



## CITY COUNCIL REGULAR MEETING

Monday, June 08, 2026 at 6:30 PM  
City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

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### PUBLIC NOTICE OF MEETING

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**The following item will be addressed at this or any other meeting of the city council upon the request of the mayor, any member(s) of council and/or the city attorney:**

*Announcement by the mayor that council will retire into closed session for consultation with city attorney on matters in which the duty of the attorney to the city council under the Texas disciplinary rules of professional conduct of the state bar of Texas clearly conflicts with the open meetings act (title 5, chapter 551, section 551.071(2) of the Texas government code).*

**(All matters listed under the consent agenda item are routine by the city council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.)**

### AGENDA

*Council will consider/discuss the following items and take any action deemed necessary.*

#### MEETING PROCEDURE

***Public notice is hereby given that the City Council of the City of Port Lavaca, Texas, will hold a regular meeting Monday, June 08, 2026 beginning at 6:30 p.m., at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas to consider the following items of business.***

***[After publication, any information in a council packet is subject to change during the meeting]***

*The meeting will also be available via the video conferencing application "Zoom",*

*Join Zoom Meeting:*

<https://us02web.zoom.us/j/86816595066?pwd=FXavMyYElzCr11lWDah3obNOB70Ob9.1>

*Meeting ID: 868 1659 5066*

*Passcode: 880893*

*Dial by your location+1346 248 7799 US (Houston)*

**I. ROLL CALL AND CALL TO ORDER****II. PLEDGE OF ALLEGIANCE AND INVOCATION****III. MEETING SAFETY BRIEFING (911 \_\_\_\_, AED \_\_\_\_, EVAC \_\_\_\_, CPR \_\_\_\_, SAFETY \_\_\_\_)****IV. REVIEW OF VISION AND MISSION STATEMENT****Our Vision**

The Mayor and the City Council envision a friendly town on Lavaca Bay where economic and recreational opportunities abound, providing for a wonderful quality of life for both citizens and tourists, rich in history and looking toward a vibrant future!

**Our Mission**

Our mission is to make Port Lavaca a desirable place to live through high-quality services, responsible use of public resources, and a progressive approach to community development. With enthusiasm, integrity, and vision, we will maintain a safe environment and continually improve the quality of life for all citizens.

**V. PRESENTATION(S)****VI. COMMENTS FROM THE PUBLIC**

*(Limited to 3 minutes per individual unless permission to speak longer is received in advance. You may make public comments as you would at a meeting by logging on with your computer and using "Join Zoom Meeting" information on first page of this agenda).*

**VII. CONSENT AGENDA - Council will consider/discuss the following items and take any action deemed necessary**

A. Minutes of May 05, 2026 Special Meeting

B. Minutes of May 11, 2026 Regular Meeting

C. Minutes of May 12, 2026 Special Meeting

D. Minutes of May 18, 2026 Workshop Session

E. Review of Credit Card Statement

F. Receive Monthly Financial Highlight Report

G. Receive Employee Training Review Acknowledgment report ending 05.31.2026

H. Receive Office of Court Administrators (OCA) Monthly report ending 05.31.2026

I. Receive Victoria Economic Development Corporation (VEDC) Monthly Report

J. Resolution No. R-060826-1 Budgetary and Financial Management Policies 2026-27 FY

K. Resolution No. R-060826-2 Investment Policy and Strategy Annual Review

**VIII. ACTION ITEMS** - *Council will consider/discuss the following items and take any action deemed necessary*

1. Call annual corporate meeting to order for Port Lavaca Channel & Dock Company and consider and take any action deemed necessary for adoption of unanimous written consent. Presenter is Anne Marie Odefey
2. Call annual corporate meeting to order for Clement Cove Harbor Company and consider and take any action deemed necessary for adoption of unanimous written consent. Presenter is Anne Marie Odefey
3. Consider appointment and/or re-appointment of member(s) to Recreation and Parks Board to fill a vacancy for a new two-year term. Presenter is Wayne Shaffer
4. Consider appointment and/or re-appointment of member(s) to the Building and Standards Commission to fill a vacancy and/or start a new term of two (2) years. Presenter is Derrick Smith
5. Consider the appointment of new member to the Port Lavaca Housing Authority Board of Commissioners to fill a vacancy. Presenter is Mandy Grant
6. Consider approval of new plan options for the 2026-2027 Fiscal Year with Texas Municipal League (TML) Intergovernmental Employee Benefits Pool related to the City's Group Health Insurance Coverage. Presenter is Brittney Hogan
7. Consider Resolution No. R-060826-3 of the City of Port Lavaca to authorize submission of a Texas Department of Transportation (TxDOT) Maritime Grant application. Presenter is Wayne Shaffer
8. Consider Second and Final reading of an Ordinance (S-3-26) of the City of Port Lavaca for amendment(s) to the Base Ordinance S-4-25 for 2025-2026 fiscal year budget; providing for Budget Amendment(s); providing for severability, providing a repealing clause; and providing an effective date. Presenter is Brittney Hogan
9. Consider First reading of an Ordinance (G-7-26) of the City of Port Lavaca amending the Code of Ordinances, Appendix A - Fees, Rates and Changes; Chapter 24 Law Enforcement; and providing an effective date. Presenter is Karen Neal
10. Consider First reading of an Ordinance (G-8-26) of the City of Port Lavaca amending the Code of Ordinances codified and described in the City of Port Lavaca's Code of Ordinances as Part I, Chapter 2 Administration, Article V Finance, Division 1 Generally, Sec. 2-126 Credit Card Convenience Fee; providing for purpose of ordinance, providing for severability; providing a repealing clause; and providing an effective date. Presenter is Brittney Hogan
11. Consider award of construction contract for the Restoration of Restrooms project at the Nautical Landings Building. Presenter is Derrick Smith
12. Consider authorizing City Manager to award a construction contract to replace storefront windows on the west side of City Hall up to a maximum dollar amount designated by Council. Presenter is Derrick Smith
13. Consider and take action on removal of Interim designation of City Manager. Presenter is Mayor De La Garza

14. Consider appointment of a Municipal Court Judge in accordance with Section 6.03 of the City's Home Rule Charter to serve a new term of two (2) years and for Council to determine compensation. Presenter is Anne Marie Odefey
15. Closed Session: As authorized by and subject to the applicable provisions of law, including but not limited to the Texas Government Code, Chapter 551, Open Meetings Act, the following topic(s) may be considered in Closed Session:
- Section 551.071 Consultation with City Attorney
  - Section 551.072 Real Property Transactions
  - Section 551.074 Personnel Matters (Municipal Court Judge, if necessary)
  - Section 551.087 Economic Development Negotiations
16. Return to Open Session and take any action deemed necessary with regard to matters in closed session.

**IX. COMMENTS FROM THE MAYOR, COUNCIL MEMBERS AND CITY MANAGER**

**X. ADJOURNMENT**

**CERTIFICATION OF POSTING NOTICE**

This is to certify that the above notice of a regular meeting of The City Council of The City of Port Lavaca, scheduled for **Monday, June 08, 2026**, beginning at 6:30 p.m., was posted at city hall, easily accessible to the public, as of **5:00 p.m. Tuesday, June 02, 2026**.

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**Mandy Grant**, *City Secretary*

**ADA NOTICE**

The Port Lavaca City Hall and Council Chambers are wheelchair accessible. Access to the building is available at the primary north entrance facing Mahan Street. Special parking spaces are located in the Mahan Street parking area. In compliance with the Americans with Disabilities Act, the City of Port Lavaca will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact City Secretary Mandy Grant at (361) 552-9793 Ext. 230 for assistance.

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# **COMMUNICATION**

**SUBJECT:** Minutes of May 05, 2026 Special Meeting

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**INFORMATION:**



# CITY COUNCIL SPECIAL MEETING

Tuesday, May 05, 2026 at 5:30 PM

City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

## MINUTES

STATE OF TEXAS §  
COUNTY OF CALHOUN §  
CITY OF PORT LAVACA §

On this the 5<sup>th</sup> day of May, 2026, the City Council of the City of Port Lavaca, Texas, convened in a special meeting at 5:30 p.m. at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas, with the following members in attendance:

### I. ROLL CALL

- |                    |   |
|--------------------|---|
| Jack Whitlow       | Mayor                                   |
| Daniel Aguirre     | Councilman, District 1                  |
| Tim Dent           | Councilman, District 2                  |
| Vacant Seat        | Councilmember, District 3               |
| Rosie G. Padron    | Councilwoman, District 4, Mayor Pro Tem |
| Rose Bland-Stewart | Councilman, District 5                  |
| Justin Burke       | Councilman, District 6                  |

And with the following absent:

None

## CITY COUNCIL SPECIAL MEETING

### II. CALL TO ORDER

- Mayor Whitlow called the meeting to order at 5:35 p.m. and presided.

### III. COMMENTS FROM THE PUBLIC

*(Limited to 3 minutes per individual unless permission to speak longer is received in advance. You may make public comments as you would at a meeting by logging on with your computer and using "Join Zoom Meeting" information on first page of this agenda).*

- Mayor Whitlow asked for comments from the public and there were none.

### IV. ACTION ITEMS - *Council will consider/discuss the following items and take any action deemed necessary.*

1. **Announcement by Mayor that City Council will retire into closed session:**
  - **To discuss Personnel matters in accordance with Title 5, Section 551.074 of the Texas Government Code (to discuss the appointment, employment, evaluation, duties and responsibilities, reassignment, discipline, or dismissal of an officer or employee, or to hear a complaint or charge against an officer or employee: [Chief of Police]).**

Mayor Whitlow announced that Council would retire into closed session at 5:37 p.m.

2. **Return to Open Session and take any action deemed necessary with regard to matters in closed session. Presenter is Mayor Whitlow**

Mayor Whitlow announced that Council was back in open session at 6:50 p.m.

No action necessary and none taken.

**V. ADJOURN SPECIAL MEETING**

Mayor Whitlow asked for motion to adjourn.

Motion made by Councilwoman District 4 (Mayor Pro Tem) Padron

Seconded by Councilwoman District 5 Bland-Stewart

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

\_\_\_\_\_  
Jack Whitlow, Mayor

\_\_\_\_\_  
Mandy Grant, City Secretary

# **COMMUNICATION**

**SUBJECT:** Minutes of May 11, 2026 Regular Meeting

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## **INFORMATION:**



# CITY COUNCIL REGULAR MEETING

Monday, May 11, 2026 at 6:30 PM

City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

## MINUTES

STATE OF TEXAS §  
COUNTY OF CALHOUN §  
CITY OF PORT LAVACA §

On this the 11th day of May 2026, the City Council of the City of Port Lavaca, Texas, convened in a regular session at 6:30 p.m. at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas, with the following members in attendance:

### I. ROLL CALL

- |                    |   |
|--------------------|---|
| Jack Whitlow       | Mayor                                   |
| Daniel Aguirre     | Councilman, District 1                  |
| Tim Dent           | Councilman, District 2                  |
| Vacant Seat        | Council Member District 3               |
| Rosie G. Padron    | Councilwoman, District 4, Mayor Pro Tem |
| Rose Bland-Stewart | Councilwoman, District 5                |
| Justin Burke       | Councilman, District 6                  |

Duly Elected Officials starting new terms:

- |                              |                          |
|------------------------------|--------------------------|
| Luis De La Garza             | Mayor                    |
| Daniel Aguirre               | Councilman, District 1   |
| Mary Elizabeth "Sissy" Rigby | Councilwoman, District 3 |

And with the following absent: None

Constituting a quorum for the transaction of business, at which time the following business was transacted:

### II. CALL TO ORDER

- Mayor Whitlow called the meeting to order at 6:35 p.m. and presided.

### III. INVOCATION

- Jim Ward, Former Councilmember gave the invocation.

### IV. PLEDGE OF ALLEGIANCE

- Mayor Whitlow – Pledge of Allegiance.

**V. PRESENTATION(S)**

- Employee Service Awards:
  - Carey Justice            5 Years – Public Works Department
  - Roel Rodriguez         5 Years – Public Works Department
  
- Public Service Award:
  - Allen Tippit    Council Member District 3    May 2020 to December 2025
  
- Proclamations by the Mayor:
  - May is Motorcycle Awareness Month
  - National Police Week is May 10 – 16, 2026
  - National Public Works Week is May 17 – 23, 2026 “Rooted in Service, Powered by Community”

**VI. COMMENTS FROM THE PUBLIC** - *Limited to 3 minutes per individual unless permission to speak longer is received in advance. You may make public comments as you would at a meeting on Zoom by logging on with your computer and/or smart phone as described in the zoom invitation below or on Facebook Live through the comment section, which will be monitored and answered. As appropriate.*

- Mayor asked for comments from the public and the following citizens spoke:
  - Angela L. Phelps, 201 N. Colorado St., Port Lavaca, TX, City Business and New Mayor
  - Jim Ward, Bonham St., Port Lavaca, TX, support for Acting Chief of Police
  - Augustine Riojas, Port Lavaca, TX, support for Acting Chief of Police

**VII. CONSENT AGENDA** - *Council will consider/discuss the following items and take any action deemed necessary*

- A. Minutes of April 13, 2026 Regular Meeting**
- B. Minutes of April 20, 2026 Joint Workshop with Planning Board**
- C. Minutes of April 21, 2026 Joint Workshop with Planning Board**
- D. Review of Credit Card Statement**
- E. Receive Monthly Financial Highlight Report**
- F. Receive Employee Training Review Acknowledgment report ending 04.28.2026**
- G. Receive Office of Court Administrators (OCA) Monthly report ending 04.28.2026**
- H. Review Quarterly Investment Report (12.11.2025 thru 03.31.2026)**
- I. Review Development Services Quarterly Report 07.01.2026 thru 09.30.2025**
- J. Receive Victoria Economic Development Corporation (VEDC) Monthly Report**
- K. Receive Flyer for Spring Cleanup scheduled for May 15 and 16, 2026**

Motion made by Councilman District 6 Burke

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

THAT, in accordance with recommendation of staff, Council hereby approves all consent agenda items as listed.

Seconded by Councilwoman District 5 Bland-Stewart

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

**VIII. ACTION ITEMS** - (Council will consider/discuss the following items and take any action deemed necessary)

**1. Canvass returns of the May 02, 2026 City of Port Lavaca General Officers Election.  
Presenter is Mayor Whitlow**

Records and materials regarding the May 02, 2026 General Election were presented by City Secretary Grant, to canvass the votes. The Canvassing Committee was formed of Councilwoman District 4 (Mayor Pro Tem) Padron and Councilwoman District 5 Bland-Stewart. Completed Election Tally Books were distributed to the Committee in order to validate the vote count to the canvassing document as follows:

**MAYOR OF THE CITY** (*Alcalde de la Ciudad*)

Candidate (Candidato)	Early Voting (Votando Temprano)	Election Day (Dia de Elección)	Total Votes (Votos Total)
<b>Jack Whitlow</b>	155	59	214
<b>Luis De La Garza</b>	316	143	459
Total Votes Cast Mayor	471	202	673

**COUNCIL MEMBER DISTRICT NO. 1** (*Miembro del Conséjo, Distrito No. 1*)

Candidate (Candidato)	Early Voting (Votando Temprano)	Election Day (Dia de Elección)	Total Votes (Votos Total)
Daniel Aguirre	44	16	60
Total Votes Cast #1	44	16	60

**COUNCIL MEMBER DISTRICT NO. 3** (*Miembro del Conséjo, Distrito No. 3*)

Candidate (Candidato)	Early Voting (Votando Temprano)	Election Day (Dia de Elección)	Total Votes (Votos Total)
Mary E. "Sissy" Rigby	31	18	49
Total Votes Cast #3	31	18	49

Councilwoman Bland-Stewart and Councilwoman Padron both agreed that the elections tally book had the same number of votes for each candidate as established in the canvassing document presented by City Secretary Grant. It was noted that two provisional ballots had been counted previously for Luis De La Garza; however, the Elections Administrator confirmed that both ballots were cast by persons not registered to vote in this election.

No action necessary and none taken.

2. **Consider Resolution No. R-051126-1E certifying the May 02, 2026 General Election returns and declaring candidates elected. Presenter is Mandy Grant**

Motion made by Councilman District 2 Dent

WHEREAS, the returns of the May 02, 2026 election were canvassed at the regular city council meeting held on Monday, May 11, 2026, at 6:30 p.m., with the following results:

WHEREAS, there came on to be considered the returns of an election held the 2<sup>nd</sup> day of May, 2026, for the purpose of electing the hereinafter named officials; and

WHEREAS, it appearing from said returns duly and legally made, that six hundred seventy-three (673) valid ballots were cast; and

WHEREAS, that each of the candidates in said election received the votes set out hereinabove:

**MAYOR OF THE CITY** (*Alcalde de la Ciudad*)

Candidate (Candidato)	Early Voting (Votando Temprano)	Election Day (Dia de Elección)	Total Votes (Votos Total)
<b>Jack Whitlow</b>	155	59	214
<b>Luis De La Garza</b>	316	143	459
Total Votes Cast Mayor	471	202	673

**COUNCIL MEMBER DISTRICT NO. 1** (*Miembro del Conséjo, Distrito No. 1*)

Candidate (Candidato)	Early Voting (Votando Temprano)	Election Day (Dia de Elección)	Total Votes (Votos Total)
Daniel Aguirre	44	16	60
Total Votes Cast #1	44	16	60

**COUNCIL MEMBER DISTRICT NO. 3** (*Miembro del Conséjo, Distrito No. 3*)

Candidate (Candidato)	Early Voting (Votando Temprano)	Election Day (Dia de Elección)	Total Votes (Votos Total)
Mary E. "Sissy" Rigby	31	18	49
Total Votes Cast #3	31	18	49

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

THAT, Luis De La Garza was duly elected as Mayor; Daniel Aguirre was duly elected Council Member, District One (1); and Mary Elizabeth "Sissy" Rigby was duly elected Council Member, District Three (3) of the City of Port Lavaca, Texas, at said election, and are hereby declared duly elected to said

office, subject to executing the Statement of Officer and taking the Oath of Office as provided by the laws of the State of Texas.

Seconded by Councilman District 6 Burke

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

3. **Administer Oaths of Office and issue Certificates of Election to newly elected officials to the Port Lavaca City Council to-wit: Luis De La Garza as Mayor to serve a new term of two (2) years; Daniel Aguirre representing District 1; and Mary Elizabeth “Sissy” Rigby representing District 3; to each serve a new term of three (3) years. Presenter is Mandy Grant**

City Secretary Grant administered the Statement of Elected Official, Oath of Office and Certificate of Election signed by the Mayor, to the following newly elected officials:

- Luis De La Garza, Mayor, At-large Districts, for a term of 2 years; and
- Daniel Aguirre, Council Member, Single District One (1), for a term of 3 years; and
- Mary Elizabeth “Sissy” Rigby, Council Member, Single District Three (3), for a term of 3 years.

No action necessary and none taken.

4. **Consider election of Mayor Pro Tem by Council Members in accordance with Section 3.04 of the City of Port Lavaca Home Rule Charter. Presenter is Mandy Grant**

*Section 3.04 of the City of Port Lavaca Home Rule Charter:*

*“The Mayor Pro Tem shall be selected by the Council at the first regular meeting after each General Election, or upon a vacancy in the office of Mayor Pro Tem, from among the members of the Council and shall perform all duties of the Mayor in the Mayor’s absence or disability but shall vote as a Council Member.”*

Mayor De La Garza opened the floor for nominations.

Councilman District 2 Dent nominated Councilwoman Rosie Padron

Councilman District 1 Aguirre seconded Dent’s nomination.

Mayor De La Garza asked for more nominations and there being none, asked for a vote.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

THAT, in accordance with Section 3.04 of the City of Port Lavaca Home Rule Charter, Councilwoman Rosie Padron be elected to the office of Mayor Pro Tem and shall perform all duties of the Mayor in the Mayor's absence or disability, but shall vote as a Council Member, effective immediately.

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 3 Rigby, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

5. **Consider appointment/reappointment of member(s) to the Planning Board to fill a vacancy and/or start a new term of two (2) years. Presenter is Derrick Smith**

Development Services Director Smith advised Council that the terms of four (4) Planning Board members will expire in June 2026: The Board Members are Justin Weaver (Chairman), Cynthia Escalera, Melinda "Lindy" Cain and Steve Butler. Mr. Weaver currently serves as Chairman and is recognized for his leadership and longstanding service to the community.

All four (4) members have expressed interest in being considered for reappointment to another full term. Each member continues to provide valuable insight and contributes meaningfully to the function and effectiveness of the Planning Board. There are no established term limits for Planning Board members, and each full term is for a period of two (2) years.

Motion made by Councilwoman District 4 (Mayor Pro Tem) Padron

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

THAT, in accordance with recommendation of staff, Council hereby reappoints Justin Weaver, Steve Butler, Melinda Cain and Cynthia Escalera to a new two-year term.

Seconded by Councilman District 2 Dent

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 3 Rigby, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

6. **Consider approval of Professional Services Contract with Azavar for Franchise Fee Compliance and Utility Payables. Presenter is Brittney Hogan**

Finance Director Hogan advised Council that the City's last Franchise Fee compliance audit and comprehensive review of utility payables was completed in 2016. Given the length of time since that review, there is a significant opportunity to identify uncollected or underreported revenues and ensure all agreements remain current and aligned with today's regulatory and economic environment.

Azavar, a Texas Municipal League (TML)-recommended firm and the City's current provider for Sales Tax Analytics, specializes in uncovering revenue discrepancies and strengthening municipal revenue

streams. Conducting this compliance review will help ensure the City is capturing all eligible revenue while also improving the accuracy of revenue projections for future budget cycles.

Azavar will be paid on a contingency basis only for the compliance review. The firm will conduct the compliance review at no cost unless discrepancies are identified. If no payment errors are found, the City incurs no fee. For any verified findings that the City elects to implement, Azavar will be compensated at a rate of thirty-nine (39) percent of the resulting new revenues, cost savings, or recovered funds.

Motion made by Councilman District 2 Dent

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

THAT, in accordance with recommendation of staff, Council hereby approves a Professional Services Contract with Azavar for Franchise Fee Compliance and Utility Payables, with Tiered Pricing added.

BE IT FURTHER RESOLVED, THAT the Mayor is hereby authorized to execute all instruments necessary to affect such agreement.

Seconded by Councilwoman District 5 Bland-Stewart

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 3 Rigby, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

7. **Consider Memorandum of Understanding between Texas Emergency Management Assistance Teams Program Administrator (TEMAT) and Texas Emergency Management Assistance Teams Employee Member and Participating Jurisdiction/Employer (City of Port Lavaca). Presenter is Jody Weaver**

Interim City Manager Weaver reminded Council that in June of 2025, Council executed a Memorandum of Understanding (MOU) with the Texas Emergency Management Assistance Teams (TEMAT) Program Administrator and Public Works Director Wayne Shaffer and Grants and CIP Coordinator Kateryna Thomas to participate in Texas Division of Emergency Management (TDEM)'s Incident Support Task Force.

Last year individual MOU's were executed for each participating employee. TDEM has changed their system now such that a single MOU is executed between TDEM and TEMAT and the participating City. TDEM reports that this new MOU helps them streamline the process of adding approved members to teams.

To review the information about the program, which was shared with Council last June, the Disaster Recovery Task Force (DRTF) was developed through House Bill 6 from the 86th Legislative Session. The DRTF was established by TDEM in accordance with Texas Government Code Section 418.0553, "to operate throughout the long-term recovery period following natural and man-made disasters by providing

specialized assistance for communities and individuals to address financial issues, available federal assistance programs, and recovery and resiliency planning to speed recovery efforts at the local level.”

Today, the Disaster Recovery Task Force is one of many components of TDEM's Incident Support Task Force, consisting of local government employees who deploy to assist other local jurisdictions through the disaster recovery process.

Last year, Johnathan Esquivel, the ISTF Regional Coordinator with TDEM, recruited Wayne and Kateryna, who both showed interest in the IST. They each received the required training and were accepted as members. As stated above, two MOU's were executed at the June 2025 meeting – one for Wayne and one for Kateryna.

With the execution of these MOU's they are available for deployment to other areas when needed and if their schedule allows. How it works:

- When a natural disaster occurs, if the effected Emergency Operations Center (EOC) could benefit from the short-term assistance (typically 2 weeks +/-) of Wayne and/or Kateryna, the TDEM will let us know of this potential deployment.
- If the City of Port Lavaca is dealing with our own disaster or there are other things/projects going on that would suffer if Wayne or Kateryna were gone for a couple weeks, then the deployment would not occur. If however, their absence for this couple of weeks would be acceptable by both the City and the employee then the deployment will be initiated. Bottom line, the City does not have to agree to send the employee to any potential deployment, however if such a deployment would not be an undue hardship on City operations, then the City of Port Lavaca, through this program, would be in a position to help other communities in their time of need. In addition, this program will be there to assist us in our time of need when that occurs.
- All costs associated with the deployment, including travel, pay, benefits, food, lodging are reimbursed by Federal Emergency Management Agency (FEMA), in accordance with the City's Disaster Deployment compensation policy and travel policy.
- Our adopted policy for Disaster Deployment Compensation states that compensation will be at a rate of 1.5 x their base rate for all hours worked during a deployment.

Motion made by Councilman District 6 Burke

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

THAT, in accordance with the recommendation of staff, Council hereby approves a Memorandum of Understanding (MOU) between Texas Emergency Management Assistance Teams (TEMAT) Program Administrator and Texas Emergency Management Assistance Teams (TEMAT) Employee Member and Participating Jurisdiction/Employer (City of Port Lavaca).

BE IT FURTHER RESOLVED, THAT the Mayor is hereby authorized to execute all instruments necessary to affect such agreement.

Seconded by Councilwoman District 4 (Mayor Pro Tem) Padron

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 3 Rigby, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

8. **Consider and take action to withdraw the City of Port Lavaca's (City) request to issue combination tax and surplus revenue certificates of obligation for the expansion renovation and updating of the Port Lavaca Wastewater Treatment Plant (WWTP) due to bringing current facilities within the Texas Commission on Environmental Quality (TCEQ) 75/90 rule and receiving approval of same from TCEQ after the City was able to demonstrate shelf ready plans to update in the future when it becomes necessary due to growth. Presenter is Jody Weaver**

Interim City Manager Weaver advised Council that on March 9, 2026, City Council adopted Resolution No. R-030926-1 authorizing the publication of a Notice of Intention to issue Combination Tax and Surplus Revenue Certificates of obligation in a principal amount not to exceed \$39.15M. The purpose of the proposed financing was to fund the expansion, renovation and updating of the Lynn's Bayou Wastewater Treatment Plant (WWTP).

The purpose of this proposed project was to increase the plant's treatment capacity from 2.0 MGD to 4.0 MGD. This expansion was prompted by requirements of TCEQ after the City's wastewater discharge rates exceeded the 75/90 rule. Under this rule, when a treatment plant exceeds 75% of its capacity for 3 consecutive months, engineering of an expansion must begin and once it exceeds 90% of its capacity for 3 consecutive months, construction of the expansion must begin. The Lynn's Bayou WWTP exceeded these thresholds for 18 consecutive months in 2020-2022, due primarily to increased wastewater flows during COVID and the increased workforce in town due to the Formosa plant expansion.

To comply with TCEQ's requirements, the City engaged AECOM to prepare design and bid documents for the expansion project. These documents are now 90% complete and considered "shelf-ready".

Since 2022, wastewater flows have declined and remained below the thresholds that would trigger the 75/90 rule. In 2025, City staff submitted a formal request to TCEQ seeking a waiver from the requirement to construct the expansion at this time and asking permission to defer construction until the plant again exceeds 90% capacity for 3 consecutive months. Staff provided several years of historical flow data and population projections to support this request. On March 24, TCEQ issued written approval granting the City's waiver request.

As discussed on March 09, 2026, apart from the proposed project increasing capacity, it also addressed several other renovations and upgrades that need to be made to maintain compliance with our discharge quality parameters. We did appeal to TWDB to amend the loan offer to a reduced amount covering only the renovations and compliance-related components. TWDB determined that the revised scope differed substantially from the original project submitted for funding. As a result, the reduced-scope project would need to be rescored and ranked in the State's Intended Use Plan. There simply is no time to do this with the current funding offer; therefore, our options are to move forward with the \$39.15M loan offer and undertake the complete expansion at this time OR decline the current offer and resubmit a reduced scope for consideration in the State's 2027 Intended Use Plan.

In discussions with our Financial Advisor, they concurred with recommendation to DECLINE this current \$39.15M loan offer and work to secure a funding source for a smaller scoped project to address the needed improvements and upgrades, which are apart from the increased capacity.

- 1) The City is no longer under a mandate from TCEQ to construct now; and
- 2) Borrowing \$39.15M at this time would cause a significant increase in the sewer base rates to generate adequate revenue to pay the debt service for this loan; and
- 3) The fact that all currently published population projections (US Census, TWDB and TEA) indicate a steady downward trend in population through 2080\*.

\*We all recognize that at the point when a significant development comes to Port Lavaca or Calhoun County, these projections could and probably would change. We must therefore continue to carefully monitor potential development and be prepared to again secure funding for this expansion at the time any commitment(s) for significant development occur.

Motion made by Councilman District 2 Dent

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

THAT, in accordance with the recommendation of staff, Council hereby approves declining this Texas Water Development Board (TWDB) loan offer for \$39.15M and withdraw the request to issue Combination Tax and Surplus Revenue Certificates of Obligation for the expansion, renovation and updating of the Port Lavaca Wastewater Treatment Plant at this time.

Seconded by Councilman District 6 Burke

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 3 Rigby, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

9. **Consider Resolution No. R-051126-2 of the City of Port Lavaca authorizing intervention in AEP Texas Inc.'s application to amend its rider mobile temporary emergency electric energy facilities before the commission; approving cooperation with the cities served by AEP Texas; hiring Lloyd Gosselink Attorneys and Consulting Services to negotiate with the Company and direct any necessary litigation and appeals; requiring reimbursement of cities' rate case expenses; finding that the meeting at which this Resolution is passed is open to the public as required by law; requiring notice of this Resolution to the Company and Legal Counsel. Presenter is Anne Marie Odefey**

Motion made by Councilman District 2 Dent

WHEREAS, on or about April 15, 2026, AEP Texas Inc. ("AEP Texas" or "Company"), pursuant to Public Utility Regulatory Act ("PURA") §§ 36.001 and 39.918 filed with the Public Utility Commission of Texas an Application to Amend its Rider Mobile Temporary Emergency Electric Energy Facilities to change the revenue requirement related to its Rider Mobile TEEE Facilities, effective September 1, 2026; and

WHEREAS, the City is a member of the Cities Served by AEP Texas (“Cities”), a membership of similarly situated cities served by AEP that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in AEP Texas’ service area; and

WHEREAS, PURA § 33.023 provides that costs incurred by Cities in ratemaking activities are to be reimbursed by the regulated utility.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

Section 1. That the City joins other Cities Served by AEP Texas (“Cities”) in this proceeding and, subject to the right to terminate employment at any time, hereby authorizes the hiring of Jamie Mauldin of Lloyd Gosselink Rochelle and Townsend, P.C, and consultants to review the Company’s filing, negotiate with the Company, make recommendations regarding a reasonable revenue requirement and to direct any necessary administrative proceedings or court litigation associated with an appeal of city action.

