0"



CS1 CLINICAL SERVICE SINK
1/4" = 1'-0"

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TOILET ACCESSORIES SCHEDULE

Issue for Construction

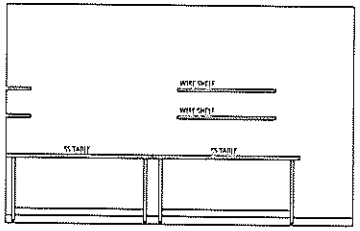
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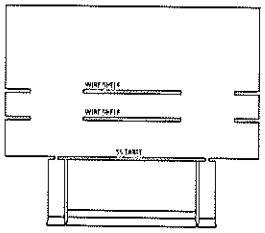
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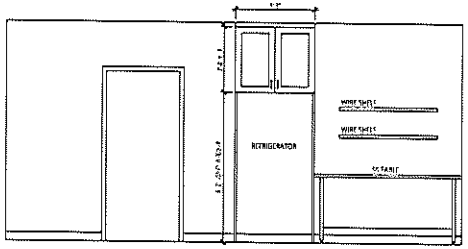
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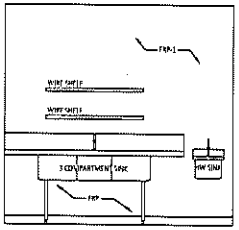
④ INT ELEVATION
CATERING



③ INT ELEVATION
CATERING



② INT ELEVATION
CATERING



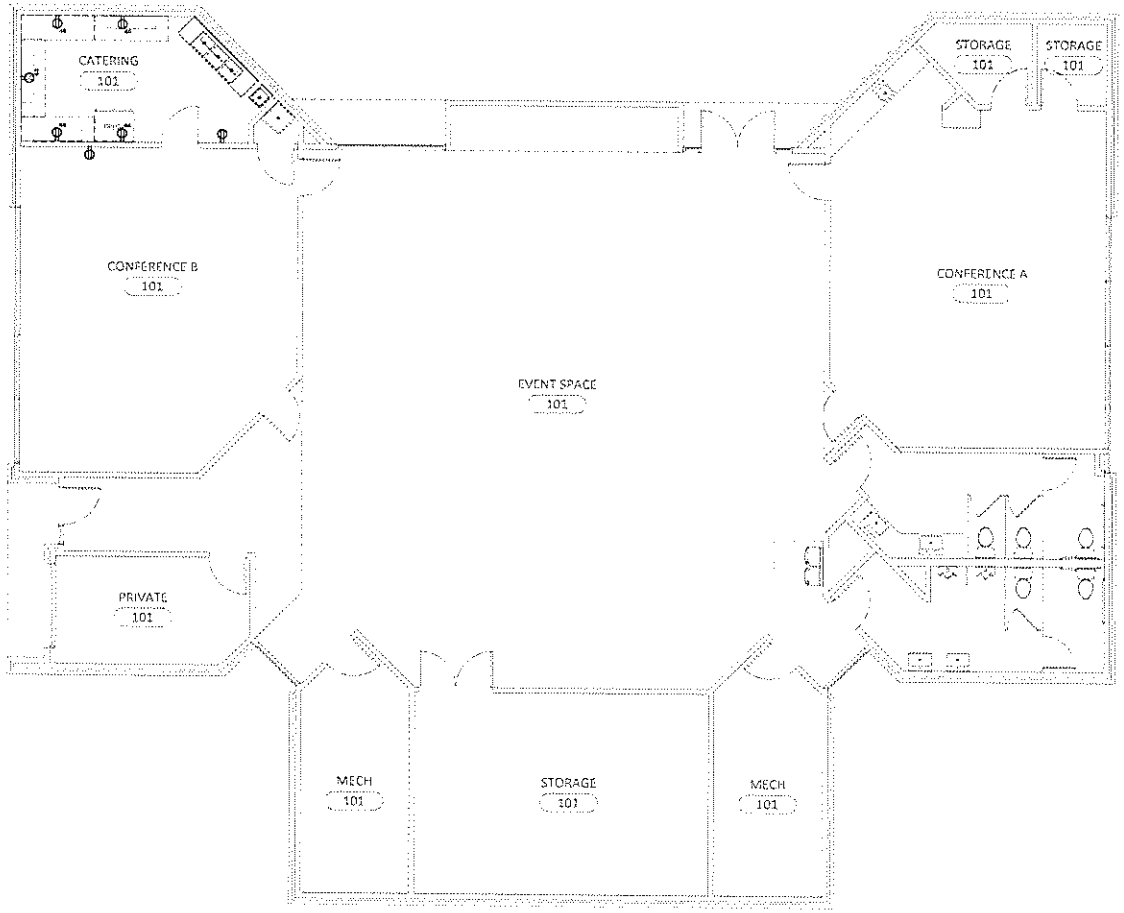
① INT ELEVATION
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INTERIOR ELEVATIONS

Issue For Construction

A-602

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① ELECTRICAL POWER PLAN
LEVEL 1

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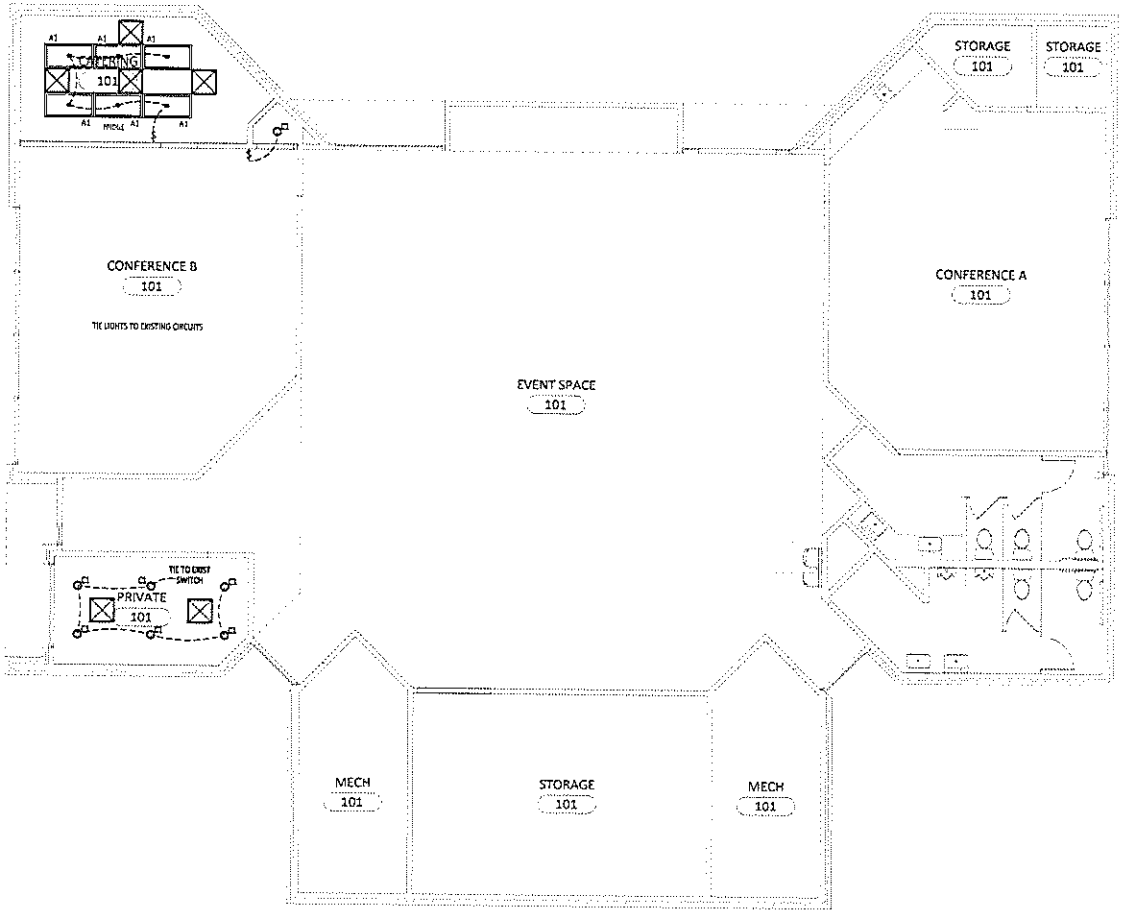
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ELECTRICAL POWER
PLAN LEVEL 1 - PHASE II

Issue for Construction

E-202



1 ELECTRICAL LIGHTING PLAN
LEVEL 1

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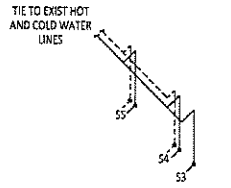
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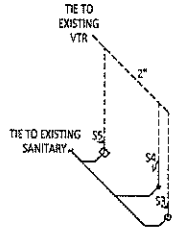
ELECTRICAL LIGHTING
PLAN LEVEL 1 - PHASE II

Permit for Construction

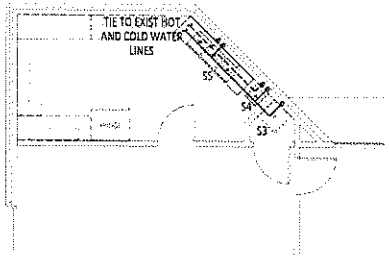
E-242



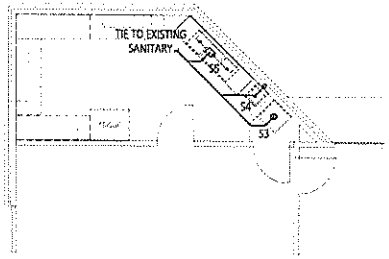
4 WATER RISER DIAGRAM
LEVEL 1



3 SANITARY RISER DIAGRAM
LEVEL 1



2 OVERHEAD PLUMBING PLAN
LEVEL 1



1 UNDERGROUND PLUMBING PLAN
LEVEL 1

PLUMBING PLAN GENERAL NOTES:

1. ALL PLUMBING WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018/2021 INTERNATIONAL PLUMBING CODE
4. THE SPACES SHALL BE KEPT CLEANED THROUGHOUT THE CONSTRUCTION PERIOD. CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS, SIZES AND PATTERNS OF SLABS AND ALL FITTING REQUIRED LINES.
3. FIXTURES AND EQUIPMENT SHOWN AS BASIS OF DESIGN. ACCEPTABLE ALTERNATIVES INCLUDE PRICE, ENERGY, AMERICAN STANDARD AND KOHLER. ALL SUBSTITUTIONS MUST BE APPROVED BY THE ARCHITECT.
4. CUTTING OF CONCRETE ALL WORK MUST BE DONE WITH DIAMOND TIPPED BLADES PRIOR TO REMOVAL SAW CUTTING, DEMOLITION OR INSTALLATION OF NEW WORK.
5. USE CAUTION WHEN SAW CUTTING CUTTING SLAB TO PREVENT DAMAGE. ALL REMOVAL OF CONCRETE, SAWS OR MACHINES MUST BE DONE BY SAW CUTTING. POINT OF CUT EXISTING STRUCTURAL PLASTERING SYSTEMS.
6. ALL METAL PIPE SHALL BE INSTALLED AT 1/8" PER FOOT MINIMUM.
7. TIE ALL NEW DRAINS, EXISTING WASTE LINES, CLEANING NEW DRAINAGE PIPELINE, AND SMALL PLASTIC SUPPORTS OR CONNECTIONS TO SANITARY LINE AS POSSIBLE.
8. AFTER COMPLETION OF EXISTING SURFACES, PATCH ALL SURFACES TO MATCH WHERE REQUIRED TO MATCH EXISTING ADJACENT FINISHES.
9. ANY SLEEVING OR WALL CUTTING OF NEW FLOOR SLAB, CONCRETE AND MASONRY WALLS, AS NEEDED AS PART OF CUTTING OR ANY WORK MUST BE APPROVED BY THE PROJECT MANAGER AND APPROVED BY THE LANDLORD'S PROJECT COORDINATOR OR PROPERTY MANAGER IN ADVANCE.
10. CUT IN THE SLAB AS MUST BE MADE ENOUGH TO ACCESS PIPE WITH A 20 INCH.
11. ALL CONCRETE PENETRATIONS THROUGH WALLS OR SEPARATIONS: ALL SLAB CUTTING SHALL BE FULL DEPTH OF THE SLAB. NEW SLABS SHALL BE MADE WITH A MINIMUM 3,000PSI CONCRETE, WITH WATER BARRIER AND REINFORCEMENT EQUAL TO OR GREATER THAN THE EXISTING SLAB OR A 10MIL SHEET OF BARRIER TAPE SHALL BE PUT DOWN INTO THE EXISTING SLAB WITH EQUAL TAPED SEAMS ON BOTH SIDES OF THE SLAB CUT AT THE SAME TIME AS THE PLUMBING SHALL BE PUT DOWN.
12. THE CONTRACTOR'S PRICE IS TO INCLUDE ALL REQUIRED PATCHING AND REPAIRS TO ALL EXISTING SURFACES AFFECTED BY THE WORK. THIS INCLUDES BUT IS NOT LIMITED TO: ALL WALLS, CEILINGS, FLOORS, AND CASEWORK. ALL PATCHING SHALL BE PERFORMED BY WORKERS SKILLED IN THE TRADE AND MATERIALS, REPORT AND CONCRETE TO MATCH BASE OF WORK WILL BE INSPECTED AND TESTED BY AT CONTRACTOR'S EXPENSE.
13. SCHEDULING AND TRANSITIONAL SHUT-OFF TIME, USE MINIMIZING ON STAFF, LOCATION WORK HOURS, ALL ACTIVITIES MUST BE APPROVED BY THE PROJECT COORDINATOR OR PROPERTY MANAGER IN ADVANCE.
14. ALL UNDERGROUND PIPING MUST BE LAID AT THE SAME, NOT IN THE SAME
15. NOTIFICATION TO WATER THE NOTIFICATION SHALL

NOTES & LEGEND:

4" VR	
4" VTR	
3/4" HW	
3/4" CW	
4" WD	
2" FD	
2" SD	
4" FCO	
WCO	

FIXTURE SCHEDULE:

MARK	SYSTEM	MODEL

studio M6
ARCHITECTS
13551 W Bragas Bend Dr.
Needville, TX 77461
p: 832.878.7113
studio-m6.com

W E HILL COM CENTER

1000 Main St, Sealy, TX 77474

UNDERGROUND AND OVERHEAD PLUMBING PLAN
PLUMBING RISER DIAGRAMS

Issue for Construction

P-202

ITEM #9

AGENDA ITEM NO: 9

Discussion and Possible Action regarding the previously requested Workshop to Build Awareness of New Commercial and Industrial Development and to discuss Date of Availability of same.

SUBMITTED BY: Mike Barrow, Assistant City Manager

MEETING DATE: May 19th, 2026

STAFF REPORT

SUMMARY

At the May 7, 2026, City Council meeting, Council requested that the City Attorney coordinate a future workshop presentation to provide awareness and discussion regarding trending commercial and industrial development projects.

The City Attorney will present and discuss this agenda item.

J. EXECUTIVE SESSION

ITEM #11

CITY SECRETARY'S REPORT AND POSSIBLE DISCUSSION

AGENDA ITEM NO:

City Secretary's Report and Possible Discussion.

SUBMITTED BY: Sandra Vrablec, City Secretary

MEETING DATE: May 19, 2026

STAFF REPORT

- Newly Elected Officials Workshop

Where	Date(s)	Cost
Round Rock	August 13-14, 2026	$225 (Registration) $129 (Hotel per night)
San Antonio	July 30-31, 2026	$225 (Registration) $143 (Hotel per night for single) Parking $25

- TML Conference

I will need to know by July 1st if you are planning to attend. If I do not hear from you, I will assume that you do not plan to attend.
TML has not released information on the Cost of Registration, Thursday Lunch, Friday Brunch, Hotel, and Parking. When I receive more information on this Conference, I will forward it to City Council

Where	Date(s)	Cost
San Antonio (Henry B. Gonzalez Convention Center)	November 11-13, 2026	$ (Registration) $ (Thursday Lunch) $ (Friday Brunch) $ (Hotel per night) $ (Parking per overnight)

- Public Information Act Training and Open Meeting Act Training.

  It is recommended that this be done annually and the certificates be submitted to the City Secretary's Office.

  This can be found at www.tml.org, then search Open Meetings Act & Public Information Act.

- TML Intergovernmental Risk Pool Online Learning Center Assignment Cyber Security

  This is a once-a-year requirement and is due by June 30th.

  Everyone should have received an email from LocalGovU for this training.

  Once you have taken the test, please print out the certificate and submit it to the City Secretary's Office so that I can submit it to HR.

- 2026 TML Handbook for Mayors and Councilmembers

  I have Highlighted and Marked where Home Rules start.

- Charter Book, 2026 Holiday Calendar, Schedule of City Council meetings

  I have also included a Charter Book, 2026 Holiday Calendar, and Schedule of City Council meetings.

Sandra Vrablec

From: Texas Municipal League <tmladmin@tml.org>
Sent: Tuesday, May 12, 2026 10:04 AM
To: Sandra Vrablec
Subject: Understanding City Hall: A Practical Orientation

TML NEWLY ELECTED CITY OFFICIALS' ORIENTATION

July 30–31 • San Antonio August 13–14 • Round Rock

Whether you're newly elected, reelected, or continuing your term as a mayor or councilmember, the TML Newly Elected City Officials' Orientation will help you excel in your public service role. This orientation is tailored for elected officials, but it's also a great fit for city managers, secretaries, and department heads who want to better understand the fundamentals of local government.

We'll discuss leadership, parliamentary procedure, budget and tax rate setting, ethical governance, city regulations, land use and zoning, legal and legislative issues, revenue sources, and economic development. You'll also complete your required training on the Texas Public Information and Open Meetings Acts.

For more information and to register, visit **TML Newly Elected Orientation**.

Texas Municipal League | 1821 Rutherford Lane Suite 400 | Austin, TX 78754 US

Unsubscribe | Constant Contact Data Notice

TML NEWLY ELECTED CITY OFFICIALS' ORIENTATION

July 30–31 • San Antonio August 13–14 • Round Rock

Starting or Continuing Your Service on Council? Get Ready to Dive In!

Whether you're starting or continuing your term as a mayor or councilmember, TML will help you excel in your public service role. Our Newly Elected City Officials' Orientation will guide you through the fundamentals of city government, help you sidestep potential legal issues, and give you the resources and connections to increase your impact as a city leader.

We'll talk about:

- Inspirational and collaborative leadership
- The key rules in parliamentary procedure
- Budget and tax rate setting
- Ethical governance
- Fundamentals of city regulation
- Land use and zoning
- Legal and legislative issues
- Economic development
- Texas Public Information Act (required training)
- Texas Open Meetings Act (required training)

This orientation will provide the knowledge and tools needed to navigate your responsibilities with confidence and make a meaningful difference in your

community. Make plans to join us!

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TML NEWLY ELECTED CITY OFFICIALS' ORIENTATION

July 30–31 • San Antonio August 13–14 • Round Rock

San Antonio – July

The orientation will be held at the Historic Menger Hotel, located at 204 Alamo Plaza in San Antonio. The hotel has extended a **room rate of $143 single or double occupancy through July 14**. Valet parking is available for overnight guests for $25 plus tax per night. Self-parking is not available at the hotel.

To **reserve rooms online**, visit **Menger Hotel**.

To **reserve rooms by phone**, call **210-223-4361** or **800-345-9285** and refer to the Texas Municipal League room block.

Self-Parking Options in San Antonio
There are several parking lots and garages in the River Walk area. View self-parking options **here** or consider using a parking app like Best Parking, or ParkWhiz. More parking app options are available in your app store.

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TML NEWLY ELECTED CITY OFFICIALS' ORIENTATION

July 30–31 • San Antonio August 13–14 • Round Rock

Hotel and program information for each location can be found under the Information by Location drop down tabs.

Registration Fee – $255
Your registration fee includes a light breakfast both days, refreshment breaks, and access to handouts. Lunch on Thursday is on your own.

Guests
These events are not open to guests. If special circumstances require bringing a guest, please contact us at newlyelected@tml.org for information and pricing.

Name Badges and Handouts
Registered attendees will pickup a name badge when they check in onsite. Online access to handouts will be provided by email at least one week prior to the event. **All correspondence will be sent to the email used on your registration**.

Cancellation and Substitution Policy
If you are registered and cannot attend, we encourage you to send a substitute. If you cannot send a substitute, a $75 cancellation fee will be assessed if cancellation is emailed to newlyelected@tml.org by **July 14** for both courses**. No refunds will be honored after July 14.** Transfers to other events is not permitted. Substitutions are always accepted.

TML Code of Conduct

The Texas Municipal League (TML) holds educational events to encourage the open exchange of ideas, support professional growth and development, and strengthen Texas cities. We are committed to providing a safe and welcoming environment at our events that represents the diversity of the cities we serve. Please review and honor our code of conduct for attendees – members, speakers, volunteers, guests, and staff – and help us create a positive experience for all participants. **Please take a moment to review these important guidelines here.**

TML Certified Municipal Official (CMO) Program

Visit CMO for details on this program for elected city officials. Questions about the program can be submitted to cmo@tml.org.

Special Accommodations

If you need assistance of any kind, including dietary restrictions (such as allergies or sensitivities to particular ingredients), mobility, or audio or visual aids, contact us at least one week prior to the event at newlyelected@tml.org.

How Should I Dress?

Dress casually and comfortably; jeans are welcome. Because meeting room temperatures can vary, we recommend that you dress in layers for your comfort.

Questions

Please contact us at 512-231-7400 or newlyelected@tml.org.

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TML NEWLY ELECTED CITY OFFICIALS' ORIENTATION

July 30–31 • San Antonio August 13–14 • Round Rock

San Antonio Program

Sessions are subject to change.

Thursday, July 30, 2026	
7:30–8:00 a.m.	**Registration and Light Breakfast**
8:00–8:10 a.m.	**Welcome**
8:10–9:10 a.m.	**Collaborative Leadership** ***Bennett Sandlin**, Former Executive Director, Texas Municipal League* *G – This session meets the TML CMO program core competency requirement for governance.*
9:10–9:25 a.m.	**Stretch Break**
9:25–10:25 a.m.	**Parliamentary Procedure: Being Aware of the Key Rules** *G – This session meets the TML CMO program core competency requirement for governance.*
10:30–11:30 a.m.	**Basic Legal Requirements for Budget and Tax Rate Setting** *F – This session meets the TML CMO program core competency requirement for finance.*

11:30 a.m.–1:00 p.m.	**Lunch on Your Own!** *Visit San Antonio Riverwalk for walkable restaurant options.*
1:00–2:00 p.m.	**Governing Ethically: Understanding Your Influence** *E – This webinar meets the TML CMO program core competency requirement for ethics.*
2:05–3:05 p.m.	**Fundamentals of City Regulation** *G – This session meets the TML CMO program core competency requirement for governance.*
3:05–3:15 p.m.	**Stretch Break**
3:15–4:15 p.m.	**Land Use and Zoning**
4:20–5:00 p.m.	**Advocating for Your City** *G – This session meets the TML CMO program core competency requirement for governance.*
Friday, July 31, 2026	
7:30–8:00 a.m.	**Light Breakfast**
8:00–9:00 a.m.	**Your City's Revenue Sources and Economic Development** *F – This session meets the TML CMO program core competency requirement for finance.*
9:05–10:05 a.m.	**Texas Public Information Act Required Training** *PI – This session meets the TML CMO program core competency requirement for public information.*
10:10–11:10 a.m.	**Texas Open Meetings Act Required Training** *OM – This session meets the TML CMO program core competency requirement for open meetings.*

TML NEWLY ELECTED CITY OFFICIALS' ORIENTATION

July 30–31 • San Antonio August 13–14 • Round Rock

Round Rock – August

This orientation will be held at the Austin Marriott North, located at 2600 La Frontera Boulevard in Round Rock. The hotel has extended a room rate of **$129** (single or double) through July 31 with complimentary self-parking and Wi-Fi.

To guarantee complimentary parking during your stay, please reserve rooms online at **Marriott Round Rock**.

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TML NEWLY ELECTED CITY OFFICIALS' ORIENTATION

July 30–31 • San Antonio August 13–14 • Round Rock

Round Rock Program

Sessions are subject to change.

