



CITY COUNCIL REGULAR MEETING

Monday, September 08, 2025 at 6:30 PM
City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

PUBLIC NOTICE OF MEETING

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, September 08, 2025 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/82442677537?pwd=crna1RWA23xEk8TRFbFyZ5WiYwg4H8.1>

Meeting ID: 824 4267 7537

Passcode: 873189

*One Tap Mobile+ 13462487799,,82442677537#,,,*873189# US (Houston)*

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

I. ROLL CALL**II. CALL TO ORDER****III. INVOCATION****IV. PLEDGE OF ALLEGIANCE****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 August 11, 2025 Regular Meeting
- B. Minutes of August 18, 2025 Special Meeting and Workshop
- C. Minutes of August 25, 2025 Joint City Council and Planning Board Workshop
- D. Review of Credit Card Statement
- E. Receive Monthly Financial Highlight Report
- F. Receive Employee Training Review Acknowledgment report ending 08.31.2025
- G. Receive Office of Court Administrators (OCA) Monthly report ending 08.31.2025
- H. Receive Victoria Economic Development Corporation (VEDC) Monthly Report

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

- 1. Conduct Public Hearing on the 2025-2026 fiscal year Budget. Presenter is Brittney Hogan
- 2. Conduct Public Hearing on the 2025 Tax Rate. Presenter is Brittney Hogan
- 3. Consider request of Calhoun County Fair Association (CCFA) for a parade permit and traffic control assistance on Saturday, October 11, 2025 beginning at 10:00 a.m.; the parade route will be from Sandcrab Stadium, San Faubion, N. Virginia, Main streets and ending at the Bayfront Peninsula; and waiver of any fees associated with the event. Presenter is Tania French
- 4. Consider Approval of a new Event Management/Marketing/Communications Service Agreement with the Port Lavaca Chamber of Commerce. Presenter is Jody Weaver
- 5. Consider new job description for Property Clerk/Administrative Assistant, Pay Grade 6. Presenter is Jody Weaver
- 6. Consider proposed City Compensation Plan for 2025-2026 fiscal year. Presenter is Jody Weaver
- 7. Consider Resolution No. R-090825-1 to adopt a five-year plan (2025-2030) for the Capital Improvement Program (CIP) in compliance with article 7.02(15) of the city's Home Rule Charter. Presenter is Brittney Hogan

8. Consider Resolution No. R-090825-2 of the City of Port Lavaca authorizing signatories for the awarded Community Development Block Grant – Regional Mitigation Program (CDBG-MIT) Contract No. 24-065-167-1082. Presenter is Jody Weaver
9. Consider construction contract award for Phase 4 of City Hall improvements, Security Upgrades and Interior Renovations. Presenter is Jody Weaver
10. Consider Second and Final reading of an Ordinance (S-3-25) of the City of Port Lavaca for amendment(s) to the Base Ordinance S-2-24 for 2024-2025 fiscal year budget; providing for Budget Amendment(s); providing for severability, repealing all ordinances in conflict and establishing an effective date. Presenter is Brittney Hogan
11. Consider Second and Final reading of an Ordinance (G-9-25) of the City of Port Lavaca amending the Code of Ordinances, Appendix A - Fees, Rates and Charges, Chapter 2 Administration; Chapter 8 Amusements and Entertainments, Sec. 8-28; Chapter 50, Sec. 50-67 Utilities - Water User Rates – GBRA, Residential and Commercial; Chapter 54 Waterways; and providing an effective date. Presenter is Jody Weaver
12. Consider Second and Final reading of an Ordinance (G-10-25) of the City of Port Lavaca amending the Ordinance codified and described in the City of Port Lavaca’s Code of Ordinances as Chapter 54 Waterways; Establishing an Appendix “B” for the Tariff Circular 1-A; providing for purpose of ordinance, providing for severability; providing a repealing clause; and providing an effective date. Presenter is Jody Weaver
13. Consider Second and Final reading of an Ordinance (G-11-25) of the City of Port Lavaca amending the Ordinance codified and described in the City of Port Lavaca’s Code of Ordinances as Chapter 12 Buildings and Building Regulations, Article VI Requirements for Owners of Residential Properties used as Short-Term Rentals; providing for purpose of ordinance, providing for severability; providing a repealing clause; and providing an effective date. Presenter is Derrick Smith
14. Consider First reading of an Ordinance (S-4-25) approving the annual Budget for the City of Port Lavaca, Texas and adopting the budget document for the fiscal year October 01, 2025 thru September 30, 2026. Presenter is Brittney Hogan
15. Consider First reading of an Ordinance (S-5-25) fixing the Tax Rate and Tax Levy for the City of Port Lavaca, Texas for the year 2025. Presenter is Brittney Hogan
16. Consider First reading of an Ordinance (G-12-25) of the City of Port Lavaca of the City of Port Lavaca; amending Chapter 48, Traffic and Vehicles, addition of new Article VI, Golf Carts and Off-highway Vehicles; providing for purpose of ordinance, providing for severability; providing a repealing clause; and providing an effective date. Presenter is Derrick Smith
17. Consider First reading of an Ordinance (G-13-25) of the City of Port Lavaca of the City of Port Lavaca; amending Chapter 12, Buildings and Building Regulations, Article II, Building Trade Codes, Section 12-21, Same-Additions, Deletions and Changes, (21) the National Electrical Code to allow aluminum conductors on the load side of the power company; providing for purpose of ordinance, providing for severability; providing a repealing clause; and providing an effective date. Presenter is Derrick Smith

IX. 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, September 08, 2025**, beginning at 6:30 p.m., was posted at city hall, easily accessible to the public, as of **5:00 p.m. Tuesday, September 02, 2025**.

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.

COMMUNICATION

SUBJECT: Minutes of August 11, 2025 Regular Meeting

INFORMATION:



CITY COUNCIL REGULAR MEETING

Monday, August 11, 2025 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 August 2025, 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 |
| Allen Tippit | Councilman, 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

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

- Councilwoman District 5 Bland-Stewart gave the invocation.

IV. PLEDGE OF ALLEGIANCE

- Mayor Whitlow – Pledge of Allegiance.

V. PRESENTATION(S) BY THE MAYOR

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 there were none -OR- the following citizens spoke:
 - Irene Paiz De La Cruz, 2291 FM 1679, Port Lavaca, Ashley Field concession stand and question of who owns the park
 - Felicia Harbal, 114 Del Mar Dr. Port Lavaca, Damaged Storm Drain damaging her home and property and also commented on the Dog Park

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

- A. **Minutes of July 07, 2025 Special Meeting and Workshop Session**
- B. **Minutes of July 07, 2025 Workshop Session (Supplemental Agenda)**
- C. **Minutes of July 14, 2025 Regular Meeting**
- D. **Minutes of July 14, 2025 Regular Meeting (Supplemental Agenda)**
- E. **Minutes of July 21, 2025 Special Meeting and Workshop Session**
- F. **Minutes of July 28, 2025 Workshop Session**
- G. **Review of Credit Card Statement**
- H. **Receive Monthly Financial Highlight Report**
- I. **Review Quarterly Investment Report (April 01, 2025 thru June 30, 2025)**
- J. **Consider Certification of Additional Sales and Use Tax**
- K. **Receive Employee Training Review Acknowledgment report ending 07.31.2025**
- L. **Receive Victoria Economic Development Corporation (VEDC) Monthly Report**
- M. **Ratify Participation in the New National Opioids Settlement: Purdue Estate**
- N. **Ratify City Harbor Lease Tracts 3,4,5,6,12 (799 LF of dockage to Miller's Seafood Co., Inc.**

Councilman Dent requested consent agenda item "N" City Harbor Lease Tracts 3,4,5,6,12 (799 LF of dockage to Miller's Seafood Co., Inc, be pulled for discussion.

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 all consent agenda items, with the exception of item "N" City Harbor Lease Tracts 3,4,5,6,12 (799 LF of dockage to Miller's Seafood Co., Inc, as listed.

Seconded by Councilman District 3 Tippit

Voting Yea:

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

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 consent agenda item "N" City Harbor Lease Tracts 3,4,5,6,12 (799 LF of dockage to Miller's Seafood Co., Inc, as listed.

Seconded by Councilman District 3 Tippit

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilman District 3 Tippit, 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. **Conduct Public Hearing in accordance with the City of Port Lavaca Code of Ordinances, Chapter 12 Buildings and Building Regulations, Article IV - Substandard Buildings, Section 12-291 - Notice (a) and (b), for the following properties listed:**
 - a) **115 Bowie Street**
 - b) **419 S. Nueces Street**
 - c) **1106 Marcus Navarro**

Mayor opened Public Hearing at 6:52 p.m.

Mayor closed Public Hearing at 7:11 p.m.

No action necessary and none taken.

