

#### Regular City Council Meeting Council Chambers/City Hall 851 FM 970, Florence, Texas

#### **AGENDA**

In accordance with the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, Notice is hereby given that a Regular Meeting of the City Council of the City of Florence will be held on Tuesday, December 2, 2025, beginning at 6:15 p.m. in the Florence City Hall Council Chambers located at 851 FM 970, Florence, Texas, for the purpose of considering the following agenda item.

#### **Opening Agenda**

Call to Order Invocation & Pledge

Public Comment - The response of the council to any comment under this heading is limited to making a statement of specific factual information in response to the inquiry, or reciting existing policy. Any deliberation of the issue is limited to a proposal to place it on a later agenda.

PUBLIC HEARING: The purpose of the hearing is to hear public comments and concerns on the proposed rezoning request from HBRE, LLC- James E. Dyess to rezone from Single-Family Residential District (SF-1) to Mixed Use District (MU) – WCAD Parcel R010836 also known as 107 N. Patterson Ave., Florence, Texas 76527.

#### Reports

1.	Florence Chamber of Commerce	October Report
2.	Florence Planning and Zoning Committee	October Report
3.	Florence ISD Afterschool Centers on Education – ACE	October Report
4.	Florence Community Park Garden Project	October Report
5.	Eula Hunt Beck Florence Public Library	October Report
6.	Mayor/Council Report	October Report
7.	City Treasurer Report	October Report
8.	Chief of Police	October Report
9.	Public Works Director	October Report
10.	Municipal Court	October Report
11.	City Administrator	October Report

#### Deliberation Agenda

#### Consent Agenda

All items listed are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests one, in which event the item will be removed from the consent agenda and considered on the regular agenda.

- **12.** Discussion, consideration, and possible action on the minutes from the November 3, 2025, and November 19, 2025, meetings.
- 13. Discussion, consideration, and possible action on expenditures.

#### Library

- 14. Discussion, consideration, and possible action on allowing the Library to apply for the J. Frank Dobie Library grant.
- 15. Discussion, consideration, and possible action on approval for a bid for lettering on the window.

#### **Public Works**

- **16.** Discussion, consideration, and possible action on request for garbage to be removed from the utility bill for Masonic Lodge #338 from Ray Standridge.
- 17. Discussion, consideration, and possible action on amending the ordinance to include more detailed guidelines regarding wastewater averaging.
- 18. Discussion, consideration, and possible action on paying an invoice for \$2,959.61 to Brightspeed for cable damage caused by water excavation work on or about January 8, 2025.
- 19. Discussion, consideration, and possible action on purchasing a skid steer for no more than \$22,500.00.

#### **Building and Development**

- 20. Discussion, consideration, and possible action on Ordinance 2025-24, AN ORDINANCE OF THE CITY OF FLORENCE, TEXAS AMENDING THE CITY'S COMPREHENSIVE PLAN, ZONING MAP, AND ZONING ORDINANCE, AND CHANGING THE ZONING OF CERTAIN PROPERTY AS DESCRIBED HEREIN; PROVIDING FOR SAVINGS, REPEALING AND SEVERABILITY CLAUSES; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR A PENALTY CLAUSE NOT TO EXCEED \$2000 OR THE HIGHEST PENALTY AMOUNT ALLOWED BY LAW, WHICHEVER IS LESS; AND, PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF from HBRE, LLC- James E. Dyess to rezone from Single-Family Residential District (SF-1) to Mixed Use District (MU) WCAD Parcel R010836 also known as 107 N. Patterson Ave., Florence, Texas 76527. (1st reading)
- 21. Discussion and consideration and possible action on RESOLUTION 2025-25, A RESOLUTION OF THE CITY OF FLORENCE, TEXAS, AUTHORIZING THE SELECTION OF A PROFESSIONAL

SERVICE PROVIDER FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MITIGATION- RESILIENT COMMUNITIES PROGRAM ADMINISTERED BY THE GENERAL LAND OFFICE (GLO).

#### Police

22. Discussion, consideration, and possible action on granting Casey Schreiber his request to pay out 120 hours of paid time off.

#### **Municipal Court**

23. Discussion, consideration, and possible action on using funds in the Court Technology fund to assist with paying for INCODE software.

#### Executive Session

- 24. Personnel Matters. Adjourn into executive session under Sec. 551.074 (a) (1) and/or (2) of the Texas Government Code, for discussion of Personnel Matters including, without limiting the generality of the foregoing, consideration of the employment, evaluation, reassignment, duties, discipline, or dismissal of Tamela Louvier, City Administrator.
- 25. Open session for consideration and action, if any, arising out of the personnel matters described in item #24 above.

#### Administrative

- 26. Discussion, consideration, and possible action on adopting financial policies and procedures.
- 27. Discussion, consideration, and possible action on adopting procurement policies and procedures.
- 28. Discussion, consideration, and possible action on changing future January council meeting dates to the second Tuesday of the month.
- 29. Discussion, consideration, and possible action on date and time of the next regular Council meeting and/or special meetings.
- 30. Adjournment.

I, the undersigned authority do hereby certify that the Notice of Meeting was posted on the bulletin board outside the front door of the City Hall of the City of Florence, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: November 25, 2025 by 6:15 p.m. and remained so posted continuously for at least three business days preceding the scheduled time of said meeting.

Angelica Lombardi, City Secretary, City of Florence

Agenda items may be considered, deliberated, and/or acted upon in a different order than set forth above. At any time during the meeting and in compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, the Council reserves the right to meet in executive session on any of the above agenda items for consultation concerning attorney-client matters (§551.071); deliberation regarding real property (§551.072); deliberation regarding prospective gift (§551.073); personnel matters (§551.074); and deliberation regarding security devices (§551.076). Any subject discussed in executive session may be subject to action during open meeting.

#### **Affidavit of Publication**

THE STATE OF TEXAS **COUNTY OF WILLIAMSON** IN THE MATTER OF

City of Florence

NOTICE OF PUBLIC HEARING

The Williamson County Sun / Sunday Sun, newspapers of general circulation have continuously and regularly published for a period of not less than one year in the County of WILLIAMSON, preceding the date of the above referenced notice. Said notice was published in said newspapers as follows:

November 16, 2025

Newspaper Representative

Subscribed and sworn to before me this

Jessica Ann Ohle, Notary Public

My Commission Expires July 15, 2028



#### Meetings & Hearings

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN the Flor-NOTICE IS HEHEBY GIVEN the Flor-ence City Council of the City of Flor-ence will conduct a Public Hearing scheduled for 6:00.p.m. on December 2, 2025, located at Florence Municipal Complex, 851 FM 970, Florence, Texas

76527.
The meeting will hear public comments and concerns on the proposed rezoning request from HBRE, LLC to rezonic from Single-Family Residential District (SF-1) to Mixed Use District (MU)-WCAD Parcel R010836 also known as 107 N. Patterson Aug. Elevancel Temperature. 107 N. Patterson Ava., Florence, Texas 76527.

MEETING DATE: December 2, 2025 6:00 p.m.

INTITATED BY: Cristy Daniell
☐ Information Attached
☐ Bring Paperwork from Previous Meeting
☑ Verbal
☐ No Paperwork at Time of Packets
No paperwork needed. Routine action item only

MEETING DATE: December 2, 2025 6:00 p.m.

INITIATED BY: Planning and Zoning Committee
☐ Information Attached
☐ Bring Paperwork from Previous Meeting
☑ Verbal
☐ No Paperwork at Time of Packets
☐ No paperwork needed. Routine action item only

MEETING DATE: December 2, 2025 6:00 p.m.

INITIATED BY: Angel Callan
☐ Information Attached
☐ Bring Paperwork from Previous Meeting
<b>⊠</b> Verbal
☐ No Paperwork at Time of Packets
No paperwork needed Routine action item only

MEETING DATE: December 2, 2025 6:00 p.m.

INITIATED BY:
☐ Information Attached
☐ Bring Paperwork from Previous Meeting
☑ Verbal
☐ No Paperwork at Time of Packets
☐ No paperwork needed. Routine action item only

MEETING DATE: December 2, 2025 6:00 p.m.

INITIATED BY: Leigh Gardner
☑ Information Attached
☐ Bring Paperwork from Previous Meeting
☐ Verbal
No Paperwork at Time of Packets
☐ No paperwork needed. Routine action item only

#### citysecretary@florencetex.com

From:

librarydirector@florencetex.com

Sent:

Thursday, November 13, 2025 3:23 PM

To:

citysecretary@florencetex.com

**Subject:** 

Monthly report

Good afternoon,

Library report for October 2025 below:

Patron visits – 430

New Patrons – 7

Total circulations – 286

Computer use – 11

Classes – 4 daytime ESL classes , 4 evening ESL classes

Special events – Book Club, Friends meeting, Toddler & Sto

Special events – Book Club, Friends meeting, Toddler & Story Time (8), Needlework group (3); volunteer brunch

Hours open – 151

Volunteer hours - 71.5

Best regards,

Leigh Gardner
Library Director
Florence Public Library

Currently reading: We Used to Live Here by Marcus Kliewer

<sup>\*</sup>Confidentiality Notice: This email is intended solely for the person or entity above. If you are not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any review, dissemination or copying of this email and it's attachments, if any, or the information contained herein are prohibited. If you have received this email in error, please immediately notify the sender by return email and delete this email from your system.

MEETING DATE: December 2, 2025 6:00 p.m.

INITIATED BY: Ben Daniel
☐ Information Attached
☐ Bring Paperwork from Previous Meeting
₩ Verbal
☐ No Paperwork at Time of Packets
☐ No paperwork needed. Routine action item only

MEETING DATE: December 2, 2025 6:00 p.m.

INITIATED BY: David Tropea
☑ Information Attached
☐ Bring Paperwork from Previous Meeting
☐ Verbal
☐ No Paperwork at Time of Packets
☐ No paperwork needed. Routine action item only

#### City of Florence Fund Balances 10/31/2025

Account	Beginning Balance	Credits(+)	Debits(-)	Ending Balance
General Fund	529,854.53	87,310.40	224,942.82	392,222.11
Investments*	230,970.41	574.82		231,545.23
W/S Revenue	219,354.40	87,573.68	125,771.85	181,156.23
Court Security	21,167.99	3.60		21,171.59
Court Technology	11,183.34	1.81	3,226.80	7,958.35
Water Meter Deposit	2,575.69	500.00	83.12	2,992.57
2014 C of O	7,179.91	1.22		7,181.13
Vater and Wastewater Contingend	1,660.42	0.28		1,660.70
P. Dept. Training Fund	2,920.04	0.50		2,920.54
Veteran's Memorial	582.78	0.10		582.88
Veteran's Memorial CD*	4,452.97			4,452.97
Mun. St. Main and Repair	1,433.51	1.87		1,435.38
Florence Public Library	15,143.42	16,699.73	5,729.15	26,114.00
Juvenile Case Manager	19,097.55	3.24		19,100.79
Public Library CD*	-		·	-
Child Safety Fund	7,028.69	1.19		7,029.88
CDBG Grant	14,319.39	0.74	12,905.00	1,415.13
Time Payment Fee	2,738.50	0.46	75.23	2,663.73
2019 C of O	152.08	0.03		152.11
PD Forfeiture	20,513.26	32.99	2,369.75	18,176.50
Impact Fees	6,530.72	1.30		6,532.02
Jury Fund	371.00	14.98	14.98	371.00
Consol Court Tech and Security	-	3,226.80		3,226.80
Texas Class Pool	<del></del>			<u> </u>
General Fund	100.31	0.11		100.42
W/S Revenue	-			-
Water Meter Deposit	74,017.30	269.23		74,286.53
Mun. St. Main and Repair	296,902.56	139.05		297,041.61
Florence Public Library	50,117.24	23.47		50,140.71
Impact Fees	35,106.71	16.44		35,123.15
TOTAL	\$ 1,575,474.72	\$ 196,398.04	\$ 375,118.70	\$ 1,396,754.06

Veteran's Memorial CD\*
Investments CD\*

Balance as of:10/31/2025 - matures on 7/21/2026-Verabank Balance as of:10/31/2025; Matures 5/19/26 - Cetera Advisor

## Sales Tax Report

	2021		2022	2023	2024	2025	2026	Change	%
January	22,6	22,613.04	29,568.65	31,931.99	32,338.95	39,789.99		7,451.04	23.04%
February	34,5	34,580.14	40,303.62	39,221.37	35,109.18	59,582.85		24,473.67	69.71%
March	27,3	27,327.71	28,220.81	28,119.96	29,551.70	31,547.27		1,995.57	6.75%
April	19,5	19,534.21	25,264.02	31,422.50	29,867.67	31,049.03		1,181.36	3.96%
May	33,8	33,897.72	35,940.37	40,421.70	44,071.06	42,756.60		(1,314.46)	-2.98%
June	28,4	28,438.50	31,900.90	30,472.75	36,585.57	36,985.77		400.20	1.09%
July	35,9	35,927.57	31,503.71	31,121.37	28,177.81	47,367.80		19,189.99	68.10%
August	31,6	31,635.88	35,051.42	39,506.14	35,538.97	41,656.73		6,117.76	17.21%
September	31,8	31,838.29	40,220.22	32,939.55	35,654.16	46,241.16		10,587.00	29.69%
October	24,321.51	21.51	31,997.00	31,946.22	34,516.43	35,330.57		814.14	2.36%
November	34,0	34,026.99	36,779.29	39,593.50	40,857.94	41,278.94		421.00	1.03%
December	29,8	29,819.80	36,444.15	34,374.19	37,870.03				0.00%
Total	\$ 331,3,	18.32	\$ 331,348.32   \$ 373,625.51   9	\$ 379,139.25	379,139.25 \$ 420,139.47				

76,609.51 -539.90% FY 2021-2022 FY 2022-2023 FY 2023-2024 FY 2024-2025 FY 2025-2026 490,221.60 16.29% 412,808.98 0.59% 410,377.77 6.28% 386,142.02 13.83%

Monthly numbers reported as net of service and retainage amounts

#### CITY OF FLORENCE

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L October 2025

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* =	 Actual	Budget	 O¹	ver Budget	% of Budget
Income				<del></del> .	M
Customer Service Fees/Reports		233.34		-233.34	0.00%
Dedicated Funds				0.00	47
Sales Tax-Reduce Property Tax	 21,888.43	2,900.00		18,988.43	754,77%
Total Dedicated Funds	\$ 21,888.43	\$ 2,900.00	\$	18,988.43	754.77%
Events Revenue		125.00		-125.00	0.00%
Fines	8,829.80	19,833.34		-11,003.54	44.52%
Franchise Fees	4,411.37	3,750.00		661.37	117.64%
Interest Income		83.34		-83.34	0.00%
Licenses/Permits/Inspections	354.00			354.00	
Subd. Ordinance Fees	 	5,000.00		-5,000.00	0.00%
Total Licenses/Permits/Inspections	\$ 354.00	\$ 5,000.00	-\$	4,646.00	7.08%
Misc. Income	25.00	16.67		8.33	149.97%
Property Tax	19,166.87	11,200.00		7,966.87	171.13%
Rental Fees	40.00	2,591.66		-2,551.66	1.54%
Sales Tax	44,037.08	25,000.00		19,037.08	176.15%
SRO Reimbursement	22,869.20	22,777.80		91.40	100.40%
Swimming Pool Revenue		0.00		0.00	
Pool Revenue-Concessions		0.00		0.00	
Total Swimming Pool Revenue	\$ 0.00	\$ 0.00	\$	0.00	
Total Income	\$ 121,621.75	\$ 93,511.15	\$	28,110.60	130.06%
Gross Profit	\$ 121,621.75	\$ 93,511.15	\$	28,110.60	130.06%
Expenses					
Florence Library				0.00	
Library Donation		10,000.00		-10,000.00	0.00%
Total Florence Library	\$ 0.00	\$ 10,000.00	-\$	10,000.00	0.00%
General and Administrative				0.00	
Admin Training	1,769.26	166.66		1,602.60	1061.60%
Audit Expense		750.00		-750.00	0.00%
Bank Charges		16.67		-16.67	0.00%
Building Official	210.00	1,250.00		-1,040.00	16.80%
Cell Phones	752.43	600.00		152.43	125.41%
Codification		416.66		-416.66	0.00%
Contingency Fund		1,066.68		-1,066.68	0.00%
Copier		400.00		-400.00	0.00%
Council Expense		83.34		-83.34	0.00%
Dues/Memberships/Website	4,209.20	666.67		3,542.53	631.38%
Election Expenditures		166.67		-166.67	0.00%
Electric	4,472.93	3,500.00		972.93	127.80%
Engineer Fees		833.33		-833.33	0.00%
Events		1,166.66		-1,166.66	0.00%
Insurance TML	72,056.46	6,625.00		65,431.46	1087.64%
iWorQ Maintenance Fee	1,500.00			1,500.00	
Legal Fees-City	287.40	2,666.67		-2,379.27	10.78%
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#### CITY OF FLORENCE

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L October 2025

Total

	Actual	Budget		over Budget	% of Budget
Mowing Contract	•	650.00		-650.00	0.00%
Office Expense	89.44			89.44	
Office Supplies	332.23	708.37		-376.14	46.90%
Postage	800.00	166.67		633.33	479.99%
Postage Equipment		83.33		-83.33	0.00%
Public Notices/Publications		83.33		-83.33	0.00%
Recording Fees		41.67		-41.67	0.00%
Uniforms		83.33		-83.33	0.00%
Wm Co. App. District		291.67		-291.67	0.00%
<b>Total General and Administrative</b>	\$ 86,479.35	\$ 22,483.38	\$	63,995.97	384.64%
General Fund Payments				0.00	
2014 C of O		2,400.00		-2,400.00	0.00%
2020 C of O Street Improvements		11,009.60		-11,009.60	0,00%
USDA Loan		13,880.00		-13,880.00	0.00%
Total General Fund Payments	\$ 0.00	\$ 27,289.60	-\$	27,289.60	0.00%
Grant Fees		10,000.00		-10,000.00	0.00%
Municipal Complex Operating				0.00	
Cleaning Services	1,100.00	916.66		183.34	120.00%
Computer Maintenance		750.00		-750.00	0.00%
Fire Inspections		58.34		-58.34	0.00%
Janitorial Supplies		60.00		-60.00	0.00%
Maintenance	-84.60	825.00		-909.60	-10.25%
Misc. Expense		20.84		-20.84	0.00%
Pest Control	300.00	141.66		158.34	211.77%
Utilities-Water		216.66		-216.66	0.00%
VOIP System	1,421.24	3,000.00		-1,578.76	47.37%
Total Municipal Complex Operating	\$ 2,736.64	\$ 5,989.16	-\$	3,252.52	45.69%
Municipal Court				0.00	
Accurint	50.00	58.33		-8.33	85.72%
Incode		1,500.00		-1,500.00	0.00%
Legal Fees		1,250.00		-1,250.00	0.00%
Membership/Handbook		41.67		-41.67	0.00%
Municipal Judge	916.67	1,050.00		-133.33	87.30%
Omni		66.67		-66.67	0.00%
Printing Cost		53.33		-53.33	0.00%
State Fine/Dedicated Funds/Jury	-482.50	10,416.67		-10,899.17	-4.63%
Training		200.00		-200.00	0.00%
Total Municipal Court	\$ 484.17	\$ 14,636.67	-\$	14,152.50	3.31%
Park & Recreation Expense				0.00	
Park Maintenance	198.24	416.67		-218.43	47.58%
Total Park & Recreation Expense	\$ 198.24	\$ 416.67	-\$	218.43	47.58%
Payroll Expenses				0.00	
Company Contributions				0.00	
Retirement	3,494.02	2,525.89		968.13	138.33%

### **CITY OF FLORENCE** Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L October 2025

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		Actual	Budget		over Budget	% of Budget
Total Company Contributions	\$	3,494.02	\$ 2,525.89	\$	968.13	138.33%
Insurance		4,979.67	6,424.56		-1,444.89	77.51%
Longevity			0.00		0.00	
MCRE Employer			714.69		-714.69	0.00%
Retirement - City			0.00		0.00	
Social Security - Employer			3,055.91		-3,055.91	0.00%
sui			142.84		-142.84	0.00%
Taxes		5,366.65			5,366.65	
Wages		72,944.12	49,204.68		23,739.44	148.25%
Total Payroll Expenses	\$	86,784.46	\$ 62,068.57	\$	24,715.89	139.82%
Police Department					0.00	
Ammunition			150.00		-150.00	0.00%
Citation Printing			20.87		-20.87	0.00%
Copier Lease		432.82	216.67		216.15	199.76%
County Dispatch pay			208.33		-208.33	0.00%
COUNTY IT FEES			125.00		-125.00	0.00%
Dues & Membership			41.67		-41.67	0.00%
Electronic Repair & New Equip			333.37		-333.37	0.00%
Fuel		2,538.29	3,333.33		-795.04	76.15%
K-9 Expense		140.00	166.67		-26.67	84.00%
Office Supplies		322.38	708.33		-385.95	45.519
Radar Certifications			41.67		-41.67	0.00%
Records Management System			166.67		-166.67	0.00%
Shared Radio Expense			566.67		-566.67	0.00%
Software and Computer Maint			166.67		-166.67	0.00%
Training		477.85	550.00		-72.15	86 889
Uniforms			166.67		-166.67	0.00%
Vehicle Maintenance		1,108.43	1,333.37		-224.94	83.139
Total Police Department	\$	5,019.77	\$ 8,295.96	-\$	3,276.19	60.519
Street and Drainage Expense					0.00	
Road Signs		101.60			101.60	
Street Materials/Paving			833.33		-833.33	0.00%
Total Street and Drainage Expense	\$	101.60	\$ 833.33	-\$	731.73	12.19%
Swimming Pool Expenses					0.00	
Chemicals			0.00		0.00	
Concessions			0.00		0.00	
Maintenance			0.00		0.00	
Training			0.00		0.00	
Uniforms			0.00		0.00	
Total Swimming Pool Expenses	\$	0.00	\$ 0.00	s	0.00	
Time Payment Fee		98.25			98.25	
otal Expenses	\$	181,902.48	\$ 162,013.34	\$	19,889.14	112.28%
et Operating Income	-\$	60,280.73	 68,502.19		8,221.46	88.00%

## CITY OF FLORENCE Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

October 2025

		Actual		Budget		over Budget	% of Budget
Dedicated Funds Bank Accounts						0.00	
Street & Maintenance Income		10,944.21				10,944.21	
Total Dedicated Funds Bank Accounts	\$	10,944.21	\$	0.00	\$	10,944.21	<u>-</u>
Notary, Fax, Copies		106.75				106.75	
Total Other Income	\$	11,050.96	\$	0.00	\$	11,050.96	
Other Expenses							
Dedicated Funds Bank Expense						0.00	
Child Safety Fund Bank Expense				-2,000.00		2,000.00	0.00%
Court Technology Bank Expense				-9,500.00		9,500.00	0.00%
Fortfeiture/Seizure Expense				-7,320.00		7,320.00	0.00%
Juvenile Case Manager Fee				-1,000.00		1,000.00	0.00%
Police Training Bank Expense				-1,000.00		1,000.00	0.00%
Total Dedicated Funds Bank Expense	\$	0.00	-\$	20,820.00	\$	20,820.00	0.00%
Total Other Expenses	\$	0.00	-\$	20,820.00	\$	20,820.00	0.00%
Net Other Income	\$	11,050.96	\$	20,820.00	-\$	9,769.04	53.08%
Net Income	-\$	49,229.77	-\$	47,682.19	-\$	1,547.58	103.25%

Wednesday, Nov 19, 2025 11:48:50 AM GMT-8 - Accrual Basis

### Florence - Water & Sewer Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L October 2025

Total

		Actual		Budget		over Budget	% of Budget
Income							10
Bulk Water		1,625.00		8,280,87		-6,655.87	19.62%
Credit Card Fees		0.00		0.00		0.00	
Disconnect Fees/Late Charges		984.75		1,230.71		-245.96	80.01%
Final Out Deposits				0.00		0.00	
Garbage		13,042.64		16,572.01		-3,529.37	78.70%
Interest				21.19		-21.19	0.00%
Miscellaneous Income				12.50		-12.50	0.00%
Street and Maintenance				1,250.00		-1,250.00	0.00%
Taps (Water & Sewer)				625.00		-625.00	0.00%
Transfers In				750.00		-750.00	0.00%
Wastewater		17,109.90		21,012.08		-3,902.18	81.43%
Water		54,323.49		75,136.51		-20,813.02	72.30%
Total Income	\$	87,085.78	\$	124,890.87	-\$	37,805.09	69.73%
Gross Profit	\$	87,085.78	\$	124,890.87	-\$	37,805.09	69.73%
Expenses							
Communications		246.28		185.89		60.39	132.49%
Equipment Maintenance						0.00	
Backhoe						0.00	22
Maintenance				0.00		0.00	a .
Total Backhoe	\$	0.00	s	0.00	\$	0.00	
Case Utility Tractor			•	0.00	•	0.00	
Maintenance				1,033.94		-1,033.94	0.00%
Total Case Utility Tractor	\$	0.00	s	1,033.94	-\$	1,033.94	0.00%
Chain Saws				0.00	Ť	0.00	3,3315
Jet Machine				0.00		0.00	
Maintenance				0.00		0.00	
Total Jet Machine	\$	0.00	s	0.00	S	0.00	
Lawn Mowers			•	0.00	·	0.00	
Skid Loader				0.00		0.00	
Maintenance				150.00		-150.00	0.00%
Total Skid Loader	\$	0.00	\$	150.00	-\$	150.00	0.00%
Small Equipment	•		•	0.00	•	0.00	0.0070
Trucks				0.00		0.00	
2011 Ford F-150				0.00		0.00	
2018 Chevrolet				0.00		0.00	
Chevy (18)				0.00		0.00	
Maintenance				166.67		-166.67	0.00%
Total Chevy (18)	\$	0.00	\$	166.67	-\$	166.67	0.00%
Chevy 2500 (21) 99200	•	0.00	•	0.00		0.00	0.0076
Maintenance		116.06		166.63		-50.57	69.65%
Total Chevy 2500 (21) 99200	\$	116.06	_	**-		<del></del>	<del>-</del>
	3	778 08	- 5	166.63	-5	50.57	69.65%

### Florence - Water & Sewer Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L October 2025

	Actual	Budget		over Budget	% of Budget
Maintenance	188.87	166.63		22.24	113.35%
Total Chevy 2500 (21) 99434	\$ 188.87	\$ 166.63	\$	22.24	113.35%
F650 (99)				0.00	
Maintenance		83.37		-83.37	0.00%
Total F650 (99)	\$ 0.00	\$ 83.37	-\$	83.37	0.00%
Total Trucks	\$ 304.93	\$ 583.30	-\$	278.37	52.28%
Weed Eaters		0.00		0.00	
Total Equipment Maintenance	\$ 304.93	\$ 1,767.24	-\$	1,462.31	17.25%
Equipment Purchase		0.00		0.00	
Safety Equipment		275.00		-275.00	0.00%
Tools	67.54	125.00		-57.46	54.03%
Total Equipment Purchase	\$ 67.54	\$ 400.00	-\$	332.46	16.89%
Garbage Expense	10,830.13	15,516.67		-4,686.54	69.80%
General and Administrative		0.00		0.00	
Audit		0.00		0.00	
Computer		0.00		0.00	
Computer Maintenance		1,125.00		-1,125.00	0.00%
Contingency Fund		108,348.04		-108,348.04	0.00%
Credit Card Fees	285.74			285.74	
Electricity		0.00		0.00	
Fire & Safety		166.63		-166.63	0.00%
Fuel	782.49	666.63		115.86	117.38%
Misc.	110.00	0.00		110.00	
Office/Shop Supplies	631.76	125.00		506.76	505.41%
Postage	457.13	375.00		82.13	121.90%
Professional Fees		1,250.00		-1,250.00	0.00%
Public Works Building		0.00		0.00	
Electricity	226.18	375.00		-148.82	60.31%
Maintenance	121.46	91.67		29.79	132,50%
Phone		220.00		-220.00	0.00%
Total Public Works Building	\$ 347.64	\$ 686.67	-\$	339.03	50.63%
Publications		0.00		0.00	
Software Fees	217.46	166.63		50.83	130.50%
Software Maintenance	2,500.00	100.00		2,400.00	2500.00%
Training		0.00		0.00	
Total General and Administrative	\$ 5,332.22	\$ 113,009.60	-\$	107,677.38	4.72%
Payments		0.00		0.00	
2014 C of O	3,607.98	40,000.00		-36,392.02	9.02%
2019 C of O	2,373.73	33,000.00		-30,626,27	7.19%
Gov Capital New Equipment	13,465.39	13,465.39		0.00	100.00%
Heavy Equipment		0.00		0.00	
SIB Loan	 	5,951.97		-5,951.97	0.00%
Total Payments	\$ 19,447.10	\$ 92,417.36	-\$	72,970.26	21.04%

## Florence - Water & Sewer Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

October 2025

Total

	 Actual	Budget		over Budget	% of Budget
Payroll	 -			0.00	····
FUTA		0.00		0.00	
Insurance		3,323.05		-3,323.05	0.00%
Longevity		0.00		0.00	
Medicare		352.52		-352.52	0.00%
Retirement Company		1,252.05		-1,252.05	0.00%
Social Security FICA		1,507.32		-1,507.32	0.00%
SUI		144.92		-144.92	0.00%
Wages	 29,405.01	24,246.99		5,158.02	121.27%
Total Payroll	\$ 29,405.01	\$ 30,826.85	-\$	1,421.84	95.39%
Payroll Expenses		0.00		0.00	
Company Contributions		0.00		0.00	
Retirement	1,308.35	0.00		1,308.35	
<b>Total Company Contributions</b>	\$ 1,308.35	\$ 0.00	\$	1,308.35	
Taxes	2,153.14	0.00		2,153.14	
Total Payroll Expenses	\$ 3,461.49	\$ 0.00	\$	3,461.49	
Personnel				0.00	
Membership Fees		0.00		0.00	
Safety		0.00		0.00	
Training	349.99	125.00		224.99	279.99%
Uniforms	149.36	83.37		65.99	179.15%
Total Personnel	\$ 499.35	\$ 208.37	\$	290.98	239.65%
Reimbursements	75.80	0.00		75.80	
SCADA		625.00		-625.00	0.00%
Surface Water		0.00		0.00	
Committed Water Charge		0.00		0.00	
Minimum Monthly Charge	1,294.87	1,000.00		294.87	129,49%
Rerserved Water Charge		0.00		0.00	
Volume Charges per 1,000 Gallon	13,223.82	12,500.00		723.82	105.79%
Total Surface Water	\$ 14,518.69	\$ 13,500.00	\$	1,018.69	107.55%
Wastewater Collection System				0.00	
Sewerline Maintenance	310.00	2,641.63		-2,331.63	11.74%
Total Wastewater Collection System	\$ 310.00	\$ 2,641.63	-\$	2,331.63	11.74%
Wastewater Treatment Plant		0.00		0.00	
Disinfection		0.00		0.00	
Disinfection Chemicals		500.00		-500.00	0.00%
Disinfection Maintenance-		83.37		-83.37	0.00%
Total Disinfection	\$ 0.00	\$ 583.37	-\$	583.37	0.00%
Electricity	1,764.48	2,000.00		-235.52	88.22%
Grounds/Building Maintenance		475.00		-475.00	0.00%
Lab		650.00		-650.00	0.00%
Maintenance	210.00	2,500.00		-2,290.00	8.40%
Sludge		166.63		-166.63	0.00%

## Florence - Water & Sewer Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

October 2025

		Actual		Budget	LEIT	over Budget	% of Budget
Supplies				66.67		-66.67	0.00%
TCEQ Permit		1,451.20		2,000.00		-548.80	72.56%
<b>Total Wastewater Treatment Plant</b>	\$	3,425.68	\$	8,441.67	-\$	5,015.99	40.58%
Water Distribution		1,240.00				1,240.00	
Waterline Maintenance		1,307.30		3,616.63		-2,309.33	36.15%
Total Water Distribution	\$	2,547.30	\$	3,616.63	-\$	1,069.33	70.43%
Water Production						0.00	
Disinfection						0.00	
Disinfection Chemicals		2,744.28		1,000.00		1,744.28	274.43%
Disinfection Maintenance				250.00		-250.00	0.00%
Total Disinfection	\$	2,744.28	\$	1,250.00	\$	1,494.28	219.54%
Electricity		1,947.84		2,084.00		-136.16	93.47%
Maintenance-Wells				1,250.00		-1,250.00	0.00%
Service Pump				166.63		-166.63	0.00%
Tank Inspections				1,000.00		-1,000.00	0.00%
WaterTesting						0.00	
Bac-T		50.00		83.37		-33.37	59.97%
TCEQ Permit				1,500.00		-1,500.00	0.00%
TCEQ Testing		500.00		250.00		250.00	200.00%
Total WaterTesting	\$	550.00	\$	1,833.37	-\$	1,283.37	30.00%
Total Water Production	\$	5,242.12	\$	7,584.00	-\$	2,341.88	69.12%
Total Expenses	\$	95,713.64	\$	290,740.91	-\$	195,027.27	32.92%
Net Operating Income	-\$	8,627.86	-\$	165,850.04	\$	157,222.18	5.20%
Other Income							
2019 C of O income				0.00		0.00	
CDBG Grant Income				0.00		0.00	
Impact Fee Income				0.00		0.00	
Series 2014 C of O Income				0.00		0.00	
Water & Wastewater Cont Income				0.00		0.00	
Total Other Income	\$	0.00	\$	0.00	\$	0.00	
Other Expenses							
CDBG Grant Expense		5,000.00		0.00		5,000.00	
Legal Review and Consultation				0.00		0.00	
Total Other Expenses	\$	5,000.00	\$	0.00	\$	5,000.00	
Net Other Income	-\$	5,000.00	\$	0.00	-\$	5,000.00	
Net Income	-\$	13,627.86	-\$	165,850.04	\$	152,222.18	8.22%

### Florence Public Library Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L October 2025

-	_	

Income	 Actual	 Budget	0	ver Budget	% of Budget
Discord Dudella Donner and					
Direct Public Support				0.00	
City of Florence	10,000.00	20,000.00		-10,000.00	50.00%
Friends of the Library	6,152.50			6,152.50	
Individ, Business Contributions		2,381.63		-2,381.63	0.00%
Total Direct Public Support	\$ 16,152.50	\$ 22,381.63	-\$	6,229.13	72.17%
Investments				0.00	
Interest-Savings, Short-term CD	547.23	225.00		322.23	243.21%
Total Investments	\$ 547.23	\$ 225.00	\$	322.23	243.21%
Services		41.66		-41.66	0.00%
Total Income	\$ 16,699.73	\$ 22,648.29	-\$	5,948.56	73.74%
Expenses					
Computers		0.00		0.00	
ESL		0.00		0.00	
Facilities and Equipment				0.00	
Rent, Parking, Utilities	182.25			182.25	
Total Facilities and Equipment	\$ 182.25	\$ 0.00	\$	182.25	
Janitorial Services	50.00	50.00		0.00	100.00%
Operations				0.00	
Books, Subscriptions, Reference	436.52	311.72		124.80	140.04%
Software Maintenance	902.00	218.50		683.50	412.81%
Supplies	80.27	110.00		-29.73	72.97%
Telephone, Telecommunications	326.75	325.00		1.75	100.54%
Total Operations	\$ 1,745.54	\$ 965.22	\$	780.32	180.84%
Other Types of Expenses				0.00	
Other Costs	1,152.50			1,152.50	
Total Other Types of Expenses	\$ 1,152.50	\$ 0.00	\$	1,152.50	
Payroll Expenses				0.00	
Medicare Employer		37.16		-37.16	0.00%
Social Security Employer		158.88		-158.88	0.00%
SUI		36.00		-36.00	0.00%
Taxes	280.15			280.15	
Wages	3,555.27	2,562.63		992.64	138.74%
Total Payroll Expenses	\$ 3,835.42	\$ 2,794.67	\$	1,040.75	137.24%
TexShare Membership	92.00		•	92.00	
Total Expenses	\$ 7,057.71	\$ 3,809.89	\$	3,247.82	185,25%
Net Operating Income	\$ 9,642.02	\$ 18,838.40	-\$	9,196.38	51.18%
Net Income	\$ 9,642.02	 18,838.40	<u>-\$</u>	9,196.38	51.18%