Thursday, August 13, 2026	
7:30–8:00 a.m.	**Registration and Light Breakfast**
8:00–8:10 a.m.	**Welcome**
8:10–9:10 a.m.	***Collaborative Leadership*** ***Bennett Sandlin****, Former Executive Director, Texas Municipal League* *G – This session meets the TML CMO program core competency requirement for governance.*
9:10–9:25 a.m.	**Break**
9:25–10:25 a.m.	**Parliamentary Procedure: Let's Keep It Moving!** *G – This session meets the TML CMO program core competency requirement for governance.*
10:30–11:30 a.m.	**Basic Legal Requirements for Budget and Tax Rate** *F – This session meets the TML CMO program core competency requirement for finance.*

11:30 a.m.–1:00 p.m.	**Lunch on Your Own – *Visit https://destinationwaco.org/dining/ for nearby options.***
1:00–2:00 p.m.	**Governing Ethically: Understanding Your Influence** *E – This webinar meets the TML CMO program core competency requirement for ethics.*
2:05–3:05 p.m.	**Fundamentals of City Regulation** *G – This session meets the TML CMO program core competency requirement for governance.*
3:05–3:15 p.m.	**Break**
3:15–4:15 p.m.	**Land Use and Zoning**
4:20–5:00 p.m.	**Advocating for Your City** *G – This session meets the TML CMO program core competency requirement for governance.*
Friday, August 14, 2026	
7:30–8:00 a.m.	**Light Breakfast**
8:00–9:00 a.m.	**Your City's Revenue Sources and Economic Development** *F – This session meets the TML CMO program core competency requirement for finance.*
9:05–10:05 a.m.	**Texas Public Information Act Required Training** *PI – This session meets the TML CMO program core competency requirement for public information.*
10:10–11:10 a.m.	**Texas Open Meetings Act Required Training** *OM – This session meets the TML CMO program core competency requirement for open meetings.*

2026 HOLIDAY CALENDAR

Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King, Jr. Day
Monday, February 16	President's Day
Friday, April 3	Good Friday
Monday, May 25	Memorial Day
Friday, June 19	Juneteenth
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Thursday, October 8	County Fair Day
Wednesday, November 11	Veterans Day
Thursday and Friday, November 26 and 27	Thanksgiving Holidays
Thursday and Friday December 24 and 25	Christmas Holidays

**All holidays are based on an 8-hour workday. Those with longer shifts must supplement the holiday hours.*

CITY COUNCIL MEETINGS

FOR 2026

January 6th (Tuesday)	July 7th (Tuesday)
January 21st (Wednesday)	July 21st (Tuesday)
February 3rd (Tuesday)	August 4th (Tuesday)
February 18th (Wednesday)	August 18th (Tuesday)
March 3rd (Tuesday)	September 1st (Tuesday)
March 17th (Tuesday)	September 15th (Tuesday)
April 7th (Tuesday)	October 6th (Tuesday)
April 21st (Tuesday)	October 20th (Tuesday)
May 5th (Tuesday)	November 3rd (Tuesday)
May 19th (Tuesday)	November 17th (Tuesday)
June 2nd (Tuesday)	December 1st (Tuesday)
June 16th (Tuesday)	December 15th (Tuesday)



HANDBOOK FOR MAYORS AND COUNCILMEMBERS

TML
TEXAS
MUNICIPAL LEAGUE

Texas Municipal League
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2025 Handbook for Mayors and Councilmembers

Foreword

Serving as a local elected official is one of the most demanding—and often thankless—tasks a citizen can perform. Municipal officials can be called upon day and night. They are subject to constant criticism, and almost everything they do will be wrong in someone's opinion. Many spend their own money to campaign for election; most receive little, if any, pay for the job.

But serving in local office can also be rewarding and productive. For many, it is more important than being in Congress or the state legislature because the city is the real world where municipal officials can make good things happen for their fellow city residents.

We hope this handbook will offer a few suggestions that will make your job easier. While this guide cannot touch upon every relevant subject, it does include what we think are the most important topics. Throughout, however, it should be recognized that this handbook is only a guide and that there is no substitute for competent legal advice regarding interpretations of the law and other questions that might arise in specific situations.

If you don't find the answers to your questions about the part of city government you are covering or the issues facing cities today, we're ready to assist you in any way we can. Just give us a call at 512-231-7400, email us at legalinfo@tml.orgmailto:, or visit our website at www.tml.org.

We wish you great success.

Bennett Sandlin
TML Executive Director

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About the Texas Municipal League

In the summer of 1913, Professor Herman G. James, director of the Bureau of Municipal Research and Reference at the University of Texas at Austin, and A.P. Woolridge, then the mayor of Austin, formed the League of Texas Municipalities.

The two men invited representatives from all Texas cities to come to Austin on November 4, 1913, for an organizational meeting. Fourteen cities sent representatives to Austin. At that first meeting, a modest membership fee was approved along with a constitution to govern the association.

Since that time, the League has grown into one of the largest and most respected organizations of its kind in the nation. From the original 14 members, TML's membership has grown to over 1,170 cities. Membership is voluntary and open to any city in Texas. More than 16,000 mayors, councilmembers, city managers, city attorneys, and department heads are member officials of the League by virtue of their cities' participation. Guided by its purpose statement – *Empowering Texas cities to serve their citizens* – TML exists to provide support and services to city governments in Texas.

League services to its member cities include legal information on municipal legal matters, legislative representation on the state and federal levels, information and research, publication of a monthly magazine, conferences and training seminars on municipal issues, and professional development of member city officials.

Introduction

How to Use This Handbook

In the past, the League has prepared two separate handbooks for city officials: one for those in general law cities, and one for those in home rule cities. In the interest of efficiency, those books have been combined to form this *Handbook for Mayors and Councilmembers*. Most of the information is relevant to all cities. But a fundamental understanding of the fact that there are two types of cities in Texas will help the reader recognize those areas where a distinction is made.

The two types of cities in Texas are general law and home rule. Most smaller cities (those with 5,000 or fewer inhabitants) are general law cities. A general law city operates exactly as its name implies: it can do only what state law expressly authorizes. The most important part of that authorization is the form of government of a general law city. State law defines the composition of the governing body and various items that go with that (such as filling vacancies on the governing body). Chapter two describes in detail the roles and responsibilities of officers in general law cities: Type A, Type B, and Type C. The main differences in the powers of the different types of cities are largely of historical interest, but the state law directing the makeup of the governing body is still very important.

When a general law city reaches 5,000 inhabitants, it may follow procedures in state law to draft a home rule charter. The draft is then submitted to the voters of the city at an election. If the voters approve the charter at the election, the city becomes a home rule city. A home rule city is governed by its charter (see chapter three for the roles and responsibilities of officers in home rule cities) and looks to state law for limitations on its power. The state legislature has frequently passed laws that limit the authority of home rule cities, and state law also frequently imposes certain procedures that must be followed by any type of city.

This handbook is meant to be a broad and general overview of cities in Texas. Many of the topics are covered in much more detail in various papers and memos available from the League. City officials with questions about items in this book or anything relating to the governance or authority of their city should visit the TML website at www.tml.org and/or contact the League's legal services department at legalinfo@tml.org. The information in this handbook or other information obtained from the League should never be substituted for the advice of local legal counsel.

Chapter One:
Local Government in Texas

Understanding city government requires some knowledge of all local governments. This chapter briefly discusses counties, school districts, council of governments, and types of city governments.

Units of Local Government

According to 2022 Census of Government figures, Texas has 1,225 cities, 254 counties, 1,070 school districts, and 2,984 special districts. During the past 20 years, the number of special districts has steadily increased, due mainly to the rapid creation of water districts in unincorporated areas. Conversely, the number of school districts has steadily declined as smaller systems have consolidated with larger ones. The number of counties has remained constant for 100 years, while the number of cities typically increases by one or two new cities per year.

In 2025, the United States Census Bureau recognized that Texas had seven of the 15 fastest-growing cities in the nation by percentage — Princeton, Fulshear, Celina, Anna, Fate, Melissa, and Hutto.

Counties

Counties are known as "general purpose" governments due to the many different functions they perform. Counties serve the dual purposes of providing governmental services for the benefit of their residents and administrative services on behalf of the state. Major governmental services include road construction and maintenance, jails and courts, welfare, health, and law enforcement. Administrative services performed by counties as agents of the state include voter registration and motor vehicle licensing.

Special Districts

Schools and the many types of special districts are known as "single-purpose" governments, since they usually perform just one function, such as education, water supply, or hospital care. Most special districts serve a limited geographical area and were created because of the inability of general purpose local governments to provide a particular service.

Councils of Governments

Councils of governments (COGs) are also known as "regional planning commissions." COGs are defined as "political subdivisions of the state" under Texas law. However, COGs differ considerably from cities, counties, and other conventional local governments because they cannot levy taxes nor incur debt.

COGs are voluntary, area-wide associations of local governments. Their function is to foster local cooperation among localities by serving as forums for intergovernmental problem-solving and by planning governmental programs and facilities on a regional basis. Though they do not have broad power to execute projects, many of the state's COGs provide direct services on a limited basis.

Each COG operates under the supervision of a governing body composed of elected officials representing participating local governments.

Financing is provided by a combination of dues paid by member governments and federal and state funds.

Cities

Among all the different types of local governments, cities perform the greatest number of functions, both governmental and proprietary.

State law specifically defines and lists certain activities as either governmental or proprietary functions in the Texas Tort Claims Act. The law lists 36 functions that are governmental. Included among them are police and fire protection, health and sanitation services, street construction and design, transportation systems, establishment and maintenance of jails, and enforcement of land use restrictions. Three functions are listed as proprietary: the operation and maintenance of a public utility, amusements owned and operated by a city, and any activity that is abnormally dangerous or ultra-hazardous. Functions that are listed as governmental are not included as proprietary functions.

There are two categories of cities in Texas: home rule and general law.

Home rule cities are larger cities with more than 5,000 inhabitants in which the residents of the city have adopted a home rule charter. A charter is a document that establishes the city's governmental structure and provides for the distribution of powers and duties among the various branches of government.

The legal position of home rule cities is the reverse of general law cities. Rather than looking to state law to determine what they may do, as general law cities must, home rule cites look to the state constitution and state statutes to determine what they may not do. Thus, if a proposed home rule city action has not been prohibited, limited, or preempted by the state, the city generally can proceed.

General law cities are smaller cities, most of which are less than 5,000 in population. All general law cities operate according to specific state statutes prescribing their powers and duties. General law cities are limited to doing what the state authorizes or permits them to do. If state law does not grant general law cities the express or implied power to initiate a particular action, none may be taken.

Approximately seventy-five percent of all Texas cities operate under the general laws; the remainder are home rule cities. "General law" is a term used to describe all of the state laws applicable to a particular class of things. A general law city, therefore, is one that is subject to all of the state laws applicable to such cities, many of which are found in the Local Government Code.

General law city officials occasionally call the Texas Municipal League office to request a copy of their "city charters." Unlike home rule cities, general law cities do not have charters. The creation of a general law city is documented in its incorporation papers, filed at the county courthouse, which describe when the city was established and its original boundaries.

Categories of General Law Cities

There are three categories of general law cities: Type A, Type B, and Type C. Although it is sometimes difficult to distinguish between the types, it is necessary to know the difference in order to determine which state laws apply.

Type B General Law Cities

Most new cities begin as Type B general law cities under a state law that permits the incorporation of any area containing 201 to 10,000 inhabitants. Later, as the population of a city grows to 600 or more, it can make a transition to Type A.

In a Type B general law city with the aldermanic form of government, the governing body is known as the "board of aldermen" and includes six members (a mayor and five aldermen), all of whom are elected at-large. At its discretion, the board of aldermen may provide by ordinance for the appointment or election of such additional officers as are needed to conduct the business of the city.

A Type B general law city has the same powers and duties as a Type A general law city, except where specifically provided otherwise. In other words, a Type B general law city has the authority of a Type A general law city in a particular issue where the law governing a Type B city is silent on the particular issue.

Type A General Law Cities

Type A general law cities are usually the larger general law cities. Most were incorporated under Type B status and then switched to Type A status when their population increased to 600 or more, or when they had at least one manufacturing establishment.

The governing body of a city operating as a Type A general law city is technically known as the board of aldermen, although many cities refer to it as the "city council." The governing body varies in size depending on whether the city has been divided into wards. If the city has been divided into wards, the council consists of a mayor and two councilmembers from each ward—whatever the number. If the city has not been divided into wards, the governing body always consists of a mayor and five councilmembers.

In addition to the city council, other municipal officers include a marshal, treasurer, tax assessor-collector, city secretary, city attorney, and engineer. Whether these offices are elective or appointive depends on the method selected by the city council for filling them. Moreover, the city council may provide by ordinance for the appointment or election of such other municipal officers as it deems necessary.

Type C General Law Cities

A Type C general law city operates with the commission form of government. The governing body is known as the "board of commissioners" and always consists of a mayor and two commissioners. No other elective officers are required; however, the board of commissioners must appoint a city clerk, and may provide by ordinance for the election or appointment of such other officers as are required.

In a Type C general law city of 500 or less population, the board of commissioners must follow the requirements applicable to a Type B general law city—that is, the board of commissioners has the same powers and duties as the board of aldermen in a Type B general law city, except where specifically provided otherwise. In a city of over 500 population, the board of commissioners must follow the requirements of a Type A general law city, except where specifically provided otherwise.

Any city operating under the commission form of government can change over to the aldermanic form of government, and vice versa. The commission form of government in a general law city should not be confused with the commission plan adopted by the City of Galveston at the turn of the century. Under the Galveston plan, each member of the municipal governing body—the city commission—simultaneously served as legislators and heads of the city's administrative departments. Thus, one member of the governing body served as "police commissioner," another served as "fire commissioner," and so on, with each commissioner exercising day-to-day supervisory authority over a particular department.

General law cities operating under the commission form of government are not authorized to adopt the Galveston plan.

In a general law city, one commissioner, alderman or councilmember, acting alone, has no individual power; only the commission, board of alderman or city council, acting collectively, exercises power.

City Manager Plan

The city manager plan can be adopted in any general law city under the provisions of Chapter 25 of the Local Government Code:

1) Upon presentation of a petition signed by at least 20 percent of the total number of qualified voters voting for mayor in the last preceding city election, the mayor must call an election on the question of adopting the city manager plan within 10 days after the date the petition is filed.
2) If a majority of the votes cast at the election favor adoption of the city manager plan, the council must, within 60 days after the election, appoint a city manager and fix his or her salary by ordinance.
3) The administration of the city is to be placed in the hands of the city manager, who serves at the pleasure of the city council.
4) In any city where the city manager plan has been approved, all officers of the city, except members of the governing body, thereafter shall be appointed as may be provided by ordinance.
5) Procedures for repealing the city manager plan are essentially the same as for adopting it.

The basic structure of the city manager plan is similar to that of a private corporation, in which the stockholders elect a board of directors which then hires a president to run the company. Under the city manager plan, the voters elect a city council which, in turn, hires a city manager to administer the city's day-to-day affairs.

Under the city manager plan, the council serves as the legislative body. The council sets policy, it approves the budget and sets the tax rate, and it determines the size of the payroll and the extent and cost of municipal services. In short, the council is the final authority on all of the many policy decisions that determine the scope and functions of the city government.

The mayor and councilmembers have no administrative duties under the city manager plan. These are vested in the city manager, who is responsible for directing the workforce

and programs of the city in accordance with ordinances, rules, and regulations adopted by the council.

The typical city manager in Texas is appointed for an indefinite term and is subject to dismissal by the council at any time except as otherwise prohibited by law. He or she is designated as the chief executive and administrative officer of the city and is accountable to the council for the proper conduct of all municipal operations. The manager has the unilateral authority to hire, discipline, and fire the department heads under the manager's control. In some cases, however, certain employees, such as the city attorney or municipal judge, are directly hired and/or supervised by the council rather than the manager. Although the manager's role varies from one city to another, the primary function is to implement the policies established by the council and ensure that the city is operated in an economical and responsible manner. Specific duties of the manager may include the following:

1) Enforcing all city ordinances, rules, and regulations.
2) Supervising all municipal employees and programs.
3) Preparing and executing the city's annual budget pursuant to the revenue and expenditure plans adopted by the council.
4) Managing the city's funds and preparing periodic reports that advise the council and the general public of the city's financial condition.
5) Providing information to the council to facilitate its ability to make informed decisions in the best interests of the city.
6) Preparing council meeting agendas and attending all such meetings to serve as a resource to the council and the public.
7) Drawing the council's attention to community needs and recommending alternatives by which the council can respond to those needs.

Adopting the city manager plan does not change the basic governmental framework of a general law city. Rather, it is an administrative mechanism added to the basic structure.

Legislation passed in 2003 clarifies that city councils of cities that have not adopted a city manager plan under chapter 25 of the Local Government Code are free to delegate by ordinance management duties to a city administrator.

The Home Rule Concept

Although scholars have used a variety of flowery phrases to describe the concept of home rule, the principle is simple: home rule is the right of citizens at the grassroots level to manage their own affairs with minimum interference from the state. Home rule assumes that governmental problems should be solved at the lowest possible level, closest to the people.

As mentioned earlier, home rule cities look to the state to tell them what they are prohibited from doing, rather than for specific grants of authority to undertake particular functions. In *Forwood v. City of Taylor*, the Texas Supreme Court summarized Texas' home rule doctrine as follows:

> *It was the purpose of the Home-Rule Amendment ... to bestow upon accepting cities and towns of more than 5,000 population full power of self-*

government, that is, full authority to do anything the legislature could theretofore have authorized them to do. The result is that now it is necessary to look to the acts of the legislature not for grants of power to such cities but only for limitations on their powers.

As a result of the *Forwood* case and other court decisions upholding their broad powers, home rule cities have the inherent authority to do just about anything that qualifies as a "public purpose" and is not contrary to the constitution or laws of the state.

Inherent Powers of Home Rule Cities

An "inherent power" is one that is possessed by a city without its having been specifically granted by the state. It is the right to perform an act without having received that right from the Texas Constitution or the state legislature.

Home rule cities have many inherent powers. A discussion of some of the inherent powers of major significance may explain why so many cities have chosen to adopt home rule charters.

Municipal Organization

In contrast to counties or general law cities, whose organization is fixed by state law, the governmental structure of a home rule city is left entirely to the discretion of local voters. The residents of a home rule city are free to decide their form of municipal government (mayor-council, council-manager, and so on); choose between a large or small city council; provide for the election of the city council at-large, by single-member district, or by place; fix the terms of office for councilmembers at two, three, or four years; or establish overlapping terms of office. Moreover, they can decide whether the mayor is to be elected directly by the voters, selected from among members of the council, or chosen by some other method.

The residents of a home rule city also have total discretion over the city's administrative structure. Subject only to local preferences, the charter can establish a simple administrative framework or a complex one, provide for the appointment or election of major administrative officials, and so on. And finally, the charter can provide for the creation of any boards or commissions that local voters decide are necessary to make the city function effectively.

Annexation

From 1912-2019, the inherent power of a city to unilaterally annex adjoining areas was one of the most important home rule prerogatives. To annex "unilaterally" means that the city can bring an adjacent, unincorporated area into the city without the permission of the persons residing in that area.

In 2019, the legislature passed H.B. 347, which drastically altered the annexation landscape for all cities. Now a city generally may only annex:

1) Land at the request of the landowner;
2) An area with a population of less than 200 only if the following conditions are met, as applicable: (a) the city obtains consent to annex the area through a petition signed by more than 50 percent of the registered voters of the area; and (b) if the registered voters of the area do not own more than 50

percent of the land in the area, the petition described by (1) is signed by more than 50 percent of the owners of land in the area;

3) An area with a population of 200 or more only if the following conditions are met, as applicable: (a) the city holds an election in the area proposed to be annexed at which the qualified voters of the area may vote on the question of the annexation and a majority of the votes received at the election approve the annexation; and (b) if the registered voters of the area do not own more than 50 percent of the land in the area, the city obtains consent to annex the area through a petition signed by more than 50 percent of the owners of land in the area; and
4) A very limited subset of properties without owner consent, including certain city-owned property and certain roads and rights-of-way.

Initiative, Referendum, and Recall

Initiative, referendum, and recall are inherent home rule powers that are reserved for exclusive use by local voters to provide direct remedies in unusual situations. There is no constitutional or statutory authority for initiative, referendum, or recall. These powers are unique to home rule cities, and they are not available to voters at any other level of government, including the state.

Initiative is a procedure under which local voters directly propose (initiate) legislation. Lawmaking through the initiative process allows local voters to circumvent the city council by direct ballot box action on new ordinances that have wide support in the community, but which the council refuses to enact.

The initiative process begins with the circulation of a petition setting forth the text of the desired ordinance. Then, petitioners must obtain the number of voter signatures needed to force the city council to submit the ordinance to the people at a citywide election. Petition signature requirements vary from charter to charter. Some are based on a percentage of the number of qualified voters in the city, while others are expressed as a ratio of the number of votes cast at the last general city election.

After a completed petition is filed, the city secretary checks it to make sure that all of those who signed are qualified voters. If the petition complies with the requirements of the charter and the Election Code, the city council has two options: (1) it can adopt the proposed ordinance; or (2) it must call an election on the ordinance. If, at the election on the proposed ordinance, a majority of those voting favor its adoption, the ordinance is put into effect.

Referendum is a procedure under which local voters can repeal unpopular, existing ordinances the council refuses to rescind by its own action. The procedures for forcing the city council to call a referendum election are usually the same as for initiative elections. Petitions calling for an election to repeal "Ordinance X" are circulated. When the required number of signatures is obtained, the petition is submitted to the city council, which can either repeal the ordinance by its own action or call an election at which the residents can vote to repeal it. If, at such an election, a majority favors retaining the ordinance, it is left on the books. If a majority favors its repeal, it is rescinded when the council canvasses the election returns.

Recall is a process by which local voters can oust members of the city council before the expiration of the members' terms. Under most charters, a recall election begins with the filing of an affidavit stating the name of the member of council whose removal is sought and the grounds for removal. The city clerk or secretary then furnishes the person filing the affidavit with petition forms that must be completed and returned within a prescribed time.

Most city charters impose two further limitations on recall efforts. First, they prohibit more than one recall election per member per term. Secondly, they forbid recall elections for any member during the early stages of his or her term—as, for example, prohibiting an election to recall a member within 60 days of the date he or she was sworn into office, or prohibiting recall elections for members whose terms will expire within 60 days. The following language is typical of charter recall provisions:

> *The people of the city reserve the power to recall any member of the council and may exercise such power by filing with the city clerk a petition, signed by qualified voters of the city equal in number to at least ten percent of the qualified voters of the city, demanding the removal of a member.*

Charter Amendments

In addition to initiative and referendum, direct lawmaking by local voters can be accomplished through amendments to the charter document itself. Under Section 9.004 of the Local Government Code, citizens can force the city council to call an election on a proposed charter amendment by simply filing a petition signed by five percent of the qualified voters or 20,000, whichever is less. Voter-initiated charter amendments, if adopted, can change most aspects of the city government.

Limitations on Home Rule Powers

Although the powers of a home rule city are broader than that of a general law city, they remain subject to all the limitations imposed by state and federal law. Some of these are briefly summarized below.

Every city must comply with the federal and state constitution and statutory requirements. Examples include state statutes that require every city to pay unemployment taxes, that require cities with 10,000 or more in population to pay longevity compensation to its police officers and firefighters or prohibit conducting regular city elections on any day except on those days prescribed by the Election Code.

Though certain limitations are imposed on home rule cities by the state, some can be further narrowed by local action. For example, the Texas Constitution authorizes any city with more than 5,000 inhabitants to levy property taxes at a maximum rate of $2.50 per $100 assessed valuation. But a home rule charter may set a local ceiling lower than that. If a city's charter limits the city tax rate to $1.70 per $100 of assessed valuation, this provision has the same effect as state law. The city council is bound by it even though the state constitution permits a higher rate.