2. **Consider finding that the following properties listed, located in the City of Port Lavaca, Texas, are in violation of the City of Port Lavaca Code of Ordinances, Chapter 12 Buildings and Building Regulations, Article IV - Substandard Buildings, following a Public Hearing held on August 11, 2025:**
 - a) **115 Bowie Street**
 - b) **419 S. Nueces Street**
 - c) **1106 Marcus Navarro**

(a) 115 Bowie Street

Development Services Director Smith advised Council that the property has been in poor condition for quite some time. The City has had to clean the back yard of this property and remove a fallen over shed in the process of maintaining the back yard on or around 07/01/2024 at the cost of \$924.59. This remains unpaid however, the grass has been fairly well maintained since. This Property hasn't had water since 07/16/2021.

Staff recommends giving the property owner 90 days to bring the property into compliance or city shall proceed with demolition and to place a lien on the property

Mr. Phoenix N. Henderson, Property Owner of 115 Bowie Street, was in attendance and addressed Council about this property.

Motion made by Councilwoman District 5 Bland-Stewart

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 finds that the following property listed, 115 Bowie Street, located in the City of Port Lavaca, Texas, is in violation of the City of Port Lavaca Code of Ordinances, Chapter 12 Buildings and Building Regulations, Article IV - Substandard Buildings, following a Public Hearing held on August 11, 2025:

BE IT FURTHER RESOLVED, THAT this property is hereby declared substandard and will allow the property owner ninety (90) days to work with Development Services to arrive at a written renovation plan and if no such plan is executed, then Council authorizes staff to proceed with demolition and if necessary, place a lien on the property.

Seconded by Councilman District 6 Burke

Voting Yea:

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

(b) 419 S. Nueces Street

Development Services Director Smith advised Council that this property is unsecured and in an extreme state of disrepair. The property owner spoke with our department with intent to demolish and to date no improvements have been made. The last time he spoke with this department was January of 2025. This property has not had water since 2023.

Staff recommends giving the property owner 90 days to bring the property into compliance or city shall proceed with demolition and to place a lien on the property.

Motion made by Councilman District 1 Aguirre

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 finds that the following property listed, 419 S. Nueces Street, located in the City of Port Lavaca, Texas, is in violation of the City of Port Lavaca Code of Ordinances, Chapter 12 Buildings and Building Regulations, Article IV - Substandard Buildings, following a Public Hearing held on August 11, 2025:

BE IT FURTHER RESOLVED, THAT this property is hereby declared substandard and will allow the property owner thirty (30) days to bring the property into compliance, and if not, then Council authorizes staff to proceed with demolition and if necessary, place a lien on the property.

Seconded by Councilwoman District 5 Bland-Stewart

Voting Yea:

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

(c) 1106 Marcus Navarro Street

Development Services Director Smith advised Council that a letter was sent approximately 3 months ago and Code Enforcement has not received any sort of response from the property owner. This property owner has been in our office regarding this trailer and others several times in the last year. This trailer is extremely damaged, and the property is poorly maintained.

Staff recommends giving the property owner thirty (30) days to bring the property into compliance or city shall proceed with demolition and to place a lien on the property.

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 finds that the following property listed, 1106 Marcus Navarro Street, located in the City of Port Lavaca, Texas, is in violation of the City of Port Lavaca Code of Ordinances, Chapter 12 Buildings and Building Regulations, Article IV - Substandard Buildings, following a Public Hearing held on August 11, 2025:

BE IT FURTHER RESOLVED, THAT this property is hereby declared substandard and will allow the property owner thirty (30) days to bring the property into compliance, and if not, then Council authorizes staff to proceed with demolition and if necessary, place a lien on the property.

Seconded by Councilman District 2 Dent

Voting Yea:

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

3. **Receive Budget Report from Undine, LLC for the Port Lavaca Water Treatment Plant for the 2025-2026 Fiscal Year. Presenter is Jody Weaver**

Interim City Manager Weaver presented Council a Budget Report from Undine, LLC for the Port Lavaca Water Treatment Plant for the 2025-2026 Fiscal Year.

Interim City Manager Weaver advised Council that in accordance with the Water Supply Contract with Undine, no later than July 30 each year they are to prepare a preliminary annual budget with estimated costs of operation, maintenance and repair of the Plant for the next Fiscal Year.

I received the budget on July 29. The overall operating budget increased by 6.5% over the 2024-25 preliminary budget, however our share has increased from 66.67% to 80% now that Port O'Connor is not contracted with them for water. The contract reads "The Treatment Charge for the City shall equal to the Committed Volume of the City as a percentage of the total committed regulatory capacity of Treated Water for all Participants multiplied by the total revenue from the delivery of Treated Water to all participants to achieve the Agreed upon operating Margin on the Annual Plant Budget. " So currently the regulatory capacity of all participants equals our 4.0 MGD + 1.0MGD for the Calhoun County Rural Water, so our share is now 80%. This proposed budget would result in an increase of the Required Revenue of \$623,134 or about \$11.46 per customer per month.

I obviously challenged this nearly 30% increase. After careful thought, Undine has offered to reduce the percentage to 73.34% instead of 80%. This will result in a needed increase of \$6.95/customer per month.

I did share with Undine our ongoing concern about the level of Total Trihalomethanes in the treated water. She reported that they have a consultant working on a solution to reduce those levels and she will submit a written summary of their action plan to me soon

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 approves Budget Report from Undine, LLC for the Port Lavaca Water Treatment Plant for the 2025-2026 Fiscal Year.

Seconded by Councilwoman District 4 (Mayor Pro Tem) Padron

Voting Yea:

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

4. **Consider appointment/reappointment of member(s) to the Recreation and Parks Board to fill a vacancy and/or start a new term of two (2) years. Presenter is Wayne Shaffer**

Public Works Director Shaffer advised Council that the Recreation and Parks Board has a term that will expire in August 2025 for Mary Lou Tharling. She has requested to be reappointed to the Recreation and Parks Board by submitting a letter of interest. There are no term limits established and the full term is for a period of two (2) years.

Staff recommends reappointment of Mary Lou Tharling to the Recreation and Parks Board to serve a new term

Motion made by Councilman District 3 Tippit

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 reappointment of Mary Lou Tharling to the Recreation and Parks Board to serve a new two-year term.

Seconded by Councilman District 1 Aguirre

Voting Yea:

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

5. **Consider appointment of new member to the Port Commission to complete Mike McGuire's two-year term until May 2027. Presenter is Jim Rudellat**

Harbor Master Rudellat reminded Council that they had reappointed Mike McGuire to the Port Commission at the regular scheduled council meeting on May 12, 2025 to serve until May 2027. Mr. McGuire has unfortunately passed away in July 2025. Louis Rubio has expressed a desire to be appointed to the Port Commission and serve out Mr. McGuire's term until May of 2027.

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 appointment of Louis Rubio to the Port Commission to serve out Mike McGuire's two-year term until May 2027.

Seconded by Councilman District 1 Aguirre

Voting Yea:

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

6. **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 Sheryl Cuellar's term with the Planning Board expired September 2025. Ms. Cuellar has expressed interest in another full-term appointment on the board. Ms. Cuellar brings valuable insights to the board and is well valued. There are no term limits established and the full term is for a period of two (2) years.

Staff recommends reappointment of Sheryl Cuellar to the Planning Board to serve a new term.

Motion made by Councilman District 3 Tippit

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 reappointment of Sheryl Cuellar to the Planning Board to serve a new two-year term.

Seconded by Councilwoman District 5 Bland-Stewart

Voting Yea:

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

7. **Consider 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**

Development Services Director Smith reminded Council that they had approved the creation of a Building and Standards Commission to address substandard buildings and properties. After approval of the commission, our office has received several citizens that are interested in being on the commission. I had looked at when the City of Victoria Building and Standards schedules their meetings and shared this with some of the interested citizens. We came to a consensus to mimic the same time and also agreed upon a date. The potential members agreed that the meeting should be every third Wednesday at 3:30 P.M.

As previously conducted by the council, the purpose of the hearings will be to assess compliance and abate violations of the City's Substandard Building Ordinance. The Commission may fine and order action to abate nuisance conditions and violations of the City's minimum property standards. The commission will make up of five members and up to eight alternates. The following citizens have requested to be on the commission:

1. Luis De La Garza
2. Annette Alonzo
3. Weston Burris
4. Jeff Downs
5. Steve Marwitz
6. Billy McAfee
7. Ken Barr
8. Larry Nichols (asked to be an alternate)

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 extending the Building and Standards Commission to nine (9) members, approves appointment of the following slate of names to the Building and Standards Commission to start a new two (2) year term.

1. Luis De La Garza
2. Annette Alonzo
3. Weston Burris
4. Jeff Downs
5. Steve Marwitz
6. Billy McAfee
7. Ken Barr
8. Larry Nichols
9. Thomas Garbe

Seconded by Councilman District 3 Tippit

Voting Yea:

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

8. **Consider request of the Events Committee for the Mayor to establish an Ad Hoc Committee to explore the feasibility and logistics of moving forward with “Miles by the Bay” Half-marathon and assign the Police Chief and the Public Works Director to this working group. Presenter is Tania French**

Events Coordinator Tania French advised Council that Andy Cardona and Daniel Leita have approached me with a proposal to host a half-marathon in Calhoun County on Saturday, March 21, 2026. Tentatively titled “Miles by the Bay,” the envisioned 13.1-mile route would begin at the Bayfront in Point Comfort and travel across the causeway, through Lighthouse Beach Park, various parts of Port Lavaca including Chocolate Bayou Park, and ultimately end back at Lighthouse Beach. The proposed course spans multiple jurisdictions, including the Cities of Port Lavaca and Point Comfort, Calhoun County, and requires TxDOT approval as the route involves four state-maintained roadways: Hwy. 35, Hwy. 87, FM 238, and FM 1090.