## Profit and Loss Florence Police Department

October 1-31, 2025

Distribution account	Total
Income	
Gross Profit	H-1
Expenses	
Cameras	610.05
Computer and Internet Expenses	122.59
Total for Expenses	\$732.64
Net Operating Income	-\$732.64
Net Other Income	
Net Income	-\$732.64

Accrual Basis Wednesday, November 19, 2025 07:37 PM GMTZ

Consolidated Muni CT Tech & Sec Fund	Sec Fund						
	10/27/2025 T	Transfer			and security fund.	Union State Bank-C.Tech-1242	3,226.80
Total for Consolidated Muni CT Tech & Sec Fund	CT Tech & Sec Fund					ŧ	\$3,226.80
General Fund Account							
_	10/01/2025 8	Bill Payment (Check)	27028	Regions Equipment Finance		Accounts Payable	-721.67
1	10/01/2025 B	Bill Payment (Check)	27032	American Floor Mats		Accounts Payable	-281.55
,	10/01/2025 E	Expense		Renaissence Systems, INC (Folkenson)	Invoice #144134	Municipal Complex Operating:VOIP System	-739.47
,	10/01/2025	Deposit		Cosh1	Deposit	Misc. Income	25.00
,	10/01/2025 0	Deposit		Paystar	Deposit	Fines	641,00
•	10/02/2025 0	Deposit		Paystar	Deposit	Fines	724.00
1	10/03/2025 E	Expense		Office of the Attorney General		Payroll Labilities:Child Support	77.002-
-	10/03/2025 8	Bill Payment (Check)		Marisela Suarez Chavez		Accounts Payable	-300.00
-		Payroll Check			Pay Period: 09/13/2025-09/26/2025		-1,420,58
-		Payroll Chack			Pay Period: 09/13/2025-09/26/2025		-2,177.05
•	10/03/2025 P	Payroll Check			Pay Period: 09/13/2025-09/26/2025		-2,189,44
•	T 10/03/2025 T	Tax Payment		IRS	Tex Payment for Period: 10/01/2025-10/03/2025 paid online	Payroll Liabilities:Federal Taxes (941/943/944)	-5,109.02
-	10/03/2025 P	Payroll Check			Pay Period: 09/13/2025-09/26/2025		-1,572,19
-	10/03/2025 P	Payroll Check			Pay Period: 09/13/2025-09/26/2025		-2,006,63
-	10/03/2025 P	Payroll Check			Pay Period: 09/13/2025-09/26/2025		-1,644.09
-	10/03/2025 P	Payroll Check			Pay Period: 09/13/2025-09/26/2025		-1,810.08
-	10/03/2025 P	Payroll Check			Pay Period: 09/13/2025-08/26/2025		-2,344.14
-	10/03/2025 P	Payroll Check			Pay Period: 09/13/2025-08/26/2025		-1,685,66
-	10/03/2025 P.	Payroll Check			Pary Period: 09/13/2025-09/26/2025		-3,455,63
-		Deposit		Paystar	Deposit	Fines	299.00
-		Deposit		Cash1	Deposit		531.00
-		Deposit		Paystar	Deposit	Fines	333,00
-	10/07/2025 D	Deposit		Paystar	Deposit	Fines	430.00
-	10/09/2025 D	Deposit		Paystar	Deposit	Fines	68.00
_	10/10/2025 Bi	Bill Payment (Check)	27033	SAFEbulit LLC	CU-1000136	Accounts Payable	-280.00
÷	10/10/2025 BI	Bill Payment (Check)	27034	LexisNexis Risk Data Management, Inc		Accounts Payable	-270.00
-	10/10/2025 Bi	Bill Payment (Check)	27035	Lumen		Accounts Payable	-1,842.48
÷	10/10/2025 Bi	Bill Peyment (Check)	27036	T-Mobile		Accounts Payable	464.80
-		Bill Payment (Check)	27037	AT & T Mability		Accounts Payable	-518.19
<u> </u>		Bill Payment (Check)	27038	Texas Municipal League		Accounts Payable	-71,703.66
-		Bill Payment (Check)	27039	D & L Printing, Inc.		Accounts Payable	-350.00
#	10/10/2025 Bi	Bill Payment (Chack)	27040	Modern Marketing		Accounts Payable	-1,326,64
1		Bill Payment (Check)	27041	McCreary, Veselta, Bragg, & Allen, PC		Accounts Payable	-472.88
7	10/10/2025 Bi	Bill Payment (Check)	27042	TML Administrative Services		Accounts Payable	-300.00
-	10/10/2025 Bi	Bill Payment (Check)	27043	Associated Time On Demand		Accounts Payable	-29.80
÷	10/10/2025 Bi	Bill Payment (Check)	27044	Williamson County Sun		Accounts Payable	-68.00
÷		Bill Payment (Check)	27045	CivicPlus, LLC		Accounts Payable	-3,608.00
÷		Bill Payment (Check)	27046	Suburban Propane	7923-113481	Accounts Payable	-544.00
<b>~</b>		Bill Payment (Check)	27047	Texas Fleat Fuel		Accounts Payable	-598,23
=		Bill Payment (Check)	27048	ם תווו דרכ		Accounts Payable	-243.14
-	10/10/2025 Bi	Bill Payment (Check)	27049	AA Custom Mowing & Shredding		Account Danable	1 100 00
				,			100,00

Transaction date	Transaction type	E-N	Name	Memo/Description	Item split account full name	Апопп
10/10/2025	Bill Payment (Check)	27051	Pitney Bowes(Postage)		Accounts Payable	-400 DO
10/10/2025	Bill Payment (Check)	27052	Amazon Capital Services		Accounts Payable	-116.89
10/10/2025	Deposit		State Comptroller	Deposit		35,330.57
10/10/2025	Deposit		Paystar	Deposit		387.00
10/10/2025	Check	ACH	AFLAC	74-6027346 (LV-232)		-1.757.28
10/14/2025	Deposit		Paystar	Deposit		337.00
10/15/2025	Bill Payment (Check)	27053	Amazon Capital Services		Accounts Payable	-154.27
10/15/2025	Deposit		Pedemales Electric		Franchise Fees	4,411.37
10/15/2025	Deposit		Cash1	Deposit		34.75
	Deposit		Peystar	Deposit		285.00
	Expense		David W Scott, P.C.		Municipal CountiMunicipal Judge	-916.67
10/15/2025	Deposit		State Comptroller	Deposit		41,278,94
10/16/2025	Bill Payment (Check)	27054	Amy Crane		Accounts Payable	-35.00
10/16/2025	Deposit		Paystar	Deposit		783.00
10/17/2025	Expense		Office of the Attorney General		Payroll Liabilities:Child Support	-230.77
10/17/2025	BIII Payment (Check)	ACH	Maritela Suarez Chavez		Accounts Payable	-800,00
	Payroll Check			Pay Period: 09/27/2025-10/10/2025		-1,318,17
	Payroll Check			Pay Pariod: 09/27/2025-10/10/2025		-2,177,07
	Payroll Check			Pay Period: 08/27/2025-10/10/2025		-2,189,44
	Payroll Check			Pay Period: 09/27/2025-10/10/2025		-2,006.63
	Payroll Check			Pay Period: 08/27/2025-10/10/2025		-1,420.57
	Payroll Check			Pary Period: 09/27/2025-10/10/2025		-1,644.09
	Payroll Check			Pary Period: 09/27/2025-10/10/2025		-1,572.19
	Payroll Check			Pay Period: 09/27/2025-10/10/2025		-1,810.09
_	Payroll Check			Pay Period: 09/27/2025-10/10/2025		-2,344,14
	Payroll Check			Pay Period: 09/27/2025-10/10/2025		-1,685,64
	Bill Payment (Check)	27055	AA Custom Mowing & Shredding	ľ	Accounts Payable	-\$00.00
	Bill Payment (Check)	27056	Bojorquez Law Firm, PC		Accounts Payable	~201.00
	Bill Payment (Check)	27057	L & S Enterprises		Accounts Payable	-150.00
	Bill Payment (Check)	27058	Reliant, an NRG company	8-000-211-385-4	Accounts Payable	-2,274,13
	Bill Payment (Check)	27059	SAFEbuilt LLC	CU-1000136	Accounts Payable	-1,495,00
	Bill Payment (Check)	27060	Suburban Propane	7923-113481	Accounts Payable	-85.05
	Bill Payment (Check)	27061	Texus Fleet Fuel		Accounts Payable	-1,612.00
	Bill Payment (Check)	27062	ТехtМуGov		Accounts Payable	-1,500.00
	Bill Payment (Check)	27063	The Reinalt-Thomas Corporation		Accounts Payable	-66.00
	Bill Payment (Check)	27064	Cougar Lube and Wash		Accounts Payable	-93.58
	Deposit		Cash1	Deposit	Fines	200.00
	Deposit		State Comptroller	Deposit	Municipal Court.State Fine/Dedicated Funds/Jury	482.50
	Deposit		State Comptroller	Deposit	Sales Tax	260.21
	Deposit		Paystar	Deposit	Fines	264.00
10/17/2025	Bill Payment (Check)	ACH	Office of the Attorney General		Accounts Payable	-230.77
10/20/2025	Fex Payment		IRS	Tax Payment for Period: 10/15/2025-10/17/2025 paid online	Payroll Liablities: Federal Taxes (941/943/944)	-4,366.88
10/20/2025	Payment		Florence ISD		Accounts Receivable	22,869.20
	Deposit		Paystar	Deposit	Fines	745.30
	Deposit		Paystar	Deposit		588.00
10/22/2025	Deposit		MVBA	Deposit	Fitnes	96.50

Transaction date	te Transaction type	Nem	Name	Memo/Description	them split account full name	Amount
10/22/2025	Deposit		Paystar	Deposit	Notary, Fax, Copies	10,01
10/24/2025	Bill Payment (Check)	27065	Brightspeed		Accounts Payable	-274.77
10/24/2025	Bill Payment (Check)	27066	Citibank		Accounts Payable	-1,582.41
10/24/2025	Bill Payment (Check)	27067	City of Georgetown-8289		Accounts Payable	-212,78
10/24/2025	Bill Payment (Check)	27068	Dollar General		Accounts Payable	-15.60
10/24/2025	Bill Payment (Check)	27069	Lumen		Accounts Payable	407.10
10/24/2025	Bill Payment (Check)	27070	Modern Marketing		Accounts Payable	430.17
10/24/2025	BIII Payment (Check)	27071	Pltney Bowes(Postage)		Accounts Payable	-400.00
10/24/2025	Bill Payment (Check)	27072	Stump & Stump Attorneys		Accounts Payable	4,965,37
10/24/2025	B祖 Payment (Check)	27073	UBEO LLC		Accounts Payable	-245.64
10/24/2025	Bill Payment (Check)	27074	Red Bud Supply, Inc		Accounts Payable	-101.60
10/24/2025	Bill Payment (Check)	27075	Amazon Capital Services		Accounts Payable	-535.06
10/27/2025	Deposit		Paystar	Deposit	Fines	1,358.00
10/28/2025	Deposit		Payetae	Deposit	Fines	68.00
10/29/2025	Bill Payment (Check)	27075	TML Administrative Services		Accounts Payable	-500.00
4202/82/01	Deposit		Payster	Deposit		295.00
10/30/2025	Bill Payment (Check)	E Check	State Comptroller		Accounts Payable	-29,265.03
10/30/2025	Deposit		Payetar	Deposit	Fines	134.00
10/30/2025	Deposit		NCourt	Deposit	Fines	147.00
10/31/2025	Bill Payment (Check)	E-Check	State Comptroller		Accounts Payable	-162.50
10/31/2025	Tax Payment		TX TWC	Tax Payment for Period: 07/01/2025-08/30/2025	Payros Liabilities:TX Unemployment Tax	-160.06
10/31/2025	Bill Payment (Check)	ACH	Scott & White Health Plan		Accounts Payable	-7,669.42
10/31/2025	Bill Payment (Check)	ACH	Markeda Suarez Chavez		Accounts Payable	-500,00
10/31/2025	Payroll Check			Pay Period: 10/11/2025-10/24/2025		-2,188,45
10/31/2025	Payroll Chack			Pay Period: 10/11/2025-10/24/2025		-1,810.08
10/31/2025	Payroll Check			Pay Period: 10/11/2025-10/24/2025		-2,344,14
10/31/2025	Payroll Check			Pay Period: 10/11/2025-10/24/2025		-1,644,09
10/31/2025	Payroll Check			Pary Period: 10/11/2025-10/24/2025		-2,177.06
10/31/2025	Payroll Check			Pay Period: 10/11/2025-10/24/2025		-1,548,93
10/31/2025	Payroli Check			Pary Period: 10/11/2025-10/24/2025		-1,420.58
10/31/2025	Payroll Check			Pary Period: 10/11/2025-10/24/2025		-1,572,19
10/31/2025	Payroll Check			Pary Period: 10/11/2025-10/24/2025		-1,585,65
10/31/2025	Payroll Check			Pay Period: 10/11/2025-10/24/2025		-2,006,63
10/31/2025	Tax Payment		IRS	Tax Payment for Period: 10/29/2025-10/31/2025 paid online	Payroll Labilibes: Federal Taxes (941/943/944)	4,366.88
10/31/2025	Deposit		WCAD(Wilco Appreisal District)		Property Tax	12,803.45
10/31/2025	Expense		Prime Brands			-89.44
Total for General Fund Account						-\$30,014.95
Texas Class-General Revenue Fund						
10/31/2025	Deposit		WCAD(Wilco Appraisal District)			6,363,42
Total for Texas Class-General Revenue Fund						\$8,363.42
Time Payment Fee Account	:		:			
10/24/2025	Bill Payment (Check)	1070	Citibank		Accounts Payable	-75.23
Total for Time Payment Fee Account						-\$76.23
Union State Bank-C.Tech-1242						
10/2//2023	ransiet			and security hind.	Consolidated Muni CT Tech & Sec Fund	-3,226.80
Total for Union State Bank-C.Tech1242						-\$1,226,80

Accounts Receivable 10/01/2025				Memo/Description		Amount
10/01/2025						
	Invoice	042024-358	Florence 1SD	S	SRO Reimbursement	22,869,20
10/20/2025	Payment		Florence ISD	9	General Fund Account	-22,869.20
Total for Accounts Receivable						\$0.00
Accounts Payable						
Total for Accounts Payable						440,483.34
Citbenk						
Total for Citibank					ı	\$1,692.64
Home Depot						
Total for Home Depot					ı	14,828
Affect Insurance Payable						
Total for Affac Insurance Payable					1	41,286.22
Due from Water and Sewer Rev						
Total for Due from Water and Sever Rev					1	43,229.63
Property Tax						
Total for Property Tax					l	519,166.87
Licensea/Permhs/Inspections						
Total for Licenses/Permits/Inspections					l	\$354.00
Fines						
Total for Fines						54,529,30
Franchise Fees						
Total for Franchise Fees					1	54,411.37
Мас. Ілсоте						-
Total for Misc. Income					1	\$25.00
Rental Fees						
Total for Rental Fees					1	\$40,00
Sales Tax						
Total for Sales Fax					I	\$44,037.08
SRO Reimbursement						
Total for SRO Reimbursement					I	\$22,869.20
General and Administrative-Software						
Total for General and Administrative-Software					•	\$245.18
Time Payment Fee						
Total for Time Payment Fee						\$98.25
Motary, Fax Copies						
Total for Metary, Fax, Copies					<b>!</b>	\$106.75
Total for						\$0.00
Payroll Liabilities						
Total for Payroll Liabilities with sub-accounts					l	\$4,649,58
Dedicated Funds						
Total for Dedicated Funds with sub-accounts					ı	\$21,888.43
Payroll Expenses						
Total for Payroll Expenses with sub-eccounts					1	\$86,784.46
Municipal Complex Operating						
Total for Municipal Complex Operating with sub-accounts	-coonuts				l	\$2,736.64

Transaction date Transaction type	otion type	Num	Мате	Memo/Description	from split account full name	Amount
Total for General and Administrative with sub-eccounts						\$86,234.17
Total for Municipal Court with sub-accounts						\$484.17
Total for Park & Recreation Expense with sub-accounts						\$198.24
Total for Police Department with sub-eccounts						\$6,019.77
Street and Drainage Expense						
Total for Street and Orakhage Expense with sub-accounts						\$101.60
Dedicated Funds Bank Accounts						
Total for Dedicated Funds Bank Accounts with sub-accounts TOTAL						\$10,944.21
						***********

Accrual Basis Wednesday, November 19, 2025 07:49 PM GMTZ

## Transaction Detail by Account Florence - Water & Sewer October 1-31, 2025

The control of the				October 1-31, 2025	-31, 2023		
10   10   10   10   10   10   10   10	Transaction det	- 1		Name	Memo/Description	them split account full name	Amount
Dispute   Disp							
Depoted   Depo	10/31/2025	Bill Payment (Check)	E CHECK	Comptroller of Public Accounts		Accounts Payable	-996.94
Deposit   Depo	Total for CDBG Grant						\$966.94
Deposit   Depo	Union State Bank - W.M.Dep 6918						
District (Cloud)   1882   Law Mobales   Account Payles	10/01/2025	Deposit			Deposit	Water Meter Deposit Owed	250.00
Michael (Cloud)   200   This beeva   Account Pepals   A	10/06/2025	Deposit			Deposit	Water Meter Deposit Owed	250.00
Manywater   Closed   1822   Lai Mondadard   Lai	10/10/2025	Bill Payment (Check)	1001	Tata Reeves		Accounts Payable	-28.93
	10/10/2025	Bill Payment (Check)	1092	Lee Whiteaker		Accounts Payable	-83.12
Check   Chec	10/27/2025	Bill Payment (Check)	1093	Timothy Gehing		Accounts Payable	-102.78
Time Payment   Time	Total for Union State Benk - W.M.Dep 68	919				1	\$287.10
District   ACM   Control	Union State W&S Revenue 1509						
Direct	10/01/2025	Tax Payment		IRS	Tax Payment for Penod: 10/01/2025-10/03/2025 pax.	d online Payroll Liabilities:Federal Taxes (941/943/944)	-1,776.67
Charlest   ACH   Preparate   Membrate Free for Decoration   Charlest   ACH   Preparate   Membrate Free for Decoration   Charlest   ACH   Preparate   Charlest   Cha	10/01/2025	Daposit		Customers	Deposit		2,202,68
Dispose	10/01/2025	Check	ACH	Paystar	Metchant Fees for December 2023	General and Administrative.Credit Card Fees	-285.74
Provided Check   First   Chick of Attorney Check of Attorney Che	10/02/2025	Deposit		Customers	Deposit		2,229.99
Payred Check	10/03/2025	Check	EFT	Office of Attorney General		Payroll Labilities: Child Support	-385,38
Project Closes   Proj	10/03/2025	Payroll Check			Pay Period: 08/13/2025-09/26/2025		-1.895.04
Propried Cheek;   Propried C	10/03/2025	Payroll Check			Pay Period: 09/13/2025-09/26/2025		AG 017 1-
Pay Prince   Pay	SCHOOL	Permit Chart			SCOCIACO SCOCIACO POR POR POR		DEFECT.
Private Cheed   ACCT   Mannest Cheed   Private Cheed	106327025	Paymil Chack			Day Descriptions (Strategy of Strategy)		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
State   Control of the Control of	0000000	1					00.101
Opportation London         And Control London         And Control London         Accounts Payaba         Accounts Payaba           Departation London         Cathornean Country Cheft         Opposed         Accounts Payaba         Accounts Payaba           Bill Paymant (Check)         2025         Cathornean & London         Accounts Payaba         Accounts Payaba           Bill Paymant (Check)         2025         Carteal Times Regional Mobility Authoring         Accounts Payaba         Accounts Payaba           Bill Paymant (Check)         2025         Carteal Times Regional Mobility Authoring         Accounts Payaba         Accounts Payaba           Bill Paymant (Check)         2025         Control Times Regional Mobility Authoring         Accounts Payaba         Accounts Payaba           Bill Paymant (Check)         2025         Control Times Regional Mobility Authoring         Accounts Payaba         Accounts Payaba           Bill Paymant (Check)         2025         Control Times Regional Mobility Authoring         Deposed         Accounts Payaba           Bill Paymant (Check)         2025         Control Times Regional Mobility Authoring         Deposed         Accounts Payaba           Deposed         Control Times Regional Mobility Authoring         Deposed         Accounts Payaba         Accounts Payaba           Deposed         Control Times Regional Mobility A	SCOTAGOO!	Day Day Linear			CZYCZYCZYNY-CZYCZYCHAN (BOLINA) śm.a	:	-1,105.18
Depoted   Control and Administratory Michael   Depoted	CAUSACONII.	Des Payment (Charce)		Zharan Prantino	:	Account Payable	200:00
Disposition   Control and Administrative Miles.   Disposition   Dispos	10/03/2025	Deposit		Customera	Deposit		284.94
Disposed	10/00/2025	Expense	22056	Withemson County Clerk		General and Administrative:Misc.	-110.00
68 Payment (Check)         2025         Transfer (Check)         Transfer (Check)         Account Payable           88 Payment (Check)         2025         Control Town Regional Mobility Authority         Account Payable           88 Payment (Check)         2025         Control Town Regional Mobility Authority         Account Payable           88 Payment (Check)         2025         Control Town Regional Mobility Authority         Account Payable           88 Payment (Check)         2026         Control Mobility Soldions         Account Payable           88 Payment (Check)         2026         Universal	10/06/2025	Deposit		Customers	Deposit		1,517,98
Bit Payment (Check)   2055   Trans Regional Mobility Authority   Association Paypete   Association Paypete	10/07/2025	Bill Payment (Check)	Transfer	General Fund		Accounts Payable	446.96
Bill Pymanti (Check)         2005         Characti Trans Regional Mobility Authority         Accounts Payable           Bill Pymanti (Check)         2005         Characti Transport Check)         SPL, Inc.         Accounts Payable           Bill Pymanti (Check)         2005         Characti Mandowin & Lumber, Inc.         Accounts Payable           Bill Pymanti (Check)         2005         Waterwater Transport Sankter, Inc.         Accounts Payable           Bill Pymanti (Check)         2005         Waterwater Transport Sankter, Inc.         Accounts Payable           Bill Pymanti (Check)         2005         Charlomer Transport Sankter Bankter, Inc.         Accounts Payable           Bill Pymanti (Check)         2005         Charlomer Transport Sankter Bankter, Inc.         Accounts Payable           Deposit         Charlomer Transport Sankter Bankter, Inc.         Accounts Payable         Accounts Payable           Deposit         Charlomer Transport Sankter, Inc.         Accounts Payable         Accounts Payable           Bill Pymanti (Check)         Charlomer Transport Sankter, Inc.         Accounts Payable         Accounts Payable           Deposit         Charlomer Transport Sankter         Charlomer Transport Sankter         Deposit         Accounts Payable           Deposit         Charlomer Transport Sankter         Charlomer Transport Sankter         Deposit	10/07/2025	Bill Payment (Check)	22057	Texas Fleat Fuel		Accounts Payable	-417,41
Bill Pymont (Check)         22056         Don'the lattice of a control front (Check)         Accounts Payable	10/07/2025	Bill Paymant (Check)	22058	Central Texas Regional Mobility Authorly		Accounts Payable	-17,04
Bill Payment (Check)   22000   Ounak Ferration   Accounts Payabbe	10/07/2025	Bull Payment (Check)	22059	SPL Inc.		Accounts Payable	-1,762.00
Bill Payment (Check)         22001         AT & I Mobile May         Accounts Payabe         Accounts Payabe           Bill Payment (Check)         22003         Variethough Southout, the Check LLC         Accounts Payabe         Accounts Payabe           Bill Payment (Check)         22004         TIB The Independent BantamBant, M.A.         Accounts Payabe         Accounts Payabe           Bill Payment (Check)         22005         D. & L Princhy, Inc.         Deposit         Accounts Payabe           Obposit         Custioners         Deposit         Accounts Payabe         Accounts Payabe           Bill Payment (Check)         22006         D. & L Princhy, Inc.         Deposit         Accounts Payabe           Obposit         Accounts Payabe         Accounts Payabe         Accounts Payabe         Accounts Payabe           Obposit         Accounts Payabe         Accounts Payabe         Accounts Payabe         Accounts Payabe           Obposit         Accounts Payabe         Accounts Payabe         Accounts Payabe         Accounts Payabe           Obposit         Accounts Payabe         Accounts Payabe         Accounts Payabe         Accounts Payabe           Obposit         Accounts Payabe         Accounts Payabe         Accounts Payabe         Accounts Payabe           Obposit         Accounts Payabe	10/07/2025	Bill Payment (Check)	22060	Danek Hardware & Lumber, Inc.		Accounts Payable	86.69
Bill Payment (Check)         ZORGZ         Contror that Units Solutions, Ince         Accounts Payabbe         2.           Bill Payment (Check)         ZORGZ         Use Life Interaction Educations, Inc.         Accounts Payabbe         2.           Bill Payment (Check)         ZORGZ         D & L. Printing, Inc.         Deposit         Accounts Payabbe         2.           Deposit         Customers         Customers         Deposit         Accounts Payabbe         2.           Deposit         Customers         Customers         Deposit         Accounts Payabbe         2.           Deposit         Customers         Customers         Deposit         Accounts Payabbe         2.           Bill Payment (Check)         E-Check         Customers         Deposit         Accounts Payabbe         2.           Deposit         Customers         A (Literator) Disposati, Inc.         Accounts Payabbe         Accounts Payabbe         2.           Deposit         Customers         Customers         Deposit         Accounts Payabbe         2.           Deposit         Customers         Customers         Deposit         Accounts Payabbe         2.           Deposit         Customers         Customers         Deposit         Customers         2.           D	10/07/2025	Bill Payment (Check)	22061	AT & T Mobility		Accounts Payable	-246,18
Bill Payment (Check)         2003         Westwerter Transporter Services LLC         Accounts Payable         Accoun	10/07/2025	Bill Payment (Chack)	22062	Continental Utility Solutions, Inc.		Accounts Payable	-2,500.00
Build Payment (Check)   2004   Till The Indendent Benkendeank, N.A.   Accounts Payable	10/07/2025	B4l Payment (Check)	22063	Wastewater Transporter Services, LLC		Accounts Payable	-11,607,82
Bill Payment (Check)         22065         D & L Printing, Ince           Deposit         Customers         Deposit         Accounts Payable           Deposit         Customers         Deposit         -10           Deposit         Customers         Deposit         -10           Bill Payment (Check)         E-Check         Customers         Deposit           Deposit         Customers         Deposit         -10           Deposit         -10         -10         -10           Deposit         -10         -10         -10           Deposit <t< td=""><td>10/07/2025</td><td>Bill Payment (Chack)</td><td>22064</td><td>TIB The indendent Bankersbank, M.A.</td><td></td><td>Accounts Payable</td><td>-2,373,73</td></t<>	10/07/2025	Bill Payment (Chack)	22064	TIB The indendent Bankersbank, M.A.		Accounts Payable	-2,373,73
Deposit         Customers         Deposit         Customers           Deposit         Customers         Deposit         Accounts Payable           Bill Payment (Check)         E-Check         Constitute Accounts         Accounts Payable           Bill Payment (Check)         E-Check         Constitute Accounts         Accounts Payable           Deposit         Customers         Deposit         Accounts Payable           Deposit         Automatic Entry         Automatic Entry         Automatic Entry           Deposit         Automatic Entry         Automatic Entry         Automati	10/07/2025	Bill Payment (Check)	22065	D. &. L. Printang, Inc		Accounts Payable	-18,98
Deposit         Custionners         Deposit         Accounts Payable         4           Bill Payment (Check)         E-Check         Constitute Oppide Accounts         Accounts Payable         -10           Bill Payment (Check)         E-Check         Constitute Oppide Accounts         Deposit         -1           Deposit         Custioners         Deposit         Custioners         Deposit           Deposit         ALIEORS 2-24R         Custioners         Deposit         -1           Deposit         ALIEORS 2-24R         Custioners         Deposit         -1           Deposit         ALIEORS 2-24R         Custioners         Deposit         -1           Deposit         ALIEORS 2-24R         Custioners         Deposit         -2           Deposit         ALIEORS 2-24R         Custioners         Custioners         -2           Payod Check         Payod Check         -2         -2           Payod Check         -2         -2         -2           Payod Check         -2         -2	10/07/2025	Deposit		Customers	Deposit		1,175,01
Deposit         Custionners         Deposit         Accounts Payable         1-15           Ball Payment (Check)         E-Check         Comptofiler of Public Accounts         Deposit         Accounts Payable         1-15           Deposit         Customers         Deposit         Deposit         Customers         Deposit         2-22           Deposit         ALEGAS-24R         Customers         Deposit         Deposit         2-22           Deposit         ALEGAS-24R         Customers         Deposit         2-22           Deposit         Customers         Deposit         2-22           Deposit         2-22	10/08/2025	Depose		Customers	Deposit		4,206.88
Bill Payment (Check)         2000 The Check (Check)         A Gaswell Inc.         Accounts Payable         -16           Bill Payment (Check)         E-Check         Comptodies of Public Accounts         Deposit         Accounts Payable         -1           Deposit         Customers         Deposit         Deposit         2         2           Deposit         ALEGAS-24R         Customers         Deposit         2         2           Deposit         ALEGAS-24R         Customers         Deposit         2         2           Deposit         Customers         Deposit         2         2         2           Payosit         ALEGAS-24R         Customers         Deposit         2         2           Deposit         Customers         Deposit         2         2         2           Payosit         Customers         Deposit         2         2         2         2           Payosit         Customers         <	10/08/2025	Deposit		Customens	Deposit		1,115.09
Bill Payment (Check)         E-Check         Comptfoller of Public Accounts         Accounts Payable         - 1           Deposit         Customers         Deposit         227           Deposit         Customers         Deposit         227           Journal Entry         Au/E0425-24R         Customers         Deposit           Deposit         Customers         Deposit         22           Journal Entry         Au/E0425-24R         Customers         Deposit         2           Deposit         Customers         Deposit         2           Payred Check         Customers         Deposit         3           Payred Check         Payred Check         Payred Check         22           Payred Check         Payred Check         Payred Check         22	10/10/2025	Ball Payment (Check)	22005	Al Clawson Disposal, Inc.		Accounts Payable	-10,622.28
Deposit         Customera         Deposit         ZZZ           Deposit         Customera         Deposit         Customera           Deposit         Customera         Deposit         Customera           Journal Entry         AulE0825-24R         Customera         Deposit           Deposit         Customera         Costomera         Costomera           Deposit         Customera         Costomera         Seposit           Deposit         Customera         Costomera         Seposit           Deposit         Customera         Costomera         Seposit           Deposit         Customera         Costomera         Seposit           Deposit         Costomera         Deposit         Seposit           Deposit         Costomera         Deposit         Seposit           Deposit         Deposit         Seposit         Seposit           Deposit         Deposit         Seposit <td< td=""><td>10/10/2025</td><td>Bill Payment (Check)</td><td>E-Check</td><td>Comptoller of Public Accounts</td><td></td><td>Accounts Payable</td><td>-1,017.68</td></td<>	10/10/2025	Bill Payment (Check)	E-Check	Comptoller of Public Accounts		Accounts Payable	-1,017.68
Deposit         Customera         Deposit         222           Deposit         Castomera         Deposit         Castomera           Deposit         Deposit         Deposit         Castomera           Deposit         Costomera         Deposit         2           Deposit         Customera         Deposit         2           Deposit         Customera         Deposit         3           Deposit         Customera         Deposit         3           Deposit         Deposit         3	10/10/2025	Deposit		Customera	Deposit		524.88
Deposit         Customera         Deposit         Deposit         Deposit         Deposit         101*42035         2         3         4	10/14/2025	Deposit		Customera	Deposit		22,506,72
Deposit         Deposit         10/14/2025           Journal Entry         AJE0825-24R         10/14/2025           Deposit         Customers         Deposit           Deposit         Customers         Deposit           Deposit         Customers         Deposit           Payrol Check         Payrol Check	10/14/2025	Deposit		Cuntomera	Deposit		184.00
Journal Entry   A_E085-24R	10/14/2025	Deposit			Deposit		188.00
Deposit         Customers         Overoal           Deposit         Customers         Overoal           Payrod Check         Payrod Check         Payrod Check           Payrod Check         Payrod Check           Payrod Check         Payrod Check	10/14/2025	Journal Entry	AJE0825-24R		10/14/2025		88.78
Deposit         Customers         Oetodic           Payroll Check         Payroll Check         Payroll Check           Payroll Check         Payroll Check	t0/15/2025	Deposit		Customers	Deposit		2,439.97
Payroll Check Pa	10/16/2025	Deposit		Curbmets	Deposit		1,809.80
Payrol Check	10/17/2025	Payroll Check			Pay Period: 08/27/2025-10/10/2025		-2,061.85
Payrot Chark	10/17/2025	Payroll Check			Pay Penod: 09/27/2025-10/10/2025		-243.26
	10/17/2025	Payroß Check		TANKS IN COLUMN TO SERVICE STATE OF THE PARTY OF THE PART	Pay Penod: 09/27/2025-10/10/2025		-1,088.66