Section 2. That the City shall work with Cities Served by AEP Texas in the review and evaluation of whether the proposed revenue requirement is appropriate, fair, just, and reasonable; and intervene as a necessary party in the Public Utility Commission of Texas’ consideration of AEP Texas’ Application in Docket No. 59652 as it affects the customers in AEP Texas’ service territory.

Section 3. That the City’s reasonable rate case expenses shall be reimbursed by AEP Texas..

Section 4. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law, and that the public notice was given of the time, place, and purpose of said meeting, as required.

Section 5. That a copy of this Resolution shall be sent to Jamie Mauldin, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701 (jmauldin@lglawfirm.com).

Seconded by Councilman District 6 Burke

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 3 Rigby, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

- 10. **Consider Second and Final reading of an Ordinance (G-4-26) of the City of Port Lavaca amending the Ordinance codified and described in the City of Port Lavaca’s Code of Ordinances as Part II, Chapter 12 Buildings and Building Regulations by adding new Article VII, Congregate Living Facility; providing for purpose of ordinance, providing for severability; providing a repealing clause; and providing an effective date. Presenter is Derrick Smith**

Motion made by Councilman District 6 Burke

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

THAT, this Ordinance (G-4-26) be withdrawn from consideration.

Seconded by Councilman District 2 Dent

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 3 Rigby, Councilman District 6 Burke

Voting Nay:

Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart

- 11. **Consider Second and Final reading of an Ordinance (G-5-26) of the City of Port Lavaca amending the Code of Ordinances, Appendix A - Fees, Rates and Changes; Chapter 12 Buildings and Building Regulations, Article VII, Congregate Living Facility; and providing an effective date. Presenter is Derrick Smith**

Mayor De La Garza announced this agenda item would be passed. No action necessary and none taken.

- 12. **Consider Second and Final reading of an Ordinance (G-6-26) of the City of Port Lavaca amending the Code of Ordinances codified and described in the City of Port Lavaca’s Code of Ordinances as Part II, Chapter 12 Buildings and Building Regulations, Article IV Substandard Buildings, Sec. 12-291 thru 12-297; providing for purpose of ordinance, providing for severability; providing a repealing clause; and providing an effective date. Presenter is Derrick Smith**

Motion made by Councilman District 2 Dent

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

THAT, in accordance with the recommendation of staff, Council hereby approves the Second and Final reading of an Ordinance (G-6-26) of the City of Port Lavaca amending the Code of Ordinances codified and described in the City of Port Lavaca’s Code of Ordinances as Part II, Chapter 12 Buildings and Building Regulations, Article IV Substandard Buildings, Sec. 12-291 thru 12-297, as presented.

Seconded by Councilwoman District 5 Bland-Stewart

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 3 Rigby, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

- 13. **Consider First reading of an Ordinance (S-3-26) of the City of Port Lavaca for amendment(s) to the Base Ordinance S-4-25 for 2025-2026 fiscal year budget; providing for Budget Amendment(s); providing for severability, providing a repealing clause; and providing an effective date. Presenter is Brittney Hogan**

Motion made by Councilman District 2 Dent

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

THAT, in accordance with the recommendation of staff, Council hereby approves the First reading of an Ordinance (S-3-26) of the City of Port Lavaca for amendment(s) to the Base Ordinance S-4-25 for 2025-2026 fiscal year budget; providing for Budget Amendment(s), as presented.

Seconded by Councilwoman District 5 Bland-Stewart

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 3 Rigby, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

14. **Announcement by Mayor that City Council will retire into closed session:**
- **For consultation with City Attorney on matters in which the duty of the Attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act (Title 5, Chapter 551,-Section 551.071(2) of the Texas Government Code). Presenter is Mayor Whitlow**

Mayor De La Garza announced that Council would retire into closed session at 7:59 p.m.

15. **Return to Open Session and take any action deemed necessary with regard to matters in closed session. Presenter is Mayor Whitlow**

Mayor De La Garza announced that Council was back in open session at 8:12 p.m.

No action necessary and none taken.

## **IX. ADJOURNMENT**

Mayor De La Garza asked for motion to adjourn.

Motion made by Councilman District 2 Dent

Seconded by Councilwoman District 4 (Mayor Pro Tem) Padron

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 3 Rigby, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

Meeting adjourned at 8:22 p.m.

ATTEST:

\_\_\_\_\_  
Luis De La Garza, Mayor

\_\_\_\_\_  
Mandy Grant, City Secretary

# **COMMUNICATION**

**SUBJECT:** Minutes of May 12, 2026 Special Meeting

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## **INFORMATION:**



# CITY COUNCIL SPECIAL MEETING

Tuesday, May 12, 2026 at 8:00 AM

City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

## MINUTES

STATE OF TEXAS §  
COUNTY OF CALHOUN §  
CITY OF PORT LAVACA §

On this the 12<sup>th</sup> day of May, 2026, the City Council of the City of Port Lavaca, Texas, convened in a special meeting at 8:00 a.m. at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas, with the following members in attendance:

### I. ROLL CALL

- |                       |   |
|-----------------------|---|
| Luis De La Garza      | Mayor (via Zoom)                        |
| Daniel Aguirre        | Councilman, District 1                  |
| Tim Dent              | Councilman, District 2                  |
| Mary E. "Sissy" Rigby | Councilwoman, District 3                |
| Rosie G. Padron       | Councilwoman, District 4, Mayor Pro Tem |
| Rose Bland-Stewart    | Councilwoman, District 5                |
| Justin Burke          | Councilman, District 6                  |

And with the following absent: None

### II. CALL TO ORDER

- Mayor Pro Tem Padron called the meeting to order at 8:14 a.m. and presided.

### III. COMMENTS FROM THE PUBLIC

*(Limited to 3 minutes per individual unless permission to speak longer is received in advance. You may make public comments as you would at a meeting by logging on with your computer and using "Join Zoom Meeting" information on first page of this agenda)*

- Mayor Pro Tem Padron asked for comments from the public and there were none.

### IV. ACTION ITEMS - Council will consider/discuss the following items and take any action deemed necessary.

#### 1. Announcement by Mayor that City Council will retire into closed session:

- To discuss Personnel matters in accordance with Title 5, Section 551.074 of the Texas Government Code (to discuss the appointment, employment, evaluation, duties and responsibilities, reassignment, discipline, or dismissal of an officer or employee, or to hear a complaint or charge against an officer or employee: [Chief of Police]).

Mayor Pro Tem Padron announced that Council would retire into closed session at 8:16 a.m.

2. **Return to Open Session and take any action deemed necessary with regard to matters in closed session.**

Mayor Pro Tem Padron announced that Council was back in open session at 4:40 p.m.

Motion made by Councilman District 2 Dent

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

THAT, Council hereby extends a job offer to Tobie Bias for the position of Chief of Police, contingent upon the successful completion of a comprehensive background investigation in accordance with the Texas Commission on Law Enforcement (TCOLE).

Seconded by Councilwoman District 5 Bland-Stewart

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 3 Rigby, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

**V. ADJOURN SPECIAL MEETING**

Motion to adjourn:

Motion made by Councilman District 6 Burke

Seconded by Councilwoman District 4 (Mayor Pro Tem) Padron

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 3 Rigby, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

Special Meeting adjourned at 4:43 p.m.

These minutes were approved on June 08, 2026.

\_\_\_\_\_  
Luis De La Garza, Mayor

\_\_\_\_\_  
Mandy Grant, City Secretary

# **COMMUNICATION**

**SUBJECT:** Minutes of May 18, 2026 Workshop Session

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## **INFORMATION:**



# CITY COUNCIL WORKSHOP

Monday, May 18, 2026 at 5:30 PM

City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

## MINUTES

STATE OF TEXAS §  
COUNTY OF CALHOUN §  
CITY OF PORT LAVACA §

On this the 18<sup>th</sup> day of May, 2026, the City Council of the City of Port Lavaca, Texas, convened in a Workshop Session at 5:30 p.m. at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas, with the following members in attendance:

### I. ROLL CALL

- |                    |   |
|--------------------|---|
| Luis De La Garza   | Mayor                                   |
| Daniel Aguirre     | Councilman, District 1                  |
| Tim Dent           | Councilman, District 2                  |
| Rosie G. Padron    | Councilwoman, District 4, Mayor Pro Tem |
| Rose Bland-Stewart | Councilman, District 5                  |
| Justin Burke       | Councilman, District 6                  |

And with the following absent:

- |                       |                        |
|-----------------------|------------------------|
| Mary E. "Sissy" Rigby | Councilman, District 3 |
|-----------------------|------------------------|

Constituting a quorum for the transaction of business, at which time the following business was transacted:

### WORKSHOP SESSION

### II. CALL TO ORDER

- Mayor De La Garza called the meeting to order at 5:34 p.m. and presided.
- Invocation was led by Mayor De La Garza.
- Pledge of Allegiance was led by Councilman District 6 Burke.

### III. COMMENTS FROM THE PUBLIC

(Limited to 3 minutes per individual unless permission to speak longer is received in advance. You may make public comments as you would at a meeting by logging on with your computer and using "Join Zoom Meeting" information on first page of this agenda).

- Mayor Whitlow asked for comments from the public and there were none.

**IV. ITEMS FOR DISCUSSION** - *Council will discuss the following items).*

- 1. **Discuss Capital Planning and Budget Priorities for 2026-2027 Fiscal Year. Presenter is Jody Weaver**

Council discussed this agenda item.

No action necessary and none taken.

**V. ADJOURN WORKSHOP**

Mayor De La Garza asked for motion to adjourn.

Motion made by Councilman District 2 Dent

Seconded by Councilman District 1 Aguirre

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

Workshop adjourned at 6:49 p.m.

\_\_\_\_\_  
Luis De La Garza, Mayor

ATTEST:

\_\_\_\_\_  
Mandy Grant, City Secretary

# **COMMUNICATION**

**SUBJECT:** Review of Credit Card Statement

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**INFORMATION:**

Account Number : 5569 6345 5558 7698  
 Unique ID: XXXX XXXX XXXX 1588  
 CITY OF PORT LAVACA  
 Statement Date : 05-08-2026



Section VII. Item #E.

Corporate Account Summary	
Previous Balance	\$10,277.99
Purchases and Other Charges	\$8,605.77
Cash Advances	\$0.00
Cash Advance Fees	\$0.00
Late Payment Charges	\$0.00
Credits	\$0.00 CR
Payments	\$10,277.99 PY
<b>New Balance</b>	<b>\$8,605.77</b>
Disputed Amount	\$0.00

Payment Information	
Amount Due	\$8,605.77
<b>Payment due in accordance with your agreement with U.S. Bank.</b>	
QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE <b>1-800-344-5696</b>	
To overnight or courier a payment, please send to: Corporate Payment Systems 3180 Rider Trail S, Department 790428 Earth City, MO 63045-1518	

**Corporate Account Activity**

CITY OF PORT LAVACA  
 Account Number: 5569 6345 5558 7698  
 Unique ID: XXXX XXXX XXXX 1588

Total Corporate Activity  
 \$10,277.99 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-09	04-09	75569636099609900011814	PAYMENT-THANK YOU Q	10,277.99 PY

**New Activity**

POLICE DEPARTMENT	Purchases	\$832.50	<b>Total Activity</b>	<b>\$832.50</b>
Account Number: 5569 6372 5237 7909	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 6484	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-10	04-09	55436876100171006203177	SAN MARCOS EMBASSY SUI SAN MARCOS TX 938305 ARRIVAL:04-07-26	379.50
05-05	05-04	55436876125171255191041	LA QUINTA MOTOR INNS ROUND ROCK TX 17826058 ARRIVAL:05-04-26	253.00
05-08	05-07	82711166128500002189788	HUMANE EDUCATORS OF TX HUTTO TX	200.00

(transactions continued on next page)

Payment may be made electronically or by check made payable to Corporate Payment Systems.

CORPORATE PAYMENT SYSTEMS  
 P.O. BOX 6343  
 FARGO, ND 58125-6343

5569634555587698 000860577 000860577

Account Number: 5569 6345 5558 7698  
 Unique ID: XXXX XXXX XXXX 1588  
 Amount Due: \$8,605.77

Amount Enclosed \$

If paying by check, include coupon with payment to address below.

CORPORATE PAYMENT SYSTEMS  
 P.O. BOX 790428  
 ST. LOUIS, MO 63179-0428

106481857061677 S 2  
  
 CITY OF PORT LAVACA  
 ATTN FINANCE DEPT.  
 202 N. VIRGINIA ST  
 PORT LAVACA TX 77979-3431

New Activity cont

MANDY GRANT	Purchases	\$397.32	<b>Total Activity</b>	<b>\$397.32</b>
Account Number: 5569 6372 9674 4908	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0699	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-27	04-24	11636486115001700617905	THE PUMPHOUSE RIVERSID VICTORIA TX	122.32
05-08	05-08	55432866128200549657806	TEXAS MUNICIPAL LEAGUE AUSTIN TX	275.00

CYNTHIA HEYSQUIERDO	Purchases	\$167.38	<b>Total Activity</b>	<b>\$167.38</b>
Account Number: 5569 6373 1524 6885	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 2270	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-16	04-14	52704876105413339722359	PIZZA HUT 039161 PORT LAVACA TX	55.69
04-20	04-17	55432866107206035766584	UPS*29843D47A78 ATLANTA GA	15.75
04-20	04-17	55432866107206035797993	UPS*1ZK15HT80310380831 ATLANTA GA	80.49
05-05	05-04	6512700612500000726032	CALHOUN CO TAX ASSESSO PORT LAVACA TX	15.45

BRITTNEY HOGAN	Purchases	\$1,833.37	<b>Total Activity</b>	<b>\$1,833.37</b>
Account Number: 5569 6372 3417 2576	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 4906	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-09	04-09	55432866099203066826270	TEXAS MUNICIPAL LEAGUE AUSTIN TX	225.00
04-23	04-21	52704876112417458672783	HYATT REGENCY SAN ANTO SAN ANTONIO TX	547.40
			52100124 ARRIVAL:04-19-26	
04-23	04-21	52704876112417458672817	HYATT REGENCY SAN ANTO SAN ANTONIO TX	666.48
			52100113 ARRIVAL:04-19-26	
04-24	04-24	55432866114208355548270	TEXAS MUNICIPAL LEAGUE AUSTIN TX	25.00
04-27	04-24	02305376115000684189206	USPS PO 4872200979 PORT LAVACA TX	22.95
04-30	04-28	05140486119710007001947	CHICK-FIL-A #01050 VICTORIA TX	46.55
05-08	05-06	52707156127010186131896	HOMEDPOT.COM 800-430-3376 GA	299.99

(transactions continued on next page)



## New Activity cont

JUAN LUNA	Purchases	\$538.64	<b>Total Activity</b>	<b>\$538.64</b>
Account Number: 5569 6373 9714 4966	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 9649	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-30	04-29	55310206120421988057175	TACTICAL FIRE EQUIPMEN CASPER WY	59.90
04-30	04-29	55488726119125669002410	AUSTIN HARDWARE LEES SUMMIT MO	117.31
05-01	04-30	72703636120256597432312	B&H PHOTO 800-606-6969 NEW YORK NY	281.44
05-06	05-05	55500376125740101355489	TEXAS COMM FIRE PROT AUSTIN TX	56.49
05-07	05-05	05436846126300277635043	OPC*DEL MAR COLLEGE CORPUS CHRIST TX	23.50

KAREN NEAL	Purchases	\$749.71	<b>Total Activity</b>	<b>\$749.71</b>
Account Number: 5569 6372 3279 1682	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 4767	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-10	04-08	55436876099260994880683	LA QUINTA MOTOR INNS CLEBURNE TX 1 ARRIVAL:04-08-26	226.00
04-10	04-09	55436876100171006202864	SAN MARCOS EMBASSY SUI SAN MARCOS TX 951544 ARRIVAL:04-08-26	189.75
04-17	04-16	87021306107500001497662	PORTLAVACAWAVE SAINT LOUIS MO	94.00
04-27	04-26	87021306116500042248867	VICTORIA EC-INFINIUM VICTORIA TX	40.00
04-29	04-28	02305376119000676432131	TRACTOR SUPPLY # 1369 PORT LAVACA TX	199.96

JOE REYES	Purchases	\$1,002.64	<b>Total Activity</b>	<b>\$1,002.64</b>
Account Number: 5569 6374 3475 9214	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 2761	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-14	04-13	52653846104714957522806	WINGSTOP 22 WACO TX	25.21
04-14	04-12	55432866103204583375456	WHATABURGER 140 Q26 WACO TX	17.47
04-15	04-14	55432866105205189519866	TST*BILLY BOBS BURGERS WACO TX	26.11
04-20	04-16	52704876107414530065059	HILTON WACO WACO TX 58771531 ARRIVAL:04-12-26	917.46
04-20	04-16	55432866107206035162099	WHATABURGER 789 Q26 SCHULENBURG TX	16.39

WAYNE SHAFFER	Purchases	\$855.00	<b>Total Activity</b>	<b>\$855.00</b>
Account Number: 5569 6373 4548 4209	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 5171	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-10	04-09	05227026099300272749083	AMERICAN WATER WORKS A DENVER CO	273.00
04-23	04-22	55432866112207758221230	TDEM - STATE OF TEXAS COLLEGE STATI TX	300.00
05-06	05-05	82711166125500060914427	WWW.APWA.NET KANSAS CITY MO	282.00

JODY WEAVER	Purchases	\$2,229.21	<b>Total Activity</b>	<b>\$2,229.21</b>
Account Number: 5569 6372 2162 9430	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 3652	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-09	04-08	82305096098500049167067	ZOOM.COM 888-799-9666 SAN JOSE CA	159.90

(transactions continued on next page)

Account Number : 5569 6345 5558 7698  
 Unique ID: XXXX XXXX XXXX 1588  
 Statement Date : 05-08-2026

New Activity cont				
04-14	04-13	15270216103002001197099	GOOGLE ADS7496461576 MOUNTAIN VIEW CA	100.00
04-21	04-20	05416016110141002182337	WAL-MART #1098 PORT LAVACA TX	8.76
04-28	04-28	82117556118500009286607	CAMPGROUND LAUNCH NORWALK IA	1,800.00
05-04	05-01	15270216121001280064093	GOOGLE ADS7496461576 MOUNTAIN VIEW CA	160.55
			Department: 00000	Total: \$8,605.77
			Division: 00000	Total: \$8,605.77

# **COMMUNICATION**

**SUBJECT:** Receive Monthly Financial Highlight Report

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## **INFORMATION:**



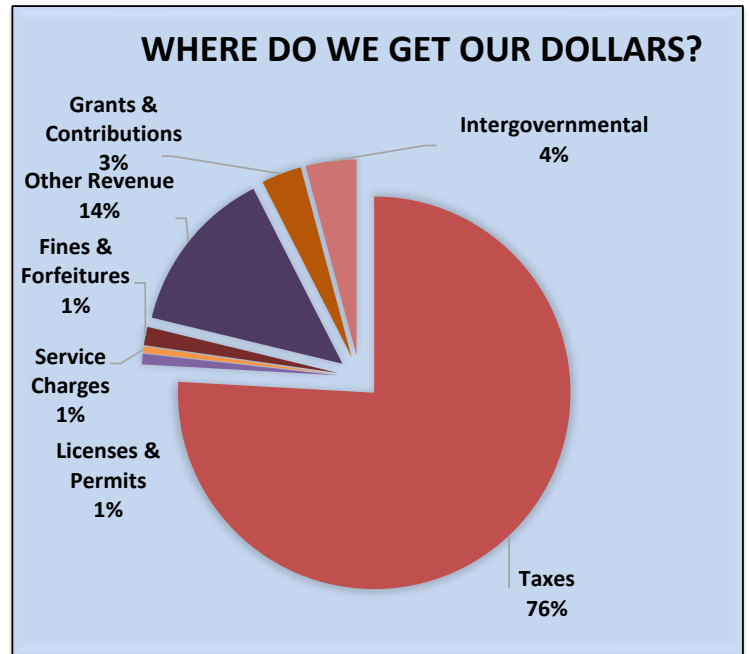
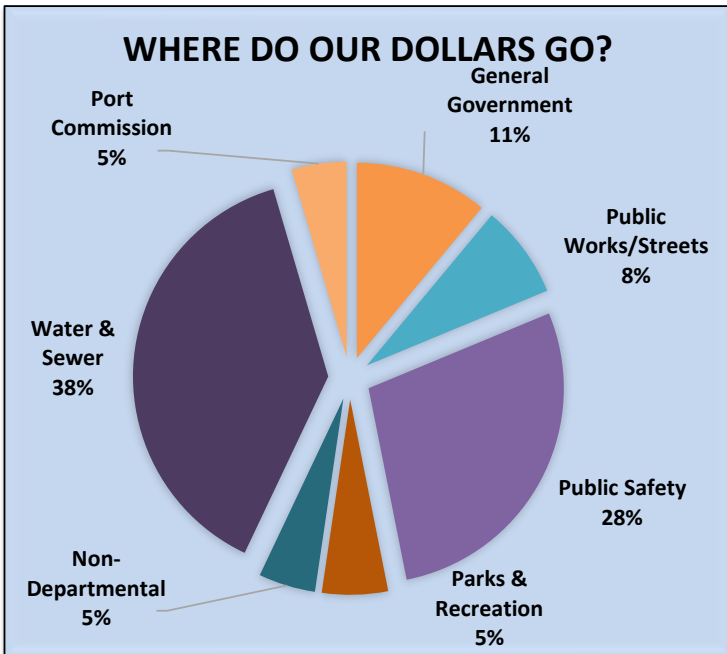
**CITY OF  
PORT LAVACA**

202 N. Virginia, Port Lavaca, Texas 77979-0105 [www.portlavaca.org](http://www.portlavaca.org)  
Main Number: 361-552-9793 Main Facsimile: 361-552-6062

To: Mayor and Members of the City Council  
From: Brittney Hogan, Finance Director *BH*  
Subject: FY 25-26 Financial Highlights through May 31, 2026  
Date: June 3, 2026

Revenue by Type	May-26	May-25	Variance
Taxes	7,619,990	7,242,889	377,101
Licenses & Permits	86,602	215,075	(128,473)
Service Charges	52,080	50,227	1,853
Fines & Forfeitures	151,119	159,926	(8,807)
Other Revenue	1,378,408	185,931	1,192,476
Grants & Contributions	332,832	325,971	6,861
Intergovernmental	419,567	290,738	128,830
<b>Total Revenue for Major Funds</b>	<b>10,040,598</b>	<b>8,470,757</b>	<b>1,569,841</b>

By Object (Operational Funds)	May-26	May-25	Variance
General Government	1,597,711	1,754,898	(157,188)
Public Works/Streets	1,115,650	1,486,369	(370,719)
Public Safety	4,071,642	3,603,453	468,189
Parks & Recreation	790,141	969,101	(178,960)
Non- Departmental	682,070	667,651	14,418
Water & Sewer	5,560,898	5,288,199	272,699
Port Commission	657,131	406,747	250,384
<b>Total Expenditures</b>	<b>14,475,242</b>	<b>14,176,418</b>	<b>298,824</b>





## **GENERAL FUND OVERVIEW**

### **Revenue Highlights:**

Property Tax collections, as reported by CCAD, are **\$6,066,351** for the year as of **April**. Collections in **FY 25-26** are **93%** of the total adjusted tax levy. Total current-year Property Taxes Outstanding as of **April** are **\$426,228**.

In the General Fund, revenues through **05/31/2026** total **\$10,631,890** or **85%** of budget. In addition:

- *Current Property Tax* collections through **May** are **\$5,320,182** for the year as of **May**. Collections in **FY 25-26** are **103%** of the budget.
- *Sales Tax* collections through **May** are **\$2,356,061** or **64%** of budget. Collections through **May** in **FY 24-25** were **\$2,393,816**.
- *Licenses & Permits* collections through **May** are **\$96,150** for the year, or **30%** of the budget. Collections through **May** in **FY 24-25** were **\$228,270**.
- *Bauer Center Rentals* through **May** are **\$52,690** or **52%** of the budget. Collections through **May** in **FY 24-25** were **\$48,960**
- *Court Fine collections* through **May** are **\$61,386** for the year, or **51%** of the budget. Collections through **May** in **FY 24-25** were **\$70,720**.

### **Expenditure Highlights:**

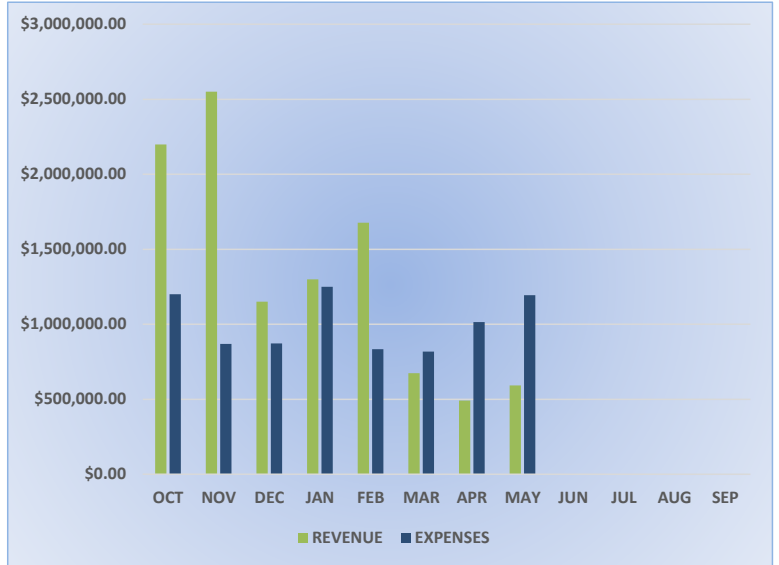
In the General Fund, expenditures through **05/31/2026** total **\$8,049,947** or **56%** of the budget. This places overall spending **below** budgeted benchmark. Budgets that are above the budget target are primarily due to the timing of payments and will presumably need a budget amendment:

- *Technology* - Technology expenditures reached **83%** of the annual budget. This variance is due to payments for yearly subscriptions for the fiscal year.
- *Non-Departmental* - Non-Departmental expenditures reached **79%** of the annual budget. This variance is due to contracted services for creation of TIRZ.
- *Human Resources* - Human resources expenditures reached **76%** of the annual budget. This variance is due to contracted services for police chief search assistance.
- *Police Department* - Police Department expenditures reached **69%** of the annual budget. This variance is due to purchases related to ammunition & other equipment.

All other General Fund departments remained at or **below** the projected benchmark as of **May 31, 2026** indicating they are staying within their budgetary expectations.

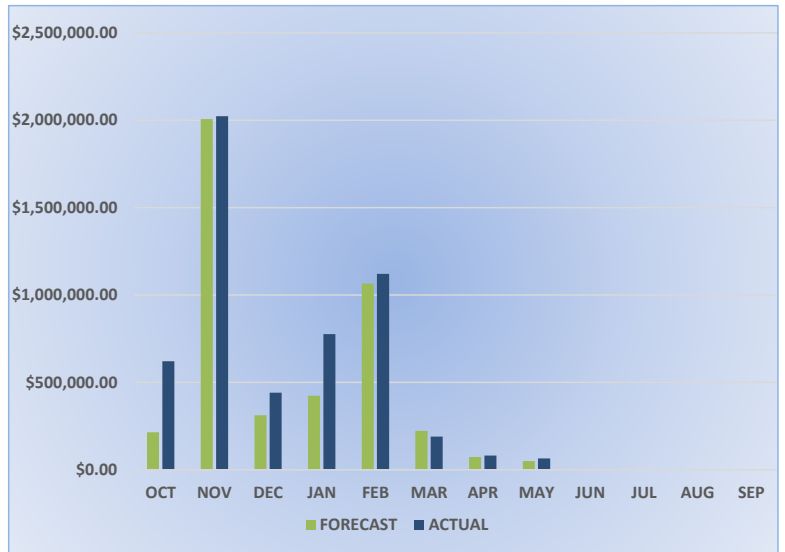
**GENERAL FUND REVENUES VS EXPENSES FY 2026**

<u>MONTH</u>	<u>2026 REVENUE</u>	<u>2026 EXPENSES</u>	<u>MONTHLY VARIANCE</u>
OCT	\$2,198,191.89	\$1,200,315.49	\$ 997,876.40
NOV	\$2,550,672.93	\$868,474.95	\$ 1,682,197.98
DEC	\$1,150,140.81	\$872,000.12	\$ 278,140.69
JAN	\$1,298,596.02	\$1,249,592.73	\$ 49,003.29
FEB	\$1,677,472.47	\$833,534.27	\$ 843,938.20
MAR	\$673,629.78	\$817,787.65	\$ (144,157.87)
APR	\$491,704.45	\$1,015,121.34	\$ (523,416.89)
MAY	\$591,481.88	\$1,193,120.90	\$ (601,639.02)
JUN			\$ -
JUL			\$ -
AUG			\$ -
SEP			\$ -
<b>TOTAL</b>	<b>\$10,631,890.23</b>	<b>\$8,049,947.45</b>	<b>\$ 2,581,943</b>



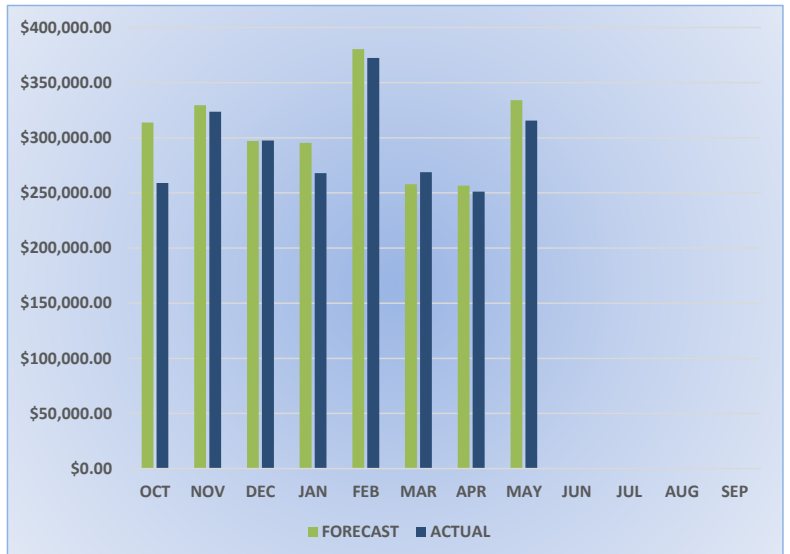
**PROPERTY TAXES FY 2026**

<u>MONTH</u>	<u>2026 FORECAST</u>	<u>2026 ACTUAL</u>	<u>MONTHLY VARIANCE</u>
OCT	\$214,607.05	\$621,098.09	\$ 406,491.04
NOV	\$2,006,746.06	\$2,022,772.25	\$ 16,026.19
DEC	\$312,223.83	\$441,847.54	\$ 129,623.71
JAN	\$423,557.57	\$775,742.88	\$ 352,185.31
FEB	\$1,065,927.10	\$1,121,516.60	\$ 55,589.50
MAR	\$222,554.30	\$190,164.63	\$ (32,389.67)
APR	\$73,340.09	\$81,767.61	\$ 8,427.52
MAY	\$50,027.49	\$65,272.84	\$ 15,245.35
JUN			\$ -
JUL			\$ -
AUG			\$ -
SEP			\$ -
<b>TOTAL</b>	<b>\$4,368,983.49</b>	<b>\$5,320,182.44</b>	<b>\$ 951,199</b>



**SALES TAX FY 2026**

<u>MONTH</u>	<u>2026 FORECAST</u>	<u>2026 ACTUAL</u>	<u>MONTHLY VARIANCE</u>
OCT	\$313,902.16	\$259,004.13	\$ (54,898.03)
NOV	\$329,532.38	\$323,621.93	\$ (5,910.45)
DEC	\$296,979.33	\$297,572.96	\$ 593.63
JAN	\$295,269.56	\$267,963.56	\$ (27,306.00)
FEB	\$380,489.60	\$372,304.20	\$ (8,185.40)
MAR	\$257,909.43	\$268,821.95	\$ 10,912.52
APR	\$256,654.69	\$251,135.87	\$ (5,518.82)
MAY	\$334,140.18	\$315,636.27	\$ (18,503.91)
JUN			\$ -
JUL			\$ -
AUG			\$ -
SEP			\$ -
<b>TOTAL</b>	<b>\$2,464,877.34</b>	<b>\$2,356,060.87</b>	<b>\$ (108,816)</b>





**General Fund**

**Target Benchmark is 67%**

	May-26			May-25		
	25-26 Budget	25-26 Adopted	%	24-25 Budget	24-25 Adopted	%
	Actual YTD	Budget		Actual YTD	Budget	
<b><u>Revenues</u></b>						
Taxes	8,080,209	9,554,538	85%	7,679,827	9,092,373	84%
Licenses and Permits	96,150	318,900	30%	228,270	268,410	85%
User and Svc Charges	59,641	116,000	51%	52,347	103,250	51%
Fines and Forfeitures	172,848	300,000	58%	182,455	294,000	62%
Other Revenue	1,406,956	421,450	334%	212,361	566,550	37%
Grant and Contribution	336,752	858,108	39%	325,971	520,120	63%
Intergovernmental Revenue	479,334	884,264	54%	655,416	1,567,641	42%
<b>Total Revenue</b>	<b>\$ 10,631,890</b>	<b>\$ 12,453,260</b>	<b>85%</b>	<b>\$ 9,336,647</b>	<b>\$ 12,412,344</b>	<b>75%</b>
<b><u>Expenditures</u></b>						
City Council	19,342	33,570	58%	20,750	30,884	67%
City Manager	191,871	1,177,883	16%	565,880	778,245	73%
City Secretary	152,544	241,760	63%	159,972	251,461	64%
Human Resource	78,864	103,781	76%	57,030	100,395	57%
Municipal Court	98,087	177,046	55%	119,524	177,937	67%
Technology	502,531	602,080	83%	443,797	510,222	87%
Finance	301,263	461,887	65%	251,279	405,888	62%
City Hall	253,209	495,568	51%	136,667	549,299	25%
Police	2,156,551	3,127,787	69%	1,913,161	2,898,150	66%
Fire	1,518,282	2,458,278	62%	1,318,169	2,149,964	61%
Animal Control	131,205	246,808	53%	143,921	256,834	56%
Code Enforcement/Inspect	265,604	498,366	53%	228,203	520,935	44%
Streets	1,115,650	2,220,730	50%	1,486,369	3,103,602	48%
Parks and Recreation	367,122	1,121,931	33%	634,762	881,503	72%
Bauer Center	215,753	492,784	44%	208,126	315,614	66%
Non-Departmental	682,070	866,817	79%	667,651	866,703	77%
<b>Total Expenditures</b>	<b>\$ 8,049,947</b>	<b>\$ 14,327,076</b>	<b>56%</b>	<b>\$ 8,355,260</b>	<b>\$ 13,797,636</b>	<b>61%</b>
<b>Net Change in Fund Balance</b>	<b>\$2,581,943</b>			<b>\$981,387</b>		
<b>Fund Balance, Beginning</b>	<b>\$6,081,080</b>					
<b>Fund Balance, Ending</b>	<b>\$8,663,023</b>					
<b>Budgeted Fund Balance</b>						
<b>Reserve at 180 Days</b>	<b>\$6,021,481</b>					
<b>Total Fund Balance in Days</b>	<b>259</b>					

\* Expenditures do not include encumbrances



CITY OF  
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## **PUBLIC UTILITY FUND OVERVIEW**

### **Revenue Highlights:**

In the Public Utility Fund, revenues through **05/31/2026** total **\$5,456,338** or **61%** of budget. In addition:

- *Metered Water* sales through **May** are **\$2,136,198** or **57%** of budget. Collections through **May** in **FY 24-25** were **\$1,902,165**.
- *Residential Sewer* sales through **May** are **\$1,074,091** for the year, or **66%** of the budget. Collections through **May** in **FY 24-25** were **\$1,072,409**.
- *Garbage Billings* through **May** are **\$686,730** or **65%** of the budget. Collections through **May** in **FY 24-25** were **\$675,222**.