Given the complexity and early stage of this concept, my recommendation is to request conceptual approval from each jurisdiction to explore the logistics of this event further. Specifically, I am requesting City Council’s approval to work collaboratively with the following agencies to develop a traffic control and logistics plan:

- Port Lavaca Police Department
- Calhoun County Sheriff's Office
- Point Comfort Police Department
- Port Lavaca Public Works

As planning progresses, we anticipate involvement from:

- Port Lavaca Fire Department
- Calhoun County EMS

Andy and Daniel understand that the event will need to meet all insurance and liability requirements and are committed to working with each entity to ensure full compliance.

An event of this nature has the potential to bring positive visibility and overnight visitors to our area, with runners and their families expected to book local hotel accommodations the night before the early morning race.

At this time, I am asking Council to approve the formation of a working group to explore the feasibility and logistics of moving forward with "Miles by the Bay" Half-Marathon and assign the Port Lavaca Police Chief and Port Lavaca Public Works Director to this working group.

Once a proposed traffic control and operations plan is developed, it will be brought back to Council for formal consideration and approval. At that time, we may also request a waiver of facility use fees for the Bayfront Park Pavilion area.

This request to Council is the first step in the process, to be followed by similar requests to the Calhoun County Commissioner's Court and the Point Comfort City Council.

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 the Mayor to establish an Ad Hoc Committee to explore the feasibility and logistics of moving forward with "Miles by the Bay" Half-marathon to consist of the following members:

- 1) Police Chief and/or designee;
- 2) Public Works Director and/or designee;
- 3) Andy Cardona;
- 4) Daniel Leita; and
- 5) Tania French.

Seconded by Councilman District 3 Tippit

Voting Yea:

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

9. **Consider Contract Extension of Professional Administration and Engineering Services CDBG MIT Coastal Resiliency Infrastructure Grant Program, Contract No.22-087-001-D226. Presenter is Jody Weaver**

Interim City Manager Weaver advised Council that the City of Port Lavaca is currently a sub-recipient of the Community Development Block Grant Mitigation (CDBG-MIT) Coastal Resiliency Program, which received funds in the amount of \$13,645,005.00, which will allow the City of Port Lavaca to construct breakwater/living shorelines and enhance the shorelines by creating marsh habitats and oyster reef-fish habitats.

Due to unforeseen circumstances, long awaiting the environmental permit, the initial contract with GLO has expired. After applying for the extension, the City was granted the extension of the contract until January 31, 2027.

Hence, consider contract amendment for professional administrative services, KSBR LLC, and professional engineering services, Mott MacDonald LLC, until the time the grant funding expires, which is January 31, 2027.

Motion made by Councilman District 3 Tippit

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 Contract Extension of Professional Administration and Engineering Services CDBG MIT Coastal Resiliency Infrastructure Grant Program, Contract No.22-087-001-D226, as presented.

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

Seconded by Councilman District 6 Burke

Voting Yea:

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

10. **Consider approval of Change Order No. 5, for the Water System Improvements Project, Certificate of Construction Completion and authorize release of Retainage and Final Payment. Presenter is Jody Weaver**

Interim City Manager Weaver advised Council that the contract time on this project expired on April 28, 2025. As you recall Council approved Change Order No. 4 in February, which provided an additional 120 days to complete the project (for a total 538 days) to a completion date of April 28, 2025. A Walk-thru inspection was performed on April 29, but there was still a list of items lacking, including delivery of the motor operated valves, so a Substantial Completion Certificate could not be executed.

After a Final inspection on June 24, 2025, AECOM issued a Notice of Substantial Completion on June 25, 2025.

JTR Construction has submitted the following documents:

- A Request dated June 26 to extend the contract from April 28 to July 3.
- An email dated August 6 with more detail information regarding the delays encountered which resulted in a delay in completion.
- The Final Pay Request Affidavit of All Bills Paid
- Waiver and Lien Release upon Final Payment

AECOM has prepared the following documents:

- Construction Change Order No. 5 to extend the contract time to July 3, 2025 and reconcile the quantities in the project which provides a DEDUCTION in the contract amount of \$14,250.00.
- A Certificate of Construction Completion.

As part of Change Order No. 5, JTR Construction submitted a request to extend the contract to July 3rd. The project was actually considered Substantially complete on June 25, 2025. This is 57 days after April 28. The request provided no reason or justification for the additional time, but in discussions with Wayne and the project engineer it seemed that there were material deliveries beyond their control which contributed to the delay in completion. I therefore urged JTR to provide more detail reasons to back up their request for an extension, which I received on August 6 and is attached. With this correspondence, they also sent many emails from their supplier to show their consistent questioning and petitioning of their supplier for delivery of the motor operated valves.

The contract does provide for liquidated damages in the amount of \$300/day. ($\$300 \times 57 = \$17,100.00$).

However, after reviewing this correspondence and discussing it with the project engineer and Wayne, it is my recommendation to approve Change Order No. 5 as presented with the additional contract days and authorize the release of retainage and approve payment of the final invoice in the amount of \$429,538.80.

Motion made by Councilwoman District 5 Bland-Stewart

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 Change Order No. 5, for the Water System Improvements Project, Certificate of Construction Completion and authorize release of Retainage and Final Payment in the amount of \$429,538.80, as presented.

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

Seconded by Councilman District 3 Tippit

Voting Yea:

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

11. **Consider Resolution No. R-081125-1 of the City of Port Lavaca for adoption of the Federal Emergency Management Agency (FEMA) approved Calhoun County Multi-Jurisdictional Hazard Mitigation Plan (HMP). Presenter is Jody Weaver**

Motion made by Councilman District 2 Dent

WHEREAS, Calhoun County (County) has drafted the Calhoun County Multi-Jurisdictional Hazard Mitigation Plan (HMP) to prepare and mitigate against natural hazards and risks that can result in the loss of life, property, and damages in the community; and

WHEREAS, the Hazard Mitigation plan includes the surrounding jurisdictions of Point Comfort, Port Lavaca, and Seadrift; and

WHEREAS, the Federal Disaster Mitigation Act of 2000 and the Federal Emergency Management Agency (FEMA) require all communities to have an approved HMP in place to be eligible for federal funding for mitigation purposes; and it is mandatory to review and update the local Hazard Mitigation Plans every five years; and

WHEREAS, the City of Port Lavaca (City) has assessed the potential risks and hazards to its community and remains committed to ongoing planning efforts to create a sustainable community and reduce the long-term impacts of natural and man-made hazards; and

WHEREAS, along with other jurisdictions mentioned in the HMP, the City has reviewed and contributed to its updates, which outline a vision, goals, and objectives, assess risks from various hazards, and identify strategies and actions for risk reduction against community-threatening hazards; and

WHEREAS, the City and all other jurisdictions recently approved the updated HMP to submit it to FEMA for approval, and FEMA has officially approved the County's updated HMP; and

WHEREAS, the City seeks to adopt the FEMA-approved updated HMP plan, which is set to expire on June 29, 2030.

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

THAT, the updated HMP, along with any updates, is adopted in its entirety; and

- The City will pursue available funding opportunities for the implementation of the mitigation activities outlined therein. Upon receipt of such funding or other necessary resources, the City will seek to execute the actions contained within the mitigation strategies.

- The City delegates to the City Mayor the responsibility, authority, and means to inform all relevant parties of this action, ensure that the Hazard Mitigation Plan Update is reviewed at least annually, and present any necessary adjustments to the Commissioners Court for consideration.
- The City commits to undertaking any other actions deemed necessary to fulfill the objectives of the Hazard Mitigation Plan (HMP) and will report on progress as required by the Federal Emergency Management Agency (FEMA) and the Texas Division of Emergency Management (TDEM).

Seconded by Councilman District 6 Burke

Voting Yea:

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

12. **Consider Resolution No. R-081125-2 of the City of Port Lavaca adopting an update to the City of Port Lavaca's written Hazard Communication Program. Presenter is Jody Weaver**

Motion made by Councilman District 6 Burke

WHEREAS, the City of Port Lavaca is a Home Rule City in the State of Texas and is committed to providing a safe and healthy workplace for its employees; and

WHEREAS, the Texas Hazard Communication Act requires all public employers in Texas to provide their employees with information regarding hazardous chemicals to which employees may be exposed in their workplace; and

WHEREAS, the City of Port Lavaca finds it necessary to update portions of the City's Written Hazard Communication Program, in order to reflect current operations and stay in compliance with the law; and

WHEREAS, City staff has prepared such updated Written Hazard Communication Program document for Council review and approval.

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

THAT, it approves the update to the City of Port Lavaca Hazard Communication Program dated August 11, 2025 and directs that such program document be added to the City of Port Lavaca HR and Workplace Policies.