## Transaction Detail by Account Florence - Water & Sewer October 1-31, 2025

Transaction date	te Transaction type	Mum	Name	Memo/Description	fem split account full name	Amount
10/17/2025	Payroll Check			Pay Period: 09/27/2025-10/10/2025		-1.171.80
10/17/2025	Payroll Check			Pay Pariod: 09/27/2025-10/10/2025		-1,445,39
10/17/2025	Payroll Check			Pay Period: 08/27/2025-10/10/2025		-1,594,25
10/17/2025	Bill Payment (Check)	22067	Al Clawson Disposal, Inc.	1	Accounts Payable	-21,599.98
10/17/2025	Bill Payment (Check)	22068	Amazon Capital Services		Accounts Payable	-73.08
10/17/2025	Bill Payment (Check)	22068	Relant, an NRG Company	8000211285-4	Accounts Payable	-3,735.69
10/17/2025	Bill Payment (Check)	22070	Texas Fleet Fuel		Accounts Payable	-236.77
10/17/2025	Deposit		Customera	Deposit		5,684.05
10/17/2025	Sill Payment (Check)	ACH	Marinela Chavez		Accounts Payable	-100.00
10/20/2025	Tax Payment		IRS	Tex Payment for Period: 10/15/2025-10/17/2025 paid t	Tex Payment for Period: 10/15/2025-10/17/2025 paid orians Payroll Labilities: Federal Taxes (941/843/944)	-1,073,12
10/20/2025	Deposit		Customers	Deposit		27,589.89
10/21/2025	Tax Payment		IRS	Tax Payment for Period: 08/03/2025-08/05/2025	Payroll Liabilities: Federal Taxes (941/943/944)	-35,60
10/21/2025	Tax Payment		IRS	Tax Payment for Period: 08/17/2025-08/19/2025	Payroll Liabdities: Federal Taxes (94 1/943/944)	-774.08
10/21/2025	Payment		Adams Materials and Excavation, LLC		Accounts Receivable	1,341,00
10/21/2025	Deposit		Customens	Deposit		1,725.02
10/21/2025	Check	E Check	Office of Attenney General		Payrolf Labitities.Child Support	-385,38
10/22/2025	Deposit		Customers	Deposit		1,898.01
10/23/2025	Dapour		Customers	Deposit		116.69
10/24/2025	Bill Payment (Check)	22071	Amazon Capital Services		Accounts Peyable	-213.32
10/24/2025	Bill Payment (Check)	22072	City of Georgetown Utilities		Accounts Peyable	-14,518.69
10/24/2025	Bill Payment (Check)	22073	City of Round Rock Environmental Services		Accounts Payable	-50.00
10/24/2025	Bill Payment (Check)	22074	Home Depot Credit Services		Accounts Payable	-293.49
10/24/2025	Bill Payment (Check)	22075	Citibank, N.A.		Accounts Payable	-296,10
10/24/2025	Bill Payment (Check)	22078	O'Reilly Auto Parts		Accounts Payable	-188.67
10/24/2025	Bill Payment (Check)	22077	Ranny McLoud		Accounts Payable	-725.00
10/24/2025	Bill Payment (Check)	22078	TOEG		Accounts Payable	-1,451.20
10/24/2025	Bill Payment (Check)	ACH	Regione Equipment Finance		Accounts Payable	-3,607.98
10/24/2025	Check	22079	Eugana Haydon Trust		Wastewater Treatment Plant Maintenance	-210.00
10/24/2025	Deposit		Customera	Deposit		2,331.29
10/27/2025	Deposit		Customera	Deposit		2,254.08
10/28/2025	Deposit		Customera	Deposit		984.98
10/28/2025	Deposit		Customers	Deposit		825,73
10/30/2025	Deposit		Customers	Deposit		687,84
10/31/2025	Tax Payment		TX TWC	Tax Payment for Pened: 07/01/2025-09/30/2025	Paynoli Liabilities. TX Unemployment Tax	-80.15
10/31/2025	Bull Payment (Check)	ACH	Scott & White due to General Fund		Accounts Payable	-1,438.56
10/31/2025	Bill Payment (Check)	ACH	Mansaka Chavez		Accounts Payable	-100.00
10/31/2025	Bill Payment (Check)	ACH	James Johnson		Accounts Payable	-149.36
10/31/2025	Payroll Check			Pay Period, 10/11/2025-10/24/2025		-1,710.39
10/31/2025	Payroll Check			Pay Period: 10/11/2025-10/24/2025		-1,995.04
10/31/2025	Payroll Check			Pay Period: 10/11/2025-10/24/2025		-1,491.95
10/31/2025	Payroll Check			Pay Period: 10/11/2025-10/24/2025		-340.57
10/31/2025	Payroll Check			Pay Pened: 10/11/2025-10/24/2025		-838.75
10/21/2025	Payroll Check			Pay Penod: 10/11/2025-10/24/2025		-1,098,28
10/31/2025	Tax Payment		IRS	Tax Payment to: Pariod: 10/29/2025-10/31/2025 paid online Payroll Liebilites: Federal Times (841/843/844)	ninn Payroll Liabilities: Federal Taxes (941/943/944)	-1,973,84
10/31/2025	Dapoert		Customers	Deposit		1,077.09
Hon State W&S Ravenue 1609	•					\$21,717.59

Total for Union State With Revenue 1400
Accounts Receivable
Total for Accounts Receivable
Accounts Psysble
Total for Accounts Psysble

\$88.00 413,219,75

## Transaction Detail by Account Florence - Water & Sewer October 1.31, 2025

Transaction date Transaction type Num	Name	Memo/Description	Rem split account full name	Amount
Chibank				
Total for Citibank			•	\$500.66
Hame Depot				
Total for Home Depot			•	\$191.75
Comptroller of Public Accounts Payable				
Total for Comptroller of Public Accounts Payable with sub-accounts			•	898'08
Water Meter Deposit Dwed				
Total for Water Meter Deposit Owed			•	-\$110.05
Bulk Water			•	
Total for Builk Water			•	\$1,625.00
Credit Carid Fees			•	
Total for Credit Card Fees				\$0.00
Disconnect Fees/Late Charges			•	
Total for Disconnect Fees/Late Charges				\$984.75
Garbage			•	
Total for Garbage  Wasteweier				\$13,042.64
Total for Whatmandar			•	And stop of
Total in these several				DESCRIPTION OF THE PROPERTY OF
Total for Water			•	\$64.329.49
Communications				
Total for Communications			•	\$246.28
Gerbage Expense				
Total for Garbage Expense				\$10,630.13
Reimbursements				
Total for Raimbursements			•	\$75.80
Winter Dieblibution				
Total for Water Distribution with sub-accounts			•	\$2,547.30
CDBG Grant Expanse				
Total for CDBG Grant Expense				\$5,000,00
			•	
Description				90'05
			•	
TOWN TOT PREVIOUS LINGUISTICS WITH SPONDOUS WITH SPONDOUS COUNTS				22,974,32
Total for Darred Funancias with authorousely			•	62 464 40
Equipment Purchase				
Total for Equipment Purchase with sub-eccounts			•	887.54
General and Administrative				
Total for General and Administrative with sub-accounts.			•	\$5,332.22
Раумента				
Tobsi for Payments with sub-accounts			•	\$19,447,10
Payrolf				
Total for Payroll with sub-accounts				\$29,405.01
Paraconnai			,	
Total for Personnel with sub-accounts			•	\$499,35
Surface Water				
Total for Surface Water with sub-accounts				\$14,512,69
Total for Wastewater Collection System with sub-accounts			•	\$310,00

## Transaction Detail by Account Florence - Water & Sewer October 1-31, 2025

Transaction data Transaction type	Transaction type	Wum	Name	Mamo/Description	them split account full name
Wastawater Treatment Plant					
Total for Wastewater Treatment Plant with sub-accounts	b-accounts				
Water Production					
Total for Water Production with sub-accounts					
Equipment Maintenance					
Total for Equipment Maintenance with sub-eccounts TOTAL	sjunco				

Accruel Besis Wednesday, November 18, 2025 07:28 PM GMTZ

\$156,416.60

## Transaction Detail by Account Florence Public Library

Transaction date	Transaction type	N	Name	Memo/Description	Amount
Florence Public Library 3369	i L				
10/01/2025	Tax Payment		IRS	Tax Payment for Period: 10/01/2025-10/03/2025 paid online	-199.16
10/03/2025	Payroll Check		322	Pay Period: 09/13/2025-09/26/2025	-842.66
10/03/2025	Payroll Check			Pay Period: 09/13/2025-09/26/2025	-359.56
10/07/2025	Transfer			CD Investment closed per the Investment Committee	50,547.23
10/07/2025	Transfer			Transfer of CD Investment	-50,000.00
10/10/2025	Bill Payment (Check)	2139	Baker & Taylor		47.97
10/10/2025	Bill Payment (Check)	2140	Texas State Library		-92.00
10/10/2025	Bill Payment (Check)	2141	Amazon Capital Services, Inc.		-181.24
10/17/2025	Payroll Check			Pay Period: 09/27/2025-10/10/2025	-872.05
10/17/2025	Payroll Check			Pay Period: 09/27/2025-10/10/2025	-299.63
10/17/2025	Tax Payment		IRS	Tax Payment for Period: 10/15/2025-10/17/2025 Online	-194.12
10/17/2025	Bill Payment (Check)	2142	Amazon Capital Services, Inc.		-80.27
10/17/2025	Bill Payment (Check)	2143	Reliant, an NRG Company		-194.50
10/17/2025	Bill Payment (Check)	ACH	Marisela Suarez Chavez		-50.00
10/24/2025	Bill Payment (Check)	2144	Citicorp Credit Services, Inc		-723.84
10/24/2025	Bill Payment (Check)	2145	Brightspeed		-326.75
10/24/2025	Bill Payment (Check)	2146	Biblionix		-750.00
10/27/2025	Deposit		Friends of the Public Library		1,152.50
10/29/2025	Deposit		Friends of the Public Library		5,000.00
10/31/2025	Tax Payment		TX TWC	Tax Payment for Period: 07/01/2025-09/30/2025	-16.73
10/31/2025	Payroll Check		Melissa Sharpe-Diaz	Pay Period: 10/11/2025-10/24/2025	-419.48
10/31/2025	Payroll Check		Leigh Gardner	Pay Period: 10/11/2025-10/24/2025	-489.92

Total for Florence Public Library 3369

\$659.85

## Transaction Detail by Account Florence Police Department Forfeitures & Seizures

October 1-31, 2025

Transaction date	Transaction type	Num	Name	Memo/Description	Item split account full name	Amount
PD Fortfeitures/Seizures						
10/10/2025	Bill Payment (Check)	1331	T-Mobile	Accounts Payable		-1,220.10
10/10/2025	Bill Payment (Check)	1332	Gatis		Accounts Payable	-307.09
10/23/2025	Bill Payment (Check)	1333	Citibank		Accounts Payable	-842.56
Total for PD Fortfeitures/Seizures						-\$2,369.76

## City of Florence

# Transaction List

Sorted by Location No From 10/01/2025 through 10/31/2025

Account No	Location No	Customer Name	Trans. Date	Trans. Type	Reason Batch	Amount
2390	0081	REMMICK. ERIC	10/21/2025	Adjustment BER PP PLAN	BER	
				WATER Penalty		-10.00
						-10.00
2515	0159	STUART. TOMI	10/27/2025	Adjustment BER	BER	
				SEWER		-172.92
						-172.92
0215	0215	MOON. ELIZABETH	10/07/2025	Adjustment		
				SEWER		-39.27
	Company of the company					-39.27
2663	0702	VANWHY. EDWARD	10/01/2025	Adjustment RFE	RFE	
				WATER Penalty		-10.00
						-10.00
0912	0912	FUTRELL. BRECK	10/01/2025	Adjustment RFE	RFE	
				WATER Penalty		-10.00
						-10.00
2133	1203	NEAVES. RAFAEL C	10/08/2025	Adjustment FEE	FEE	
				WATER Redist		-50.00
						-50.00

		-212.19	-30.00	-50.00	-292.19
	Adjustment	SEWER	WATER Penalty	WATER Redist	
Grand Totals					

Transaction List

### City of Florence Agenda Item Cover Sheet

MEETING DATE: December 2, 2025 6:00 p.m.

**AGENDA ITEM #: 8** 

INITIATED BY: Wayne Thompson
☐ Information Attached
☐ Bring Paperwork from Previous Meeting
☐ Verbal
No Paperwork at Time of Packets
☐ No paperwork needed. Routine action item only

### City of Florence Agenda Item Cover Sheet

MEETING DATE: December 2, 2025 6:00 p.m.

**AGENDA ITEM #: 9** 

INITIATED BY: Stacey Adams	
☑ Information Attached	
☐ Bring Paperwork from Previous Meeting	
☐ Verbal	
☐ No Paperwork at Time of Packets	
No panerwork needed Routine action item	only

#### Monthly Overview - City of Florence - Public Works Department

#### October 2025

#### **WATER**

Active Accounts = 490

Total Well Production = 1.77 Million Gallons

Georgetown Usage = 3.39 Million Gallons

Water Unaccounted For= 2.1 Million Gallons

#### **Monthly Overview**

Total Work Orders Received - 31

Performed Weekly O&M on facilities, Well Sites, Wastewater Treatment Plant, Pool, Parks, etc., including Bulk Water Service

Take Over Mowing Responsibilities for All Facilities, As Mowing Contract Has Ended for 2025

Continued to Work on Cleaning Out Well Houses/Plant Sites

6 Water Leaks – Main St, Brewster, S. Love, Howell, Stapp & Replace 225/Ln Ft Section of Defective Service Line Leaking on FM 970

**Annual Fire Inspections & Painting** 

Received Blower 3

Assist Adams Excavation w/ Howell St Project

Mick's Last Day- Oct. 10th

#### 1-Aug-25

#### Water

Plant 2	September-25	October-25
Avg. GPM	34.4	33.58
Total Production	398,800	466,400
Total Well Hours	193	231.5
Plant 3		
Avg. GPM	16.46	17.01
Total Production	72,100	84,300
Total Well Hours	73	82.6
Plant 4		
Avg. GPM	88.17	82.7
Total Production	1,230,500	1,221,700
Total Well Hours	232.6	246.2
Totals	September-25	October-25
Total Well Production	1,701,400	1,772,400
City of Georgeotwn Usage	2,801,700	3,392,400
Total Water Usage	4,503,100	5,164,800
Monthly Daily Average	150,103	166,606
Minimum Daily Usage	80,700	73,300
Maximum Daily Usage	231,100	287,000
Billed Gallons	3,024,900	2,823,200
Unmetered Water Loss/Flushir	13,250	48,500
Water Loss- Leaks		168,000
Bulk Water	20,300	1,900
Water Unaccounted For	1,423,050	2,123,200
Wastewater	September-25	October-25
Total Wastewater Treated	2,454,305	2,136,599
Max Daily Flow	108,053	165,333
Min Daily Flow	58,139	41,551
Avg. Daily Flow	81,810	68,923

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WATER TREATMENT PLANT THREE

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	0.00	0		-5905915	-153553800	0	26
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	0.00	0		-6398075	-153553800	0	24
	0.00	0		-6676252	-153553800	0	23
	0.00	0		-6979718	-153553800	0	22
	0.00	0		-7312086	-153553800	0	21
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City of Florence Wastewater Plant Monthly Worksheet oct 2025

PLANT 1				Aeration			EFFLUE	
<b>Date</b>	Temp	Treated	blanket	ssv30	D.O.	temp	DO	CBOD5
	期間 F F F F F F F F F F F F F F F F F F F	MGD	Inches	mg/L	mg/L	建放5.F.时期	mg/L	mg/L
1	66	62,760	26		5.7	80		2.00
2	78	63,449	26	700	3.7	80		
3	69	53,000	24	750	5.2	80		
4		56,839						
5		60,336						
6	67	53,988	12	770	5.8	80	7.4	
7	69	58,972	6	730	6.2	80		
8	69	58,040	3	680	5.10	80		2:37
9	69		6	650	6.8	80		
10	65	41,551	3	690	7.2	80		
11		51,934						
12		55,869						
13 🗵	71	59,292	6 3	610	6	79		
14	65	60,179	3	630	7	79		
15	62	58,550	6	630	7.9	79		2.00
16	64	57,293	12	610	6	78	7.59	
17	66	51,020	12	650	7	78		
18		56,727						
19		57,399			_			
20	67	62,611	10	610	7.2	77	7.9	
21	68	53,396	2	650	7.8	78		
22	53	55,594	6	560	7.2	77		2.00
23	67	57,344	12	600	7.7	77		
24	71	63,681	12	600	6.2	79		
25	1.5	165,333						
26		114,279						
27	62	96,584	12	680	7.2	76	7.56	
28	71	123,831	14	720	4.9	77		
29	49	104,591	0	600	6.3	74		2.00
30	42	89,747	2	620	6.2	72		
31	43	73,685	2	660	5.6	73		
Total	1388	2,136,599	213	13840	134.1	1648	30.45	10.37
MAX	78	165,333	26	770	7.9	80	7.9	2.37
MIN	42	41,551	0	560	3.7	74	7.4	2.00
AVG	60.34783	68,923	106.5	1730	4.789286	58.85714	7.6125	2.07

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# City of Florence PWS ID 2460005

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# City of Florence PWS ID 2460005

WATER TREATMENT PLANT # 3 - Month/YR Oct. 2025

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14545	(	7	487084	3, i	W	(	92	1.030	366939	5	12851.0 5	1	6/100	134130	ne:L	21
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# City of Florence PWS ID 2460005

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FEED RES LOCATION PUMP 1 FEED RES LOCATION RESIDUAL HR METER    C   3   Flower Shop   3   3     C   3   Old Cop Shop   1   7     C   3   Flower Shop   1   7     C   3   Tax Office   1   9     C   3   The Station   1   9     C   4   C   City Park   1   9     C   5   Flower Shop   1   9     C   6   City Park   1   9     C   7   The Station   1   9     C   7   City Park   1   9     C   7			3	-							2	0			,		20				Ĺ		_	_	5		-	_					EATEN	,    -	Ď
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### Page:

## Billing Edit List Summary City of Florence

From: 11/01/2025 Through: 11/01/2025 REGULAR AND FINAL BILLS Sorted by: Name

489.00 443.00 460.00 1392.00		
Apartments Apartments Apartments		
489.00 443.00 460.00 1392.00	2823200. GAL 2452300. GAL 0. GAL	
Allowances Allowances Allowances	Actual Usage Actual Usage Actual Usage	
489.00 443.00 460.00 1392.00	2823200. GAL 2205560. GAL 0. GAL	489.00 443.00 460.00
Minimums Minimums Minimums	Billed Usage Billed Usage Billed Usage	# of Bills # of Bills # of Bills
Water Sewer Garbage	Water Sewer Garbage	Water Sewer Garbage

490

Total Bills to Print:

Date: 11/24/2025 02:39 PM

BULKW	<b>BULK WATER 10/2025</b>				200 12 40 50 50 50 50 50			
NAME	DATE	BEGINNING	ENDING	INNING ENDING GAL LOST GAL SOLD	GAL SOLD	PAID	IYMENT TY	NOTES
SSOT	10/14/2025	1606200	1606300	0	100			
MARIA SANCHEZ	10/14/2025	1606300	1606600	0	300	\$46.00	CASH	
VALE BUILDING GROUP	10/14/2025	1606600	1606900	0	300	\$46.00	CK #11201	
MARIA SANCHEZ	10/14/2025	1606900	1607200	0	300	\$46.00	CASH	
VALE BUILDING GROUP	10/14/2025	1607200	1607500	0	300	\$46.00	CK #11202	
VALE BUILDING GROUP	10/14/2025	1607500	1607800	0	300	\$46.00	CK #11203	
VALE BUILDING GROUP	10/14/2025	1607800	1608100	0	300	\$46.00	CK #11204	
				0	0			
				0	0			
ADAM		を開発を			0			
	がは、一般の変化を		THE REAL PROPERTY.	William Co.	100 Page 1			
· · · · · · · · · · · · · · · · · · ·				描述的概则	25 CHEST 18	142 25		
			を		THE WAY		W22522	
		2-18-28-28-45						
					Section 2		No. of Street, or other Persons and Street, o	
		<b>Total Gallons</b>	iallons		1900			
		Total Wa	otal Water Loss		0			

#### City of Florence

#### Work Order List

#### 10/01/2025 - 10/31/2025 Sorted by Account Number

Service		Description	Customer's	Number	Service Address Worker		Route y Issue Date	<b>Process Date</b>	Completion
39	01.		OSUNA, IREN		301 E CASKEY ST	112	10/01/2025	10/01/2025	10/01/2025
ATER	TON	TURN ON WAT	ER	0000000118	42	JK	10/01/2025	10/01/2025	10/01/2025
Completion Not	es: C	OMPLETED BF							
114	02	14	MOON, RICHA	ARD S.	202 W CASKEY ST		2		
EWER	FUP	FOLLOW UP		0000000118	56	JK	10/07/2025	10/07/2025	10/07/2025
Completion Not	es: c	omplete, customer d	oes have septic ta	ınk., bill j					
344	03-	44	LIBRARY, D/E	3/A	207 E MAIN ST		3		
ATER	MOW	MOW/WEED EA	ΔT	0000000118	57	JK	10/08/2025	10/08/2025	11/03/2025
Completion Not	ies: D	ONE							
584	0.3	72	JENKINS,		780 FM 970		1		
ATER	H20	WATER LEAK	JEMPERIO,	0000000118		TL.	10/22/2025	10/22/2025	11/03/2025
Completion Not		ONE, SA, BILL, JU	M BRYAN	0000000110		- 25			
					400 DW 100 CON				
329	13				200 BENEDICT AVI		10/10/2025	10/19/2025	11/04/2026
ATER	PRK -	CLEAN PARK A		0000000118	358	AML	10/10/2025	10/18/2025	11/04/2025
Completion Not	tes: C	CLEANED & STOC	KED BILL						
165	13	48	LAWHON, CA	SEY	406 COLLEGE AVE	;	4		
ATER	TON	TURN ON WAT	ER	0000000118	149	JK	10/02/2025	10/02/2025	10/03/2025
Completion Not	tes: C	COMPLETED B.F.							
749	20	85	FLORENCE		100 FM 970		1		
ATER	PRK	CLEAN PARK A	REA	0000000118	364	AMI	10/31/2025	11/22/2025	
307	20	91	ANDEDSON	ATDICTA 6	20E L MAIN CT		4		
386 ATER	OUT	MOVING OUT,	-and wheeling		. 305 E MAIN ST	JK	10/27/2025	10/27/2025	10/27/2025
Completion Not					ON 10/21/2025 JK TI				
Completion No		EAK	CLAND I MINIMO	ICK 10 05200	OF TOTAL PRODUCTION	no boerno			
203	21	33	NEAVES, RAF	AFDC	108 BECK ST		5		
ATER	TON	TURN ON WAT		0000000118		JK	10/06/2025	10/06/2025	10/06/2025
Completion No		urned pn bryan							
			#14178 t 201 Ht 211	#7#7	404 postucato co				
288	23		REZAIE, REN		204 BREWSTER ST	JK	6 10/01/2025	10/01/2025	10/01/2025
ATER	TON	TURN ON WAT		0000000118	940	JK.	10/01/2023	10/01/2023	10/01/2023
Completion No	ies: C	COMPLETED SA &	X 11						
081	23	90	REMMICK, E	RIC	408 S LOVE AVE		6		
ATER	TON	TURN ON WAT	ER	0000000118	346	JK	10/01/2025	10/01/2025	10/01/2025
Completion No	tes: C	COMPLETED SA	& J3						
528	24	45	LANAS, PIED	AD	200 STORY AVE		6		
ATER		TURN ON WAT		0000000118	352	JK	10/06/2025	10/06/2025	10/06/2025
Completion No	tes: T	URNED ON., BRY	'AN				1500 000 000		
068	24	78	WARWICK. B	RITTANY N	101 STAPP AVE AP	ТВ	2		
ATER	TON			0000000118		JK	10/01/2025	10/01/2025	10/03/2025
Completion No		COMPLETED. B.F.							
					100 W MAIN OT		•		
1.50									
159 EWER	FUP		STUART, TO	0000000118	305 W MAIN ST	JK	<b>2</b> 10/17/2025	10/17/2025	10/20/2025

#### City of Florence

#### **Work Order List**

#### 10/01/2025 - 10/31/2025 Sorted by Account Number

ocation No		ount No	Customer's		Service Address	E-41	Route	Dunger Dete	Completies
ervice	Code	Description		Number	Worker	Entered	By Issue Date	Process Date	Completion
79	2538		HERMAN, JEN	NNIFER	304 E TOMLINSON	ST	4		
ATER	TON	TURN ON WAT	ER	0000000118	841	JK	10/01/2025	10/01/2025	10/01/2025
Completion Note	s: COl	MPLETED., BF							
739	2548		ISCHY, ZANE		CR 229 & TOMLIN	ISON	5		
ATER	TON	TURN ON WAT	ER	000000011	844	JK	10/01/2025	10/01/2025	10/01/2025
Completion Note	s: CO	MPLETED SA &	& JJ						
181	2553		WHITEAKER.	LEE	100 BRIZENDINE	AVE	3		
/ATER		TURN OFF		000000011		JK	10/07/2025	10/07/2025	10/07/2025
Completion Note	s: FIN	AL READ IS 565	605						
756	2588		ROCHE, VON	DA	12520 WEST FM 48	7	5		
/ATER		TURN ON WAT		000000011		JŔ	10/01/2025	10/01/2025	10/03/2025
Completion Note		MPLETEDB.F.						C: 28	-
004	2609		BASEY, PAME	ELA	202 W BENNET ST		2		
ATER		WATER LEAK	PROBLEMENT	000000011		JK	10/17/2025	10/17/2025	11/04/2025
Completion Note		ED. BILL & JIM							
296	2618		JUAREZ, ADR	DIANA	101 SULLIVAN ST	UNIT R	5		
ATER		TURN ON WAT		-000000011		JK	10/02/2025	10/02/2025	10/03/2025
Completion Note		MPLETED B.F.		0000000					
			ann na Ti	MOTHN	200 COLLECT AV	re	4		
326 /ATER	2673 OUT	MOVING OUT	GEHLING, TI READ METER.		300 COLLEGE AV	JK	10/27/2025	10/27/2025	10/27/2025
Completion Note					/2025 WAS 70595JK	310	10,2,12022	1972716000	1012112000
	577		279						
640	2715		CARRERA-GI		300 E ATKINSON S	JK	<b>3</b> 10/01/2025	10/01/2025	10/01/2025
ATER Completion Note		TURN ON WAT MPLETED., BF	EK	000000011	C+0	JK	10/01/2023	10/01/2023	10/01/2023
		VII CITTOD., DI			21 727 628		_		
542	2742		BARNETT, BA		100 EAST AVE	***	5	10/02/2026	10/03/2025
ATER		TURN ON WAT	EK	000000011	831	JK	10/03/2025	10/03/2025	10/03/2023
Completion Note		MPLETED.,B.F.						41.0	
032	2750	all lands of the	REEVES, TAT		301 COLLEGE AV		3	10/02/2025	
ATER	OFF	TURN OFF		000000011	854	JK	10/07/2025	10/07/2025	
		··········						·	
Totals	1120	WATED LEAD							
/ATER /ATER	H20 MOW	WATER LEAK MOW/WEED E	ΑT						
ATER		TURN OFF	**						
ATER		MOVING OUT,	READ METER						
VATER		CLEAN PARK							
/ATER	TON	TURN ON WAT	ER						
					Total for WATER			WATER	
Totale	. <u> </u>				<del></del>				
Totals EWER	FUP	FOLLOW UP							
8,278	112				Total for SEWER			SEWER	

2

# **MANUAL WORK ORDERS**

		_	_				
NOTES				BEG READ 000341788	CHECKED ALL APPEARS OK, NO SMELL. THEY SAID THEY WOULD UNPLUG COMPUTER AT NIGHT & KEEP EYES ON IT.	ALL COMPLETED	BEG READ 000342036
TECH	BRYAN	BRYAN	BRYAN	BILL	ВІГГ	BILL	BILL
COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED
TASK	RECONNECT	RECONNECT	RECONNECT	TURN METER ON	CHECK OUTLET THAT POWERS DIRECTORS DESK	DRILL HOLES FOR CERTIFICATE	TURN METER ON
ADDRESS	302 N PATTERSON AVE	303 E MAIN ST	112 EAST AVE	301 COLLEGE AVE	LIBRARY	LIBRARY	301 COLLEGE AVE
DATE	10/1/2025	10/1/2025	10/1/2025	10/8/2025	10/17/2025	10/23/2025	7 10/28/2025
	П	7	m	4	Ŋ	9	^

### City of Florence Agenda Item Cover Sheet

MEETING DATE: December 2, 2025 6:00 p.m.

**AGENDA ITEM #: 10** 

INITIATED BY: Angelica Lombardi
☑ Information Attached
☐ Bring Paperwork from Previous Meeting
☐ Verbal
☐ No Paperwork at Time of Packets
☐ No paperwork needed. Routine action item only

# FLORENCE MUNICIPAL COURT

## OCTOBER

Last month	839 3073	18 52		In June 2025 we had a record number of citations resulting in 249	cases filed. During the October 2025 council meeting, I reported that	of those, 34% of them or 85 did not make their first appearance	within 30 days, which resulted in reminder letters being sent out.	Alderwoman Bivens asked of those, how many responded. I	determined only 12 responded to those late letters. A minimum of	\$70.00 was spent in postage fees and stationary, with several letters
			6	0	0					
OCTOBER	758	6	Traffic	City Ordinances	Other		75	0	0	
Administrative	Cases on file	New cases				Case Actions	Cases closed	Warrants issued	Courtesy letters	

Collection and Compliance			
Fines and fees collected	<del>6</del> 5>	10,459.30	
(to the state)	<del>6</del> 2	4,133.70	40%
Community service / jail credit	*	919.00	
Drivers safety course completions		30	
Deferred dispositions completed		1	

remailed.
and
sender
ed to
return
delivered returned to sender and remailed

11,076.68

17,335.98

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Courtroom Activity	
Showcause Hearings	29
Arraignments	13
Pretrial Hearings	0
Trials	0
Other Motions	5
Failure to Appear for Hearing	0

To provide efficient and effective justice through a fair court.

our mission: our task: our goal:

The impartial interpetation and adjudication of state laws and city ordinances.

Promoting a safe and healthy environment, to meet the needs of the community

### City of Florence Agenda Item Cover Sheet

MEETING DATE: December 2, 2025 6:00 p.m.

**AGENDA ITEM #: 11** 

INITIATED BY: Tamela Louvier
☑ Information Attached
☐ Bring Paperwork from Previous Meeting
☐ Verbal
☐ No Paperwork at Time of Packets
☐ No paperwork needed. Routine action item only

#### City Administrator's Report

To: Mayor Daniels & City Council

CC: Staff

From: City Administrator, Tamela Louvier

Date: December 5, 2025

#### Mayor & Council

#### **Human Resources**

Bill Jodray resigned, his last day was Friday, November 14, 2025.

We have hired a Tech 1 to replace Bill. Mr. Kenneth Aguilar started on December 1st.

We interviewed Lauren Bell for an internship. Lauren is a graduate from Florence High School and is currently attending Texas A & M at Bryan/College Station studying criminal justice. She is available in December and then also for the summer.

#### Administration

We have been working with RSI to recover data loss that happened in October. On Tuesday, November 25<sup>th</sup> we had another power outage which caused another data loss on the shared drive and in encode. These losses include:

- 1. Any and all Payments since 11/8/25 to 11/24/2025. 11/6 & 11/7 is showing not closed when it was closed long time ago.
- 2. All accounts that have been closed or opened have reversed and will have to be redone.
- 3. All penalty fees that were applied on 11/21/2025.
- 4. All meter readings that were done on the 16th

#### **Shared Drive:**

- 1. Reports I shared with Stacey
- 2. Reports I shared with David

#### Court:

- 1. Some tickets have been lost
- 2. Unable to download to see if any new ones for fear of more loss.
- 3. Unable to do any court reports for November.
- 4. Unable to access encode to look up accounts.

AdComp is working to get us over to the new system as soon as possible. They have been working on issues that arose due to our data losses.

#### **Building Permits**

We have started the permit process for the Chamber Building. (Chamber would like to discuss re-starting the lease. Since it has taken almost 2 years to start the renovation project, they would like to restart the 10-year lease effective January 2026.)

In October:

- 2 Electrical
- 1 Re-Roof
- 1 TXDOT Right of Way

#### **CITY OF FLORENCE**

#### Agenda Summary Form

Agenda Item #:	Title:
. 12	Discussion, consideration, and possible action on the minutes from the November 3, 2025, and November 19, 2025, meetings.
Summary:	
Option (s):	
	I move to make the motion to approve the minutes from the November 3, 2025, and November 19, 2025, meetings, as presented.
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).
	If you are opposed to not second the motion. If a motion is not made, the item is dead.
Harrell:	Swope: Bivens:
Hyde: N	Mayor Pro Tem Condon: Mayor Daniel:

"Negative" motions are generally not permitted. To dispose of a business item the motion should be phrased as a positive action to take and then if the group desires not to take this action, the motion should be voted down. The exception to the rule is when a governing body is asked to take action on a request and wished to create a record as to why the denial is justified.



#### Florence City Council Regular Meeting Minutes November 3, 2025

#### Present:

Mayor

Ben Daniel

Mayor Pro Tem

Mary Condon

Council Members Mary Jane Swope

Debra Bivens

Absent:

Forrest Hyde, Mike Harrell

#### **Staff Members Present:**

City Administrator

Tamela Louvier

City Secretary

Angelica Lombardi

Public Works Director

Stacev Adams

Police

Wayne Thompson

#### Guest(s) Present:

Cristy Daniell, Patty Bendele, Ray Standridge, Don Allman.

#### **Opening Agenda**

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

Mayor Ben Daniel provided the Invocation.

Mayor Ben Daniel asked any Guests addressing the Council to speak at this time. No public comment.

#### Committee, Council Members, and City Staff Reports:

- 1. Florence Chamber of Commerce- Cristy Daniell said the speaker from the Gault site at the last Chamber meeting was very good. After hours event will be on November 13; location to be determined. There will be no meetings in November or December. The Chamber met with the contractor regarding the building remodel. First Friday will be November 7 with clean-up at 9:00am.
- 2. Florence Planning and Zoning Committee- No Report.
- 3. Florence ISD Afterschool Centers on Education-ACE- No Report.
- 4. Florence Community Park Garden Project No Report.
- 5. Eula Hunt Beck Florence Public Library— See Report. Patty Bendele said the Volunteer appreciation brunch was small, and had eight volunteers attend. On Thursday, they will have a speaker from the Gault site come. The library will host photos with Santa after the Christmas parade.
- 6. Mayor/Council Report- The Mayor reminded the group of the State of the City event on November 14,

- 2025 from 6-7:00 pm.
- 7. City Treasurer- See Report.
- 8. Chief of Police- See Report.
- 9. Public Works Director- See Report.
- 10. Municipal Court- See Report.
- 11. City Administrator- See Report.

#### Consent Agenda

- 12. Mary Condon made the motion to approve the minutes from the October 14, 2025, meeting, as presented. Mary Jane Swope seconded the motion. None opposed. Motion carried.
  - **13.** Mary Jane Swope made the motion to pay the expenditures, as presented. Debra Bivens seconded the motion. None opposed. Motion carried unanimously.

#### Regular Agenda

- 14. Mary Jane Swope made the motion to charge the Florence Cemetery for garbage collection and begin charging them sales tax until they can provide proof they are tax-exempt. Debra Bivens seconded the motion. None opposed. Motion carried unanimously.
- 15. Mary Condon made the motion to table the discussion regarding the request from Ray Standridge to remove garbage collection from the utility bill for the Masonic Lodge #338, to contact Al Clawson Disposal. Mary Jane Swope seconded the motion. None opposed. Motion carried unanimously.
- 16. Mary Condon made the motion to allow American Legion Florence to have its Veterans' Day event/celebration on November 11, 2025, and have all-day access to the Memorial Park from dawn to dusk to facilitate setup and teardown, and have Amy Crane Blvd. shut down to allow for pedestrians only. Mary Jane Swope seconded the motion. None opposed. Motion carried unanimously.
- 17. Mary Condon made the motion to table the discussion regarding installing a street light near Well #2 for cost information. Mary Jane Swope seconded the motion. None opposed. Motion carried unanimously.
- 18. No action was taken regarding renting the water tower to a local internet company instead of internet charges at the library and pool.
- 19. Debra Bivens made the motion to approve the fiscal audit ending 9/30/2024; presented by Donald Allman CPA. Mary Condon seconded the motion. None opposed. Motion carried unanimously.
- **20.** Mary Condon made the motion to reject the offer to purchase the CCN from the City of Georgetown. Mary Jane Swope seconded the motion. None opposed. Motion carried unanimously.