Additionally, the governing body of a home rule city cannot act on any matter which has been preempted by the state. A clear example of preemption by state law can be found in the Texas Alcoholic Beverage Code. In this code, the state sets the business hours of retail liquor stores. Therefore, an ordinance

requiring liquor stores to open or close at times other than those prescribed by state law may not be enacted. Another example of clear preemption is recent legislation that prohibits cities from adopting or enforcing an order, ordinance, or other measure that imposes a curfew on juveniles.

Some areas of preemption are much less clear now. In 2023, the Legislature adopted H.B. 2127, also known as the "Texas Regulatory Consistency Act," which curbed city authority.

H.B. 2127 expressly preempts a city from adopting or enforcing five types of regulations:

- Regulations of employment leave, hiring practices, breaks, employment benefits, scheduling practices, and any other terms of employment that exceed or conflict with federal or state law for non-city employers;
- New or amended predatory lending regulations;
- Regulations impeding a business involving the breeding, care, treatment, or sale of animals or animal products, including a veterinary practice, or the business's transactions if the person operating the business holds a state or federal license to perform such actions or services;
- New or amended regulations relating to the retail sale of dogs or cats; and
- Regulations involving evictions.

Most notably, H.B. 2127 among other things, prohibits a city from adopting or enforcing an ordinance in a field of regulation occupied by state law in eight specific statutory codes (Agriculture Code, Business & Commerce Code, Finance Code, Insurance Code, Labor Code, Natural Resources Code, Occupations Code, and Property Code), unless expressly authorized by another statute. Exactly what "fields of regulation occupied by state law" means remains unclear. This is a legal question that the courts must decide on a case-by-case basis.

H.B. 2127 appears to potentially contradict the long-standing constitutional interpretation of home rule authority in Texas. The bill adds Section 51.002 of the Local Government Code to provide as follows: "Notwithstanding Section 51.001, the governing body of a municipality may adopt, enforce, or maintain an ordinance or rule only if the ordinance or rule is consistent with the laws of this state." That provision raises even more questions about the scope of the bill. If state law is silent in a certain area, it is unclear if a home rule city may regulate in that area. One might argue yes, because the Texas Constitution gives home rule cities the full power of self-government. But the bill certainly calls home rule authority in question in several areas. Given the language, a court could determine Section 51.002 of the Local Government Code eliminates city regulatory authority in the absence of state regulation, which would create a direct conflict between the statute and the Texas Constitution.

In August 2023, a Travis County district judge declared that H.B. 2127 is unconstitutional, lending credence to cities' arguments during the 2023 Legislative Session that the bill was ambiguous and on questionable legal footing. The ruling came after the City of Houston—later joined by the cities of San Antonio and El Paso as intervenors—filed a lawsuit against the state challenging the constitutionality of H.B. 2127.

In July of 2025, the Third Court of Appeals reversed the trial court's ruling on procedural grounds and granted the State's motion to dismiss. The court of appeals opinion marks just the beginning of the legal wrangling over the new law.

The Charter Document

Although all municipal governments are subject to an abundance of federal and state laws, the charter remains the most important document for a home rule city. Members of the council should read the charter immediately upon their election to office; annual reviews also can be useful.

Most charters include the following components:

- Provisions establishing the city's form of government (mayor-council, council-manager, and so on) and its legislative and judicial machinery;
- Organizational provisions establishing the administrative structure of the city government and the means for financing its operations;
- Provisions governing the procedures of the city council and advisory boards and commissions, and procedures for granting franchises, and assessing and collecting taxes; and,
- Popular controls over the city government, such as elections, referenda, initiative, and recall.

Forms of Home Rule City Government

Every home rule city in the state operates under one of two forms of government: mayor-council or council-manager. Among Texas' approximately 385 home rule cities, the vast majority have the council-manager form.

Mayor-Council Government

The mayor-council plan has two variants: strong-mayor and weak-mayor. Under the strong-mayor system, most key administrative and appointive powers are concentrated in the hands of a full-time mayor who also presides over meetings of the city council. The mayor usually has: (1) the power to appoint and remove department heads and the members of most major boards and commissions; (2) the prerogative to prepare the city budget and, following its adoption by the council, to execute the budget; (3) a high enough salary to enable the officeholder to devote their full time to being mayor, as well as an office budget sufficient to hire an adequate staff; and (4) the power to veto actions by the city council. In a strong-mayor city, councilmembers have no administrative duties. Their role is to enact ordinances, adopt policies governing the operations of the city, and otherwise function as the legislative branch of the city government.

Under the weak-mayor system, the powers of the mayor are limited. First, the mayor may be selected by the council rather than being directly elected by the people, which dilutes his or her political influence. Secondly, the mayor's pay is usually minimal and few, if any, funds are provided for staff. Third, department heads often are appointed and removed by majority vote of the city council, which diffuses administrative authority. And finally, few weak mayors have either the authority to veto actions of the council or the exclusive power to develop and execute the budget, since these powers are collectively exercised by the council.

Very few home rule cities in Texas use the weak-mayor form of government.

Council-Manager Plan

The basic structure of the council-manager form of government is like that of a private corporation where the stockholders elect a board of directors which then hires a president to run the company. Under the council-manager plan, the voters elect a city council which, in turn, hires a city manager to administer the city's day-to-day affairs.

In a council-manager city, as in any other form of city government, the council serves as the legislative body. The council sets policy, approves the budget, sets the tax rate, determines the size of the payroll, and the extent and cost of municipal services. In short, the council is the final authority on all the many policy decisions that determine the scope and functions of the city government.

Under the council-manager plan, the mayor and councilmembers have no administrative duties. These are vested in the city manager, who is responsible for directing the workforce and programs of the city in accordance with ordinances, rules, and regulations adopted by the council. The typical city manager in Texas is appointed for an indefinite term and is subject to dismissal by the council at any time except as otherwise prohibited by law. He or she is designated, either by charter or ordinance, as the chief executive and administrative officer of the city and is accountable to the council for the proper conduct of all municipal operations. The manager has the unilateral authority to hire, discipline, and fire the department heads.

Although the manager's role varies from one city to another, the manager's primary function is to implement the policies established by the council and ensure that the city is operated in an economical and responsible manner. Specific duties of the manager may include the following:

1) Enforcing all city ordinances, rules, and regulations.
2) Supervising all municipal employees and programs.
3) Preparing and executing the city's annual budget pursuant to the revenue and expenditure plans adopted by the council.
4) Managing the city's funds and preparing periodic reports that advise the council and the general public of the city's financial condition.
5) Providing information to the council to facilitate its ability to make informed decisions in the best interests of the community.
6) Preparing council meeting agendas and attending all such meetings to serve as a resource to the council and the public.
7) Drawing the council's attention to community needs and recommending alternatives by which the council can respond to those needs.

In larger cities, city managers spend comparatively little time on citizen contacts, personnel problems, and other routine matters. Managers in these cities usually have a sizable staff capable of handling day-to-day problems, thus allowing the manager to concentrate on communicating with the council, policy issues, planning activities, and work sessions with department heads.

On the other hand, the managers of medium-sized and smaller cities frequently operate with limited resources and a small staff. The manager must, by necessity, be personally involved in the details of providing police, fire, solid waste, and other services.

Chapter Two:
Roles and Responsibilities of Officers in General Law Cities

All members of the city council play unique roles in making the city government operate effectively in a general law city. Many of their functions are set by law, while others are established as a matter of local custom or policy.

Office of the Mayor

The mayor occupies the highest elective office in the municipal government. As political head of the city, the mayor is expected to provide the leadership necessary to keep it moving in the proper direction.

Except under the city manager plan of government, the mayor is the city's chief executive officer. The mayor presides over council meetings and is generally recognized as the ceremonial and governmental head of the city for most purposes.

Most of the powers exercised by the mayor are created through ordinances and resolutions adopted by the city council. Very few mayoral powers are prescribed by state law.

Legislative Responsibilities

The mayor's most important duty is to carry out the legislative responsibilities he or she shares with other members of the council—identifying the needs of the city, developing programs to satisfy those needs, and evaluating the extent to which municipal services satisfactorily reflect the policy goals of the council.

Under the law, the mayor is the presiding officer of the city council. In this capacity as presiding officer, the mayor's actual powers in legislative matters can be greater than those of other councilmembers. For example, the mayor can influence the flow of debate through the power to recognize councilmembers for motions or statements.

Also, the mayor rules on questions of procedure at council meetings, and those rulings are binding unless successfully challenged by a majority of the governing body. Finally, the mayor of a Type A general law city can formally object to ordinances and other resolutions passed by the council. If the mayor objects to an ordinance or resolution before the fourth day after it is placed in the city secretary's office, it must be reconsidered by the governing body. If approved, it becomes effective (Local Government Code Section 52.003).

Appointive Powers

Appointive powers represent another area in which the mayor's powers often outrank those of councilmembers, especially when the mayor is authorized by ordinance to appoint department heads and advisory board members. In Chapter 25 council-manager cities, the mayor's appointive powers are more limited, because the city manager may appoint all or most administrative employees. Although most of the mayor's appointive

powers are established by ordinances enacted by the city council, some are established by state law, such as the power to appoint commissioners of a housing authority (Local Government Code Section 392.031).

Law Enforcement and Related Duties of the Mayor

The office of the mayor involves a variety of law enforcement responsibilities. The mayor is specifically obligated by law to "actively ensure that the laws and ordinances of the city are properly carried out," and "in the event of a riot or unlawful assembly or to preserve the peace," the mayor may order the closing of certain public places.

Under extreme circumstances, as in the case of a riot, the mayor of a Type A general law city can summon a special police force into service (Local Government Code Section 341.011) or call for assistance from the Texas National Guard. Also, if the city has used the provisions of Sections 362.001 et seq., Local Government Code, to enter into a mutual law enforcement pact with other nearby cities or the county, the mayor can call on those localities for help in dealing with civil disorders and other emergencies. Additionally, most local emergency management plans authorize the mayor to exercise supreme powers in case of a public calamity, after the mayor has declared a local disaster or asked the governor to declare a state of emergency. State law also permits a mayor to require a mandatory evacuation order and control who can access an area during a phased reentry (Government Code Chapters 418 and 433).

Judge of the Municipal Court

In every general law city where no separate office of judge of the municipal court exists by ordinance, the mayor is ex officio judge of the court (Government Code Section 29.004). A mayor serving as the ex officio municipal judge must still receive the annual training required of all municipal judges.

Signatory Duties

As signatory for the city, the mayor may be required to sign a variety of documents to give them official legal effect. The mayor's signature is required on all bonds, certificates of obligation, warrants, and other evidence of debt, as well as may be required on ordinances, resolutions, advertisements for bids on public works projects, contracts, and similar legal paperwork. The mayor is also responsible for signing proclamations recognizing special events and personal achievements.

Ceremonial Duties

The mayor's participation in local ceremonial events is a never-ending responsibility. The mayor is expected on a daily basis to cut ribbons at ceremonies opening new businesses; break the ground to begin the construction of new city facilities; and regularly appear at fairs, parades, pageants, and other community celebrations.

The mayor also issues proclamations for a variety of purposes, whether to honor visiting dignitaries or declare "Support Your Local School Week." And as a featured speaker before professional clubs, school assemblies, and neighborhood groups, the mayor can expect to be interviewed, photographed, and otherwise placed on extensive public display by the media.

Administrative Duties

Except in Chapter 25 council-manager cities, the mayor serves in the dual roles of administrator and political head of the city, going to city hall on a regular basis, working with department heads on matters that need attention each day, and performing the ceremonial duties that go with the office. In some cases, ordinances approved by the council give the mayor wide latitude to deal with the many problems that arise each day. Also, an administrative staff is sometimes available to help the mayor, but the office still involves considerably more effort—and power—than its counterpart in cities operating under the city manager plan.

Limitations on the Mayor's Powers

The broad powers of the mayor can be offset by several methods, including ordinance requirements that the council ratify mayoral appointments and other key actions.

Limiting the mayor's power at the council table is another way of imposing restraints. In Type A general law cities, for instance, the mayor is allowed to vote only in the event of a tie (Local Government Code Section 22.037). As state law is unclear on the mayor's ability to vote in Type B general law cities, those cities should consult with their local legal counsel with questions.

The mayor's prerogatives can also be restricted by the structure of the city government. Under the Chapter 25 council-manager plan, for example, the mayor has no administrative powers and will probably be in city hall on a less frequent basis. The ordinances of most council-manager cities also make it clear that decision-making is to be shared by the full council, and that the mayor is to be considered the same as any other member of the governing body for policy purposes. This is accomplished by concentrating administrative powers in the hands of a city manager, who acts under the direction of the full council.

Qualifications of Office

In Type A general law cities, every candidate for the office of mayor must meet the following qualifications:

1) Be a United States citizen;
2) Have been a resident of Texas for at least 12 months, as of the deadline for filing for the office;
3) Have resided in the city for at least 12 months preceding election day;
4) Be a registered voter;
5) Be 18 years of age or older upon the commencement of the term to be filled at the election;
6) Not have been convicted of a felony for which he or she has not been pardoned or otherwise released from the resulting disabilities; and
7) Not have been deemed mentally incompetent by a final judgment of a court.

(Election Code Section 141.001; Local Government Code Section 22.032).

In Type B and Type C general law cities, every candidate for mayor must meet the qualifications listed above, except that he or she must have resided in the city for six months, rather than twelve, preceding election day (Election Code Section 141.001; Local Government Code Section 23.024).

Terms of Office

In a Type A general law city, the term of the mayor and members of the city council or board of aldermen is two years (Local Government Code Section 22.035). In a Type B general law city operating under the aldermanic form of government, the mayor's term of office is one year, unless the board of aldermen has enacted an ordinance providing a two-year term for the mayor and two-year overlapping terms for aldermen (Local Government Code Section 23.026). In a Type C general law city, the mayor's term of office is two years (Local Government Code Section 24.023).

In any city, the term of office for members of the governing body can be extended to three or four years upon approval of a majority of the voters voting at an election on the question (Texas Constitution, Article XI, Section 11).

Vacancies

When the mayor is temporarily unable to perform his or her duties because of illness, out-of-town travel, or similar reasons, the mayor pro tem assumes the responsibilities of the office on an interim basis (please see discussion of mayor pro tem on the next page). But if a permanent vacancy occurs in the office of mayor as a result of death, disability, resignation, or some other reason, the vacancy should be filled according to prescribed procedures.

In a Type A general law city operating under the aldermanic form of government, the vacancy can be filled either by appointment by the city council or by a special election if the mayor's office is the only one vacant. However, if another vacancy exists on the board of aldermen when the mayor's office is vacant, both vacancies must be filled at a special election. When a vacancy is filled by appointment, the term of the person appointed expires at the next general municipal election. When a vacancy is filled by special election, the person elected serves out the remainder of the unexpired term of the vacancy being filled (Local Government Code Section 22.010).

In a Type B general law city operating under the aldermanic form of government, a mayoral vacancy must be filled by appointment by the board of aldermen. The term of the person appointed expires at the same time that the term of the person who vacated the office would have expired if he or she had remained in office (Local Government Code Section 23.002).

In a Type C city operating under the commission form of government, a vacancy in the office of mayor must be filled by appointment by the two remaining members of the board of commissioners. But if there are two vacancies on the board of commissioners, the vacancies must be filled at a special election called by the county judge, and the persons elected serve out the remainder of the unexpired terms of the vacancies being filled (Local Government Code Section 24.026).

If the terms of office in a city have been changed to three or four years, appointment to fill a vacancy is no longer an option. Any vacancy must be filled by special election (Texas Constitution, Article XI, Section 11).

Absences

Under Section 22.041 of the Local Government Code, "if a member of the governing body is absent for three regular consecutive meetings, the member's office is considered vacant

unless the member is sick or has first obtained a leave of absence at a regular meeting."

Removal

Procedures for removing the mayor or a councilmember from office are set forth in Chapter 21 of the Local Government Code. Under the law, a member of the governing body is subject to removal for incompetence, official misconduct, or intoxication. A petition for removal must be filed with a district court, may be filed by any resident of the city, and must state the alleged grounds for removal. The judge may decide to issue a citation to the member in question or may decline to do so. If the judge declines to issue a citation, the petition is dismissed at the cost of the petitioner. If the judge issues a citation to the member, the member must appear before the judge to answer the petition and may request a trial by jury. The petitioner must execute a bond in an amount fixed by the judge. The bond shall be used to pay damages and costs to the member if the alleged grounds for removal are found to be insufficient or untrue. The final judgment on the issue may be appealed by either party. Conviction of the member for any felony or for a misdemeanor involving official misconduct will result in immediate removal, and the removed member is ineligible for reelection for two years.

There is no such thing in a general law city as "recall," which is a procedure citizens can use to vote an incumbent mayor or councilmember out of office before the expiration of his or her term. The power of recall is limited to voters in home rule cities in which the charter provides for the procedure.

Compensation

In Type C cities, the board of commissioners may, by ordinance, fix the mayor's compensation at a maximum of $5 for each regular commission meeting and $3 for each special meeting. Alternatively, the board of commissioners in a city of less than 2,000 can pay the mayor a salary of up to $600 per year, while the board of commissioners in a city of 2,000 or greater population can pay the mayor up to $1,200 per year (Local Government Code Section 141.003).

In Type A and B general law cities, no maximum salary amount is fixed for the mayor. The governing body can set the mayor's compensation at any level it chooses (Local Government Code Sections 141.001 and 141.002). Only one limitation exists: an elected officer cannot receive a pay increase that was approved during the term for which he or she is elected. Such an increase will become effective only after the next general municipal election at which the office is filled (Local Government Code Section 141.001).

Expense Reimbursement

It is commonplace for the city to reimburse the mayor for travel and other expenses incurred on official city business trips, such as meetings of the Texas Municipal League and similar organizations. Most city travel policies are established by ordinance or resolution.

Office of the Mayor Pro Tem

The mayor pro tempore is a member of the council who performs the mayor's duties during the mayor's incapacity or absence. The mayor pro tem is selected by majority vote of the council from among its own membership. The mayor pro tem's term is one year. The mayor pro tem retains the right to vote on all matters before the council while performing

the duties of the mayor (Local Government Code Sections 22.037 and 23.027).

Office of Councilmember

Councilmembers are the city's legislators. Their primary duty is policymaking, which includes identifying the needs of local residents, formulating programs to meet the changing requirements of the community, and measuring the effectiveness of ongoing municipal services.

Unless restricted by state law, each councilmember is entitled to vote or abstain on every question decided at a council meeting and has full parliamentary privileges in council meetings—including the right to speak and make motions when recognized by the chair and the right to introduce new ordinances and amendments to existing ones.

Though foremost in importance, lawmaking is just one of many functions councilmembers perform. They also wear several other hats, which one writer describes as follows:

- Regulator—The council exercises regulatory powers over the conduct and property of its citizens. It has the power to declare certain conduct to be criminal, to require that certain businesses and activities be licensed, and to tell property owners how and for what purposes they may use their property.
- Financier—The council may levy taxes, assess fees and charges, and sell bonds in order to finance the many functions of the city government. The council also has to budget the expenditure of the city's funds, and then explain to the people why municipal government is a bargain compared to the price of rampant crime, fires, disease, and all of the other problems that would flourish without proper city services.
- Employer—The council is responsible for all the city's employees and must see that they are adequately paid and provided with decent working conditions and fringe benefits.
- Buyer—The council is one of the biggest purchasers in the community and must see to it that the city gets the best value possible for dollars spent.

This is not even a complete description of all the challenges that confront councilmembers.

The real task is in providing leadership and direction for the city, in deciding what needs to be done, and in helping plan what the city will be for future generations.

Qualifications

In general law cities, the qualifications for the office of councilmember are:

1) Be a United States citizen;
2) Have been a resident of Texas for at least 12 months as of the deadline for filing for the office;
3) Have resided in the city for at least six months preceding election day;
4) Be a registered voter;
5) Be 18 years of age or older upon the commencement of the term to be filled at the election;
6) Not have been convicted of a felony for which he or she has not been pardoned or otherwise released from the resulting disabilities; and

7) Not have been deemed mentally incompetent by a final judgment of a court.

(Election Code Section 141.001; Local Government Code Sections 22.032 and 23.024).

One additional requirement: if a Type A general law city has been divided into wards, every council candidate must, at the time of his or her election, be a resident of the ward he or she proposes to represent if elected (Local Government Code Section 22.032).

Terms of Office

In a Type A general law city, the term of office for members of the city council is two years (overlapping terms) (Local Government Code Section 22.035). In a Type B general law city, the term of office for aldermen is one year, unless the board of aldermen has enacted an ordinance providing a two-year term for the mayor and two-year overlapping terms for aldermen (Local Government Code Section 23.026).

In any city, the term of office of members of the governing body can be extended to three years or four years upon approval of a majority of the voters voting at an election called on the question (Texas Constitution, Article XI, Section 11).

Vacancies

In a Type A general law city operating under the aldermanic form of government, when there is only one vacancy on the governing body, the vacancy can be filled either by appointment of the city council or by means of a special election. However, if there are two or more vacancies on the governing body, such vacancies must be filled at a special election (Local Government Code Section 22.010).

In a Type B general law city operating under the aldermanic form of government, vacancies on the board of aldermen— whatever the number of vacancies—must be filled by appointment by the remaining members of the board (Local Government Code Section 23.002).

In a Type C general law city, a single vacancy must be filled by appointment by the two remaining members of the board of commissioners. But if there are two vacancies on the board, they must be filled at a special election called by the county judge (Local Government Code Section 24.026).

Absences

Under Section 22.038 of the Local Government Code, an illness of an alderman or someone in his or her family is the only reason for absence from council meetings in a Type A general law city without a fine. Unexcused absences are punishable by a fine of $3 for each council meeting missed. If an alderman is absent for three consecutive regular meetings—unless because of sickness or the alderman has obtained a leave of absence at a regular meeting—his or her office shall be vacant. (Local Government Code Section 22.041).

There is no law applicable to absences by aldermen in Type B general law cities or members of the board of commissioners in cities operating under the commission form of government (Type C general law cities). However, in cities over 500 population, which operate under the commission form of

government, Sections 51.035 and 51.051 (the "borrowing provisions") of the Local Government Code (relating to the application of laws to cities with the commission form) would probably make Sections 22.038 and 22.041 of the Local Government Code (relating to absences) applicable to such cities. Type B general law cities should contact their local legal counsel to discuss this issue, as state law is unclear.

Removal

Procedures for removing a councilmember from office in a general law city are the same as for the mayor and are governed by Chapter 21 of the Local Government Code.

Compensation

In Type C cities, the board of commissioners may, by ordinance, fix commissioners' compensation at a maximum of $5 for each regular commission meeting and $3 for each special meeting. Alternatively, the board of commissioners in a city of 2,000 or greater population can provide for paying commissioners up to $600 per year (Local Government Code Section 141.003).

In Type A and B general law cities, no maximum salary amount is fixed for aldermen. Therefore, the governing body can set councilmember compensation at any level it decides. Only one limitation exists: an alderman cannot receive the benefit of a pay increase adopted during the term for which he or she is elected. Such increase will become effective only after the next general municipal election at which the office of the alderman serving at the time of the pay increase is filled (Local Government Code Chapter 141).

Expense Reimbursement

It is commonplace for cities to reimburse councilmembers for travel and other expenses incurred on official city business trips to meetings of the Texas Municipal League, a council of governments, and similar organizations. Most travel policies are established by ordinance or resolution.

Chapter Three:
Roles and Responsibilities of Officers in Home Rule Cities

All members of the city council play unique roles in making the city government operate effectively in a home rule city. Many of their functions are set by law, while others are established as a matter of local custom or policy. While the information in this chapter is broadly applicable to cities across the state, each home rule charter is distinct. To ascertain the scope of a particular official's role in a specific city, one would need to consult that city's charter.

Office of the Mayor

The mayor occupies the highest elective office in the municipal government. As political head of the city, the mayor is expected to provide the leadership necessary to keep it moving in the proper direction.

Except under the city manager plan of government, the mayor is the city's chief executive officer, just as the governor serves as chief executive of the state. The mayor presides over council meetings, is the signatory for the city, and is generally recognized as the ceremonial and governmental head of the city for most purposes.

Most of the powers exercised by the mayor are created either by provisions in the charter or through ordinances and resolutions adopted by the city council. State law prescribes very few mayoral powers.