Seconded by Councilman District 1 Aguirre

Voting Yea:

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

13. **Consider Resolution No. R-081125-3 of the City of Port Lavaca to support the Film Friendly Texas program and establish the City of Port Lavaca Film Friendly Guidelines. Presenter is Jody Weaver**

Motion made by Councilman District 2 Dent

WHEREAS, the Film Friendly Texas program, established in 2007 by the Texas Film Commission, promotes media production in Texas; and

WHEREAS, the program equips communities to accommodate media production and engage local businesses; and

WHEREAS, media production benefits local economies, creating jobs and boosting small businesses; and

WHEREAS, the Film Friendly Texas Program enhances relationships between media professionals and communities; and

WHEREAS, the Texas Film Commission efficiently connects opportunities to its certified communities; and

WHEREAS, the City of Port Lavaca desires to establish Film Friendly Guidelines in support of the Film Friendly Texas Program.

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

THAT, It endorses and supports the Film Friendly Texas Program for its economic and cultural contributions and establishes the City of Port Lavaca Film Friendly Guidelines.

SECTION 1. That the attached Exhibit "A" City of Port Lavaca Film Friendly Guidelines are hereby approved.

SECTION 2. This Resolution shall take effect immediately from and after its passage.

Seconded by Councilman District 3 Tippit

Voting Yea:

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

14. **Consider Second and Final reading of an Ordinance (G-8-25) of the City of Port Lavaca amending the basic Traffic Control Devices Ordinance G-6-86, Section 3, by adding traffic control signs in Brookhollow Subdivision; Repeal Clause and effective date. Presenter is Colin Rangnow**

Motion made by Councilman District 6 Burke

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 Second and Final reading of an Ordinance (G-8-25) of the City of Port Lavaca amending the basic Traffic Control Devices Ordinance G-6-86, Section 3, by adding traffic control signs in Brookhollow Subdivision.

Seconded by Councilwoman District 4 (Mayor Pro Tem) Padron

Voting Yea:

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

15. **Consider First reading of an Ordinance (S-3-25) of the City of Port Lavaca for amendment(s) to the Base Ordinance S-2-24 for 2024-2025 fiscal year budget; providing for Budget Amendment(s); providing for severability, repealing all ordinances in conflict and establishing an effective date**

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 First reading of an Ordinance (S-3-25) of the City of Port Lavaca for amendment(s) to the Base Ordinance S-2-24 for 2024-2025 fiscal year budget; providing for Budget Amendment(s).

Seconded by Councilman District 6 Burke

Voting Yea:

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

16. **Consider First reading of an Ordinance (G-9-25) of the City of Port Lavaca amending the Code of Ordinances, Appendix A - Fees, Rates and Charges, Chapter 2 Administration; Chapter 8 Amusements and Entertainments, Sec. 8-28; Chapter 50, Sec. 50-67 Utilities - Water User Rates – GBRA, Residential and Commercial; Chapter 54 Waterways; and providing an effective date. Presenter is Jody Weaver**

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 First reading of an Ordinance (G-9-25) of the City of Port Lavaca amending the Code of Ordinances, Appendix A - Fees, Rates and Changes, Chapter 2 Administration; Chapter 8 Amusements and Entertainments, Sec. 8-28; Chapter 50, Sec. 50-67 Utilities - Water User Rates – GBRA, Residential and Commercial; Chapter 54 Waterways.

Seconded by Councilwoman District 4 (Mayor Pro Tem) Padron

Voting Yea:

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

Voting Nay:

Councilman District 6 Burke

17. **Consider First reading of an Ordinance (G-10-25) of the City of Port Lavaca amending the Ordinance codified and described in the City of Port Lavaca's Code of Ordinances as Chapter 54 Waterways; Establishing an Appendix "B" for the Tariff Circular 1-A; providing for purpose of ordinance, providing for severability; providing a repealing clause; and providing effective date. Presenter is Jody Weaver**

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 First reading of an Ordinance (G-10-25) of the City of Port Lavaca amending the Ordinance codified and described in the City of Port Lavaca's Code of Ordinances as Chapter 54 Waterways; Establishing an Appendix "B" for the Tariff Circular 1-A.

Seconded by Councilwoman District 4 (Mayor Pro Tem) Padron

Voting Yea:

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

18. **Consider First reading of an Ordinance (G-11-25) of the City of Port Lavaca amending the Ordinance codified and described in the City of Port Lavaca's Code of Ordinances as Chapter 12 Buildings and Building Regulations, Article VI Requirements for Owners of Residential Properties used as Short-Term Rentals; 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 First reading of an Ordinance (G-11-25) of the City of Port Lavaca amending the Ordinance codified and described in the City of Port Lavaca's Code of Ordinances as Chapter 12 Buildings and Building Regulations, Article VI Requirements for Owners of Residential Properties used as Short-Term Rentals, continent on the following change:

- **From this wording:**

Sec. 12-353.-Registration and Permit

(a) *Registration Required:* Prior to using a dwelling unit as a Short-Term Rental or advertising in any manner the availability of the dwelling unit for Short-Term Rental use, the operator must submit the following information on a form and in the manner prescribed by the Director:

- **To the following:**

Sec. 12-353.-Registration and Permit

(a) *Registration Required:* Prior to using a dwelling unit as a Short-Term Rental or advertising in any manner the availability of the dwelling unit for Short-Term Rental use, the operator must submit the following information on a form provided:

Seconded by Councilwoman District 5 Bland-Stewart

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilman District 3 Tippit, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

Voting Nay:

Councilwoman District 4 (Mayor Pro Tem) Padron

Council retired to a break at 8:55 p.m.

Council returned from break at 9:03 p.m.

19. **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 appointment, employment, evaluation, responsibilities and duties, reassignment, discipline or dismissal of an officer or employee, or to hear a complaint or charge against an officer or employee [Municipal Court Judge]). Presenter is Mayor Whitlow**

Mayor Whitlow announced that Council would retire into closed session at 9:03 p.m.

20. **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 9:18 p.m.

No action necessary and none taken.

IX. ADJOURNMENT

Mayor asked for motion to adjourn.

Motion made by Councilman District 2 Dent

Seconded by Councilman District 6 Burke

Voting Yea:

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

Meeting adjourned at 9:18 p.m.

ATTEST:

Jack Whitlow, Mayor

Mandy Grant, City Secretary

COMMUNICATION

SUBJECT: Minutes of August 18, 2025 Special Meeting and Workshop

INFORMATION:



CITY COUNCIL SPECIAL/WORKSHOP MEETING

Monday, August 18, 2025 at 9:00 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 18th day of August, 2025, the City Council of the City of Port Lavaca, Texas, convened in a special and workshop session at 9:00 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

| | |
|--------------------|---|
| Jack Whitlow | Mayor |
| Daniel Aguirre | Councilman, District 1 |
| Tim Dent | Councilman, District 2 |
| Allen Tippet | Councilman, 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

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

CITY COUNCIL SPECIAL MEETING

II. CALL TO ORDER

- Mayor Whitlow called the meeting to order at 9:17 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 Whitlow asked for comments from the public and U.S. Navy Recruiter, Ryan Barber, introduced himself and will contact Tania French on promoting recruitment thru some city events .

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

1. Consider a proposed tax rate for the 2025-2026 fiscal year and take a record vote. Presenter is Brittney Hogan

Interim Finance Director Hogan advised Council that in accordance with the State of Texas Property Tax Code, the Comptroller of Texas' Truth-in-Taxation rules, the City must calculate the "No New Revenue" (NNR) and "Voter Approval Rate".

The CCAD Tax Assessor/Collector is required to calculate the NNR and VAR rates and publish a Notice in the newspaper and on the City's website.

We have prepared the proposed budget based upon a tax rate of \$0.8000 per \$100 value of property on the tax roll, however, City Council could propose a tax rate up to \$0.8276 without risking a mandatory vote for approval by the citizens.

Debt service requirements for the City of Port Lavaca are currently \$0.1013 of the current proposed property tax rate of \$0.8000. The City has four outstanding debt issues. For Fiscal Year 2026 the total required debt service payment is \$1,830,414 of which \$798,851 is secured by property taxes.

A comparison of the required calculation is as follows:

Property Tax Rate Comparison

| | 2025-2026 | 2024-2025 |
|---|--------------|--------------|
| Property Tax Rate: | \$0.8000/100 | \$0.8000/100 |
| No-New-Revenue Tax Rate: | \$0.7583/100 | \$0.7689/100 |
| No-New-Revenue Maintenance & Operations Tax Rate: | \$0.6401/100 | \$0.6897/100 |
| Voter-Approval Tax Rate: | \$0.8277/100 | \$0.8564/100 |
| Debt Rate: | \$0.1013/100 | \$0.1257/100 |

The calculation of each of the rates are set by the State Tax Code and must be published in order to provide transparency to the property taxpayers of the City.

The NNR establishes the threshold in which the city can adopt a property tax rate that does not provide additional revenue. If the City chooses to set its tax rate greater then the NNR, it must hold a Public Hearing and advertise that the city is increasing its tax revenue.