- 21. Mary Condon made the motion to accept an agreement with the United States Department of Agriculture (USDA) through the Emergency Watershed Protection (EWP) program to clear and remediate portions of "Salado Creek" utilizing a Contract with Local Organization (CLO -City of Florence) using an "in-kind" donation of manpower to account for the 25% of the expected contract dollar amount of \$15,000.00, totaling \$3,750.00 that the City of Florence would be responsible for. Mary Jane Swope seconded the motion. None opposed. Motion carried unanimously.
- **22.** Mary Condon made the motion to approve RESOLUTION 2025-23 to dispose of City assets. Mary Jane Swope seconded the motion. None opposed. Motion carried unanimously.
- 23. Mary Condon made the motion to amend the map in the child safety zone ordinance to include the new elementary school. Mary Jane Swope seconded the motion. None opposed. Motion carried unanimously.
- 24. Mary Condon made the motion to approve the INCODE upgrade at an annual cost of \$17,579 for the next three years, and an additional one-time fee of \$13,260 for the migration, which will be paid in the budget for fiscal year 2026-2027. Debra Bivens seconded the motion. None opposed. Motion carried unanimously.
- **25.** Mary Condon made the motion to table discussion regarding employee health insurance for 2026, pending more cost information. Mary Jane Swope seconded the motion. None opposed. Motion carried unanimously.
- 26. Mary Condon made the motion to approve the closing of the City Hall for lunch every day from 12 pm-1 pm, for the next 90 days. Mary Jane Swope seconded the motion. None opposed. Motion carried unanimously.
- **27.** Debra Bivens made the motion to approve spending up to \$1,500 for the holiday party. Mary Jane Swope seconded the motion. None opposed. Motion carried unanimously.
- 28. Mary Jane Swope made the motion to close the City Hall at 12:00pm on November 26, 2025 and December 23, 2025, and to close all day on December 26, 2025 and to grant employees paid administrative leave for those closures. Additionally, the Library shall close for the day on November 26, 2025 and from December 23, 2025 to January 2, 2026. Debra Bivens seconded the motion. None opposed. Motion carried unanimously.
- 29. The next regular city council meeting will be December 2, 2025 at 6:00 pm.

Mgelica Jombardi

#### Adjournment:

**30.** Mayor Daniel called the meeting adjourned at 9:06 pm.

PASSED AND APPROVED BY THE CITY COUNCIL OF CITY OF FLORENCE, TEXAS, THIS  $2^{nd}$  DAY OF DECEMBER, 2025.

	Signed:
	Ben Daniel, Mayor
LOR	
The state of the s	Attest:
	Angelica Lombardi, City Secretary



## Florence City Council Special Meeting Minutes November 19, 2025

#### Present:

Mayor

Ben Daniel

Mayor Pro Tem

Mary Condon

**Council Members** 

Forrest Hyde

Mary Jane Swope Debra Bivens

Mike Harrell

#### Staff Members Present:

City Administrator

Tamela Louvier

#### **Opening Agenda**

Mayor Ben Daniel called the meeting to order at 5:00 p.m.

Mike Harrell provided the Invocation.

Mayor Ben Daniel asked any Guests addressing the Council to speak at this time.

#### **Deliberation Agenda**

- Mary Condon made the motion to accept the audit engagement letter-single audit ending September 30, 2025 completed by Donald L. Allman CPA PC. Mary Jane Swope seconded the motion. None opposed. Motion carried.
- Mary Jane Swope made the motion to join the Texas Health Benefits Pool and accept their quote for employee health insurance for 2026. Mary Condon seconded the motion. None opposed. Motion carried.
- 3. Mary Condon made the motion to allow Williamson County Emergency Services District #7 to do our fire inspection, including but not limited to: business, schools, churches, developments (streets, hydrants..), but not the investigation portion. Process for permits and inspections, applications, and payments will stay the same for now. Mary Jane Swope seconded the motion. None opposed. Motion carried.

- 4. Mary Condon made the motion to allow the City Hall to be used as an early voting location for the primaries (February 17 February 27, 2026) and for election day. Mary Jane Swope seconded the motion. None opposed. Motion carried.
- 5. Mary Condon made the motion to allow the City Hall to be used as an early voting location for primary runoffs (May 18 May 22, 2026) and for election day, May 26, 2026. Mary Jane Swope seconded the motion. None opposed. Motion carried.
- 6. Mary Condon made the motion to allow the City Hall to be used as an early voting location for the May local election (April 20 April 28, 2026) and for election day, May 2, 2026. Forrest Hyde seconded the motion. None opposed. Motion carried.
- 7. Mary Condon made the motion to table the discussion regarding adding a part-time police officer to the police department staff, with anticipated hours worked to be capped at 30 hours maximum per week. Mary Jane Swope seconded the motion. None opposed. Motion carried.

#### Adjournment:

Mayor Daniel called the meeting adjourned at 5:50 pm.

PASSED AND APPROVED BY THE CITY COUNCIL OF CITY OF FLORENCE,

TEXAS, THIS 2<sup>nd</sup> DAY OF December, 2025.

Signed:

Ben Daniel, Mayor

Attest:

Angelica Lombardi, City Secretary

#### **CITY OF FLORENCE**

#### Agenda Summary Form

Agenda Item #:	Title:				
13	Discussion, consideration, and possible action on expenditures.				
	oproval on expenditures.				
Option (s):					
	I make the motion to approve the expenditures.				
	If you are opposed to not second the motion. If a motion is not made, the item is dead.				
Harrell:	Swope: Bivens:				
Hyde: N	Mayor Pro Tem Condon: Mayor Daniel:				

"Negative" motions are generally not permitted. To dispose of a business item the motion should be phrased as a positive action to take and then if the group desires not to take this action, the motion should be voted down. The exception to the rule is when a governing body is asked to take action on a request and wished to create a record as to why the denial is justified.

#### Unpaid Bills Report Florence - Water & Sewer All Dates

	Date	Transaction type	Num	Due date	Amount
Al Clawson Disposal, Inc.					
Tetal for 81 Clauses Discoul.	10/31/2025	Bill	785816	11/30/2025	10,830.13
Total for Al Clawson Disposal, Inc. Alterman, Inc					\$10,830.13
Attendant, Hic	05/20/2024	8111	147907	05/00/0004	4 405 00
Total for Alterman, Inc	00/20/2024	Oil	147907	05/30/2024	4,465.00
Amazon Capital Services					\$4,465.00
	10/30/2025	Bill	1GNF-PMPF-6VHH	11/09/2025	132.56
Total for Amazon Capital Services	10.00.2000		1014 -3 447 1 -047 (1)	- 1108/2023	\$132.56
ASCO					\$102.00
	11/18/2025	Bill	SWO468057-1	12/18/2025	691.02
Total for ASCO					\$691.02
AT & T Mobility					***************************************
2	10/15/2025	8ill	287342408849x10232025	11/14/2025	246.28
Total for AT & T Mobility					\$248.28
Blades Group LLC					4-14.24
	10/29/2025	Bill	18050245	11/28/2025	1,240.00
Total for Blades Group LLC					\$1,240,00
Bojorquez Law Firm, PC					
	07/31/2025	Bill	13728	08/30/2025	205.50
Total for Bojorquez Law Firm, PC					\$205.50
Citibank, N.A.					
	11/03/2025	8iII		11/13/2025	580.68
Total for Citibank, N.A.					\$580.66
City of Georgetown Utilities					
	11/10/2025	Bill	B03557529	11/20/2025	13,241,24
Total for City of Georgetown Utilities					\$13,241.24
Cougar Lube & Wash					
	10/30/2025	Bill	81698	11/09/2025	116.06
Total for Cougar Lube & Wash					\$116.06
DNA Chem Inc					
	11/04/2025	811	45701	12/04/2025	245.00
Total for DNA Chem Inc					\$245.00
Donald L Aliman, CPA, PC					
Total Confidence of the American Confidence of t	09/30/2023	Journal Entry	FYE 22-23 JE	09/30/2023	41,368.00
Total for Donald L Aliman, CPA, PC				114	\$41,368.00
DSHS Central Lab MC2004					
Tatalifas PONO O-1-11 at 110000	11/04/2025	Bill	CEN.CD3793_102025	12/04/2025	488.00
Total for DSHS Central Lab MC2004					\$488.00
General Fund	00.004.00.00				
	08/31/2023	Journal Entry	CPA62	08/31/2023	5,000.00
	09/29/2023	Journal Entry	CPA65	09/29/2023	10,000.00
	03/01/2024	Bill	Misc	03/11/2024	1,082.75
	03/11/2024 03/11/2024	Bill	permits due to GF	03/21/2024	8,080.07
Total for General Fund	US/11/2U24	Bill	Pool Due to GF	03/21/2024	200.00
Impact Fees					\$24,362.82
•	03/11/2024	Bill	Impact Fees Due GF	03/21/2024	20.040.00
Total for Impact Fees			Impact 600 DUS OF	JJIZ 112JZ4	28,910.00
					\$28,910.00

#### Unpaid Bills Report Florence - Water & Sewer All Dates

Total for Lower Cotorado River Authority   Total for Ronny McLoud   Tota		Date	Transaction type	Num	Due date	Amount
Total for Lower Colorado River Authority   September	Lower Colorado River Authority		<u></u>	-	· · · · · · · · · · · · · · · · · · ·	
Total for Ronny McLoud		10/30/2025	Bill	LAB-0087711	10/30/2025	500.00
Total for Ronny McLoud Scott & White due to General Fund  10/01/2023 Bill October 10/91/2023 2.157.42  11/01/2023 Bill October 11/30/2023 1.674.51 11/01/2023 Bill December 12/31/2023 558.17 12/01/2023 Bill December 12/31/2023 558.17 12/01/2023 Bill December 12/31/2023 558.17 12/01/2024 Bill January 01/31/2024 1.118.34 02/01/2024 Bill March 03/31/2024 1.728.15 04/01/2024 Bill March 03/31/2024 1.268.16 04/01/2024 Bill March 03/31/2024 1.268.16 04/01/2024 Bill May 06/31/2024 1.268.16 04/01/2024 Bill May 06/31/2024 1.268.16 06/01/2024 Bill June 06/30/2024 2.168.10 06/01/2024 Bill December 06/30/2024 2.168.10 06/01/2024 Bill September 06/30/2024 2.168.10 06/01/2024 Bill December 11/30/2024 2.168.10 06/01/2025 Bill August 06/30/2024 2.168.10 06/01/2025 Bill January 01/31/2025 2.768.32 04/01/2025 Bill March 02/28/2025 3.168.81 04/01/2025 Bill 12/27/33 0.1/20/2025 3.168.81 04/01/2025 Bill March 02/28/2025 3.168.81 04/01/2025 Bill March 02/28/2025 3.168.81 04/01/2025 Bill March 04/30/2025 3.168.81 04/01/2025 Bill March 04/30/2025 3.168.81 04/01/2025 Bill 12/27/33 0.1/20/2025 3.168.81 04/01/2025 Bill March 04/30/2025 3.	Total for Lower Cotorado River Authority				<del></del>	\$500.00
State   Stat	Ronny McLoud					
Scott & White due to General Fund		11/14/2025	Bill	589033	11/24/2025	310.00
10/01/20/23   Bill   October   10/01/20/23   2,157,42     11/01/20/23   Bill   November   11/30/20/23   1,674,51     12/01/20/24   Bill   Jenuary   01/31/20/24   1,118,34     02/01/20/24   Bill   Jenuary   01/31/20/24   1,118,34     02/01/20/24   Bill   Jenuary   02/26/20/24   2,357,84     03/01/20/24   Bill   March   03/31/20/24   1,728,15     04/01/20/24   Bill   April   04/30/20/24   1,622,05     05/01/20/24   Bill   May   05/31/20/24   1,622,05     05/01/20/24   Bill   June   08/30/20/24   2,198,10     06/01/20/24   Bill   June   08/30/20/24   2,198,10     06/01/20/24   Bill   July   07/31/20/24   2,198,10     06/01/20/24   Bill   July   07/31/20/24   2,198,10     06/01/20/24   Bill   July   07/31/20/24   2,198,10     06/01/20/24   Bill   September   06/30/20/24   2,198,10     06/01/20/24   Bill   October   08/30/20/24   2,198,10     06/01/20/24   Bill   October   08/30/20/24   2,198,10     06/01/20/24   Bill   November   11/30/20/24   1,223,65     06/01/20/25   Bill   November   11/30/20/24   1,223,65     04/01/20/25   Bill   November   11/30/20/24   1,775,90     01/01/20/25   Bill   November   04/30/20/25   3,458,85     04/01/20/25   Bill   12/03/33   11/30/205   3	Total for Ronny McLoud					\$310.00
11/01/2023   Bill   November   11/30/2023   1.674.51   12/01/2024   1.1674.51   12/01/2024   Bill   December   12/31/2023   558.17   01/01/2024   Bill   January   01/31/2024   1.1106.34   2.357.84   02/01/2024   Bill   March   03/31/2024   1.728.15   04/01/2024   Bill   March   03/31/2024   1.728.15   04/01/2024   Bill   March   03/31/2024   1.622.05   05/01/2024   Bill   May   05/31/2024   1.046.00   06/01/2024   Bill   Jule   08/30/2024   2.198.10   06/01/2024   Bill   Jule   08/30/2024   2.198.10   06/01/2024   Bill   July   07/31/2024   2.198.10   06/01/2024   Bill   July   07/31/2024   2.198.10   06/01/2024   Bill   October   06/30/2024   2.198.10   06/01/2024   Bill   October   06/30/2024   2.198.10   06/01/2024   Bill   October   06/30/2024   2.198.10   11/11/2024   Bill   Occomber   11/30/2024   2.198.10   06/01/2025   Bill   Occomber   11/30/2024   1.223.65   11/30/2025   2.786.32   02/11/2025   Bill   March   02/28/2025   3.368.85   04/01/2025   Bill   March   02/28/2025   3.368.85   04/01/2025   Bill   May   04/30/2025   3.369.81   04/01/2025   Bill   May   04/30/2025   3.369.81   04/01/2025   Bill   Perbuary   02/28/2025   3.369.81   04/01/2025   Bill   12/03/22   06/30/2025   3.369.81   04/01/2025   Bill   12/03/23   11/30/2025   3.369.81   04/01/2025   3.369.81   04/01/2025   3.369.81   04/01/2025   3.369.81   04/01/2025   3.369.81   04/01/2025   3.369.81   04/01/2025   3.369.81   04/01/2025   3.369.81   04/01/2025   3.369.81   04/01/2025   04/01/2025   04	Scott & White due to General Fund					
1201/2023   Bill   December   12/31/2023   559.17		10/01/2023	Bill	October	10/31/2023	2,157.42
01/01/2024   Bill   January   01/31/2024   2,357.84     02/01/2024   Bill   March   0,331/2024   1,728.15     03/01/2024   Bill   March   0,331/2024   1,728.15     04/01/2024   Bill   March   0,331/2024   1,622.05     05/01/2024   Bill   May   0,531/2024   1,026.00     06/01/2024   Bill   June   0,830/2024   2,198.10     07/01/2024   Bill   June   0,830/2024   2,198.10     08/01/2024   Bill   July   0,731/2024   2,198.10     08/01/2024   Bill   July   0,731/2024   2,198.10     08/01/2024   Bill   August   0,931/2024   2,198.10     08/01/2024   Bill   October   0,930/2024   2,198.10     08/01/2024   Bill   December   0,930/2024   2,198.10     08/01/2024   Bill   December   11/30/2024   1,923.85     11/11/2024   Bill   December   11/30/2024   1,775.90     01/01/2025   Bill   January   0,131/2025   2,788.32     02/01/2025   Bill   January   0,131/2025   2,788.32     04/09/2025   Bill   February   0,228/2025   3,698.32     04/09/2025   Bill   February   0,228/2025   3,698.32     04/09/2025   Bill   February   0,228/2025   3,698.32     04/01/2025   Bill   1,270,42   0,670/2025   3,458.65     04/01/2025   Bill   1,270,42   0,670/2025   3,458.65     11/01/2024   Vendor Credit   December 24   5,760.5     Total for Scott & White due to General Fund   1,170/2025   Bill   1,270,42   0,670/2025   3,458.65     11/01/2025   Bill   1,270,42   0,670/2025		11/01/2023	Bill	November	11/30/2023	1,674.51
0201/2024   Bill   February   02/29/2024   2.357.84     03/01/2024   Bill   March   03/31/2024   1.728.15     0401/2024   Bill   April   04/30/2024   1.622.05     0501/2024   Bill   Mey   05/31/2024   1.046.00     0601/2024   Bill   June   06/30/2024   2.198.10     07/01/2024   Bill   July   07/31/2024   2.198.10     07/01/2024   Bill   July   07/31/2024   2.198.10     0601/2024   Bill   August   08/31/2024   2.198.10     0601/2024   Bill   October   09/30/2024   2.198.10     0601/2024   Bill   December   09/30/2024   2.198.10     0601/2024   Bill   December   11/30/2024   1.823.85     11/01/2024   Bill   December   11/30/2024   1.775.90     01/01/2025   Bill   December   11/30/2024   1.775.90     01/01/2025   Bill   March   02/28/2025   2.786.32     02/01/2025   Bill   February   01/31/2025   3.698.11     04/00/2025   Bill   April   04/30/2025   3.698.14     06/01/2025   Bill   April   04/30/2025   3.698.14     06/01/2025   Bill   12/70342   06/30/2025   3.698.15     06/01/2025   Bill   12/07333   11/30/2025   3.698.15     Total for Scott & White due to General Fund   11/30/2024   Vendor Credit   December 24   5.786.05     Total for Scott & White due to General Fund   11/30/2025   Bill   12/07332   11/30/2025   3.698.30     Total for TCEQ   11/30/2025   Bill   11/30/3025   11/30/2025   3.698.30     Total for TCEQ   11/30/2025   Bill   11/30/3025   11/30/2025   3.698.30     Total for TCEQ   11/30/2025   Bill   11/30/3025   11/30/2025   3.698.30     Total for TCEQ   11/30/2025   11/30/2025   11/30/2025   3.698.30     Tot		12/01/2023	Bill	December	12/31/2023	558.17
0301/2024   Bill   March   0331/2024   1,728,15		01/01/2024	Bill	January	01/31/2024	1,116.34
04/01/2024   Bill   April   04/30/2024   1,022.05     05/01/2024   Bill   June   08/30/2024   2,198.10     06/01/2024   Bill   June   08/30/2024   2,198.10     06/01/2024   Bill   June   08/30/2024   2,198.10     08/01/2024   Bill   July   07/31/2024   2,198.10     08/01/2024   Bill   August   08/31/2024   2,198.10     08/01/2024   Bill   September   09/30/2024   2,198.10     09/01/2024   Bill   October   09/30/2024   2,198.10     09/10/2024   Bill   December   11/30/2024   1,823.65     11/11/2024   Bill   December   11/30/2024   1,823.65     11/01/2025   Bill   January   01/31/2025   2,788.32     02/01/2025   Bill   January   01/31/2025   3,169.81     02/01/2025   Bill   February   02/28/2025   3,698.10     04/09/2025   Bill   April   04/30/2025   3,458.85     04/09/2025   Bill   April   04/30/2025   3,458.85     04/01/2025   Bill   1267333   11/30/2025   3,458.85     11/01/2025   Bill   1267333   11/30/2025   3,458.85     Total for Scott & White due to General Fund   TCEQ   Total for TCEQ   T1/30/2025   Bill   PHS0234689   11/30/2025   3,259.30     Total for TCEQ   T1/30/2025   Bill   X11/03/2025-11/09/202   11/22/2025   353.83     Total for TCEQ   T1/30/2025   Bill   X11/03/2025-11/09/202   11/22/2025   3,358.38     T1/30/2025   Bill   X11/03/2025-11/09/202   11/22/2025   3,358.38     T1/30/2025   Bill   X11/30/2025-11/09/202   11/22/2025   3,358.38     T1/30/2025   T1/30/2025   T1/30/2025   T1/20/205   T1/20		02/01/2024	Bill	February	02/29/2024	2,357.84
05/01/2024   Bill   June   06/30/2024   2,196.10   07/01/2024   Bill   June   06/30/2024   2,196.10   08/01/2024   Bill   July   07/31/2024   2,196.10   08/01/2024   Bill   August   06/31/2024   2,196.10   08/01/2024   Bill   September   09/30/2024   2,196.10   09/01/2024   Bill   October   09/30/2024   2,196.10   09/01/2024   Bill   October   09/30/2024   2,196.10   09/01/2024   Bill   December   11/30/2024   1,823.65   11/01/2024   Bill   November   11/30/2024   1,823.65   11/01/2024   Bill   November   11/30/2024   1,775.90   01/31/2025   2,786.32   01/01/2025   Bill   November   11/30/2025   2,786.32   02/11/2025   Bill   March   02/28/2025   2,786.32   02/11/2025   Bill   May   04/30/2025   3,656.85   04/09/2025   Bill   April   04/30/2025   3,656.85   04/09/2025   Bill   1270342   06/30/2025   3,656.85   04/09/2025   04/09/2025   Bill   1270342   06/30/2025   3,656.85   04/09/2025   0		03/01/2024	Bill	March	03/31/2024	1,728.15
08/01/2024   Bill   June   08/30/2024   2.198.10		04/01/2024	Bill	April	04/30/2024	1,622.05
07/01/2024   Bill   July   07/31/2024   2,198.10   08/01/2024   Bill   August   08/31/2024   2,198.10   09/01/2024   Bill   September   09/30/2024   2,198.10   09/10/2024   Bill   October   09/30/2024   2,198.10   09/10/2024   Bill   December   11/30/2024   1,823.65   11/01/2024   Bill   November   11/30/2024   1,775.90   01/01/2025   Bill   November   11/30/2024   1,775.90   01/01/2025   Bill   March   02/28/2025   3,169.81   02/01/2025   Bill   February   02/28/2025   2,786.32   02/01/2025   Bill   Mary   04/30/2025   3,456.85   04/01/2025   Bill   April   04/30/2025   3,456.85   04/01/2025   Bill   1270342   06/30/2025   3,456.85   06/10/2025   Bill   1297333   11/30/2025   2,738.57   06/10/2025   3,456.85   06/10/2025   Bill   1297333   11/30/2025   2,738.57   06/10/2025   3,505.44   06/10/2025   3,505.44   06/10/2025   3,505.44   06/10/2025   3,505.45   06/10/2025   3,505.45   06/10/2025   3,505.45   06/10/2025   3,505.45   06/10/2025   3,505.45   06/10/2025   3,505.45   06/10/2025   3,505.45   06/10/2025   3,505.45   06/10/2025   3,505.45   06/10/2025   3,505.45   06/10/2025   3,505.45   06/10/2025   3,505.45   06/10/2025   3,505.45   06/10/2025   3,505.45   06/10/2025   3,505.45   06/10/2025   06/10/		05/01/2024	80	Мау	05/31/2024	1,046.00
08/01/2024   Bill   August   08/31/2024   2,198.10		06/01/2024	Bill	June	06/30/2024	2,198.10
09/01/2024   Bill   September   09/30/2024   2,198.10     09/10/2024   Bill   October   09/30/2024   2,198.10     11/11/2024   Bill   December   11/30/2024   1,823.65     11/10/2024   Bill   November   11/30/2024   1,775.90     11/30/2025   Bill   January   01/31/2025   2,786.32     02/11/2025   Bill   March   02/28/2025   2,786.32     02/01/2025   Bill   February   02/28/2025   2,786.32     04/09/2025   Bill   May   04/30/2025   3,456.85     04/09/2025   Bill   April   04/30/2025   3,456.85     04/01/2025   Bill   1270342   06/30/2025   3,456.85     11/01/2025   Bill   1270342   06/30/2025   3,456.85     11/01/2025   Bill   1297333   11/30/2025   2,738.57     11/01/2025   Bill   PHS0234699   11/30/2025   1,259.30     Total for Scott & White due to General Fund   11/30/2025   Bill   PHS0234699   11/30/2025   1,259.30     Total for Texas Fleet Fuel   11/17/2025   Bill   X11/03/2025-11/09/202   11/22/2025   353.83     11/17/2025   Bill   X11/03/2025-11/09/202   11/22/2025   360.01     11/17/2025   Bill   X11/03/2025-11/09/202   11/22/2025   363.83     11/17/2025   Bill   X11/03/2025-11/09/202   11/22/2025   360.01     Total for Texas Fleet Fuel   5600.11   5600.11		07/01/2024	Bill	July	07/31/2024	2,198.10
09/10/2024   Bill   December   11/30/2024   2,198.10     11/11/2024   Bill   December   11/30/2024   1,823.65     11/01/2024   Bill   November   11/30/2024   1,775.90     11/01/2025   Bill   January   01/31/2025   2,786.32     02/01/2025   Bill   March   02/28/2025   3,168.81     02/01/2025   Bill   May   04/30/2025   3,456.85     04/09/2025   Bill   April   04/30/2025   3,456.85     04/01/2025   Bill   1270342   06/30/2025   3,456.85     11/01/2025   Bill   1297333   11/30/2025   2,738.57     12/01/2024   Vendor Credit   December 24   5-576.05     Total for Scott & White due to General Fund   11/30/2025   Bill   PHS0234699   11/30/2025   1,259.30     Total for TCEQ   11/30/2025   Bill   X11/03/2025-11/09/202   11/22/2025   353.83     11/17/2025   Bill   X11/03/2025-11/09/202   11/22/2025   353.83     11/17/2025   Bill   X11/03/2025-11/09/202   11/22/2025   353.83     11/17/2025   Bill   X11/03/2025-11/09/202   11/22/2025   3680.81     11/17/2025   Bill   X11/03/2025-11/09/202   11/22/2025   353.83     11/17/2025   Bill   X11/03/2025-11/09/202   X11/27/2025   3680.81     11/17/2025   X11/27/2025   X11/2		08/01/2024	Bill	August	08/31/2024	2,198.10
11/11/2024   Bill   November   11/30/2024   1,823.65   11/01/2024   Bill   November   11/30/2024   1,775,90   11/30/2025   2,786.32   2,786.3		09/01/2024	Bill	September	09/30/2024	2,198.10
11/01/2024   Bill   November   11/30/2024   1,775,90     10/01/2025   Bill   January   01/31/2025   2,786,32     02/01/2025   Bill   March   02/28/2025   3,189,81     02/01/2025   Bill   May   04/30/2025   3,456,85     04/01/2025   Bill   April   04/30/2025   3,456,85     04/01/2025   Bill   1270342   06/30/2025   3,456,85     04/01/2025   Bill   1297333   11/30/2025   3,456,85     11/01/2025   Bill   1297333   11/30/2025   3,456,85     11/01/2025   Bill   1297333   11/30/2025   3,456,85     12/01/2024   Vendor Credit   December 24   5-576,05     Total for Scott & White due to General Fund   TCEQ   11/30/2025   Bill   PHS0234699   11/30/2025   1,259,30     Total for TCEQ   11/30/2025   Bill   X11/03/2025-11/09/202   11/22/2025   353,83     11/10/2025   Bill   X11/03/2025-11/09/202   11/22/2025   353,83     11/10/2025   Bill   X11/03/2025-11/09/202   11/22/2025   353,83     11/10/2025   Bill   X11/03/2025-11/09/202   11/22/2025   346,028     Total for Texas Fleet Fuel   11/10/2025   Bill   X11/03/2025-11/09/202   11/22/2025   346,028     Total for Texas Fleet Fuel   5800.11		09/10/2024	Bill	October	09/30/2024	2,198.10
D1/01/2025   Bill   January   D1/31/2025   2,786.32		11/11/2024	BIII	December	11/30/2024	1,823.65
02/11/2025   Bill   February   02/28/2025   2,786.32   04/09/2025   Bill   February   02/28/2025   2,786.32   04/09/2025   Bill   Mary   04/30/2025   3,456.85   04/01/2025   Bill   April   04/30/2025   3,505.14   06/10/2025   Bill   1270342   06/30/2025   3,456.85   06/10/2025   Bill   1297333   11/30/2025   2,738.57   12/01/2024   Vendor Credit   December 24   -576.05   348,174.34   TCEQ   11/30/2025   Bill   PHS0234699   11/30/2025   1,259.30		11/01/2024	Bill	November	11/30/2024	1,775.90
02/01/2025   Bill   February   02/28/2025   2,786.32     04/09/2025   Bill   May   04/30/2025   3,456.85     04/01/2025   Bill   April   04/30/2025   3,505.14     06/10/2025   Bill   1270342   06/30/2025   3,456.85     11/01/2025   Bill   1297333   11/30/2025   2,738.57     12/01/2024   Vendor Credit   December 24   -576.05     Total for Scott & White due to General Fund   \$48,174.34     TCEQ		01/01/2025	BIII	January	01/31/2025	2,786.32
O4/09/2025   Bill   May   O4/30/2025   3,456.85		02/11/2025	Bill	March	02/28/2025	3,169.81
D4/01/2025   Bill   April   O4/30/2025   3,505.14		02/01/2025	Bill	February	02/28/2025	2,786.32
D6/10/2025   Bill   1270342   06/30/2025   3,456.85     11/01/2025   Bill   1297333   11/30/2025   2,738.57     12/01/2024   Vendor Credit   December 24   -576.05     Total for Scott & White due to General Fund   TCEQ   11/30/2025   Bill   PHS0234699   11/30/2025   1,259.30     Total for TCEQ   11/10/2025   Bill   x11/03/2025-11/09/202   11/22/2025   353.83     11/10/2025   Bill   x11/03/2025-11/09/202   11/22/2025   246.28     Total for Texas Fleet Fuel   11/17/2025   Bill   x111025-111625   11/27/2025   3600.11		04/09/2025	Bill	May	04/30/2025	3,456.85
11/01/2025   Bill   1297333   11/30/2025   2,738.57   12/01/2024   Vendor Credit   December 24   -576.05   548,174.34   TCEQ   11/30/2025   Bill   PHS0234699   11/30/2025   1,259.30   11/30/2025   1,259.30   11/30/2025   11/30/2025   11/30/2025   353.83   11/30/2025   11/30/2025   11/30/2025   353.83   11/30/2025   11/30/2025   11/30/2025   11/30/2025   353.83   11/30/2025   11/30/2025   11/30/2025   353.83   11/30/2025   11/30/2025   11/30/2025   353.83   11/30/2025   11/30/2025   353.83   11/30/2025   11/30/2025   353.83   11/30/2025   11/30/2025   353.83   35		04/01/2025	Bill	April	04/30/2025	3,505.14
12/01/2024   Vendor Credit   December 24   5-576.05		06/10/2025	Bill	1270342	06/30/2025	3,456.85
Total for Scott & White due to General Fund  TCEQ  11/30/2025 Bill PHS0234699 11/30/2025 1,259.30  Total for TCEQ  Texas Fleet Fuel  11/12/2025 Bill x11/03/2025-11/09/202 11/22/2025 353.83  11/17/2025 Bill x111025-111625 11/27/2025 246.28  Total for Texas Fleet Fuel  Total for Texas Fleet Fuel  \$600.11		11/01/2025	Bill	1297333	11/30/2025	2,738.57
TCEQ  11/30/2025 Bill PHS0234699 11/30/2025 1,259.30  Total for TCEQ \$\frac{11/12/2025}{21/259.30}\$  Texas Fleet Fuel  11/12/2025 Bill \$\frac{11/103/2025-11/09/202}{21/22/2025}\$  11/17/2025 Bill \$\frac{11/103/2025-11/09/202}{21/22/2025}\$  Total for Texas Fleet Fuel  Total for Texas Fleet Fuel  \$\frac{11/17/2025}{20}\$  \$\frac{11/17/2025}{21}\$  \$		12/01/2024	Vendor Credit	December 24		-576.05
11/30/2025   Bill   PHS0234699   11/30/2025   1,259.30	Total for Scott & White due to General Fund				_	\$48,174.34
Total for TCEQ \$\frac{11/12/2025}{11/22/2025}\$ Bill \$\frac{11/103/2025-11/09/202}{11/22/2025}\$ \$\frac{11/22/2025}{11/27/2025}\$ \$\frac{353.83}{246.28}\$ Total for Texas Fleet Fuel \$\frac{11/17/2025}{11/27/2025}\$ Bill \$\frac{11/102/2025}{11/25-111625}\$ \$\frac{11/27/2025}{11/27/2025}\$ \$\frac{3600.11}{2600.11}\$	TCEQ					
Texas Fleet Fuel 11/12/2025 Bill x11/03/2025-11/09/202 11/22/2025 353.83 11/17/2025 Bill x111025-111625 11/27/2025 246.28  Total for Texas Fleet Fuel \$600.11		11/30/2025	Bill	PHS0234699	11/30/2025	1,259.30
11/12/2025 Bill x11/03/2025-11/09/202 11/22/2025 353.83 11/17/2025 Bill x111025-111625 11/27/2025 246.28 Total for Texas Fleet Fuel \$600.11	Total for TCEQ				_	\$1,259.30
11/17/2025 Bill x111025-111625 11/27/2025 246.28  Total for Texas Fleet Fuel \$600.11	Texas Ficet Fuel					
Total for Texas Fleet Fuel \$600.11		11/12/2025	Bill	x11/03/2025-11/09/202	11/22/2025	353.83
400.11		11/17/2025	Bill	x111025-111625	11/27/2025	246.28
TOTAL \$177,966.02	Total for Texas Fleet Fuel					\$600.11
		TOTAL	_		-	\$177,966.02

Accrual Basis Wednesday, November 19, 2025 07:27 PM GMTZ

# Unpaid Bills Report Florence Police Department Forfeitures & Seizures All Dates

	Date	Transaction type	Num	Due date	Past due	Amount	Open balance
Citibank							
	11/01/2025	Bill		12/01/2025	-12	122.59	122.59
Total for Citibank		_			•	\$122.59	\$122.59
	TOTAL					\$122.59	\$122.59

Accrual Basis Wednesday, November 19, 2025 07:36 PM GMTZ

## Unpaid Bills Report Florence Public Library All Dates

	Date	type	Num	Due date	Past due	Amount
Amazon Capital Services, Inc.						
£0			1WNH-GLKQ-			1.0
	11/17/2025	Bill	HXVX	12/17/2025	-28	12.94
Total for Amazon Capital Services, Inc.						\$12.94
Citibank						
	11/03/2025	Bill		11/13/2025	6	1,416.70
Total for Citibank					,	\$1,416.70
	TOTAL	_				\$1,429.64

Accrual Basis Wednesday, November 19, 2025 07:29 PM GMTZ

# Agenda Summary Form

Agenda Item #:	Title:		
14	Discussion, consideration, and possible action on allowing the Library to apply for the J. Frank Dobie Library grant.		
\$8,000.00 to \$10,000, for We would like for permis December 2, 2025. The F may require that the appli	The above grant will open up for applications on December 18, 2025, and could be for the purchase of new books for the library. Sion to apply for this grant to be added to the city agenda at the next council meeting, on riends of the Library will apply for this in their name if they can, however, the grant cation be submitted through the city. We will not have details until the 1st week of eneed to seek council approval, should we need it.		
Option (s):			
	I move to make a motion to apply for the J. Frank Dobie Library grant.		
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).		
	If you are opposed to not second the motion. If a motion is not made, the item is dead.		
Harrell:	Swope: Bivens:		
Hyde:	Mayor Pro Tem Condon: Mayor Daniel:		

# Agenda Summary Form

Agenda Item #:	Title:		
15	Discussion, consideration, and possible action on approval for a bid for lettering on the window.		
Summary: At the time o	f the packet, we have not received information regarding this item.		
Option (s):			
Option (s):			
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).		
	If you are opposed to not second the motion. If a motion is not made, the item is dead.		
Harrell:	Swope: Bivens:		
Hyde:	Mayor Pro Tem Condon: Mayor Daniel:		

## Agenda Summary Form

Agenda Item #:	Title:		
16	Discussion, consideration, and possible action on request for garbage to be removed from the utility bill for Masonic Lodge #338 from Ray Standridge.		
stated the can has been turne	would like the fee for garbage collection to be removed from the monthly bill. He ed in to ACDI as they do not use the garbage collection service. Attached is the aste fees. UPDATE: City staff has attempted multiple times for an answer from e not heard back.		
Option (s):			
	I move to make a motion to remove the garbage fee/charge for garbage for Masonic Lodge #338.		
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).		
	If you are opposed to not second the motion. If a motion is not made, the item is dead.		
Harrell:	Swope: Bivens:		
Hyde: N	yde: Mayor Pro Tem Condon: Mayor Daniel:		

## Agenda Summary Form

Agenda Item #:	Title:
17	Discussion, consideration, and possible action on amending the ordinance to include more detailed guidelines regarding wastewater averaging.
Summary: Any motion	ns made will be included in an amendment to the ordinance, whenever it takes place.
Option (s):	
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).
	If you are opposed to not second the motion. If a motion is not made, the item is dead.
Harrell:	Swope: Bivens:
Hyde:	Mayor Pro Tem Condon: Mayor Daniel:

# Why does the City of Austin use a wastewater average as the basis for my wastewater bill?

Your water meter measures your monthly potable water use, but there is no meter to measure how much wastewater you send into the sewer. An averaging method based on potable water meter readings during the fall/winter months helps us determine how much wastewater you send into the sewer system while excluding seasonal use, like irrigation, that is not treated in a wastewater facility.