Legislative Responsibilities

The mayor's most important duty is to carry out the legislative responsibilities he or she shares with other members of the council—identifying the needs of the city, developing programs to satisfy those needs, and evaluating the extent to which municipal services satisfactorily reflect the policy goals of the council.

Most charters designate the mayor as presiding officer of the city council so his or her actual powers in legislative matters can be greater than those of other councilmembers. For example, as presiding officer of the council, the mayor can influence the flow of debate through the power to recognize councilmembers for motions or statements.

Also, the mayor rules on questions of procedure at council meetings, and those rulings are binding unless successfully challenged by a majority of the governing body. Finally, the charters of some cities authorize the mayor to veto ordinances and other enactments approved by the city council.

Appointive Powers

Appointive powers represent another area in which the mayor's powers often outrank those of councilmembers, especially in mayor-council cities where the mayor is authorized to appoint department heads and advisory board members. In council-manager cities, however, the mayor's appointive powers are usually more limited, since the city manager appoints

all or most administrative employees, and the full council often appoints the members of advisory boards and commissions.

Signatory Duties

As signatory for the city, the mayor must sign a variety of documents to give them official legal effect. The mayor must sign all bonds, certificates of obligation, warrants, and other evidence of debt, as well as ordinances, resolutions, advertisements for bids on public works projects, contracts, and similar legal paperwork. The mayor is also responsible for signing proclamations recognizing special events and personal achievements.

Ceremonial Duties

The mayor's participation in local ceremonial events is a never-ending responsibility. The mayor is expected on an almost daily basis to cut ribbons at ceremonies opening new businesses; break the ground to begin the construction of new city facilities; and regularly appear at fairs, parades, city events, and other community celebrations.

The mayor also issues proclamations for a variety of purposes, whether to honor visiting dignitaries, recognize exceptional achievements, or declare "Support Your Local School Week." And as a featured speaker before professional clubs, school assemblies, and neighborhood groups, the mayor can expect to be interviewed, photographed, and otherwise placed on extensive public display by the media.

Powers of the Mayor in Council-Manager Home Rule Cities

Under the council-manager form of government, the mayor has no day-to-day administrative duties; rather, these are vested in a city manager who is responsible for implementing policies established by the council. In most council-manager cities, the mayor is in city hall on an irregular basis and is involved very little in routine operational matters.

The charters of most council-manager cities make it clear that the full council exercises the decision-making and that the mayor is considered the same as any other member of the council for policy-making purposes. This is accomplished by concentrating administrative powers in the hands of the city manager and by requiring action by the whole council—not just the mayor—to appoint key board and commission members.

And finally, a number of state laws further ensure that the full council shares appointive powers. Several examples can be found in the Local Government Code. Chapter 211 mandates that the city's governing body appoints the members of the city's zoning commission as well as the members of the zoning board of adjustment. Additionally, Chapters 504 and 505 authorize the governing body to appoint the directors of Type A and Type B economic development corporations.

Powers of the Mayor in Mayor-Council Home Rule Cities

The Mayor-Council setup, sometimes referred to as the "Strong Mayor" form of government, allows the mayor in home rule cities to serve in the dual roles of administrator and political head of the city. Even though this form of local government is allowable in home rule cities in Texas, it remains relatively uncommon. When adopted, the mayor is in city hall on a continuing basis, working with department heads on routine items that need to be

addressed each day, handling emergencies, and performing all of the ceremonial duties that go with the office. Depending on the city, the charter may give the mayor broad authority to deal with the many problems that arise each day. A skilled administrative staff usually is available to help the mayor carry the day-to-day load. In some cities, the charter gives the mayor the power to veto actions of the council.

The broad powers of the mayor in mayor-council cities usually are offset by charter provisions that require the council to ratify mayoral appointments and other key actions. For example, council approval of the budget provides councilmembers with an effective method of slowing down a zealous mayor by reducing or abolishing expenditures.

Further checks can be created by distributing governmental powers in a certain way. For instance, under the Houston charter, an elected city controller is responsible for supervising the expenditure of municipal funds independent of both the mayor and council.

Limitations on the Mayor's Powers

As noted above, the powers of the mayor in both mayor-council and council-manager home rule cities can be limited by requiring full council approval of the budget, board and commission appointments, and by distributing governmental powers among a variety of city officials rather than concentrating them in the office of mayor. Another way to impose restraints on the mayor is to limit his or her power at the council table. For example, some charters in home rule cities do not allow the mayor to initiate motions at council meetings, while some charters forbid the mayor from voting except to break a tie.

Office of the Mayor Pro Tem

The mayor pro tempore is a member of the council who performs the mayor's duties if the mayor's is incapacitated or absent. The mayor pro tem is usually selected by a majority vote of the council. The term of service as a mayor pro tem can vary from city to city. For example, in most cities the term of the mayor pro tem is often the same as that of a councilmember. In another city, for example, each councilmember serves a three-month term as mayor pro tem on a rotating basis.

Office of Councilmember

Councilmembers are the city's legislators. Their primary duty is policymaking, which includes identifying the needs of local residents, formulating programs to meet the changing requirements of the community, and measuring the effectiveness of ongoing municipal services.

Unless restricted by state law, each councilmember is entitled to vote on every question presented at a council meeting. And each councilmember has full parliamentary privileges in council meetings—including the right to speak and make motions when recognized by the chair and the right to introduce new ordinances and amendments to existing ones.

Though foremost in importance, lawmaking is just one of the many functions councilmembers perform. They also wear several other hats, which one writer describes as follows:

- Regulator—The council exercises regulatory powers over the conduct and property of its citizens. It has the

power to declare certain conduct to be criminal, to require that certain businesses and activities be licensed, and to tell property owners how and for what purposes they may use their property.

- Financier—The council must levy taxes, assess fees and charges, and sell bonds in order to finance the many functions of the city government. The council also has to budget the expenditure of the city's funds, and then explain to the people why city government is a bargain compared to the price of rampant crime, fires, disease, and all of the other problems that would flourish without proper city services.
- Employer—The council is responsible for all the city's employees and must see that they are adequately paid and provided with decent working conditions and fringe benefits.
- Buyer—The council is one of the biggest purchasers in the community and must see to it that the city gets the best value possible for dollars spent.

In addition to these everyday duties, councilmembers spend considerable time representing the city in a wide circle of external relationships. Examples include:

- Serving on committees of the Texas Municipal League and other statewide local government organizations.
- Working with state legislators on city-related bills.
- Working with the National League of Cities, the U.S. Conference of Mayors, and other national public interest groups on municipal issues pending before Congress or federal regulatory agencies.
- Supporting efforts of the chamber of commerce, industrial foundations, and other organizations to foster the city's economic development.

Size of the Council

There is no state law requiring the city council of a home rule city to be any particular size. As is true in so many other areas of home rule, the size of the governing body is determined by the city's charter.

Terms of Office

The terms of office for mayors and councilmembers range from two to four years and are set by the city's charter. More than ninety percent of all home rule charters provide continuity on the governing body by staggering councilmembers' terms, thus preventing wholesale changeovers on the council at any one election. Under staggered term procedures, the terms of approximately half of the members of the council expire at one municipal election, and the other half expire at the next election. For instance, in the case of a seven-member city council with two-year terms, the terms of three members might expire during each odd-numbered year, while the other four terms would expire during each even-numbered year. Some home rule charters limit the number of terms a councilmember may serve.

Method of Electing the Council

Council members in cities with two-year terms may be elected by winning a plurality of votes cast; however, Article XI, Section 11 of the Texas Constitution stipulates that in cities with terms longer than two years, members of the governing body must be elected by a majority

vote. This requirement can occasionally lead to the need for runoff elections to ensure a majority vote is achieved. There are four basic methods of electing home rule city councils in Texas. The first is the pure at-large system, under which candidates are elected citywide without regard to where they live.

The second is the at-large place system of electing the council, under which candidates run citywide, but each must file for a designated seat or "place" on the council.

Under an at-large/from-districts system, candidates are elected citywide, but councilmembers must reside in designated geographical areas of the city.

Under a single-member district electoral system, all candidates for the council (not including the mayor) must live in designated districts of the city and are voted upon only by the voters residing in those districts.

Additionally, a number of cities use hybrid electoral systems that combine various features of the plans described above. Mixed systems include those in which some members of the council are elected at-large and the remaining councilmembers are elected from single-member districts, or where some members of the council are elected at-large and the balance are elected from districts at-large.

Qualifications

Every candidate for the office of mayor or councilmember must meet the qualifications prescribed by the Texas Election Code, which requires that a candidate:

1. Be a United States citizen;
2. Be 18 years of age or older upon the commencement of the term to be filled at the election;
3. Has been a resident of Texas for at least 12 months as of the deadline for filing for the office;
4. Has resided in the city for at least 6 months as of the deadline for filing for the office;
5. Has not been convicted of a felony for which he or she has not been pardoned or otherwise released from the resulting disabilities;
6. Has not been found mentally incompetent by a final judgment of a court; and
7. Be a registered voter in the city.

(Election Code Section 141.001).

The Election Code authorizes home rule cities to establish two exceptions to these six criteria. First, the charter can require council candidates to be up to 21 years old, rather than 18, upon the commencement of the term to be filled at the election. Second, the charter can require candidates to be residents of the city for 12 months, rather than 6 months, as of the deadline for filing for office (Election Code Section 141.003).

Vacancies

Vacancies on the council can result from a failure to qualify for office, resignation, death, disability, recall, or failure of a member of council to meet the requirements of the charter. In some instances, a vacancy can occur if a member of the council announces for another elective office. For example, under Article XI, Section 11, of the Texas Constitution, in cities where the term of office

for councilmembers is three or four years, any councilmember who announces for another elective office automatically resigns from the council if more than one year and 30 days remains in his or her term at the time of such announcement.

Also, some city charters provide that any councilmember who runs for another office automatically vacates his or her seat on the council. For example, a city charter may provide that:

If any officer of the city shall file as a candidate for nomination or election to any public office, except to some office under this charter, they shall immediately forfeit their office.

Procedures for filling vacancies vary from charter to charter. In some instances, charters require that vacancies on the governing body be filled by appointment of the council in every case, regardless of whether a regular city election is imminent. The charters of others require the council to fill a single vacancy by appointment, but if two or more vacancies exist, they must be filled at a special election. Under Article XI, Section 11, of the Texas Constitution, cities with three- or four-year terms must fill all vacancies by election unless: (a) there is 12 months or less left in the member's term; and (b) the charter provides for appointment. Finally, some charters require that all council vacancies be filled by special election. Among these cities, the common practice is not to require special elections in cases where a regular city election is imminent (for example, within sixty to ninety days of the time the vacancy occurred).

Compensation

State law generally provides that the city council in a home rule city may set the amount of compensation for each officer of the city. The council and mayor's compensation can be governed by the charter or set by local policy if the charter is silent.

Salaries

In most of the cities operating under the mayor-council form of government, the mayor may receive a substantial salary for his or her full-time administrative services. In council-manager cities, the charter generally treats councilmembers as part-time legislators, providing them with minimum compensation.

Most charters fix the dollar amount of the salary or fees to be paid to members of the governing body. A few permit the council to set its own compensation.

Expense Reimbursement

It is commonplace for cities to reimburse members of council for travel, lodging, and other expenses incurred on official city business trips to meetings of the Texas Municipal League, National League of Cities, and similar organizations. Only a small number of charters make any mention whatsoever of members' expense reimbursement. Most travel policies are established by ordinance or resolution.

Other Benefits

A final category of benefits for councilmembers includes staff and office facilities. Again, there is no consistency among cities: benefits range from providing part-time clerical help to full-time secretaries and administrative assistants.

As with so many other issues, the question of what—if any—staff and facilities should be provided to councilmembers must be decided locally.

Chapter Four:
Powers and Duties of Cities

Both home rule and general law cities have the authority to deal with many issues. General law cities must look to state law for the authority to act, while home rule cities may have more latitude in certain areas although the state legislature has seen fit to limit home rule authority in many ways (See Chapter One for a discussion on H.B. 2127). Below is a discussion of some of the basic powers given to cities.

Administrative Oversight in General Law Cities

The Mayor as Chief Executive Officer

In a general law city, a mayor's duties and authority come first from the Local Government Code and other state law and then may be expanded by the city council. See Local Government Code Sections 22.037, 22.042, and 23.027.

Through an express delegation of authority, the city council in some cities may delegate to the mayor the authority to supervise the city's employees, procure supplies, ensure that the streets are cleaned and repaired, or oversee the multitude of other items that need attention each day. The council may delegate the authority for department heads to report directly to the mayor, who then meets with them from time to time to check on their problems. Most of the mayors who assume these extensive responsibilities usually do so in addition to their regular jobs.

The degree of flexibility the council permits the mayor to exercise in administrative matters varies from one city to another. In some cities, the council expects the mayor to make routine decisions only as specifically authorized by ordinances enacted by the governing body. In others, the mayor is given free rein over the city's administration. It is important to note that while the city council can delegate these authorities, they also retain the power to rescind or modify such delegations as circumstances or preferences change.

Placing the lead responsibility for administration in the hands of the mayor enables citizens and the city council to go to one central point for solutions to particular problems. Also, this arrangement can help focus accountability and keep the city's business moving ahead smoothly and efficiently. At the same time, this system can easily go awry if the mayor does not get along with the council, encounters political difficulty, or when council meetings deteriorate into haggling sessions over whether the mayor has the legal authority to do something.

The City Council as Administrative Board

In addition to their legislative duties, some city councils supervise local operations on a continuing basis. Under this approach, the full council approves all purchases and other administrative details, and department heads report directly to the council at every regular meeting.

This arrangement provides the council with maximum control over the city's operations and does not put power in a single individual. If a department is not functioning properly, the

council can go directly to the source of the problem and take corrective action.

The downside is that because councils meet just once or twice a month, they may not be able to deal in a timely manner with problems as they arise. Delays can occur if a department is unable to proceed with a project because of snags that only the council can overcome, or if critical items are left off council meeting agendas. This arrangement tends to be inefficient unless some method is established for coordinating the operations of various departments on a regular basis between council meetings, without violating open meetings laws.

City Manager or Administrator

Many city councils have found it advantageous to delegate administrative powers and responsibilities to a single appointive officer or employee. Often this official has the title "city manager" or "city administrator," who is the chief administrative officer of the city. In other cases, the lead administrative role is assumed by the city clerk or secretary, the utility manager, or another department head who serves as "first among equals." Whatever the title, the official the city has delegated administrative functions to, by ordinance or city policy, is responsible for overseeing all the city's operations on a continuing basis and for reporting to the council on behalf of the various departments. All administrative actions by the council are taken through the official, and any questions the council may have concerning the enforcement of ordinances or performance of city programs are directed to that individual.

Centralizing authority and accountability in one appointed officer or employee can simplify the council's job. The council will be relieved of attending to minor details and will have more time for the important task of setting policy. With proper guidance from the council, a skillful administrator can create an efficient management team capable of running itself.

Conversely, concentrating too much authority in the hands of an appointed officer or employee may put a barrier between citizens and their elected representatives. Also, allowing a single person to control information concerning the city's internal administrative operations can lead to a situation in which councilmembers are isolated from the real-world problems the community is experiencing with the city government.

The residents in general law cities have an additional option for choosing their city's form of administrative oversight through an election. Chapter 25 of the Local Government Code allows for the creation of the city manager position pursuant to an election, with the duties established by state law. This form of government is rare and has different characteristics from other forms where a manager or administrator position is created solely by ordinance at the city council's discretion.

Council Committees

Most smaller cities are faced with the problem of limited resources, and there simply are not enough staff members to handle the many demands imposed on the city organization. One method of dealing with this problem is to subdivide the council into administrative committees, each responsible for a different area of the city government.

Council committees usually are organized by service or function: police, fire, health, budget,

and so on. "Standing committees" are permanent panels that meet regularly and have assigned areas in which there is always work to be done. On the other hand, "ad hoc" or "special" committees serve on a temporary basis and deal with short-term items that cannot be handled by a standing committee. At the option of the city council, either the full council can designate the councilmembers who chair or serve as members of the various committees or the council can delegate this authority to the mayor.

Commonly, council committees serve as the liaison between the governing body and individual city departments. They communicate with department heads, ensure that the full council is kept apprised of departmental problems, and, as necessary, conduct departmental evaluations and report their findings to the council.

The most common temptation for members of council committees is to overstep the bounds of their authority. Although they can be vested with substantial authority—such as the authority to conduct investigations or take employment action—council committees do not possess legislative powers and should never attempt to act as if they are the city council.

One cautionary note: care should be taken to avoid violations of the Texas Open Meeting Act, which requires that notices of meetings of all governmental bodies be posted in advance and meetings be open to the public, unless an exception applies. If there is some question about whether meetings of a council committee are subject to the Open Meetings Act, the best practice usually is to assume that they are (see Texas attorney general opinions numbers H-3, and JM-1072; and JC-60) and consult with the city attorney for guidance.

Administrative Oversight in Home Rule Cities

While the same general policy-making functions are shared by city councils everywhere, administrative responsibilities differ according to the particular city government organization. For example, if the city operates under a city manager or city administrator plan, or if the mayor serves as an administrative head of the city, the council exercises control in a more indirect way by setting broad policies that are left to the mayor, manager, or administrator for execution.

Regardless of the administrative structure used, every city council should operate based on written policies that set out the specific powers and duties of all the city's departments and officials. And some method should be established for ensuring that those policies are carried out. Policy decisions are not implemented automatically, and no matter how much careful thought may go into their preparation, there is always a management job to be done. Someone must assume the responsibility for organizing and controlling the city's administrative machinery.

The city's charter, along with local ordinances and policies, outline the administrative procedures in a home rule city.

The Police Power

Cities have the power to regulate a wide range of activities in order to promote the general welfare of the city's residents. This is known as the city's "police power," and it encompasses

all governmental powers exercised for the public good.

More particularly, the police power is defined as the city's authority to preserve and promote the health, safety, morals, and welfare of local residents. It is based on the supremacy of the rights of the general public over individual rights. Some of the more common methods by which city police powers are exercised are described below.

To preserve the peace, the city council has the power to create a police department to maintain order, enact ordinances controlling noise and other disturbances, and require animals to be leashed. The council also can declare certain activities to be public nuisances and penalize persons who create them.

With regard to public health and safety, the council has the power to take all actions and make all regulations that may be necessary or expedient for the promotion of health or the suppression of disease. A city's authority to protect the health of the public is generally broader than other city police powers.

The regulation of dogs and other animals, the regulation of unwholesome business practices, and the regulation of slaughterhouses are just a few of the powers the city council may exercise to protect the health of its citizens. The council also has the power to enact quarantine regulations, regulate cemeteries, and regulate weeds and stagnant water. The authority for these regulations can be found in the Local Government Code, the Government Code, the Health and Safety Code, and other statutes.

Additionally, a city can enact a zoning ordinance to regulate land, improvements on the land, and the uses of the land. Zoning regulations can include the height and size of buildings, the size of lots and density of population, and the location and use of buildings (Local Government Code Chapter 211). The city council also has the authority to prescribe some standards for the construction of buildings within the city, regulate the condition of buildings, and condemn unsafe buildings.

Planning, Subdivision Controls, and Annexation

The city council has the power to spend city funds to compile statistics, conduct studies, and make plans for the orderly growth of the city and the welfare of its residents. The council can create a planning commission to develop and maintain a city plan, and can establish a planning department to implement the plan.

The council can establish rules and regulations governing the subdivision and development of land within the city. The city also can extend its subdivision controls to land located within the city's area of extraterritorial jurisdiction in order to ensure the orderly development of outlying areas (Local Government Code Chapters 212 and 213).

As annexation authority stands today, except in certain specific circumstances, both home-rule and general law cities may annex property only on request of the landowners, or by following the procedures below:

1. A city may annex an area with a population of less than 200 only if the following conditions are met, as applicable: (1) the city obtains consent to annex the area through a petition

signed by more than 50 percent of the registered voters of the area; and (2) if the registered voters of the area do not own more than 50 percent of the land in the area, the petition described by (1) is signed by more than 50 percent of the owners of land in the area.

2. A city may annex an area with a population of 200 or more only if the following conditions are met, as applicable: (1) the city holds an election in the area proposed to be annexed at which the qualified voters of the area may vote on the question of the annexation and a majority of the votes received at the election approve the annexation; and (2) if the registered voters of the area do not own more than 50 percent of the land in the area, the city obtains consent to annex the area through a petition signed by more than 50 percent of the owners of land in the area.

Cities also may annex a very limited subset of properties without owner consent, including certain city-owned property and certain roads and rights-of-way.

Regulation of Streets and Other Public Places

The city council has supervisory powers over all streets, alleys, sidewalks, bridges, parks, and other public ways and places within the city. The council has the power to: (1) regulate the use of streets and other public ways, provide for cleaning and lighting, prevent and remove encroachments, and direct and regulate the planting of trees; (2) regulate openings for laying out gas, water, and other mains and pipes; (3) regulate the use of sidewalks and require the owners or occupants of abutting premises to keep their sidewalks free from obstructions; (4) prevent activities that would result in damage to streets, alleys, or other public grounds; (5) regulate crosswalks, curbs, and gutters; (6) regulate and prevent the posting of signposts, handbills, and similar items on streets or sidewalks; (7) regulate traffic and sales on streets, sidewalks, and other public spaces; (8) control weedy lots and junked vehicles; (9) regulate the location of manufactured housing; and (10) regulate the location of sexually oriented businesses and establishments that sell alcoholic beverages.

Construction of Public Facilities

In addition to its regulatory powers, the council has the authority to erect, construct, and maintain a wide variety of facilities for public use, including water and sewage systems, airports, hospitals, parks, libraries, transit systems, electric and gas systems, streets, bridges, culverts, sidewalks, street lights, and many other kinds of facilities.

A city may construct or maintain certain public facilities using either traditional competitive bidding or an alternative procurement and delivery method (such as design-build, construction management, a job order contract, or competitive sealed proposals) that provides the "best value" to the city (Local Government Code Chapter 252 and Government Code Chapter 2267).

Donations of City Funds

The Texas Constitution prohibits the donation of city funds to private individuals, corporations, or associations (such

as garden clubs or The Scouts), no matter how worthy the cause. The purpose of this prohibition is to prevent a city council from appropriating public money for private purposes (Texas Constitution, art. III, §52, and art. XI, §3).

Expenditures that serve a "public purpose" (for example, contributions to a local volunteer fire department) may fall outside of the constitutional prohibition against donations.

If the city council wishes to make these expenditures, it must determine whether the expenditure accomplishes a public purpose, among other things. The determination is subject to review by the courts. Written contracts with formal control over use of a city expenditure or payment are usually necessary for the council to ensure that the city receives some sort of payment or value for its expenditure—the accomplishment of the public purpose.

The constitutional prohibition does not apply to expenditures made in connection with contracts for services provided by engineers, architects, and other professionals, nor to the payment of dues to the Texas Municipal League, councils of governments, or similar organizations.

A city may establish and implement programs to promote state or local economic development and to stimulate business and commercial activity within the city. These programs may include provisions for making loans and grants of public money and for utilizing the city's personnel and services for the purpose of economic development (Local Government Code Chapter 380).

Payment of Bonuses to City Employees

The Texas Constitution (Article III, Sections 52 and 53) prohibits the payment of bonuses to city employees. If, for example, when December arrives, it is found that the city has some extra funds and it is decided that it would be nice to reward the city's employees with a Christmas bonus, that distribution of public funds would be illegal. However, if the payment is part of the employee's overall compensation, and is included in the budget, it can be a legitimate expenditure.

Public Purchasing

Chapter 252 of the Local Government Code requires that any city purchase requiring the payment of more than $100,000 be awarded pursuant to certain competitive bidding or sealed proposal procedures. The statute mandates that the city either accept the lowest responsible bid under the traditional competitive bidding process, accept the bid or proposal that provides goods or services at the best value for the city, use an Internet-based reverse auction procedure, or participate in a cooperative purchasing program.

Certain cities that choose to use traditional competitive bidding when purchasing real or personal property may give preference to a local bidder if certain procedures are followed and the local bid is within a certain percentage of the lowest bid from a non-local bidder. In some cases, local preference is allowed only if the purchase is for less than $100,000.