The VAR establishes the threshold that, if exceeded, the City must first hold an election and seek the approval of the citizens before it can set the property tax rate at or above the VAR.

The City can increase the tax rate up to \$0. 8276 without holding an election if it so chooses.

Currently, the proposed tax rate will generate \$329,825, or 6.02% more revenue for the proposed FY 2026 budget.

Once City Council votes on the proposed rate, it must publish notices and cannot exceed that rate, however it can lower the rate at any time prior to adoption.

The vote must be a record vote of each member of the governing body by name.

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 proposes a tax rate of \$0.800 per \$100 value for the 2025-2026 fiscal year budget and publishing notice thereof.

Seconded by Councilman District 6 Burke

Voting Yea and Record Vote by Name:

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

Voting Nay and Record Vote by Name:

None

2. Consider setting a public hearing on the proposed 2025-2026 fiscal year Budget for Monday, September 08, 2025. Presenter is Brittney Hogan

Interim Finance Director Hogan advised Council that in accordance with the State of Texas Property Tax Code, the Comptroller of Texas' Truth-in-Taxation rules, the Local Government Code and the City's Charter, the City is required to hold a public hearing on the 2025-2026 Fiscal Year (FY) Budget.

The City Council must set the date and time for a Public Hearing on the proposed 2025-2026 Fiscal Year budget. According to our budget calendar, we have scheduled the Public Hearing on the Budget to be held at a regular council meeting on September 08, 2025, at which time we may also have the First reading of the ordinance to adopt the 2025-2026 FY budget.

Because the proposed tax rate exceeded the No-New-Revenue rate, legislation considers it a tax increase, and requires special language to accompany the Notice of Public Hearing on the budget as follows:

For a tax rate of \$0.8000

"This budget will raise more total property taxes than last year's budget by \$329,825 or 6.02%, and of that amount \$37,504 is tax revenue to be raised from new property added to the tax roll this year."

Only one Public Hearing is required and satisfies the requirements for a later vote on the Ordinance adopting the annual budget.

Staff recommends the Public Hearing be set for Monday, September 08, 2025 at 6:30 p.m.

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 Meetings for setting a Public Hearing on the proposed 2025-2026 Fiscal Year Budget, for Monday, September 08, 2025 at 6:30 p.m.

Seconded by Councilman District 1 Aguirre

Voting Yea:

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

3. Consider setting a public hearing on proposed 2025 tax rate for Monday, September 08, 2025. Presenter is Brittney Hogan

Interim Finance Director Hogan advised Council that in accordance with the State of Texas Property Tax Code, the Comptroller of Texas' Truth-in-Taxation rules, should the City Council choose to propose a tax rate that exceeds the No-New-Revenue (NNR) rate, it is considered a tax increase and a public hearing on the tax rate is required.

City Council must set a date and time for the public hearing after they vote to propose a tax rate greater than the NNR. A Notice of Public Hearing on Tax Increase must be published in the newspaper and prominently displayed on the city's website.

According to our budget calendar, we have scheduled the Public Hearing on the Tax Rate to be held at a regular council meeting on September 08, 2025, at which time we may also have the First reading of the Tax Rate Ordinance, where a record vote must be taken.

The proposed tax rate provided in the budget is \$0.8000, which is more than last year but exceeds the NNR rate of \$0.7583 and will generate \$329,825 or 6.02% more revenue.

Staff recommends the Public Hearing be set for September 08, 2025, at 6:30 p.m. and authorize the publication of the Notice of Public Hearing on Tax Increase to describe the date, time and place for the hearing along with the required language as set forth by Property Tax Code.

Motion made by Councilman District

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 meeting for setting a Public Hearing on the proposed 2025 tax rate, for Monday, September 08, 2025 at 6:30 p.m. and

authorize the publication of the Notice of Public Hearing on Tax Increase to describe the date, time and place for the hearing along with the required language as set forth by Property Tax Code.

Seconded by Councilman District

Voting Yea:

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

4. Consider the recommendation of the Port Commission to award a construction contract for the Downtown Waterfront Public Access Improvements Project One (1). Presenter is Jody Weaver

Interim City Manager Weaver advised Council that Bids were publicly opened and read on August 07, 2025 for the Downtown Waterfront Public Access Improvement Project 1 and they are as follows:

| Bidder | Total Base Bid | Total Base Bid + Alternate Bid No. 1 | Calendar Days |
|---------------------------------------|----------------|---|------------------|
| Shirley & Sons Construction Co., Inc. | \$262,800.00 | \$277,800.00 | 60 |
| Derrick Construction Co., Inc. | \$341,176.00 | \$374,624.00 | 60 |
| SR Trident, Inc. | \$679,780.00 | \$704,040.00 | 60 |

NOTE: This Phase 1 project is the bulkheading and dock work in and along Smith Harbor. The bid package for the parking lot and green infrastructure drainage should be ready soon.

Urban Engineering indicated in their Recommendation for Award letter, that Shirley & Sons Construction is the low bidder. Shirley & Sons has an opening in their schedule and are able to start as soon as a Notice to Proceed can be issued. The Port Commission will meet in a Special meeting on Friday, August 15 at 3:30 pm to review the bids and consider a recommendation to Council for a contract award.

Note the Alternate Bid No. 1 is to use ThruFlow Decking <https://thruflow.com/> With the fact that this deck will be submerged in high tide and storm surge situations, the use of ThruFlow panels will better withstand the wave action in these situations than wood decking would. The panels are heat-resistant with a non-slip surface that comes with a life-time warranty. The ecological impact taking place underneath a dock is rarely considered, but sunlight is an integral part of any ecosystem and ThruFlow panels allow light to pass through and protect the aquatic life below.

Recall that we have a total of \$700,000 budgeted for this entire Project. \$400,000 from the Matagorda Bay Mitigation Trust, \$150,000 from the General Fund and \$150,000 for Ports and Harbors. This award, of \$277,800 will leave \$347,200 left of budgeted funds for Phase 2 (\$75,000 is allocated for engineering and permitting).

Staff is recommending to the Port Commission to recommend to Council to award a construction contract to Shirley & Sons Construction Co., in the amount of \$277,800.00, being the Base Bid + Alternate Bid No. 1.

Motion made by Councilman District 3 Tippit

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

THAT, in accordance with the recommendation of the Port Commission and staff, Council hereby approves award of a construction contract for the Downtown Waterfront Public Access Improvements Project One (1), to Shirely & Sons Construction Co., in the amount of \$277,800.00, being the Base Bid + Alternate Bid No. 1.

BE IT FURTHER RESOLVED, THAT the Mayor is authorized to sign once the language has been approved by the City Attorney.

Seconded by Councilman District 6 Burke

Voting Yea:

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

V. ADJOURN SPECIAL MEETING

Mayor Whitlow asked for motion to adjourn Special Meeting.

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, Councilman District 3 Tippit, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

Special Meeting adjourned at 9:43 a.m.

RECESS

- Mayor Whitlow announced Council would take a brief recess at 9:43 a.m.
- Mayor Whitlow announced Council was back from recess at 9:56 a.m.

WORKSHOP SESSION

VI. CALL TO ORDER

- Mayor Whitlow called the workshop meeting to order at 9:56 a.m. and presided with the following announcement:

VII. 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 the following citizen spoke:
 - Sasha Pena Nevarez, 212 S. Commerce Street, owner of Nevarez Seafood Co. and Restaurant, wants to park shrimp boat behind her place of business

VIII. ITEMS FOR DISCUSSION - Council will discuss the following items

1. Discuss proposed City Budget for 2025-2026 fiscal year. Presenter is Jody Weaver

Council discussed this agenda item.

No action necessary and none taken.

RECESS

- Mayor Whitlow announced Council would take a brief recess at 11:05 a.m.
- Mayor Whitlow announced Council was back from recess at 11:15 a.m.

LUNCH

- Mayor Whitlow announced Council would break for Lunch at 12:05 p.m.
- Mayor Whitlow announced Council was back from Lunch at 12:49 p.m.

RECESS

- Mayor Whitlow announced Council would take a brief recess at 2:34 p.m.
- Mayor Whitlow announced Council was back from recess at 2:49 p.m.

2. Conduct Cyber Security Training for Council. Presenter is Jody Weaver

City Council Members who were in attendance completed this Cyber Security Training.

No action necessary and none taken.

IX. ADJOURN WORKSHOP

Mayor Whitlow asked for motion to adjourn Workshop.

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, Councilman District 3 Tippet, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

Workshop adjourned at 3:54 p.m.

ATTEST:

Jack Whitlow, Mayor

Mandy Grant, City Secretary

COMMUNICATION

SUBJECT: Minutes of August 25, 2025 Joint City Council and Planning Board Workshop

INFORMATION:



CITY COUNCIL JOINT WORKSHOP

Monday, August 25, 2025 at 5:30 PM

Nautical Landings Training Room | 106 S. Commerce Street, Suite 1-B, Port Lavaca, Texas 77979

MINUTES

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

On this the 25th day of August, 2025, the City Council of the City of Port Lavaca, Texas, convened in a joint workshop session with the Planning Board at 5:30 p.m. at the Bauer Community Center, located at 2300 Highway 35 North, Port Lavaca, Texas, with the following members in attendance:

(Author's Note: Due to the air conditioner not working at the Nautical Landings Office Building Conference Room, located at 106 S. Commerce Street, Suite 1-B, as originally posted, this meeting was moved to the Bauer Community Center).