# How do I know the specific dates my water usage will be monitored for my new wastewater average?

Find a copy of your recent bill and locate your bill cycle number at the top left of your bill. Your bill cycle number will determine when your water meter will be read and when your wastewater averaging period will begin. Note: Your actual dates may vary a day or two from the scheduled date. See our wastewater averaging page for more information.

#### Why is wastewater averaging done mid-November to mid-March?

Wastewater averaging takes place during the late fall/winter months to coincide with seasonal low water use. Many households naturally cut back on irrigation, filling pools, washing cars, and other outside water uses during these months so it is easier to estimate the amount of water that goes directly into the sanitary sewer system and must be processed as wastewater.

Since your wastewater average is calculated when your water use is typically lowest, you'll receive the best possible fixed monthly wastewater fee. The wastewater volume won't go up regardless of how much water you use the rest of the year.

#### How is my wastewater average calculated?

Your wastewater average is based on meter readings for the water you use. Meter readings are taken over the course of three consecutive fall/winter months known as the wastewater averaging period. See the wastewater averaging calculator for more information.

NOTE: To calculate your wastewater average you must have at least 60 consecutive days of water use with a minimum of 100 gallons used per billing period.





ID J-63085

# What Austin needs to know about wastewater averaging



**Wastewater** The City of Austin calculates wastewater costs based on the amount of water used during three consecutive winter billing periods. These three periods occur between mid-November and mid-March. Since water usage during these months is generally only inside household use, it's a good measure of the volume flowing through your wastewater system. You can lower your wastewater costs for the next year by conserving water use during these billing periods.

#### What is a wastewater average?

The wastewater average is the basis for determining the amount you are billed for wastewater.

#### How will I know the dates used for my wastewater average calculation?

- Check your utility bill for information about the specific dates of your wastewater average period.
- Visit www.AustinWater.org and click on the Wastewater Averaging icon. There you will find how to determine your home's wastewater average period.
- Call Utility Customer Service at 512-494-9400.

#### Why does the City use a wastewater average as the basis for my wastewater bill?

Your water meter measures your monthly water use, but there is no meter on your wastewater line. Wastewater averaging provides a measure that represents the wastewater volume discharged.

#### Why can't everyone use the same months to calculate their wastewater average?

The date your meter is read determines the monthly billing periods used to calculate your wastewater average. Because of the large number of water meters in the city, only one district can be read each day. Each of the 20 districts has its distinct monthly billing cycle which is reflected by the read date on your bill.

#### What if I have no water usage during the averaging period?

If two or three months of the averaging period have no water use billed, the wastewater average will be set at a default wastewater average, which is 5,000 gallons for residential customers. A customer must have at least 60 consecutive billing days of water usage for a calculated wastewater average.

# How can I manage my wastewater average so it best represents my actual wastewater volume?

#### Conserve water—here are a few tips.



Don't water the lawn during fall and winter months--turn off automatic irrigation systems.



Wash only full loads in the dishwasher and washina machine.



Take shorter showers --place a timer in the bathroom.



Fix leaky toilets and faucets.



When buying new water-using appliances and fixtures, look for the WaterSense® label.

# Agenda Summary Form

Agenda Item #:	Title:
18	Discussion, consideration, and possible action on paying an invoice for \$2,959.61 to Brightspeed for cable damage caused by water excavation work on or about January 8, 2025.
Summary:	
04: ()	
Option (s):	
	I move to make a motion to pay the invoice for \$2,959.61 to Brightspeed.
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).
	If you are opposed to not second the motion. If a motion is not made, the item is dead.
Harrell:	Swope: Bivens:
Hyde:	Mayor Pro Tem Condon: Mayor Daniel:



3300 Fernbrook Lane North, Suite 240 Plymouth, MN 55447 PO Box 270410 Minneapolis, MN 55427 866-233-0353

Fax: 866-233-9627

10/13/2025

City of Florence **Public Works Department** PO Box 430 851 FM 970 Florence, Texas 76527

Dear: City of Florence

The Claims Center, LLC is a third party claims administrator for Brightspeed, which has assigned our firm to investigate and resolve claims for damages to Brightspeed facilities.

This letter should serve as official notice of tort claim submitted with the City of Florence Utility Department. If additional information is required to affect official notice of claim, please respond to include any necessary forms, or specific procedure mandated by statute.

Enclosed is a demand for property damage. Brightspeed's 25 pair buried cable was damaged during water excavation work by the City of Florence Utility Department. These damages were discovered or repaired on or about 01/08/2025 at the location of 693 County Road 226, Florence, TX 76527.

If you need additional information or have any questions please call 866-233-0353 ext. 1069. Please include our reference number 2MN333321 when responding to this letter.

Thank you,

**Public Relations** The Claims Center, LLC PO Box 270410 Minneapolis, MN 55427 Fax: 866-233-9627

Samantha.scarborough@theclaimscenter.com

OCT 2 4 2025 CITY OF FLORENCE



Claim Number: Notification Date: Payment Due Date: **APL001281MB** October 2, 2025 November 1, 2025

PLEASE MAKE CHECK PAYABLE TO:

#### **Brightspeed**

c/o The Claims Center (TCC) 3300 Fernbrook Lane North, Suite 240 Plymouth, MN 55447

#### City of Florence Utility Department

106 South Patterson Avenue Florence, TX 76527

#### **FOR INQUIRIES CALL NATIONALLY AT: 800-279-2567 OR FAX 763-744-1480**

#### DAMAGES TO CENTURYLINK PROPERTY

Damage Location: 693 County Road 226, Florence TX 76527

Date of Damage: 1/8/2025

Damage Description: 25 Pair Copper Cable

BREAKDOWN OF DAMAGES	AMOUNT
Labor:	\$482.20
Material:	\$0.00
Contractor:	\$1,732.49
Corporate G&A:	\$363.46
Loss of Use:	\$0.00
Damage Investigation and Billing:	\$381.46
	Total
	\$2,959.61

Return this portion with your payment - Please include our project number on your check

Notification Date: Claim Number: October 2, 2025 APL001281MB



Amount Due	Amount Remitted
\$2,959.61	

#### Please complete information below if you wish to pay by credit card

Credit Card Number:	Three digit security number on back of card:			
Name on Card:	Expiration Date:	/	/	
Amount to be charged to your card: \$	Signature:			

**Brightspeed** 

c/o The Claims Center (TCC) 3300 Fernbrook Lane North, Suite 240 Plymouth, MN 55447 **City of Florence Utility Department** 

106 South Patterson Avenue Florence, TX 76527

#### **Tamela Louvier**

From:

sadams@florencetex.com

Sent:

Monday, November 24, 2025 10:48 AM

To:

'Kimberly Schwich'

Cc:

David Tropea; 'Tamela Louvier'

Subject:

RE: Brightspeed APL001281MB/ TCC 2MN333321

Hello Ms. Schwich,

Your email has been received and forwarded to the City Treasurer.

Respectfully,

## **Stacey Adams**

City of Florence Public Works Director (512) 818-1684 www.florencetex.com

Please note that any correspondence, such as e-mail or letters, sent to City staff or City officials may become a public record and made available for Public/media review.

CONFIDENTIALITY NOTICE: This email is intended solely for the person or entity named above. If you are not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any review, dissemination or copying of this email and its attachments, if any, or the information contained herein are prohibited. If you have received this email in error, please immediately notify the sender by return email and delete this email from your system.

#### **ATTENTION PUBLIC OFFICIALS!**

A "Reply to All" of this e-mail could lead to violations of the Texas Open Meetings Act. Please reply only to the sender.

From: Kimberly Schwich <kimberly.schwich@theclaimscenter.com>

Sent: Monday, November 24, 2025 10:17 AM

To: sadams@florencetex.com

Subject: Brightspeed APL001281MB/ TCC 2MN333321

Hello.

My name is Kimberly Schwich and I am with The Claims Center, LLC (TCC). TCC is a third-party administrator for Brightspeed. Brightspeed assigned our firm to investigate and resolve the above-referenced claim for property damage.

This is about the 1/8/2025 incident at 693 County Road 226, Florence TX where a 25 Pair Copper line was damaged while you were working on a waterline. This resulted in repair costs to our client in the amount of \$2959.61 Our client's investigation found that City of Florence Utility Department was involved in the incident.

The demand for the loss is attached.

Please make your check payable to Brightspeed and mail it to the address listed below. Include the following claim numbers on the check for proper credit: APL001281MB/ 2MN333321. We also accept payment from VISA, MasterCard, Discover, Amex, or by electronic check by phone for no charge. Alternatively, payment may be made online at https://www.theclaimscenter.com/payments.

You can also file a claim with your insurance carrier. We can assist you in filing a claim, if needed.

Mailing address:

**Brightspeed** 

c/o The Claims Center LLC

PO Box 270410

Minneapolis, MN 55427

Please do not hesitate to contact me if you have any questions.

Thank you in advance for your cooperation in this matter.

**Best Regards** 



#### Kimberly Schwich

Claims Representative

Phone: 866-233-0353 Ext. 1528

PO Box 270410 Minneapolis, MN 55427

This e-mail is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521 and is legally privileged. This e-mail, and any attachment, contains confidential and privileged material for the sole use of the intended recipient(s). Any review, use, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive for the recipient), please contact the sender by reply e-mail and delete all copies of this message and any attachments.

# Agenda Summary Form

Agenda Iter	n #:	Title:
	19	Discussion, consideration, and possible action on purchasing a skid steer for no more than \$22,500.00.
		id steer was stolen off the property and TMLRIP paid the city the claim of \$22,500 money is sitting in reserves and will be used to fund the replacement in FY 26.
Option (s):		
16		I move to make a motion to purchase a skid steer for no more than \$22,500.00.
[		I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).
[		If you are opposed to not second the motion. If a motion is not made, the item is dead.
Harrell:		Swope: Bivens:
Hyde:	M	layor Pro Tem Condon: Mayor Daniel:

## Agenda Summary Form

Agenda Item #: 20	Title: Discussion, consideration, and possible action on Ordinance 2025-24, AN ORDINANCE OF THE CITY OF FLORENCE, TEXAS AMENDING THE CITY'S COMPREHENSIVE PLAN, ZONING MAP, AND ZONING ORDINANCE, AND CHANGING THE ZONING OF CERTAIN PROPERTY AS DESCRIBED HEREIN; PROVIDING FOR SAVINGS, REPEALING AND SEVERABILITY CLAUSES; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR A PENALTY CLAUSE NOT TO EXCEED \$2000 OR THE HIGHEST PENALTY AMOUNT ALLOWED BY LAW, WHICHEVER IS LESS; AND, PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF from HBRE, LLC- James E. Dyess to rezone from Single-Family Residential District (SF-1) to Mixed Use District (MU) – WCAD Parcel R010836 also known as 107 N. Patterson Ave., Florence. Texas 76527. (1st reading)
Summary:	
Option (s):	
	I move to make the motion to approve the first reading of Ordinance 2025-24, AN ORDINANCE OF THE CITY OF FLORENCE, TEXAS AMENDING THE CITY'S COMPREHENSIVE PLAN, ZONING MAP, AND ZONING ORDINANCE, AND CHANGING THE ZONING OF CERTAIN PROPERTY AS DESCRIBED HEREIN; PROVIDING FOR SAVINGS, REPEALING AND SEVERABILITY CLAUSES; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR A PENALTY CLAUSE NOT TO EXCEED \$2000 OR THE HIGHEST PENALTY AMOUNT ALLOWED BY LAW, WHICHEVER IS LESS; AND, PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF from HBRE, LLC- James E. Dyess to rezone from Single-Family Residential District (SF-1) to Mixed Use District (MU) – WCAD Parcel R010836 also known as 107 N. Patterson Ave., Florence, Texas 76527.
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).
	If you are opposed to not second the motion. If a motion is not made, the item is dead.
Harrell:	Swope: Bivens:
Hyde:	Mayor Pro Tem Condon: Mayor Daniel:

# PLANNING AND ZONING COMMISSION OF THE CITY OF FLORENCE

Before the Planning and Zoning Commission of the City of Florence, Texas, the above-styled matter was called on the 19<sup>th</sup> day of August, 2025. The Commission having announced ready, all evidence of concerned parties having been submitted to the Commission in accordance with the law and the Commission having made such inquiry as seemed desirable and necessary to it and after the matter having been publicly deliberated as required by law the following recommendations were made and entered:

#### **FINDINGS OF FACT**

The Commission finds that the First Baptist Church presented facts supporting the request for the below Zoning change: Rezone 107 North Patterson Avenue, Florence, Texas 76527; Legal Description: S3624 - Florence City Of, Block 13, Lot 1pt, SERIAL# 60X12M22610, TITLE# 63816988 (archived), Acres 0.15, MODEL 1972 LAMPLIGHTE; Existing zoning: SF-1, Single Family Residential – to -Requested Zoning: MU, Mixed Use.

#### **RECOMMENDATION**

Based on the above, the Commission:

**RECOMMENDS** approval from the City Council of the City of Florence, Texas, to rezone the property to MU, Mixed Use; as stated above.

**EFFECTIVE** this 19<sup>th</sup> day of August, 2025.

	Angelica Lombardi, City Secretary
Approved by City Council: December 2, 2025.	
Ben Daniel, Mayor	

#### CITY OF FLORENCE, TEXAS

#### ORDINANCE NO. 2025-24

AN ORDINANCE OF THE CITY OF FLORENCE, TEXAS AMENDING THE CITY'S COMPREHENSIVE PLAN, ZONING MAP, AND ZONING ORDINANCE, AND CHANGING THE ZONING OF CERTAIN PROPERTY AS DESCRIBED HEREIN, BEING:

WCAD PARCEL R010836 (ALSO KNOWN AS 107 N. PATTERSON AVE., FLORENCE, TEXAS 76527) FROM SINGLE-FAMILY RESIDENTIAL (SF-1) TO MIXED USE DISTRICT (MU);

PROVIDING FOR SAVINGS, REPEALING AND SEVERABILITY CLAUSES; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR A PENALTY CLAUSE NOT TO EXCEED \$2000 OR THE HIGHEST PENALTY AMOUNT ALLOWED BY LAW, WHICHEVER IS LESS; AND, PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.

WHEREAS, the City of Florence, Texas ("City"), is a Type A general-law municipality located in Williamson County, created in accordance with the provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, pursuant to Texas Local Government Code Chapter 51, the City has general authority to adopt ordinances and regulations that are for the good government, peace or order of the City and that are necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS**, pursuant to Texas Local Government Code Chapter 211, the City is authorized to promulgate and enforce zoning regulations; and

WHEREAS, a request has been made to the City to amend the Official Zoning Map to zone the property described in Exhibit "A", being attached hereto and incorporated herein; and

**WHEREAS**, the Planning and Zoning Commission, after public notice and hearing as required by law, made a recommendation on the proposed zoning amendment on August 19, 2025; and

WHEREAS, the City Council, after public notice and hearing as required by law, determines that the proposed zoning amendment promotes the health, safety, and general welfare of the citizens of Florence, complies with the intent of the City of Florence Comprehensive Plan, and is necessary in light of changes in the surrounding neighborhood, and;

**WHEREAS**, the City Council determines that each and every requirement of Chapter 211 and local ordinances of the City concerning public notices, hearings, and other procedural matters for adopting a zoning change ordinance has been fully complied with.

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

#### **SECTION 1.**

**FINDINGS OF FACT.** The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

#### SECTION 2.

**ENACTMENT.** The Official Zoning Map of the City of Florence, Texas, is hereby amended so that the zoning classification of the property being WCAD Parcel R010836 (also known as 107 N. Patterson Ave., Florence, Texas 76527), as described in Exhibit "A", attached hereto and incorporated herein shall be, and is hereafter changed from Single-Family Residential (SF-1) to Mixed Use District (MU). The property described in Exhibit "A", attached hereto and incorporated herein, shall be used only in the manner and for the purposes provided for in the zoning district, as designated, and as set forth in the City of Florence Code of Ordinances, as may be amended, and violations of this Ordinance may be enforced as allowed by state law and The City of Florence Code of Ordinances, as may be amended.

#### **SECTION 3.**

**REPEALER.** This Ordinance shall be cumulative of all provisions of the Code of Ordinances of the City of Florence, Texas, as amended, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code, in which the conflicting provisions of such ordinances and such Code are hereby repealed in so far only as to any direct conflict with the provisions of this Ordinance.

#### **SECTION 4.**

**SEVERABILITY.** The phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable. If any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional, invalid, or unenforceable a court or administrative agency with jurisdiction over the matter, such declaration shall not be construed to affect any other valid phrases, clauses, sentences, paragraphs, and sections of this Ordinance.

#### **SECTION 5.**

**PUBLICATION.** The City Secretary is hereby directed to record and publish this Ordinance as authorized by Chapter 52, Texas Local Government Code.

#### **SECTION 6.**

**EFFECTIVE DATE.** This ordinance shall be in full force and effect from and after its passage, and it is so ordained.

#### **SECTION 8.**

**PROPER NOTICE AND MEETING.** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

[Signatures on following page.]

IRST READING PASSED AND APPROVED ON THIS	_ DAT OF	
APPROVED:		
Ben Daniel, Mayor		
ATTEST:		
Angelica Lombardi, City Secretary		
Angelica Combardi, Oity Occidenty		
Angelica Combardi, Oity Georetary		
	DAY OF	
SECOND READING PASSED AND APPROVED ON THIS	DAY OF	
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APPROVED:  Ben Daniel, Mayor	DAY OF	
SECOND READING PASSED AND APPROVED ON THIS	DAY OF	
APPROVED:  Ben Daniel, Mayor	DAY OF	

# ATTACHMENT "A" PROPERTY DESCRIPTION



# Agenda Summary Form

Agenda Item #:	Title:					
21	Discussion and consideration and possible action on RESOLUTION 2025-25, A RESOLUTION OF THE CITY OF FLORENCE, TEXAS, AUTHORIZING THE SELECTION OF A PROFESSIONAL SERVICE PROVIDER FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MITIGATION-RESILIENT COMMUNITIES PROGRAM ADMINISTERED BY THE GENERAL LAND OFFICE (GLO).					
administrator to assist us in	nunity Management Services was the sole applicant in our RFP for a grant applying for the Resilient Communities Program. This resolution will allow the City or and allow to apply for the grant.					
Option (s):						
	I move to make the motion to approve RESOLUTION 2025-25, A RESOLUTION OF THE CITY OF FLORENCE, TEXAS, AUTHORIZING THE SELECTION OF A PROFESSIONAL SERVICE PROVIDER FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MITIGATION- RESILIENT COMMUNITIES PROGRAM ADMINISTERED BY THE GENERAL LAND OFFICE (GLO), and to select Langford Community Management Services to facilitate the application.					
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).					
	If you are opposed to not second the motion. If a motion is not made, the item is dead.					
Harrell:	Swope: Bivens:					
Hyde: N	Mayor Pro Tem Condon: Mayor Daniel:					

#### **RESOLUTION 2025-25**

A RESOLUTION OF THE CITY OF FLORENCE, TEXAS, AUTHORIZING THE SELECTION OF A PROFESSIONAL SERVICE PROVIDER FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MITIGATION-RESILIENT COMMUNITIES PROGRAM ADMINISTERED BY THE GENERAL LAND OFFICE (GLO).

WHEREAS, the CDBG - Mitigation-Resilient Communities Program contract requires implementation by professionals experienced in the administration of federally-funded community development projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for administration services has been completed in accordance with Texas CDBG requirements;

WHEREAS, the proposals received have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to the ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources

#### NOW, THEREFORE, BE IT RESOLVED:

Section 1.

That Langford Community Management Services be selected to provide Texas CDBG application and project-related administration and planning services for the Tx CDBG/GLO Mitigation- Resilient Communities Program Texas Community Development Block Grant Fund project.

Section 2

That any and all project-related services contracts or commitments made with the abovenamed service provider are dependent on the successful negotiation of a contract with the service provider.

PASSED AND APPROVED ON December 2, 2025.

APPROVED:	
Mayor	Z LORUM.
ATTEST:	

## **Affidavit of Publication**

THE STATE OF TEXAS **COUNTY OF WILLIAMSON** IN THE MATTER OF

City of Florence

REQUEST FOR PROPOSALS

The Williamson County Sun / Sunday Sun, newspapers of general circulation have continuously and regularly published for a period of not less than one year in the County of WILLIAMSON, preceding the date of the above referenced notice. Said notice was published in said newspapers as follows:

November 9, 2025 November 12, 2025

ewspaper Representative

Subscribed and sworn to before me this

Jessica Ann Ohle, Notaky Public

My Commission Expires July 15, 2028

AHALICA AA

#### REQUEST FOR PROPOSALS CITY OF PLORENCE, YEXAS

The City of Florence pleas to signly for Begional Mitigation Program Council of Governments Method of Distribution (COG-MOD) Resilient Community Program (RCP), from the Texas General Land Office (GLO) and is General Land Office (GLO) and is soliciting proposals to provide administration end/or planning services for CDBG contract(s), if awarded Please electronically submit your proposal in pdf format via email to citysecretary@ florencetax.com. Proposals must be received by the City no later than 5:00am on November 24, 2025 to be considered. The City reserves the right to negotiate with any and all individuals or firms that submit proposals and may award one or more contracts to one or more service provider(s). Secmay award one or more conuscus to one or more service provider(s). Sec-tion 3 Residents and Business Con-cerns, Minority Business Enterprises; Smell Business Enterprises and Wom-ion Business Enterprises, and Labor Burplus Area firms are encouraged to strictly expected. The City of Engage. submit proposals. The City of Florence is an Allimative Action/Equal Opportu-

nity Employer. Servicios de traducción esián disponibles por peticion.

4120

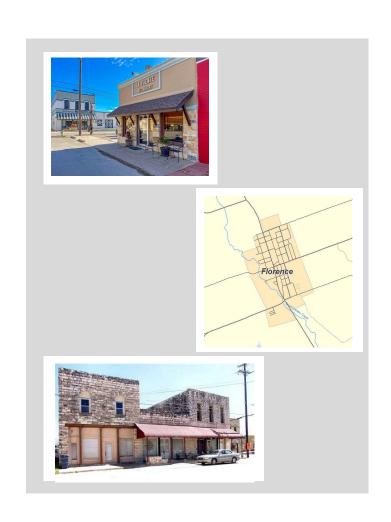




# PROFESSIONAL GRANT ADMINISTRATION SERVICES

**PROPOSAL FOR** 

CDBG-MIT-GLO
THE RESILIENT
COMMUNITIES
PROGRAM



# **CITY OF FLORENCE, TEXAS**

City of Florence, TX Attn: Angelica Lombardi 851 FM 970 Florence, TX 76527 Prepared on November 17, 2025 by:

Langford Community Management Services 9017 W. Hwy. 29, Suite 206 Liberty Hill, Texas 78642

With satellite offices in: Lake Jackson, Jacksonville, Magnolia, Stockdale, Karnes City and Harlingen



City of Florence, TX Attn: Angelica Lombardi 851 FM 970 Florence, TX 76527

RE: Proposal for Resilient Communities Comprehensive Plan and Development Services and Grant Administration Services - GLO CDBG-MIT

Langford Community Management Services, Inc. (LCMS) is pleased to submit this proposal to provide Comprehensive Plan Development and Grant Management Services for the City of Florence.

We have reviewed the evaluation criteria for the GLO-Resilient Communities Program grant, and with no fund-matching requirements, we recommend the City leverage this opportunity by requesting the full \$300,000 available to build a robust digital comprehensive plan.

Our goal is to help you develop a plan that matches your community's culture and values and can be easily accessed and used to guide decisions long after the grant closes. Historically, comprehensive plans have been delivered in a three-ring binder and ended up on a shelf, but LCMS would like to help you create digital tools and plans that can be used to easily update, share, and leverage your community's data to start making more informed decisions. LCMS's passion is to empower communities to build their best possible future.

From the enclosed information, you will find that the LCMS team has an excellent record of performance in providing quality service in Grant Administration and Plan Development. We have successfully secured thirty (30) GLO–RCP contracts to date at the full \$300,000 funding, and we are confident we have the team and project experience to successfully develop the City's Plan and administer the grant for your project.

We trust this proposal will provide all the information you requested. Please contact me if you have any questions or require additional information about LCMS to complete your assessment of our capabilities.

LCMS values the relationship with the city, and we appreciate your consideration of our proposal. We look forward to hearing from you regarding your review of the proposal and the opportunity to work with you on this important project. It would be our pleasure to get this project started as soon as possible.

Sincerely,

Judy Langford President/Owner

**Langford Community Management Services** 

# RCP Team Experience & Capacity to Perform

#### **Summary of Comprehensive Planning Services for the City of Florence**

LCMS offers tailored planning services for the City of Florence combining rigorous analysis with community input to create a forward-looking plan.

#### Our process includes:

**Community Engagement:** We implement a multi-faceted strategy using meetings, workshops, surveys, and the latest digital engagement methods to ensure broad public participation.

Base Studies & Data Analysis: We conduct comprehensive analysis of demographics, infrastructure, economics, land use, transportation, housing, and environmental factors to identify key trends and opportunities.

**Vision and Goals:** Through facilitated workshops and social engagement tools we establish community goals and a shared vision that guide the plan's development.

Land Use and Zoning: We assess current regulations and recommend updates to promote sustainable growth while preserving the community's character.

**Housing Study:** A 10-year projection of housing needs based on current stock analysis and future trends.

**Population Forecast:** A 20-year demographic projection to inform long-term planning for infrastructure and services.

**Economic Development:** We provide growth objectives, and strategies for business attraction, infrastructure improvement, and workforce development. This includes an implementation timeline, metrics, and financial projections.

Our approach utilizes advanced GIS technology, delivering both traditional documents and digital resources to support ongoing planning efforts in the City of Florence.



# CDBG, GLO & OTHER GRANT EXPERIENCE

LCMS is a renowned grant administration firm, with decades of successfully writing and managing millions of dollars in grants and loans from a wide array of state and federal agencies. Our impressive portfolio includes collaborations with the Texas Department of Agriculture, General Land Office, Texas Department of Housing and Community Affairs, Texas Department of Emergency Management, Texas Department of Economic Development, Texas Parks & Wildlife Department, Texas Department of Transportation, U.S. Department of Transportation, Texas Development Water Board. Texas Commission on Environmental Quality, U.S. Department of Energy, State Energy Conservation Office, Housing and Urban Development, U.S. Department of Agriculture, Texas Historical Commission, U.S. Department of Justice, Federal Emergency Management Agency, and the Economic Development Administration.

#### What the City Gains:

Proven Expertise: With a track record of securing and administering substantial funding, LCMS brings unparalleled expertise in navigating the complex

- landscape of grant requirements and compliance.
- Broad Funding Network: Our extensive experience with multiple agencies ensures that the city can tap into a diverse range of funding opportunities, maximizing financial resources for development projects.
- Successful Project Implementation: Our proficiency in grant management translates into meticulously executed projects, from planning to completion, ensuring that every dollar is effectively utilized.

Partnering with LCMS means the city obtains not just a consultant but a seasoned ally in achieving sustainable, data-driven growth through strategic funding and comprehensive planning.

#### **LCMS STAFF**

Langford's RCP Comprehensive Planning Team consists of professionals mastering community engagement, land use planning, infrastructure, economic development, city administration, and natural resources preservation. This includes expertise in GIS mapping using the ESRI suite of ArcGIS PRO, Community Analyst, and ArcGIS Hub - a cloud-based engagement platform. We will use it to communicate more effectively with the stakeholder group. This platform will have map layers, data sets to engage audiences around a specific project, topic, or goal.

## CAPACITY TO PERFORM **Resilient Communities Program - Planning Team**

# RESILIENT COMMUNITIES TEAM



Judy Langford Kevin Coleman President/Owner



Planning Director



Jerri Conrado RCP Grant Manager & Community Engagement



Dennis Ku Senior Engineer



**Tim Jenkins** Chief Planner



Frank Broussard Community Planner



Celeste Alvarez Community Planner



Kate Thompson Community Planner



Julie Wilkerson Reimbursements

The LCMS Team offers broad and extensive experience and knowledge of grant programs and their program rules and requirements. We have assembled a highly qualified team of professionals with over 125 years of combined experience and knowledge in the administration and implementation of funded projects. Our team members have proven track records of providing high-quality administrative project management, delivery, monitoring services. effective and oversight in compliance with applicable State and Federal rules and regulations. (Biographies and resumes of firm principals and staff members resumes attached.)

# Grant/Funding Close-Out Services & Documentation (Months 23-24)

What the City Gains: Effective management of financial resources and thorough documentation to ensure accountability and transparency, enhancing trust and credibility with stakeholders.

This strategic development initiative is a monumental step for the city, promising to enhance infrastructure, foster community engagement, and ensure sustainable growth. By actively involving stakeholders, leveraging comprehensive assessments, and implementing a well-structured plan, the city is poised to achieve a future that is not only prosperous but also inclusive and resilient.

#### **CURRENT CLIENTS**

GLO - CDBG - MIT Resilient Community Projects currently underway, written and administered by Langford Community Management Services, Inc.

They have been funded at the full \$300,000 maximum available and include the following:

City	Stage					
Wimberley	Final Plan Review					
Hallettsville	Final Plan Review					
Smithville	Final Plan Review					
Lexington	Preliminary Plan					
Ivanhoe	Preliminary Plan					
Creedmoor	Preliminary Plan					
Martindale	Preliminary Plan					
Taylor	Preliminary Plan					
Coldspring	Preliminary Plan					
Sinton	Preliminary Plan					
Fayetteville	Preliminary Plan					
Lyford	Preliminary Plan					
Cisco	Preliminary Plan					
Huntsville	Assessments & Base Studies					
West Columbia	Assessments & Base Studies					
Wills Point	Assessments & Base Studies					
Kenedy	Assessments & Base Studies					
Kilgore	Preliminary Plan					
Columbus	Assessments & Base Studies					
Blanco City	Assessments & Base Studies					
Weimar	Initial Engagement					
Jourdanton	Initial Engagement					
Charlotte	Initial Engagement					
Bartlett	Initial Engagement					
Schulenburg	Initial Engagement					

# Work Performance & Overview of Planning Process

## LCMS: Building Resilient, Thriving Communities Across Texas

At LCMS, we specialize in crafting resilient community comprehensive plans for rural, small, and mid-sized Texas towns and counties. Our approach goes beyond traditional planning, focusing on building communities that can adapt and flourish in the face of challenges.

# Our approach is simple yet powerful: we listen to your community's dreams and turn them into concrete action plans.

Using cutting-edge technology and data analysis, we create comprehensive plans that are as unique as the communities we serve. By using advanced GIS mapping, we bring your town's future to life in vivid detail.

But we don't just hand over a report and walk away. We provide both traditional documents and digital tools that your team can use for years to come, ensuring your plan remains a living, breathing guide for growth.

With LCMS, you're not just getting a plan - you're gaining a roadmap to a more resilient, vibrant future.

Let's work together to make your town's vision a reality.



#### RCP PLAN DEVELOPMENT

The city is embarking on a transformative journey to enhance its infrastructure, community engagement, and future development through a comprehensive strategic plan. This initiative promises to deliver substantial benefits that will shape the city's future, fostering growth, improving quality of life, and ensuring sustainable development.

# Schedule Of Activities

- 1. Community & Stakeholder Engagement:
- ♣ Public Meeting #1: Kickoff (Month 1)



What the City Gains: An inclusive platform to kickstart the project with active community involvement, ensuring transparency and collective vision from the onset.

Key Stakeholder Meetings & Workshops (Months 2-7)

What the City Gains: Valuable insights and collaboration from key stakeholders, ensuring the plan addresses diverse needs and leverages local expertise.

Preliminary Plan Review & Planning Sessions (Months 8-12)

What the City Gains: A meticulously reviewed and refined plan that aligns with community aspirations and regulatory requirements.

City Council Engagements (Months 11 & 12)

What the City Gains: Legislative support and alignment with city governance, paving the way for smooth implementation.

2. Community Planning & Engagement Online Platform:

What the City Gains: A state-of-the-art digital platform for continuous community engagement, allowing residents to participate actively, provide feedback, and stay informed throughout the project's lifecycle.

- 3. Base Studies & Assessments:
- Comprehensive Assessments (Months 1-9)

What the City Gains: Detailed evaluations of existing plans, land use, and critical infrastructure (water, wastewater, streets, stormwater drainage) to inform strategic decisions.

 Community Profile Development (Months 4-5)

What the City Gains: An in-depth understanding of the community's demographics, needs, and aspirations, ensuring the plan is people-centric and future-proof.

- 4. Plan Production (Preliminary & Final):
- Structured Documentation (Months 7-18)

What the City Gains: A well-documented plan encompassing all aspects of city development - from population growth and land use to transportation, housing, public facilities, and infrastructure.

Implementation Strategy (Months 19-21)

What the City Gains: A clear, actionable roadmap for executing the strategic plan, ensuring timely and efficient delivery of projects and initiatives.

- 5. Annexes & Closeout:
- Zoning and Capital Improvements Plan (Months 22-24)

What the City Gains: Updated zoning laws and a capital improvements plan that align with the strategic vision, fostering sustainable and organized urban growth.

## LCMS's Comprehensive Planning Services for Rural, Small, and Mid-Sized Texas Cities and Counties

LCMS excels in delivering specialized, comprehensive planning services tailored to the unique needs of rural, small, and mid-sized cities and counties. Our cuttingedge, data-driven approach transforms community aspirations into actionable development policies. Utilizing advanced Geographical Information Systems (GIS) for mapping and data visualization, LCMS provides both traditional plan documents and digitized maps/databases for ongoing use.

#### **Key Benefits**

- Modernized Planning Process: An innovative and adaptable planning methodology that allows for quick adjustments to changing conditions, integrating local, state, and federal data. This ensures that the city's development strategies remain current and effective, tailored to the specific dynamics of smaller communities.
- Enhanced Decision-Making Tools: Community leaders are equipped with precise risk information, compelling data visuals, and sophisticated tools. This empowers them to make informed decisions, navigate future challenges effectively, and build resilience against potential disruptions.

- Optimized Mitigation and Funding: The city benefits from optimized mitigation projects and the identification of potential funding sources. This enhances its ability to finance and implement critical development initiatives, ensuring sustainable and resilient growth.
- ❖ Scalability and Expertise: LCMS's services are scalable, capable of addressing the needs of both single communities and multi-jurisdictional regions. Our extensive experience in Disaster Recovery and Mitigation projects means we are deeply familiar with the planning area, providing tailored and effective planning solutions.
- ❖ Full-Service Planning Management: From administration to development and management, LCMS offers a comprehensive service that ensures consistency and efficiency throughout the planning process. Our centrally managed approach from Liberty Hill offices guarantees a streamlined and cohesive planning experience.
- Resilient, Data-Informed Growth: By partnering with LCMS, the city positions itself for resilient growth. The city will gain the necessary tools and insights to adapt and thrive in an everchanging environment, optimizing development strategies for long-term prosperity.

With LCMS, rural, small, and mid-sized cities and counties can expect a transformative planning experience that leverages modern technology and data-driven insights. This approach not only modernizes the planning process but also enhances decision-making

and positions the community for sustained, resilient growth. By adopting these advanced planning methodologies, communities are set to achieve their development goals effectively and efficiently, ensuring a prosperous future for all residents.