### **Expenditure Highlights:**

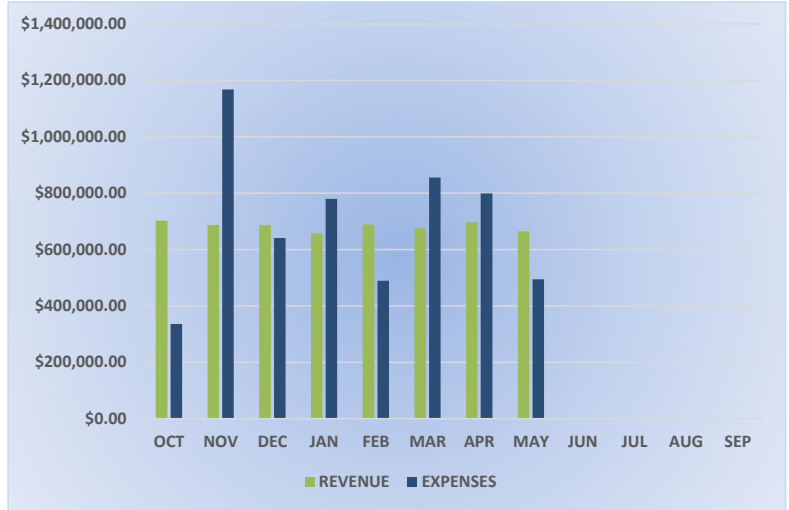
In the Public Utility Fund, expenditures through **05/31/2026** total **\$5,560,898** or **54%** of the budget. This places overall spending **below** budgeted benchmark. Budgets that are above the budget target are primarily due to the timing of payments and will presumably need a budget amendment:

- **Technology** - Technology expenditures reached **82%** of the annual budget. This variance is due to payments for yearly maintenance for Incode software for the fiscal year.

All other Public Utility Fund departments remained at or below the projected benchmark as of **May 31, 2026** indicating they are staying within their budgetary expectations.

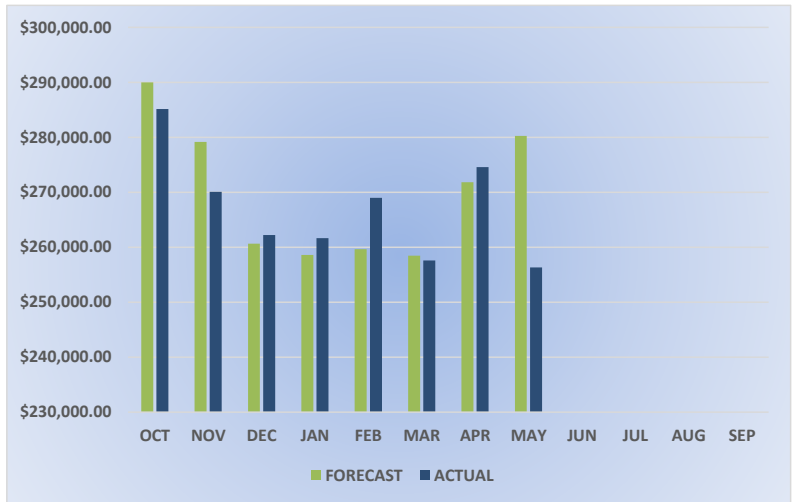
**PUBLIC UTILITY FUND REVENUES VS EXPENSES FY 2026**

<u>MONTH</u>	<u>2026 REVENUE</u>	<u>2026 EXPENSES</u>	<u>MONTHLY VARIANCE</u>
OCT	\$702,085.94	\$335,774.69	\$ 366,311.25
NOV	\$686,880.88	\$1,167,522.88	\$ (480,642.00)
DEC	\$686,230.95	\$640,312.89	\$ 45,918.06
JAN	\$656,679.06	\$779,546.11	\$ (122,867.05)
FEB	\$688,228.24	\$489,615.35	\$ 198,612.89
MAR	\$675,411.39	\$855,393.18	\$ (179,981.79)
APR	\$696,350.27	\$798,828.94	\$ (102,478.67)
MAY	\$664,471.75	\$493,904.28	\$ 170,567.47
JUN			\$ -
JUL			\$ -
AUG			\$ -
SEP			\$ -
<b>TOTAL</b>	<b>\$5,456,338.48</b>	<b>\$5,560,898.32</b>	<b>\$ (104,560)</b>



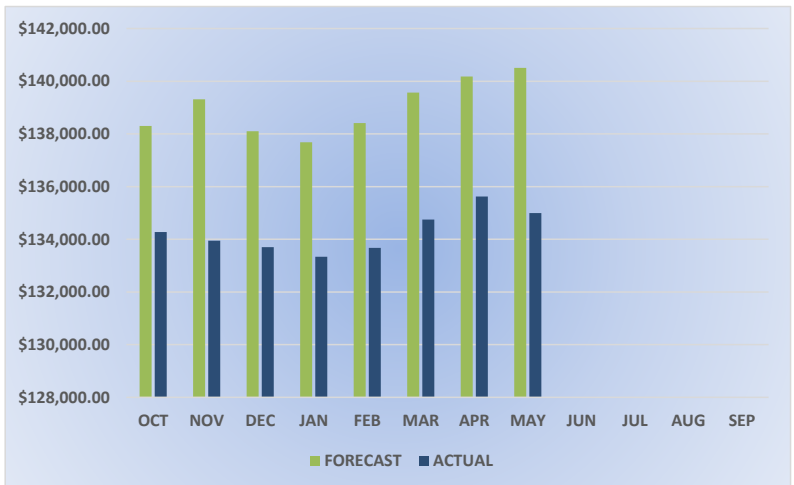
**WATER REVENUES FY 2026**

<u>MONTH</u>	<u>2026 FORECAST</u>	<u>2026 ACTUAL</u>	<u>MONTHLY VARIANCE</u>
OCT	\$289,992.54	\$285,159.97	\$ (4,832.57)
NOV	\$279,175.90	\$270,093.23	\$ (9,082.67)
DEC	\$260,637.04	\$262,209.75	\$ 1,572.71
JAN	\$258,612.45	\$261,635.12	\$ 3,022.67
FEB	\$259,627.94	\$268,969.97	\$ 9,342.03
MAR	\$258,477.86	\$257,613.99	\$ (863.87)
APR	\$271,819.16	\$274,578.94	\$ 2,759.78
MAY	\$280,234.98	\$256,346.82	\$ (23,888.16)
JUN			\$ -
JUL			\$ -
AUG			\$ -
SEP			\$ -
<b>TOTAL</b>	<b>\$2,158,577.87</b>	<b>\$2,136,607.79</b>	<b>\$ (21,970.08)</b>



**SEWER REVENUES FY 2026**

<u>MONTH</u>	<u>2026 FORECAST</u>	<u>2026 ACTUAL</u>	<u>MONTHLY VARIANCE</u>
OCT	\$138,304.28	\$134,270.99	\$ (4,033.29)
NOV	\$139,308.68	\$133,947.68	\$ (5,361.00)
DEC	\$138,102.28	\$133,703.17	\$ (4,399.11)
JAN	\$137,678.43	\$133,340.54	\$ (4,337.89)
FEB	\$138,407.68	\$133,674.12	\$ (4,733.56)
MAR	\$139,569.52	\$134,747.72	\$ (4,821.80)
APR	\$140,175.46	\$135,625.20	\$ (4,550.26)
MAY	\$140,508.82	\$134,990.93	\$ (5,517.89)
JUN			\$ -
JUL			\$ -
AUG			\$ -
SEP			\$ -
<b>TOTAL</b>	<b>\$1,112,055.15</b>	<b>\$1,074,300.35</b>	<b>\$ (37,754.80)</b>





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**Public Utility Fund  
Target Benchmark is 67%**

	May-26			May-25		
	25-26 Budget Actual YTD	25-26 Adopted Budget	%	24-25 Budget Actual YTD	24-25 Adopted Budget	%
<b>Revenues</b>						
User and Svc Charges	5,230,214	8,495,251	62%	4,851,487	8,062,366	60%
Fines and Forfeitures	76,688	110,000	70%	81,500	100,000	81%
Other Revenue	149,437	264,703	56%	88,645	162,104	55%
Grant and Contribution	-	-	0%	-	-	0%
<b>Total Revenue</b>	<b>\$ 5,456,338</b>	<b>\$ 8,869,954</b>	<b>61%</b>	<b>\$ 5,021,631</b>	<b>\$ 8,324,470</b>	<b>60%</b>
<b>Expenditures</b>						
Technology	154,469	189,086	82%	114,707	165,923	69%
Billing	165,781	256,717	65%	276,147	454,960	61%
Maintenance	935,843	2,732,080	34%	889,809	1,591,350	56%
WWTP	563,173	1,021,753	55%	603,114	989,254	61%
Non-Departmental	3,741,632	6,088,194	61%	3,404,423	5,347,283	64%
<b>Total Expenditures</b>	<b>\$ 5,560,898</b>	<b>\$ 10,287,830</b>	<b>54%</b>	<b>\$ 5,288,199</b>	<b>\$ 8,548,770</b>	<b>62%</b>
<b>Net Change in Fund Balance</b>	<b>\$ (104,560)</b>			<b>(\$266,567.92)</b>		

\* Expenditures do not include encumbrances



**HOTEL OCCUPANCY TAX FUND OVERVIEW**

**Revenue Highlights:**

In the HOT Fund, revenues as of **05/31/26** are **\$266,514** or **37%** of the budget. In addition:

1. Hotel Occupancy Taxes through **May** are **\$223,478** or **31%** of the budget. Collection through **May FY 24-25** was **\$372,695**.

**Expenditure Highlights:**

In the HOT Fund expenditures through **05/31/2026** total **\$575,786** or **66%** of budget. This places overall spending **below** the budgeted benchmark.

**Budget Administration-Hotel Occupancy Tax Fund**

Target Benchmark is 67%

	May-26			May-25		
	25-26 Budget	25-26 Adopted	%	24-25 Budget	24-25 Adopted	%
	Actual YTD	Budget		Actual YTD	Budget	
<b>Revenues</b>						
Taxes	223,478	700,000	32%	372,695	600,000	62%
Other Revenue	43,036	15,000	287%	43,840	15,000	292%
Intergovernmental Revenue	-	-	0%	-	-	0%
<b>Total Revenue</b>	<b>\$ 266,514</b>	<b>\$ 715,000</b>	<b>37%</b>	<b>\$ 416,536</b>	<b>\$ 615,000</b>	<b>68%</b>
<b>Expenditures</b>						
Hotel Occupancy Tax	575,786	870,489	66%	477,129	785,214	61%
<b>Total Expenditures</b>	<b>\$ 575,786</b>	<b>\$ 870,489</b>	<b>66%</b>	<b>\$ 477,129</b>	<b>\$ 785,214</b>	<b>61%</b>
<b>Net Change in Fund Balance</b>	<b>(\$309,272)</b>			<b>(\$60,593)</b>		

\* Expenditures do not include encumbrances



**BEACH FUND OVERVIEW**

**Revenue Highlights:**

In the Beach Fund, revenues as of **05/31/26** are **\$137,433** or **29%** of the budget. In addition:

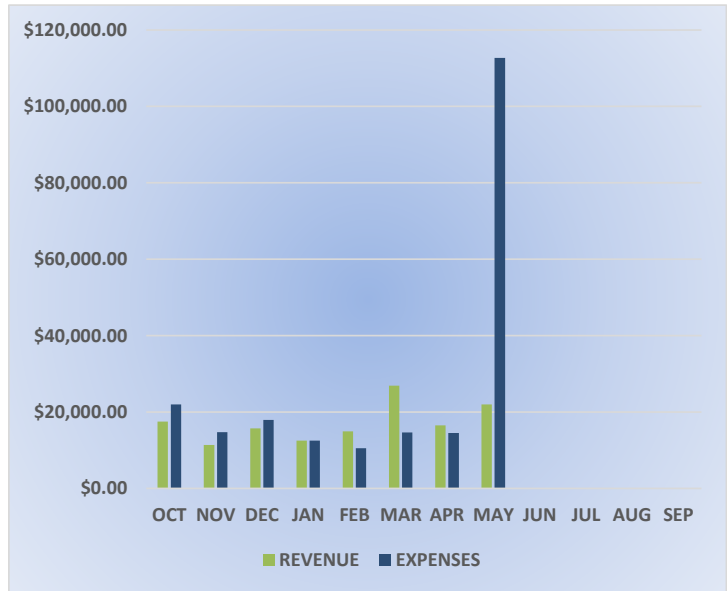
1. *RV Rentals* through **May** are **\$57,435** or **45%** of the budget. Collections through **May** in **FY 24-25** were **\$49,214**.

**Expenditure Highlights:**

In the Beach Operating Fund expenditures through **05/31/2026** are **\$219,594** or **31%** of the budget. This places overall spending **below** the budgeted benchmark.

**BEACH FUND REVENUES VS EXPENSES FY2026**

<u>MONTH</u>	<u>2026 REVENUE</u>	<u>2026 EXPENSES</u>	<u>MONTHLY VARIANCE</u>
OCT	\$17,496.15	\$21,958.88	\$ (4,462.73)
NOV	\$11,402.53	\$14,737.67	\$ (3,335.14)
DEC	\$15,691.24	\$17,914.85	\$ (2,223.61)
JAN	\$12,495.63	\$12,550.99	\$ (55.36)
FEB	\$14,946.27	\$10,508.70	\$ 4,437.57
MAR	\$26,933.09	\$14,651.79	\$ 12,281.30
APR	\$16,473.90	\$14,539.77	\$ 1,934.13
MAY	\$21,994.14	\$112,731.57	\$ (90,737.43)
JUN			\$ -
JUL			\$ -
AUG			\$ -
SEP			\$ -
<b>TOTAL</b>	<b><u>\$137,432.95</u></b>	<b><u>\$219,594.22</u></b>	<b><u>\$ (82,161)</u></b>





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**Beach Fund**

**Target Benchmark is 67%**

	May-26			May-25		
	25-26 Budget	25-26 Adopted	%	24-25 Budget	24-25 Adopted	%
	Actual YTD	Budget		Actual YTD	Budget	
<b>Revenues</b>						
User and Svc Charges	119,051	190,000	63%	52,249	235,000	22%
Other Revenue	18,382	32,500	57%	18,915	32,500	58%
Intergovernmental Revenue	-	-	0%	-	-	0%
Grant & Contribution	-	237,000	0%	-	-	0%
<b>Total Revenue</b>	<b>\$ 137,433</b>	<b>\$ 459,500</b>	<b>29%</b>	<b>\$ 71,164</b>	<b>\$ 267,500</b>	<b>27%</b>
<b>Expenditures</b>						
Technology Services	12,329	-	0%	-	-	0%
Operations & Admin	207,265	693,777	30%	126,213	307,330	41%
<b>Total Expenditures</b>	<b>\$ 219,594</b>	<b>\$ 693,777</b>	<b>31%</b>	<b>\$ 126,213</b>	<b>\$ 307,330</b>	<b>41%</b>
<b>Net Change in Fund Balance</b>	<b>(\$82,161)</b>			<b>(\$55,049)</b>		

\* Expenditures do not include encumbrances



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**PORTS & HARBORS FUND OVERVIEW**

**Revenue Highlights:**

In the Ports & Harbors Fund, revenues as of **05/31/2026** are **\$1,203,716** or **81%** of the budget. In addition:

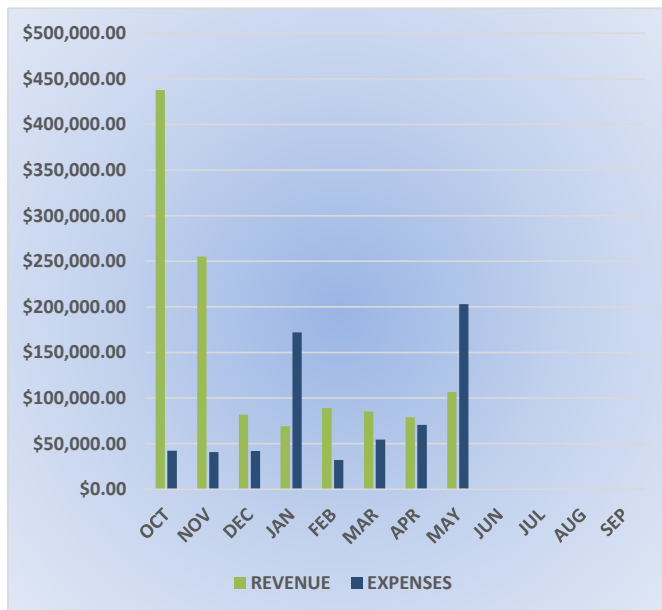
1. Dock Leases through **May** are **\$344,870** or **72%** of the budget. Collections through **May** in FY 24-25 were **\$329,632**.
2. Tariffs through **May** are **\$92,037** or **70%** of the budget. Collections through **May** FY 24-25 were **\$91,940**.
3. NL Building Lease through **May** is **\$66,379** or **68%** of the budget. Collections through **May** in FY 24-25 were **\$62,898**.

**Expenditure Highlights:**

In the Ports & Harbors Fund expenditures through **05/31/2026** are **\$657,131** or **38%** of the budget. This places overall spending **below** the budgeted benchmark.

**PORTS AND HARBORS FUND REVENUES VS EXPENSES FY2026**

<u>MONTH</u>	<u>2026 REVENUE</u>	<u>2026 EXPENSES</u>	<u>MONTHLY VARIANCE</u>
OCT	\$437,650.61	\$42,120.48	\$ 395,530.13
NOV	\$255,253.15	\$40,847.23	\$ 214,405.92
DEC	\$81,935.79	\$41,898.46	\$ 40,037.33
JAN	\$68,974.38	\$172,061.46	\$ (103,087.08)
FEB	\$88,994.17	\$31,985.15	\$ 57,009.02
MAR	\$85,233.63	\$54,625.15	\$ 30,608.48
APR	\$79,018.84	\$70,525.91	\$ 8,492.93
MAY	\$106,655.33	\$203,067.09	\$ (96,411.76)
JUN			\$ -
JUL			\$ -
AUG			\$ -
SEP			\$ -
<b>TOTAL</b>	<b>\$1,203,715.90</b>	<b>\$657,130.93</b>	<b>\$ 546,585</b>





**CITY OF  
PORT LAVACA**

202 N. Virginia, Port Lavaca, Texas 77979-0105 [www.portlavaca.org](http://www.portlavaca.org)  
Main Number: 361-552-9793 Main Facsimile: 361-552-6062

**Ports & Harbors Fund**  
**Target Benchmark is 67%**

	May-26			May-25		
	25-26 Budget	25-26 Adopted	%	24-25 Budget	24-25 Adopted	%
	Actual YTD	Budget		Actual YTD	Budget	
<b>Revenues</b>						
User and Svc Charges	594,690	792,072	75%	568,962	818,955	69%
Fines and Forfeitures	3,557	500	711%	472	500	94%
Other Revenue	21,594	35,500	61%	20,720	35,600	58%
Grant and Contribution	487,591	556,872	88%	30,200	550,000	5%
Intergovernmental Revenue	96,284	96,284	0%	116,184	116,184	0%
<b>Total Revenue</b>	<b>\$ 1,203,716</b>	<b>\$ 1,481,228</b>	<b>81%</b>	<b>\$ 736,538</b>	<b>\$ 1,521,239</b>	<b>48%</b>
<b>Expenditures</b>						
Technology	4,818	6,424	75%	3,566	1,422	251%
City Harbor	-	8,000	0%	3,475	7,000	50%
Harbor of Refuge	20,480	100,000	20%	10,000	200,000	5%
Smith Harbor	-	11,000	0%	4,875	11,000	44%
Nautical Landings Marina	3,691	18,000	21%	8,274	35,000	24%
Operations	628,142	1,585,137	40%	376,557	1,390,279	27%
<b>Total Expenditures</b>	<b>\$ 657,131</b>	<b>\$ 1,728,561</b>	<b>38%</b>	<b>\$ 406,747</b>	<b>\$ 1,644,701</b>	<b>25%</b>

**Net Change in Fund Balance**      \$546,585

**\$329,791**

\* Expenditures do not include encumbrances



**CITY OF  
PORT LAVACA**

202 N. Virginia, Port Lavaca, Texas 77979-0105 [www.portlavaca.org](http://www.portlavaca.org)  
Main Number: 361-552-9793 Main Facsimile: 361-552-6062

Section VII. Item #F.

**FUND BALANCE SUMMARY (unaudited)**

Fund	Beginning Fund			Ending Fund Balance as of 05/31/2026	Target Unassigned Fund Balance	Variance
	Balance as of 10/01/2025	Revenue	Expense			
001 - GENERAL FUND	\$6,081,080	\$10,631,890	\$8,049,947	\$8,663,023	\$5,776,422	\$2,886,601
112 - JUVENILE CASE MANAGER	\$27,796	\$2,370	\$0	\$30,166		
136 - TCDP GRANT	\$107,907	\$13,918	\$24,281	\$97,544		
165 - HAZARD MITIGATION GRANT	\$1,204,277	\$0	\$0	\$1,204,277		
206 - FIXED ASSET REPLACEMENT	\$349,772	\$21,043	\$0	\$370,816		
222 - 2022 CO'S	\$233,121	\$144	\$214,141	\$19,124		
224 - 2024 CO'S	\$7,122,219	\$144,035	\$3,805,617	\$3,460,637		
214 - CDBG GRANT	(\$279,325)	\$1,688,737	\$1,329,476	\$79,937		
<b>Total Major Governmental Funds</b>	<b>\$14,846,847</b>	<b>\$12,502,137</b>	<b>\$13,423,462</b>	<b>\$13,925,522</b>		
101 - HOTEL OCCUPANCY TAX FUND	\$515,660	\$266,514	\$575,786	\$206,388	\$250,000	(\$43,612)
103 - POLICE FORFEITURES	\$19,321	\$270	\$0	\$19,591		
113 - BUILDING SECURITY	\$50,748	\$367	\$1,200	\$49,915		
114 - BLDG SECURITY & TECHNOLOGY	\$1,884	\$4,824	\$0	\$6,709		
125 - ECONOMIC DEVELOPMENT	\$12,300	\$51	\$0	\$12,351		
147 - HOME PROGRAM FUND	\$40,992	\$0	\$150,000	(\$109,008)		
158 - BULLETPROOF VEST GRANT	(\$39,919)	\$24,143	\$0	(\$15,776)		
160 - COURT TECHNOLOGY FUND	\$32,474	\$266	\$0	\$32,740		
175 - HURRICANE HARVEY	(\$395,714)	\$0	\$472	(\$396,186)		
201 - VETERANS MEMORIAL	\$25,448	\$2,065	\$2,411	\$25,102		
216 - ARPA/CLFRF GRANT	\$188,819	\$0	\$7,335	\$181,484		
220 - STREET CONSTRUCTION	\$304,197	\$5,472	\$3,589	\$306,080		
213 - RESTORE GRANT FUND	(\$1,594)	\$4,500	\$3,519	(\$613)		
310 - PC DEBT SERVICE	\$87,309	\$63,758	\$122,074	\$28,993		
315 - DEBT SERVICE	\$1,019,410	\$1,175,495	\$1,131,725	\$1,063,180		
321 - 2016 GO DEBT SERVICE	(\$2,076)	\$0	\$0	(\$2,076)		
322 - PC DEBT SERVICE	(\$6,967)	\$67,301	\$115,863	(\$55,529)		
704 - PARKS DONATION FUND	\$5,089	\$100	\$0	\$5,189		
<b>Total Non-Major Governmental Funds</b>	<b>\$1,852,294</b>	<b>\$1,615,123</b>	<b>\$2,113,973</b>	<b>\$1,353,344</b>		
162 - LHB DREDGING	\$88,890	\$10,412	\$23,247	\$76,055		
169 - MASS METER SWAP	\$970,253	\$0	\$0	\$970,253		
217 - UTILITY CONSTRUCTION	\$2,076,934	\$35,053	\$486,775	\$1,625,212		
501 - PUBLIC UTILITY FUND	\$9,157,064	\$5,456,272	\$5,560,898	\$9,052,437	\$2,477,834	\$6,574,603
503 - BEACH OPERATING FUND	\$3,317,279	\$137,433	\$219,594	\$3,235,118	\$87,889	\$3,147,228
504 - PORTS & HARBORS FUND	\$4,768,742	\$1,203,716	\$657,131	\$5,315,327	\$304,955	\$5,010,373
<b>Total Enterprise Funds</b>	<b>\$17,243,085</b>	<b>\$6,797,421</b>	<b>\$6,437,623</b>	<b>\$17,602,882</b>		
702 - FIREMANS RETIREMENT FUND	\$0	\$450	\$450	\$0		
706 - POLICE SEIZURE FUND	\$33,593	\$0	\$0	\$33,593		
<b>Total Fiduciary Funds</b>	<b>\$33,593</b>	<b>\$450</b>	<b>\$450</b>	<b>\$33,593</b>		
<b>Grand Total All Funds</b>	<b>\$33,975,818</b>	<b>\$20,915,131</b>	<b>\$21,975,509</b>	<b>\$32,915,341</b>		

# **COMMUNICATION**

**SUBJECT:** Receive Employee Training Review Acknowledgment report ending 05.31.2026

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## **INFORMATION:**

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**DATE:** 06/08/2026  
**TO:** COUNCIL - REGULAR CITY COUNCIL MEETING  
**SUBJECT:** TRAINING REVIEW AND ACKNOWLEDGEMENT FORMS

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**City Hall**

Emp: Rachel Garza  
Training Title: Great Place to Work Listening Deeper  
Date: May 28, 2026

Emp: Kateryna Thomas Vorobyova  
Training Title: Texas Dept of Emergency Mgt  
Date: May 25, 2026 – May 29, 2026

Emp: Jody Weaver  
Training Title: Matagorda Bay Regional Flood Issues Work  
Date: May 28, 2026

**Fire**

Emp: Lyndon Davis  
Training Title: NFPA 1850 Advance Gear Cleaning and Inspection  
Date: May 14, 2026

Emp: Lannen, Milizza  
Training Title: NFPA 1850 Advance Gear Cleaning and Inspection  
Date: May 14, 2026

**Public Works:**

Emp: William Shaffer  
Training Title: Texas Dept of Emergency Mgt  
Date: May 25, 2026 – May 29, 2026



# CITY OF PORT LAVACA

## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 1135 EMPLOYEE NAME: RACHEL GARZA

DEPARTMENT: Human Resources TRAINING / CONFERENCE DATE(S): 05/28/2026

TRAINING/ CONFERENCE TITLE: Great Place to Work: Listening Deeper

LOCATION: WEBINAR

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

To better transform feedback into action. What steps to take next after an employee survey has been completed.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

1. Say Thank You Immediately
2. Analyze the Data
3. Review with Leadership and Managers
4. Co-Create an Action Plan
5. Monitor and Repeat

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

1. Acknowledge participation: Send a company-wide email within the first week. 2. Give a clear timeline for when the full data will be reviewed and shared. 3. Clean report: Confirm responses & redact any identifying markers to protect employee privacy. 4. Look for patterns: Separate the data by department or role to find specific problem areas. 5. Read the comments look for critical repetitive situations or issues. 6. Brief Dept Heads: Present the major issues and gaps to dept heads. 7. Equip managers: Send department heads their localized team data to help identify trends within their dept to better understand areas that need improvement. 8. Identify control factors: Separate issues that leadership can fix. 9. Focus on the "critical few": Select no more than two or three core priorities to fix rather than trying to change everything. 10. Involve the employees: Bring a small group of employees together to problem-solve an issue so they own the solution. 11. Assign ownership: Document the plan by clearly stating what will change, who is responsible, along with a completion deadline. 12. Secure "quick wins": Identify and accomplish immediately, fix and change to show the employees that their voice matters.