Cities making an expenditure of more than $3,000 but less than $100,000 must contact at least two historically underutilized businesses

(HUBs) from a list provided by the Texas Facilities Commission through the state comptroller's office. If the list does not identify a HUB in the county in which the city is situated, the city is exempt from this requirement.

The above procedures do not apply to some purchases, including: (1) the purchase of land or rights-of-way; (2) personal or professional services, such as engineering, architectural, or planning services; (3) property bought at an auction; (4) property bought at a going-out-of-business sale; (5) property bought from another political subdivision or the state or federal government; and (6) advertising, other than legal notices.

And the city can waive the requirement for bids in—for example—the following instances: (1) in the case of public calamity, where it becomes necessary to act at once to provide relief for local citizens or to preserve or protect the public health; or (2) in the case of unforeseen damage to public property, machinery, or equipment, where immediate repair is necessary.

A city may use a competitive sealed proposal procedure for the purchase of goods, services, and high technology items. If a city makes a contract without compliance with competitive procurement laws, it is void, and the performance of the contract, including the payment of any money under the contract, may be enjoined by: (1) any property tax-paying resident of the city; or (2) a person who submitted a bid for a contract to which the competitive sealed bidding requirement applies, regardless of residency, if the contract is for the construction of public works.

City Depository

Under chapter 105 of the Local Government Code, the city council is authorized to designate a bank as the official depository of the city's funds. The city attorney should be consulted as to the manner of designating the depository, as well as procedures the city must follow after designation has been made.

Uniform Election Dates

The Texas Election Code prescribes certain days for holding municipal elections for officers. Any municipal election for officers held on a day other than one of those prescribed is void, with a few exceptions. Currently, the uniform election dates for city elections are the first Saturday in May and the first Tuesday after the first Monday in November.

Official Newspaper

At the beginning of each fiscal year, the council is required to designate the official newspaper of the city by ordinance or resolution. In the official newspaper, the city must publish the captions of penal ordinances, notifications of public hearings, and other required public notices (Local Government Code Sections 52.004 and 52.011). Type B general law cities must, before enforcing an ordinance, publish the ordinance (or simply the caption and penalty for violations of the ordinance) enacted by the governing body by either posting it in three public places or by publication in the newspaper (Local Government Code chapter 52). Many home rule charters have similar provisions.

Federal Voting Rights Act

On June 25, 2013, the United States Supreme Court issued its opinion in *Shelby County v. Holder*. In the case, Shelby County, Alabama, alleged that the basis for applying the federal Voting Rights Act to certain states is unconstitutional. The Court agreed. It concluded that Section 4 of the Act is unconstitutional, but the holding also affects other portions of the law, including the requirement that any voting change made by a city be "precleared" by submitting it to the United States Department of Justice or a federal court for a determination that it is not discriminatory.

In response to the opinion, the United States Department of Justice is providing a written response to jurisdictions that submit proposed changes to the Attorney General that advises that no determination will be made under Section 5 of the Voting Rights Act on the specified change.

Based on the United States Department of Justice's response, the Texas Municipal League advises that Section 5 preclearance submissions to the Department of Justice are no longer required. However, each city should heed the advice of its attorney to make the determination on whether or not preclearance is required, as pending litigation may impact other sections of the Voting Rights Act.

Delegation of Legislative Powers

The city council is prohibited from delegating its legislative powers. As a practical matter, this means that the council may not authorize any person, committee, board, or commission to make policy decisions on its behalf. City council can assign the job of ensuring that the council's policies are carried out to the mayor, city manager, or some other city official. But the ultimate responsibility for establishing policy rests with the council.

Chapter Five:
The City Council at Work: Open Government

It is imperative that every meeting of the city council be conducted in an orderly and legal manner. If the council's conduct is improper, the legality of its actions may be successfully challenged in court. If its meetings are slovenly and disorganized, the council cannot expect to command public respect.

Legal Requirements

State law prescribes several specific requirements for council meetings, including: (1) that meetings be scheduled at a fixed time and place; (2) that notice of a meetings be posted within a specific time frame; (3) that a quorum of the council be present (either in person or, in certain cases, by video conference) for the transaction of business; and (4) that any question before the council be decided by majority vote of the members present and voting, except where the law requires otherwise.

Texas Open Meetings Act

Every meeting of the city council must be conducted in accordance with Chapter 551 of the Government Code, the Texas Open Meetings Act. Among all the state laws affecting city officials, this is the one most likely to be unintentionally violated because of lack of knowledge.

To help educate government officials on the Act's requirements, each elected or appointed member of a governmental body must take at least one hour of training in the Open Meetings Act. The training must be completed not later than 90 days after the member takes the oath of office or assumes the responsibilities of the office.

The attorney general's office allows the training requirement to be met in at least two ways: (1) viewing a video that is available to borrow or online; and (2) receiving training from certified entities, such as TML. Please visit the attorney general's website or call TML for more information on the training.

The Open Meetings Act requires that written notice of the date, hour, location, and subject of every council meeting be posted at least three business days in advance of such meeting on a bulletin board in city hall accessible to the public day and night. Cities that maintain a website must also concurrently post the notice of the city council meeting and the meeting agenda on the city's website. Also, the minutes of the city council's meetings must be posted on the city's website when approved. The validity of an Internet posting of the notice and agenda by a city that is made in good faith to comply with the requirements of the law is not affected by the failure to comply due to technical problems beyond the control of the city. Additionally, if the city makes a good-faith attempt to continuously post the notice of the meeting on the Internet during the prescribed period, the notice physically posted at city hall must be readily accessible to the general public only during normal business

hours. There are some special requirements, including additional notice requirements, if a meeting is to be held by videoconference call. And when a city holds a meeting to discuss the city's budget, the notice must also include the proposed budget and a taxpayer impact statement.

There are three exceptions to the three-business-day posting requirement:

1) At least one hour advance notice is required for a special meeting called in the case of "emergency or urgent public necessity," the nature of which must be stated in the notice.
2) Emergency or urgent public necessity items may be added to an agenda of a meeting for which three business days' notice has already been posted if a supplemental notice listing such items is posted at least one hour prior to the meeting stating the emergency that requires action on the additional items.
3) Pursuant to a general posting of items of "community interest," the following need not specifically appear on the posted notice: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; honorary recognitions of city officials, employees, or other citizens; reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or employee; and announcements involving imminent threats to the public health and safety of the city.

The Act also requires that all council meetings, with narrow exceptions, be open to the public. Closed meetings (also referred to as "executive sessions") are permitted for the discussion of items that legitimately fall within the exceptions stated in the law. Exceptions from the open meeting requirement are provided for the following:

1) Private consultations between the city council and its lawyers to discuss pending or contemplated litigation, settlement offers, and other legal matters that implicate the attorney-client privilege. The city's attorney must be present (either in person if the attorney is a city employee, or in person or by telephone, video conference call, or Internet communications if the attorney is an independent contractor) at any closed meeting held under this exception.
2) Discussions regarding the purchase, exchange, lease, or value of real property, or negotiated contracts for prospective gifts or donations to the city, when a discussion of these items in public would have a detrimental effect on the city's negotiating position.
3) Deliberations involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a city officer or employee, or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public hearing.
4) Discussions regarding the deployment or implementation of security personnel or devices, or a security audit. Also, security assessments or deployment relating to information research technology.
5) Discussions regarding commercial information received from a business prospect and/or the nature of any

incentives being considered by the city for economic development purposes.

6) Deliberations regarding a test item or information relating to a test that the city administers to individuals who seek to obtain or renew a license or certificate necessary to engage in an activity.
7) Electric or gas service discussions in very limited circumstances.
8) Discussions regarding various critical infrastructure and homeland security information, including: (a) staffing requirements of an emergency response provider; (b) tactical plans; (c) infrastructure vulnerability assessments and other reports prepared for the federal government; (d) the location of dangerous materials that may be used for weapons; (e) computer passwords; and (f) information regarding security systems that protect property from terrorism or related criminal activity.

Before an executive session can take place, the council must first convene in open session, the presiding officer must announce that a closed meeting will take place, and he or she then must identify the section of the Open Meetings Act that authorizes the closed session.

The law requires that a certified agenda or a recording must be made of all meetings that are closed to the public, except executive sessions held for the purpose of consulting with an attorney under the provisions of the law. For an executive session to discuss critical infrastructure or homeland security matters, a recording is mandatory. The law does not define the term "certified agenda," but it does provide that the certified agenda shall state the subject matter of each deliberation and include a record of any further action taken. It also must include a record of the date and time of the beginning and end of the meeting. The presiding officer must certify that the agenda is a true and correct record of the proceedings. In lieu of the certified agenda, the city may make a recording of the closed meeting, including an announcement made by the presiding officer at the beginning and end of the meeting indicating the date and start and end times.

The certified agenda or the recording must be maintained for a period of two years after the date of the meeting. However, if a lawsuit is filed during this two-year period, the certified agenda or recording must be preserved pending the outcome of the action. The certified agenda or recording is not a public record, and it is a criminal offense to make either available to the public without lawful authority, but either may be reviewed by a current member of the city council. It is advisable that the certified agenda or the recording be placed in a sealed envelope identifying the contents and then placed in secured storage. The certified agenda and tape recording are available for inspection by a judge if litigation has been initiated involving an alleged violation of the open meetings law. The judge may order that the recording or certified agenda be made available to the public if the closed meeting was not authorized.

Although a certification of the posted notice may have been the intent of the legislature, the fact that a certified agenda or recording is to be made available to members of the public only upon court order may indicate that the contents of the certified agenda consist of a more descriptive agenda item than might be placed on the posted notice. For example, while the posted notice may state that an

executive session is being held for the purpose of discussing "Land Acquisition for an Electric Substation," the certified agenda may read "Land Acquisition—Discuss acquisition of land for a new electric substation to serve The Oaks subdivision." Although the statute requires the certified agenda to include a record of any further action taken, the open meetings law expressly provides that no final action, decision, or vote can be made except in a meeting that is open to the public. The "further action" which must be noted on the certified agenda may be, for instance, no action, a directive to place the item on an open meeting agenda for final action, or a request that additional information be gathered for discussion on another date.

One of the most difficult aspects of the Open Meetings Act results from the fact that communications between a quorum of a city council about public business, no matter the forum or the time, constitute a "meeting" to which the Open Meetings Act applies. As a result, members of council have generally been advised to avoid commenting, for instance, on social media sites related to city business if the discussion will ultimately involve a quorum.

However, a written communication between members of council about public business or public policy over which the council has supervision or control does not constitute a meeting if the following conditions are met: (1) the communication is posted to a city-owned or controlled online message board that is viewable and searchable by the public, (2) the communication is displayed in real time and displayed on the message board for no less than 30 days after the communication is first posted, and (3) the message board is prominently displayed on the city's primary internet webpage and not more than one click away from the city's primary internet webpage. A city may not have more than one online message board used for these purposes.

Additionally, the online message board may only be used by members of council or city employees who have received authorization from the council. If a city employee posts on the message board, the employee must include his or her name and title with the communication. Moreover, the council may not vote or take action by posting on the city's online message board, and if the city removes a posted message, the city must retain the posting for six years as it is considered public information.

Stiff penalties are provided for violations of the Open Meetings Act. A member of council who participates in an illegal closed meeting can be punished by a fine of $100 to $500, confinement in the county jail for one to six months, or both. The same penalty applies to a member of council who engages in a prohibited series of communications. For instance, using the telephone or email to poll other members of council or meeting with them individually to deliberate over some matter of city business that will be deliberated among a quorum of members could violate the Act.

The actions taken by a city council in an illegal meeting are voidable, and a court may assess costs of litigation and reasonable attorney's fees incurred by a party who substantially prevails in an action brought under the open meetings law.

Public Information Act

Chapter 552 of the Government Code requires that most city records, including those in the possession of members of council, be open to public inspection.

As with the Open Meetings Act, each elected or appointed member of the city council must take at least one hour of training in the Public Information Act or designate a public information coordinator to take the training on his or her behalf.

The training or designation must be completed not later than 90 days after the member takes the oath of office or assumes the responsibilities of the office. Again, note that a public official (for example, a member of a city council) may designate a public information coordinator to satisfy the open records training requirement.

"Public information" is defined as information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business: (1) by a governmental body; (2) for a governmental body and the governmental body: (a) owns the information; (c) has a right of access to the information; or (d) spends or contributes public money for the purpose of writing, producing, collecting, assembling, or maintaining the information; or (3) by an individual officer or employee of a governmental body in the officer's or employee's official capacity and the information pertains to official business of the governmental body. Information is in connection with the transaction of official business if the information is created by, transmitted to, received by, or maintained by an officer or employee of the governmental body in the officer's or employee's official capacity, or a person or entity performing official business or a governmental function on behalf of a governmental body, and pertains to official business of the governmental body.

"Public information" includes any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business. "Official business" is defined as any matter over which a governmental body has any authority, administrative duties, or advisory duties. This means, for instance, that the Public Information Act now expressly provides that communications on the privately-owned computer or cell phone of a member of council, if made in connection with the transaction of official business, are public information.

Members of council are considered "temporary custodians" of the public information on their privately-owned devices. A "temporary custodian" is an officer or employee of a city, including a former officer or employee, who, in transaction of official business, creates or receives public information that the officer or employee has not provided to the city's officer for public information or the officer's agent. As a temporary custodian, the member of council must either preserve the public information in its original form in a backup or archive and on the privately-owned device for the required record retention period, or transfer the public information to the city or the city server. Also, as a temporary custodian, a member of council is required to surrender public information in a privately-owned device and that is the subject of public information request to the public information coordinator not later than the tenth day after receiving a request from the public information coordinator. Failure to surrender the information could be grounds for disciplinary action by the city council, as well as,

other penalties being brought against the temporary custodian.

The media on which public information is recorded may include paper; film; a magnetic, optical, or solid state or other device that can store an electronic signal; tape; mylar; and any physical material on which information may be recorded, including linen, silk, and vellum. The general forms in which the media containing public information exist may include a book, paper, letter, document, email, Internet posting, text message, instant message, other electronic communication, printout, photograph, film, tape, microfiche, microfilm, photostat, sound recording, map, and drawing and a voice, data, or video representation held in computer memory.

Certain information is specifically excluded from the requirements of the law. While the list of exempt materials is too long to recite here, it includes such information as working papers being used to draft ordinances or resolutions; certain personnel records; certain law enforcement records; information that would, if released, give an advantage to bidders; documents protected because of attorney-client relationships; documents relating to pending litigation; and various types of critical infrastructure and homeland security information, including information that relates to: (1) staffing requirements of an emergency response provider; (2) tactical plans; (3) infrastructure vulnerability assessments and other reports prepared for the federal government; (4) the location of dangerous materials that may be used for weapons; (5) computer passwords; and (6) information regarding security systems that protect property from terrorism or related criminal activity.

Despite the narrow exemptions established in the law, its net effect is to require that most public information, upon request, must be made promptly available, to members of the public. A city that receives a written request for information that it wishes to withhold from public disclosure and that it considers to be within one of the exceptions to disclosure under the Public Information Act, must, with some exceptions, ask for a decision from the Texas attorney general. If an attorney general decision is required, the city must request the decision and state the exceptions that apply not later than the 10th business day after receiving the written request. Not later than the 15th business day after receiving the request, the city must submit to the attorney general the reasons that the exceptions apply, a copy of the request for information, and a copy of the information requested or representative samples labeled to indicate which exceptions apply to which parts of the information. Cities, other than those with fewer than 16 full-time employees or that are located in a county with a population of less than 150,000, are required to submit all requests for an attorney general ruling and certain related documents through the attorney general's electronic filing system.

Formal Meetings of the Council/ The Agenda

A well-organized agenda is an indispensable part of every orderly council meeting. The agenda establishes a calendar of activities for the council to follow in the course of its meeting. It lists all the items of business that will be considered. By putting members of council on notice as to what will be discussed,

each of them is enabled to arrive at the meeting prepared and ready to conduct business.

The following illustrates a typical agenda format:

1) Call to Order—The presiding officer calls the meeting to order and determines whether a quorum is present.
2) Invocation—Optional.
3) Roll Call—Although most city councils are small enough to readily determine who is present by simply looking around the council table, a formal roll call lends an air of dignity to the proceedings.
4) Approve Minutes of the Previous Meeting—Unless a majority of the council desires that the minutes of the previous council meeting be read, the minutes can be approved as submitted or corrected.
5) Consent Items—"Consent" items are noncontroversial items that can be considered and voted upon as a block.
6) Public Comment Session—Scheduling this agenda item early in the meeting permits members of the public to complete their business with the council in a timely manner and then leave if they wish.
7) Public Hearings.
8) Old Business—Final passage of ordinances, and other business pending from previous council meetings.
9) New Business—New ordinances or resolutions (or amendments to existing ones) or policies that councilmembers or city staff wish to have the council consider. Under the Open Meetings Act, each item to be considered must be specifically described in the agenda. It is not sufficient just to put the words "New Business" or "Old Business" on the agenda, and then allow the consideration at the council meeting of any or all items that might be brought up.
10) Reports of Advisory Boards and Commissions—Each board or commission must be listed, together with a description of each report that will be presented at the council meeting.
11) Items from Council—This part of the agenda is provided for members of council to present matters other than ordinances, resolutions, and other matters requiring formal action. The attorney general has opined that matters raised by members of council or city staff must be specifically described on the agenda (other than items of "community interest," as previously explained in this chapter). Examples would include a councilmember's request that the staff take action on a particular problem, as described in the agenda.
12) Staff Reports—This agenda item includes reports from the mayor and/or city administrator on the status of various projects, problems that are developing in particular neighborhoods, and so on. Under the open meetings law, each of these reports must be listed and specifically described in the agenda.
13) Announcements.
14) Adjournment—If there is no further business, the mayor can adjourn the meeting. If all of the items listed in the agenda have not been considered and disposed of, a majority vote usually is required to adjourn.

The amount of detail included in the agenda is a matter for the council to decide. Oftentimes, the agenda is used as the notice of the meeting. In that case, the legal rule applicable to the format of an agenda is found in the open meetings law, which requires that every agenda item be specifically described in the meeting notice. In practice, this means that broad categories, such as "Old Business" or "New Business," cannot be included in the agenda without listing each of the specific items that will be discussed. The Open Meetings Act requires that each subject in a meeting be fully disclosed in the notice.

The city council is specifically required to keep minutes or a recording of each of its open meetings. The minutes must state the subject matter of each deliberation and must indicate each vote, other decision, or other action taken by the council. The minutes or recording are public records and may be examined or copied by members of the public. This requirement must be met for all open meetings of the council, including meetings where formal actions or votes do not occur. For example, a city council or board that meets to discuss formulation or development of a policy or ordinance that will be voted on at a later date must keep a formal record of the proceedings, even though no final vote or action is taken. As mentioned above, a closed meeting requires either a certified agenda or an audio recording.

Rules of Order and Procedure

Recognizing that every legislative body needs a systematic way of conducting its business, many city councils operate according to formal rules of order and procedure. Rules of order and procedure prevent confusion by establishing an organized process for conducting council meetings. Properly followed, they save time for all participants, while protecting the individual member's right to participate fully.

The following provisions usually are included in rules of order and procedure:

- Designation of the time and location of regular meetings of the council, together with a description of procedures for calling special meetings;
- Procedures for placing items on a meeting agenda;
- Methods for compelling members of council to attend meetings;
- A description of the duties of the presiding officer at council meetings;
- A description of the parliamentary rules under which the council will operate;
- Procedures for introducing and voting on ordinances, resolutions, and other items;
- The order of business the council will follow at each meeting; and
- A ranking of motions by order or precedence, which motions may or may not be debated, and so on.

Although most city councils use *Robert's Rules of Order* to conduct their meetings, some have adopted their own local rules. *Robert's Rules of Order* may be appropriate for some cities, but is often too cumbersome for others. State law is silent with regard to what procedural rules apply; so, unless your city charter provides otherwise, any standard rules that are reasonable and consistently followed are acceptable.

The following two sections briefly describe motions and debate rules that are fairly common.

Motions

A motion is simply a vehicle for initiating action on a proposal. Some types of motions can be brought up and voted on at any time, while others are out of order at certain times. Certain motions outrank others. Some motions require a second; others do not. Knowing the difference between the various types of motions and when to use them is a first step in taking an active part in passing or defeating measures before the council.
A main motion is used to initiate the consideration of a new item of business. After being seconded, a main motion is subject to being debated, amended, tabled, or withdrawn before a final vote is taken.

Any councilmember making a main motion may, prior to receiving a second, withdraw or change it. If the motion has been seconded, approval of the person who seconded it is required in order for the maker of the motion to change or withdraw it, unless another councilmember objects, in which case the change or withdrawal must be voted upon.

A new main motion cannot be brought up for consideration while another main motion is being debated. Each main motion must be disposed of before another is made.
A secondary motion is used to propose an action on a main motion being debated by the council. Examples of secondary motions include the following:

1) Motion to table the main motion; that is, lay it aside and go on to the next item on the agenda.
2) Motion to request that discussion cease and that the main motion be voted upon; that is, moving the previous question.
3) Motion to limit discussion to a fixed amount of time.
4) Motion to postpone action on the proposal until some definite time in the future.
5) Motion to refer the proposal to a committee.
6) Motion to amend the main motion.
7) Motion to postpone action on the proposal to an indefinite future time.

These examples of secondary motions are listed in the order of their rank. Therefore, if the council is debating Councilmember X's motion that the item under consideration be referred to a committee, and Councilmember Y moves to table the main motion, debate would cease until Councilmember Y's higher-ranking motion is voted upon.

A privileged motion is used to bring procedural questions before the council, such as whether the council should recess or adjourn. Unlike other motions, privileged motions do not require a second in order to be considered.

A privileged motion can be offered at any time, without regard to any other motion pending before the council and must be decided before the council returns to the other business under discussion. Therefore, a motion to adjourn, if made while a main motion is before the council, must be decided before the main motion is considered any further.

Some privileged motions are more privileged than others. This is the usual order of their importance:

1) Motion to set the time and place of the next meeting.
2) Motion to fix the time of adjournment.

3) Motion to adjourn.
4) Motion to recess.
5) Motions on questions of privilege.
6) Motion to keep the meeting to the agreed order of business.

Thus, during consideration of a main motion, a privileged motion might be made to adjourn. But before the question is called on the motion to adjourn, another higher-ranking privileged motion might be made to set the time and place of the next meeting.

Debate

Motions are usually classified three ways: (I) undebatable motions; (2) privileged motions upon which limited debate is permitted; and (3) fully debatable motions.

Undebatable motions involve procedural questions that can be resolved without discussion, such as tabling a main motion, moving the previous question, restricting further discussion of a main motion to a fixed number of minutes, postponing action, or referring an item under discussion to a committee. [See items (1) through (7) under "secondary motions."] After an undebatable motion is offered, the presiding officer must immediately take a vote, without discussion.

Privileged motions upon which limited debate is permitted include setting the time of the next meeting and others listed among items (1) through (6) under "privileged motions." Any discussion of a privileged motion must be addressed to the motion itself. A motion to fix the time for adjourning the council meeting, for example, might require limited debate as to the advisability of such a decision, but other points of discussion would be out of order.

Fully debatable motions are subject to unlimited discussion prior to a decision.

One of the most important principles of debate is that councilmembers' statements be directly relevant to the item under consideration. Councilmembers recognized by the mayor are given the floor only for the purpose of discussing the item then pending, and they are out of order if they depart from that item.

"Debate" can easily evolve into statements of personal philosophy. Interesting though they may seem to the speaker, such departures do not belong in a council meeting. Meandering can be controlled by limiting councilmembers to one speech per agenda item or by restricting the length of their speeches. (Robert's Rules of Order sets an arbitrary limit of 10 minutes for each such speech.) A more difficult alternative is to impose limits on the total number of minutes that will be allotted for a given agenda item.

Role of the Mayor as Presiding Officer

The mayor, as presiding officer, has the primary responsibility for ensuring that the council's rules of procedure are followed and for maintaining the dignity of council meetings. The mayor calls the meeting to order and confines the discussion to the agreed order of business. He or she recognizes councilmembers for motions and statements and allows participation from the public at appropriate times. The mayor sees to it that speakers limit their remarks to the item being considered and, as necessary, calls down people who are out of order.