#### **PLANNING PROJECTS**

# Schulenburg TX 2023-33 Comprehensive Plan

The City of Schulenburg, strategically positioned along I-10 and renowned as "Halfway to Everywhere," has been a valued client of LCMS for over two decades. This enduring relationship exemplifies our commitment to fostering sustained growth and securing grant-funded projects for our partner communities.

In close collaboration with a councilappointed planning committee, LCMS spearheaded the comprehensive community plan. This meticulous process included an indepth analysis of land use, transportation, housing, and utilities, ensuring a holistic approach to urban development.

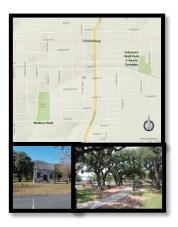


A pivotal element of our work is the Future Land Use Plan, a critical component of Schulenburg's Master Plan. This detailed roadmap guides preferred development patterns and serves as an authoritative reference for city officials, the public, and developers. It strategically manages anticipated growth within city limits, maximizing the potential of over 25% of currently vacant or agriculturally designated land.

The LCMS-developed plan prioritizes public safety, health, and well-being while preserving essential community characteristics. It serves as a catalyst for:

- Informed Zoning Decisions
- Strategic Public Improvements
- Targeted Economic Development Initiatives
- Successful Grant Funding Acquisitions

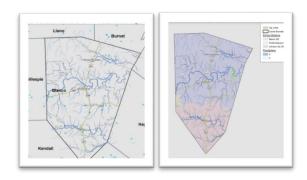
LCMS's valueadded
services
included the
simultaneous
development
of a Master
Parks Plan.



This strategic initiative not only enriched the Comprehensive Plan but also positioned Schulenburg to apply for a Major Park Revitalization grant, leveraging the Parks and Open Spaces segment as a foundational element for the application.

# **Blanco County TX 2024 Hazard Mitigation Plan**

The 2024 plan aimed to comprehensively understand the planning area by analyzing existing capabilities, historical data, and future development patterns. A detailed hazard risk assessment was conducted to rank mitigation activities based on their



potential to reduce overall risk. The mission was to protect the people, property, economy, and quality of life in County from hazards Blanco disasters. Prepared by Blanco County, including participating jurisdictions, in cooperation with Langford Community Services Management and Rojas Planning, LLC, the plan aimed to minimize long-term risks and break the cycle of costly disaster response and recovery.

Sappor				totion Type	pplicable Geats	ow Action	Responsible	Estimated	Powerial Funding	meline (Months)	
Si Di	Mitigation Action Title neo County	Description	Hazarda Minigated	1 2	\$	ž	Department	Cost	Sources	Œ	Benefit
1	Maintain a program for	Implement a program for cleaning debain from dealers and enfiretts and enect deliverary peasities. Presonds checks by cond corres to ascertain that dealers are open.	Husicane, Flood, Dam Fallue	*	GI	N	Public Wods	\$50,000	Local	24	Medium
*	power generators at	Install emergency generators at oritical findities to provide backup power from hazard events. The courthouse names and emergency shelters are a priority for this item.	Huzzicane, Flood, Deorght, Windstonne, Extreme Heet, Lightning, Tonnado, Hallstonne, Wildfare, Severe Winner Stonne, Earthquakes, Dum Falture		G4	N	Emergency Management	\$250,000	Local	36	High
3	Review and update the POD plan	Coordinate effects with the local health anthocity (EMS and Medical Discreto) to review and modify, if necessary, the Point of Distribution plan	Histoine, Flood, Deosght, Windstorms, Extreme Hest, Lightning, Tomado, Hallstorms, Wildfare, Severe Weater Storms, Earthquakes, Dum Fahras		G1, G4	¥	Emergency Management	\$25,000	Local, PDM, HMGP	36	Low
	Update the county wide emergency action plan assurably	Update the emergency action plan that addresses Caised Infrastructure and Key Resources (CINS) failure, interraption, Possible water supply failure/ contamination, and water treatment plant failure	Huzziene, Flood, Deought, Wardstozze, Extreme Heat, Lightning, Torrado, Hallstozze, Widdise, Sevece Warter Storzes, Earthquakes, Dum Faltere		G1, G4	Y	Emogency Management	\$50,000	Local, Homeland Security	24	Medinm
5	Entrare comprates systems have a sobrat malware and virus detection and elimination software.	Ensure that the cybenectuity threat is mitigated by having a robust malerane and virus detection and elimination program to that all systems will be operational during a possibly concurrent natural hazard event.	Huzzicane, Flood, Deorght, Wasdistomin, Extreme Heat, Lightning, Tornado, Halbistomin, Wildfare, Sevece Wanter Stomm, Earthquakes, Dam Fallice		G1, G4	Y	City Information Technology	\$20,000	Local, Homebard Security	36	Medium
6	cuitical low water crossings in Precipt 1	Conduct a study of low water coonings and develop and assess absentatives for flood mitigation of cinical transportation nestest at Cathapple Rd @ Blanco River & RR 1888, Old Norschall Rd @ Florate RB, Trainar-Wiser Rd @ Blassingson Cerek, Trainer-Wiser Rd @ Blassingson Cerek, Trainer-Wiser Rd @ Blasson River & FM 1623.	Huzicuse, Flood, Dun Fulture		61, 62, 96	Y	Engineering, Road and Bridge	\$500,000	Look, PDM, HMGP	24	Medinas

Cost-effective mitigation actions were identified with details on implementation, costs, responsible departments, funding sources, and timelines. A FEMA-approved plan is essential for receiving non-emergency disaster assistance. The plan focused on aligning risk reduction with broader objectives, fostering partnerships, communicating funding priorities, identifying long-term strategies, and increasing awareness of threats and vulnerabilities.

# Community Engagement Done Differently: Technology-Powered. Community-Driven. Expert-Led.

Your community deserves a planning partner that combines deep expertise with innovative engagement approaches to create meaningful, lasting impact. Our planning team brings proven experience in comprehensive community planning, powered by cutting-edge tools. We understand that each community has its own character, challenges, and aspirations. Our process begins with deep listening - engaging stakeholders and residents through multiple channels including interactive online mapping, community forums, and targeted surveys.

Through Social Pinpoint's interactive platform, we provide the community leadership, the core planning team, and key stakeholders with 24/7 access to participate in shaping their community's future. Our experienced planners ensure that every piece of feedback translates into actionable insights while assessing the quality and relevance of community input for informing planning decisions.

# **Key Features and Benefits:**

Langford Planners facilitates a powerful digital platform for gathering meaningful community input during comprehensive planning processes. This interactive tool enables you to reach broader audiences and collect rich, location-specific feedback that can directly inform planning decisions.

Interactive Mapping
allows community
members to drop pins
on specific locations,
providing
geographicallycontextualized
feedback about areas
of concern,
opportunities for
improvement, or
valued community
assets.



**Your Community Hub** serves as a central location for sharing planning documents, timelines, upcoming events, and other relevant materials. This ensures transparency and keeps the community informed throughout the planning process.

# **Proposed Cost**

# **Proposed Cost of Service**

Pre-Funding Services	
Develop project scope and complete the CDBG-MIT-GLO RCP Application	\$0.00
Post-Funding Services	
Comprehensive Plan Development	\$267,000
A digitally enhanced comprehensive plan that is a "living" document, rather than merely a static, hard copy report will be developed with a targeted emphasis on optimizing the resilient community efforts in every way.	
The new plan will analyze diverse and complicated issues that are not typically accounted for in comprehensive plans like high growth corridor population issues, risk assessment and mitigation, climate change, environmental health, social vulnerability, and economic growth.	
A key element of the new comprehensive planning process will utilize the latest digital engagement software for proactive community engagement utilizing the latest tools and data collection methods, community participation, and existing community data, the plan will explain and illustrate how to mitigate and be more resilient against those risks identified.	
Grant Administration Services (11% allowed by GLO)	\$ 33,000
Total Grant Request	\$300,000
Note:	
We recommend applying for the full \$300,000 available as there is no local match required and the full amount will allow for a more comprehensive planning service.	
required and the full amount will allow for a more comprehensive planning service.	



# References

# 1. City of Lexington

Allen Retzlaff - Mayor

**Contact Number:** (979)773-2221

Allen@cityoflexingtontx.com

**Grant Funding:** CDBG

**Projects:** RCP Program - In Process, Multiple CDBG water/wastewater

projects.

# 2. City of Coldspring

John Benestante – City Mayor Contact Number: (936)653-3289

coldspringcity@gmail.com **Grant Funding:** CDBG & RCP

Projects: RCP Program - In Process, New comprehensive plan and other

grant projects throughout the City of Coldspring.

# 3. City of Ivanhoe

Skip Blackstone – City Mayor Contact Number: (409) 283-3299

skip.blackstone@cityofivanhoe.texas.gov

**Grant Funding**: CDBG & ARPA

**Projects:** *RCP Program - In Process,* Convert the Lake Ivanhoe Dam into a stormwater detention facility, clear and grade drainage channels, and reconstruct the emergency discharge structure and water control gates at Lake Tristan Emergency Spillway and Lake Camelot Water Control and Dam.



# **Relevant Work Samples**



# Welcome to Smithville's RCP Engagement Portal!

We're thrilled to announce an important milestone in the RCP planning process! On the portal, you'll find:

- RCP Planning Timeline
- · Preliminary Plan Draft Review
- Interactive Map Review
- Zoning Review Progress
- Resiliency Goals/Objectives Review
- Summary of Community Engagement Results
- Visioning Exercise

This initial introduction is intended for key stakeholders, the city council, staff, and the planning department. Your expert and thoughtful feedback on these resiliency elements will help shape a framework that truly reflects your community's needs and assirations.

- · Review the preliminary draft of the 2025-2045 Comprehensive Plan
- · Comment on the Land Use map
- · Give your input on the Additional Special Study for the city
- · Share Your Vision for Smithville

Once the full preliminary plan draft review is completed, the community will be invited to review and provide their comments.

- + Comprehensive Plan Segments
- + Why Resiliency Matters
- + How you can help Your expert review
- + Things to Consider as you Review

# How to participate in the 2025-2045 RCP Comprehensive Plan Preliminary Draft review...

Your specialized knowledge is invaluable to us. We're counting on your expertise to ensure our plan effectively addresses both today's needs and tomorrow's challenges. Please review the comprehensive plan preliminary draft within the review window.

Reviewing is easy! Add a comment, suggestion, or feedback by clicking on the document and adding a marker.

Use the steps below to navigate through the plan.



### Step 1: Browse

Familiarize yourself with the complete document by scrolling through from the top.



### Step 2: Summary

Use the Summary blocks to navigate the document by topic.



### Step 3: Al Service

Use the Al Service to search the document by keyword. "Smithville: A vibrant, welcoming community where smalltown warmth meets innovative opportunity, bridging the spirit of Texas heritage with the dynamic potential of emerging businesses and diverse generations. The community is committed to sustainably growing the local economy, preserving our tight-krit community values, and creating a thriving environment that attracts entrepreneurs, families, and professionals seeking a balanced, authentic Texas lifestyle."

# **RCP Planning Timeline**



#### Contract Execution

GLO contracts with the community for the grant funding and holds an administrative virtual meeting to explain the requirements, (1973)



#### RCP Community Kickoff

RCP Kickelf virtual meeting with Langford project team and community leaders/staff. 1st Public Meeting held to announce RCP grant. (03/11/2024)



#### Data Collection/Draft Base Studies

- Existing Plans Assessment
- Draft of Base Studies, including population, housing, public facilities, infrastructure, wastewater, water, stormwater, electrical, and transportation
- Draft Resiliency Goals and Objectives
   Submit RCP Milestone Package #2 to GLO for approval (12/18/2024)



#### Community Engagement

RCP community survey, forums, stakeholder meetings, data gathering, and compiling results. (Ongoing)



#### Preliminary Plan Development

Develop the prairminary plan draft and include all required segments focused on realisercy. Review and collect input from stakeholders, obly council, staff, and planning department. Create a complete draft for review. (In progress)



#### Preliminary Plan Review

Introduce segments of the resiliency goals, base studies, and draft of the plan to stakeholders, community leaders, and residents for review of the preliminary drafts. (In progress - 04/25 - 10/25)



#### Preliminary Plan Revisions - Final Review

Prepare the final edition of the preliminary draft including all community input, key stakeholders, city council, and staff recommendations and approved revisions. (11/25)



#### Final Review/Approval/Adoption

Present to the council, stakeholders, and residents at a final Public Meeting #3. (12/25)

# Relevant Work Samples (Continued)



Open

# Help Shape Hallettsville's Future!

The proposed land use map categorizes local land into key zones to help officials make informed development decisions. The goal is to visually connect your ideas, values, and concerns with how land is used today—and how it could be in the future.

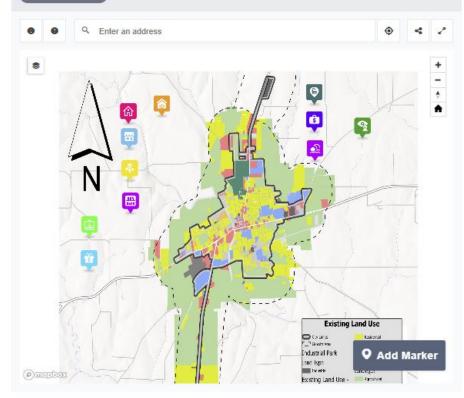
Share what makes Hallettsville special, areas for improvement, local assets, and growth concerns by participating in each category: • Residential • Commercial • Industrial • Public Facilities • Infrastructure • Economic Development • Historical Properties • Parks/Trails/Open Space

Two Ways to Participate:

- Review Existing Categories: Click on the colored markers on the map and review each land use category. For each marker, consider the provided factors and complete the corresponding survey form.
- 2. Add New Feedback: Click on the map, drop a pin, and add your comment.

Your input will help guide future land use decisions and shape the direction of our community!

0 contributions so far



### **Share Your Vision**

Here's how to participate: Pick a category: 1. "What I Love" - Things you appreciate about your community 2. "What Needs Attention" - Areas that need improvement or attention 3. "My Vision" - Your hopes for our community's future Write a brief comment (just a sentence or two is fine). Your perspective matters. (max 140 characters). (max 140 characters).

### **Zoning Ordinances Review**

Review in progress.

Current Assessment Draft >



#### Community Input

The community survey results for the City of Hallettsville revealed strong resident engagement and clear priorities for the city's future development. Respondents overwhelmingly valued Halettsville's small-town character, natural beauty, and environmental resources, with over 80% identifying these as critical assets to preserve.

Survey Summary> >

Open

# Help Prioritize Focus Areas for Further Study

#### Considerations

The City of Hallettsville is updating its Comprehensive Plan—a long-term guide for growth, development, and investment. As part of this process, we're selecting special focus areas for deeper study.

Your feedback will help us make smart, community-driven decisions for Hallettsville's future

Rank in order of priority for the community.





# JUDY LANGFORD

**President & Owner** 

**CDBG-MIT** Areas of Expertise

**Monitoring & Compliance** 

Creation and Maintaining Systems of Record

Understanding of Action Plan Amendments

Review of future staffing, contracts, scoping, and feasibility

**Financial Management** 

**Educational & Experience** 

Bachelor of Science, The University of Texas

39 Years of Experience





Email: judy@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

# **Professional Skills**

I have owned LCMS since 1983 and my firm brings full-spectrum grant writing and management services with over 39 years of Texas based grant administration as a firm, and more than a decade of combined experience from her team of grant specialists. We write, review, and administer competitive grants on behalf of rural cities and counties throughout the State of Texas, and have assisted numerous communities complete grant applications, secure approved funding, administer timely project service, monitor, and successfully close projects in full compliance with State and Federal requirements, which results in few monitoring and concerns. My experience and responsibilities include, but are not limited to; oversight of financial management, monitoring of construction and engineering activities, environmental clearance of projects to include the submission and maintenance of the environmental review record for projects as needed, conducting public hearings for grant programs at city council and commissioner's court meetings as needed and ensuring the communities we represent comply with applicable State and Federal rules and regulations from application through administration, attendance of trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program, and maintaining and building solid working relationships with pertinent governmental agencies that manage the grant programs of our clients. Our overall approach identifies and addresses problems long before the funding agency audits the project. We specialize in disaster recovery grants that meet the needs of recovering community, and by working closely with local governments, engineers, and other parties, we ensure that projects conform to project performance statements and schedules and have developed an extensive knowledge of the disaster recovery programs available and how they may complement each other to best serve the communities and extend available dollars. Our firm collaborates with communities and their public works. parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

# **Core Task Include**

- Maintain regular contact with the project engineer, the local contact person, and construction contractors,
- Provide project engineers with an instruction and forms packet so they know upfront what information is required by the state agency,
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors.
- Respond to clients in a timely manner,
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion,
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies; and
- Assist you in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project.



**Kevin Coleman Planning Director** 

**Areas of Expertise** 

Client Relations and
Community Engagement
Policy & Direction
Short and Long Range
Planning
Financial Management
Community Growth and
Development
CRM software
Market and Community
Research

### **Education**

Bachelor of Science - Business Administration - University of Kansas

Master of Arts - Public Administration - University of Kansas





Email: Kevin@lcmsinc.com Phone: (903) 810-7140 Website: www.LCMSinc.com

# **Professional Skills**

Client Relations Specialist, Langford Community Management Services, Austin, Texas (January 2024 - Present)

Maintain regular contact with community contacts and other key stakeholders to strengthen new and existing relationships. Communicate proactively to keep communities informed of company news, grant opportunities and relevant information. Provide project updates as required. Review community plans for necessary updates and integration into new or revised RCP Comprehensive Plans. Assist in proposals and identify new grant opportunities within the communities. Provide assistance with completion of special projects with the RCP team.

City of Yoakum, TX - City Manager (December 2021 - August 2023)

Under the City's charter, the City Manager defined position is directly charged with the administration of all city services. Direct responsibilities include supervision and budgetary control of all Department Heads and implementation of City Council policy and direction.

City of Kerrville, Texas, Director of Development Services (February 2007-December 2011)

A departmental director position directly charged with the administration of all department functions, including building inspections, planning/zoning, and health and code compliance. Direct responsibilities include supervision of three division heads and administrative staff, oversight of day to day operations and departmental budgeting, as well as coordination of development process both within and outside the department.

Abilene Habitat for Humanity – Abilene, Texas, Executive Director (August 1998 - January 2007)

A management position charged with the oversight of all program staff, administrative staff, volunteer board of directors, and volunteer activities covering all functions of the organization. Direct responsibilities include annual budgeting and cash flow management, long range planning, payroll, administrating local and state government grants, and development/maintenance of local funding base. Day to day coordination of construction activities including project design, site coordination, subcontract and staff implementation, project accounting, and daily project management.

# Core Responsibilities

- Act as community liaison to establish and build relationships which foster loyalty and retention.
- Identify grant opportunities and assist community with applications as necessary.
- Deliver proposals and manage client communication throughout the process.
- Gather insights and feedback from community contacts.
- Conduct community presentations and education sessions to maximize opportunities.
- Track key metrics related to client retention, satisfaction and account review.



# JERRI CONRADO

**Community Engagement Manager** 

CDGB-MIT- GLO RCP Areas of Expertise

Proposals and Grant Application Submissions

**Monitoring and Compliance** 

**Creation and Maintaining Systems of Record** 

**Economic Development - Branding and Marketing** 

**Community Engagement** 

**Public Communications** 

**Financial Management** 

# **Educational & Experience**

**Bachelor of Science, Business Administration** 

Public Communications and Global Marketing Certification

**Entrepreneurial - Business Development** 

**Community Branding and Communications** 





Email: Jerri@lcmsinc.com Pho

Phone: 512-452-0432

Website: www.lcmsinc.com

# **Professional Skills**

Accomplished professional with over 21 years of demonstrated experience in community engagement, public communications, sales and marketing. Known for implementing quantifiable marketing strategies and creating innovative publicity campaigns across diverse industries. Expert data management and analytical skills when managing large, complex projects.

LANGFORD COMMUNITY MANAGEMENT, Liberty Hill, Texas - 10/2022 - Present - Community Engagement Manager - Responsible for administering the Texas General Land Office (GLO) - (RCP) Resilient Communities Program. Write, review, submit and administer competitive grants on behalf of CDGB-MIT identified disaster prone rural cities and counties throughout the State of Texas. Build and maintain solid working relationships with pertinent governmental agencies and vendors. Oversees community engagement events internally and externally, including community briefings, presentations to community, key stakeholders and act as liaison with community leaders.

# THE CONRADO GROUP, INC., Business Marketing and Consulting

Austin, Texas - 1/1999 - 4/2018 -- Sevierville, Tennessee - 4/2018 - 4/2022

President of sales and marketing consulting firm specializing in community engagement, branding, and public communications - Responsible for new business development and daily operations of a full service creative marketing and consulting firm. Delivered consultations to community clients, economic development alliances and business owners. Provided consultative selling and customer support to improve market position, build brand loyalty and increase revenue.

Specialties: Community advertising, branding, marketing, public relations and communications, economic development, tourism and hospitality.

# **Core Skills and Responsibilities**

- Responsible for supervising community relations activities for the GLO- Resilient Communities Program (RCP) Initiatives.
- Provide leadership and support to the (RCP) engagement team.
- Prepare and present request for proposals to communities for the Resilient Communities Program through the General Land Office.
- Oversee community engagement events internally and externally, including community briefings, presentations to community organizations and acting liaison with community "key stakeholders".
- Develops and maintains effective relationships with General Land Office Resilient Communities Program and other pertinent governmental agencies.



**Tim Jenkins** AICP PMP Senior Planner

## **Areas of Expertise**

- Comprehensive & Longrange Plan Development
- Land Use, Housing, Transportation & Urban Design
- Economic Development
- Emergency
  Management &
  Disaster Recovery
- Numerous state, federal & private funding sources
- Critical Infrastructure Protection (HLS -Certified)
- Infrastructure Disaster Management (HLS-Certified)
- Industrial Control Systems
   Cybersecurity
- Community Infrastructure Resiliency

# **Education**

M.S. Community & Regional Planning
University of Texas
M.S. Strategic Intelligence Analysis
National Intelligence University
B.S. Geography
University of Louisiana
A.S. Construction Inspections
University of Louisiana University

### **Relevant Certifications**

-Project Management Professional (PMP) No. 1305791 -American Institute of Certified Planners

-American Institute of Certified Planners (AICP) No. 014644

-Texas Department of Emergency Management Emergency Response Official -Homeland Security (DHS) Critical Infrastructure Protection Certificate

-FEMA Infrastructure Disaster Management Certificate

-Certified Texas Contract Manager (CTCM)



Email: Tim@lcmsinc.com Phone: (512)375-0943 Website: https://www.lcmsinc.com

# **Summary**

Throughout his extensive career, Tim's focus has consistently been on community planning, whether through disaster recovery, urban development, or comprehensive planning initiatives. His experience underscores a commitment to fostering sustainable, resilient communities through strategic planning & innovative solutions.

# **Relevant Experience**

# Senior Planner, Langford Community Management

**Community Resiliency Plans:** Producing comprehensive Community Resiliency Plans for entities participating in the Texas General Land Office's CDBG-DR's Resilient Communities Program (RCP), ensuring communities are better prepared for future challenges

# Director of Community Development, City of Hutto, TX

**Urban Planning & Zoning:** Led the creation of urban plans, policies, & frameworks, focusing on zoning, municipal annexation, & community development. Oversaw inspections & grants, achieving milestones like the Growth Guidance & Heart of Hutto Downtown Plans, & initiating retail development agreements. Comprehensive Plan of the Year & won the Planning Excellence Award for urban planning achievements.

# Director of Community Development, City of Port Aransas TX

**Urban Planning & Zoning:** Led staff & consultants in developing community grants, land planning, & capital project policies. Created policy documents for emergency response, physical development, & coastal management. Supported law enforcement by providing mapping & analysis for Channel & Port of Corpus Christi security. Oversaw customer service policies & advised the Planning & Zoning Commission.

### Senior Manager, MPACT Strategic Consulting

**Disaster Recovery & Green Infrastructure:** Managed Hurricane Harvey Disaster Recovery grants, developed green infrastructure design standards, & conducted benefit-cost analyses for stormwater projects, focusing on sustainable urban development.

# Principal, Intrinsic Partners Consulting

**Regional Growth Management:** Acted as Consultant/Program Manager for the Fort Polk, Louisiana Regional Growth Management Plan, supported by a Defense Department grant, integrating comprehensive planning with community growth needs.

### Senior Project Manager, Texas General Land Office

**Community Development & Revitalization** Oversaw \$500 million in HUD CDBG-DR grants for housing rebuilding post-hurricanes, establishing best practices & ensuring compliance, benefiting community development. Led an award-winning Galveston housing & infrastructure redevelopment investment plan.

### Planning Manager, Baker/Aicklen & Hall/Bargainer

Land Use, Parks & Mobility Planning: Spearheaded park master plans & the Hutto Mobility Plan, enhancing recreational spaces & transportation infrastructure. Private development plans in numerous land use plans.

### Program Manager, City of Round Rock

**Strategic Planning & Redevelopment:** Led strategic planning for public works & downtown redevelopment, creating Round Rock's first CDBG Consolidated Plan.

## Planning Programs Manager, Central Texas Council of Governments (Belton, TX)

**Regional Project Management**: Oversaw regional projects, directed Transportation Improvement Programs, & introduced GIS in community development, earning national recognition.

# Intelligence, Information Operations & Combat Engineer, US Marine Corps; US Army

23 years total service enlisted in Marines & as a commissioned officer in Army. Service included duty in the Indo-Pacific & European theaters of command & assignments as a combat engineer, tactical intelligence officer, strategic analyst, US Pacific Command briefing officer, plans/operations officer & commander of four units.



DENNIS C. KU, P.E.

**Resilient Community** 

### **Areas of Expertise**

CDBG Rules and Regulations, including Section 3 and Davis-Bacon Act

Disaster Recovery

Federal National Environmental Policy Act requirements

Federal, State, and Local regulations regarding procurement

Water Distribution planning, evaluation, design and construction

Wastewater Treatment and Collection System planning, evaluation, design and construction Stormwater Hydrology and Hydraulics

### **Educational & Experience**

B.A., Computer Science, University of Texas, Austin, Texas

M.S., Civil Engineering, University of Texas, Austin, Texas

Licenses Registered Professional Engineer, Texas # 96419





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# **Professional Skills**

#### Puerto Rico Department of Housing Disaster Recovery Grant Management - San Juan, Puerto Rico.

- Serves as a Subject Matter Expert (SME) in support of the Grant Manager and Grantee regarding program implementation.
- · Development of program guidelines and subrecipient management procedures for the CDBG-DR program.
- Development of the CDBG-MIT Action Plan and Implementation Plan approved by HUD.

#### Texas General Land Office Disaster Recovery Program Management - Austin, Texas.

This Disaster Recovery program is funded by grants from the U.S. Housing and Urban Development (HUD) for Hurricanes lke and Dolly and the 2011 Texas Wildfires.

- Served as the Program Manager for the largest infrastructure project in Texas history and was responsible for overseeing the successful design and delivery of approximately \$1.4 Billion of infrastructure projects in compliance with all HUD CDBG, State, and Federal regulatory requirements.
- Managed a staff of 37 consisting of GLO and PMC vendor staff with 10 direct reports.
- Served as Contracts Team manager, Lower Rio Grande Valley Area Manager and Applications Team Lead for all infrastructure grant applications.
- Involved with scoping and estimating of over 700 water and wastewater infrastructure projects for over 200 communities impacted by Hurricanes Ike and Dolly.
- Extensive knowledge of Davis-Bacon, Section 3, Uniform Relocation Assistance Act (URA), National Environmental Policy Act (NEPA), and Federal (2 CFR Part 200) and State of Texas Local Government Code procurement requirements.

#### Hays County 2015 Flood CDBG DR Program, San Marcos, Texas.

This Disaster Recovery program is funded by grants from the U.S. Housing and Urban Development (HUD) through the State of Texas General Land Office (GLO) for the 2015 Texas Floods.

- Currently serving as consultant to Hays County and assisting the County in administration, management, and delivery of their \$11.6 Million Housing and Infrastructure program in compliance with all HUD CDBG, State, and Federal regulatory requirements.
- Assisted the County with identifying eligible projects, including identifying the County's FEMA funded projects for which CDBG funds could be used as matching funds.

### Nassau Bay 2016 Flood Mitigation Assistance Project — Nassau Bay, Texas.

Project consists of elevation of 16 residences above the Base Flood Elevation utilizing FEMA Hazard Mitigation Assistance Grant funds.

- Responsible for producing house footprint drawings and square footage quantities for obtaining bids from lift contractors.
- Developed a system for accurately measuring and presenting house dimensions, square footage calculations, potential obstructions, and special site-specific conditions.

# **Core Tasks**

- · Maintain regular contact with the project engineer, the local contact person, and construction contractors
- Provide project engineers with an instruction and forms packet so they know up- front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors.
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project



Frank Broussard

Community Planner/Analyst

## **Areas of Expertise**

GIS Mapping
Natural Resource Mgmt
Community Planning Writing
and Editing
Spanish (Basic) Management
Customer Service
Climatology
Energy Resource Mgmt Air
Quality Mgmt Environmental
Mgmt

# **Publications:**

Published in issues 40.1 and 40.2 of Louisiana Literature, as well as Dark Speculations
Magazine Volume I.
"A Game of Echoes"
(full-length novel on Amazon)

# **Education**

S.S. in Geography Resource and Environmental Studies, Minor in Anthropology. Graduation: Summer 2023 GPA: 3.5, Cum Laude





Email: Frank@lcmsinc.com Phone: ((281) 939-2154 www.LCMSinc.com

# **Professional Experience and Skills**

### **EXPERIENCE**

Community Planner/Analyst - Langford Community Management Services, Austin, Texas (February 2025 - Present)

- Develop comprehensive resiliency strategies, with a focus on climate adaptation, hazard mitigation, and long-term community sustainability.
- Utilize GIS software for sophisticated spatial analysis, risk assessment, and visualization of complex data sets related to resilience planning.
- Analyze demographic and infrastructure data to model future scenarios and inform decision-making.
- Incorporate resilience strategies into broader urban planning and community development initiatives.
- Create map-based visualizations and presentations to effectively communicate complex resilience concepts to diverse audiences.

University of Texas Arlington for the Texas Commission on Environmental Quality Research Engineering Scientist (Contractor) I October 2023 - 2/2025

- A member of The Water Supply Division
- Specialized in water wells
- Drafted exception letters for PWSs
- Collaborated with privately contracted engineers as well as numerous team members

# Core Responsibilities

Develop and implement comprehensive community resilience strategies focused on climate adaptation and hazard mitigation. Conduct spatial analysis and data modeling to inform long-term planning decisions. Perform risk assessments and create mitigation strategies for community vulnerabilities. Transform complex data into clear visualizations, maps and presentations for diverse stakeholders. Integrate resilience planning into broader urban development initiatives.



Celeste Alvarez

Community Planner/GIS

**Areas of Expertise** 

GIS Mapping ArcGIS, R, Python, Excel, Word, Powerpoint

Certifications:
Part 107 Drone License
40-hour Hazwoper
Training

Languages: Spanish, Korean

Other Involvements:
Geological Society of
America Connects 2024
9th California
Environmental STEM
Institute

### **Education**

BSc Environmental Science, Interdisciplinary Studies University of Texas Rio Grande Valley, College of Science





Email: Celeste@lcmsinc.com Phone: (956)529-8723 www.LCMSinc.com

# **Professional Experience and Skills**

#### **EXPERIENCE**

Community Planner/GIS - Langford Community Management Services, Austin, Texas (February 2025 - Present)

- Develop comprehensive resiliency strategies, with a focus on climate adaptation, hazard mitigation, and long-term community sustainability.
- Utilize GIS software for sophisticated spatial analysis, risk assessment, and visualization of complex data sets related to resilience planning.
- Analyze demographic and infrastructure data to model future scenarios and inform decision-making.
- Incorporate resilience strategies into broader urban planning and community development initiatives.
- Create map-based visualizations and presentations to effectively communicate complex resilience concepts to diverse audiences.

# Research Assistant -The University of Texas Rio Grande Valley Project supervisor: Tian Dong January 2024 - February 2025, Edinburg, TX

- Characterizing the Distributions and Spatial Patterns of Clay Dunes (Lomas) Planfonn Metrics in Northwestern Gulf of Mexico Using Remote Sensing
- Conducting research in the Jab to characterize the distribution and spatial patterns of clay dunes along the Gulf Coast of South Texas.
- Utilize Geographic Information System (GIS) and remote sensing technologies to analyze data collected.
- Developed code using Python to create graphs to display our data.

# Collaborative Research: RAPID: Investigating the magnitude and timing of post-fire sediment transport in the Texas Panhandle 2024-2025, Borger, TX

- Analyzed plant regrowth using a LID AR drone in Lake Meredith National Recreation Area, and created a Digital Elevation Model (DEM).
- Took sediment cores in Lake Meredith using a gravity core instrument. Processed sediment samples for Grain Size Analysis.

# Core Responsibilities

Lead spatial analysis and GIS mapping projects for community planning initiatives. Develop and maintain geodatabases, mapping applications, and GIS infrastructure. Design comprehensive plans integrating land use, transportation, and environmental analysis. Create high-quality maps and visualizations for technical documentation and public presentations. Support planning decisions through demographic modeling and spatial data analysis



# CONTACT

**512-452-0432** 

✓ Kate@lcmsinc.com

www.lcmsinc.com

# **EDUCATION**

TEXAS A&M UNIVERSITY
BACHELOR OF SCIENCE IN
BIOENVIRONMENTAL SCIENCES
MASTER OF URBAN PLANNING

# **SKILLS**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- SketchUp
- AutoCAD
- GIS
- Environmental Policy
- Technical Writing.

# KATE THOMPSON

RESILIENCE PLANNER I

# PROFESSIONAL SKILLS & EXPERIENCE

Develops resilience and hazard mitigation strategies using GIS-based spatial analysis and scenario modeling. Applies urban planning principles to climate adaptation and community development initiatives. Effectively communicates complex environmental data through visual presentations and engages stakeholders to ensure inclusive and data-informed decision-making.

# Langford Community Management Services Resilience Planner I

JUN 2025 - PRESENT

- Develop comprehensive resiliency strategies, with a focus on climate adaptation, hazard mitigation, and long-term community sustainability.
- Incorporate resilience strategies into broader urban planning and community development initiatives.
- Create map-based visualizations and presentations to effectively communicate complex resilience concepts to diverse audiences.

# Texas A&M University

JUN 2024 - MAY 2025

Research Assistant

- Worked on a National Science Foundation supported research project.
- Analyzed the integration of wildfire risk management in Florida wildfire plans and policy.

### **City of College Station**

JUN 2024 - AUG 2024

Community Development Intern

- Performed research, created reports, and designed GIS deliverables for internal projects for the department.
- Met and interacted with the various stakeholders and the community for several engagement events and ceremonies.

### **Texas A&M University**

OCT 2020 - MAY 2024

**OAL Student Coordinator** 

- Provided customer service for computer and printer related issues on the university's campus.
- Served as student leader who coordinated work for peers on a day-today basis.



# CONTACT

**L** 512-452-0432

www.lcmsinc.com

# **EDUCATION**

UNIVERISTY OF TEXAS, AUSTIN

BACHELOR OF BUSINESS ADMINISTRATION

PROJECT MANAGEMENT PROFESSIONAL (PMP), since 2006

# **SKILLS**

- Grant Compliance
- Federal Procurement
- Creation & Maintenance of Systems of Record
- Client Relations
- Financial Management
- Project Management

# **JULIE WILKINSON**

**GLO FINANCE** 

# PROFESSIONAL SKILLS & EXPERIENCE

Skilled project management professional with experience in contract processing, invoice tracking, and state reporting for grant-funded infrastructure projects. Maintains strong communication with clients and state agencies, proactively identifies project risks, and assists in resolving regulatory and cost-related issues at both state and federal levels.