EMPLOYEE SIGNATURE: RACHEL GARZA

DATE: 05/28/2026

DEPARTMENT HEAD SIGNATURE: [Signature]

DATE: 5/28/26  
**RECEIVED**

HR SIGNATURE: [Signature]

DATE: MAY 28 2026



# CITY OF PORT LAVACA

## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 1650 EMPLOYEE NAME: KATERYNA VOROBYOVA

DEPARTMENT: Finance TRAINING / CONFERENCE DATE(S): May 26-May29

TRAINING/ CONFERENCE TITLE: 2026 Texas Emergency Management Confere

LOCATION: Fort Worth Convention Center in Fort Wor

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

- 1. G-318: Local Mitigation Planning Training (Fort Worth)

The purpose of attending this Hazard Mitigation Planning course was to strengthen knowledge and understanding of the hazard mitigation planning process and to enhance the community's ability to reduce long-term risks from natural and man-made hazards. The training was attended to support local efforts in developing, maintaining, implementing, and updating a FEMA-compliant Hazard Mitigation Plan, while improving overall community resilience and preparedness. Attendance at this training was intended to improve the ability to coordinate mitigation planning activities, identify community vulnerabilities, prioritize mitigation projects, and pursue available mitigation funding opportunities. The training also aimed to provide practical guidance for supporting local emergency management, infrastructure protection, and long-term disaster risk reduction initiatives.

...

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

- 1. G-318: Local Mitigation Planning Training (Fort Worth)

The course covered the fundamental principles of hazard mitigation planning, including the differences between mitigation and preparedness, the roles and responsibilities of participating agencies and stakeholders, and the requirements for developing and maintaining a hazard mitigation plan. I learned how to collect and analyze data, conduct risk assessments, identify and profile hazards, assess vulnerabilities and potential impacts, and prioritize mitigation actions. Additional topics included plan maintenance, plan updates, implementation challenges and solutions, best practices for advancing mitigation projects, and an overview of FEMA Hazard Mitigation Assistance (HMA) funding programs and application procedures.

- 2. G-557: Rapid Needs Assessment

The course provided an overview of the purpose and importance of Rapid Needs Assessments and their role in emergency management. I learned how to plan and organize an assessment program, identify staffing requirements, and utilize the tools neces...

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

- 1. G-318: Local Mitigation Planning Training (Fort Worth)

Gained a clear understanding of the hazard mitigation planning process and FEMA requirements.  
Improved knowledge of risk assessment methodologies, including hazard identification, vulnerability analysis, and impact evaluation.  
Learned strategies for developing and prioritizing effective mitigation actions.  
Increased understanding of plan maintenance, monitoring, and update requirements.  
Developed familiarity with tools and resources available to support hazard mitigation planning efforts.  
Learned best practices for implementing mitigation projects and overcoming common implementation challenges.  
Enhanced knowledge of FEMA Hazard Mitigation Assistance funding opportunities and the application process.  
Strengthened the ability to support community resilience, disaster risk reduction, and long-term recovery planning.

...

EMPLOYEE SIGNATURE: KATERYNA VOROBYOVA

DATE: 06/02/2026

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: **RECEIVED**

HR SIGNATURE: [Signature]

DATE: **JUN 02 2026**



# CITY OF PORT LAVACA

## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 1150 EMPLOYEE NAME: JOANNA WEAVER

DEPARTMENT: City Manager TRAINING / CONFERENCE DATE(S): 05/28/2026

TRAINING/ CONFERENCE TITLE: Matagorda Bay Regional Flood Issues Work

LOCATION: City of Palacios Pavilion

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

To connect city and county officials from Calhoun, Jackson, Matagorda, and western Brazoria counties with planning tools and resources offered through GLO and TWDB that are essential for flood mitigation and related project development.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

1. Summary of State Planning Opportunities and Resources
2. GLO Texas Coastal Resiliency Master Plan (GLO and AECOM)
3. TWDB and LCRA Regional Flood Planning Group Region 10 (Half & Associates)
4. River Basin Flood Studies (AECOM and Freese & Nichols)
5. Clean Coast Texas (GLO and Harte Research Institute)

Hear presentations on projects underway and in planning in Matagorda County, City of Bay City, Calhoun County and then I gave about a 20 minute presentation about all of the shoreline protection and public access improvement projects we have going on and in planning in the City of Port Lavaca

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

It was great to join other like minded people that have a passion for the environment and hear all of the various drainage and waterfront projects going on in the region.

I was made aware of two potential grant opportunities that are coming up that may be a good fit for our proposed North Relief Channle Drainage project.

I had one on one conversations with Josh Oyer that heads up the GLO TCRMP, the Mayor of Bay City, Joel Behrens Calhoun County Commissioner Pct 3, folks that work on the State Flood Plan and TWDB, Bill Balboa of the Matagorda Bay Foundation, folks with Clean Coast Texas. Jim Rudellat attended with me.

EMPLOYEE SIGNATURE: JOANNA WEAVER

DATE: 05/29/2026

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

HR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**RECEIVED**  
**MAY 29 2026**  
CITY OF PORT LAVACA  
CITY MANAGER



TRAINING REVIEW & ACKNOWLEDGEMENT FORM

This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.

EMPLOYEE NUMBER: 3090 EMPLOYEE NAME: Lyndon Davis

DEPARTMENT: Fire TRAINING / CONFERENCE DATE(S): 05/14/2026

TRAINING/ CONFERENCE TITLE: NFPA 1850 - Advanced Gear Cleaning and Inspection

LOCATION: 3660 Thousand Oaks Dr. San Antonio, TX

1. Purpose of Training/ Conference

(Briefly explain the reason for attending and what the training was intended to accomplish)

NFPA 1850 - Advanced gear cleaning and Inspection. Class is intended to educate firefighters about safely and efficiently inspect and wash gear. It showed how to wash gear and not cause any unnecessary damage or expenses.

2. Summary of Activities or Topics Covered

(What sessions, classes, or workshops did you attend?)

Attended the NFPA 1850 - Advanced gear cleaning and Inspection

3. Key Takeaways or Skills Learned

(What did you learn or gain from this experience?)

Learned how to more efficiently wash gear to reduce risk of cancer to me and other firefighters. Learned how to properly inspect and hydrotest gear to prevent injury on scenes. Learned improved on scene decontamination methods to reduce carcinogen exposure to personnel.

EMPLOYEE SIGNATURE: [Signature]

DATE: 05/14/2026

DEPARTMENT HEAD SIGNATURE: [Signature]

DATE: MAY 29 2026

HR SIGNATURE: [Signature]

DATE: CITY OF PORT LAVACA CITY MANAGER



**TRAINING REVIEW & ACKNOWLEDGEMENT FORM**

This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.

EMPLOYEE NUMBER: 3180

EMPLOYEE NAME: Milizza Lannen

DEPARTMENT: Fire Dept.

TRAINING/ CONFERENCE TITLE: NFPA 1850 Advanced class

LOCATION: 3260 Thousand Oaks #112 San Antonio

TRAINING / CONFERENCE DATE(S): 5/14/2026

**1. Purpose of Training/ Conference**

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

- NFPA 1850 Advanced Class to obtain PPC Manager certificate.

**2. Summary of Activities or Topics Covered**

*(What sessions, classes, or workshops did you attend?)*

- Covered key changes that went into effect as of Sept. 9, 2025.
- PPC Manager and PPC Technicians.
- Verified cleaner vs. Verified ISP.
- extractor information
- Record Keeping
- Retirement

**3. Key Takeaways or Skills Learned**

*(What did you learn or gain from this experience?)*

- NFPA water hardness - 60% ppm (water softener)
- TCFP will score dept. on 1850 Cert.
- Record Keeping important
- extractor temp. increased to 120F, but not less than 6.0 or greater than 9.5 pH.
- Verify ISP for any third party service.

EMPLOYEE SIGNATURE: [Signature] DATE: 5/16/24

FOR INTERNAL USE ONLY

**RECEIVED**

RECEIVED DATE: 5-18-26

SIGNATURE OF HUMAN RESOURCES: [Signature]

**MAY 18 2026**

CITY OF PORT LAVACA



# CITY OF PORT LAVACA

## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 4880 EMPLOYEE NAME: WILLIAM SHAFFER

DEPARTMENT: Streets TRAINING / CONFERENCE DATE(S): 5/25-5/29/26

TRAINING/ CONFERENCE TITLE: Texas Department of Emergency Management

LOCATION: Fort Worth Texas

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

Texas Division of Emergency Management (TDEM), in partnership with The Texas A&M System, hosts key workshops, networking, and exhibit hall access, with a focus on preparedness, coordination, and innovation in disaster response. The conference is designed to strengthen coordination, share best practices, and equip Texas communities to respond to any hazard, especially in the lead-up to hurricane season.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

- 1)G-318: Local Mitigation Planning Training-8-12 all four days
- 2)Intro to Texas Debris
- 3)Local Hazard Mitigation Plans: What Are They, Why Do You Need One, and How to Build One with Some New Free and Cheap Tools
- 4)Taking the Ick! Out of ICS - How to Make it Relevant, Approachable, and Easier to Implement
- 5)From Data to Decisions: Empowering Local Emergency Planners with Decision-Support Tools (RAMP and MATCH)

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

Across workshops—from FEMA Public Assistance readiness to hazard-mitigation planning and decision-support tools—the conference highlighted how communities can improve resilience through training, documentation, interagency coordination, and smarter use of technology.

#### 1. Blue Sky Readiness

FEMA Public Assistance success depends on actions taken before an event. The program is a reimbursement process, and as the document states, "documentation is essential for recovery." Communities must build a strong administrative and operational foundation through:

Administrative readiness: compliant procurement, pre-positioned contracts, and regular training  
...

EMPLOYEE SIGNATURE: WILLIAM SHAFFER

DATE: 06/01/2026

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

HR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**RECEIVED**  
**JUN 01 2026**  
CITY OF PORT LAVACA  
CITY MANAGER

# **COMMUNICATION**

**SUBJECT:** Receive Office of Court Administrators (OCA) Monthly report ending  
05.31.2026

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## **INFORMATION:**



**CRIMINAL SECTION**

Section VII. Item #H.

**CRIMINAL SECTION**

Court: City of Port Lavaca			Traffic Misdemeanors			Non-Traffic Misdemeanors		
Month	Year		Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance
<b>MAY</b>	<b>2026</b>							
<b>1. Cases Pending First of Month</b>			2,850	12	28	2,851	76	196
a. Active Cases			1,646	10	23	1,662	55	155
b. Inactive Cases			1,204	2	5	1,189	21	41
<b>2. New Cases Filed During Month</b>			25	0	1	24	2	2
<b>3. Cases Reactivated</b>			24	0	0	19	0	0
<b>4. All Other Cases Added</b>			0	0	0	0	0	0
<b>5. Total Cases on Docket</b> <i>(Sum of Lines 1a, 2, 3 &amp; 4)</i>			1,695	10	24	1,705	57	157
<b>6. Dispositions Prior to Court Appearance or Trial</b>								
a. Uncontested Dispositions <i>(Disposed without appearance before a judge (CCP, Art. 27.14 (c)))</i>			0	0	0	7	0	0
b. Cases Dismissed by Prosecution			0	0	0	0	0	0
<b>7. Final Dispositions in Open Court or at Trial</b>								
a. Convictions								
1) Guilty Plea or Nolo Contendere			35	0	1	14	0	0
2) By the Court			0	0	0	1	0	0
3) By the Jury			0	0	0	0	0	0
b. Acquittals								
1) By the Court			0	0	0	0	0	0
2) By the Jury			0	0	0	0	0	0
c. Cases Dismissed by Prosecution			1	0	0	2	0	0
<b>8. Compliance Dismissals</b>								
a. After Driving Safety Course <i>(CCP, Art. 45.0511)</i>			2					
b. After Deferred Disposition <i>(CCP, Art. 45.051 or CCP, Art. 45.054)</i>			2	0	0	0	0	0
c. After Teen Court <i>(CCP, Art. 45.052)</i>			0	0	0	0	0	0
d. After Tobacco Awareness Course <i>(HSC, Sec. 161.253)</i>							0	
e. After Treatment for Chemical Dependency <i>(CCP, Art. 45.053 and HSC, Ch. 462)</i>						0	0	
f. After Proof of Financial Responsibility <i>(TC, Sec. 601.193)</i>			1					
g. All Other Transportation Code Dismissals			0	0	0	0	0	0
<b>9. All Other Dispositions</b>			0	0	0	0	0	0
<b>10. Total Cases Disposed</b> <i>(Sum of Lines 6, 7, 8 &amp; 9)</i>			41	0	1	24	0	1
<b>11. Placed on Inactive Status</b>			13	0	1	24	0	1
<b>12. Cases Pending End of Month</b>			2,834	12	28	2,851	78	198
a. Active Cases <i>(Equals Line 5 minus the sum of Lines 10 &amp; 11)</i>			1,641	10	22	1,657	57	156
b. Inactive Cases <i>(Equals Line 1b minus Line 3 plus Line 11)</i>			1,193	2	6	1,194	21	42
<b>13. Show Cause and Other Required Hearings Held</b>			0	0	0	0	0	0
<b>14. Cases Appealed</b>								
a. After Trial			0	0	0	0	0	0
b. Without Trial			0	0	0	0	0	0

**CIVIL/ADMINISTRATIVE SECTION**

Section VII. Item #H.

**CIVIL SECTION**

<b>Court</b> CITY OF PORT LAVACA	
<b>Month</b> MAY <b>Year</b> 2026	<b>TOTAL CASES</b>
<b>1. Cases Pending First of Month</b>	315
a. Active Cases	313
b. Inactive Cases	2
<b>2. New Cases Filed During Month</b>	1
<b>3. Cases Reactivated</b>	0
<b>4. All Other Cases Added</b>	0
<b>5. Total Cases on Docket</b> <i>(Sum of Lines 1a, 2, 3 &amp; 4)</i>	314
<b>DISPOSITIONS</b>	
<b>6. Uncontested Civil Fines or Penalties</b>	0
<b>7. Default Judgments</b>	0
<b>8. Agreed Judgments</b>	0
<b>9. Trial or Hearing by Judge or Hearing Officer</b>	0
<b>10. Trial by Jury</b>	0
<b>11. Cases Dismissed for Want of Prosecution</b>	0
<b>12. All Other Dispositions</b>	0
<b>13. Total Cases Disposed</b> <i>(Sum of Lines 6 through 12)</i>	0
<b>14. Placed on Inactive Status</b>	0
<b>15. Cases Pending End of Month</b>	316
a. Active Cases <i>(Equals Line 5 minus the sum of Lines 13 &amp; 14)</i>	314
b. Inactive Cases <i>(Equals Line 1b minus Line 3 plus Line 14)</i>	2
<b>16. Cases Appealed</b>	
a. After Trial	0
b. Without Trial	0

**JUVENILE/MINOR ACTIVITY**

**JUVENILE/MINOR ACTIVITY**

<b>Court</b> CITY OF PORT LAVACA	
<b>Month</b> MAY <b>Year</b> 2026	<b>TOTAL</b>
<b>1. Transportation Code Cases Filed</b> <i>(TC, Section 729.001)</i>	2
<b>2. Non-Driving Alcoholic Beverage Code Cases Filed</b>	0
<b>3. Driving Under the Influence of Alcohol Cases Filed</b> <i>(ABC, Sec. 106.041)</i>	0
<b>4. Drug Paraphernalia Cases Filed</b> <i>(HSC, Sec. 481.125(a))</i>	0
<b>5. Tobacco and E-Cigarettes Cases Filed</b> <i>(HSC, Sec. 161.252)</i>	1
<b>6. Truancy Cases Filed</b> <i>(Fam. Code, Sec. 65.003(a))</i>	0
<b>7. Education Code Cases Filed</b>	0
<b>8. Violation of Local Daytime Curfew Ordinance Cases Filed</b> <i>(Local Govt. Code, Sec. 341.905 or Sec. 351.903)</i>	0
<b>9. All Other Non-Traffic Fine-Only Cases Filed</b>	0
<b>10. Transfer to Juvenile Court:</b>	
a. Mandatory Transfer <i>(Fam. Code, Sec. 51.08(b)(1))</i>	0
b. Discretionary Transfer <i>(Fam. Code, Sec. 51.08(b)(2))</i>	0
<b>11. Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct)</b> <i>(CCP, Art. 45.050(c)(1) and Fam. Code, Sec. 65.251)</i>	0
<b>12. Held in Contempt by Criminal Court (Fined and/or Denied Driving Privileges)</b> <i>(CCP, Art. 45.050(c)(2) and Fam. Code Sec. 65.251)</i>	0
<b>13. Juvenile Statement Magistrate Warning:</b>	
a. Warnings Administered	0
b. Statements Certified <i>(Fam. Code, Sec. 51.095(a)(1)(D))</i>	0
<b>14. Detention Hearings Held</b> <i>(Fam. Code, Sec. 54.01)</i>	0
<b>15. Orders for Non-Secure Custody Issued</b> <i>(CCP, Art. 45.058)</i>	0
<b>16. Parent Contributing to Nonattendance Cases Filed</b> <i>(Ed. Code, Sec. 25.093)</i>	0

**ADDITIONAL ACTIVITY**

Section VII. Item #H.

Court: CITY OF PORT LAVACA		NUMBER GIVEN	NUM
Month MAY	Year 2026		REQUESTS FOR COUNSEL
<b>1. Magistrate Warnings</b>			
a. Class C Misdemeanors		0	
b. Class A and B Misdemeanors		0	0
c. Felonies		0	0
			<b>TOTAL</b>
<b>2. Arrest Warrants Issued</b>			
a. Class C Misdemeanors			36
b. Class A and B Misdemeanors			0
c. Felonies			0
<b>3. Capiases Pro Fine Issued (CCP, Art. 45.045)</b>			0
<b>4. Search Warrants Issued</b>			0
<b>5. Warrants for Fire, Health and Code Inspections Issued (CCP, Art. 18.05)</b>			0
<b>6. Examining Trials Conducted (CCP, Art. 16.01)</b>			0
<b>7. Emergency Mental Health Hearings Held (HSC, Sec. 573.012)</b>			0
<b>8. Magistrate's Orders for Emergency Protection (CCP, Art.17.292)</b>			0
<b>9. Magistrate's Orders for Ignition Interlock Device Issued (CCP, Art. 17.441)</b>			0
<b>10. All Other Magistrate's Orders Issued Requiring Conditions for Release on Bond (CCP, Art. 17)</b>			0
<b>11. Driver's License Denial, Revocation or Suspension Hearings Held (TC, Sec. 521.300)</b>			0
<b>12. Disposition of Stolen Property Hearings Held (CCP, Ch. 47)</b>			0
<b>13. Peace Bond Hearings Held (CCP, Art. 7.03)</b>			0
<b>14. Cases in Which Fine and Court Costs Satisfied by Community Service (CCP, Art. 45.049 or 45.0492)</b>			
a. Partial Satisfaction			0
b. Full Satisfaction			0
<b>15. Cases in Which Fine and Court Costs Satisfied by Jail Credit</b>			20
<b>16. Cases in Which Fine and Court Costs Waived for Indigency (CCP, Art. 45.0491)</b>			0
<b>17. Amount of Fines and Court Costs Waived for Indigency (CCP, Art. 43.091)</b>			\$0.00
<b>18. Total Fines, Court Costs and Other Amounts Collected</b>			
a. Retained by City			\$9,089.65
b. Remitted to State			\$3,830.26
c. Total			\$12,919.91

# **COMMUNICATION**

**SUBJECT:** Receive Victoria Economic Development Corporation (VEDC) Monthly Report

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## **INFORMATION:**

**VEDC Update for Port Lavaca  
May 2026 RECAP  
Presented June**

**Residential**

- VEDC and CM have met with a developer for housing. They are now doing their due diligence and plan for 2027. VEDC staff have been supplying them with requested information.

**Marketing**

- VEDC Staff to attend “Retail Live” tradeshow in September and will market Port Lavaca.

**Business**

- VEDC staff to consider a Franchise workshop to test the appetite for potential franchise owners.
- Next business workshop will be in June. VEDC will be partnering with SBDC as well, to offer virtual workshops. VEDC will also promote all SBDC workshops to the business community. Funding will be discussed.
- VEDC Staff to begin holding “Business Start Up” workshops.
- VEDC staff are attempting to obtain a business list from the Chamber, to ensure they are aware of services and opportunities, and find out what help they need.

**Attraction**

- VEDC staff is still in discussion with a food/beverage business, as they have not made final decisions. This is still active. They haven’t said “no”.
- VEDC staff is marketing empty pad sites and keeps in contact with the developers.
- Based on Retail Leakage, Opportunity & Retail Recruitment, we will be targeting not only small manufacturing, (as it is not retail), but also retailers in categories of apparel, outdoor/marine, Restaurants (this will continue) and home, pet, beauty supply.

**Other**

- VEDC staff have scheduled meetings with the City Manager, to be recurring.
  - Discuss properties
  - Discuss residential – meeting held in May.
  - Discuss business opportunities – discuss retailer types above
- VEDC hosted the quarterly VEDC Regional Partnership Meeting (open) on May 7<sup>th</sup>. We encourage you to attend when you can. The next open meeting will begin in August.
- VEDC staff attend training and conferences throughout the year. There are training opportunities as they relate to economic development. **If any council member is ever interested in knowing more, please let VEDC staff know.**

VEDC President will update the council in person on a quarterly basis. Date TBD.

# **COMMUNICATION**

**SUBJECT:** Resolution No. R-060826-1 Budgetary and Financial Management Policies 2026-27 FY

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## **INFORMATION:**

**CITY OF PORT LAVACA**

**CITY COUNCIL MEETING: JUNE 8, 2026**

**DATE:** MAY 22, 2026

**TO:** THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**FROM:** BRITTNEY HOGAN, FINANCE DIRECTOR

**SUBJECT:** ANNUAL REVIEW AND APPROVAL OF THE FINANCIAL MANAGEMENT POLICIES

**BACKGROUND:**

As a pre-cursor to the annual budget process, the Financial Management Policies of the City were reviewed by the Finance committee on May 20, 2026. Recommended changes and clarifications are:

- Removal of annual budgeted transfer from General Fund to Ports & Harbors from property taxes collected from Port Commission leased properties.
  - The Port Commission discussed this Financial Policy at their meeting on May 19, 2026 and agreed to delete this policy of transferring this approx. \$100,000 from the General Fund to the Ports & Harbors Fund. Once a Comprehensive Master Plan has been adopted, they plan to work with Council to develop strategies to fund CIP projects identified in the plan, which may or may not include re-instating this policy.

This policy was adopted by the Council for the 2024-25 and 2025-26 fiscal years after the Port Commission made the following recommendation to Council in a 5 to 1 vote on April 2, 2024: to transfer all Property Taxes that are collected from the Port Commission leased properties to the Ports and Harbors Fund to be allocated to the Port Commission for expenditure. This amounts to approximately \$100,000 in property tax dollars being transferred to the Ports & Harbors from the General fund each year.

- Modify Capital Asset policy to increase useful life from One year to Two years and value of asset from \$5,000.00 to \$10,000.00
  - The proposed increase of the capitalization threshold is intended to modernize the City’s fixed asset policy, improve administrative efficiency, and ensure staff resources are focused on materially significant assets while maintaining compliance with applicable governmental accounting standards.

**FINANCIAL IMPLICATIONS:**

Accepting the annual review of the Budgetary and Financial Management Policies will provide guidance for the City’s budget process and financial management of city funds.

**RECOMMENDATION:**

Approve the annual review of the City’s Budgetary & Financial Management Policies.



# CITY OF PORT LAVACA, TX

## FINANCIAL MANANGEMENT POLICIES

**Resolution No. R-060826-1**

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## Statement of Purpose

The City of Port Lavaca has an important responsibility to its citizens, taxpayers, ratepayers, and all customers to carefully account for public funds, to manage the City's finances wisely, and to plan for the adequate funding of services desired by the public. To facilitate this responsibility, certain financial policies have been developed and implemented within the parameters established by provisions of the Texas Local Government Code and the City Charter. The purpose of the Financial Management Policies is to provide guidelines for the financial management staff in planning and directing the City's day-to-day financial affairs and in developing recommendations to the Mayor and City Council. These policies, as itemized below, are adopted by the City Council annually and considered the basis for financial management, planning and budget preparation.

## Accounting, Auditing, and Financial Reporting

### Accounting

The City's Director of Finance is responsible for establishing the chart of accounts, and for properly recording financial transactions.

### Funds

Self-balancing groups of accounts are used to account for City financial transactions in accordance with Generally Accepted Accounting Principles. Each fund is created for a specific purpose except for the General Fund, which is used to account for all transactions not accounted for in other funds.

### External Auditing

Pursuant to State Statute, the City shall have its records and accounts audited annually by a certified public accounting (CPA) firm, licensed to practice in the State of Texas. The CPA firm must demonstrate that they have the breadth and depth of staff to conduct the City's audit in accordance with accepted auditing standards, generally accepted government auditing standards, and contractual requirements. The auditors' report on the City's financial statements including any federal grant single audits and the auditor's management letter will be completed within 180 days of the City's fiscal year end. An interim management letter will be issued prior to this date if any materially significant internal control weaknesses are discovered. The City staff and auditors

will jointly review the management letter with the City Council within 60 days of its receipt by the staff.

**External Auditors Responsible to City Council**

The external auditors are accountable to the City Council and will have access to direct communication with the City Council if the City staff is unresponsive to auditor recommendations or if the auditors consider such communication necessary to fulfill their legal and professional responsibilities.

**External Auditors Rotation**

A review of the current CPA firm must be done every five years. This review does not necessarily result in a change in the CPA firm. If appropriate, the current CPA firm can be contracted for future annual audit. The City will not require external auditor rotation. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, and the firm’s ability to perform a quality audit.

**External Financial Reporting**

The City with collaboration from external auditors will prepare and publish an Annual Comprehensive Financial Report (ACFR). The ACFR will be prepared in accordance with Generally Accepted Accounting Principles and will be presented annually to the Government Finance Officers Association (GFOA) for evaluation and possibly awarding of the Certification of Achievement for Excellence in Financial Reporting. The deadline to submit application to participate in the Certificate of Achievement for Excellence in Financial Reporting Program is six months from the end of the fiscal year. The ACFR will be published and presented to the City Council within 180 days after the end of the fiscal year. City staffing limitations may preclude such timely reporting. In such a case, the Director of Finance will inform the City Manager, and the City Manager will inform the City Council of the delay and the reasons, therefore.

**Continuing Disclosure**

The Director of Finance will ensure that the Municipal Securities Rulemaking Board’s Electronic Municipal Market Access (EMMA) website is current, and all disclosures are filed timely with assistance from the City’s Financial Advisor. EMMA is the official repository for information in virtually all municipal securities. Continuing disclosure includes annual disclosure required within 180 days of the fiscal year end, as well as material event disclosure required under the

Securities and Exchange Commission (SEC) Rule 15c2-12 within 10 days of the occurrence of the event.

## Funds

### Fund Structure and Basis of Accounting

All fund structures and accounting standards of the City of Port Lavaca shall be in compliance with generally accepted accounting principles for local governments as prescribed by the Governmental Accounting Standards Board (GASB) and other recognized professional standards.

### Governmental Funds

Most government functions are financed through governmental funds. The acquisition, use, and balances of the City's expendable resources and related current liabilities are accounted for through governmental funds. Long-term liabilities and fixed assets are not accounted for through governmental funds.

Governmental funds revenues and expenditures are recognized on the modified accrual basis. Revenues are recognized in the accounting period in which they become available and measurable while expenditures are recognized in the accounting period in which the liability is incurred, if measurable. Because the appropriated budget is used as the basis for control and comparison of budgeted and actual amounts, the basis for preparing the budget is the same as the basis of accounting.

Governmental funds are used to account for general government operations and include the General Fund, Debt Service funds, Special Revenue funds, and Capital Projects funds.

- **General Fund**

The General Fund is the Primary fund for core government services and is used to account for all resources not required to be accounted for in another fund and not otherwise devoted to specific activities. Most of the financial transactions for the City are reported in this fund. The services provided by the City are classified according to activity and presented as operating departments in the budget.

**• Debt Service Funds**

This fund type is used to account for resources used to service the principal and interest on long-term debt such as general obligation bonds, revenue bonds, certificates of obligation and tax-exempt leases classified as debt.

**• Capital Project Funds**

Capital Projects funds are used to account for resources restricted for the acquisition or development of major capital equipment and structures. Financing sources are usually provided by transfers from other funds, bond issue proceeds, or grants-in-aid. Capital projects are generally tracked on a project-length basis. The required financing is not appropriated on an annual basis (or any other period-length basis) but is approved at the outset of the project. The expected expenditures under the Capital Improvement Program (called CIP) are presented as part of the overall budget adoption to accurately reflect the City’s total expected use of funds in any given budget year but these estimates are not considered binding appropriations.

**• Special Revenue Funds**

This fund type is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Federal and State Grant Funds**

The City will have the necessary controls in place and follow all applicable federal and state financial grant requirements, including 2 CFR 200.302(b)(6) on advanced payments, 2 CFR 200.303 on internal controls for all grant funding, § 200.323 on contract cost and price, CFR 200 Part E on cost Principles and advance payment requirements, specifically § 200.403 Factors affecting allowability of costs and § 200.404 Reasonable costs as both allowable and reasonable, and § 200.305 on federal payment.-

For payments received from Federal grant sources, the City will track interest earned on those payments in accordance with § 200.305 Federal payment. The City will maintain advance payments of Federal awards in interest-bearing accounts and monitor that account would not be expected to earn in excess of \$500 per year on Federal cash balances or any additional interest earned on Federal advance payments deposited in interest bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS).

## Proprietary Funds

These funds listed below are used to account for the ongoing activities of the City that are similar to those found in the private sector. These funds are financed through user charges to recover costs of services provided. Proprietary funds use accrual accounting, which means revenues are recognized when they are earned by the City and expenses are recognized when they are incurred. Enterprise funds are considered proprietary funds and are used to account for operations for the City's Public Utility Fund, Light House Beach, and Port Revenue Fund.

The basis for preparing the budget is the same as the basis of accounting except for principal payments on long-term debt and capital outlay which are treated as budgeted expenses.

- **Public Utility Fund**

The Public Utility Fund consists of utility administration, water and wastewater operations, billing and collections, environmental services, and utility fiscal support. It is the policy of the City that the water and wastewater operations be self-sufficient and not cross subsidize the other. Rates will be set to reflect the cost of service by customer class where practical. The Utility Fund also accounts for the debt service and capital improvements of the utility system.

- Water - Water operations include water line maintenance, water distribution systems support, and the contracted raw water supply and water treatment services.
- Wastewater - Wastewater operations include wastewater line maintenance, wastewater collection systems support, and the wastewater treatment plant.