I. ROLL CALL

| | |
|--------------------|---|
| Jack Whitlow | Mayor |
| Daniel Aguirre | Councilman, District 1 |
| Tim Dent | Councilman, District 2 |
| Allen Tippit | Councilman, District 3 |
| Rosie G. Padron | Councilwoman, District 4, Mayor Pro Tem |
| Rose Bland-Stewart | Councilman, District 5 |
| Justin Burke | Councilman, District 6 |
| Justin Weaver | Planning Board Chairman |
| Steve Butler | Planning Board Member |
| Melinda Cain | Planning Board Member |
| Cynthia Escalera | Planning Board Member |

And with the following absent:

| | |
|----------------|-----------------------|
| Gary Crone | Planning Board Member |
| Betty Birdwell | Planning Board Member |
| Sheryl Cuellar | Planning Board Member |

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

WORKSHOP SESSION**II. CALL TO ORDER**

- Mayor Whitlow called the meeting to order at 5:39 p.m. and presided.
- Chairman Justin Weaver, also called the Planning Board to order.

III. COMMENTS FROM THE PUBLIC

(Limited to 3 minutes per individual unless permission to speak longer is received in advance).

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

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

1. **Discuss 2026 Comprehensive Plan with representatives of Baxter & Goodman. Presenter is Aaron Tuley, Project Manager**

Council discussed this agenda item.

No action necessary and none taken.

2. **Discuss proposed Ordinance to regulate Short-Term Rentals in the City of Port Lavaca. Presenter Is Derrick Smith**

Council discussed this agenda item.

No action necessary and none taken.

3. **Discuss proposed Ordinance to regulate golf carts. Presenter Is Derrick Smith**

Council discussed this agenda item.

No action necessary and none taken.

V. ADJOURN WORKSHOP

Mayor Whitlow 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, Councilman District 3 Tippit, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilwoman District 5 Bland-Stewart, Councilman District 6 Burke

Chairman Weaver asked for motion to adjourn.

Motion made by Planning Board Member Cain

Seconded by Planning Board Member Butler

Voting Yea:

Planning Board Chairman Weaver, Planning Board Member Butler, Planning Board Member Cain,
Planning Board Member Escalera

Meeting adjourned at 7:22 p.m.

ATTEST:

Jack Whitlow, Mayor

Mandy Grant, City Secretary

COMMUNICATION

SUBJECT: Review of Credit Card Statement

INFORMATION:



Section VII. Item #D.

CITY OF

Account Number: XXXX XXXX XXXX 0305

Billing Questions:

800-367-7576

Website:

www.cardaccount.net

Send Billing Inquiries To:

Card Service Center, PO Box 569120, Dallas, TX 75356

FIRST NATIONAL BANK IN PORT LAVACA Credit Card Account Statement
July 9, 2025 to August 8, 2025

SUMMARY OF ACCOUNT ACTIVITY

| | |
|--------------------|-------------|
| Previous Balance | \$8,540.71 |
| - Payments | \$8,540.71 |
| - Other Credits | \$0.00 |
| + Purchases | \$14,345.26 |
| + Cash Advances | \$0.00 |
| + Fees Charged | \$0.00 |
| + Interest Charged | \$0.00 |
| = New Balance | \$14,345.26 |

| | |
|------------------------|---------------------|
| Account Number | XXXX XXXX XXXX 0305 |
| Credit Limit | \$26,500.00 |
| Available Credit | \$12,053.00 |
| Statement Closing Date | August 8, 2025 |
| Days in Billing Cycle | 31 |

PAYMENT INFORMATION

| | |
|----------------------|-------------------|
| New Balance: | \$14,345.26 |
| Minimum Payment Due: | \$430.36 |
| Payment Due Date: | September 2, 2025 |

MESSAGES

PROTECT YOURSELF FROM SCAMMERS!

We will never call, text, or email and ask you for your personal information. Some scammers will call and pretend to be from the Card Service Center. We will never call or text you and ask for sensitive information such as account or card number information, passwords or user names, or social security numbers. Please **DO NOT** give out that information.

If you feel pressured or concerned about a phone call, please hang up and call us at 800-367-7576 (the phone number located on the back of your credit card). Our Card Service Center team is always glad to check and can verify the information.

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date | Post Date | Reference Number | Transaction Description | Amount |
|-----------|-----------|-------------------|-------------------------|-------------|
| 07/17 | 07/17 | 85431896600XVJ06G | PAYMENT - THANK YOU | \$8,540.71- |

Transactions continued on next page

FIRST NATIONAL BANK IN PORT LAVACA
1550 N BROWN RD 150
LAWRENCEVILLE GA 30043



All payments on the account must be made at the address shown on your monthly billing statement and are considered to have been made on the date received at that address.

Account Number: XXXX XXXX XXXX 0305
New Balance: \$14,345.26
Minimum Payment Due: \$430.36
Payment Due Date: September 2, 2025

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICE CENTER
PO BOX 569100
DALLAS TX 75356-9100

CITY OF PORT LAVACA
202 N VIRGINIA ST
PORT LAVACA TX 77979-3431

**TRANSACTIONS (continued)**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date | Post Date | Reference Number | Transaction Description | Amount |
|-----------|-----------|--|--|-------------|
| | | | TOTAL XXXXXXXXXXXX0305 | \$8,540.71- |
| 07/17 | 07/18 | 554368767505W1Q4V CHECK-IN 07/13/25 | HAMPTON INNS BAYTOWN TX FOLIO #55112582 ERIC SALES | \$618.09 |
| | | | TOTAL XXXXXXXXXXXX0776 | \$618.09 |
| 07/14 | 07/15 | 0230537638PMEHDF7 | BKST-WHATN-CTJR-C #558 WHARTON TX | \$271.83 |
| 07/18 | 07/20 | 15270216702KF66TK | 5.11 TACTICAL SUGAR LAND TX | \$215.15 |
| 07/23 | 07/24 | 05410196Q8JPRW10T | BEST BUY 00006031 VICTORIA TX | \$92.00 |
| 07/30 | 07/31 | 55500806KQQBDM5D | TEXAS NARCOTIC OFFICER EL PASO TX KAREN NEAL | \$40.00 |
| | | | TOTAL XXXXXXXXXXXX0784 | \$618.98 |
| 07/16 | 07/17 | 552635266BXPNLHG2 | HARBOR FREIGHT TOOLS34 PORT LAVACA TX | \$65.98 |
| 07/22 | 07/23 | 55263526QQ45D2R59 | HARBOR FREIGHT TOOLS34 PORT LAVACA TX JUAN LUNA | \$108.98 |
| | | | TOTAL XXXXXXXXXXXX0941 | \$174.96 |
| 07/16 | 07/17 | 55547506554TERFTG | MAXIM CRANE WORKS, L.P CANONSBURG PA | \$1,437.47 |
| 08/05 | 08/06 | 55506296TQJZBAKRV | SUNCOASTLEARNING.COM ACWORTH GA WAYNE SHAFFER | \$400.00 |
| | | | TOTAL XXXXXXXXXXXX1212 | \$1,837.47 |
| 07/10 | 07/11 | 05436845Z5SAKWNN1 | WALMART.COM 8009256278 BENTONVILLE AR | \$159.00 |
| 07/11 | 07/13 | 823050961EHMHVVNF | TMCEC AUSTIN TX | \$100.00 |
| 07/18 | 07/20 | 5543687687L08ARRV CHECK-IN 07/16/25 | HILTON HOTELS SAN ANTONIO TX FOLIO #1688977 | \$183.77 |
| 07/25 | 07/27 | 05436846E8PM15BAR | WALMART.COM 8009256278 BENTONVILLE AR | \$218.00 |
| 07/30 | 07/30 | 55432866K5S8NDR1Q | TEXAS MUNICIPAL LEAGUE 512-231-7400 TX | \$420.00 |
| 07/30 | 07/30 | 55432866K5S8NDW0Q | TEXAS MUNICIPAL LEAGUE 512-231-7400 TX MANDY GRANT | \$420.00 |
| | | | TOTAL XXXXXXXXXXXX1238 | \$1,500.77 |
| 08/01 | 08/03 | 55131586MQE75NPH2 | CDW GOVT #AF3A62U 800-808-4239 IL DERRICK SMITH | \$1,364.33 |
| | | | TOTAL XXXXXXXXXXXX3836 | \$1,364.33 |
| 07/29 | 07/30 | 55432866J63DDWPG7 | SQ *THE DONUT PALACE PORT LAVACA TX | \$46.00 |
| 08/04 | 08/05 | 55500366RQH2GEGJ | WALMART.COM WARMART.COM AR | \$38.14 |
| 08/05 | 08/06 | 55432866T5WQYD9JP | SQ *THE DONUT PALACE PORT LAVACA TX JAMES RUDELLAT | \$88.00 |
| | | | TOTAL XXXXXXXXXXXX8611 | \$172.14 |
| 07/10 | 07/13 | 554213560VAM24RHE | GOVERNMENT FINANCE OFF CHICAGO IL | \$50.00 |
| 07/21 | 07/22 | 12302026A02NF8NJP | CANVA* 04584-62498995 KENT DE | \$15.00 |
| 07/30 | 07/30 | 55432866K5S8NDPP9 | TEXAS MUNICIPAL LEAGUE 512-231-7400 TX | \$420.00 |
| 07/30 | 07/30 | 55432866K5S8NDV53 | TEXAS MUNICIPAL LEAGUE 512-231-7400 TX | \$420.00 |
| 07/30 | 07/30 | 55432866K5S8NDXDA | TEXAS MUNICIPAL LEAGUE 512-231-7400 TX | \$420.00 |
| 07/30 | 07/30 | 55432866K5S8NDXRQ | TEXAS MUNICIPAL LEAGUE 512-231-7400 TX BRITTNEY HOGAN | \$420.00 |
| | | | TOTAL XXXXXXXXXXXX3462 | \$1,745.00 |
| 07/24 | 07/25 | 51742956E2LFQWAGB | IDEMIA TSA TWIC 877-512-6962 MA | \$124.00 |
| 07/24 | 07/25 | 51742956E2LFQWBQE | IDEMIA TSA TWIC 877-512-6962 MA | \$124.00 |
| 07/24 | 07/25 | 51742956E2LFQWQFH | IDEMIA TSA TWIC 877-512-6962 MA | \$124.00 |
| 07/24 | 07/25 | 51742956E2LFQW5H8 | IDEMIA TSA TWIC 877-512-6962 MA | \$124.00 |