Proper performance of these functions requires that the mayor know parliamentary procedure and how to apply it. The mayor

must recognize that parliamentary procedure is a tool, not a bludgeon—that is used to ensure that the will of the majority prevails while the right of the minority to be heard is protected.

In addition to fulfilling the duties of the presiding officer, the mayor should be familiar with legal requirements imposed by state law. This involves knowing which actions are required on ordinances, when extraordinary council votes are required, and when a time element—such as the deadline for giving notice of a city election—is important. The city attorney can help with these matters, but if the mayor knows the basics, time can be saved and illegal or incomplete actions prevented.

Presiding effectively at a council meeting is an art that no book can fully teach. The tactful presiding officer knows how to courteously discourage councilmembers who talk too much or too often, and how to encourage shy councilmembers who are hesitant to speak at all.

Councilmembers' remarks should always be directed to the chair. Even when responding to questions asked by another councilmember, he or she should begin by saying, "Mayor, if you will permit me. . ." and wait for recognition from the chair before proceeding. This helps avoid the spectacle of two councilmembers haggling over an issue that is of little interest to their council colleagues.

In addition to maintaining order and decorum at council meetings, the mayor must see to it that all motions are properly dealt with as they arise. The mayor must recognize the councilmember offering the motion, restate the motion, present it to the council for consideration, call for the vote, announce the vote, give the results of the effect of the vote, and then announce the next order of business.

In some cases, the mayor might refuse to allow a councilmember to offer a motion, even though it is in order, either because of unfamiliarity with parliamentary procedure or because of personal opposition to the proposed action. The mayor's refusal to allow a motion to be considered is subject to appeal, as are all of the mayor's decisions regarding procedures. A simple majority vote is all that is required to overrule the mayor's decision on procedural issues. If the decision of the chair is sustained, no further action is taken; but if the decision of the chair is overruled by the council, the council goes forward with the discussion of the motion or other matters before it.

On rare occasions, the mayor, in the heat of the moment, may rule that an appeal is out of order, or even declare the meeting adjourned. Both rulings are improper. A meeting cannot be summarily adjourned by the mayor. If an appeal from the decision of the chair is made immediately following the ruling, it is not out of order. If the mayor refuses to honor the appeal, the person making the appeal could then state the question, suggest limited debate, and then put the question to a vote.

Streamlining Council Meetings

Even the best planned council meetings can deteriorate into endurance contests. These are not necessarily the exceptional meetings, with long public hearings or battles over controversial ordinances. As often as not, these are regularly-scheduled meetings which drone on until the entire council is thoroughly exhausted.

Regulating Talk

Too much talking is the most common cause of lengthy meetings. Talking can assume a variety of forms—bickering or tiresome exchanges of personal opinions among councilmembers, endless speeches by citizens appearing before the council, or unnecessarily long and detailed reports by staff.

Nearly all these problems can be overcome by tactful action on the part of the presiding officer. If citizens addressing the council ramble on and on, the mayor may have no choice but to tell them to confine their remarks to the subject at hand and conclude as quickly as possible. If the problem is created by a talkative councilmember, a simple statement to the effect that "it's getting late and we must move along" usually will suffice, though private visits by the mayor may be needed to handle chronic talkers.

Shortening the Agenda

Having too many items on the agenda is another frequent cause of lengthy council meetings. This is not an easy problem to solve, and several evaluation sessions may be needed to correct the situation.

Perhaps the agenda is loaded down with detailed items that are included for reasons of custom, rather than necessity, and many of these could be handled by staff without council action. If too much meeting time is needed to explain the various items on the agenda, perhaps a requirement that the more complex ones be explained in writing in advance of the meeting would help.

In some cases, it may be discovered that lengthy council meetings are the result of complexities that simply cannot be overcome. In these instances, the only answer may be more frequent meetings.

Handling "Consent" Agenda Items

Agendas tend to be cluttered with uncontroversial, recurring items that are of little interest to most councilmembers but must be included because they require formal council approval. Examples include council approval of the minutes of previous meetings, routine purchases, and minor fund transfers between accounts. Most of these items generate no discussion, but each uses up time by requiring a separate motion to approve, a second, and a vote.

This problem can be overcome by establishing a "consent" agenda category that encompasses routine items that are approved by a single motion and a vote, without debate. ("Councilmember Smith moves the approval of items 3a, b, c, d, e, f, and g.")

If a councilmember objects to a consent item, it is removed from the list and added to the regular agenda at the appropriate spot. If a councilmember questions a consent item, but not so strongly as to require that it be removed from the list, his or her "no" vote or abstention can be entered in the minutes when the consent vote is taken.

The number of consent items can range from a handful to 25 or 30 or more, depending on the council's workload and preferences. Whatever the size, the consent agenda can be a real time-saver. One city reported that using a consent agenda had slashed the length of the average council meeting by 50 percent.

Administrative Improvements

Some council meetings are unnecessarily long because of deficiencies in the city's administrative procedures. For example, residents who can't get their problems solved at city hall during normal business hours are likely to show up at council meetings to demand assistance. The fact that most of these complaints should have been handled through administrative action does not relieve the council of the duty to spend time listening to them.

Councilmembers who sense that too much formal meeting time is being devoted to hearing gripes from residents about administrative inaction usually come to the conclusion that the way to get frustrated residents off the agenda and into proper channels is to establish a system for receiving and processing complaints. The system can be simple, such as assigning one or two employees to process complaints on a part-time basis, or it can be a more sophisticated office operated by a full-time staff. In any event, it is usually advisable to have at least one staff member responsible for this function attend council meetings to be available to head off complaints.

Mechanical Aids

The time needed to explain an agenda item can be reduced by using photographs, flipcharts, and other graphic arts to supplement or replace written reports. Graphics and visual presentations needn't be expensive. In most cases, using a simple map to show the location of a project, flow charts to illustrate a particular procedure or process, photographs to point out the physical characteristics of the matter being discussed, or a PowerPoint presentation can provide the extra perspective that written words or oral discussions sometimes fail to convey.

Council Work Sessions

Informal work sessions (sometimes called "workshops") of the council may be needed from time to time to study certain matters in detail. These are most often held in con-junction with budget review since regular council meetings do not provide enough time to consider the budget in detail. Work sessions are also useful when major policy questions must be decided or when a complicated ordinance, such as a building code, comes before the council.

The Texas Open Meetings Act applies to all council meetings, including workshops. The notice of a workshop meeting therefore should be posted in the same manner as a notice of regular council meeting. Also, minutes or a recording must be made of the meeting.

Public Participation

Many members of the public form their opinions of the city government on the basis of having attended just one council meeting. For some, it will be the only one they attend in their lifetime. This is the time to impress citizens favorably, and to show them that the council is capable of doing its job.

The "public participation" period, also known as "public comment" or "public session," is a time slot set aside on the agenda for the public to address the council. Members of the public are entitled to speak on an agenda item either before or during the council's consideration of the item. The council can adopt reasonable rules regarding the right of the public to address the council. This includes limiting the amount of time that the public may address

the council on a given item. If the citizen addressing the council on an item on the agenda speaks a foreign language and needs an interpreter, then the council must allow the non-English speaker at least double the time allowed for English speakers to address the council. Though members of council are expected to be polite to members of the public appearing before them, they may not prevent the public from publicly criticizing the council or its actions during the public comment period.

The presiding officer should inform members of the public of the place on the agenda at which time they will be recognized to speak. And if an exceptionally controversial item has drawn a large crowd, it is generally wise to state the approximate time the item is likely to come up for discussion.

To guard against filibusters by members of the public, some councils limit the length of time any one member may speak to three or four minutes, and permit this to be extended only by a two-thirds vote of the council. This kind of limitation is often necessary to keep talkative speakers from infringing on the rights of others who may wish to speak.

A city council may also allow the public to speak on items that are not listed on the agenda during a public comment session. If the city council allows the public to do so, it may apply reasonable rules regarding the number, frequency, and length of presentation, but it cannot discriminate against speakers. In such instances, limited verbal interchanges between members of the public and members of council are allowed. When a member of the public makes an inquiry about a subject which is not on the agenda, a member of council may respond with a statement of factual information or recite existing policy.

Because the city council cannot take action on an item unless it has been posted on the agenda in accordance with the Open Meetings Act, if a citizen brings an item before the council that needs to be acted upon, the city council should request that it be placed on the agenda for the next meeting. The attorney general has also stated that if a city knows or reasonably should know the subject matter of a citizen's presentation, it should place the matter on the agenda.

Public Hearings

The purpose of a public hearing is to present evidence on both sides of an issue. Some public hearings are required by state law, as in the case of the Uniform Budget Law (Sections 102.001 et seq., Local Government Code), which requires a public hearing on the city budget prior to its adoption. Others are voluntarily conducted by the council to obtain a full range of citizen opinion on important matters, such as a proposed bond issue. The difference between a public hearing and a public comment session is that a public hearing is required by law for particular topics with specific notice requirements set out by law.

The proper conduct of a public hearing is no less important than for a regular council meeting. Each should begin promptly and be conducted in an orderly manner in conformance with established rules of procedure.

At the start of the hearing, the presiding officer should clearly state the subject to be discussed. If, for instance, it is a rezoning public hearing, the proposed ordinance should

be read and its purpose explained. If the subject is controversial, the following order can be adhered to: proponents' presentation, opponents' presentation, proponents' rebuttal, opponents' rebuttal, questions from council.

One cardinal rule to remember is that numbers don't always count. There are some topics that naturally draw large, highly biased crowds. Vocal minorities often swamp public hearings to show that their side has widespread support. Such items as little league ballparks, school crosswalks, water rates, and taxes can attract crowds, but the size of the turnout does not necessarily indicate that their cause is just. The council is elected to serve all the citizens, and the council must look at the overall picture—not just the view presented by one especially active group.

The council is responsible for weighing the evidence presented at the hearing and, after due consideration, reaching a decision. Obviously, this cannot always be done at the same meeting as the public hearing. In fairness to those who have taken the time to attend, the presiding officer should indicate whether a decision will be made immediately after the hearing and announce the final result. Otherwise, the chair should describe the reason that no decision will be made at that time, then state the probable time at which a final determination will be reached. Sometimes state law requires action at the conclusion of a public hearing, such as a public hearing for the city's budget. But that action can be to postpone the item.

When a decision is announced on an issue that involves a public hearing, the presiding officer may, with the assistance of legal counsel, give the reasons why the decision was reached. Even a brief explanation will help prevent observers from feeling that the outcome of the hearing was decided in advance, and that they wasted their time by attending.

Chapter Six:
Financial Administration

Financial administration, simply stated, is matching dollars with needs. Financial administration is the small-town mayor who notices that city hall has a leaky roof and makes a mental note to have it replaced when the money is available. Financial administration is a million-dollar capital improvements program, a bond election preceded by a barrage of information disseminated through the news media, a bond sale, and a report to the taxpayers through the newspaper—all of this is part of financial administration.

Financial administration involves an understanding of the extent and limits of the economic resources of the city and the methods of tapping them to meet residents' needs for city services. It begins with a thorough knowledge of revenue sources and ends with a proper accounting of all the funds expended by the city. Much lies in between; it is all financial administration.

Revenue Sources

City revenues come from many sources, including utility systems, property taxes, sales taxes, user fees, federal grants, and street rentals. (The Texas Municipal League publishes a comprehensive Revenue Manual for Texas Cities.)

Utility Revenues

Most Texas cities own water and sewer systems, while comparatively few operate electric or gas systems. Among those that own water or sewer systems, the revenue produced by utility billings accounts for a substantial portion of all money taken in at city hall. This percentage is considerably higher among cities that own electric or gas systems.

Property Taxes

Municipal property tax revenue is growing each year, both in total dollars and on a per-capita basis. In many cases, however, the demands on city budgets have increased at a much greater rate than have property tax collections.

Maximum Property Tax Rates

The Texas Constitution establishes the maximum permissible property tax rate for cities at the following levels: (1) for Type B and small Type C general law cities—25¢ per $100 assessed valuation; (2) for other general law cities with a population of 5,000 or less—$1.50 per $100 assessed valuation; and (3) for cities with 5,001 or greater population—$2.50 per $100 assessed valuation.

Administrative Procedures

Over the years, the Texas system of property tax administration has undergone significant change.

Prior to 1980, the appraisal of property for tax purposes was fragmented among more than 3,000 cities and other local jurisdictions, and there were no uniform statewide standards

governing the administration of local taxes. In 1979, however, the Texas Legislature changed this situation radically when it enacted a new State Property Tax Code that established uniform appraisal policies and procedures.

Under the code, county-wide appraisal districts are now responsible for preparing a unitary tax roll that encompasses all property within the county. Although cities and other jurisdictions retain the authority to set their own tax rates and collect their own taxes, they must use the tax roll prepared by the central appraisal district for all tax-related purposes.

The basic procedures for administering property taxes include the following:

1) Appraisal: The taxable value of all property in the county is determined by the central appraisal district.
2) Protest: Any property owner dissatisfied by the value fixed by the central appraisal district can appeal to the appraisal review board. Upon a convincing demonstration that the appraisal district's determination was erroneous, the review board has the authority to correct the error, including but not limited to ordering a reduction of the taxable value of the appellant's property.
3) Assessment of Taxes: The tax roll prepared by the central appraisal district is furnished to cities and other taxing entities within the county; those entities use it as the basis for levying taxes for the coming fiscal year.

   State law imposes limits on the process by which cities adopt their tax rates. Generally speaking, if taxes that fund maintenance and operations expenses increase more than 3.5 percent, the city must hold an election on the November uniform election date for voters to approve the rate. (Note: There are exceptions to this general process for cities under 30,000 population, under certain circumstances.) A city may not adopt a tax rate exceeding the lower of the voter-approved tax rate or the no-new-revenue tax rate until it publishes notice and holds a public hearing. Cities must take various other actions to promote transparency in the tax-rate-setting process, including posting certain information on their websites, and incorporating tax rate information into a database maintained by their appraisal districts.
4) Collection: After the council has set the property tax rate for the coming fiscal year, the tax assessor-collector mails tax notices to all property owners in the city and initiates the collection of taxes.

The procedures for assessing and collecting property taxes are prescribed by the Tax Code and Local Government Code. Complete details regarding state requirements are available from the Property Tax Division of the Texas State Comptroller of Public Accounts.

Delinquent Property Taxes

For obvious reasons, it is to the city's advantage to collect as much as possible of the amount of property taxes owed. In this regard, financial analysts are inclined to criticize cities that fail to consistently collect at least 95 percent of the taxes levied. In many Texas cities, a 98-percent collection rate is the norm.

The more successful city tax offices are assisted by an attorney who is skilled in

collecting delinquent taxes. In some cases, this may be the city attorney, but the more common practice is for the city to hire a lawyer who specializes in the delinquent tax field. Most outside lawyers charge a fee that is paid by the delinquent taxpayers on the basis of a percentage of the delinquent taxes they owed.

City Sales Tax

As a result of legislation initiated by the Texas Municipal League, the general city sales tax became available to Texas cities in 1968 and has become almost universal, with virtually all cities in the state having adopted it.

Most cities in which the combined local sales tax (city, county, special district) has not reached two percent can consider the imposition of certain additional sales taxes for purposes that include economic development, crime control, property tax relief, and street maintenance. Additional information regarding the sales tax for economic development is available from the Texas Municipal League and the League's *Economic Development Handbook.*

User Fees

Charges for the use of city services are an increasingly popular method of generating revenues. In addition to charging for solid waste collection and water and sewer services, cities impose fees for the use of a variety of facilities, including swimming pools, golf courses, and airports.

Federal Grants

Despite cutbacks in recent years, federal aid is still an important part of the municipal revenue picture. For individual cities, federal aid as a proportion of all revenues fluctuates widely, with "distressed" cities receiving large amounts of federal money, and the more prosperous cities receiving comparatively little.

Street Rentals

A portion of an average city's revenue is produced by rental charges collected from private firms—such as cable TV companies, telecommunications providers, and gas and electric utilities—in return for allowing them to use streets and other public rights-of-way. Municipal street rental charges for electric, gas, and water utilities are authorized under the state Tax Code, which allows cities to impose such charges on utility and transportation enterprises in return for the privilege of using the city's streets and alleys to string lines, bury pipes, and otherwise use public property to conduct business. The provisions for collecting compensation from telecommunications providers are contained in Chapter 283 of the Local Government Code, and those relating to cable and video providers are in Chapter 66 of the Utilities Code. Chapter 284 of the Local Government Code contains right-of-way compensation provisions for small cellular network nodes.

Fines

Under state law, a city may assess a fine of up to $2,000 per day for violations of ordinances dealing with fire safety, zoning, or public health-related matters. A city may assess a fine of up to $4,000 per day for violation of an ordinance governing the dumping of refuse. For ordinances dealing with other violations, the maximum fine is $500 per day.

The amount of revenue from fines as a proportion of city revenues usually varies in direct proportion to city size. In larger cities, fines generate a comparatively small

proportion of total revenues; in most small cities, fine revenues play a much more important role in the city budget.
State law limits the amount of revenue that a city under 5,000 population may derive from fines for violations of traffic laws.

License and Permit Fees

Under their police powers, cities regulate a wide variety of activities to promote the health, safety, and welfare of local citizens. Permit and license fees provide the revenues necessary to finance the administrative costs of these regulatory programs. Examples of permit fees include those charged for examining subdivision plats and plumbing installations. Examples of license fees include those for registering dogs. The amount of a permit or license fee must bear a reasonable relationship to the cost of the particular regulatory program. Under the law, excessive fees may not be imposed to create "profits." Also, the city may not assess a fee or require a permit for which no bona fide regulatory function is performed.

Hotel-Motel Tax

Chapter 351 of the Tax Code authorizes most cities to levy an occupancy tax of up to seven percent on the price of a hotel or motel room. Other cities, depending on population, may levy an even higher tax. For purposes of imposition of a hotel occupancy tax, a short-term rental (STR) is considered a hotel under state law. Under the law, proceeds from hotel occupancy tax must be earmarked for certain specified purposes, including the advertising and promotion of the city and its vicinity to attract tourism, arts and cultural activities, historical restoration and preservation activities, registration of convention delegates, operation of visitor information centers, the construction of civic centers and auditoriums, certain sporting events, signage, and tourist buses. Cities must maintain a written list of all projects funded by the hotel-motel tax. Cities must also annually report to the comptroller their hotel occupancy tax rates, the amount of revenue collected from hotel occupancy taxes during the year, the amount of revenue collected in any preceding fiscal year that has not yet been spent and the amount of that revenue remaining in the city's possession, and the amounts and percentages allocated to specific uses during the year.

Taxes on Alcoholic Beverages

Under the Texas Alcoholic Beverage Code, the state levies both a gross receipts tax and a separate tax on the sale of all mixed drinks served in clubs, saloons, and restaurants. Some of the state's total collections are remitted back to the cities on a pro rata basis.

Additionally, cities are authorized by state law to levy fees not to exceed one-half of the state fee for a variety of alcoholic beverage-related permits, including permits for package stores, distributors, brewers, and others issued within the city.

Occupation Taxes

Cities are authorized to levy an occupation tax on certain businesses and professions, such as operators of pinball machines and other coin-operated devices. The rate of the city tax may not exceed an amount set by law and may not exceed 50 percent of the rate of the occupation tax levied by the state on the same businesses if no statutory amount is set. A city may not levy a tax on a business or profession not subject to state occupation taxation.

Special Assessments

A "special assessment" is a charge imposed by the city on a limited group of properties to finance public improvements that specifically benefit those properties and enhance their value. Special assessments are most frequently used to finance the construction of sidewalks or reconstruction of streets. The cost of improvements is apportioned among all the owners of property abutting the improvement according to relative benefit. Costs are divided between property owners and the city according to the state law applicable to the particular type of improvement.

Miscellaneous Revenues

Miscellaneous income is derived from many different sources, such as rental charges for the use of city property, the sale of city property, the sale of water and other utility services to other jurisdictions, and interest income on idle city funds.

Budgeting

For many members of council, budgeting represents the most wretched and tiresome aspect of city government. Budgeting begins amid cries from some citizens for "tax relief" and demands from others that their "essential" programs be funded. Upon its adoption, the budget is dismissed with a sigh: "Now that that dreadful chore is behind us, we can get on with the 'fun' part of the city's business."

Financial management is indeed unglamorous, and budgets are poor leisure reading. However, it is also true that among all the functions performed by the city council, budgeting is the most important.

In its simplest definition, budgeting is a plan for utilizing the city's available funds during a fiscal year to accomplish established goals and objectives. Within a broader context, the budget also serves to:

1) Provide the public with an understandable financial plan that plainly describes activities that will be undertaken during the next fiscal year and the extent and specific types of services that will be performed.
2) Establish priorities among city programs, particularly new or expanded programs.
3) Define the financial framework that will be used to periodically check the status of city operations.
4) Determine the level of taxation necessary to finance city programs.

Budgeting is the forum for making the most of the council's key decisions about the future of the city. It is a process for determining the community's standard of living—what local residents need and want, what they are willing and able to pay for, and what services they can expect to receive for their tax dollars.

The council can use the budget to restore an ailing city government to financial health, or misuse it to drive a healthy government to insolvency. It can be used to nurture community development or freeze growth. The budget is everything. It is, in the words of one mayor, "the World Series of municipal government."

Statutory Requirements

The budgeting process in every Texas city, regardless of size, must comply with the requirements in Chapter 102 of the Local

Government Code. Under the statute:

1) The city council must adopt an annual budget and conduct the financial affairs of the city in strict conformance with the budget.
2) The budget for each fiscal year must be adopted prior to the first day of such fiscal year. In most Texas cities, the fiscal year begins on October 1; therefore, the budget must be adopted by September 30 or earlier.
3) The city's budget officer must prepare a proposed budget for the consideration of the city council. In most cities, the law requires that the mayor serve as budget officer; in cities that have adopted the city manager form of government, the city manager is the budget officer.
4) Copies of the proposed budget compiled by the budget officer must be filed with the city clerk/secretary and made available for public inspection. The initially proposed budget must be filed no later than 30 days prior to the date upon which the city council sets the property tax rate for the next fiscal year.
5) If the budget will raise more total property taxes than in the prior year, it must contain a cover page giving notice of that fact. A budget calling for such a property tax increase must be posted on the city's website if it operates one.
6) The city council must hold a public hearing on the budget after the 15th day that the budget has been filed with the city clerk or secretary. Notice of the public hearing must be given in a newspaper of general circulation in the county not less than ten nor more than 30 days prior to the hearing. The notice must identify a proposed property tax increase. The regular Open Meetings Act notice for this hearing must include both a copy of the proposed budget and a taxpayer impact statement, detailing hypothetical tax bills on the median value homestead in the city for the proposed tax rate and the no-new-revenue rate, both for the current year and the preceding year.
7) Upon adoption of the final budget by majority vote of the council, copies must be filed with the county clerk and city clerk/secretary and made available for public inspection. A budget that raises total property taxes requires a separate ratification vote. The adopted budget must contain a cover page that includes property tax information as well as the record vote of each councilmember on the budget. The adopted budget and cover page must be posted on the city's website if it operates one.
8) After the new fiscal year has begun and the budget has been put into effect, no expenditure "shall thereafter be made except in strict compliance with such adopted budget," and council may not amend the budget to authorize new or additional expenditures except for reasons of "grave public necessity" requiring "emergency expenditures to meet unusual and unforeseen conditions, which could not, by reasonable diligent thought and attention, have been included in the original budget..." However, council may make changes to the budget that do not increase the total expenditure in the original budget (for example, moving amounts from one budget line item to another line item) without a finding of "grave public necessity.

9) The budget and any amendments to it must be filed with the county clerk.
10) The governing body of the city may levy taxes only in accordance with the budget.

Because the budget is required to "cover the proposed expenditures" of the city, Chapter 102 of the Local Government Code is generally interpreted to prohibit deficit financing— that is, budgeting expenditures for which no offsetting revenues are provided.

Many charters also prescribe the format of the budget, including requirements that it contain a message describing the budget officer's proposed fiscal plan for the city and significant features of the budget for the forthcoming fiscal year; a general summary, with supporting data, which shows proposed expenditures and anticipated revenues for the next fiscal year and their relationships to corresponding data for the current budget year; and details of proposed expenditures and anticipated revenues.