- **Beach Operating Fund**

The Beach Operating Fund consists of beach administration, beach operations, and collections. It will be the general policy of the City that the fees collected will be spent on maintenance and capital improvements of the Beach Fund facilities, grounds, and other structures. The general fund tax dollars will not be used for these purposes, except as a loan from the General Fund to the Beach Fund, approved by Council.

- **Ports and Harbors Fund**

The Ports and Harbors Fund consists of ports and harbors administration, ports and harbors operations, billing and collections. It will be the general policy of the City that the fees collected will be spent on maintenance and capital improvements of the Ports and Harbors Fund facilities, grounds and other structures.

# Fund Balance Policy

## Purpose

The purpose of this policy is to establish a key element of the financial stability of the City of Port Lavaca by setting guidelines and parameters for fund balance of the various funds used by the City. Unassigned fund balance is an important measure of economic stability, and it is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and other similar circumstances. This policy will ensure the City maintains adequate fund balances in the operating fund with the capacity to:

1. Provide sufficient cash flow for daily financial needs,
2. Secure and maintain investment grade bond ratings,
3. Offset significant economic downturns or revenue shortfalls, and
4. Provide funds for unforeseen expenditures related to emergencies.

## Definitions

**Fund Equity** – A fund’s equity is generally the difference between its assets and its liabilities.

**Fund Balance** – The fund equity of a governmental fund for which an accounting distinction is made between the portions that are spendable and non-spendable.

**Fund Balance reporting in governmental funds:** Fund balance will be reported in governmental funds under the following categories using the *definitions* provided by GASB Statement No. 54:

- 1) **Non-spendable fund balance** – includes the portion of net resources that cannot be spent because of their form (i.e. inventory, long-term loans, or prepaids) or because they must remain in-tact such as the principal of an endowment.
- 2) **Restricted fund balance** – includes the portion of net resources on which limitations are imposed by creditors, grantors, contributors, or by laws or regulations of other governments (i.e. externally imposed limitations). Amounts can be spent only for the specific purposes stipulated by external resource providers or as allowed by law through constitutional provisions or enabling legislation. Examples include impact fees and bond proceeds.

- 3) **Committed fund balance** – includes the portion of net resources upon which the Council has imposed limitations on use. Amounts that can be used only for the specific purposes determined by a *formal action* of the council. Commitments may be changed or lifted only by the Council taking the same *formal action* that originally imposed the constraint. The formal action must be approved before the end of the fiscal year in which the commitment will be reflected on the financial statements.
  
- 4) **Assigned fund balance** – includes the portion of net resources for which an *intended* use has been established by the City Council or the City Official authorized to do so by the City Council. Assignments of fund balance are much less formal than commitments and do not require formal action for their imposition or removal. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed which indicates that resources are, at a minimum, intended to be used for the purpose of that fund.

*Authority to Assign* - The City Council delegates the responsibility to assign funds not to exceed \$25,000 to the City Manager or their designee to be used for specific purposes. City Council shall have the authority to assign any amount of funds to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund. The assignments may occur subsequent to fiscal year-end.

- 5) **Unassigned fund balance** – includes the amounts in the general fund in excess of what can properly be classified in one of the other four categories of fund balance. It is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose. Negative residual amounts for all other governmental funds are reported in this classification.

**Minimum Reserve Policy**

**General Fund** - Being a City on the Gulf Coast, it shall be the goal of the City to maintain a fund balance in the General Fund equal to 180 days of the operating expenditures and a policy to maintain an **unassigned** fund balance of no less than 120 days of operating expenditures as to provide operating liquidity and contingency funding for non-specific unscheduled expenditures such as natural disasters or major unexpected expenditures. Any excess above the minimum will be reviewed and authorized annually by the City Council and may be designated to the Capital Improvement Program and the Asset Replacement Program, or any other programs the City Council may seem appropriate. In the event that the unassigned fund balance is calculated to be less than the policy stipulates, the City shall plan to adjust budget resources in subsequent fiscal years to restore the balance.

**Hotel/Motel Tax Fund** – Since the City’s Convention Center (Bauer Center) qualifies for use of Hotel/Tax, it shall be the goal of the City to maintain a fund balance in the Hotel/Motel Fund to support the annual cost for improvements and maintenance of the Bauer Center. The proper level of this unassigned fund balance will be based on the most recent three-year average cost of maintenance and operations of the Bauer Center or \$250,000 whichever is greater.

**Enterprise Funds Working Capital Position** - the goal shall be to maintain a working capital position equal to 120 days of the operating budget and a policy to maintain a working capital position no less than 90 days of the operating budget. The Cities enterprise funds consist of the Public Utility Fund, Beach Fund, and Ports & Harbors Fund.

- **Public Utility Fund**

It shall be the general policy of the City to commit a portion of the reserve to fixed asset replacement as it budgets for revenue.

The City shall establish a project fund that will be funded by unanticipated revenues or revenue surpluses. This fund shall be used to fund unanticipated projects or to retire debt early.

- ~~**Ports and Harbors Fund**~~

~~Annually, an amount equal to the sum of all property taxes collected from Port Commission leased properties shall be transferred from the General Fund to the Ports and Harbors Fund for which sum will be spent on maintenance and capital improvements of the Port facilities, grounds and other structures. No other general fund tax dollars will be used for this purpose, except as a loan from the General Fund to the Ports and Harbors Fund, approved by Council.~~

**Committed Fund Balances**

- **Fixed or Capital Asset Replacement** - The City Council commits an additional portion of the General Fund Reserve for fixed asset replacement related to machinery and equipment. On an annual basis, the City strives to commit dollars equal to one year’s depreciation expense of machinery and equipment for assets on record as of the previous fiscal year end. The balance at year end in this account will be the committed fund balance.

**Replenishment of Minimum Fund Balance Reserves**

If unassigned fund balance unintentionally falls below the required minimum or if it is anticipated that at the completion of any fiscal year the projected unassigned fund balance will be less than the minimum requirement, the City Manager shall prepare and submit a plan to restore the minimum required level as soon as economic conditions allow. The plan shall detail the steps necessary for the replenishment of fund balance as well as an estimated timeline for achieving such.

These steps may include, but are not limited to, identifying new, nonrecurring, or alternative sources of revenue; increasing existing revenues, charges and/or fees; use of year end surpluses; and/or enacting cost saving measures such as holding capital purchases, reducing departmental operating budgets, freezing vacant positions, and/or reducing the workforce. The replenishment of fund balance to the minimum level shall be accomplished within a three-year period. If restoration of the reserve cannot be accomplished within such a period without severe hardship to the City of Port Lavaca, then the Council shall establish an extended timeline for attaining the minimum balance.

**Order of Expenditure of Funds**

When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the Council, and unassigned fund balance), the Council will first spend the most restricted funds before moving down to the next most restrictive category with available funds. The categories, in order of level of restriction, are as follows:

- Non-spendable fund balance
- Restricted fund balance
- Committed fund balance
- Assigned fund balance
- Unassigned fund balance

**Appropriation of Unassigned Fund Balance**

Appropriation from the minimum unassigned fund balance shall require the approval of the City Council and shall be utilized only for one-time expenditures, such as capital purchases, and not for ongoing operating expenditures unless a viable revenue plan designed to sustain the expenditure is simultaneously adopted.

The Council may appropriate unassigned fund balances for emergency purposes, as deemed necessary, even if such use decreases the fund balance below the established minimum.

**Monitoring and Reporting**

The Director of Finance shall be responsible for monitoring and reporting the City’s reserve balances. The City Manager is directed to make recommendations to the Council on the use of reserve funds both as an element of the annual operating budget submission and from time to time throughout the fiscal year as needs may arise.

Compliance with the provisions of the policy shall be reviewed as a part of the annual operating budget adoption process and subsequent review will be included in the annual audit and financial statement preparation procedures.

**Capital Projects Funds**

Every effort will be made for all monies within the Capital project funds to be expended within thirty-six (36) months or within a reasonable time according to construction schedule. Balances will be used to generate interest income to offset construction costs.

Approved funds in the Capital Improvements Program for projects not started or completed will automatically carryover into the next fiscal year. Any capital improvement included in the capital improvements program that has not started nor any funds spent for three consecutive years will be reevaluated by staff and presented to City Council for alternative project consideration. Any unused monies can be used to fund similar projects as outlined by bond covenants and remaining excess funds will be transferred to the Debt Service Fund, provided that this complies with the bond covenant.

**Interfund Loans**

Non-routine inter-fund loans shall be made only in emergencies where other temporary sources of working capital are not available and with the approval of the City Manager. Inter-fund; forgivable or non-forgivable loans may also be authorized for capital projects with the approval of the City Council as part of the City’s regular budget process. At the time an interfund loan is considered, a plan to repay it shall also be considered. Or, the City Council may authorize to forgive the inter-fund loan partially or fully. A loan may be made from a fund only if the fund has ending resources in excess of the minimum requirement for the fund. Total inter-fund loans outstanding from a fund shall not exceed 50% of the ending fund balance for the fund. All inter-fund transfers must be approved by the city council. If any inter-fund loan is to be repaid from the proceeds of a future debt issue, a proper reimbursement resolution will be approved at the time the loan is authorized.

# Budgetary Policies

## Budget Preparation

The City Budget shall be prepared in accordance with all applicable Charter requirements and State laws. The budget is prepared by the City Manager with the assistance of the Finance Department and the cooperation of all City departments. The City Manager transmits the document to the City Council. The goal each year shall be to present the Proposed Budget to Council no later than six weeks prior to the end of the fiscal year and for the final approval of the Budget to be ready for Council action no later than two weeks before the end of the fiscal year. The Budget shall be comprehensive in nature and address all major funds of the City.

## Government Finance Officer Association Distinguished Budget Program

The goal each year will be for the City's Budget to conform to the requirements of the Distinguished Budget Program of the G.F.O.A. and be submitted thereto for peer review.

## Balanced Budget

It shall be a requirement each year for the budget of each fund to be balanced. This means that total resources available, including prior year ending resources plus projected revenues, shall be equal to or greater than the projected expenditures for the coming year. In a case where a deficit fund balance does occur, the goal shall be to limit deficits to only those amounts representing one-time capital expenditures and/or to adjust revenues and/or expenses so that the deficit is eliminated in no more than two budget years.

## Public Hearings, Availability of Budget to Public

Upon completion of the City Manager's Proposed Budget to Council, the City holds public hearings in accordance with the Local Government Code. A copy of the Proposed Budget is made available in the City Secretary's Office or on the City's website. These hearings provide the Citizens of Port Lavaca a chance to ask questions as well as an opportunity for Council to hear any recommendations before final approval of the budget.

## **Cost Center Accounting and Budgeting**

It shall be the policy of the City to allocate cost, and budget accordingly, to the various funds to the extent practical. This includes such items as utility costs, fuel costs, vehicle lease charges, overhead manpower and insurance fees.

## **Bond Ratings**

It shall be the City's long-term goal to improve its bond ratings for general obligation bonds and revenue bonds. The City's policy shall be to manage its budget and financial affairs in such a way to promote enhancement of its bond ratings. This financial management includes the following:

- *Develop and maintain a multi-year operating budget*
- *Develop and maintain a multi-year capital improvements plan*
- *Implement financial procedures to quickly identify financial problems & limit budget shortfalls*
- *Review projected revenue methodologies annually*
- *Review method of determining appropriate cash reserve levels annually*

## **Administrative Overhead Fee to Enterprise Funds**

It shall be the budgetary policy of each enterprise fund to pay to the General Fund an amount as set by the Budget each year. This charge shall be set as a percent of fund expenditures associated with each function and shall be construed as a payment for general administrative overhead, including management, accounting, legal, public safety, and personnel services in the Public Utility Fund. This charge shall be set as a percent of fund revenues for all other enterprise funds. From an accounting perspective, such fee shall be treated as a fund operating transfer.

## **Budget Projections for Revenues and Expenditures**

Most individual budget projections are a collaborative effort between the Division Heads, the Director of Finance, and the City Manager. The Director of Finance will note the methodology for estimating each major revenue or expense item budgeted, taking into consideration the insight of the respective Division Head. Revenue and expense estimates are always to be conservative to reduce any potential for budget shortfalls.

## **Maintenance of Plant and Equipment**

The operating budget will provide for the adequate maintenance and replacement of the capital plant, building, infrastructure, and equipment. Deferral of such costs on a long-term continued basis will not be an acceptable policy to use in balancing the budget.

**Reporting**

Monthly financial reports will be prepared to enable the department directors to manage their budgets and to enable the Finance Department to monitor and control the budget as approved by the City Council. Monthly financial reports will be presented to the City Council. Such reports will include current year revenues and expenditures, and fund balance summary.

**Performance Measures and Productivity Indicators**

Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budgeting process.

**Capital Budget and Program**

**Purpose**

The City’s goal is to maintain City facilities and infrastructure in order to provide services to the citizens within the community, meet growth related needs, and comply with all state and federal regulations. The City will develop a multi-year plan to present to Council each year for approval. The City will provide a list of proposed capital improvements, funding recommendations, and prospective timing of projects.

**Preparation**

The City annually reviews and updates a five-year Capital Improvement Program (CIP) schedule as part of the budget adoption process. The plan is adjusted annually as needed, and year one is adopted as the current year capital budget. The City's capital budget will include all capital projects funds and all capital resources. The budget will be prepared annually on a fiscal year basis and adopted by resolution. The capital budget will be prepared by the City Manager with assistance from the Finance Department and involvement of all required City departments. The required financing is not appropriated on an annual basis but is approved at the outset of the project. The expected expenditures under the CIP schedule are presented as part of the overall budget adoption to accurately reflect the City’s total expected use of funds in any given budget year but these estimates are not considered binding appropriations in that year. CIP projects shall be for infrastructure over \$100,000 and facilities over \$50,000. Any maintenance and operational cost shall be disclosed that could impact future operating budgets.

**Control**

All capital project expenditures must be appropriated in the capital budget. Finance must certify the availability of resources so an appropriation can be made before a capital project contract is presented by the City Manager to the City Council for approval.

**Program Planning**

The capital budget will include the capital improvements program for future years. The planning time frame should normally be five years. The replacement and maintenance for capital items should also be projected for the next five years at a minimum. Future maintenance and operations will be fully costed, so that these costs can be considered in the operating budget.

**Alternate Resources**

Where applicable, assessments, impact fees, or other user-based fees should be used to fund capital projects which have a primary benefit to certain property owners.

**Debt Financing**

Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives that equal or exceed the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for design and construction of capital projects, and small component parts which are attached to major equipment purchases. The City shall complete a debt capacity assessment before each bond issue to ensure that the proposed debt is affordable and contributes to the financial strength of the City.

**Reporting**

Monthly financial reports will be prepared to enable the department managers to manage their capital budgets and to enable the Finance Department to monitor the capital budget as authorized by the City Manager. Quarterly financial reports will be presented to the City Council.

# Revenue Management Policy

The City strives for the following optimum characteristics in its revenue system:

- ***Simplicity and Certainty.*** The City shall strive to keep the revenue classification system simple to promote understanding of the revenue sources. The City shall describe its revenue sources and enact consistent collection policies to provide assurances that the revenue is collected according to budgets and plans.
- ***Equity.*** The City shall make every effort to maintain equity in its revenue system structure. The City shall minimize all forms of subsidization between entities, funds, services, utilities, and customers.
- ***Realistic and Conservative Estimates.*** Revenues are to be estimated realistically. Revenues of volatile nature shall be budgeted conservatively.
- ***Centralized Reporting.*** Receipts will be submitted daily to the Finance Department for deposit and investment. Daily transaction reports and supporting documentation will be prepared.
- ***Review of Fees and Charges.*** The City shall review all fees and charges annually in order to match fees and charges with the cost of providing that service.
- ***Aggressive Collection Policy.*** The City shall follow an aggressive policy of collecting revenues. Utility services will be discontinued (i.e. turned off) for non-payment in accordance with established policies and ordinances. The Calhoun County Appraisal District is responsible for delinquent tax collection, through the central collection agency, shall be encouraged to collect delinquent property taxes using an established tax suit policy and sale of real and personal property to satisfy non-payment of property taxes. A warrant officer in the Police Division will aggressively pursue outstanding warrants, and the Court will use a collection agency to pursue delinquent fines.

## Use of Fund Balance and Non-Recurring Revenues

The City will use non-recurring revenues and excess fund balance for capital expenditures or for non-recurring expenditures. These non-recurring revenues will not be used to fund recurring type maintenance and operating costs.

**Property Tax Revenue**

All real and business personal property located within the City shall be valued at 100% of the fair market value based on the appraisal supplied by the Calhoun County Appraisal District. Reappraisal and reassessment are as provided by the Appraisal District. A ninety-eight percent (98%) collection rate based upon historical trends and current economic conditions shall serve each year as a goal for tax collections and the budgeted revenue projection shall be based on the average collection rate calculated by the Calhoun County Appraisal District. Property tax rates shall be maintained at a rate adequate to fund an acceptable service level. Based upon taxable values, rates will be adjusted to fund this service level. Collection services shall be contracted out with a central collection agency, currently the Calhoun County Appraisal District.

**Interest Income**

Interest earned from investment of available monies, whether pooled or not, shall be distributed to the funds in accordance with the equity balance of the fund from which monies were invested.

**User Based Fees and Service Charges**

For services associated with a user fee or charge, the direct and indirect costs of that service shall be offset wholly or partially by a fee where possible. There shall be an annual review of fees and charges to ensure that the fees provide adequate coverage of costs of services.

**Utility Rates and other fees for Utility Services**

The City will review utility rates and service fees annually and, if necessary, adopt new rates to generate revenues required to cover operating expenditures, including depreciation, meet the legal requirements of applicable bond covenants, and provide for an adequate level of working capital. It is the policy of the City that the Public Utility Fund, and other enterprise funds, not be subsidized by property tax revenue.

**Intergovernmental Revenues/Grants/Special Revenues**

Grant revenues and other special revenues shall be spent for the purpose(s) intended. The City shall review grant match requirements and include in the budget all grant revenues and expenditures.

### **Collection of Charges**

The City will follow a policy of collecting, on a timely basis, all fees, charges, taxes and other revenues properly due to the City. The City will follow an aggressive policy of collecting all delinquencies due to the City.

### **Revenue Monitoring**

Revenues actually received are to be regularly compared to budgeted revenues (at least monthly) with a formal report to City Council at least quarterly. If revenue estimates fall below budget expectations, the City Manager shall recommend to Council a corrective action to minimize the impact on the budget at the next available Council Meeting.

## **Expenditure Control Policy**

### **Appropriations**

The responsibility for budgetary control lies with the Department Head. The level of budgetary control is the department level budget in the General Fund, and the fund level in all other funds. Department Heads may not approve expenditures that exceed monies available at the departmental budget level excluding personnel and capital expenditures. Capital expenditures are approved by the City Council on a per project basis normally during the annual budget process. Personnel allocations may not be changed without the approval of the City Manager.

### **Amendments to the Budget**

In accordance with the City Charter, under Article 8.03 (Transfer of Appropriations) provides, with approval of the City Council, the City Manager may transfer any unencumbered appropriated balance within any office, department, or agency at any time. At the request of the City Manager, and within the last three months of the fiscal year, the Council may by resolution transfer any unencumbered appropriation balance or portion thereof from an office, department or agency to another. The City Manager is authorized to transfer budgeted amounts within and among departments; however, any revisions that alter the total expenditures/expenses must be approved by the City Council.

**Contingency Account Expenditures**

In accordance with the City Charter, under Article 7.11 (Contingent Appropriation) provides, with approval of the City Council in the budget process, an contingent appropriation in the amount not less than one half of one percent (0.5%) of the total general fund expenditures, to be used in unforeseen items of expenditures shall be budgeted in the annual budget. Contingent Appropriations are under the control of the City Manager for expenses under \$25,000 and require City Council approval if \$25,000 or greater.

**Central Control**

Unspent funds in salary and capital allocation object codes may not be spent for any purpose other than their specifically intended purpose without prior authorization from City Council.

**Purchasing**

All purchases shall be made in accordance with the Purchasing Policies approved by the City Council. City procurements are governed by state and federal law, as well as the City Code of Ordinances. Authorization levels for appropriations previously approved by the City Council in the Operating Budget are as follows: The City Manager can authorize expenditures under \$25,000. Any purchases of \$25,000 or over not planned in the annual budget requires approval of the City Council. Strong ethical standards are required at all levels of the purchasing function.

**Professional Services**

Professional services contracts consist of the following services: Certified Public Accountant, Architect, Physician, Optometrist, Surgeon, Surveyor, Engineer, Lawyer, Insurance Broker or Consultant, Construction Manager, Financial Advisors, Artist, Appraisers, Teachers, Landscape Architectural and Geoscientific. Professional services will generally be processed through a request for a proposals process, except for contracts less than \$50,000, or in cases approved by the City Manager, or as otherwise approved by the City Manager.

**Contract Authority**

By statute, contracts greater than or equal to \$25,000 must be approved by Council, after which either the Mayor or the City Manager may then sign any necessary documents. By ordinance, contracts less than \$25,000 may be authorized and signed by the City Manager, provided there is an appropriation for such contract.

## Prompt Payment

All invoices approved for payment by the proper City authorities shall be paid by the Finance Department within thirty (30) calendar days of receipt, in accordance with the provisions of state law. Proper procedures shall be established that enables the City to take advantage of all purchase discounts, except in the instance where payments can be reasonably and legally delayed in order to maximize the City's investable cash.

## Prepaid Expenditures

Final determination of expenditure coding in the General Ledger is assigned to the Finance Department. Expenditure coding must remain consistent. Purchased items must fit the description of the line item they are being charged to. Amounts paid in advance or across budget years will be coded as prepaid items and charged to the next budget year. Department Directors are responsible for budgeting and paying these items accordingly.

## Formal Approvals

The City Manager or City Council approval is required as detailed below.

- City Manager Approval
  - Any outside agreement/contract that requires a signature under \$25,000.00;
- City Council Approval
  - Any item the City Manager deems necessary to require City Council approval;
  - Any outside agreement/contract over \$25,000.00;
  - All intergovernmental agreements

## Authorized Purchases

The adopted annual budget will include an Authorized Purchases list that considers certain planned purchases as approved in advance by Council. This policy allows the City Manager to approve items as listed without going back to Council under certain conditions.

- Routine equipment and technology purchases as included in the budget and the budget list are considered approved by Council, unless:
  - Item is \$50,000 or greater, unless the Council makes an exception,
  - Item contains a contract requiring the Mayor's signature;
  - Purchase deviates from the original purchase as designated on the list;
    - Cost exceeds the greater of 10% or \$10,000; or
  - Council has designated that item (s) come back for approval

- Capital projects and funding agreements will be presented to Council for consideration and approval

## Long-Term Debt Policy

### Purpose

The following policy provides the methods, procedures, policies and practices which ensure the sound management of the City of Port Lavaca’s debt program. The City uses debt as a mechanism to equalize the costs of needed capital improvements for the benefit of both the present and future citizens. Adherence to the policy is essential to ensure that the City maintains a sound debt position and protects the credit quality of its obligations while providing flexibility and preserving fiscal stability. This policy applies to all long-term debt securities issued by the City. This may include General Obligation Bonds, Certificates of Obligation, Revenue Bonds, Capital Leases, Private Placements and Letters of Credit.

The City of Port Lavaca will issue debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and to allow it to fulfill its various missions as a City.

The City’s debt policies and procedures are designed to ensure compliance with all State and Federal Law governing debt, including but not limited to, State Law, Federal Law, Internal Revenue Service rules and regulations, Securities and Exchange Commission regulations, Municipal Securities Rulemaking Board regulations, court ruling, existing debt covenants and charter provisions.

### Revenue Bond Sinking Account

It shall be the policy of the City to always be in strict compliance with the requirements of the ordinance that created the Revenue Bond Sinking Account. Monthly payments are to be made to this account each year in accordance with the bond ordinance. The balance in the account must be adequate to cover semi-annual payments as they become due.

### General Obligation Bond Debt Service Account

It shall be the policy of the City to always be in strict compliance with the requirements of the ordinance that created the General Obligation Bond Interest and Sinking Fund Account. Taxes, as applicable shall be distributed to this account monthly as received. Utility Revenues transferred to the Interest and Sinking fund Account shall occur, as needed prior to the semi-annual payment dates. The balance in the account must be adequate to cover semi-annual payments as they become due.

## Debt Policy Guidelines

- The City will limit long-term debt to only those capital projects that cannot be financed from current revenues. Assets that last a long time will benefit citizens and taxpayers far into the future. It is fair for these future taxpayers and citizens to help pay the cost of the asset by paying some of the debt. When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.
- The City will not use long-term debt to finance recurring maintenance and operating costs.
- The City will not issue long-term debt for a period longer than the estimated useful life of the capital project.
- Decisions will be made based on long term goals rather than a short- term fix. The City will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, impact fees, and use of reserves or current monies.
- Debt Service Funds will be managed and invested according to all federal, state, and local laws.
- Coverage Ratios of Revenue Bonds will always be in compliance with the minimum coverage ratio required by the revenue bond ordinances. It shall be the goal of the City to achieve a budgeted coverage ratio of 1.60.

## Types of Debt

- **Cash or Pay-As-You-Go** - Pay-As-You-Go is the use of current resources to purchase a capital asset. Projects utilizing this method can be adequately funded from available current revenue and fund balances and the project can be completed in an acceptable timeframe given the available revenues.
- **Capital Leases** - Lease purchase or financing contracts are payment obligations that represent principal and interest components which are general obligations of the City.
- **General Obligation Bonds (GO's)** - General obligation bonds will be issued to fund capital projects of the general government and are not to be used to fund operating needs of the City. GO's are backed by the full faith and credit of the City as well as the ad valorem taxing authority of the City as prescribed by law. The term of a bond issue will not exceed the useful life of the major capital projects funded by the bond issue and will generally be limited to no more than twenty (20) years. GO's must be authorized by a vote of the citizens of the City.

Unless otherwise justified and deemed necessary, debt service should be structured on a level or declining repayment basis.

- **Certificates of Obligation (CO's)** - Certificates of obligation will be issued to fund major capital projects, which are not otherwise covered under either revenue bonds or general obligation bonds. The term of the obligation may not exceed the useful life of the capital project and appropriate to the life of the project and financing objectives. Debt service for CO's may be either from general revenues (tax-supported) or supported by a specific revenue stream(s), or a combination of both. CO's may not require a vote of the citizens of the City. Unless otherwise justified and deemed necessary, debt service should be structured on a level or declining repayment basis.
- **Revenue Bonds (RB's)** - Revenue bonds will be issued to fund major capital projects necessary for the continuation or expansion of a service which produces a revenue sufficient enough to obtain investment grade ratings and credit enhancement and for which the major capital project may reasonably be expected to provide for a revenue stream to fund the annual debt service requirement. The term of a bond issue will not exceed the useful life of the major capital projects funded by the bond issue and will generally be limited to no more than twenty (20) or thirty (30) years. RB's do not need a vote of the citizens of the City. Unless otherwise justified and deemed necessary, debt service should be structured on a level or declining repayment basis. The City primarily issues fixed rate bonds to protect the City against interest rate risk. The City has the option to issue variable rate bonds, and may if market conditions warrant consideration of such a structure.

**Method of Sale**

The City will use a competitive bidding process in the sale of bonds unless conditions in the bond market or the nature of the issue warrant a negotiated bid. In such situations, the City will publicly present the reasons for the negotiated sale. The City will rely on the recommendation of the financial advisor in the selection of the underwriter or direct purchaser.

**Disclosure**

Full disclosure of operating costs along with capital costs will be made to the bond rating agencies and other users of financial information. The City staff, with the assistance of the City's financial advisors and bond counsel, will prepare the necessary materials for presentation to the rating agencies and will aid in the production of the offering documents. The City Manager is responsible for the accuracy of all financial information released.

## Federal Requirements

The City will maintain procedures to comply with arbitrage rebates and other Federal requirements of debt issuance.

## Capital Asset Policy

### Purpose and Objectives

The purpose of the Capital Asset Policy is to establish guidelines to ensure that accurate records of assets owned, purchased, replaced, sold and/or traded-in are maintained. The objectives are:

- To manage and maintain the capital asset portfolio of the City which includes land, land improvements, buildings, building improvements, machinery, equipment, vehicles, works of art and historical treasures, infrastructure, etc.
- To determine the appropriate depreciation method to use in accordance with Generally Accepted Accounting Principles (GAAP).
- To provide the City with accurate record keeping for inventory and financial reporting purposes.

### Definition of a Fixed Asset

Fixed assets are tangible or intangible items with a useful life exceeding ~~one~~ two years and a cost that meets or exceeds the established capitalization thresholds. These assets are used in the City's operations and are not intended for resale.

### Responsibility and Authority

The Director of Finance shall be responsible for ensuring the principles and policies set in the Capital Asset Policy are consistently applied and carried out in conformity with Generally Accepted Accounting Principles (GAAP) for Governments. As such, the Director of Finance shall assure that this policy is carried out in conformity with the financial policies, goals and strategies set forth by the City Manager, the Mayor, and the City Council.

## Overview

Costs to obtain tangible assets with lives greater than one year are called capital expenditures and such expenditures are commonly said to be capitalized. Expenditures treated as expense of the current period are called operating expenses such as on-going repairs and general maintenance. There are several factors involved in determining whether an expenditure is to be classified as a capital expenditure or as an operating expense. Following is a synopsis of guidelines used to determine whether or not an item is to be capitalized.

## Criteria for Capitalization

For the purpose of this policy, a “capital asset” must be capitalized if they meet the following criteria:

- The expected useful life is longer than ~~one~~ **two** years.
- The asset has an original or improved cost of ~~\$5,000.00~~ **\$10,000.00** or more.
- Expenditures that materially add to the value or prolong the life of existing equipment will be considered capital assets and will be appropriately capitalized.
- The item belongs to one of the general classes of assets as defined by general accounting terms.
- The asset must be owned by the City
- Useful life will be established based on available sources such as the Internal Revenue Service, or other acceptable sources that are in accordance with GAAP.

Infrastructure assets are long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems.

A capitalization threshold is the cost established by the Director of Finance that must be met or exceeded if an asset is to be recorded and depreciated as a capital asset. The capitalization threshold is based on the cost of a single asset. Assets that do not meet the capitalization threshold will be recorded as expenditures or expenses. **For the purpose of property control (insurance, security, etc.), the Director of Finance and/or department heads may develop and maintain the appropriate record keeping system(s) to account for assets which do not meet the capitalization threshold.** In some circumstances, assets with a unit cost less than ~~\$5,000~~ **\$10,000**

may be capitalized if they are part of a large project or renovation or if the improvement added to the value or prolonged the life of the asset. This determination will be made by the Finance Department at the time of the initial request for purchase of the asset.

- New purchases – All costs associated with bringing the asset into working order will be capitalized as part of the asset cost. This will include start up costs, engineering or consultant type fees that are incurred once the decision to purchase the asset is made. The cost of land acquired should include all related costs associated with its purchase.
- Improvements and replacement – Improvements will be capitalized when they extend the original life of an asset or when they make the asset more valuable than it was originally. The replacement of asset components will normally be expensed unless they are of a significant nature and meet all of the capitalization criteria.