# **Langford Community Management Services** SEP 2024 - PRESENT GLO Finance

- Provide direct support to Central Texas cities and counties impacted by federally declared natural disasters.
- Assist municipalities in establishing and maintaining compliant financial processes.
- Process draw requests for payment, including collection and submission of all required supporting documentation.
- Monitor and track accounts receivable for assigned client communities.
- Support grant administration activities, including preparation of reports and documentation within the Texas Integrated Grant Reporting (TIGR) system.
- Project budgeting, forecasting, and financial tracking.
- Prepare and submit required monthly and annual financial and programmatic reports.

### Neubus, Inc.

FEB 2016 - JAN 2021

Project Manager

- Facilitated the development, planning, and delivery of custom document management services for Texas state agencies
- Created and maintained comprehensive project documentation
- Documented, tracked, and reported progress in relation to project schedule, scope, and budget
- Engaged stakeholders and provided ongoing status updates on project milestones, budget, and risks throughout the project lifecycle

# **Dell Technologies**

FEB 1992 - SEPT 2020

Project Manager & Process Engineer

- Led cross-functional core team responsible for delivering a custom Operating System
- Served as Project Manager for global custom product development for OEM customers
- Designed and implemented a global project governance process and professional career path framework for OEM Project Managers
- Developed, implemented, and monitored key sales strategies to support organizational change

# **ATTACHMENTS**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/10/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONIS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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PROI					CONTACT NAME:				
CENTRAL INSURANCE AGENCY INC 65812318		` '	451-6551		FAX				
PO BOX 15427		(A/C, No, Ext):			(A/C, No):				
		I TX 78761			E-MAIL ADDRESS:				
							FFORDING COVE	RAGE	NAIC#
					INSURER A: Hartfor	rd Lloyd's Insura	nce Company		38253
INSU	RED				INSURER B:				
		ORD COMMUNITY MANAGEM	ENT S	ERVIC	ES, INSURER C:				
INC		. Hwy 29			INSURER D :				
		. пwy 29 Hill TX 778642			INSURER E :				
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LTR		TYPE OF INSURANCE	INSR		POLICY NUMBER	(MM/DD/YYYY)	(MM/DD/Y YYY)	LIM	
		COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED	\$1,000,000
		CLAIMS-MADE X OCCUR						PREMISES (Ea occurrence)	\$300,000
	Х	General Liability						MED EXP (Any one person)	\$10,000
Α					65 SBA NN6521	01/09/2025	01/09/2026	PERSONAL & ADV INJURY	\$1,000,000
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	OFF	FICER/MEMBER EXCLUDED?	N/A					E.L. DISEASE -EA EMPLOY	EE
	If ye	ndatory in NH) es, describe under SCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIN	1IT
۸		IPLOYMENT PRACTICES			CE CDA NINGEOA	04/00/2025	04/00/2026	Each Claim Limit	\$5,000
Α		ABILITY			65 SBA NN6521	01/09/2025	01/09/2026	Aggregate Limit	\$5,000
DESC	RIPT	TION OF OPERATIONS / LOCATIONS / V	EHICLE	S (ACOR	D 101, Additional Remarks S	chedule, may be atta	ched if more space	e is required)	
Thos	se u	sual to the Insured's Operations							
		FICATE HOLDER				CANCELLA		E DESCRIBED BOLICIE	S DE CANCELLED
For Informational Purposes 9017 W. Hwy 29				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED					
Liberty Hill TX 78642						DLICY PROVISIONS.			
						AUTHORIZED REP	RESENTATIVE		
						Sugan J.	Castan	eda	

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# Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number: 1742804904700
Approval Date: February 4, 2025
Scheduled Expiration Date: February 4, 2029

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

# LANGFORD COMMUNITY MANAGEMENT

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed **February 4, 2025**, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day to day management, operational control, business location) provided in the submission of the business; application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Statewide HUB Program
Statewide Procurement Division

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.



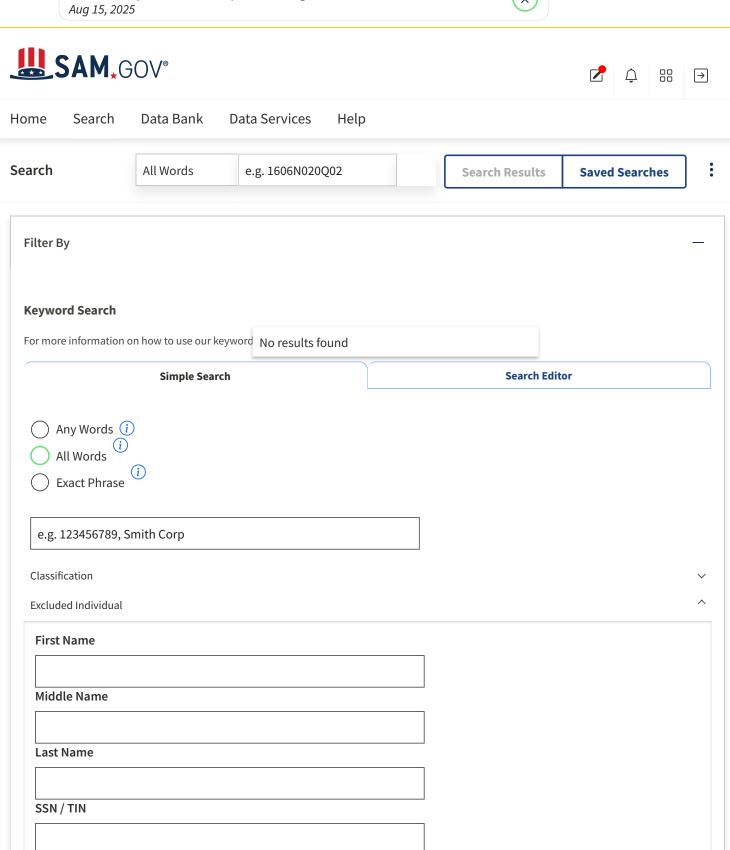
Federal Service Desk Help During Temporary Government Shutdown **Show Details** Oct 9, 2025

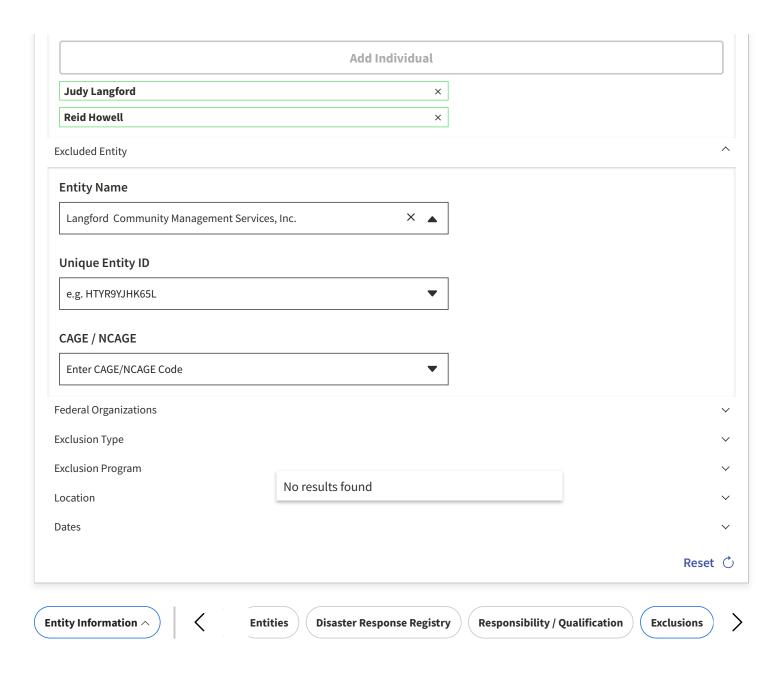


**See All Alerts** 

Revolutionary FAR Overhaul Impacts to SAM.gov Show Details





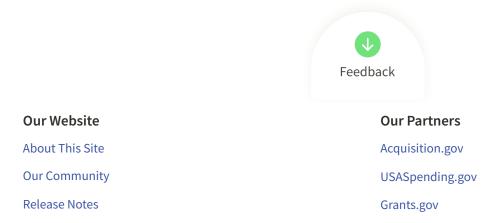


# No matches found

We couldn't find a match for your search criteria.

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# SAM.gov

An official website of the U.S. General Services Administration

No results found



# LANGFORD COMMUNITY MANAGEMENT SERVICES,

# INC.

Unique Entity ID CAGE / NCAGE Purpose of Registration

E9ZTZ6ZKMK51 5U3R0 All Awards

Registration StatusExpiration DateActive RegistrationAug 27, 2026Physical AddressMailing Address

9017 W State Highway 29 9017 W State Highway 29

STE 206 STE 206

Liberty Hill, Texas 78642-2424 Liberty Hill, Texas 78642-2424

United States United States

**Business Information** 

Doing Business as Division Name Division Number

LANGFORD COMMUNITY MANAGEMENT (blank) (blank)

SERVICES INC

Congressional District State / Country of Incorporation URL

Texas 31 Texas / United States https://www.lcmsinc.com

Registration Dates

Activation Date Submission Date Initial Registration Date

Aug 29, 2025 Aug 27, 2025 Dec 21, 2009

**Entity Dates** 

Entity Start Date Fiscal Year End Close Date

Jan 1, 1997 Dec 31

**Immediate Owner** 

CAGE Legal Business Name

(blank) (blank)

**Highest Level Owner** 

CAGE Legal Business Name

(blank) (blank)

### **Executive Compensation**

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

#### No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

#### **Not Selected**

#### **Proceedings Questions**

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

#### No

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

#### **Not Selected**

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a



# LANGFORD COMMUNITY MANAGEMENT SERVICES,

# INC.

Unique Entity ID CAGE / NCAGE Purpose of Registration

E9ZTZ6ZKMK51 5U3R0 All Awards

Registration StatusExpiration DateActive RegistrationAug 27, 2026Physical AddressMailing Address

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United States United States

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Jan 1, 1997 Dec 31

**Immediate Owner** 

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(blank) (blank)

**Highest Level Owner** 

CAGE Legal Business Name

(blank) (blank)

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#### No

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#### **Not Selected**

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#### **Not Selected**

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# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity		
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.	OFFICE USE ONLY	
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).	Date Received	
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.		
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.		
Name of vendor who has a business relationship with local governmental entity.		
NO CONFLICT OF INTEREST		
Check this box if you are filing an update to a previously filed questionnaire. (The law re completed questionnaire with the appropriate filing authority not later than the 7th busines you became aware that the originally filed questionnaire was incomplete or inaccurate.)	quires that you file an updated s day after the date on which	
Name of local government officer about whom the information is being disclosed.		
Name of Officer		
Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.  A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?  Yes No  B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?  Yes No  Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or		
other business entity with respect to which the local government officer serves as an officership interest of one percent or more.	ficer or director, or holds an	
Check this box if the vendor has given the local government officer or a family member of as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003	f the officer one or more gifts 3(a-1).	
	nber 1, 2025	
Signature of vendor doing business with the governmental entity  Date of the property of the p	te	



# **Entity Information Search Results** 1 Total Results

Filter by:

UEI Status
E9ZTZ6ZKMK51 Active,Inactive

LANGFORD COMMUNITY MANAGEMENT SERVICES, INC. • Active Registration

Entity

Unique Entity ID: E9ZTZ6ZKMK51

Physical Address:

**Expiration Date:** Aug 27, 2026

CAGE/NCAGE: 5U3R0

 $9017\,\mathrm{W}\,\mathrm{STATE}\,\mathrm{HIGHWAY}\,29\,\mathrm{STE}\,206$ 

0 /

Purpose of Registration:

 ${\sf LIBERTY\,HILL\,,TX}$ 

All Awards

78642 USA

Nov 03, 2025 10:02:39 PM GMT

# CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

<u>Local Government Code § 176.001(1-a)</u>: "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

# Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:
  - (2) the vendor:
    - (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
      - (i) a contract between the local governmental entity and vendor has been executed; or
      - (ii) the local governmental entity is considering entering into a contract with the vendor;
    - (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
      - (i) a contract between the local governmental entity and vendor has been executed; or
      - (ii) the local governmental entity is considering entering into a contract with the vendor.

### Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:
  - (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
  - (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
  - (3) has a family relationship with a local government officer of that local governmental entity.
- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:
  - (1) the date that the vendor:
    - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
    - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
  - (2) the date the vendor becomes aware:
    - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
    - (B) that the vendor has given one or more gifts described by Subsection (a); or
    - (C) of a family relationship with a local government officer.

# Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, <u>LCMS</u> , Inc.	_, certifies or affirms the truthfulness and accuracy of each statement of its
certification and disclosure, if any. In	addition, the Contractor understands and agrees that the provisions of 31
U.S.C. § 3801 et seq., apply to this cert	ification and disclosure, if any.
Signature of Contractor's Authorized C	 Dfficial

Printed Name and Title of Contractor's Authorized Official

November 1, 2025

Date

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure)

1. Type of Federal Action:  a. contract  b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Fed  a. bid/of  b. initial c. post-a	fer/application award	3. Report Type:  a. initial filing b. material change  For material change only: Year quarter Date of last report	
4. Name and Address of Reporting Entity: Prime Subawardee Tier, if Known:		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:		
Congressional District, if known:  6. Federal Department/Agency:		Congressional District, if known:  7. Federal Program Name/Description:		
		CFDA Number, if applicable:		
8. Federal Action Number, if known:		9. Award Amo	unt, if known:	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):		b. Individuals P different from No. (last name, firs	•	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature:  Print Name: Judy Langford  Title: President  Telephone No.: 512-452-0432 Date: November 1, 2025		
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)		

### INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

- 1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- 2. Identify the status of the covered Federal action.
- 3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
- 4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
- 5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
- 6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
- 7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
- 8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
- 9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
- 10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
  - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
- 11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

(To be completed by awarded vendor)

CERTIFICATE OF INTE	ERESTED PARTIES			FORM 1295
Complete Nos. 1 - 4 and 6 if there are interested parties.  Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.				CEUSEONLY
1 Name of business entity filing form, entity's place of business.	and the city, state and country of the	business		Jeffile
2 Name of governmental entity or state which the form is being filed.	ict for	*+	72,	
	ed by the governmental entity or sta vices, goods, or other property to be	te agency to provided und	e contr	ntify the contract, ract.
4	City, State, Country	Natur	e of Interest	(check applicable)
Name of Interested Party	(place of business)	O Cor	trolling	Intermediary
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	Signature of authoria	(Declarant)	busing busin	ess entity
ADD	ADDITIONAL PAGES AS NE	CESSARY		

# Agenda Summary Form

Agenda Item #:	Title:
22	Discussion, consideration, and possible action on granting Casey Schreiber his request to pay out 120 hours of paid time off.
Summary:	
Ontion (c):	
Option (s):	
	I make a motion to grant Casey Schreiber his request to pay out 120 hours of paid time off.
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).
	If you are opposed to not second the motion. If a motion is not made, the item is dead.
Harrell:	Swope: Bivens:
Hyde:	Mayor Pro Tem Condon: Mayor Daniel:

# Agenda Summary Form

Agenda Item #:	Title:
23	Discussion, consideration, and possible action on using funds in the Court Technology fund to assist with paying for INCODE software.
Summary: Per Art. 102.0 shall be administered by o	0172 c of the Texas Code of Criminal Procedure, that municipal court technology funds r under the direction of the governing body of the municipality.
Option (s):	
	I move to make a motion to approve using funds in the Court Technology Fund and Consolidated Municipal Court Security and Technology Fund to assist with paying for INCODE software.
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).
	If you are opposed to not second the motion. If a motion is not made, the item is dead.
Harrell:	Swope: Bivens:
Hyde:	Mayor Pro Tem Condon: Mayor Daniel:

# Agenda Summary Form

Agenda Item #:	Title:
24	Personnel Matters. Adjourn into executive session under Sec. 551.074 (a) (1) and/or (2) of the Texas Government Code, for discussion of Personnel Matters including, without limiting the generality of the foregoing, consideration of the employment, evaluation, reassignment, duties, discipline, or dismissal of Tamela Louvier, City Administrator.
Summary:	
Option (s):	
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).
	If you are opposed to not second the motion. If a motion is not made, the item is dead.
Harrell:	Swope: Bivens:
Hyde:	Mayor Pro Tem Condon: Mayor Daniel:

# Agenda Summary Form

Agenda Item #:	Title:
25	Open session for consideration and action, if any, arising out of the personnel matters described in item #24 above.
Summary:	
Option (s):	
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).
	If you are opposed to not second the motion. If a motion is not made, the item is dead.
Harrell:	Swope: Bivens:
Hyde:	Mayor Pro Tem Condon: Mayor Daniel:

# Agenda Summary Form

Agenda Item #:	Title:
26	Discussion, consideration, and possible action on adopting financial policies and procedures.
Summary: This is being propolicy in order to apply for c	esented to Council because it will be necessary in the future for the City to have this ertain grants.
Option (s):	
	I make a motion to approve the financial policies and procedures, as presented.
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).
	If you are opposed to not second the motion. If a motion is not made, the item is dead.
Harrell:	Swope: Bivens:
Hyde: M	Iayor Pro Tem Condon: Mayor Daniel:

### FINANCIAL POLICY AND PROCEDURES

# ORGANIZATIONAL GOAL STATEMENT

The overall financial and service goals of City of Florence are to provide the full range of statutorily required services to its citizens while maintaining the lowest prudent property tax rate. The City of Florence intends to continue to expand non-tax revenues to allow for budgetary growth as dictated both by the growth in the City of Florence's population and the growth in the demand for the County's services. The City of Florence will ensure that budgetary growth is balanced by increases in demand for services. City of Florence will provide for expansion and renewal of its infrastructure through the use of long-term debt when it is considered appropriate and fiscally responsible.

# I. GENERAL POLICIES

The City of Florence will operate on a fiscal year that begins on October 01 and ends on September 30.

The City of Florence will conduct its financial affairs in conformity with State and Federal laws, and this Statement of Financial Policy, which shall be approved by and reviewed on an annual basis as part of the budget process.

# II. ACCOUNTING, AUDITING, AND FINANCIAL PLANNING

The City of Florence Treasurer will continue to maintain records on a basis consistent with accepted principles and standards for local government accounting, as determined by GASB and GFOA.

Regular monthly and annual financial reports are issued summarizing financial activity by fund, and department, and comparing actual resources and expenditures with budgeted amounts, as required by Articles 114.022, 114.024, 114.025, 111.091 and 111.092.

The Treasurer provides monthly reports on the total cost of specific services by type of expenditure and by fund, in accordance with Articles 114.022, 114.024, 114.025, 111.091, and 111.092.

A financial audit will continue to be performed annually by an independent public accounting firm and an official opinion and annual financial report will continue to be published and issued, as authorized by Article 115.043.

City of Florence will continue to identify areas for evaluation efforts, by either staff, committees, or consultants, in order to judge the effectiveness and efficiencies of City of Florence services.

Cost benefit studies will be conducted, where appropriate and applicable, on non-recurring expenditures and capital project.

Full disclosure will continue to be provided in the annual financial and budget reports and bond representations, in accordance with Articles 115.045, 114.025, 111.091, and 111.092 of the Revised Statues of Texas.

# III. <u>BUDGETING POLICIES</u>

Budgetary Basis – The City of Florence's budgetary basis and accounting records are maintained on a modified accrual basis and organized and operated on a fund basis in accordance with generally accepted accounting principles. Encumbrance accounting is utilized for materials, goods and services documented by purchase orders or contracts. The City of Florence will increase the subsequent year's appropriations, but only if necessary, to complete these transactions. The approved annual budget with amendments as approved by the City of Florence Council is the management control device utilized by the City of Florence. Annual appropriated budgets are adopted for the General, Special Revenue, and Debt Service funds. All annual appropriations lapse at fiscal year-end. Encumbrance accounting, under which funds are reserved from purchase orders, contracts, and other commitments, is employed in these funds and as of September 30, encumbrances are subject to re-appropriations in the budget of the subsequent year.

The City of Florence budgets resources on a fiscal year which begins October 01 and ends on the following September 30.

Budget manuals are distributed, and budget module training sessions are held, for annual budget preparation, which includes forms and instructions are distributed to City of Florence Departments in June each year. Departments and Elected Officials must return their proposals no later than August in that year.

The recommended budget shall be prepared and distributed to the Council members on or before September 10 of the preceding fiscal year.

The proposed budget estimate shall be presented in the following format:

Revenue estimates by major item.

Operating and maintenance expenditures by object code, major expense categories, functionally related departments, and program summaries.

Debt Service summarized by issues detailing principal, interest, and reserve amount by fund.

The proposed budget estimate shall also contain information regarding:

Proposed personnel staffing levels.

A detailed listing of capital equipment to be purchased by each department.

A detailed schedule of capital projects.

Any additional information, data, or analysis requested of management by the City Council.

The proposed budgeted revenues shall be provided by the Auditor's Office including ad valorem taxes, grant revenues, and inter-fund transfers.

The City Council shall adopt the budget by Court Order prior to October 1.

The City of Florence budgeting procedures attempt to identify distinct functions and activities performed by the City of Florence and to allocate budget resources adequate to perform these functions and activities at a specified level of service.

The City of Florence will continue to integrate performance measurement and productivity indicators with the budget process where appropriate.

The committed, but not yet received purchases as of September 30 will be re-appropriated in the subsequent fiscal year per a list prepared by the City of Florence Auditor with appropriate Budget Amendment.

Only the City Council shall have authority to transfer expenditure appropriations from any department category of object codes to any other department or non-departmental major object code category. Transfers of such funds amount to a new appropriation and therefore must be adjusted prior to expenditure of such amounts.

Any transfer shall ONLY be made when it is submitted on the appropriate Budget Amendment Request or Intra-Departmental Operating Transfer forms. Each amendment request must be signed by an authorized departmental representative with review in the Budget Office. All transfer requests are submitted to the City Council for final approval.

#### IV. BUDGET AMENDMENT POLICY

City of Florence Policy allows a Department Head, Appointed or Elected Official or his/her designees to request budget amendments throughout the fiscal year as follows:

#### **BUDGET AMENDMENT STATUTE:**

Pursuant to Local Government Code Section 111.070, the City Council may spend City of Florence funds only in strict compliance with the budget. The City Council by order may amend the budget to transfer an amount budgeted for one item to another budgeted item without authorizing an emergency expenditure.

#### INTRA-DEPARTMENTAL OPERATING TRANSFER:

Transfers may be made up to \$1,000 (cumulative total for Intra-Departmental Operating Transfers for the fiscal year) between operating line items and surplus funds from capital items within an

individual departmental budget. This type of amendment will be presented on the standing weekly agenda item for Intra-Departmental Operating Transfers. The amendment summary will be sent to each member of City Council and other affected departments two (2) working days prior to the actual Council meeting. When a line item will be increased or decreased by more than \$1,000 (cumulative total for Intra-Departmental Operating Transfers for the fiscal year), or if a new capital items is requested, the amendment must be presented to City Council for consideration and action as a separate agenda item.

#### ROUTINE BUDGET AMENDMENTS:

Includes transfer of funds within the maintenance and operations line items within the elected official or department head budget(s). These items can be placed directly on the consent agenda.

#### NON-ROUTINE BUDGET AMENDMENTS:

<u>Inter-Departmental</u> – Any amendment which moves funds from one elected official or department head's budget to another elected official or department heads budget must be presented to City Council for consideration and action.

<u>Inter-Fund</u> – Where permitted by law, any amendment which moves funds from one fund to another fund must be presented to City Council for consideration and action.

<u>Personnel</u> – Requests to transfer funds from any salary or benefit account are allowed for the specific purpose of salary related expenditures such as contract labor. Budget amendment requests for capital and operating accounts from personnel line items are allowed if there are no other funds available in that department's budget and City Council deems it to be necessary.

<u>Capital</u> – Any request for additional capital equipment must be justified and specified in detail with cost estimates. Requests for additional capital items not included in the adopted budgeted or substitution of one item for another also requires approval from City Council. Surplus funds in a budgeted capital item can be transferred to cover a shortage up to \$1,000 in another budgeted line item with an Intra-Departmental Operating Transfer.

<u>Computers</u> – Any request including computer equipment, software, computer maintenance or technological requests requires a written recommendation from Technology Services when submitting the Budget Transfer / Amendment Request Form.

The re-appropriation at the beginning of a fiscal year of funds committed under valid Purchase Orders of the City of Florence but unspent by September 30 or the prior fiscal year requires a budget amendment from fund balance. These budget amendments have no net effect on spending but simply changes the accounting year for expenditures.

Pursuant to Local Government Code, Section 111.014, the City Council may authorize a contingency item. The item must be included in the itemized budget under Section 111.004(a) in the same manner as a project for which an appropriation is established in the budget. Budget amendment(s) may be made against this item during the year in case of grave public <u>necessity</u> to meet an unusual and unforeseen condition that could not have been included in the original budget through the use of reasonably diligent thought and attention.

Pursuant to Local Government Code, Sections 111.0105 through 111.0108, when revenues not included in the original budget are received, such as proceeds of bonds or other obligations, grant

or aid money, revenue form intergovernmental contract, and pledging revenues as security for bonds and other obligations, a budget amendment is required to expend those funds. The adopted City-wide budget will increase however the revenues should exceed or equal the expenditure. This type of amendment must be submitted to City Council for consideration and action.

Any transfer that creates an increase in budgetary commitment for the next fiscal year must be presented to City Council for consideration and action.

New employee positions cannot be created without City Council consideration and action. Creation of a new position within a departmental budget will require that the City Council declare an emergency unless the actual line item under which that new position would be categorized currently exists within that specific budget. New employee requests outside of the budget process must include substantial written justification for the position.

New line items can only be created for Contracts or Grant-based programs. For any other department, the creation of a new line item that has not been previously created for the specific department will require that the City Council declare an emergency in order to establish a new line item.

#### RESTRICTED LINE ITEM TRANSFERS:

Certain line items have restrictions, which are only allowed for specific purposes.

Council ordered expenditures can only be transferred to other council ordered line items.

Vehicle related expenditures can oy be transferred to other vehicle related line items.

Salary related expenditures – See Non-routine Budget Amendments / Personnel.

Body Armor – only excess funds from items requested and purchased can be transferred to another line item.

#### PROCEDURES:

Any request for a budget amendment must be justified and submitted to the Budget Office on the specified 'Budget / Transfer Amendment Form'. All requests must be submitted to the Budget Office by Friday noon in order to be placed on the following City Council Agenda (approximately seven / 7 working days later) by the Budget Office. The Budget Office may hold a request that is not complete until clarified with the appropriate department. Scanned copies are acceptable as long as they all are legible.

Budget Amendment transfer authorization may be delegated by the Elected/Appointed Official to other employees. Notification of signature authority must be on file in the Budget Office before requests are accepted. Therefore, the 'Budget / Transfer Amendment Form' must be personally signed by the Elected/Appointed Official who administers the department budget(s) or their designee(s).

The City Council reserves the right on a case by case basis, where legally permissible, to curtail a departments right to make Intra-Departmental Operating Transfers if the budget transfers appear to be making a programmatic change that was not approved by the City Council in budget

hearings or if the financial condition of the department and/or the City of Florence warrants such a curtailment.

Notification of approved Budget Amendments and Intra-Departmental Operating Transfers will be e-mailed to the appropriated department(s) after the amendment is posted. The Budget Office is responsible for posting budget amendments on the financial computer once the court order has all signatures and is received from the City Clerk's Office.

Budget Amendment Requests for new capital equipment must be submitted to the Budget Office for the current fiscal year by October 01. This will allow the Purchasing Officer/Department to secure bids and order equipment prior to the end of the fiscal year.

Budget Amendment Requests other than capital requests for the current fiscal year must be submitted to the Budget Office no later than (30 days prior to end of fiscal year). Exceptions to the deadlines will be placed on the Agenda for consideration by the City Council.

Any request for placement on the agenda of a budget amendment or Intra-Departmental Operating Transfers, past the amendment deadlines, request a separate memo from the requesting department stating the urgency of the request.

#### V. REVENUES AND TRANSFERS AND POLICIES

City of Florence will maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source by doing the following:

Establishing user charges and fees as permitted by law at a level related to the cost of providing that service including indirect costs.

Pursuing legislative change, where necessary, to permit increases in user charges and fee.

Aggressively collecting property tax revenues, including the filing of suit where appropriate and necessary, as authorized by the Texas Property Tax Code.

City of Florence will pay for all current expenditures with current resources as required by Article XI, Section 7 of the Constitution, and by Article 111.091-111.092 of the Revised Statutes of Texas.

Transfers of monies between funds will only be accomplished after approval of the City Council.

The City of Florence will support the majority of operations of the road and Bridge districts from the vehicle registration fee authorized by the Texas Legislature, and property taxes.

#### VI. CONTINGENCY FUND POLICIES

The City of Florence will maintain an unappropriated contingency to provide for small increases in service delivery costs as well as unanticipated needs that may arise throughout the year.

THEREFORE, IT WILL BE NECESSARY FOR OFFICALS AND DEPRTMENT HEADS TO REVIEW AND CONTROL EXPENDITURES SUCH THAT THE RATE OF EXPENDITURE DOES NOT EXCEED THE APPROVED BUDGET.

Cases of anticipated material deviation should be covered by a request for a budget amendment. This request shall be from the Department Head in writing and include justification for such action. Such requests should be submitted to the Budget Office for initial review, they will then process the request and forward to City Council for their consideration and approval.

#### VII. PERSONNEL POLICIES

The number of employees on the payroll shall not exceed the total number of positions approved unless authorized by City Council. All personnel actions shall at all times be in strict conformance with applicable federal, state, and City of Florence policies.

Deletion and downgrades of positions may occur at any time during the fiscal year at the department head or elected official's request or if a review of workload statistics indicates that a reduction in force is practical in a department. Reductions in elected official's budgeted positions will only be accomplished with their approval after the budget is adopted.

Additions, position reclassifications, reorganizations, and equity adjustments must be presented with the initial budget request. Exceptions to this policy will only be allowed with Council approval.

The Council may institute a freeze during the fiscal year on hiring, promotions, transfers, and capital equipment purchases. Such action will be used arbitrarily and will allow for exceptions in appropriate areas to comply and emergency needs such as natural disasters and/or loss of major revenue source.

#### VIII. FIXED ASSET POLICES

All purchases of physical assets with a value of \$5,000 (five thousand dollars) except computer software shall be placed on the City of Florence inventory.

The City of Florence will maintain these assets at a level adequate to protect City of Florence's capital investment and to minimize future maintenance and replacement costs by:

Providing for adequate maintenance of capital equipment and equipment replacement under the above stated amount in the annual operating budget.

Capital expenditures for projects and equipment are budgeted by item or project and must be spent accordingly. Any request for unbudgeted capital equipment or projects throughout the fiscal year must be submitted to the Budget Office and approved by the City Council as a budget amendment prior to a requisition being presented to Purchasing.

Where possible, items in good useable condition placed in surplus will be used:

To supplement expenditure for new, budgeted capital purchases.

To supplement expenditure for replacement/budgeted capital purchases.

To supply needed unbudgeted new and replacement equipment.

#### IX. DEBT MANAGEMENT POLICIES

City of Florence recognizes the foundation of any well-managed debt program is a comprehensive debt policy. A debt policy sets forth the parameters for issuing debt and managing outstanding debt, and it provides guidance to decision makers regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt, method of sale that may be used and structural features that may be incorporated.

#### **POLICY SUMMARY**

City of Florence will adhere to the following specific policy statements with regards to (1) conditions for debt issuance; (2) restrictions on debt issuance; (3) debt service limitations; (4) limitations on outstanding debt; (5) debt structure; (6) the debt issuance process; and (7) debt maintenance procedures.

Conditions for debt issuance – The City of Florence will consider the use of debt financing only for one- time capital improvement projects. Long-term borrowing will not be used to finance current operations or normal maintenance. Debt financing may include general obligation bonds, revenue bonds, certificate of obligation, certificates of participation, tax notes, lease/purchase agreements, and other obligations permitted to be issued or incurred under Texas law. The City of Florence shall consider refunding outstanding bonds if one or more of the following conditions exist: (1) present value savings are at least 3% with certain exceptions, of the par amount of the refunding bonds; (2) the bonds to be refunded have restrictive or outdated covenants; or ((3) restructuring debt is deemed to be desirable.

**Restrictions on debt issuance -** Proceeds from long-term debt will not be used for current ongoing operations.

**Debt Service Limitations** – In evaluating debt cap City of Florence, general-purpose annual debt service payment should generally not exceed 20% of the City of Florence's total budgeted expenditures for all funds.

**Limitations on Outstanding Debt** - As provided in the Constitution of the State of Texas, the Net Bonded Debt of City of Florence shall not exceed twenty-five percent (25%) of the net value of the taxable real property of the City of Florence.

Characteristic of Debt Structure – The City of Florence will design the repayment of its overall debt so as to recapture rapidly its credit capacity for future use. The City of Florence shall strive to repay at least 20 percent of the principal amount of its general obligation debt within five years and at least 401 percent within ten years. The scheduled maturity of individual debt issued shall not exceed the expected useful life of the capital project of asset(s) financed. Also, the City of Florence shall consider purchasing bond insurance for debt issues when the present value of the estimated debt service savings from insurance (to be derived)) is equal to or greater than the insurance premium.

**Debt Issuance Process** – The City of Florence shall use a competitive bidding process in the sale of debt unless market conditions the nature of the issue, such as refunding bonds, warrants a negotiated sale. The City of Florence will employ outside financial specialists, including financial advisors and bond counsel, to assist it in developing a bond issuance strategy, preparing bond documents and marketing bonds to investors.

**Debt Maintenance Responsibilities** – The City of Florence will seek to maintain and, if possible, improve our current bond ratings to minimize borrowing costs and preserve access to credit. City of Florence will adhere to a policy of full public disclosure with regard to the issuance of debt, and the City of Florence will meet all requirements for continuing disclosure on debt of the City of Florence.

#### X. BONDED DEBT COMPLIANCE MANAGEMENT POLICY

City of Florence acknowledges and will abide by any federal or state law regarding tax-exempt bonds.

#### **POLICY SUMMARY**

City of Florence will adhere to the following specific policy statement with regards (1) separate record keeping per bond issuance; (2) not mingling bond issuance money; (3) the use of bond proceeds only for their approved purposes; (4) the intent to use bond funds within three (3) years of issuance; (5) meeting post-issue reporting requirements; (6) keeping interest earning with bond principal or debt service; (7) maintaining an interest and sinking fund for all tax-exempt debt; and (8) maintaining the tax-exempt status of all outstanding bonded debt of City of Florence.

**Separate Accounting** – The City of Florence will keep separate financial records of each bond issuance. A construction fund will be maintained for each bond issuance in the City of Florence's general ledger, the fund will be accounted for separately from all other funds of the City of Florence, and the fund will be used solely to pay costs of the projects for which the debt obligations were issued.

**Not Mingling Bond Funds** – Bond proceeds will not be co-mingled with any other City of Florence funds.

**Approved Purposes** – Bond proceeds will only be used for allowable purposes as specified by bond election and bond order authorizing the issuance of the bonds.

**Intent to Use within Three Years of Issuance** – City of Florence intends to use bond proceeds for their approved purposes within three (3) years of their issuance.