Basic Budget Information

Adoption of a plan of city services for the next fiscal year begins with a budget document containing certain basic information. The budget document should identify all services currently provided and proposed to be provided (or terminated) during the coming fiscal year. For each service, the following information should be furnished:

- An itemization of expenditures for each service during the previous fiscal year, a projection of actual expenditures for the current year, and proposed expenditures for the next fiscal year.
- A statement of objectives for each service to be funded during the next fiscal year. "Objectives" do not mean organizational objectives—such as "to add new police officers" or "to purchase a new street sweeper." Rather, these statements should describe the benefits the community will derive from a particular service, such as "to reduce average police response time to emergency calls by three minutes," or "to clean x number of miles of streets."
- The proposed level of each service for the next fiscal year, together with a description of performance standards for each. In the case of the solid waste budget, for example, service levels and performance can be expressed in terms of the numbers of customers served and the volume of refuse collected. Street maintenance can be expressed in terms of lane miles resurfaced, maintenance requests, and number of complaints concerning street quality, and so on. This approach will help the council focus on community benefits that will be produced by a given expenditure, rather than on such details as whether a particular department is requesting too much money for supplies or travel.
- A brief description of the methods by which the services will be delivered.
- An itemization of the cost components of proposed services.
- Sources of funding for the proposed services.
- A description of factors that could affect the cost of proposed services.

The budget also should contain a summary of the city's financial condition for the prior year and current year, and a projection of its anticipated condition for the coming fiscal year

and beyond. This summary should indicate:

- Outstanding obligations of the city.
- Beginning balance of all cash funds.
- Actual revenues, broken down by source, collected in the preceding year and anticipated for the ensuing year.
- Estimated revenue available to cover the proposed budget.
- Estimated tax rate required to cover the proposed budget.

Properly organized, this information will enable members of council to gain a comprehensive understanding of the city's financial condition and give them the tools they need to establish the scope and direction of municipal services for the coming year.

Implementation

After the budget has been approved, regular monitoring by the city council can help ensure that municipal services are carried out in accordance with budget objectives and within expenditure ceilings. In most cities, the budget officer is required to furnish the council with periodic reports that show the prior month's expenditures and total expenditures to date for each budgeted activity. Using these reports, the council can identify deviations from budget plans, anticipate financial trouble spots, and determine whether the various departments are functioning properly.

On a periodic basis, perhaps quarterly, the council should be furnished with a written description of significant budgetary developments during the current fiscal year. For each activity, this statement should describe progress to date in comparison with objectives, and should provide reports on expenditures by budget category and revenue collections. Revised estimates of revenue also should be presented, together with revised surplus or deficit projections. These reports will give the council the basis for determining how well the city is meeting its service targets with the funds available. Also, it can help the council determine whether budget modifications are needed during the year.

Municipal Borrowing

It is a rare case when a city is able to carry out a capital improvements program of any consequence without using credit. More often, the city borrows money, and in doing so, offers future tax collections or utility revenues as security for the loan.

Loans fall into two categories: short-term and long-term—or, stated differently, loans to be repaid within the current fiscal year versus those to be repaid in future years. This section briefly reviews the two types of loans.

Short-Term Borrowing

Most short-term loans are made with local banks. Their purpose is to provide funds of a temporary nature, and they are made with the expectation of repayment within the current fiscal year. A bank loan made in August to avoid an overdraft in the general fund pending receipt of tax collections in September is a good example of a short-term loan.

A short-term loan differs from a long-term loan in two respects: (1) it will mature within the current fiscal year; and (2) it can be approved by the city council without the necessity for voter approval at a referendum election.

Short-term loans should be used sparingly. An excessive amount of short-term debt can adversely affect the city's bond rating and

impair its ability to accomplish long-term borrowing for major capital improvement programs. Frequent use of short-term borrowing reflects deficiencies in the quality of the city's management of its financial resources.

Long-Term Borrowing

Unlike short-term loans, which can be repaid with general fund dollars derived from a variety of revenue sources within the current fiscal year, long- term loans require that the specific source of revenue that will be used to repay the debt be identified and, in certain cases, pledged.

Long-term loans secured by a pledge of property taxes are called "general obligations" and include ad valorem tax bonds, time warrants, and certificates of obligation. Long-term loans secured by a pledge of revenue from an income-producing facility are called "revenue bonds."

General Obligation Debt

General obligation debts are payable from, and are secured by, a pledge of future property tax collections. Under standards promulgated by the Texas attorney general, a city with a maximum permissible tax rate of $1.50 per $100 assessed valuation may not incur general obligation debt that will require the levy of a tax at a rate higher than $1.00, after allowing ten percent for delinquencies in collection and for the payment of maturing principal and interest.

General obligation debt is commonly expressed as a percentage of the city's total assessed valuations. For example, a city that has a total assessed valuation of $10 million and outstanding general obligation debt in the principal amount of $500,000 is said to have a debt ratio of five percent. Three common forms of general obligation debt are ad valorem tax bonds, time warrants, and certificates of obligation.

Ad Valorem Tax Bonds

Ad valorem tax bonds are commonly referred to as general obligation, or G.O. bonds. They are issued pursuant to an ordinance adopted by the city council, typically following approval of the bonds at a referendum election. The bonds are examined as to legality by the Texas attorney general, and then delivered by the city to the successful purchaser or bidder for payment in cash. This cash is then used by the city to pay for libraries, police buildings, city halls, and other public facilities with a long, useful life.

G.O. bonds usually are issued in $5,000 denominations, and the bond issue usually provides serial maturities, with a certain amount of principal maturing each year over a period not to exceed forty years.

General obligation bonds have the highest degree of investor acceptance of any type of municipal indebtedness, and they command the lowest interest rates. Therefore, unless exceptional circumstances dictate otherwise, G.O. bonds are the preferred means of borrowing against a pledge of tax revenues.

Time Warrants

Time warrants are also general obligation debts and are payable from ad valorem taxes. Unlike G.O. bonds, which are sold for cash, time warrants are issued directly to vendors to pay for construction, equipment, and services.

Also, unlike G.O. bonds, time warrants do not require voter approval, although the law does require that the city council publish notice of its intent to issue them and that the council call a referendum election upon presentation of a petition signed by ten percent of the taxpaying voters.

The procedures for issuing time warrants are cumbersome and expensive and will result in the city paying a higher rate of interest than if the borrowing were accomplished with bonds. Nevertheless, time warrants can occasionally be advantageous—for example, to complete the construction of a public works project where there has been a cost overrun and bond funds have been exhausted.

Certificates of Obligation

The third form of general obligation debt payable from property taxes is certificates of obligation (COs). Like time warrants, COs can be issued without voter approval—except that upon notice of the city's intent to issue COs, five percent of the qualified voters can force an election on the issue by submission of a petition. With certain exceptions, a city may not issue a CO to pay a contracted obligation if a bond proposition to authorize the issuance of bonds for the same purpose was submitted to the voters during the preceding three years and failed to be approved.

COs can be issued directly to vendors to pay for construction work, equipment, machinery, materials, supplies, land, or professional services furnished to the city. Also, under certain circumstances COs can be sold, like bonds, for cash, in which case they must be approved by the Texas attorney general in the same manner as bonds.

Revenue Bonds

Revenue bonds are the only type of bond secured by a pledge of revenues from an income-producing facility such as a utility system. Revenue bonds are usually designated with the name of the system that pledges the revenues (for example, Waterworks System Revenue Bonds, Waterworks and Sewer System Revenue Bonds, and so on).

When utility revenues are pledged to support revenue bonds, the pledge is made of the system's net revenues—that is, gross revenues minus operating and maintenance costs. Such bonds are payable solely from these revenues and include a statement on their face that the holder shall never be entitled to demand payment from property taxes.

In determining whether the amount of pledged revenues is sufficient to repay the outstanding revenue bonds of a utility system, analysts will look at the ratio between the system's net earnings and the requirements of principal and interest maturities over a period of years. As a rule, net revenues should be at least 1.25 times larger than the average annual debt service requirements of the system. This ratio is called "coverage," and revenue bonds are said to have 1.25X coverage, or 2.23X coverage, and so on. The higher the coverage, the better the security for the bonds and, all other things being equal, the lower the rate of interest at which the bonds can be issued.

In pledging the revenues of a utility system, it is common to make a "cross pledge," or "combined pledge." This is a pledge of the revenues of one system to repay bonds issued for improvements to a different system; for example, pledging the net revenues of the water system to the payment of bonds issued

to improve the sewer system. On the other hand, the revenues of a utility system may not be cross pledged to the payment of bonds issued on behalf of a non-revenue-producing facility. For instance, water system revenues cannot be pledged to the payment of bonds issued to build a city hall.

Bond Ratings

As the annual volume of long-term debt incurred by state and local governments has grown over the years, competition between cities and other borrowers for investors' dollars has increased correspondingly. A municipal bond rating is one of the methods used to help alleviate the problems arising from this competitive situation.

A bond rating gives a quick indication of the quality of a new issue being offered, so that prospective bidders may know if they want to develop a bid. But a bond rating has greater value than a mere screening device: it also influences the rate of interest payable on bonds. Therefore, it is desirable that the city maintain a good rating for its bonds, because it can mean the difference between a good bid and a poor one, and a difference in interest charges to the city running into many tens of thousands of dollars.

Most Texas cities have more than one bond rating. Each bond issue is rated separately, based on the source of revenue that has been pledged to secure payment. General obligation bonds, therefore, are rated separately from water or sewer revenue bonds.

In determining the rating of a bond issue, analysts focus on the nature of the particular security. In the case of general obligation bonds, prime importance is attached to relationships among the city's debt, wealth, population, and tax collection experience. The economic base of the city, the stage of its development, and the quality of its government also are important factors. Finally, analysts examine the exact nature and strength of the legal obligation that the bonds represent.

The bond ratings of two particular firms are universally accepted in investor circles. These are Moody's Investors Service and S&P Global (formerly Standard & Poor's Corporation), both of which are based in New York City. The four investment grade ratings granted by these services are as follows:

Moody's Investors Service
Aaa: Best quality, carrying the smallest degree of investment risk.
Aa: High quality (together with Aaa comprise "high-grade bonds").
A: Higher medium-grade (many favorable investment attributes).
Baa: Lower medium-grade (neither high-quality nor high-risk).

S&P Global
AAA: Highest rating, with extremely strong capacity to repay loan.
AA: Only a small degree below AAA in the capacity to repay the loan.
A: Strong capacity to repay loan, although more susceptible to adverse effects in economic conditions.
BBB: Adequate capacity to repay loan.

In offering newly issued bonds for bids, the city should apply to one or both of the rating agencies to obtain a rating on the issue being offered. The nominal cost of obtaining a rating can be recovered many times over by minimizing interest costs on the basis of a

favorable bond rating, as opposed to the sale of non-rated bonds.

Bond Elections

If it has been determined by the city council that a bond election is required, the first step—and the key step—in a successful campaign is citizen participation. The tried-and true elements of a successful bond election include the following:

- Let private citizen volunteers, rather than the city council, conduct the campaign to persuade local voters to vote for the bonds.
- Enlist the support of community and civic organizations.

Installment Obligations

An ever-increasing number of Texas cities are financing municipal purchases through installment sales or lease-purchase agreements. Generally speaking, cities must competitively procure the personal property at issue when a lease-purchase agreement or installment sale involves an expenditure of more than $100,000 in city funds.

Anticipation Notes

Certain cities may have authority to borrow against anticipated revenue (typically federal grant money) by issuing anticipation notes. Anticipation notes may be appropriate for borrowing relatively small amounts of money when the issuance of bonds would be cost prohibitive. State agencies may be authorized to purchase anticipation notes from cities, thus speeding the grant process to fund city projects. The law relating to anticipation notes is found in chapter 1431 of the Texas Government Code.

Capital Improvements Programming

It is a financial fact of life in every city that the demand for new streets, water lines, and other public works will always exceed the supply of current funds. Capital improvements programming is the primary method used by most cities to cope with the perpetual imbalance between capital demands and limited financial resources.

A capital improvements program (CIP) is a long-term plan, usually spanning five to six years, for financing major cost items that have a long useful life, such as buildings, land, streets, utility lines, and expensive equipment. The CIP document lists all the capital items scheduled for construction or acquisition during the next five or six years, the time when construction or acquisition is to occur, the amount expected to be spent during each year of the CIP, and the source of funding for each expenditure.

Preparation of a CIP involves five major steps. First, a list of proposed capital improvements is prepared on the basis of recommendations from the city council, staff, and community groups. The city's comprehensive plan will be the source of many CIP items, but whatever the source, each item included in the list should be supportive of the community goals expressed in the plan.

Second, cost estimates are developed for all proposed CIP items. In addition to stating the up-front cost of each item, these calculations usually include a description of savings that will result from its acquisition or construction, as well as the impact the item would have on future revenues or operating costs.

Third, a determination is made of the city's ability to pay for the items included in the draft CIP, together with a description of the method by which each will be financed. Ability to pay will be determined by a financial analysis of past, current, and future revenue, expenditure, and debt patterns. Options for financing particular items include special assessments, state or federal grants, additional fees or taxes, current revenues (pay-as-you-go), reserve or surplus funds, general obligation or revenue bonds, and certificates of obligation. The objective of this step is to determine, for each year, the minimum costs the city will incur before any new capital expenditures can be financed.

Fourth, all proposed CIP items are organized by the staff for orderly presentation to the city council. Each is ranked in recommended priority order. Items that overlap or duplicate previously approved projects or that are inconsistent with the city's comprehensive plan are identified and perhaps downgraded. Finally, the tentative CIP is discussed at public hearings, thoroughly reviewed by the council, and then finally approved by formal council action.

Based on information contained in the CIP, a capital budget is prepared to show all capital expenditures in priority order, together with summaries of the financial activities planned for each year, including the amounts of bonds to be issued, amounts of operating funds required, and so forth.

The capital budgeting process normally takes place on a cyclical basis. Under a six-year CIP, year one is the current capital budget adopted by the city council at the same time it approves the operating budget. Many times, the capital budget is included as a component of the operating budget. Years two through six, having been approved by the council when it adopted the CIP, remain in the record as expressing the council's intent to carry forward with the balance of the CIP.

At the conclusion of year one, the council approves another one-year capital budget and extends the CIP, with revisions, for another year. Thus, year two of the previous CIP becomes year one of the new six-year program, and the cycle begins anew.

Capital improvement programming offers several advantages. By scheduling ample time for construction or acquisitions, costly mistakes can be avoided, as is the case when streets have to be dug up repeatedly because they are not planned in relation to other facilities. Also, by working with a list of planned projects, sites can be purchased at lower cost, and by spacing out projects over several years, the city's tax and debt load can be stabilized, and balance can be maintained between debt service and current expenditures.

Financial Reporting

Financial reports prepared periodically throughout the fiscal year are an essential part of the control system necessary to permit the city council to determine whether funds are being expended in accordance with the budget and to identify discrepancies between anticipated and actual revenues. Financial

reports fall into four general categories—internal budgetary reports, annual financial reports, annual audits, and local debt reports—each of which is briefly discussed next.

Internal Budgetary Reports

Internal budgetary reports are prepared on a monthly basis and are distributed to the city council and department heads. These reports illustrate the financial condition of the city as it unfolds from month to month and answer such questions as: are city services being provided as planned? are expenditures exceeding budgeted levels? is the cash inflow at the expected level? By determining the answers to these and related questions on a regular basis, the council can identify problem areas and initiate corrective actions accordingly.

Annual Financial Report

The annual financial report is compiled at the conclusion of the fiscal year and shows, item by item, budgeted versus actual revenues and expenditures, together with other information that describes the city's year-end financial condition. The financial report should be prepared by an independent certified public accountant appointed by the city council and made available to the department heads, the news media, and other interested parties.

Annual Audit

Sections 103.001-103.004 of the Local Government Code require each city to have an annual audit of its financial records and accounts. The audit can be performed either by a certified public accountant or a qualified city employee, and must be made available for public inspection no later than 180 days after the close of the city's fiscal year.

The audit involves examination of three aspects of the city's financial operations: (1) internal controls; (2) statements, records, and accounting transactions; and (3) compliance with statutory and budgetary requirements. Properly conducted, the audit provides a double check on the city's financial status, a method for communicating with the citizenry, and a bona fide statement of the city's financial condition, which will improve its ability to issue bonds. A city that fails to comply with audit requirements in a fiscal year may be limited to adopting its no-new-revenue property tax rate until the city comes into compliance.

Local Debt Report

Section 140.008 of the Local Government Code requires cities to annually compile and report various types of debt obligation information, including the amounts of principal and interest to pay outstanding debt obligations, the current credit rating given by any nationally recognized credit rating organization to debt obligations of the city, and any other information that the city considers relevant or necessary to explain the outstanding debt values. Subject to certain exceptions discussed below, the local debt report must be posted continuously on the city's website until the city posts the next year's report. The report must be made available to any person for inspection.

As an alternative to posting the report on the city's website, a city may provide all required debt information to the comptroller and have the comptroller post the information on the

comptroller's official website. Further, a city with a population of less than 15,000 may provide the comptroller with its local debt report for inclusion on the comptroller's website. A city that already includes the required debt information in other reports that are posted to the city's website may provide a link to that information rather than replicating the data in the local debt report.

Investments

In 1995, the Texas Legislature enacted the Public Funds Investment Act, which requires the city council to adopt a written investment policy. A city may contract with an independent investment advisor to provide investment and management services. Typically, the city investment officer must attend one investment training session within 12 months of taking office and must attend eight hours of training once every two years thereafter. The treasurer and the chief financial officer (if the treasurer is not the chief financial officer) must also attend ten hours of training every two years. The Texas Municipal League offers comprehensive public funds investment training.

Financial Warning Signals

In recent years, increasing attention has been given to monitoring the financial health of cities. Although most of the chronic financial problems of cities tend to slowly snowball over an extended period of time, they usually result from a standard set of problems, including: (1) a decline in revenues or tax base; (2) an eroding capital plant; (3) a faltering local or regional economy; (4) growing debt burden; (5) accumulation of unfunded pension liabilities; (6) a sudden loss of substantial federal funds; (7) an increase in spending pressures; and/or (8) ineffective financial management practices.

Chapter Seven: Council Action

The city council takes official action by two primary means: resolutions and ordinances. Both play important roles in their own respective ways, and they share certain similarities. But there are distinctions between the two, and it is good to know the differences.

The distinction between an ordinance and a resolution is in subject matter, not terminology. An ordinance cannot be changed into a resolution merely by calling it a resolution, nor may the requirements for enacting an ordinance be bypassed by simply passing a resolution. A resolution generally states a position or policy of a city. An ordinance is more formal and authoritative than a resolution. An ordinance is a local law that usually regulates persons or property and usually relates to a matter of a general and permanent nature.

Passage of an ordinance generally involves three steps, the first of which is the introduction of the proposed ordinance at a council meeting.

Next, the city clerk or city attorney either reads the entire ordinance or reads just the caption of the ordinance and allows the person proposing it to provide an explanation. There is no state law requiring that ordinances be read aloud in their entirety. In addition, there is no generally applicable state law that requires multiple readings of an ordinance. (Some home rule charters, however, do provide for more than one reading.) If the ordinance is short, the council may wish to have it read in full for the benefit of any citizens present. If the ordinance is long and technical, the usual practice is to settle for a brief summary and general explanation of the purpose of the ordinance.

Third, the ordinance is debated by the council and either defeated, postponed, referred to a committee for further study, or approved. If the ordinance is approved, it is then signed by the mayor and attested to (certified) by the city secretary or city attorney.

Also, depending on city type and the subject matter of an ordinance, it may have to be published in a newspaper before taking effect.

Because of the relatively cumbersome procedures involved in enacting an ordinance, it is important to know when an ordinance is required and when less formal kinds of council action will suffice. Though there are no absolute standards that apply, these three rules of law may help:

1) Any council enactment that regulates persons or property and imposes a fine for violations must be in the form of an ordinance. This requirement is based on the principle that there must be a printed law and citizens must have some notice that it is in effect before they can be subjected to a fine.
2) An enactment must always be in the form of an ordinance if the state law authorizing the particular action requires an ordinance. Examples include the creation of a planning and zoning commission or setting the tax levy for the next fiscal year.
3) An ordinance is required to amend or repeal an existing ordinance.

Compatibility of Ordinances with State and Federal Laws

An ordinance, or portion thereof, is void if it conflicts with the United States Constitution, the Texas Constitution, or a federal or state law. Also, even though an ordinance might be valid at the time it was passed, if a law subsequently enacted by the state or federal legislature conflicts with the ordinance, the ordinance is void. Conversely, if an ordinance supplements and is in harmony with the law, the ordinance will be sustained.

An ordinance is invalid if a court determines that the state legislature intended to preempt the subject area addressed in the ordinance. If the legislature has preempted the field, no ordinance except those specifically authorized by statute may be enacted on the subject.

Examples of conflicts that have caused ordinances to be ruled invalid include:

- an ordinance prescribing a different penalty from that imposed by state law where the ordinance and the law dealt with the same type of offense;
- An ordinance restricting the hours of operation of liquor stores to fewer than those authorized under the state Alcoholic Beverage Code;
- an ordinance legalizing an activity or business that was prohibited by state law; and
- an ordinance in conflict with the Interstate Commerce Clause of the United States Constitution.

Validity of Ordinances

An action that is arbitrary, capricious, overly oppressive, or fraudulent may be invalidated by the courts. A court usually will not substitute its judgment for that of the city council, but if an action is not in compliance with lawful requirements, the courts may overturn it.

Additionally, a council action is considered valid if no lawsuit has been filed to invalidate it on or before the third anniversary of its effective date, unless the action was invalid on the day it was taken or it was preempted by state or federal law. This rule gives cities certainty by preventing later challenges based on minor procedural errors, so long as the council's action was otherwise lawful when adopted.

Form of the Ordinance

State law does not prescribe the form of an ordinance, other than to require that it contain an ordaining clause (Section 52.002 of the Local Government Code) and to require the publication, or sometimes posting of either the complete text or caption of every ordinance that establishes penalties for violations (Sections 52.011-52.013 of the Local Government Code). But a form for ordinances has evolved by custom and is now used by most cities.

Although the actual drafting of an ordinance is best left to the city attorney, councilmembers should be familiar with the basic form. This includes:

1) The reference number of the ordinance for indexing and retrieval.
2) The caption, which briefly describes the subject of the ordinance and the penalties provided for its violation. Although an ordinance is valid without a caption, this is a useful feature

because it provides a simple way of determining what is included in the ordinance without reading the entire document. Also, if the ordinance does not have a caption, Section 52.011 of the Local Government Code requires that the ordinance be published in its entirety if it provides a penalty for violations. Conversely, a penal ordinance may be published by caption only if the caption states the penalty for violations.

3) A preamble, often in the form of a number of *Whereas* clauses, which, while optional, may be included when the council wants the public to understand the reasons the ordinance was passed, factual findings made by the council, or the legislative authority for the ordinance.
4) The ordaining clause, which is required by law, in most instances.
5) The body of the ordinance, which usually is broken down into sections according to subjects. This contains the command of law as ordained by the council.
6) The effective date of the ordinance which may, in some circumstances, be governed by state law or city charter, if applicable.
7) A severability clause which clarifies that the invalidity of some portions of the ordinance should not render the entire ordinance invalid.
8) The penalty clause, which fixes the penalty for violating the ordinance. For most ordinance violations, the maximum fine is $500 per day. Violations of an ordinance dealing with fire safety, zoning, or public health (except for dumping refuse) can include a fine of up to $2,000 per day, while the maximum penalty the council may establish for violating an ordinance governing the dumping of refuse is $4,000 per day. Note that cities do not have authority to punish violators by sending them to jail.
9) The final part of the ordinance is a statement that the ordinance was passed and approved, giving the date of passage, the signature of the mayor, and a space for the city clerk or secretary to sign and attest to the fact that the ordinance was adopted. Some cities also require the city attorney to approve the form of the ordinance. If required by state law or city charter, signatures must be present on the ordinance, or the ordinance may be declared void.