### Useful Lives and Thresholds of Capital Assets

<b>Class</b>	<b>Capitalization Life (Years)</b>	<b>Threshold (\$)</b>
Land	Inexhaustible	Any Value
Buildings	50	Any Value
Building		
Improvements	10-50	100,000
Machinery &		
Equipment	5-10	25,000
Improvements	15-20	\$100,000
Infrastructure	15-50	100,000

### Accounting for Capital Assets

City owned land, buildings, and infrastructure will be segregated from furniture and equipment in separate accounts. The City will follow GASB 34 guidelines as it maintains Capital Asset Records of the City. Proper insurance coverage must be maintained by the City for all premises, furniture, and equipment. Coverage amounts will be reviewed yearly by a designated officer of the City and

presented to the City Council for approval.

It is the responsibility of the Finance Department to record the costs of capitalized assets acquired and to maintain accurate inventory and depreciation records. Capital assets that meet the minimum capitalization threshold will be recorded at historical cost and depreciated on a straight-line method for financial statement purposes. Entries to record depreciation on new purchases will be calculated and posted at fiscal year-end. Donated capital assets will be recorded at their estimated fair value at the time of acquisition or project completion date, including any ancillary charges. Property will be recorded at historical cost unless there has been a permanent loss of value that should be reflected in the capital asset accounts. The value will usually include costs related to acquisition including freight, delivery, training, and installation.

**Construction in Progress (CIP)**

Should time be required to complete a project extend past the close of any accounting period, it will be placed in (CIP) and not capitalized until the project is complete.

**Capital Leases**

All policies and procedures mentioned above also apply to capitalized leases. All lease purchases and/or agreements must be in compliance with all applicable laws and regulations. Any operating leases which will not be capitalized will be approved by the Mayor. All copies of lease agreements should be maintained by the City Secretary and Director of Finance. Capital leases will be recorded on the books and will be accounted for in accordance with Generally Accepted Accounting Principles as it applies to municipalities.

**Fixed Asset Components**

An **addition** is a new and separate asset or an extension of an existing asset. All assets will be added according to the thresholds established at the time of acquisition. **Improvements** are added based on the thresholds established as long as it seems reasonable that the improvement adds value to the existing asset. Infrastructure improvements will be added after consultation from our City Engineer to obtain the value that was added taking into consideration of any disposals that may have occurred during the construction.

**Repair and Maintenance**

Maintenance and repairs can be distinguished from improvements in that maintenance and repairs are not intended to alter or change the asset or to increase the useful life of the asset, but rather to

sustain the asset in its present condition. A cost will qualify as maintenance if any of the following are true:

- Recurs on an ongoing basis (scheduled maintenance) and keeps the asset in a useable condition. • Does not add substantially to the value of the asset (i.e., it does not meet the requirements in Section VIII to be capitalized).
- Simply restores a capital asset to its former condition, addressing normal wear and tear associated with the use of an asset.
- Facilitates asset utilization for its original useful life

Examples include:

- Painting and similar activities
- Engine overhaul in a vehicle
- Resurfacing a roof with similar materials
- Remodeling and rearrangement costs

Expenditures attributable to repair and maintenance after the asset has been placed in service will not be capitalized and will instead be charged to maintenance expense.

## **Reporting and Inventory**

The Finance Department will maintain the permanent records of the City's fixed assets, including description, cost, department of responsibility, date of acquisition, depreciation and expected useful life. Periodic, random sampling will be performed to inventory fixed assets assigned to a department. Responsibility for safeguarding the City's fixed assets lies with the department that has been assigned that asset. When an asset leaves a department's responsibility due to disposition, sale or transfer, the assigned department is responsible to report the change in status or location to the Finance Department.

It is the responsibility of each City department to keep a current record of inventory held within their department. The Finance Department will provide each department with a list of the assets that are recorded into the Fixed Asset System on a yearly basis. The department responsible for the asset will then physically verify that each asset on the list still exists and that they are all accounted for. If there are any assets that are in the department's care that are not on the inventory list a Fixed Asset Form should be filled out by the department and sent to the Finance department for input into the Fixed Asset System.

**Sale, Disposal, or Transfer of Capital Assets**

It is the responsibility of each department to provide the Finance Department with all information required to properly record the sale, disposal, or transfer of an asset. A Fixed Asset Form is to be filled out by the department and signed by a manager or director of that department. If transferring an asset from one department to another, the receiving department manager or director should also sign the Fixed Asset Form upon receipt of the asset.

**Seized Vehicles**

Seized vehicles are not considered capital assets, since they are not acquired by the City for use in operations.

# **COMMUNICATION**

**SUBJECT:** Resolution No. R-060826-2 Investment Policy and Strategy Annual Review

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## **INFORMATION:**

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**CITY OF PORT LAVACA**

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**CITY COUNCIL MEETING:** JUNE 8, 2026

**DATE:** MAY 22, 2026  
**TO:** THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS  
**FROM:** BRITTNEY HOGAN, FINANCE DIRECTOR  
**SUBJECT:** CONSIDER AND APPROVE ANNUAL REVIEW OF INVESTMENT POLICY & STRATEGY

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**BACKGROUND:**

As a requirement of the Texas Public Funds Investment Act and as per the City’s Investment Policy and Strategy, the City shall perform an annual review of the investment policy. On Wednesday, May 20, 2026, the City’s Finance & Investment Committee convened to review the current investment policy and found the proposed policy with changes to be adequate for the City’s needs.

**FINANCIAL IMPLICATIONS:**

Accepting the changes will provide guidance for future investments which will safeguard the City’s assets.

**RECOMMENDATION:**

Approve the annual review of the City’s Investment Policy and Strategy.



**Resolution of the City of Port Lavaca, Texas  
No. R-060826-2**

**Investment Policy and Strategy**

**I. POLICY STATEMENT**

It is the policy of the City that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City and conforming to all applicable state statutes governing the investment of public funds.

**II. SCOPE**

This investment policy applies to all the financial assets and funds of the City. The City commingles its funds into one pooled investment fund for investment purposes to provide efficiency and maximum investment opportunity. These funds are defined in the City’s Annual Comprehensive Financial Report (ACFR).

Any new funds created by the City shall be included unless specifically exempted by the City Council and this policy.

**III. OBJECTIVES**

It is the policy of the City that all funds shall be managed and invested with four primary objectives, listed in order of their priority: safety, liquidity, diversification and yield.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability/flow. The City's cash flow will be managed to maximize the cash available to invest and to minimize idle cash.

Safety

The primary objective of the City’s investment activity is the preservation of capital. Each investment transaction shall be conducted in a manner to avoid capital losses, whether from security defaults, safekeeping, or erosion of market value.

Liquidity

The City’s investment portfolio shall be structured to meet all cash flow obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow liabilities and maintain additional liquidity for unexpected liabilities.

Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain cash flow requirements of the City. Supplemental to the financial and budgetary systems, the Investment Officer will develop and use a cash flow forecasting process as needed to monitor and forecast cash positions for investment purposes.

Diversification

The City’s portfolio shall be diversified by market sector and maturity in order to avoid market risk.

Yield

The benchmark of the City’s portfolio shall be the 3-month or 6-month U.S. Treasury, designated for its comparability to the City’s expected average cash flow pattern. The benchmark will serve as a risk measurement of the portfolio.

**IV. STRATEGY**

The City maintains one commingled portfolio for investment purposes which incorporates the specific investment strategy considerations and the unique characteristics of the fund groups represented in this portfolio. The investment strategy has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. The City shall pursue a conservative portfolio management strategy. This may be accomplished by creating a ladder maturity structure with some extension for yield advancement. **The maximum weighted average maturity (WAM) of the portfolio shall not exceed one (1) year.**

**V. LEGAL LIMITATIONS, RESPONSIBILITIES AND AUTHORITY**

Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code, (the “Act”). The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits. All investments will be made in accordance with these statutes.

**VI. INVESTMENT COMMITTEE**

An Investment Committee, consisting of the City Manager, Finance Director, and at least one Council Member shall meet at least quarterly to determine operational strategies and to monitor results. The Investment Committee shall discuss things such as economic outlook, portfolio diversification, maturity structure, and any potential risk of the City’s funds. In addition, this committee shall review investment purchases that occurred since the last investment committee meeting and approve new brokers.

**VII. DELEGATION OF INVESTMENT AUTHORITY**

The Finance Director, acting on behalf of the City, is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff. The Investment Officer shall attend at least one training session relating to the Officer’s responsibility under this act within 12 months after assuming duties and thereafter, a training session should be attended not less than once every two years with at least 8 hours of instruction from an independent source. The Investment Officer shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer is not available. No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and the procedures established.

Limitation of Personal Liability

The investment Officer and those delegated investment authority under this Policy, when acting in accordance with the written procedures and this Policy and in accord with the Prudent Person Rule, shall be relieved of personal responsibility and liability in the management of the portfolio provided that deviations from expectations for a specific security’s credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

**VIII. PRUDENCE**

The standard of prudence to be used in the investment function shall be the “prudent person” standard and shall be applied in the context of managing the overall portfolio. This standard states:

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived.”

**IX. INTERNAL CONTROLS**

The Investment Officer shall establish and maintain an internal control structure which will be reviewed annually with the independent auditor of the City. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the City. The internal controls shall address the following points at a minimum:

- Control of collusion,
- Separation of transaction authority from accounting and record keeping,
- Custodial safekeeping,
- Clear delegation of authority,
- Documentation of all transactions,

Monitoring Credit Ratings

The Investment Officer will monitor, on at least a monthly basis, the credit rating on all authorized investments in the portfolio that require a credit rating based upon independent information from a nationally recognized credit agency. If any security falls below the minimum rating required by this Policy; the Investment Officer will immediately advise the Investment Committee of the loss of rating and the possible loss of principal. The Investment Committee and Investment Officer will decide on the prudent liquidation of the security.

**X. AUTHORIZED INVESTMENTS**

Acceptable investments under this policy shall be limited to the instruments listed below and as further defined and described by the Public Funds Investment Act. If changes are made to the Act, they are not authorized until this Policy is modified and adopted by City Council.

- A. Obligations of the United States Government, its agencies and instrumentalities, and government sponsoring enterprises, not to exceed five years to stated maturity, including collateralized mortgage obligations (CMOs); CMO's cannot be either an Interest-Only or Principal-Only CMO nor can it be an inverse floater.
  
- B. Fully insured or collateralized certificates of deposit from a bank doing business in the State of Texas, with a maximum maturity of 18 months, collateralized with 102% coverage with:
  - In accordance with 2256.010 of the Act, certificates of deposit may be purchased from a Texas depository institution through a nationally coordinated program in which (a) the depository arranges for deposits in one or more federally insured depositories allowing for full FDIC coverage and (b) the depository receives comparable deposits from other linked depositories.
  - Collateral agreements must be in writing and require a bank resolution of approval.
  
- C. FDIC insured *brokered certificates of deposit securities* from a bank in any US State, delivery versus payment to the safekeeping agent, not to exceed two years to maturity. Before purchase, the Investment Officer must verify FDIC status of the bank on [www.fdic.gov](http://www.fdic.gov) to assure that the bank is FDIC insured.
  
- D. Commercial paper rated A-1/P-1 or the equivalent by at least two nationally recognized rating agencies not to exceed 90 days to stated maturity.
  
- E. AAA-rated money market mutual funds as defined by the Public Funds Investment Act.
  
- F. Obligations of the States, agencies thereof, Counties, Cities, and other political subdivisions of any state, with a maximum maturity not to exceed five years, and having been rated as investment quality by a nationally recognized investment rating firm of not less than "A" or its equivalent.
  
- G. AAA-rated, constant dollar Texas Local Government Investment Pools as defined by the Public Funds Investment Act - must be approved by City Council.

No additional security will be eligible for investment by the City until this policy has been amended and the amended version approved by the City Council. *Exceptions* to investment maturities may be approved by council in order to meet debt service requirements.

Competitive Bidding Requirement

Generally, the City will seek competitive offerings for all securities, including certificates of deposit before it invests to verify that the City is receiving fair market value/price for the investment with the *exception* of new issues that are still in syndicate.

The City recognizes that a competitive offering process is not always necessary or is not always in the best interest of the City. On these occasions, the Investment Officer is authorized to purchase a security without seeking competitive offerings. Examples of these occasions are:

- A. Market conditions are changing rapidly.
- B. The security is a “new issue” that is still in the primary market.
- C. A specific type of security, maturity date, or rate of return is sought that may not be immediately available.

Delivery versus Payment

All security transactions, including collateral for repurchase agreements, entered into by the City, shall be conducted on a delivery versus payment (DVP) basis. Funds shall not be released until receipt of the security by the City’s approved custodian.

Diversification

The City recognizes that investment risks can result from issuer defaults, and market price changes. Risk is controlled through portfolio diversification. The maximum limits for diversification will be:

<b>Security Type</b>	<b>Max % of Portfolio</b>
US Obligations	not to exceed 80%
US Agencies/Instrumentalities	not to exceed 80%
-MB Securities	not to exceed 50%
Certificates of Deposits*	not to exceed 40%
Brokered CD*	not to exceed 20%
Commercial Paper	not to exceed 25%
Demand Deposits*	not to exceed 60%
Money Market Funds*	100%
Local Government Investment Pools	100%

\*Limit per bank up to \$250,000 without collateralization agreement.

**XI. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

Depository

The City will designate one banking institution through a competitive process as its central banking services provider at least every five years in accordance with the Texas Government Code 105. Other banking institutions from which the City may purchase certificates of deposit will also be designated after they provide their latest audited financial statements to the City. All depositories will execute a depository agreement and have the Bank’s Board or Bank Loan Committee pass a resolution approving the agreement if collateral is required.

Security Broker/Dealers

The Investment Committee will review the list of authorized broker/dealers annually. The Investment Officer will obtain and maintain information on each broker/dealer. Securities broker/dealers not affiliated with a bank, who desire to transact business with the City must supply the following documents to be maintained by the Finance Department:

- audited financial statement for the most recent period,
- proof of certification by the National Association of Securities Dealers (NASD),
- proof of current registration with the State Securities Commission

Every broker/dealer and bank with whom the City transacts business will be provided a copy of this Investment Policy to assure that they are familiar with the goals and objectives of the City’s investment program. A representative of the firm will be required to return a signed certification stating the Policy has been received and reviewed and that controls are in place to assure that only authorized securities are sold to the City.

**XII. SAFEKEEPING AND COLLATERALIZATION**

The laws of the State and prudent treasury management require that all purchased securities be bought on a delivery versus payment (DVP) basis and be held in safekeeping by either the City, an independent third-party financial institution, or the City’s designated depository.

All safekeeping arrangements shall be designated by the Investment Officer and an agreement of the terms executed in writing. The third-party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, maturity, cusip number, and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for the City or pledged to the City.

All securities pledged to the City for time or demand deposits shall be held by an independent third-party bank doing business in Texas. The safekeeping bank may not be within the same holding company as the bank where the securities are pledged. The bank is responsible for monitoring collateral.

Collateralization

Collateralization shall be required on certificates of deposits over the FDIC insurance coverage of \$250,000. In order to anticipate market changes and provide a level of additional security for all funds, the collateralization level required will be 105% of the market value of the principal and accrued interest. Collateral will be held by an independent third-party safekeeping agent.

**XIII. PERFORMANCE EVALUATION AND REPORTING**

The Investment Officer shall submit quarterly reports to the City Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program and consistent with statutory requirements. The Investment officer will report to the Investment Committee a report that will include the following at a minimum:

- A full description of all securities held at the end of the reporting period,
- Overall change in market value for each security and the change during the period as a measure of volatility (obtained by an independent source),

- Weighted average maturity (WAM) of the portfolio,
- Total earnings for the period,
- Compare market value of pledged securities to the ending balance of the City’s portfolio,
- Analysis of the total portfolio by maturity, by book value, and
- Statement of the compliance of the investment portfolio with the Act and the Investment Policy and Strategy of the City.

**XIV. INVESTMENT POLICY AMENDMENTS**

The Director of Finance and the Investment Committee shall review the Investment Policy and Strategy on an annual basis. Future recommended changes will be approved by the City Council amending the current Investment Policy and Strategy resolution on record.

Witness my hand and Seal of Office this 8<sup>th</sup> day of June, 2026.

Passed and Approved this 8<sup>th</sup> day of June, 2026.

\_\_\_\_\_  
Luis De La Garza, Mayor

ATTEST:

\_\_\_\_\_  
Mandy Grant, City Secretary

**CITY OF PORT LAVACA**  
**INVESTMENT POLICY AND STRATEGY**

**LISTING OF APPROVED BROKER/DEALERS**

*Attached to and made a part of the City of Port Lavaca Investment Policy*

Hilltop Securities, Inc.  
Gilbert Ramon, Vice President – Institutional Sales  
700 Milam St, Suite 1200  
Houston, TX 77002  
Direct: 713/654-8606, Mobile: 832-415-3701  
Gilbert.Ramon@hilltopsecurities.com

FHN Financial Capital Markets  
Buddy Saragusa  
920 Memorial City Way, 11<sup>th</sup> Floor  
Houston, TX 77024  
Direct: 713/435-4475  
Budy.Saragusa@FHNFinancial.com

RBC Capital Markets  
Scott Obenshain  
200 Crescent Court, Suite 1500  
Dallas, TX 75201  
Telephone: 214/989-1600  
Scott.obenshain@rbc.com

**CITY OF PORT LAVACA**

**BROKER/DEALER CERTIFICATION**

*Attached to and made a part of the City of Port Lavaca Investment Policy*

I hereby certify that I personally read and understand the investment policy and strategy of the City of Port Lavaca, Texas, and have implemented reasonable procedures and controls designed to fulfill said policy's objectives and conditions. Transactions between this firm and the City of Port Lavaca will at all times reflect due concern for the preclusion of imprudent investment activities.

All sales personnel of this firm dealing with the City of Port Lavaca accounts have been informed of the City's investment horizons, limitations, strategies, and risk constraints. Sales personnel will be updated on these guidelines whenever material changes to the City's policy are communicated to or by the City of Port Lavaca investment officer.

This firm will notify the City of Port Lavaca immediately by phone and in writing in the event of a material adverse change in our financial condition. This firm pledges to exercise due diligence in informing the City of Port Lavaca of all foreseeable risks associated with financial transactions conducted with our firm.

Firm: \_\_\_\_\_

Registered Principal: \_\_\_\_\_

Dealer Registration Number: \_\_\_\_\_

Title: \_\_\_\_\_

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



I, Brittney Hogan, have provided a copy of the City of Port Lavaca's Investment Policy to:

\_\_\_\_\_ (name) of

\_\_\_\_\_ (firm) and will maintain this certification

on file.

\_\_\_\_\_  
Brittney Hogan  
Finance Director

\_\_\_\_\_  
Date

## **COMMUNICATION**

**SUBJECT:** Call annual corporate meeting to order for Port Lavaca Channel & Dock Company and consider and take any action deemed necessary for adoption of unanimous written consent. Presenter is Anne Marie Odefey

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## **INFORMATION:**

**UNANIMOUS WRITTEN CONSENT  
(IN LIEU OF ANNUAL MEETING)  
OF SHAREHOLDERS OF  
PORT LAVACA CHANNEL AND DOCK COMPANY**

The undersigned, the sole shareholder of Port Lavaca Channel and Dock Company (the "Corporation"), in accordance with Section 6.201 of the Texas Business Organizations Code, hereby adopt the following written consent.

WHEREAS, the person signing this consent is the shareholder entitled to vote at the Corporation's 2026 annual shareholder meeting and on the following resolutions; and

WHEREAS, the undersigned desires to take advantage of the provisions of Section 6.201 of the Texas Business Organizations Code, and execute a written consent in lieu of formally holding the annual shareholder's meeting and agree that the adoption of the following resolutions shall be valid and have the same force and effect as though such resolutions had been adopted at a formal annual shareholder's meeting; therefore, be it:

RESOLVED, that all proceedings of the Shareholder and all actions taken by the Board of Directors and officers of this Corporation reported to the undersigned are approved and ratified as being actions taken by this Corporation, on behalf of this Corporation, and for the benefit of this Corporation.

RESOLVED, that the financial, operating and other reports concerning the Corporation presented to the undersigned are approved and ratified.

RESOLVED, that Jack Whitlow is no longer serving as Mayor and as such, has resigned his position; and Luis De La Garza is now the Mayor.

RESOLVED, that Allen Tippit is no longer serving as City Council Member and as such, has resigned his position; and Sissy Rigby is now the Council Member serving for that District.

RESOLVED, that Jim Ward is no longer serving as City Council Member and as such, has resigned his position; and Rose Bland-Stewart is now the Council Member serving for that District.

RESOLVED, that Mandy Grant, Daniel Aguirre, Tim Dent, Rosie Padron and Justin Burke are continued as Directors of the Corporation.

RESOLVED, that this written consent shall have the same force and effect as a formal annual meeting for all purposes, including but not limited for the purpose of complying with Section 21.351 of the Texas Business Organizations Code.

The undersigned direct that this written consent may be executed in multiple counterparts, all of which shall be considered originals and that this written consent, including multiple counterparts, be filed with the minutes of the proceedings of the shareholder of the Corporation.

DATED to be effective June 8, 2026.

CITY OF PORT LAVACA

By: \_\_\_\_\_  
Luis De La Garza, Mayor

**UNANIMOUS WRITTEN CONSENT  
(IN LIEU OF ANNUAL MEETING)  
OF THE BOARD OF DIRECTORS OF  
PORT LAVACA CHANNEL AND DOCK COMPANY**

The undersigned, directors of Port Lavaca Channel and Dock Company, (the "Corporation"), in accordance with Sections 6.201 and 21.415 of the Texas Business Organizations Code, hereby adopt the following unanimous written consent.

WHEREAS, the persons signing this consent are all the directors entitled to vote at the Corporation's 2026 annual Board of Directors' meeting and on the following resolutions; and

WHEREAS, the undersigned desire to take advantage of the provisions of Section 6.201 of the Texas Business Organizations Code, and execute a unanimous written consent in lieu of formally holding the annual Board of Directors' meeting and agree that the adoption of the following resolutions shall be valid and have the same force and effect as though such resolutions had been adopted at a formal annual Board of Directors' meeting; therefore, be it:

RESOLVED, that all actions taken by the officers of the Corporation reported to the undersigned, are approved and ratified as being actions taken by this Corporation, on behalf of this Corporation, and for the benefit of this Corporation.

RESOLVED, that the financial, operating and other reports concerning the Corporation presented to the undersigned are approved and ratified.

RESOLVED, that the following persons are elected as officers of the Corporation:

<b>Office</b>	<b>Name</b>
President	Luis De La Garza
Secretary	Mandy Grant

RESOLVED, that each director shall serve so long as he/she serves on the City Council of the City of Port Lavaca and/or is employed by the City of Port Lavaca. If a director no longer serves as a council member or employee, he/she automatically resigns their position.

RESOLVED, that this unanimous written consent shall have the same force and effect as a formal annual Board of Directors' meeting for all purposes.

The undersigned direct that this unanimous written consent may be executed in multiple counterparts, all of which shall be considered originals and that this unanimous written

consent, including multiple counterparts, be filed with the minutes of the proceedings of the Board of Directors of the Corporation.

DATED to be effective June 8, 2026.

\_\_\_\_\_  
Luis De La Garza

\_\_\_\_\_  
Mandy Grant

\_\_\_\_\_  
Daniel Aguirre

\_\_\_\_\_  
Tim Dent

\_\_\_\_\_  
Sissy Rigby

\_\_\_\_\_  
Rosie Padron

\_\_\_\_\_  
Rose Bland-Stewart

\_\_\_\_\_  
Justin Burke

## **COMMUNICATION**

**SUBJECT:** Call annual corporate meeting to order for Clement Cove Harbor Company and consider and take any action deemed necessary for adoption of unanimous written consent.  
Presenter is Anne Marie Odefey

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## **INFORMATION:**

**UNANIMOUS WRITTEN CONSENT  
(IN LIEU OF ANNUAL MEETING)  
OF SHAREHOLDERS OF  
CLEMENT COVE HARBOR COMPANY**

The undersigned, the sole shareholder of Clement Cove Harbor Company (the "Corporation"), in accordance with Section 6.201 of the Texas Business Organizations Code, hereby adopt the following written consent.

WHEREAS, the person signing this consent is the shareholder entitled to vote at the Corporation's 2026 annual shareholders' meeting and on the following resolutions; and

WHEREAS, the undersigned desires to take advantage of the provisions of Section 6.201 of the Texas Business Organizations Code, and execute a written consent in lieu of formally holding the annual shareholder's meeting and agree that the adoption of the following resolutions shall be valid and have the same force and effect as though such resolutions had been adopted at a formal annual shareholder's meeting; therefore, be it:

RESOLVED, that all proceedings of the Shareholder and all actions taken by the Board of Directors and officers of this Corporation reported to the undersigned are approved and ratified as being actions taken by this Corporation, on behalf of this Corporation, and for the benefit of this Corporation.

RESOLVED, that the financial, operating and other reports concerning the Corporation presented to the undersigned are approved and ratified.

RESOLVED, that Jack Whitlow is no longer serving as Mayor and as such, has resigned his position; and Luis De La Garza is now the Mayor.

RESOLVED, that Allen Tippit is no longer serving as City Council Member and as such, has resigned his position; and Sissy Rigby is now the Council Member serving for that District.

RESOLVED, that Jim Ward is no longer serving as City Council Member and as such, has resigned his position; and Rose Bland-Stewart is now the Council Member serving for that District.

RESOLVED, that Mandy Grant, Daniel Aguirre, Tim Dent, Rosie Padron and Justin Burke are continued as Directors of the Corporation.

RESOLVED, that this written consent shall have the same force and effect as a formal annual meeting for all purposes, including but not limited for the purpose of complying with Section 21.351 of the Texas Business Organizations Code.

The undersigned direct that this written consent may be executed in multiple counterparts, all of which shall be considered originals and that this written consent, including multiple counterparts, be filed with the minutes of the proceedings of the shareholders of the Corporation.

DATED to be effective June 8, 2026.

CITY OF PORT LAVACA

By: \_\_\_\_\_  
Luis De La Garza, Mayor

**UNANIMOUS WRITTEN CONSENT  
(IN LIEU OF ANNUAL MEETING)  
OF THE BOARD OF DIRECTORS OF  
CLEMENT COVE HARBOR COMPANY**

The undersigned, directors of Clement Cove Harbor Company, (the "Corporation"), in accordance with Sections 6.201 and 21.415 of the Texas Business Organizations Code, hereby adopt the following unanimous written consent.

WHEREAS, the persons signing this consent are all the directors entitled to vote at the Corporation's 2026 annual Board of Directors' meeting and on the following resolutions; and

WHEREAS, the undersigned desire to take advantage of the provisions of Section 6.201 of the Texas Business Organizations Code, and execute a unanimous written consent in lieu of formally holding the annual Board of Directors' meeting and agree that the adoption of the following resolutions shall be valid and have the same force and effect as though such resolutions had been adopted at a formal annual Board of Directors' meeting; therefore, be it:

RESOLVED, that all actions taken by the officers of the Corporation reported to the undersigned, are approved and ratified as being actions taken by this Corporation, on behalf of this Corporation, and for the benefit of this Corporation.

RESOLVED, that the financial, operating and other reports concerning the Corporation presented to the undersigned are approved and ratified.

RESOLVED, that the following persons are elected as officers of the Corporation:

<b>Office</b>	<b>Name</b>
President	Luis De La Garza
Secretary	Mandy Grant

RESOLVED, that each director shall serve so long as he/she serves on the City Council of the City of Port Lavaca. If a director no longer serves as a council member, he/she automatically resigns their position.

RESOLVED, that this unanimous written consent shall have the same force and effect as a formal annual Board of Directors' meeting for all purposes.

The undersigned direct that this unanimous written consent may be executed in multiple counterparts, all of which shall be considered originals and that this unanimous written consent, including multiple counterparts, be filed with the minutes of the proceedings of the Board of Directors of the Corporation.

DATED to be effective June 8, 2026.

\_\_\_\_\_  
Luis De La Garza

\_\_\_\_\_  
Mandy Grant

\_\_\_\_\_  
Daniel Aguirre

\_\_\_\_\_  
Tim Dent

\_\_\_\_\_  
Sissy Rigby

\_\_\_\_\_  
Rosie Padron

\_\_\_\_\_  
Rose Bland-Stewart

\_\_\_\_\_  
Justin Burke

## **COMMUNICATION**

**SUBJECT:** Consider appointment and/or re-appointment of member(s) to Recreation and Parks Board to fill a vacancy for a new two-year term. Presenter is Wayne Shaffer

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### **INFORMATION:**

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**CITY OF PORT LAVACA**

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**CC MEETING:**    **MAY 27, 2026**        **AGENDA ITEM #** \_\_\_\_\_

**DATE:**    5/27/2026

**TO:**        HONORABLE LUIS DE LA GARZA AND CITY COUNCIL MEMBERS

**FROM:**    JODY WEAVER., INTERIM CITY MANAGER

**SUBJECT:** REAPPOINTMENT OF RECREATION AND PARKS BOARD  
MEMBER

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**BACKGROUND:**

The Recreation and Parks Board has a term that will expire in June for Greg Falcon. Falcon has expressed his interest in being reappointed to the board by submitting an email. There are no established term limits, and a full term lasts for two years.

**FINANCIAL IMPLICATIONS:**

**IMPACT ON COMMUNITY SUSTAINABILITY:**

**RECOMMENDATION:**

Staff recommends approval.

**ATTACHMENTS:**

See e-mail of interest from Greg Falcon attached.

**Lorena Perez-Diaz**

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**Subject:** FW: Reappointment

From: GBF <falcon0509@yahoo.com>  
Sent: Friday, May 22, 2026 2:21 PM  
To: Lorena Perez-Diaz <ldiaz@portlavaca.gov>  
Subject: Re: Reappointment

Ms Lorena at this I'd like to express my willingness to stay on the Port Lavaca Parks Board for another term.

I am honored to have served my first term and look forward for another if possible. Thank you for all that you do for us, especially for this old Veteran (Me).

Gregory Falcon

On Friday, May 22, 2026 at 12:47:43 PM CDT, Lorena Perez-Diaz <ldiaz@portlavaca.gov> wrote:

Good afternoon Mr. Falcon,

You are due for reappointment. At your convenience, please send me a letter or e-mail expressing your interest in reappointment.

We want to take this to the June 8th City Council Meeting for approval.

Hope you have a good weekend.

Lorena Perez-Diaz

City of Port Lavaca

Assistant City Secretary

(361)552-9793 Ext. 223

# COMMUNICATION

**SUBJECT:** Consider appointment and/or re-appointment of member(s) to the Building and Standards Commission to fill a vacancy and/or start a new term of two (2) years. Presenter is Derrick Smith

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## INFORMATION:

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**CITY OF PORT LAVACA**

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**CC MEETING: JUNE 8, 2026 AGENDA ITEM # \_\_\_\_\_**

**DATE: 6/8/2026**

**TO: HONORABLE MAYOR DE LA GARZA AND CITY COUNCIL MEMBERS**

**FROM: DERRICK SMITH, DIRECTOR OF DEVELOPMENT SERVICES**

**SUBJECT: APPOINTMENT OF BUILDING AND STANDARDS MEMBER**

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**BACKGROUND:**

Rene Torres previously served on the Port Lavaca City Council from 1985 to 1988. During that time, he worked as a Project Manager and Senior Designer for various firms, including Mustang Cat. His professional experience also included collaboration with architects and preparation of construction drawings submitted to the City of Houston for permitting and approval processes.