Transactions continued on next page

**TRANSACTIONS (continued)**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

| Tran Date | Post Date | Reference Number | Transaction Description | Amount |
|-------------------------|-----------|-------------------|--|------------|
| 07/24 | 07/25 | 51742956E2LFQW6VH | IDEMIA TSA TWIC 877-512-6962 MA | \$124.00 |
| 07/24 | 07/25 | 51742956E2LFQW80X | IDEMIA TSA TWIC 877-512-6962 MA | \$124.00 |
| 07/24 | 07/25 | 51742956E2LFQW9NT | IDEMIA TSA TWIC 877-512-6962 MA | \$124.00 |
| 07/30 | 08/01 | 55432866L5SMDDVF3 | WHATABURGER 1136 CONROE TX | \$8.97 |
| 07/30 | 08/01 | 05140486LLM8DX6JL | CHICK-FIL-A #03922 CONROE TX | \$10.06 |
| 07/31 | 08/03 | 55432866M5SZEQWR1 | WHATABURGER 1136 CONROE TX | \$8.97 |
| 07/31 | 08/03 | 05140486MLM8EN0ZN | CHICK-FIL-A #03922 CONROE TX | \$12.32 |
| 08/01 | 08/03 | 51742956N2N9EL34D | IDEMIA TSA TWIC 877-512-6962 MA | \$124.00 |
| 08/01 | 08/03 | 51742956N2N9EL873 | IDEMIA TSA TWIC 877-512-6962 MA | \$124.00 |
| 08/01 | 08/03 | 51742956N2N9EL9AY | IDEMIA TSA TWIC 877-512-6962 MA | \$60.00 |
| 08/06 | 08/07 | 05410196S8JRZXF01 | BEST BUY 00006031 VICTORIA TX | \$1,674.64 |
| JOE REYES JR | | | | |
| TOTAL XXXXXXXXXXXXX0215 | | | | \$2,890.96 |
| 07/10 | 07/11 | 55432865Z5XBL07H6 | CCSI EFAX CORPORATE 323-817-1155 CA | \$137.94 |
| 07/17 | 07/17 | 5543286665ZDE7S5D | TEXAS MUNICIPAL LEAGUE 512-231-7400 TX | \$45.00 |
| 07/21 | 07/22 | 55432866A60Z4D4VV | UPS*BILLING CENTER 800-811-1648 GA | \$75.14 |
| 07/29 | 07/30 | 02305376J8PMKSQN5 | FASTENAL COMPANY 01TXP PORT LAVACA TX | \$80.44 |
| 07/30 | 07/30 | 55432866K5S8NDV9R | TEXAS MUNICIPAL LEAGUE 512-231-7400 TX | \$420.00 |
| 07/30 | 07/30 | 55432866K5S8NDXFB | TEXAS MUNICIPAL LEAGUE 512-231-7400 TX | \$420.00 |
| 07/30 | 07/30 | 55432866K5S8NDXS6 | TEXAS MUNICIPAL LEAGUE 512-231-7400 TX | \$420.00 |
| 07/30 | 07/30 | 55432866K5S8NDXTE | TEXAS MUNICIPAL LEAGUE 512-231-7400 TX | \$420.00 |
| 07/30 | 07/30 | 55432866K5S8NDXYS | TEXAS MUNICIPAL LEAGUE 512-231-7400 TX | \$420.00 |
| 07/30 | 07/30 | 55432866K5S8NDX8X | TEXAS MUNICIPAL LEAGUE 512-231-7400 TX | \$420.00 |
| JOANNA WEAVER | | | | |
| TOTAL XXXXXXXXXXXXX0249 | | | | \$2,858.52 |
| 07/10 | 07/11 | 05410195Z8JPRVYKW | BEST BUY 00006031 VICTORIA TX | \$192.65 |
| 07/30 | 07/31 | 55500376KQQGV43PB | TCOLE PAYMENT AUSTIN TX | \$281.44 |
| COLIN RANGNOW | | | | |
| TOTAL XXXXXXXXXXXXX2286 | | | | \$474.09 |
| 07/14 | 07/15 | 823050964EHM6DMZF | SP RAE PROSTORES ALSIP IL | \$46.45 |
| 07/22 | 07/23 | 25457336Q000A5DP7 | PREP BLAST NASHVILLE TN | \$43.50 |
| CYNTHIA HEYSQUIERDO | | | | |
| TOTAL XXXXXXXXXXXXX3185 | | | | \$89.95 |

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

| Type of Balance | Annual Percentage Rate (APR) | Balance Subject to Interest Rate | Days in Billing Cycle | Interest Charge |
|-----------------|------------------------------|----------------------------------|-----------------------|-----------------|
| Purchases | 18.49% (v) | \$0.00 | 31 | \$0.00 |
| Cash Advances | 18.49% (v) | \$0.00 | 31 | \$0.00 |

(v) - variable

To avoid additional interest charges, pay your New Balance in full on or before the Payment Due Date.

Exciting news! Go online today and check out the all-new enhancements to the Card Service Center website. E-statements, additional payment options, links to Preferred Points website, and other helpful sites. Visit us today at www.cardaccount.net to enroll your credit card account(s) on the newly enhanced website.

Thank you for the opportunity to serve your credit card needs. Should your future plans include travel, please contact us at 1-800-367-7576.

CREDITING OF PAYMENTS

All payments received by 5:00 PM during the Card issuer's normal business day at the address indicated on the reverse side of this statement will be credited to your account as of the date of receipt of the payment. If payment is made at any location other than that address, credit of the payment may be delayed up to 5 days.

BILLING RIGHTS SUMMARY***What to do if You Think You Find a Mistake on Your Statement***

If you think there is an error on your statement, write to us at BBCS, Attn: Dispute Department, 1550 North Brown Road, Suite 150, Lawrenceville, GA 30043 as soon as possible. In your letter, give us the following information: your name and account number; the dollar amount of the suspected error; and if you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While we do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Your Rights if You are Dissatisfied with Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

- The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
- You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
- You must not yet have fully paid for the purchase. If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: BBCS, Attn: Dispute Department, 1550 North Brown Road, Suite 150, Lawrenceville, GA 30043.

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

EXPLANATION OF INTEREST CHARGES

The Interest Charge shown on the front is the sum of the Interest Charges computed by applying the Periodic Rate(s) to the Average Daily Balance and adding any applicable transaction charge authorized in the Cardholder Agreement. The method for computing the balance subject to Interest Charge is an average daily balance (including new purchases) method.

We figure the interest charge on your account by applying the periodic rate(s) to the "average daily balance" of your account (including in some instances current transactions). To get the "average daily balance", we take the beginning balance of your account each day, add any new cash advances and subtract any payments or credits and any unpaid interest charges. If you paid in full the Previous Balance shown on this statement by the payment due date shown on the previous statement, we subtract from each day's beginning balance the amount of such Previous Balance included in that beginning balance and also do not add in any new purchases. Otherwise the amount of the Previous Balance is not subtracted and we add in any new purchases. This gives us the daily balance. Then we add all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

HOW TO AVOID INTEREST CHARGES: You have until the payment due date shown on your periodic statement to repay your balance before an interest charge on purchases will be imposed.

ANNUAL FEE DISCLOSURES

If an annual fee is shown on the front of the statement, see the front for information about the following matters: the annual percentage rate for purchases, certain information regarding any variable rate feature, the amount of the annual fee, any minimum interest charge, and any transaction charges for purchases. The method for computing the balance subject to interest charge on your account is an Average Daily Balance (including new purchases) method and is explained above.