**Post-Issue Reporting Requirements** – The City of Florence will adhere to all reporting requirements and deadlines that are applicable to tax exempt bonds. Specifically, City of Florence will comply with the requirements of Securities and Exchange Commission Rule 15c2-12 which requires the filing of annual financial reports and other financial data and the filing of any required material events notices with each agency designated as an information repository. City of Florence will also comply with US Treasury Regulation Section 148 which requires the computation and payment of any arbitrage rebate owed no less frequent than five (5) years after issuing any tax-free debt.

Interest Earned Remains with Principal or Debt Service – Interest earned on bond proceeds will remain with the bond principal and will be used only to pay any cost overruns on approved projects, to fund new projects meeting the usage criteria in the original bond indentures, or it will be specified to go towards the payment of Debt Service.

Interest and Sinking Fund – City of Florence will levy a tax on all taxable property in the City of Florence to pay principal of and interest on bonds or debt instruments issued. Amounts collected from the tax levied will be deposited to the credit of the Interest and Sinking Fund maintained in the accounting records of the City of Florence. City of Florence will maintain its Interest and Sinking Fund in a manner to a proper matching of revenues and debt service payments on its debt issues. Specifically, the Interest and Sinking fund will be depleted at least once each bond year to the amount of the allowable carryover, all amounts deposited to the fund will be expended within twelve months of receipt, and all amounts received from the investment of the fund will be deposited to the fund and expended within twelve months.

Maintenance of Tax-Exempt Status - City of Florence shall not use, permit the use, or omit the use the gross proceeds of any debt issuance in a manner which if allowed or omitted would cause the interest on any bond or debt instrument of the City of Florence to become includable in the gross income of the owner of the bond for federal income tax purposes The City of Florence specifically will comply with bond covenants which prohibit: (1) private use or private payments of assets constructed or acquired with debt proceeds; 2) private loans of bond proceeds to any person other than a state or local government; (3) investment of bond proceeds in any investment with a yield that exceeds that of the bonds; (4) taking any actions that would cause the bonds to be federally guaranteed within the meaning of section 149(b) of the Internal Revenue Code; and (5) taking any unauthorized action having the effect of diverting arbitrage profits from payment to the US Treasury, City of Florence will maintain its financial records until three (3) years after final payment of all bonds to show compliance with federal and state laws regarding tax-exempt debt.

#### XI. <u>INVESTMENT AND CASH MANAGEMENT</u>

The Treasurer's Office will continue to collect, disburse, and deposit all funds on a schedule which insures optimum cash availability, in accordance with Article 113.043, 113.065, 113.901, 113.001-005, 113.021-024, and 113.041-047.

The City of Florence City Administrator shall handle all original reconciliation of City bank accounts with the Depository Bank and shall resolve any financial difference between City of Florence and the Depository Bank.

The City Administrator and Treasurer are Co-Investment Officer's of City of Florence as authorized by the City Council and shall invest the funds of City of Florence to achieve the highest and best yield, while at the same time maintaining the security and integrity of said funds.

City of Florence shall maintain a written City of Florence Investment Policy, as approved by the City Council, to achieve the highest and best yield, while at the same time, maintaining the security and integrity of said funds.

The City Treasurer will maintain an original copy of all security and/or surety pledges made by the Depository Bank in behalf of City of Florence funds.

The City Administrator will maintain an original copy of all security advice for all City of Florence investment transactions.

There shall be a City of Florence Investment Committee, consisting of the City Administrator, City Auditor, Budget Officer, Civil Attorney, and a citizen appointed by the City Council.

The City Auditor's Office will continue to provide regular information concerning the cash position and investment performance as required by Articles 114.025, 111.091, and 111.092.

City of Florence conducts its treasury activities with financial institution(s) based upon written contracts which specify compensating balances, service charges, term, and other conditions as authorized by the Local Government Code inclusive of the Revised Statues of Texas.

#### XII. GENERAL FUND UNRESERVED FUND BALANCE POLICY

#### GENERAL FUND UNRESERVED FUND BALANCE POLICY

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are a crucial consideration, too, in long-term financial planning. In most cases, discussions of fund balance will properly focus on a government's general fund.

Credit rating agencies carefully monitor levels of fund balance and unreserved fund balance in a government's general fund to evaluate a government's continued creditworthiness. Likewise, laws and regulations often govern appropriate levels of fund balance and unreserved fund balance for state and local governments.

#### POLICY

The Governmental Accounting Standards Board (GASB) released Statement 54, "Fund Balance Reporting and Governmental Fund Type Definitions". This Statement is intended to improve the usefulness of the amount reported in fund balance by providing more structured classifications.

The purpose of this policy is to establish operating and reporting guidelines for the fund balances of the governmental funds for City of Florence, Texas.

The City of Florence governmental-fund financial statements will present fund balances classified in a hierarchy based on the strength of the constraints governing how those balances can be spent. These classifications are listed below in descending order of restrictiveness:

Nonspendable Fund Balance: This classification includes amounts that cannot be spent because they: (a) are not in spendable form (e.g., inventories and prepaid items); (b) are expected to be converted into cash within the current period or at all (e.g., long-term receivables); or (c) are legally or contractually required to be maintained intact (e.g., the non-spendable corpus of an endowment).

**Restricted Fund Balance**: This classification includes amounts subject to usage constraints that have either been: (a) externally imposed by creditors (e.g., through a debt covenant), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance: This classification includes amounts that are constrained to use for specific purposes pursuant to formal action of City Council. These amounts cannot be used for other purposes unless the Council removes or changes the constraints via the same a type of action used to initially commit them.

Assigned Fund Balance: This classification includes amounts intended by the City of Florence for use for a specific purpose, but which do not qualify for classification as either restricted or committed. The intent can be expressed by City Council or by a Council designee (e.g., City Auditor). This classification applies to the positive unrestricted and uncommitted fund balances of all governmental funds except the General Fund.

**Unassigned Fund Balance**: This classification applies to the residual fund balance of the General Fund and to any deficit fund balances of other governmental funds.

**Order of Spending**: Where appropriate, City of Florence will typically use restricted, committed, and/or assigned fund balances, in that order, prior to using unassigned resources, but it reserves the right to deviate from this general strategy.

**Minimum Fund Balance**: City of Florence generally aims to maintain the following minimum fund balance:

General Fund: Unassigned fund balance of approximately 2.5 to 4.5 months of budgeted expenditures for the fiscal year, to be used for unanticipated needs.

- 1. A commitment of fund balance requires formal action as to purpose but not as to amount; the latter may be determined and ratified by the Council at a later date. This is often important near year-end, when a purpose or need is known but a cost is not.
- 2. An assignment of fund balance implies intent of City Council, but operationally, the ability to implement the intent may be delegated to one or more persons.

#### **PROCEDURES**

A goal of each year's budgeting process will be to adopt a budget that maintains compliance with the stated General fund unreserved fund balanced policy.

Specific City of Florence financial conditions, economic conditions, or special initiatives may be considered reasons for temporary non-compliance with this policy.

In the event of either planned or unplanned non-compliance, it is the City of Florence's intention to take action during the annual budget process to reach compliance with two (2) annual budget cycles.

Actions in the budget process available to increase the unreserved General Fund balance may include increasing taxes decreasing spending in specific areas, dedicating one-time revenues to fund reserves, or making transfers of excess fund balances form other funds.

In the event that the level of unreserved General Fund balance is judged to be in excess of the amount acquired by this policy, the amounts over that required may be used to fund one-time, non-recurring expenditures such as acquisition of capital items. Excess fund balances will not be used to fund recurring operating expenditures.

#### XIII. CAPITAL BUDGET IMPACT ON OPERATING BUDGET

All Capital Improvement Program requests must include the operating budget impact of the request including but not limited to additional staffing, operating expenses as well as any cost savings anticipated if the request is approved and funded.

A Capital Improvement request form must be submitted with the overall capital project justification and operating expenses data. Projects without sufficient data will not be considered.

Operating expenses for capital projects will be funded on a pay-as-you-go basis for annual, recurring maintenance type expenses.

### XIV. <u>INTERNAL GUIDELINES FOR MANAGEMENT OF FEDERAL AND/OR STATE</u> <u>FUNDS</u>

All costs charged by the City of Florence must be necessary, reasonable, allowable, and allocable to all Federal and/or State grant programs received administered by the City of Florence. The City of Florence must assure that all costs are appropriate and eligible including but not limited to the following areas of concern:

- Administrative requirements Including duplication of benefits requirements, provisions related to charging pre-award costs, conflict of interest, reporting fraud, and distinction between agencies/government components, contractors, developers, and beneficiaries;
- Recordkeeping and Reporting requirements Including records retention and financial reporting requirements;
- Procurement requirements Including requirements related to bonding, insurance, suspension, and debarment;
- Contract conditions;
- Force Account Including requirements for tracking, documenting, and charging personnel costs and applicable fringe benefits and classification, purchasing, tracking, insuring, and disposing of equipment, supplies, and federally purchased tangible and intangible property;
- Contract amendments;
- Contract closeout;
- Monitoring and Quality Assurance Including requirements related to preventing fraud, waste, and abuse;

Audit - Including Single Audit or program-specific audit requirements

The following is a list of key federal and state regulations governing financial management of grant programs:

- 24 CFR § 570 Subpart I- governs the state CDBG-DR program;
- 2 CFR § 200, including all of Subpart E Cost Principles;
- Texas Grant Management Standards (TxGMS) Texas Comptroller of Public Accounts and guidance under 2 CFR § 200;
- Texas Local Government Code Chapter 171

It is the City of Florence's responsibility to be knowledgeable and compliant with these requirements to ensure the appropriate, effective, timely, and eligible use of all funds related to Federal and/or State Programs. The City of Florence is responsible for monitoring vendors and projects and compliance with applicable financial management standards, for processing payment requests for funds, and for audit review.

A cost objective is a pool of related costs, which could be related based on the City of Florence's departments, function, eligible, activity, agreement with State and/or Federal agencies or any other basis. The term is used to capture a variety of scenarios in which costs may be categorized for purposes of cost allocation or eligibility determinations.

As per of 2 CFR § 200.303, the City of Florence has established this and other written policies and procedures for internal controls and guidance documentation for responsible financial management of federal and/or state funds and include the adherence to the following:

- All federal, state, and local conflict of interest provisions, including the requirements of Texas Local Government Code Chapter 171;
- The City of Florence has an established internal control system and documented segregation of duties. Including the appropriate segregation of duties as follows:
  - o No person has complete control over every phase of a significant transaction. For example, the person who authorizes payments to contractors should not draft and issue the payment check and the person who writes a payment check should not reconcile associated bank records;
  - o Monthly bank reconciliation and/or direct deposit monthly statements are reviewed by someone who is not responsible for handling cash or issuing checks;
  - o the person issuing checks for grant expenses does not also handle payroll preparation/issuance of paychecks;
- The City of Florence will take prompt action when an instance of noncompliance is identified internally or through audit findings;

• The City of Florence takes reasonable measures to safeguard protected personally identifiable information (PII) and other information that the City of Florence considers sensitive consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality;

Per 24 CFR § 570.502, through established budgets and accounting records, the City of Florence is responsible for ensuring all Federal and/or State expenditures are authorized in an approved, documented budget and do not exceed the total budget amount and do not exceed the amount in the City of Florence's grant agreement(s).

The City of Florence will use one of two general methods available to draw federal and/or state grant funds to pay for project and vendor costs: the reimbursement method and the cash advance method.

- The reimbursement method entails a transfer of grant funds to the City of Florence based on actual expenditures already incurred by the City of Florence before it requests a draw;
- The cash advance method entails the transfer of grant funds from the federal and/or state agency based upon the City of Florence's received invoices before the actual cash disbursements have been made by the City of Florence.

The City of Florence establishes a separate account for each grant it receives. When using a cash advance basis process, the City of Florence will ensure that all received grant funding is held in an insured, interest-bearing account (2 CFR § 200.305(b)). Additionally, per the mandates of 2 CFR 200.305 Federal Payment The city may retain up to \$500 per year of interest earned on Federal funds to use for administrative expenses of the recipient or subrecipient. Any additional interest earned on Federal funds must be returned annually to the Department of Health and Human Services Payment Management System (PMS) through either the Automated Clearing House (ACH) network or a Fedwire Funds Service payment. All interest in excess of \$500 per year must be returned to PMS regardless of whether the recipient or subrecipient was paid through PMS. Instructions for returning interest can be found at <a href="https://pms.psc.gov/grant-recipients/returning-funds-interest.html">https://pms.psc.gov/grant-recipients/returning-funds-interest.html</a>.

Distinct accounting information for each grant is created. Accurate records of encumbrances/obligations against distinct line items within each grant for vendor contracts are made. Accurate records on grant awards, unobligated balances, assets, liabilities, expenditures, program income (if any) and applicable interest are kept and supported by sources documentation, including vendor contracts, invoices, and purchase orders.

Pursuant to 2 CFR § 200.302(a), the City of Florence's financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, are sufficient to permit the preparation of reports required to demonstrate compliance with general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the City of Florence's State and/or Federal grant agreement(s).

City of Florence through its annual audit process has proven effective control over, and accountability for, all funds, property, and other assets in its possession. The City of Florence makes every effort to adequately safeguard all assets and assure that they are used solely for their intended purpose.

Financial Records for all Federal and/or State grant programs include the following:

- Transaction registry documenting:
  - o All invoices associated with each Request for Payment; and
  - o Source of funds for each invoice (grant funds by activity, matching funds, and/or other funds)
- Source documentation, including the following:
  - o Copies of Requests for Payment;
  - o Addendum record of direct deposit payments;
  - o Verification of deposits;
  - o Monthly bank statements
  - o Check register/transaction ledger;
  - o Employee time sheets (as applicable);
  - o Equipment time record sheets (as applicable);
  - o Property inventory;
  - o Purchase orders, invoices, and contractor requests for payments;
  - o Electronic Transfer Form (EFT);
  - o All original source documents

The City of Florence for each grant agreement received, establishes Responsible Persons. Through resolution, the City of Florence identifies the Responsible Persons (at least 2, preferably 4 by job title) responsible for both contractual documents (executed City of Florence agreement(s), associated amendments, and various program certifications) and financial documents (requests for payment, issuance of check).

The City of Florence, where allowable by the Federal and/or State funding program, will authorize direct deposit to receive payments from the agency(ies) to post directly to the City of Florence's local bank account.

The City of Florence will ensure that there exists staff and contractor capacity necessary to manage all grant funds under its control. The City of Florence may procure a Grant administrator to assist with management of grant compliance, subject to 2CFR200 procurement guidelines and requirements.

Eligible/Allowable Costs: All costs charged to the City of Florence's grant agreement(s) will be deemed eligible as identified in each Grantor's agreement/implementation manual. Eligible costs are those that conform to the federal/state requirements, including limitations and waivers described in applicable Federal Register Notices, comply with federal cost principles, and align with all associated cross-cutting federal requirements (Davis Bacons and Related Acts, Environmental requirements, etc.) and State and Local law.

The City of Florence will assure pursuant to 2 CFR § 200.403, costs meet the following general criteria to be allowable as a charge against any Federal award:

- Costs must be necessary and reasonable for the performance of the Federal award and be allocable to that award and not to a different award;
- Costs must conform to any limitations or exclusions set forth in 2 CFR § 200 or in the Federal award as to types or amount of cost items;
- Costs must be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the City of Florence;
- Costs must be accorded consistent treatment;
  - o A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost:
- Costs must be determined in accordance with generally accepted accounting principles (GAAP);
- Costs must be adequately documented

Reasonable Costs (2 CFR § 200.404): A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining reasonableness of a given cost, consideration will be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the City of Florence or the proper and efficient performance of the State and/or Federal award;
- The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; Federal, state, local, and other laws and regulations; and terms and conditions of the State and/or Federal award;
- Market prices for comparable goods or services for the geographic area;
- Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the City of Florence, its employees, the public at large, the State Government and/or Federal Government;
- Whether the City of Florence significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the cost

The City of Florence will ensure that all grant reimbursement requests meet the definition of Allocable Costs (2 CFR § 200.405 and § 200.406) A cost is allocable to a particular grant, City of Florence agreement, vendor contract, program or other cost objective if the goods or services involved are chargeable or assignable to that cost objective in accordance with relative benefits received. This standard is met if the cost:

- Is incurred specifically for that cost objective; Benefits both that cost objective and other work of the City of Florence and can be distributed in proportions that may be approximated using reasonable methods; and
- Is necessary to the overall operation of the City of Florence and is assignable in part to the specified cost objective in accordance with 2 CFR § 200.

Any cost allocable to a particular cost objective may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the City of Florence from shifting costs that are allowable under two or more cost objectives in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then the costs may be allocated or transferred to benefited projects on any reasonable documented basis. Costs should only be charged net of all applicable credits. Applicable credits refer to those receipts or reduction-of-expenditure-type transactions that offset or reduce expense items allocable to the cost objective. Examples include:

- Purchase discounts;
- · Rebates or allowances;
- Recoveries or indemnities on losses;
- · Insurance refunds or rebates; and
- Adjustments of overpayments or erroneous charges

To the extent that such credits accruing to or received by the City of Florence relate to allowable costs, they must be credited to the State and/or Federal award either as a cost reduction or cash refund, as appropriate. These credits do not constitute program income.

The City of Florence will submit a draw request for eligible costs as often as is needed, subject to limitations in grant agreements and at least quarterly throughout the life of a project. The City of Florence will submit costs to a Grantor for draw within 60 days of receipt of invoices as allowable. The County will ensure Draw requests are submitted timely to the granting agencies.

Pursuant to 24 CFR § 570.489(c), 2 CFR § 200.305(b), and 31 CFR § 205, the City of Florence when utilizing the cash advance method will minimize the time elapsing between the transfer of funds from the Federal or State agency and the disbursement by the City of Florence for eligible costs. This period must not exceed 3 business days from the date of receipt/deposit of funds. Additionally, CHAPTER 2251. PAYMENT FOR GOODS AND SERVICES. Sec. 2251.021. of the Texas Government Code Chapter 2251 Prompt Payment Act stipulates that payment is due for goods or services 30 days from the date goods/services are received/completed, or a correct

invoice is received, whichever is later. **Invoice** in the context of this prompt payment law means a vendor's request or demand for payment. A payment is considered overdue beginning on the 31st day. A payment begins to accrue interest on the date the payment becomes overdue and the Subrecipient may be liable to pay this interest.

### **CITY OF FLORENCE**

### Agenda Summary Form

Agenda Item #:	Title:	
27	Discussion, consideration, and possible action on adopting procurement policies and procedures.	
Summary: This policy is pertaining only to procurement with funds received from federal grants. It is necessary to adopt a Federal Grant Procurement Policy and Procedures in order to apply for certain grants.		
Option (s):		
	I move to make the motion to approve the Federal Grant Procurement Policy and Procedures.	
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).	
	If you are opposed to not second the motion. If a motion is not made, the item is dead.	
Harrell:	Swope: Bivens:	
Hyde: Mayor Pro Tem Condon: Mayor Daniel:		

"Negative" motions are generally not permitted. To dispose of a business item the motion should be phrased as a positive action to take and then if the group desires not to take this action, the motion should be voted down. The exception to the rule is when a governing body is asked to take action on a request and wished to create a record as to why the denial is justified.

The City of Florence follows State of Texas and Federal 2CFR 200.318-200.327 and Appendix II to Part 200 procurement law and guidance in the purchasing and contract management of goods and services. Additional policy guidance below addresses federal purchasing requirements as required by 2 CFR 200 pertaining to the expenditure of federal grant funds.

#### A. Standards of Conduct

Public employment is a public trust. It is the policy of City of Florence to promote and balance the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by the City of Florence. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public service.

Public employees must discharge their duties impartially to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City of Florence procurement organization.

To achieve the purpose of this Article, it is essential that those doing business with City of Florence also observe the ethical standards prescribed herein.

#### Code of Ethics

- 1 <u>Personal Gain</u>. It shall be a breach of ethics to attempt to realize personal gain through public employment with the City of Florence by any conduct inconsistent with the proper discharge of the employee's duties.
- 2 <u>Influence</u>. It shall be a breach of ethics to attempt to influence any public employee of the City of Florence to breach the standards of ethical conduct set forth in this code.
- 3 <u>Conflicts of Interest.</u> It shall be a breach of ethics for any employee of the City of Florence to participate directly or indirectly in procurement when the employee knows that:
  - 1) the employee of any member of the employee's immediate family has a financial interest pertaining to the procurement.
  - 2) a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement.
  - 3) any other person, business or organization with which the employee or any members of the employee's immediate family is negotiating or has an

arrangement concerning prospective employment is involved in the procurement.

- 4 Gratuities. It shall be a breach of ethics to offer, give or agree to give any employee or former employee of the City of Florence, or for any employee or former employee of the City of Florence to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, requesting for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefore pending before this local government.
- <u>Kickbacks.</u> It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the City of Florence, or any person associated therewith, as an inducement for the award of a subcontract or order.
- 6 <u>Contract Clause.</u> The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation, therefore.
- 7 <u>Confidential Information.</u> It shall be a breach of ethics for any employee or former employee of the City of Florence knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.
- 8 The non-Federal entity's procedures must avoid the acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- 9 The non-federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and condition of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.214.
- 10 The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and basis for the contract price.

- 11 (1) The Non-Federal entity may use a time-and-material type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:
  - (i) The actual cost of materials; and
  - (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
  - (2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- 12 The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

#### Competition

All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and §200.320.

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;

- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

- (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
- (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

#### **Five Methods for Procuring with Federal Funds**

2 CFR § 200.320 provides for five methods that must be used when making purchases with Federal funds. In some cases, these Federal methods are more restrictive than State requirements; in other cases, the State requirements are more restrictive than these Federal methods. In all cases, the City of Florence affirms the more restrictive requirements or methods must be followed when making purchases with Federal funds.

The type of purchase method and procedures required depend on the cost (and type, in some cases) of the item(s) or services being purchased.

- Micro-purchases
- Small purchase procedures
- Sealed bids
- Competitive proposals
- Noncompetitive proposals (sole source)

#### Micro-Purchases (Purchases up to \$3,000.00)

Federal methods provide for procurement by *micro-purchase*. *Micro-purchase* is defined in 2 CFR § 200.320(a) as a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed \$3,000.00. The micro-purchase method is used in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.

The City of Florence utilizes the micro-purchases method for acquiring supplies or services that do not exceed an aggregate amount of \$3,000.00 if the price is reasonable. The program manager responsible for the Federal award determines if the price is reasonable.

Quotes are not required but encouraged. If quotes are obtained for items under \$3,500.00, they should be kept in the department and attached to the requisition.

#### Small Purchase Procedures (Purchases between \$3,000.01 and \$149,999.99 in the Aggregate)

The Federal threshold for small purchase procedures is \$150,000. 2 CFR § 200.320(b).

Small purchase procedures (as defined in 2 CFR § 200.320[b]) may be used in those relatively simple and informal procurement methods for securing non-personal contracted services, supplies, or other property that do not cost more than \$149,999.99.

For purchases funded from <u>local funds</u>, to obtain the most competitive price, the City of Florence, may, at its option, obtain price quotes for items costing less than \$150,000. Unlike the mandatory competitive procurement described for purchases over \$150,000, if an item to be paid from local

funds costs less than \$150,000, the City of Florence may utilize price quotations or competitive procurement process (purchasing cooperatives, sole source, an existing RFP/bid or a new RFP/bid) to stimulate competition and to attempt to receive the most favorable pricing.

However, if using <u>State or Federal funds</u> to purchase goods or services, *price or rate quotations must be obtained* from an adequate number of qualified sources for all purchases between \$3,000.01 and \$49,999.99 or use the competitive procurement process. The City of Florence must obtain more than one price or rate quote unless using a purchasing cooperative, existing Bid/RFP or sole source vendor, in which case, the prices have already been awarded. If purchasing from a purchasing cooperative or existing Bid/RFP, the departments can elect to obtain only one quote to purchase the goods or services although it is recommended to obtain more than one quote. Such price or rate quotations may be obtained orally and/or documented in writing, and the City of Florence must demonstrate that price or rate quotations were obtained from an adequate number of qualified sources.

#### Purchases \$150,000 or More in the Aggregate

According to Texas law, one of the following competitive methods must be used for purchases of \$150,000 or more in the aggregate:

- (1) competitive bidding for services other than construction services;
- (2) competitive sealed proposals, for services other than construction services;
- (3) a request for proposals, for services other than construction services;
- (4) an interlocal contract;
- (5) a method provided by Chapter 2269, Government Code, for construction services;
- (6) the reverse auction procedure as defined by Section 2155.062(d), Government Code; or
- (7) the formation of a political subdivision corporation under Section 304.001, Local Government Code.

In addition, one of the three following methods must be used, depending on the circumstance described below, when purchasing with Federal funds: sealed bids (formal advertising); competitive proposals; or noncompetitive proposals (sole source).

Sealed Bids (Formal Advertising)

Bids are publicly solicited and a *firm fixed-price contract* (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the following conditions apply:

• A complete, adequate, and realistic specification or purchase description is available;

- Two or more responsible bidders are willing and able to compete effectively for the business; and
- The procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids. The invitation for bids must be publicly advertised.
- The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond.
- All bids will be opened at the time and place prescribed in the invitation for bids. The bids must be opened publicly.
- A firm fixed-price contract award must be made in writing to the lowest responsive and responsible bidder.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

#### **Competitive Proposals**

A competitive proposal is normally used with more than one source submitting an offer, and either a *fixed price* or a *cost-reimbursement* type contract is awarded. (A *cost reimbursement contract* reimburses the contractor for actual costs incurred to carry out the contract.) Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- Requests for proposals must be publicized and must identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
- Proposals must be solicited from an adequate number of qualified sources.
- The City of Florence must have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
- Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

When using Federal funds, the City of Florence may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used when using Federal funds only when one or more of the following circumstances apply:

- The item is available only from a single source and an equivalent cannot be substituted. This must be documented.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- After solicitation of a number of sources, competition is determined inadequate.

Additionally, *State* requirements related to sole source purchasing are, in some ways, more restrictive. In addition to the Federal requirements above, sole source purchases must meet established criteria:

- Identification and confirmation that competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process or monopoly;
- A film, manuscript, or book;
- A utility service, including electricity, gas, or water; and
- A captive replacement part or component for equipment.

According to State requirements, sole source does not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of \$15,000.

In this case, the City of Florence must document why only this product can meet their needs and that it is not available from any other vendor. In all cases, the City of Florence will obtain and

retain documentation from the vendor which clearly delineates the reasons which qualify the purchase to be made on a sole source basis.

### Contracting with Historically Underutilized Businesses (HUB), Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Firms

The City of Florence will take all necessary steps to affirmatively assure HUBs, small and minority businesses, women's business enterprises, and labor surplus firms are notified of bidding opportunities and utilized whenever possible. Affirmative steps will include the following:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- Require the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in parts (1)-(5) above.

#### **Domestic preferences for procurements.**

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

"Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

"Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

#### Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

#### Cost/Price Analysis for Federal Procurements in Excess of \$150,000

In accordance with the requirements in 2 CFR § 200.324, the City of Florence will make independent estimates of the goods or services being procured before receiving bids or proposals to get an estimate of how much the goods and services are valued in the current market.

To accomplish this, before bids and proposals are received, the City of Florence conducts either a price analysis or a cost analysis, depending on the type of contract, in connection with every procurement with Federal funds in excess of \$150,000. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the City of Florence will come to an independent estimate prior to receiving bids or proposals, 2 CFR § 200.324(a).

Accordingly, the City of Florence performs a cost or price analysis in connection with every Federal procurement action in excess of \$150,000, including contract modifications, as follows:

Cost Analysis → Non-competitive Contracts: A cost analysis involves a review of proposed costs by expense category, and the Federal cost principles apply, which includes an analysis of whether the costs are allowable, allocable, reasonable, and necessary to carry out the contracted services. In general,

- A cost analysis must be used for all non-competitive contracts, including sole source contracts.
- The Federal cost principles apply.
- All *non-competitive contracts* must also be awarded and paid on a *cost-reimbursement basis*, and not on a fixed-price basis.
- In a cost-reimbursement contract, the contractor is reimbursed for reasonable actual costs incurred to carry out the contract.
- Profit must be negotiated as a separate element of the price in all cases where there
  is no competition.

When performing a *cost* analysis, the City of Florence negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work, 2 CFR § 200.323(b).

Price Analysis → Competitive Contracts: A *price* analysis determines if the lump sum price is fair and reasonable based on current market value for comparable products or services. In general,

- A price analysis can only be used with competitive contracts and is usually used with fixed-price contracts. It cannot be used with non-competitive contracts.
- Compliance with the Federal cost principles is not required for fixed-price contracts, but total costs must be reasonable in comparison to current market value for comparable products or services.
- A competitive contract may be awarded on a fixed-price basis or on a cost-reimbursement basis. If awarded on a cost-reimbursement basis, the Federal cost principles apply and costs are approved by expense category, and not a lump sum.

Costs or prices based on *estimated* costs for contracts are allowable only to the extent that costs incurred, or cost estimates included in negotiated prices would be allowable costs under the Federal cost principles.

#### Federal awarding agency or pass-through entity review.

The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item

or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

- (1) The Non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
- (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
- (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis.

The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific

policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

#### **Bonding requirements.**

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

#### **Contract Administration**

The City of Florence maintains the following oversights to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders, 2 CFR § 200.318(b). The program manager/director of the Federal award is responsible for monitoring contractor performance. The manager/director will compare actual performance of contract against projected performance and have the contractor explain any differences. They may also compare fees paid to date to contractor versus how far along the contractor is in performing the contractual duties. The manager/director may establish surveys of those directly benefitted by the contractor's work for feedback purposes.

To ensure proper administration of contracts and any subgrants that may be awarded by the City of Florence, the City of Florence uses the following guidelines to determine whether each

agreement it makes for the disbursement of Federal funds is a *contract*, whereby funds are awarded to a *contractor*, or a *subaward*, whereby funds are awarded to a *subrecipient*. The substance of the relationship is more important than the form of the written agreement, 2 CFR § 200.330.

#### Subawards/Subgrants

A *subaward/subgrant* is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. The City of Florence determines who is eligible to receive what Federal assistance, and a *sub recipient/subgrantee*:

- Has its performance measured in relation to whether objectives of a Federal program are met
- Has responsibility for programmatic decision making
- Is responsible for adhering to applicable Federal program requirements, and
- In accordance with the subgrant agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the City of Florence.

#### **Contracts**

A contract is for the purpose of obtaining goods or services for the City of Florence 's own use and creates a procurement relationship with the contractor.

#### A contractor:

- Provides goods and services within normal business operations
- Provides similar goods or services to many different purchasers
- Normally operates in a competitive environment
- Provides goods or services that are ancillary to the operation of the Federal program, and
- Is not subject to compliance requirements of the Federal program as a result of the contract, though similar requirements may apply for other reasons

#### **Documentation for Contracts**

The City of Florence maintains the following written documentation, at a minimum, for each contract paid with Federal funds:

1. A copy of the written, signed contract/agreement for services to be performed

- 2. The rationale or procedure for selecting a particular contractor
- 3. Evidence the contract was made only to a contractor or consultant possessing the ability to perform successfully under the terms and conditions of the contract or procurement
- 4. Records on the services performed date of service, purpose of service ensuring that services are consistent and satisfactorily performed as described in the signed contract or purchase order
- 5. Documentation that the contractor was not paid before services were performed, and
- 6. Records of all payments made (such as a spreadsheet or report generated from the general ledger), including the total amount paid to the contractor

#### **Payment Only After Services Are Performed**

For both State and Federally funded contracts, it is not permissible under Texas law to pay a contractor or consultant in *advance* of performing services. Advance payment to contractors is considered "lending credit" to the contractor and is prohibited under the *Texas Constitution*, Article 3, §§ 50 and 52. For ongoing services that occur monthly, payment can be made at the end of every month (based on a proper invoice submitted by the contractor and verification of work performed) for services performed during the month, or some other similar arrangement.

Consultants and contractors will not be paid without having a properly signed and dated contract or other written agreement in place which clearly defines the scope of work to be performed, the beginning and ending dates of the contract, and the agreed-upon price. The contract should also include a description of the payment procedures.

Upon performance of services (at contract milestones or upon completion of services), the contractor is required to submit an *invoice* to the City of Florence that contains at a minimum the following:

- a clear identification of the contractor/consultant, including name and mailing address
- a corresponding contract (or written agreement) number, if applicable
- the dates (beginning and ending date) during which the services were performed (i.e., billing period)
- a description of the services/activities completed during the billing period
- the total amount due to the contractor for the billing period

By submitting a properly-prepared invoice, the contractor is certifying that it is true and correct.

#### **Verification of Receipt of Goods and Services Provided by Contractors**

If the purpose of the contract or purchase order is to deliver goods, the City of Florence will designate the appropriate staff to verify that the quantity and quality of goods were as specified in the contract/purchase order. The receiving report and procedures used in all other State/local purchases will be used for all Federal purchases.

If the purpose of the contract is to purchase services, the contract manager along with the City Mayor will verify that the quality and scope of services were received as specified in the contract.

#### **Prompt Payment to Vendors/Contractors**

The City of Florence pays all vendors/contractors within thirty (30) days of receipt of a proper invoice and the receipt of the goods or services in accordance with the <u>Texas Prompt Payment Act</u>. Government Code, Chapter 2251, Subchapter A, for all contractors, and Property Code, Chapter 28 for Construction Contractors.

#### **Suspension and Debarment**

The City of Florence will ensure, prior to award, that all contractors have met all the eligibility requirements outlined in state and Federal law. The following steps will be taken to ensure contractor eligibility for all services procured.

- Contractors: All contractors, including professional consulting and engineering firms, must be cleared via a search of the Federal System of Award Management ('SAM') to ensure the contractor is in good standing and has not been debarred. The SAM portal can be found here: https://sam.gov/SAM/pages/public/searchRecords/search.jsf.
- Subcontractors: Subrecipients must notify the selected prime contractors that it is the sole responsibility of the prime contractor to verify subcontractor eligibility based on factors such as past performance, proof of liability insurance, possession of a federal tax number, debarment, and state licensing requirements.

### **CITY OF FLORENCE**

### Agenda Summary Form

Agenda Item #:	Title:
28	Discussion, consideration, and possible action on changing future January council meeting dates to the second Tuesday of the month.
	City to adopt changing all future January council meetings to be moved to the second f can post the meeting and prepare.
Option (s):	
Option (s):	
	I move to make the motion to change future January council meeting dates to the second Tuesday of the month.
	I move to make the motion to table discussion regarding this agenda item, for the reason to move the discussion to (insert date).
	If you are opposed to not second the motion. If a motion is not made, the item is dead.
Harrell:	_ Swope: Bivens:
Hyde:	Mayor Pro Tem Condon: Mayor Daniel:

"Negative" motions are generally not permitted. To dispose of a business item the motion should be phrased as a positive action to take and then if the group desires not to take this action, the motion should be voted down. The exception to the rule is when a governing body is asked to take action on a request and wished to create a record as to why the denial is justified.

### **CITY OF FLORENCE**

### Agenda Summary Form

1		
Agenda Item #:	Title:	
29	Discussion, consideration, and possible action on date and time of the next regular Council meeting and/or called meetings.	
Summary: The second Tuesday of January is January 13, 2026. It may be necessary to hold a special meeting the week of December 15, to address any additional items that may arise before the end of the year.		
Option (s):		
	If you are opposed to not second the motion. If a motion is not made, the item is dead.	
Harrell:	Swope: Bivens:	
Hyde: N	Mayor Pro Tem Condon: Mayor Daniel:	

"Negative" motions are generally not permitted. To dispose of a business item the motion should be phrased as a positive action to take and then if the group desires not to take this action, the motion should be voted down. The exception to the rule is when a governing body is asked to take action on a request and wished to create a record as to why the denial is justified.