Mr. Torres retired in 2014 and returned to Port Lavaca in 2022, where he has re-established his residency among family members. He has expressed interest in utilizing his professional background and prior municipal experience to support the City of Port Lavaca. If an opportunity arises, he is interested in serving on the Building & Standards Commission.

**RECOMMENDATION:**

Staff recommends approval.

## **COMMUNICATION**

**SUBJECT:** Consider the appointment of new member to the Port Lavaca Housing Authority Board of Commissioners to fill a vacancy. Presenter is Mandy Grant

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## **INFORMATION:**

# Port Lavaca Housing Authority

627 W. George St. #174 Port Lavaca, Tx 77979  
361-552-8831 Phone 361-552-0902 Fax

May 12, 2026

Subject: Appointment of New Board Member – Port Lavaca Housing Authority

Luis DeLaGarza  
202 North Virginia St.  
Port Lavaca, Tx 77979

Mayor DeLaGarza,

I am requesting to be added to the agenda to add new board member to the Port Lavaca Housing Authority's Board. Once this position is filled, our board will be fully staffed.

Dalia Soto has stepped down from her position, and I would like to recommend Dominique Rogers to fill the vacant seat. Dominique has worked with our local Post Office for over 10 years and has been a valued resident of the Port Lavaca Housing Authority for more than 15 years. She deeply cares about our community and is eager to serve in this capacity. I am confident she will be a strong and dedicated addition to the board.

I have contacted Mandy Grant and requested to have this item added to the agenda for the June 8, 2026, City Council Meeting so that you may consider Dominique's addition to the board.

Thank you for your time and continued support. I look forward to working with you as we continue to serve our community.

Sincerely,

*Tricia Taylor*

Tricia Taylor  
Port Lavaca Housing Authority  
Executive Director  
[taylor@tisd.net](mailto:taylor@tisd.net)  
361-553-5009 cell

## **COMMUNICATION**

**SUBJECT:** Consider approval of new plan options for the 2026-2027 Fiscal Year with Texas Municipal League (TML) Intergovernmental Employee Benefits Pool related to the City's Group Health Insurance Coverage. Presenter is Brittney Hogan

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## **INFORMATION:**

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**CITY OF PORT LAVACA**

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**COUNCIL MEETING:** JUNE 8, 2026

**DATE:** JUNE 3, 2026

**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**FROM:** BRITTNEY HOGAN, FINANCE DIRECTOR

**SUBJECT:** HEALTH INSURANCE PLAN RECOMMENDATIONS FOR FY 2027

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**BACKGROUND:**

We have received and reviewed the medical insurance plan options available to the City for the fiscal year beginning Oct 1, 2026, as offered by BCBS through TX Health Benefits Pool. (see Attachment). (There are no changes in the medical, vision or dental policies offered).

This year we have great news that we can maintain the exact same benefits package without any change in premiums at all! TML can maintain our coverage at the same rate primarily for 2 reasons: 1) our continued high participation in our annual wellness program and 2) getting utilization ratio to 71%.

Attached is the breakdown of the current employee contribution and City contribution for medical and dental.

**RECOMMENDATION:**

Staff's recommendation this year is to stay with our CURRENT PLAN at NO CHANGE in cost and NO CHANGE in the % participation from the employees

CITY OF PORT LAVACA

HEALTH INSURANCE RATE COMPARISONS

RATES FOR 2026/27 FISCAL YEAR (Copay - 2500 - 9K ER)						
Maintain the same Employee Contribution dollar amount						
Medical Insurance	Cost	Employee Contribution			Paid by City	
		Per Month	Per Pay Period	% of Total	Per Month	% of Total
Employee Only	\$ 728.60	\$ 110.00	\$ 55.00	15%	\$ 618.60	85%
Employee + Spouse	\$ 1,479.12	\$ 295.00	\$ 147.50	20%	\$ 1,184.12	80%
Employee + children	\$ 1,282.40	\$ 255.00	\$ 127.50	20%	\$ 1,027.40	80%
Employee + Family	\$ 2,149.42	\$ 340.00	\$ 170.00	16%	\$ 1,809.42	84%

CITY OF PORT LAVACA

DENTAL INSURANCE RATE COMPARISONS

CURRENT RATES FOR 2026/27 FISCAL YEAR						
Maintain the same Employee Contribution dollar amount						
Dental Insurance	Cost	Employee Contribution			Paid by City	
		Per Month	Per Pay Period	% of Total	Per Month	% of Total
Employee Only	\$ 40.66	\$ 16.26	\$ 8.13	40%	\$ 24.40	60%
Employee + Spouse	\$ -	\$ -	\$ -		\$ -	
Employee + children	\$ -	\$ -	\$ -		\$ -	
Employee + Family	\$ 104.42	\$ 41.77	\$ 20.89	40%	\$ 62.65	60%

**Port Lavaca**

Original

**Plan Year 10/01/2026 - 09/30/2027 (12 Months)**

**IMPORTANT NOTICE:** A signed renewal is required by the due date in your cover letter. If TX Health Benefits Pool does not receive the fully executed renewal notice by the indicated due date, you will no longer have an option to change benefits which will result in renewal of the benefit plans listed below at the new rates and the current employer contributions.

**Medical**

**Employer Group Medical Plan**

Plan	Benefit Percent	In Net Ded	Out Net Ded	In Net OOP	Office Visit	Rates	Current	New
Coplay-2500-9K ER-DAW1&2	80/50	\$2500	\$5000	\$9000	\$30	EE Only:	\$728.60	\$728.60
						EE + Spouse:	\$1,479.12	\$1,479.12
						EE + Child(ren):	\$1,282.40	\$1,282.40
						EE + Family:	\$2,149.42	\$2,149.42

In Network Deductible applies towards In Network OOP.

Medical and Dental Plan Accumulators will be based on Plan Year.

**Monthly Employer Contribution Amounts**

TX Health Benefits Pool requires 75% employer contribution toward employee medical – Minimum employer contribution is \$546.46.

Please enter your monthly employer contribution amounts for active employees here, in dollars or percentages:

Plan	EE Only:		EE+Spouse*:		EE+Child(ren)*:		EE+Family*:	
	Amount	% of Rate**	Amount	% of Rate**	Amount	% of Rate**	Amount	% of Rate**
Coplay-2500-9K ER-DAW1&2	\$_____ or _____%		\$_____ or _____%		\$_____ or _____%		\$_____ or _____%	

\*If entering contributions in dollars, the dependent tier(s) **must** include the EE Only amount paid by employer in addition to any employer paid amounts for dependents. Percentages for dependent tier(s) will apply to the dependent tier amount less the EE Only amount.

\*\*NOTE: If a contribution percentage is provided, it will be rounded up to the nearest penny.

Are there different contributions based on other factors (ex: hourly vs salary, department or location based)? If so, please explain here:

**Dental**

Rates	Current (Dental III)	New (Dental III)
EE Only:	\$40.66	\$40.66
EE + Family:	\$104.42	\$104.42

Please enter your monthly employer contribution amounts for active employees here, in dollars or percentages:

EE Only:		EE+Family*:	
Amount	% of Rate**	Amount	% of Rate**
\$_____ or _____%		\$_____ or _____%	

\*If entering contributions in dollars, the dependent tier(s) **must** include the EE Only amount paid by employer in addition to any employer paid amounts for dependents. Percentages for dependent tier(s) will apply to the dependent tier amount less the EE Only amount.

\*\*NOTE: If a contribution percentage is provided, it will be rounded up to the nearest penny.

Rates	Current (Vol Standard)	New (Vol Standard)
EE Only:	\$7.62	\$7.62
EE + Family:	\$19.46	\$19.46

Please enter your monthly employer contribution amounts for active employees here, in dollars or percentages:

EE Only:		EE+Family*:	
Amount	% of Rate**	Amount	% of Rate**
\$ _____ or _____%		\$ _____ or _____%	

\*If entering contributions in dollars, the dependent tier(s) **must** include the EE Only amount paid by employer in addition to any employer paid amounts for dependents. Percentages for dependent tier(s) will apply to the dependent tier amount less the EE Only amount.

\*\*NOTE: If a contribution percentage is provided, it will be rounded up to the nearest penny.

**COBRA Eligibility and Administration (Continuation of Coverage)**

COBRA Eligible? Yes

COBRA Administration through TX Health Benefits Pool Yes

**NOTE: Employer will be charged a flat monthly fee of \$80 per month regardless of how many members are utilizing COBRA, as well as \$10 per month for each member who elects COBRA.**

**Benefit Waiting Period**

1st of mo after 30 days

**Required Annual Eligibility and Enrollment Information**

Please provide the following information:

1. Will you allow Employee Self Service (ESS) via TXHB Online for Open Enrollment and Qualifying Life Events? No  Yes
2. Our records indicate that Employer Member DOES NOT currently have an Ordinance or Resolution authorizing the offering of Elected Official Benefit Coverage. Please contact your Account Executive/Account Manager if this needs to be updated.

The undersigned employer hereby acknowledges that for an employee to receive coverage, TX Health Benefits Pool must receive enrollment information within thirty-one (31) days of the date of hire or by the coverage effective date, whichever is later. If an enrollment is not submitted within this timeline, the employee cannot be added to the Plan until the next Open Enrollment period or a qualifying event occurs.

**Employer Member Additional Acknowledgements and Agreements**

1. Employer Member acknowledges and agrees that its signature on this Renewal Notice and Benefit Verification Form indicates its binding selections for renewal services through TX Health Benefits Pool.
2. Employer Member acknowledges that certain benefit service selections require completion and execution of additional forms and agreements and agrees that it will work with all due diligence and in good faith to complete, execute, and return all necessary forms and agreements to TX Health Benefits Pool prior to the beginning of the Group's open enrollment.
3. Employer Member acknowledges that TX Health Benefits Pool will only allow open enrollment for renewal services in good faith and without receiving all necessary signed benefit service forms and agreements if:
  - A. A signed Renewal Notice and Benefit Verification Form with all necessary Employer Member selections and information has been received; and
  - B. Employer Member has in good faith attempted but failed to approve and return the applicable benefit service forms and agreements timely.
4. Employer Member certifies that it has adopted an Employee Flexible Benefits Plan under Section 125 of the Internal Revenue Code. This Plan is offered to all eligible employees who are qualified by employment status.
5. Employer Member certifies that it will provide notice of the creditable status of the coverage it offers to new enrollees prior to the effective date of their coverage, as required by the Medicare Modernization Act.
6. TX Health Benefits requires groups to enroll 100% of their benefit eligible employees. This is also known as the 100% Participation Rule. Employers may have employees that wish to waive Medical coverage through TX Health Benefits Pool, however, waivers may only be granted for the reasons enumerated in your Plan Book.
7. By executing this renewal and/or agreeing to the Terms of Use within the SIMON platform, the Employer Member represents and warrants that any individual performing duties in SIMON has full authority to bind the Employer Member to such Terms of Use. The Employer Member agrees that it is responsible for all actions taken within the SIMON platform by individuals accessing the system under its account credentials.

**Please sign by the due date** and return this completed form via email to your Account Executive/Account Manager or marketing@txhb.gov.

746001927		
Tax ID Number	Authorized Signature	Date
Printed Name	Title	

The rates are based on census information five months prior to plan year. If the census changes by more than 10%, TX Health Benefits Pool reserves the right to revise rates due to census change and underwriting impact.

Rates are subject to change due to intervening events such as action taken by the TX Health Benefits Pool Board of Trustees, legislation passed during the plan year, or other events affecting benefits.

Supplemental benefits cannot be accessed without accessing the TX Health Benefits Pool Medical Benefit Plan.

**YOUR RENEWAL QUOTE INCLUDES PROPRIETARY INFORMATION THAT SHOULD NOT BE SHARED WITH OTHER COMPETITORS OR USED TO CIRCUMVENT THE REQUIREMENTS OF TEXAS COMPETITIVE BIDDING LAWS. IN THE EVENT YOU RECEIVE A RENEWAL QUOTE AND LATER DECIDE TO ISSUE AN RFP, THE RENEWAL QUOTE MAY NOT BE SHARED WITH ANY OTHER COMPETITORS AS DOING SO WOULD DISADVANTAGE TX HEALTH BENEFITS POOL IN THE COMPETITIVE PROCESS. TX HEALTH BENEFITS POOL ALSO RESERVES THE RIGHT TO REVISE PREVIOUSLY ISSUED RATES IN RESPONSE TO YOUR RFP.**

## **COMMUNICATION**

**SUBJECT:** Consider Resolution No. R-060826-3 of the City of Port Lavaca to authorize submission of a Texas Department of Transportation (TxDOT) Maritime Grant application. Presenter is Wayne Shaffer

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## **INFORMATION:**

CITY OF PORT LAVACA

COUNCIL MEETING: JUNE 8, 2026

DATE: 06.04.2026

TO: JODY WEAVER, INTERIM CITY MANAGER

CC: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: KATERYNA THOMAS, GRANTS & CIP COORDINATOR  
JIM RUDELLAT, HARBOR MASTER

SUBJECT: CONSIDER RESOLUTION R-060826-3 AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE TEXAS DEPARTMENT OF TRANSPORTATION FOR CONSIDERATION IN THE 90<sup>TH</sup> LEGISLATIVE SESSION, TEXAS PORT MISSION PLAN FOR FUNDING ASSISTANCE OF CONSTRUCTION PROJECT, HARBOR OF REFUGE PUBLIC DOCK IMPROVEMENTS

**Background:**

The City of Port Lavaca is seeking funding through the Texas Department of Transportation Maritime Infrastructure Program for improvements within the Harbor of Refuge (HOR). Staff have been discussing this project with the Port Commission and is on board to apply for this funding. The proposed project consists of constructing a heavy-duty asphalt pavement surface within the 100-foot-wide public dock area and constructing a roadway within the existing 40-foot right-of-way connecting the public dock to Mowen Street.

The Harbor of Refuge currently includes an existing concrete bulkhead extending nearly 1,000 feet along the waterfront. While the bulkhead remains in excellent condition, its utility is significantly limited due to the absence of a stabilized working surface capable of supporting cargo handling operations, vessel access, and transportation activities. Currently, the area adjacent to the bulkhead consists primarily of grass-covered ground that is unsuitable for heavy maritime cargo transfer and heavy vehicle traffic.

The proposed improvements will create a functional cargo handling and transportation area, allowing the bulkhead to support commercial maritime activities and generating opportunities for future tariff revenues.

The project represents a critical investment in the Harbor of Refuge's infrastructure and will enhance the City's ability to attract maritime-related business, support economic development, and maximize the utility of existing waterfront assets. By providing the necessary surface infrastructure to support cargo movement and vessel operations, the project will unlock the full potential of the Harbor of Refuge and support future industrial and commercial growth.

**Financial Consideration:**

The City is requesting grant funding through the TxDOT Maritime Infrastructure Program for the engineering design and construction of the proposed improvements. A match is not required but is strongly recommended for adequate scoring. We propose to utilize Ports & Harbors Funds to provide up to a 25% match, which is not expected to be greater than \$325,000 and could be budgeted for over the next couple of years.

**Recommendation:**

In this Resolution, Council is

- 1) authorizing the submittal of the application for funding;
- 2) commits to the 25% local match and to advance the project should is be selected for funding;
- 3) and that the City is willing and able to enter a funding agreement with TxDOT

Again, the Port Commission is in support of this application and staff recommends council approve this resolution. The application is still in the process of being completed and is due by 5 pm on June 15.

**Attachments:**

Project Map

**RESOLUTION NO. R-060826-3**

A RESOLUTION OF THE CITY OF PORT LAVACA AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE TEXAS DEPARTMENT OF TRANSPORTATION FOR CONSIDERATION IN THE 90<sup>TH</sup> LEGISLATIVE SESSION TEXAS PORT MISSION PLAN FOR FUNDING ASSISTANCE OF CONSTRUCTION PROJECT HARBOR OF REFUGE PUBLIC DOCK IMPROVEMENTS.

WHEREAS, the Texas Department of Transportation has requested local governments to submit projects for funding assistance through the Seaport Connectivity Program, Maritime Infrastructure Program, and Ship Channel Improvement Revolving Fund should the 90<sup>th</sup> Legislature provide funding; and

WHEREAS, any funds received following recommendation by the Port Authority Advisory Committee and approval by the Texas Transportation Commission may be used as specified for a Maritime Infrastructure Program project supporting maritime port security, transportation, or facility projects whose eligibility is outline in Transportation Code Section 55.002 or a Seaport Connectivity Program project supporting public roadway projects that enhance connectivity to Texas ports, including construction and construction related activities; and

WHEREAS, The City of Port Lavaca would be responsible for all non-reimbursable costs and one hundred percent (100%) of any costs exceeding the grant award amount, if any; and

WHEREAS, the City of Port Lavaca, with the full support and recommendation of its Port Commission, desires to improve the public safety, accessibility, environmental sustainability, and operational efficiency of the Public Dock area at the Harbor of Refuge Port Facility by replacing the unimproved dirt surface with heavy-duty asphalt pavement, capable of supporting vehicular, maintenance, operational and emergency access; and

WHEREAS, the proposed improvements will be constructed on land owned by the City of Port Lavaca and will reduce erosion, minimize sediment runoff to adjacent waterways, enhance public access to the public dock, and provide a durable, low-maintenance surface that supports long-term public use of the facility.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS THAT:

1. City Staff is hereby authorized to prepare and submit to the Texas Department of Transportation a funding assistance application for the project entitled “Harbor of Refuge Public Dock Improvements;”
2. City Council commits local matching funds up to twenty-five percent (25%) of the total grant award amount from the Ports and Harbors Fund, anticipated not to exceed \$325,000, and

3. City Council commits to advance the project if it is included in the 90<sup>TH</sup> Legislative Session Texas Port Mission Plan (PMP) and selected for funding;
4. City Council affirms that the City is willing and able to enter into an agreement with the Texas Department of Transportation by resolution or ordinance as required, should the project be selected for funding.

APPROVED AND ADOPTED by the City Council of the City of Port Lavaca, this 8<sup>th</sup> day June, 2026.

\_\_\_\_\_  
Luis De La Garza, Mayor

ATTEST:

\_\_\_\_\_  
Mandy Grant, City Secretary

## **COMMUNICATION**

**SUBJECT:** Consider Second and Final reading of an Ordinance (S-3-26) of the City of Port Lavaca for amendment(s) to the Base Ordinance S-4-25 for 2025-2026 fiscal year budget; providing for Budget Amendment(s); providing for severability, providing a repealing clause; and providing an effective date. Presenter is Brittney Hogan

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## **INFORMATION:**

**ORDINANCE NO. S-3-26**

**AN ORDINANCE OF THE CITY OF PORT LAVACA, TEXAS FOR AMENDMENT(S) TO THE BASE ORDINANCE NO. S-4-25 FOR 2025-2026 FISCAL YEAR BUDGET; PROVIDING FOR BUDGET AMENDMENT(S); PROVIDING FOR SEVERABILITY, REPEALING ALL ORDINANCES IN CONFLICT AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, the City of Port Lavaca’s current 2025-2026 Annual Budget was passed and approved by Base Ordinance No. S-4-25 on September 22, 2025; and

**WHEREAS**, department specific equipment, projects, and staffing are each an integral part of the annual budget and efficient and productive operations for the City as a whole; and

**WHEREAS**, staff recommends the various changes and amendments to the original budget to meet the challenges that serve a municipal purpose and have arisen since the original budget adoption, as authorized by Local Government Code Section 102.010; and

**WHEREAS**, the City Council has determined that this budget amendment is necessary and proper, serves a municipal purpose and will help the City better protect the health, safety and welfare of the general public.

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

**SECTION 1:** The City Council of the City of Port Lavaca, Texas does hereby approve an amended budget for the City of Port Lavaca General Fund for the Fiscal Year beginning October 01, 2025 and ending September 30, 2026, as set forth in the attached Exhibit “A” Budget Amendment.

**SECTION 2:** That all other portions of the original adopted budget shall remain as adopted.

**SECTION 3:** Severability. Should any section, subsection or phrase of this Ordinance be held to be unconstitutional or invalid for any reason, such decision shall not affect the validity of the Ordinance as a whole or any other remaining portions of this Ordinance.

**SECTION 4:** Repeal. This Ordinance shall be cumulative of all provisions of ordinances of the City of Port Lavaca, Texas, except where the provisions of the Ordinance are in direct conflict with the provisions such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**SECTION 5:** Effective Date. This ordinance shall take effect from and after the earliest date provided by law following its adoption and publication as provided by law.

FIRST READING this 11<sup>th</sup> day of May, 2026

\_\_\_\_\_  
Luis De La Garza, Mayor

SECOND AND FINAL READING this 8<sup>th</sup> day of June, 2026

\_\_\_\_\_  
Luis De La Garza, Mayor

APPROVED AND ADOPTED this 8th day of June, 2026.

\_\_\_\_\_  
Luis De La Garza, Mayor

ATTEST:

\_\_\_\_\_  
Mandy Grant, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Anne Marie Odefey, City Attorney

RECORD OF VOTE

	First Reading	Second and Final	Passed and Approved
Councilman Aguirre	Aye		
Councilman Dent	Aye		
Councilwoman Rigby	Aye		
Councilwoman Padron	Aye		
Councilwoman Bland-Stewart	Aye		
Councilman Burke	Aye		

Record of approval by City Council: City Council Minute Records, Volume 3-J, Page \_\_\_\_\_.

**CITY OF PORT LAVACA**  
**Request For Approval of Budgetary Amendment**  
**Fiscal Year 2025-2026**

Amendment # **GF-002**

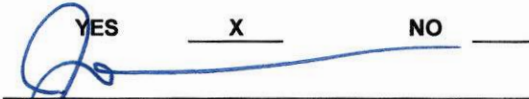
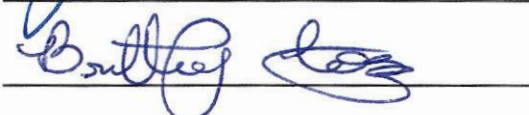
FUND: GENERAL -001

Required Balance at 120 Days \$ 4,014,320.88

Unreserved Fund Balance at 10/01/2025 \$ 2,501,180  
 Current Surplus/Deficit in Budget 3,510,110  
 Net Increase/(Decrease) this Request (140,000)  
 Amended Unreserved Fund Balance \$ 5,871,289

Date Requested: 4/8/2026

Account No.					Original Budget	Increase/ (Decrease)	Amended Budget	Reason
Fund	Dept.	Line-item	DEPT	---- Description ----				
001	50410	533.14	STREETS	CONTRACTED SERVICES	100,000	32,529		SOUTHERN GULF DEBRI REMOVAL & CLEAN UP
001	50410	533.14	STREETS	CONTRACTED SERVICES	100,000	79,277		ADVANCED PIPE REPAIR CONSTRUCTION
001	50410	533.14	STREETS	CONTRACTED SERVICES	100,000	23,000		ANTICIPATED ADDITIONAL DEBRIS REMOVAL
001	50410	533.14	STREETS	CONTRACTED SERVICES	100,000	5,194	\$ 240,000	CIVICORP ENGINEERING SERVICES
<b>NET INCREASE/(DECREASE) TO UNRESERVED FUND BALANCE</b>						<b>(140,000)</b>		

Approvals:  
 COUNCIL: YES  X NO   
 City Manager   
 Director of Finance 

Entered: \_\_\_\_\_  
 Initials: \_\_\_\_\_  
 Date: \_\_\_\_\_

## **COMMUNICATION**

**SUBJECT:** Consider First reading of an Ordinance (G-7-26) of the City of Port Lavaca amending the Code of Ordinances, Appendix A - Fees, Rates and Changes; Chapter 24 Law Enforcement; and providing an effective date. Presenter is Karen Neal

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## **INFORMATION:**



Port Lavaca City Council  
202 North Virginia  
Port Lavaca, Texas 77979

### **Animal Control/Evidence Incinerator**

The Port Lavaca Animal Control, an extension of the Port Lavaca Police Department, operates and maintains a department/city owned incinerator for this division's use. This piece of equipment is located at the Animal Control Facility, located at 201 Stringham Dr, Port Lavaca. When the equipment is in use it requires fuel (propane), active management by personnel (actively destroying/consuming items through the use of fire requires constant monitoring), and regular maintenance (cleanout/ maintaining the ignition device). This device is utilized by the Port Lavaca Police Department for the destruction of evidence (as granted by the proper authority) in addition to its regular function for Animal Control. Additionally, the incinerator is utilized by our sister agencies for this same purpose. Due to the rising costs of this equipment's use (fuel/maintenance) the Port Lavaca Police Department, manager and custodian of the apparatus, requests the implementation of a fee for outside agency use. The application of a fee or fee schedule (\$150.00 per/burn session) for the use of the device will help this agency/department to off-set costs associated with the management of the equipment.

### **Port Lavaca Police Department Impound Lot**

The Port Lavaca Police Department regularly seizes vehicles during the regular course of business/enforcement. There are many reasons this is done i.e. arrests of subjects who were operating a vehicle during the commission of a crime, as a matter of evidence, or other various matters. Typically, these vehicles, when not considered evidence, have been towed by the respective entities that are called for their removal and stored on that business' owned lot.

When a vehicle is considered evidence, it must be stored in a secured location where it needs to be available for investigators away from anyone that may tamper with or destroy any evidentiary value. The length of storage for evidentiary items is solely dictated by the Calhoun County District Attorney's Office and the speed with which they either prosecute or dismiss the case or the lack thereof. During this time, between the vehicle's seizure and the case's disposal, the vehicle must remain in possession of a law enforcement.

When a vehicle is towed from the scene of a crime, not vehicles involved in crashes (unless there is some type of follow-on investigation), that tow fee has fallen on the Port Lavaca Police Department. Typically, those fees are placed into the case file with the expectation of re-payment from the Calhoun

201 N. Colorado  
Port Lavaca, Texas 77979  
Phone: (361) 552-3788  
Fax: (361) 552-7386



CITY OF  
**PORT LAVACA**  
POLICE DEPARTMENT

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County District Attorney's Office upon the disposition/closure of a case. Currently the Port Lavaca Police Department has never received any re-payment for this fee in whole or in part by their office.

In an effort to off-set these costs associated with the towing and storage of vehicles as a function of our regular duties; the Port Lavaca Police Department requests an ordinance outlining a fee schedule for these costs.

Impound Administrative Fee: \$20

Tow Fee: Actual Cost (Variables affect this cost/rate)

Certified Mail Notification: \$50

Storage Fee: \$20/day (fees begin 24hours after vehicle impounded)

Acting Chief W. Burris #5506  
jburris@portlavaca.gov  
Port Lavaca Police Department  
Port Lavaca, Texas 77979  
361-552-3788

201 N. Colorado  
Port Lavaca, Texas 77979  
Phone: (361) 552-3788  
Fax: (361) 552-7386

**ORDINANCE #G-7-26**

AN ORDINANCE AMENDING THE ORDINANCE CODIFIED AND DESCRIBED IN THE CITY OF PORT LAVACA CODE OF ORDINANCES AS PART II, APPENDIX A – FEES, RATES AND CHARGES; AND PROVIDING AN EFFECTIVE DATE

ARTICLE I. GENERAL

WHEREAS, the City Council on March 12, 2012 approved and adopted Ordinance Number G-1-12 which is codified and described in the City of Port Lavaca Code of Ordinances as Part II, Appendix A – Fees, Rates and Charges; and

WHEREAS, the City of Port Lavaca staff has evaluated current fees, rates and charges and find the need to make some amendments and changes.

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

ARTICLE II. FEES TO BE AMENDED

The fees, rates and charges to be amended are in the Chapters listed below and described in full in the attached Exhibit “A”. Text that remains unchanged will be in black-colored letters, text that is new will be identified by bold red-colored letters and all text to be deleted, if any, will be identified as blue-colored letters with strikethroughs, and both highlighted in yellow:

- Chapter 24: Law Enforcement
  - Animal Control/Evidence Incinerator for Outside Agency Use; and
  - Police Department Impound Lot Fees.

ARTICLE III.- EFFECTIVE DATE

This ordinance shall become effective upon adoption by City Council.

FIRST READING this 8<sup>th</sup> day of June, 2026

\_\_\_\_\_  
Luis De La Garza, Mayor

SECOND AND FINAL READING this 13<sup>th</sup> day of July, 2026

\_\_\_\_\_  
Luis De La Garza, Mayor

APPROVED AND ADOPTED this 13th day of July, 2026.

\_\_\_\_\_  
Luis De La Garza, Mayor

ATTEST:

\_\_\_\_\_  
Mandy Grant, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Anne Marie Odefey, City Attorney

RECORD OF VOTE

	First Reading	Second and Final	Passed and Approved
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- Councilman Aguirre
- Councilman Dent
- Councilwoman Rigby
- Councilwoman Padron
- Councilwoman Bland-Stewart
- Councilman Burke

Record of approval by City Council: City Council Minute Records, Volume 3-J, Page \_\_\_\_.

CITY OF PORT LAVACA - PART II - CODE OF ORDINANCES  
APPENDIX A - FEES, RATES AND CHARGES

Section VIII. Item #9.

**EXHIBIT A**

**CHAPTER 24 – LAW ENFORCEMENT**

Section Number	Subject	Fee Amount
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	Accident reports	
	Texas Transportation Code Sec. <a href="#">550.065(d)</a>	
	The fee for a copy of the accident report	\$6.00
	Copy may be certified for an additional	\$2.00
	Certification that no report or information is on file	\$6.00
	Offense reports	\$3.00 first page
	Additional pages	\$0.25 each
	Local background check	\$5.00 each
	Clearance letters for housing	\$5.00 each
	Fingerprints	\$5.00 set
	Copy of body worn camera recording and camera video or audio footage. Pursuant to Sec. 1701.661 Government Code. Office of the Attorney General	\$10.00 per recording and \$1.00 per fill minute of body worn camera video or audio footage
	Open records request (fees are in accordance with the Texas Public Information Act). City of Port Lavaca's Web page has e-form available with fees and instructions.	

	<b>Animal Control/Evidence Incinerator for Outside Agency Use</b>	<b>\$150.00 per burn session</b>
	<b>For unusually large quantities requiring extended burn time, additional fees may be assessed.</b>	
	<b>Police Department Impound Lot Only:</b>	
	• <b>Impound Administrative Fee</b>	<b>\$20.00</b>
	• <b>Tow Fee</b>	<b>Actual cost of Tow</b>
	• <b>Certified Mail Notification Fee</b>	<b>\$50.00</b>
	• <b>Storage Fee</b> <b>(Storage Fees begin 24 Hours after the vehicle is impounded)</b>	<b>\$20.00 per day</b>

(Ord. No. G-1-13, art. II, 2-11-2013; Ord. No. G-4-20, art. II, 9-14-2020)

## **COMMUNICATION**

**SUBJECT:** Consider First reading of an Ordinance (G-8-26) of the City of Port Lavaca amending the Code of Ordinances codified and described in the City of Port Lavaca's Code of Ordinances as Part I, Chapter 2 Administration, Article V Finance, Division 1 Generally, Sec. 2-126 Credit Card Convenience Fee; providing for purpose of ordinance, providing for severability; providing a repealing clause; and providing an effective date. Presenter is Brittney Hogan

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## **INFORMATION:**

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**CITY OF PORT LAVACA**

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**CITY COUNCIL MEETING: JUNE 8, 2026**

**DATE:** JUNE 2, 2026

**TO:** THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**FROM:** BRITTNEY HOGAN, FINANCE DIRECTOR

**SUBJECT:** CONSIDER APPROVAL OF ORDINANCE AMENDING CHAPTER 2  
ADMINISTRATION ARTICLE V FINANCE SECTION 2-126 CREDIT CARD  
CONVEINEINCE FEE

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**BACKGROUND:**

In September 2025 the City approved an ordinance amending the fees to reflect a credit card convenience fee for those customers paying for city services with a credit card.