The following ordinance illustrates these nine components:

Ordinance No. 125

CAPTION

AN ORDINANCE OF THE CITY OF ANYWHERE, TEXAS, ESTABLISHING WATER CONSERVATION REQUIREMENTS AND PROVIDING A PENALTY FOR VIOLATIONS.

PREAMBLE
WHEREAS, because of the conditions prevailing in the City of Anywhere, the general welfare requires that the water resources available to the City be put to the maximum beneficial use and that the waste or unreasonable use be prevented; and
WHEREAS, lack of rain has resulted in a severe reduction in the available water supply to the City, and it is therefore deemed essential to the public welfare that the City Council adopt the water conservation plan hereafter set forth.

ORDAINING CLAUSE
NOW THEREFORE:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ANYWHERE, TEXAS:

BODY
SECTION 1. AUTHORIZATION.
The City Manager or his designee is hereby authorized and directed to implement the applicable provisions of this Ordinance upon his determination that such implementation is necessary to protect the public welfare and safety.

SECTION 2. APPLICATION.
The provisions of this Ordinance shall apply to all persons, customers, and property served with City of Anywhere water wherever situated. No customer of the City of Anywhere water system shall knowingly make, cause, use, or permit the use of water received from the City for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this ordinance, or in an amount in excess of that use permitted by the conservation stage in effect pursuant to action taken by the City Manager or his designee in accordance with the provisions of this Ordinance.

SECTION 3. CONSERVATION REQUIREMENTS.
From May 1 to September 30 of each year and upon implementation by the City Manager and publication of notice, the following restrictions shall apply to all persons:
(a) Irrigation utilizing individual sprinklers or sprinkler systems of lawns, gardens, landscaped areas, trees, shrubs, and other plants is prohibited except on a designated day which shall be once every five days, and only then during the hours of 8:00 p.m. and 12:00 noon. Provided, however, irrigation of lawns, gardens, landscaped areas, trees, shrubs or other plants is permitted at any time if: (i) a hand-held hose is used: (ii) a hand-held, faucet filled bucket of five (5) gallons or less is used; or (iii) a drip irrigation system is used.
(b) The washing of automobiles, trucks, trailers, boats, airplanes and other types of mobile equipment, the refilling or adding of water to swimming and/or wading pools and the use of water for irrigation of golf greens and tees is prohibited except on designated irrigation days between the hours of 8:00 p.m. and 12:00 noon.
(c) The washing or sprinkling of foundations is prohibited except on designated irrigation days between the hours of 8:00 p.m. and 12:00 midnight.
(d) The following uses of water are defined as "waste of water" and are absolutely

prohibited: (i) allowing water to run off into a gutter, ditch, or drain; (ii) failure to repair a controllable leak; and (iii) washing sidewalks, driveways, parking areas, tennis courts, patios, or other paved areas except to alleviate immediate fire hazards.

SECTION 4. EFFECTIVE DATE
This Ordinance shall become effective immediately upon its passage and publication as required by law.

SECTION 5. SEVERABILITY
This Ordinance shall be considered severable, and the invalidity or unconstitutionality of any section, clause, provision or portion of the Ordinance shall not affect the validity or constitutionality of any other section, clause, provision or portion of this Ordinance.

SECTION 6. PENALTY
Any person, corporation or association violating any provision of this Ordinance shall be deemed guilty of an offense, and upon conviction shall be punished by a fine not to exceed Five Hundred Dollars ($500.00). The violation thereof shall be deemed a separate offense, and shall be punished accordingly. Provided, however, compliance may be further sought through injunctive relief in the District Court.

CONCLUSION
PASSED AND APPROVED this____ day of _____, 20___

/s/_____
Mayor

ATTEST:
/s/_____
City Secretary/ Clerk

APPROVED AS TO FORM:
/s/_____
City Attorney

Chapter Eight: Conflicts of Interest

Mayors and councilmembers must avoid situations where their personal interests conflict with the public interest. While sound judgment will guide most decisions, state law also establishes standards of conduct that city officials are required to follow.

Three common situations can compromise a mayor's or councilmember's ability to carry out official duties. Each involves a conflict between the obligation to serve the city and competing personal or outside interests.

The first arises when a councilmember holds two or more public offices at the same time. The second occurs when the council considers an action that would directly benefit a business or property in which a member or a close family member has a substantial interest. The third involves nepotism, where employment decisions are influenced by family relationships. Each of these situations is addressed in more detail below.

Dual Office-Holding

Two or More Public Offices

Mayors and councilmembers may not hold more than one public office at the same time if both positions are "offices of emolument." An emolument is any compensation received for services, such as a salary, meeting fees, or other forms of payment, but does not include reimbursement of actual expenses.

This restriction means that a mayor or councilmember who is compensated by the city may not also serve as a district judge, state legislator, county clerk, or in another local or state office of emolument. Limited exceptions are provided in Article XVI of the Texas Constitution, which permits certain state officers and employees to hold municipal offices of emolument and allows a person holding an office of emolument to also serve in specific roles such as justice of the peace, county commissioner, notary public, or as an officer of a soil and water conservation district.

Incompatibility

In addition, mayors and councilmembers are prohibited from holding a second public office if the duties and loyalties of that office are incompatible with their responsibilities to the city. This rule applies to all public offices, whether compensated or not, and reflects the principle that a public official must owe undivided loyalty to a single office.

The general rule regarding incompatible offices was reviewed in *Thomas v. Abernathy County Line I.S.D.*, in which the Texas Supreme Court held that the offices of city councilmember and school board trustee were incompatible because if the same person could be a school board trustee and a member of the city council at the same time, school policies, in many important respects, would be subject to direction of the council instead of the school board.

The incompatibility doctrine also prohibits the council from appointing one of its own members to a public office (unless otherwise

allowed by state law) or employing the member as a city employee. A mayor, for example, could not simultaneously serve as a police officer for the city.

Determining whether two offices are incompatible is not always straightforward, but the consequences of a misjudgment can be significant. Texas courts have held that when an individual holding one office accepts and qualifies for a second, incompatible office, the individual is deemed to have automatically vacated the first office.

City Actions that Benefit Members of Council

City councils everywhere routinely make City councils routinely make decisions on purchases, rezoning, utility extensions, road construction projects, and other matters that may affect private interests. Given the broad scope of council authority, it is inevitable that some decisions will directly or indirectly impact the personal or business interests of individual councilmembers.

Recognizing that such conflicts cannot be entirely avoided, the Texas Legislature has established statutory requirements to ensure transparency. Three key laws—Chapter 171 and Chapter 176 of the Local Government Code and Chapter 553 of the Government Code—require the disclosure of conflicts between a councilmember's private interests and the public interest.

The purpose of Chapter 171 of the Local Government Code, the conflicts of interest statute, is to prevent councilmembers and other local officials from using their positions for undisclosed personal gain. The law requires a councilmember to file an affidavit when the member—or a close relative—has a financial interest that would be affected by council action.

Whenever any contract, zoning decision, or other matter is pending before the council, each member of council must take the following steps:

(a) **Determine whether a substantial interest exists:** A councilmember must review the pending matter and decide whether the member or a close relative has a substantial interest in a business or property that would be specially affected by the council's decision. A substantial interest in a business entity exists if:

1) The member or a close relative of the member owns at least 10 percent of the voting stock or shares, or owns at least 10 percent of the fair market value of the business entity, or owns at least $15,000 of the fair market value of the business entity; or
2) The income received by the member or a close relative from the business exceeds 10 percent of that person's gross income for the previous year.

A substantial interest in real property exists if the member or a close relative has a legal or equitable ownership interest with a fair market value of $2,500 or more.

(b) **File an affidavit if required:** If a substantial interest exists, the member must file an affidavit disclosing the nature and extent of the interest before any vote or decision is taken, when:

1) For a business entity, the action will have a special economic effect on the entity that is distinguishable from its effect on the public; or
2) For real property, it is reasonably foreseeable that the action will have a special economic effect on the property's value that is distinguishable from its effect on the public.

The affidavit must be filed with the city's official record keeper, typically the city secretary.

(c) **Abstain when required:** In addition to filing an affidavit, the councilmember must abstain from participating in discussion or voting on the matter. However, if a majority of the council is likewise required to file affidavits on the same action, those members may participate and vote after filing.

The council may still purchase goods or services from a business in which a member has a substantial interest, provided the member files the affidavit and abstains from discussing and voting on the matter. Additionally, when a budget item specifically dedicates funds to a contract with a business in which a councilmember has a substantial interest, the council must take a separate vote on that item, and the affected member must abstain. Once that separate vote is complete, the member may vote on the final budget as a whole.

A councilmember who knowingly violates Chapter 171 by failing to file the required affidavit or by voting or participating in a matter in which the member has a substantial interest commits a Class A misdemeanor, punishable by a fine of up to $4,000, confinement in jail for up to one year, or both. In addition to these criminal penalties, such violations can undermine public trust and expose the city to legal challenges.

Chapter 176 of the Local Government Code, a second conflicts disclosure statute, requires mayors, councilmembers, and certain other executive city officers or agents to file a "conflicts disclosure statement" with the city's records administrator within seven days of becoming aware of any of the following:

- The officer or a family member has an employment or business relationship that generates taxable income of more than $2,500 with a person who has contracted with the city or is being considered for city business;
- The officer or a family member has received and accepted one or more gifts with a total value of more than $100 in the preceding 12 months from a person who conducts or seeks to conduct business with the city; or
- The officer has a family relationship with a person who conducts or seeks to conduct business with the city.

Chapter 176 also places disclosure obligations on vendors. Any vendor who seeks to do business with a city must file a "conflict of interest questionnaire" if the vendor: (1) has a business relationship with the city and an

employment or other relationship with a city officer or the officer's family member; (2) gives a gift to a city officer or a family member; or (3) has a family relationship with a city officer.

A city officer or a vendor who knowingly fails to file the required disclosure statement or questionnaire under Chapter 176 commits a misdemeanor, with the classification—Class A, B, or C—depending on the amount of the contract at issue.

A third conflicts disclosure statute, Chapter 553 of the Government Code, addresses situations involving city purchases or condemnations of real property. It is designed to prevent councilmembers and other public servants from using their positions for hidden personal gain.

When a city considers purchasing or condemning real property or tangible personal property, each official must determine whether they have a legal or equitable interest in the property. If such an interest exists, the official must file an affidavit within 10 days before the date the city acquires the property by purchase or condemnation. The affidavit must be filed with the county clerk of the county where the official resides and with the county clerk of each county where the property is located.

The affidavit must include: (1) the name of the official; (2) the official's office, public title, or job designation; (3) a full description of the property; (4) a full description of the nature, type, and amount of interest in the property, including the percentage of ownership interest; (5) the date the official acquired an interest in the property; (6) the following verification: "I swear that the information in this affidavit is personally known by me to be correct and contains the information required by Section 553.002, Government Code;" and (7) an acknowledgement of the same type required for recording a deed in the deed records of the county.

A public official who fails to file the affidavit after receiving notice of a purchase or condemnation commits a Class A misdemeanor, punishable by up to one year in jail, a fine of up to $4,000, or both. In addition to these penalties, violations can undermine public trust in the council's decision-making.

Nepotism

"Nepotism" refers to awarding employment or appointment on the basis of family relationship. The practice is considered contrary to sound public policy, which is why prohibitions against nepotism exist in all states, including Texas.

Chapter 573 of the Government Code prohibits a city council from hiring a person related to a councilmember within the second degree by affinity or the third degree by consanguinity, but there are exceptions. The prohibition does not apply in cities with a population of 200 or less, or to close relatives who were already continuously employed by the city for at least 30 days before the related councilmember was appointed, or at least six months before the related councilmember was elected. If a relative is allowed to remain employed under this exception, the related councilmember may not participate in deliberation or voting on matters affecting that employee individually (as opposed to actions affecting a class or category of employees).

The nepotism statute does not apply to unpaid positions.

Since "affinity" and "consanguinity" are the controlling factors in determining nepotism, both terms must be clearly understood.

Affinity is kinship by marriage, such as between spouses or between one spouse and the blood relatives of the other. Two people are related by affinity if they are married to each other, or if the spouse of one person is related by blood (consanguinity) to the other person.

Persons related within the first degree of affinity include the public official's spouse, father-in-law, mother-in-law, sons-in-law, daughters-in-law, stepsons, and stepdaughters. Relatives related within the second degree of affinity include sisters-in-law (brother's spouse or spouse's sister), brothers-in-law (sister's spouse or spouse's brother), spouse's grandparents, and spouse's grandchildren. A marriage that ends by divorce or death also ends the relationships by affinity created by that marriage, unless a child of the marriage is living. In that case, the affinity relationship is considered to continue as long as the child is alive.

Consanguinity is kinship by blood, as between a mother and child or sister and brother. Two persons are related to each other by consanguinity if one is a descendant of the other or if they share a common ancestor.

Purchasing

Section 2252.908 of the Government Code provides that, with certain exceptions: (1) a city is prohibited from entering into a contract with a business entity unless the business entity submits a disclosure of interested parties (i.e., discloses a person who has a controlling interest in the business or who actively participates in facilitating the contract for the business) if the contract: (a) requires an action or vote by the city council before the contract may be signed; (b) has a value of at least $1 million; or (c) is for services that would require a person to register as a lobbyist; (2) the disclosure must be on a form prescribed by the Texas Ethics Commission; and (3) a city must acknowledge receipt of the disclosure with the Texas Ethics Commission not later than 30 days after receiving the disclosure.

Chapter Nine:
Personal Liability of Members of City Council

A legal concept known as "governmental immunity" protects cities from being sued or held liable for various torts (a tort is a wrongful act resulting in injury to a person or property) and causes of action. But there are some exceptions to this general rule. For example, Chapter 101 of the Texas Civil Practice and Remedies Code (also known as the Texas Tort Claims Act) provides that a city may be liable for damages arising from the use of publicly-owned vehicles, premises defects, and injuries arising from conditions or use of property. Thus, a city (as an entity) is sometimes liable for limited damages resulting from the actions of its city officials and employees.

But what about mayors and councilmembers? Mayors and councilmembers across the state daily make decisions that impact the lives and property of thousands of people. Can these city officials be held personally responsible for damages resulting from decisions they make (or refuse to make) in their official capacity as members of the city's governing body?

In most instances, mayors and councilmembers will not face personal liability. Like the city itself, mayors and councilmembers are often protected by different types of immunity, the purpose of which is to allow them to make decisions in the public interest with confidence and without fear. However, immunity is not available in all instances. For that reason, it is important for mayors and councilmembers to have a basic understanding of the areas in which they face potential liability.

Liability Under State Law

We start by examining a civil tort suit, a common instance in which the issue of the personal liability of a mayor or councilmember may arise. Generally speaking, Texas courts have held that mayors and councilmembers are not personally liable when a suit arises from the performance of discretionary acts that are taken in good faith and are within the scope of their authority. This type of protection is commonly referred to as official immunity. A "discretionary act" involves personal judgment. The decision about where to place a traffic sign is one example of a discretionary act. An action taken in good faith is one that is taken without intent to do harm. Thus, councilmembers should ensure that discretionary actions are taken in good faith and pursuant to their authority as authorized by relevant state law, ordinances, or policies.

Generally speaking, mayors and councilmembers may be held personally liable for torts that arise from ministerial acts. A "ministerial act" is one performed as a matter of duty; an act which a mayor or councilmember must perform. Ministerial acts also include those performed in obedience to state law or federal laws which are so plain and explicit that nothing is left to discretion or judgment. For example, canvassing the results of a city election is a ministerial and non-discretionary duty. Failure to perform a ministerial act imperils a mayor or councilmember regardless of whether is the failure to act is done in good faith. A ministerial act required by law, but that is not performed at all, could also lead to liability. In

sum, a mayor or councilmember could potentially be individually liable for damages to individuals injured because of the failure to properly perform a ministerial duty or negligently failing to perform the duty at all. Personal liability of most city officials is capped at $100,000 for actions brought in state court under the Texas Tort Claims Act.

Additionally, until recently, a mayor or councilmember could not be held personally liable for sexual harassment. In 2021, the Texas Legislature adopted Senate Bill 45, which expanded the definition of "employer" to include "any person who acts directly in the interests of an employer in relation to an employee." Under this new definition, it is possible that elected officials may be subject to individual liability for sexual harassment if they: (1) know or should have known that the conduct constituting sexual harassment was occurring; and (2) fail to take immediate and appropriate corrective action. That same year the Legislature also adopted Senate 282, which provides that a political subdivision (including a city) may not use public funds to settle or otherwise pay a sexual harassment claim made against an elected or appointed member of the governing body, or a city official or employee.

In addition, even if fulfilling his or her duties, a mayor or councilmember could also be subject to civil or criminal liability as the result of a violation of certain state laws. Some of the most common state laws under which a mayor or councilmember may face criminal liability include the Open Meetings Act, the Public Information Act, conflicts of interest and financial disclosure laws, purchasing laws, and nepotism laws. In addition, prohibitions found in the Texas Penal Code may be implicated as a result of serving as a mayor or councilmember, including laws dealing with bribery, gifts, honorariums, falsification of government documents, the misuse of information, abuse of official capacity, official oppression, forgery, and theft.

Finally, as an elected official, mayors and councilmembers may face both civil and criminal liability for failure to comply with certain state laws, such as those governing political contributions, political advertising, and campaign contributions.

Liability Under Federal Law

A mayor or councilmember may also face personal liability for violations of a person's rights under federal law. This usually occurs: (1) as the result of claims alleging violations of constitutional rights; or (2) in an employment context (e.g., a claim brought under the Fair Labor Standards Act or the Family Medical Leave Act).

The law customarily used to take action against city officials for violations of constitutional rights or violations of federal law is Section 1983, Title 42, of the United States Code, which provides:

> *Every person who, under color any statute, ordinance, regulation, custom, or usage, of any State . . . .subjects, or causes to be subjected, any citizen of the United states or other person within the jurisdiction thereof to the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, shall be liable to the party injured . . . .*

Various types of policy decisions related to both city employees and members of the public could render a mayor or councilmember liable under Section 1983. However, city officials are usually protected by qualified immunity. Similar to the official immunity defense under state law (described above), a mayor or councilmember may be protected by qualified immunity when sued under federal law. To be covered by qualified immunity, the official must show that the action taken: (1) was discretionary; (2) was within the official's authority to take; and (3) did not violate any clearly established statutory or constitutional right of which a reasonable person would have known.

It is rare that a mayor or councilmember is held personally liable under federal law for the decisions he or she makes as a member of the governing body. Even so, city officials should make sure that they have a reasonable basis for decisions made, and that applicable state and federal law is reviewed before those decisions are made, especially when those decisions impact specific individuals.

You can find more detailed information about the personal liability of mayors and city councilmembers in TML's Understanding Your Personal Liability as a City Official: A Primer.

In sum, because liability questions are notoriously fact-sensitive, councilmembers and mayors should always seek the advice of the city attorney for any specific liability question.

Chapter Ten: Sources of Information

There is no comprehensive guide to everything there is to know about Texas cities, but there are many sources of information that can be helpful. Several are listed below.

Local Sources

Depending on the amount of time available, information on the finances, services, and other aspects of the city can be obtained by:

- Reading the city's code of ordinances;
- Reviewing the minutes of council meetings held during the past several months;
- Studying the current budget, the previous year's financial report, and other key financial documents;
- Visiting the various city departments to learn how the city conducts its day-to-day operations; and
- Conferring with past and present members of the council, the local newspaper editor, civic leaders, and others who have followed the city's affairs over the years.

Texas Municipal League

The Texas Municipal League is an association of cities that exists for one reason: to serve city officials. TML offers members of the city council and other city officials a broad range of services – including training seminars and conferences, technical assistance, legal information, and many other services. TML also publishes several guides regarding municipal law and best practices for cities.

The League office welcomes all inquiries from its member officials, no matter how ordinary or unusual. The League is also willing to assist members of the press in understanding cities.

National Resources

American Planning Association, 200 E. Randolph St., Suite 6900, Chicago, IL 60601, 312-431-9100 (phone), 312-786-6700 (fax). Major publications: *Planning, Journal of the APA*, and *Zoning Practice*. The APA also publishes a number of guides to zoning, subdivision development, and other aspects of municipal planning. www.planning.org

American Public Works Association, 1200 Main Street, Suite 1400, Kansas City, Missouri 64105-2100, 816-472-6100. Monthly publication: *APWA Reporter*. APWA also publishes several public works-related manuals. www.apwa.net

American Society for Public Administration, 1730 Rhode Island Ave. NW, Suite 500, Washington, D.C. 20036, 202-393-7878. Bi-monthly publication: *Public Administration Review* features articles for councilmembers interested in municipal administrative and organizational processes and theory. *Public Integrity*, published bimonthly, addresses ethical issues affecting government and society. ASPA's quarterly newspaper, *PA TIMES*, covers developments in the academic and professional field of public administration. www.aspanet.org

Government Finance Officers Association, 203 N. LaSalle St., Suite 2700, Chicago, Illinois 60601-1210, 312-977-9700. Major publications include the weekly *GFOA Newsletter* and bimonthly *Government Finance Review*. GFOA also publishes a wealth of excellent operating manuals on the topics of budgeting, debt management, financial forecasting, and related items. www.gfoa.org

International Association of Chiefs of Police, 44 Canal Center Plaza, Suite 200, Alexandria, Virginia 22314, 703-836-6767. Major Publication: monthly *Police Chiefs Magazine.* www.theiacp.org

International Association of Fire Chiefs, 8251 Greensboro Drive, Suite 650, McLean, Virginia 22012, 703-273-0911. Major publication: *On Scene* newsletter. www.iafc.org

International City/County Management Association (ICMA), 777 North Capitol St. N.E., Suite 500, Washington, D.C. 20002-4201, 202-962-3680 (phone), 202-962-3500 (fax). Major publication: *Public Management.* Other publications: *LGR: Local Government Review* (biannual); *SmartBrief* (daily newsletter); and *Leadership Matters* (weekly newsletter). ICMA also publishes a series of manuals on different aspects of city government. www.icma.org

International Institute of Municipal Clerks, 8331 Utica Ave., Suite 200, Rancho Cucamonga, California 91730, 909-944-4162 (phone), 909-944-8545 (fax). Major Publications: *IIMC News Digest, Consent Agendas, IIMC Meeting Administration Handbook*, and *Language of Local Government*. IIMC provides training and information to city clerks and city secretaries. www. iimc.com

International Municipal Lawyers Association, 51 Monroe Street, Suite 404, Rockville, MD 20850 202-466-5424 (phone), 202-785-0152 (fax). Bi-monthly publication: *Municipal Lawyer*. IMLA also publishes a variety of documents of special interest to city attorneys. www.imla.org

Public Sector HR Association, 1617 Duke St., Alexandria, Virginia 22314, 703-549-7100. Major publications: *Public Personnel Management, HR News*, and *HR Bulletin*. PSHRA is a source of excellent information on productivity, employee performance appraisal, and other aspects of municipal personnel administration. www.pshra.org

National Association of Towns and Townships, 1901 Pennsylvania Avenue, NW, Suite 700, Washington, D.C., 20006, 202-331-8500. Major Publication: *Weekly Updates*. NATaT offers technical assistance, educational services, and public policy support to local government officials from small communities. www.natat.org

National Civic League, 190 E. 9th Ave, Suite 200, Denver, Colorado 80203, 303-571-4343. Major Publication: *National Civic Review*. NCL serves as a resource for information on citizen participation in state and local government and provides guides, model charters, and laws on specific subjects. NCL also sponsors the All-America City Award. www.ncl.org

National League of Cities, 660 North Capitol St. NW, Washington, D.C. 20001, 1-877-827-2385. Major Publication: *Cities Speak Blog*. Additionally, the organization conducts two national conventions of city officials, the first of which focuses on city-related federal programs, while the second emphasizes methods of improving municipal operations. www.nlc.org

U.S. Conference of Mayors, 1620 I Street N.W., Washington, D.C. 20006, 202-293-7330. USCM provides current information on federal policy developments of interest to cities over the population of 30,000. www.usmayors.org

ITEM #12

REPORTS, ANNOUNCEMENTS, OR REQUESTS FROM COUNCILMEMBERS

K. ADJOURN