While the Appendix A was updated, the actual Chapter within the code of ordinances was not. This ordinance will update Chapter 2 Sec 2-126 to refer all fees to Appendix A which will prevent the City from updating thereafter for any fee changes.

**RECOMMENDATION:**

Staff Recommends Council approve the Ordinance.

**ORDINANCE #G-8-26**

AN ORDINANCE OF THE CITY OF PORT LAVACA AMENDING THE ORDINANCE CODIFIED AND DESCRIBED IN THE CITY OF PORT LAVACA'S CODE OF ORDINANCES AS PART II, CHAPTER 2, ADMINISTRATION; ARTICLE V. FINANCE, DIVISION 1. GENERALLY, SECTION 2-126, CREDIT CARD CONVENIENCE FEE; PROVIDING FOR PURPOSE OF ORDINANCE, PROVIDING FOR SEVERABILITY; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1. Purpose.

The attached Exhibit A document identifies amendments that are to be made to various Sections of Chapter 2 of the City of Port Lavaca's Code of Ordinances. Text that remains unchanged will be in black-colored letters, text that is new will be identified by red-colored underlined letters and all text to be deleted will be identified as blue-colored letters with strikethroughs.

Section 2. Severability.

It is specifically declared to be the intention of the City Council that sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable and if phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional or invalid by the valid judgment of decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any unconstitutional or invalid phrase, clause, sentence, paragraph or sections.

Section 3. Repeal.

All ordinances or parts of ordinances conflicting with or not consistent with the provisions of this article are hereby repealed; provided that such repeal shall be only to the extent of such inconsistency or conflict, and in all respects, this article shall be cumulative of all other ordinances of the City of Port Lavaca regulating and governing the subject matter covered in this ordinance. Any cause of action accruing prior to the passage of this article shall continue as if this ordinance was not passed or any other ordinance had not been repealed.

Section 4. Effective Date

THAT this ordinance shall become effective on the date of its passage.

FIRST READING this 8<sup>th</sup> day of June, 2026

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Luis De La Garza, Mayor

SECOND AND FINAL READING this 13<sup>th</sup> day of July, 2026

\_\_\_\_\_  
Luis De La Garza, Mayor

APPROVED AND ADOPTED this 13th day of July, 2026.

\_\_\_\_\_  
Luis De La Garza, Mayor

ATTEST:

\_\_\_\_\_  
Mandy Grant, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Anne Marie Odefey, City Attorney

RECORD OF VOTE

	First Reading	Second and Final	Passed and Approved
Councilman Aguirre			
Councilman Dent			
Councilwoman Rigby			
Councilwoman Padron			
Councilwoman Bland-Stewart			
Councilman Burke			

Record of approval by City Council: City Council Minute Records, Volume 3-J, Page \_\_\_\_.

CITY OF PORT LAVACA, TEXAS  
CODE OF ORDINANCES

**EXHIBIT A**

Chapter 2 – ADMINISTRATION

ARTICLE V. – FINANCE

DIVISION 1. - GENERALLY

Sec. 2-126. – Credit Card Convenience Fee.

~~E-Commerce payments (online) – \$0.50 per transaction plus .89 percent of sale.  
Point of sale payments – 2 percent of sale.~~

The Credit Card Convenience fees shall be established in Appendix A – Fees, Rates and Charges, of this Code.

(Ord. No. G-10-24, § 1, 1-13-2025)

## **COMMUNICATION**

**SUBJECT:** Consider award of construction contract for the Restoration of Restrooms project at the Nautical Landings Building. Presenter is Derrick Smith

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## **INFORMATION:**

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**CITY OF PORT LAVACA**

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**CC MEETING:** JUNE 8, 2026,            **AGENDA ITEM #** \_\_\_\_\_

**DATE:** 5/29/2026

**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**FROM:** JIM RUDELLAT, HARBOR MASTER

**SUBJECT:** NAUTICAL LANDINGS BUILDING RESTROOMS RESTORATION.

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**BACKGROUND:**

In October of last year, 2025, a leak was discovered in the Men's Restroom Shower. It had originated at the shower head in the wall. On the underside of the decking and floor joists was blown-in foam insulation. This insulation was under both restrooms. The foam was retaining the water under the wood and wouldn't allow it to dry out, causing it to rot. Upon inspection, we found the decking and floor joists were rotten in both restrooms. We also discovered the ladies' shower pan was also leaking. Everything (showers, toilets, and floors) had to be torn out and needs to be replaced.

I have been working with Derrick Smith to put together a bid package. Bids were to be turned in by 2:00 p.m. on May 22<sup>nd</sup>. I have also kept the Port Commission updated on the status of the restrooms at the monthly meetings. The Port Commission, as well as I, are anxious to get the restroom replaced. Since the project would be delayed at least 3 weeks to take the bids to them for recommendation to award, Port Commission Chairman Raymond Butler approved that we take the low bid directly to the Council for an award.

**FINANCIAL IMPLICATIONS:**

The funds that will be used for this project are funds that we are repurposing, that were budgeted for the Harbor of Refuge Maintenance, which are not being used this year, and are available.

**RECOMMENDATION:**

Staff recommends the Port Commission's recommendation for awarding the reconstruction of the Nautical Landings Building's restrooms to Barefoot Construction.

**ATTACHMENTS:**

Construction bids from three interested contractors.

**STAFF RECOMMENDS PORT COMMISSION’S RECOMMENDATION TO AWARD TO BAREFOOT CONSTRUCTION THE RESTORATION OF NAUTICAL LANDINGS BUILDING’S BATHROOMS.**

**BACKGROUND:**

The men’s bathroom floor was found to be soft; upon inspection, a leak was discovered coming from the shower. The leak had caused the decking and floor joists to rot. Everything had to be torn out and needs to be replaced.

**ATTACHMENTS:**

See bids from interested contractors.

Contractor’s Name	Bid Amount	Submitted by May 22, 2026, by 2:00 p.m.
<b>Barefoot Construction</b> 312 David Ave. Port Lavaca, TX 77979 361.655.1138	\$44,988.00	√
<b>Wilson Construction</b> P.O. Box 1511 Port Lavaca, Texas 77979 361.935.5741	\$49,300.00	√
<b>Mancera Construction</b> 314 County Road 304 Palacios, Texas 77465 361.237.5075	\$55,564.77	√
		5/26/26

City of Port Lavaca  
2026 NAUTICAL LANDING DAYROOM RENOVATION  
SECTION 00200

**BID FORM**

Bidding Firm: BAREFOOT CONSTRUCTION

Address: 312 DAVIS AVEE.

City, State, Zip: PORT LAVACA , TX. 77979

Phone: 361-655-1138 Email: Markbarefoot2@gmail.com

Project: NAUTICAL LANDINGS DAYROOM RENOVATION BID DATE MAY 22, 2026, 2:00 PM

1. The undersigned bidder proposes to furnish all labor, equipment, insurance, bonds and all other things necessary to construct the Work, as shown on the plans and specifications and as outlined in the following Bid Form.
2. If awarded this contract, the undersigned will provide proof of insurance coverage, a 100% Performance and Payment Bond, as applicable, and execute a satisfactory Construction Contract with the City of Port Lavaca within 15 days after the Notice of Award. It is agreed that this bid shall remain subject to acceptance by the City of Port Lavaca for a period of thirty (30) days from the bid opening date.
3. The undersigned BIDDER agrees to the following:
  - A To perform all Work with skilled craftsmen experienced in the applicable trades and in conformance with the plans, specifications, and the Texas Accessibility Standards.
  - B. To complete the Work within 90 calendar days from the Notice to Proceed.
4. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
  - A. BIDDER has examined copies of all Contract Documents and the following Addenda receipt of which is hereby acknowledged.
 

Addendum No. N/A

Date Rec'd: N/A
  - B. BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state, and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER deems necessary.

City of Port Lavaca  
2026 NAUTICAL LANDING DAYROOM RENOVATION  
SECTION 00200

- C. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association or corporation. BIDDER has not directly or indirectly solicited or induced any person, firm, or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the City of Port Lavaca.
- 5. A completed Bidder's qualification statement is attached (required only from bidders who have never performed a similar scope of work for the City of Port Lavaca in the last 5 years).
- 6. Communication about this BID shall be directed to the BIDDER'S address indicated above.

SUBMITTED this 22<sup>nd</sup>. day of May 2026

By  \_\_\_\_\_  
Signature Title

Seal if Bidder is Corporation

END OF SECTION

N/A

City of Port Lavaca  
2026 NAUTICAL LANDING DAYROOM RENOVATION  
SECTION 00300

STATEMENT OF QUALIFICATION

**(Required ONLY if Bidder has not performed a similar scope of work for the City of Port Lavaca within the past 5 years.)**

The undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading. (Attach additional sheets as necessary)

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

Bidder: (Legal Name of Firm) \_\_\_\_\_

Address: \_\_\_\_\_ website (if applicable): \_\_\_\_\_

Check which applies: ( ) Corporation ( ) Partnership ( ) Individual ( ) Joint Venture ( ) Other

- Number of years has your organization been in business as a Contractor. \_\_\_\_\_
- Number of years your organization been in business under its present name? \_\_\_\_\_
- List all other names under which your business has operated in the last 10 years.

\_\_\_\_\_

List the categories of work your organization normally performs with its own forces.

Total Staff employed by firm (break down by managers and trades)

Has your organization ever failed to complete any work awarded to it? (If yes, provide details)

Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? (If yes, provide details)

Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last 5 years? (If yes, provide details)

On a separate sheet, list work your organization currently has under contract and a recently completed project, including valid contact information for owners and/or architect/engineer and dollar amount of contract.

On a separate sheet, list at least 3 projects completed in the past 3 years, comparable in size or greater to the project being bid. Provide name of project, architect/engineer and/or owner with valid contact information, and date of completion.

\_\_\_\_\_

Bidder

Date

City of Port Lavaca  
2026 NAUTICAL LANDING DAYROOM RENOVATION  
SECTION 00500

**AGREEMENT BETWEEN OWNER AND CONTRACTOR**

**THIS CONTRACT** is made, and entered into this the 5.22 2026 by and between the **CITY OF PORT LAVACA**, a political subdivision of the State of Texas, (hereinafter refer to as "CITY") and BAREFOOT CONSTRUCTION, a \_\_\_\_\_, duly authorized to do business in the State of Texas, (hereinafter referred to as "CONTRACTOR").

For and in consideration of mutual promises to each as herein after setting forth, the parties hereto do mutually agree as follows:

1. **SCOPE OF SERVICES.** CONTRACTOR hereby agrees to provide the services and/or materials under this Contract pursuant to the Bid Scope and Specifications identified herein. The Contract Amount is hereby established at \$ 44,988.00. Any and all fully executed Work Authorization documents or Addenda are hereby incorporated herein and made a part of this Contract.
2. **CONTRACT TIMES:** The work will be substantially complete within \_\_\_ calendar days after the date when the Contract Times commence to run, plus any approved time extension requests.
3. **PAYMENT TO CONTRACTOR.** CONTRACTOR shall submit a schedule of Values and the CITY will accept requests for partial payment based upon this schedule, on a monthly basis, for 90% of the Work completed (with the balance being retainage). Retainage shall be held until 100% of all the authorized work is completed and accepted and CONTRACTOR has submitted a One-Year Warranty and Affidavit of all bills Paid to the City.
4. **INDEPENDENT CONTRACTOR.** CITY and CONTRACTOR agree that CONTRACTOR is an independent contractor and shall not represent itself as an agent or employee of CITY for any purpose in the performance of CONTRACTOR's duties under this Contract. Accordingly, CONTRACTOR shall be responsible for payment of all federal, state and local taxes as well as business license and any and all other fees arising out of CONTRACTOR's activities in accordance with this Contract. For purposes of this Contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes. CONTRACTOR, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.
5. **INSURANCE AND INDEMNITY.** To the fullest extent permitted by laws and regulations, CONTRACTOR shall indemnify and hold harmless the CITY and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from CONTRACTOR's performance of this Contract or the actions of the CONTRACTOR or its officials, employees, or contractors under this Contract or under contracts entered into by the CONTRACTOR in connection with this Contract. This indemnification shall survive the termination of this Contract.

In addition, CONTRACTOR shall comply with the Texas Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. CONTRACTOR shall also maintain Employers' Liability insurance limits of not less than \$1,000,000 per accident and \$1,000,000 each employee for injury by disease.

Additionally, CONTRACTOR shall maintain, at its expense, the minimum insurance coverage REQUIRED IN Section 00400 of the contract documents and include a waiver of subrogation.

CONTRACTOR, upon execution of this Agreement, shall furnish to the CITY a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty (30) days advance written notice in the event of a decrease, termination or cancellation of coverage and shall show the CITY OF PORT LAVACA as Additional Insured. Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR. All such insurance shall meet all laws of the State of Texas. Such insurance coverage shall be

obtained from companies that are authorized to provide such coverage and that are authorized by the Texas Department of Insurance to do business in Texas. The CONTRACTOR shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing Texas laws or this Contract. The limits of coverage under each insurance policy maintained by the CONTRACTOR shall not be interpreted as limiting the CONTRACTOR's liability and obligations under the Contract.

- **HEALTH AND SAFETY.** CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing Services under this Contract. Contractor shall assign a safety officer to the project for the duration of the contract.
- **GOVERNING LAW.** This Contract shall be governed by and in accordance with the laws of the State of Texas. All actions relating in any way to this Contract shall be brought in the State Courts in Calhoun County in the State of Texas.
- **TERMINATION OF CONTRACT.** This Contract may be terminated, without cause, by either party upon thirty (30) days written notice to the other party. This termination notice period shall be beginning upon receipt of the notice of termination. Such a termination does not bar either party from pursuing a claim for damages for breach of the contract

This Contract may be terminated, for cause, by the non-breaching party notifying the breaching party of a substantial failure to perform in accordance with the provisions of this Contract and if the failure is not corrected within ten (10) days of the receipt of the notification. Upon such termination, the parties shall be entitled to such additional rights and remedies as may be allowed by relevant law.

Termination of this Contract, either with or without cause shall not form the basis of any claim for loss of anticipated profits by either party.

The CITY may terminate this Agreement for any reason at any time by written notice. The notice shall specify the date upon which such termination becomes effective and the CITY shall pay the Contractor for Services rendered prior to the effective date of termination.

- 9, **SUCCESSORS AND ASSIGNS.** CONTRACTOR shall not assign its interest in this Contract without the written consent of CITY. CONTRACTOR has no authority to enter into contracts on behalf of CITY.
10. **COMPLIANCE WITH LAWS.** CONTRACTOR represents that it is in compliance with all federal, state, and local laws, regulations or orders, as amended or supplemented, including but not limited to HB 89, requiring the contractor to state that it does not and will not boycott Israel for the term of the contract. The implementation of this Contract shall be carried out in strict compliance with all federal, state, or local laws.
11. **NOTICES.** All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:
12. **E-VERIFY.** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the County.
13. **CITY NOT RESPONSIBLE FOR EXPENSES.** CITY shall not be liable to CONTRACTOR for any expenses paid or incurred by CONTRACTOR, unless otherwise agreed in writing.
14. **EQUIPMENT.** CONTRACTOR shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing.

**IS. ENTIRE CONTRACT.** This Contract shall constitute the entire understanding between CITY and

CONTRACTOR and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties:

16. **HEADINGS.** The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.

17. **EXISTENCE.** CONTRACTOR warrants that it is a corporation duly organized, validly existing, and in good standing under the laws of the State of Texas and is duly qualified to do business in the State of Texas and has full power and authority to enter into and fulfill all the terms and conditions of this contract.

18. **CORPORATE AUTHORITY.** By execution hereof, the person signing for CONTRACTOR below certifies that he/she has read this Contract and that he/she is duly authorized to execute this Contract on behalf of the CONTRACTOR.

19. **WRITTEN NOTICE TO PROCEED.** The CITY shall issue an official written Notice to Proceed for the services referenced in this contract. The notice shall be sent via email followed by regular mail. Under no circumstances shall the CITY be liable for any services rendered unless the written Notice to Proceed has been sent and received by the CONTRACTOR. CONTRACTOR must acknowledge receipt of the written Notice to Proceed.

20. **AMENDMENTS.** This Agreement shall not be modified or otherwise amended except in writing signed by authorized personnel on behalf of both parties. All change orders shall be in writing. Oral changes are expressly prohibited and will not be recognized.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Agreement to be executed by their duly authorized officer or agent.

CITY OF PORT LAVACA  
202 N. Virginia St.  
Port Lavaca, Texas 77979  
361-552-9793

CONTRACTOR

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: Mark Barefoot

Printed Name: MARK BAREFOOT

Title: OWNER

WILSON CONSTRUCTION

QUOTE

QUOTE # WILCO--PLNL  
DATE May 22, 2026

P.O. Box 1511  
Port Lavaca, TX 77979  
(361) 935-5741  
wadew2389@gmail.com

TO  
City of Port Lavaca  
ATTN: Derek Smith  
202 N. Virginia  
Port Lavaca, TX 77979  
(361) 408-0193 | [dsmith@portlavaca.org](mailto:dsmith@portlavaca.org)

**Description** **Amount**

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**This Quote includes the following:**

- Men & Women's Bathroom located @ Nautical Landing Marina
- Labor
- Materials

**60-Day Time Line**

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**Total** **\$49,300.00**



# Mancera Construction

Fidel Mancera  
 Business Number 3612375075  
 314 county road 304 palacios tx 77465  
<https://manceraconstruction.net>  
 fidelmancera@gmail.com

ESTIMATE  
 Section VIII. Item #11. 3  
 DATE  
 05/16/2026  
 TOTAL  
 USD \$55,564.77

TO

## City Port Lavaca (Nautical Landing Dayton Renovation)

☐ 3614080193  
 dsmith@portlavaca.org

DESCRIPTION	RATE	QTY	AMOUNT
Women's Shower Kit – LM6036BF5PLPK11.0064	\$4,560.40	1	\$4,560.40
Left or Right			
Men's Shower Shower Kit – LM6036BF5PLPK11.0064	\$4,560.40	1	\$4,560.40
Left or Right			
Shower Faucets - Item# 5286631 / Model# 142840-SP-1	\$162.49	2	\$324.98
Vinyl Flooring - Item #5996011/ Model #67403-850	\$1,813.47	1	\$1,813.47
Baseboards - Item #7829 / Model #623 8FJPM D	\$314.88	2	\$629.76
Shoe moulding - Item #140855 / Model #L0412728	\$153.45	2	\$306.90
Shower bench - Item #2965895 / Model #ED941	\$200.56	2	\$401.12
Towel bar - Item #5287575 / Model #Y0924BN	\$37.67	2	\$75.34
Garment hooks -Item #3592111 / Model #46142TNXLG	\$25.97	2	\$51.94
Shower rod - Item #5138227 / Model #SHLSNC01SN	\$63.65	2	\$127.30
Shower curtain - Item #5138267 / Model #LWMB61169PDQ	\$16.87	2	\$33.74
Curtain rings - Item #6036431 / Model #LW61127PDQ	\$12.97	2	\$25.94
Lighted Fan and Heater - Item #7475027 / Model #EF-AZ102WH	\$123.56	2	\$247.12
FRP wall panel and trim	\$212.32	2	\$424.64
½" Greenboard	\$663.94	1	\$663.94
R-13 fiberglass insulation	\$558.78	1	\$558.78

DESCRIPTION	RATE	Section VIII. Item #11.	
3/4" T&G Advantech subflooring Subfloor Glue	\$901.87	1	\$901.87
2x4'S	\$123.50	2	\$247.00
8 x 8" x 16" solid CMU blocks on 16" x 16" pads	\$96.45	2	\$192.90
Demo Tile in restroom -kitchen Flooring-Demo Hardie Backer- Float Plywood kitchen Area	\$3,800.00	1	\$3,800.00
Install four additional piers to support beam along east shower walls Scab and Property attach new pressure-treated	\$2,200.00	1	\$2,200.00
Install 3/4" T&G Advantech Sub-flooring Install 2x4. Sill plates that were removed Scab and properly attach new 2x4 walls studs Install horizontal and vertical blocking for men's and women's ada shower grabs bars, shower rods, towel bars and garment hooks	\$3,600.00	1	\$3,600.00
<b>Plumbing</b> Reinstall existing lavatories Install Shower Install Shower Fixture Install Shower Inclosure Run plumbing needed to connect water and drains	\$3,650.00	2	\$7,300.00
Install 1/2" Greenboard Locations showers only Fix couple Sheetrock patches	\$2,300.00	1	\$2,300.00
<b>Paint Shernwilliams</b> <b>Caulking</b> <b>Putty</b> <b>Plastic</b> <b>Tape</b> <b>Paper</b> <b>Misc</b> Surface prep and apply Sherwin Williams "Extreme Block"	\$2,500.00	1	\$2,500.00
Sherwin Williams "Duration" to be used for final paint coat on all dayroom, kitchen and bathrooms walls.			
<b>Living Room Painting \$2,500.00</b> <b>Restroom Sanding &amp; Texture \$1,900.00</b> <b>Restroom Painting \$1400.00</b> <b>Hallway / Kitchen Area Painting \$650.00</b> Scope of Work: • Paint walls and ceiling in 16' x 27' living room • Sand restroom walls • Apply texture to restroom walls • Paint two restrooms walls and ceilings • Paint hallway / kitchen area • Minor prep, masking, and cleanup	\$6,450.00	1	\$6,450.00

DESCRIPTION	RATE	Section VIII. Item #11.	
Henry Selflevel	\$850.00	1	\$850.00
Install new exhaust fan and heater	\$475.00	2	\$950.00
Install Insulation	\$325.00	2	\$650.00
<b>Install vinyl Flooring-Installed trim/shoe molding</b> Install vinyl Flooring throu out Kitcken and restrooms	\$3,200.00	1	\$3,200.00
Reinstall, mirrors, light fixtures	\$3,800.00	1	\$3,800.00
Install towel bars			
Install garment hooks			
Install Shower Rods			
Install Shower Curtains			
Install Curtain Rings			
Material Pickup, Clean Up			
Dumpster-Porto Potty	\$1,350.00	1	\$1,350.00
Ring shank nails-Deck screws-Sheetrock screws	\$467.23	1	\$467.23
<b>TOTAL</b>			<b>USD \$55,564.77</b>

Hidden structural, plumbing, or electrical repairs not included."  
Unforeseen items

## **COMMUNICATION**

**SUBJECT:** Consider authorizing City Manager to award a construction contract to replace storefront windows on the west side of City Hall up to a maximum dollar amount designated by Council. Presenter is Derrick Smith

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## **INFORMATION:**

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**CITY OF PORT LAVACA**

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**MEETING:** June 08, 2026 **AGENDA ITEM** \_\_\_\_\_

**DATE:** 06.01.2026

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**FROM:** DERRICK SMITH, DEVELOPMENT SERVICES DIRECTOR

**SUBJECT:** Consider authorizing City Manager to award a construction contract to replace storefront windows on the west side of City Hall up to a maximum dollar amount designated by Council.

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In Phase 2 of the city hall improvements, the decorative CMU wall and canopy were removed on the west side of the building parallel with N. Virginia Street. The canopy attached to the cover over the west exit and extended north attaching to the building towards Mahan Street. This resulted in the storefront windows being more exposed to the elements. The new landscaping designed for the project had a small flowerbed along the windows with a crushed granite trail running in a curved pattern.

The elevation from the bottom of the windows to the new sidewalk has very little fall. This resulted in water being trapped and ponding within the flowerbed during rain events. The water would leaked into the offices and soak the carpet. This also resulted in damage to anything sitting on the floor close to the windows. Therefore, staff redesigned and installed a new flowerbed that prevented water from being trapped next to the windows.

I had a contractor look at repairing the lower section. He said that he did have concerns about the seal under the bottom framing and the condition of the framing itself.

The existing framing and caulking are in poor condition and rainwater is infiltrating and getting into the newly improved offices. Also, the glass in the upper and lower portions have been damaged and need replacement.

The cost for replacement would include the following:

1. disconnecting circuits to the shutters
2. Removing the shutters
3. Removing a portion of the flooring and a couple of sections of ceiling grid
4. Removal of the storefront.
5. The rough opening measurement (The windows need to be removed for an accurate measurement. Plywood will be put back in its place while the frames are being built. This will take about a week.)
6. Storefront installation
7. Reinstall flooring and ceiling grid to new dimensions
8. Reinstall shutters
9. Restore power to the shutters

I was able to get pricing from a construction company for the replacement. With the existing construction of the windows, the windstorm rating is 95 mph. The cost of the replacement would be roughly \$64,400.00

If a few more mullions were installed, the rating would increase to 120 mph. This would cost roughly \$68,250.00

The new storefront should take about 6 to 8 weeks to replace.

I did have a windstorm engineer review the plans for our existing shutters. He confirmed that they exceed 150 mph for impact and pressure (our current code requires 150 mph).

If we were to go with impact resistant glass, it would be around 120 mph with the same size frames. The cost would increase by over \$10,000 and the lead time would be 10 to 12 weeks.

A shatter-resistant film can be installed after the windows are in place. The cost for the film is roughly \$50 to \$60 a square foot.

A bullet-resistance film would be around \$120 a square foot.

The new framing will be set further into the offices. This should reduce the amount of trim work that is needing to be done where the walls meet the windows.

The city had budgetted matching funds in the amount of \$78,523 for a grant application to have a generator installed at the Bauer Community Center for FY 2025-26. Unfortunately, the city was not awarded the grant for this fiscal year. Staff is requesting that those funds be reallocated for the installation of new storefront windows at city hall this fiscal year. The city may be eligible to apply for the grant in FY2026-27. Funds can be rebudgetted for the following fiscal year.

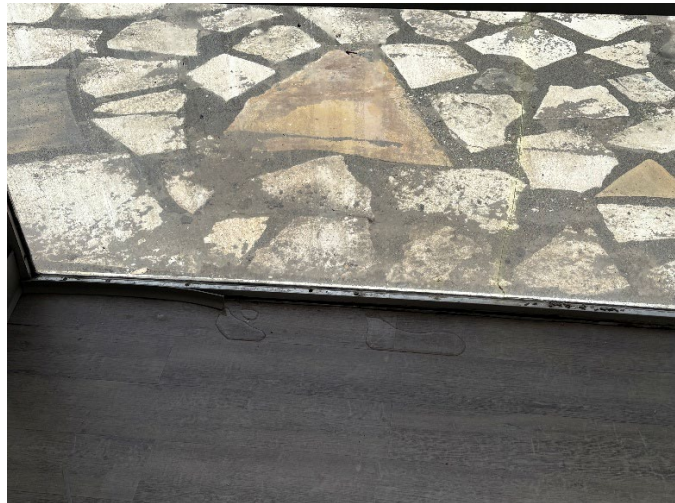
It is staff's recommendation that we purchase the storefront windows rated at 120 mph at a cost of roughly \$68,250.00. With the existing shutter system, we will exceed the newly adopted windstorm requirements. And the new windows will help protect our improvements from further water damage.

**Therefore, it is staff recommendation that Council authorize the City Manager to award a construction contract not to exceed \$75,000 to replace the storefront windows on the west side of City Hall.**

**Attachment(s):**

- Pictures of rain infiltration into new offices

CITY OF PORT LAVACA



# COMMUNICATION

**SUBJECT:** Consider and take action on removal of Interim designation of City Manager.  
Presenter is Mayor De La Garza

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## INFORMATION:



CITY OF  
**PORT LAVACA**

Section VIII. Item #13.

202 N. Virginia Street, Port Lavaca, Texas 77979-3431 [www.portlavaca.gov](http://www.portlavaca.gov)  
Main Number: (361)-552-9793 Main Facsimile: (361)-552-6062

Dear Honorable Council,

June 4, 2026

I formally request that you remove the designation "Interim" from the title of our current Interim City Manager and recognize the current Interim City Manager as the City Manager of the City of Port Lavaca. To that end, my best and strongest objective evidence is that the council has allowed this arrangement for six years without challenge; that history may support the practical interpretation that the residency requirement has been satisfied, although that is clearly a political argument more than a weak "doesn't hold water" legal one.

When Jody was hired, the interim label was placed on her because she was in fact not any type of resident in City. Now, not only has she made City Hall a part time home, she has purchased a residence in town where she and her family spend much time. She does not rent it out. It is up to us (council) to now determine whether we think she is a resident of this town as contemplated in the Charter. It is up to us, not some black and white standard. We (council) determine what that word means.

Very Respectfully,

Honorable Mayor Luis De La Garza

**Objective Evidence to remove "Interim" from the current Interim City Manager title:**

In very plain language of the charter it states:

"Need not be a resident of the City at the time of his/her employment, but must become one within ninety (90) days."

Notice what it **doesn't** say:

- It does not say "primary resident."
- It does not say "full-time resident."
- It does not say "domiciled exclusively within the city."
- It does not require the city to be the person's only residence.

The issue before us is not where the City Manager sleeps every night. The issue is whether she became a resident of Port Lavaca as required by the Charter. Texas law generally looks at whether a person has a home or fixed place of habitation and intends to maintain that residence. If she establishes and maintains a home in Port Lavaca and has not abandoned that residence, then the Charter's requirement has been satisfied. The Charter does not require a primary residence, exclusive domicile, or continuous physical presence within the city. The residency condition has been fulfilled unless the Charter expressly imposes a stricter standard. Had the Charter intended to require a primary residence or exclusive domicile within the City, it could have said so in a more clearer, more rigid, and more binding statement. The City Manager has been a resident for years at 623 S. Colorado Street in Port Lavaca, Texas. Therefore, the question is whether she established and maintains a residence in the city, not whether she spends every night there.

If the Council holds in their wrong opinion that the foregoing to be false, then they recognize that the City of Port Lavaca will NEVER employ a Rancher or Farmer who lives on their land outside our City.

Many years ago, the Council hired a Municipal Judge who was a Justice of the Peace. The Council knew he had a home in our city, but he lived outside the city. The Charter is written for residents, the same for this type of Judge. There is a clear precedent in applying for residence in our Charter.

Many people maintain more than one residence. The fact that a person spends time outside the city does not automatically mean they cease to be a resident of the city. Ownership and occupancy of a home within the city, coupled with an intent to maintain residency here, AGAIN supports the conclusion that she is, in fact, a city resident.

Mayor Luis De La Garza

## **COMMUNICATION**

**SUBJECT:** Consider appointment of a Municipal Court Judge in accordance with Section 6.03 of the City's Home Rule Charter to serve a new term of two (2) years and for Council to determine compensation. Presenter is Anne Marie Odefey

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## **INFORMATION:**



# COMMUNICATION

**SUBJECT:** Closed Session: As authorized by and subject to the applicable provisions of law, including but not limited to the Texas Government Code, Chapter 551, Open Meetings Act, the following topic(s) may be considered in Closed Session:

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## **INFORMATION:**

- Section 551.071 Consultation with City Attorney
- Section 551.072 Real Property Transactions
- Section 551.074 Personnel Matters (Municipal Court Judge, if necessary)
- Section 551.087 Economic Development Negotiations



# **COMMUNICATION**

**SUBJECT:** Return to Open Session and take any action deemed necessary with regard to matters in closed session.

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## **INFORMATION:**