If you terminate your account within 30 days from the Closing Date shown on the front of this statement, you will not owe the annual fee (and have the right to have it credited to your account) and may use your card(s) during that 30 day period without becoming obligated for the annual fee. To terminate your account you should give us written notice sent to the address for billing inquiries as shown on the front of this statement. All cards should be cut in half and returned with your termination notice.

CREDIT BALANCES

Any credit balance on your account (indicated by a "-" on the front of this statement) is money we owe you. You can make charges against this amount or request and receive a full refund of this amount by writing us at: Card Service Center, PO Box 569120, Dallas, TX 75356-9120. Any amount not charged against or refunded upon request that is over \$1.00 (equal to or in excess of \$1.00 if you live in MA or any amount in NY) will be refunded automatically within six months after the credit balance was created (four billing cycles in MD).

O1AB5762 – 3 – 05/25/17

(PLEASE SHOW YOUR CORRECT NAME AND ADDRESS)

 Name (if incorrect on reverse side)

 Street address

 City

 State

 Zip Code

 Effective Date: Month, Day, Year

 Signature

 Home Phone

 Work Phone

COMMUNICATION

SUBJECT: Receive Monthly Financial Highlight Report

INFORMATION:



CITY OF
PORT LAVACA

202 N. Virginia, Port Lavaca, Texas 77979-0105 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 
Subject: FY 24-25 Financial Highlights through **August 31, 2025**
Date: August 29, 2025

Below are the following reports for the period ending **August 31, 2025**, or **92%** of the year:

The major highlights of the Report are as follows:

Property Tax collections as reported by CCAD - are **\$5,892,032** for the year as of July Collections in FY 24-25 are 96.58% of total adjusted tax levy. Total current year Property Taxes Outstanding as of July is **\$567,001**.

In the General Fund, revenues through **08/31/2025** are 87% of budget. In addition:

1. *Current Property Tax* collections - are **\$4,981,236** for the year, as of August Collections on FY 24-25 are 108% of the budget.
2. *Sales Tax* collections through August were **\$3,303,304** or 89% of budget. Collections through August in FY 23-24 were **\$3,381,274**.
3. *Licenses & Permits* collections are **\$274,905** for the year, or 102% of budget. Collections through August in FY 23-24 were **\$101,784**.
4. *Bauer Center Rentals* through August are **\$66,660** or 67% of budget. Collections through August in FY 23-24 were **\$69,985**.
5. *Court Fines* are **\$94,974** for the year, or 79% of budget. Collections through August in FY 23-24 were **\$54,060**.

Expenditures in the General Fund for the year are **87%** of the budget.

Target: 92%

In the Utility Fund, revenues as of **08/31/25** are **84%** of the budget. In addition:

1. *Metered Water* sales through August are **\$2,665,086 or 81%** of the budget. Collections through August in FY 23-24 were **\$2,590,117**.
2. *Residential Sewer* sales through August are **\$1,476,635 or 94%** of the budget. Collections through August in FY 23-24 were **\$1,387,525**.
3. *Garbage Billings* through August are **\$928,967 or 91%** of the budget. Collections through August in FY 23-24 were **\$871,144**.

Expenditures in the Utility Fund for the year is **87%** of the budget.

In the HOT Fund, revenues as of **08/31/25** are **90%** of the budget. In addition:

1. *Hotel Occupancy Taxes* through August are **\$477,890 or 80%** of the budget. Collections through August FY 23-24 were **\$499,669**.

Expenditures in the HOT Fund for the year is **89%** of budget

In the Beach Fund, revenues as of **08/31/25** are **35%** of the budget. In addition:

1. *RV Rentals* through August are **\$65,444 or 28%** of the budget. Collections through August in FY 23-24 were **\$141,345**.

Expenditures in the Beach Fund for the year is **59%** of the budget

In the Ports & Harbors Fund, revenues as of **08/31/25** are **63%** of the budget. * In addition:

1. *Dock Leases* through August are **\$455,830 or 96%** of the budget. Collections through August in FY 23-24 were **\$394,745**.
2. *Tariffs* through August are **\$116,471 or 90%** of the budget. Collections through August FY 23-24 were **\$145,208**.
3. *NL Building Lease* through August is **\$86,892 or 97%** of the budget. Collections through August in FY 23-24 were **\$78,537**.

Expenditures in the Ports and Harbors Fund for the year is **67%** of the budget.

***Revenues are 94% of budget when Grant Revenue is excluded from budget balance.**

Summary – FY 2024-2025 through 08/31/25

| <u>Fund</u> | <u>Revenues</u> | <u>%</u> <u>Budget</u> | <u>Expense</u> | <u>%</u> <u>Budget</u> | <u>Revenues</u> <u>Less</u> <u>Expense</u> |
|-------------|-----------------|---------------------------|----------------|---------------------------|--|
| General | \$ 10,776,905 | 87% | \$ 11,348,924 | 87% | \$ (572,019) |
| Utility | \$ 6,956,657 | 84% | \$ 7,328,311 | 87% | \$ (371,654) |
| HOT | \$556,487 | 90% | \$ 678,911 | 89% | \$ (122,424) |
| Beach | \$ 93,151 | 35% | \$ 164,732 | 59 % | \$ (71,580) |
| Port | \$ 958,340 | 63% | \$ 878,274 | 67% | \$ 80,066 |
| Total | | | | | (\$ 1,057,611) |

572,019.-
371,654.-
122,424.-
71,580.-
80,066.+
-003
- 1,057,611.**+



Port Lavaca
PROPERTY TAX COLLECTION REPORT
July 31, 2025

| | |
|----------------------------|--------------|
| TAXES DUE AT CERTIFICATION | 6,088,413.16 |
| Adjustments to Date | 176.98 |
| TOTAL TAX LEVY | 6,088,590.14 |

2024 Tax Collections

| | Base | Penalties & Interest | Total |
|--------------------------------------|--------------|----------------------|--------------|
| October | 2,569,585.63 | 0.00 | 2,569,585.63 |
| November | 588,240.96 | 0.00 | 588,240.96 |
| December | 580,699.77 | 0.00 | 580,699.77 |
| January | 1,379,244.48 | 0.00 | 1,379,244.48 |
| February | 407,408.82 | 13,229.82 | 420,638.64 |
| March | 125,126.73 | 10,070.82 | 135,197.55 |
| April | 79,982.55 | 6,595.22 | 86,577.77 |
| May | 79,724.25 | 8,565.64 | 88,289.89 |
| June | 38,197.44 | 5,359.66 | 43,557.10 |
| July (Delinquent as of July 1, 2023) | | | 0.00 |
| August | | | 0.00 |
| September | | | 0.00 |
| TOTAL | 5,848,210.63 | 43,821.16 | 5,892,031.79 |

Last Year %
Collected

96.58% 96.89%

TRANSFERRED TO DELINQUENT ROLL

July, Aug, and Sept Payments 36,239.80

2024 TAXES OUTSTANDING 208,527.23

% Current Outstanding 3.42%

DELINQUENT COLLECTIONS

| | Base | Penalties & Interest | Total |
|-----------|------------|----------------------|------------|
| October | 4,959.41 | 3,228.48 | 8,187.89 |
| November | 14,938.19 | 5,808.40 | 20,746.59 |
| December | 11,576.04 | 4,227.26 | 15,803.30 |
| January | 7,277.13 | 2,634.30 | 9,911.43 |
| February | 19,158.01 | 7,560.76 | 26,718.77 |
| March | 5,817.16 | 2,796.09 | 8,613.25 |
| April | 21,180.29 | 4,447.92 | 25,628.21 |
| May | 6,267.68 | 4,244.46 | 10,512.14 |
| June | 4,392.66 | 2,018.44 | 6,411.10 |
| July | 8,484.10 | 6,070.26 | 14,554.36 |
| August | | | 0.00 |
| September | | | 0.00 |
| TOTAL | 104,050.67 | 43,036.37 | 147,087.04 |

DELINQUENT TAXES OUTSTANDING
TOTAL TAXES OUTSTANDING

358,474.16
567,001.39

**CITY OF PORT LAVACA, TEXAS
SALES TAX REVENUES**

Section VII. Item #E.

| | | Monthly | Prior Year % | General | TOTAL | General Fund Budget | | Total YTD | Prior Year Percent | |
|--------|-----|---------------------|--------------|-----------|--------------|---------------------|-----------|-----------|---------------------|--------|
| | | Allocation | Inc (Dec) | Fund | Year-to-Date | Month | Y-T-D | Percent | Increase (Decrease) | |
| | | | Month | | Allocation | | | of Budget | Month | Y-T-D |
| Recv'd | | Fiscal Year 2021-22 | | | | | | | | |
| Dec | Oct | 246,194 | -29% | \$246,194 | 246,194 | 318,632 | 318,632 | 77.27% | -28.7% | -28.7% |
| Jan | Nov | 264,290 | -6% | \$264,290 | 510,484 | 259,655 | 578,287 | 88.28% | -6.1% | -18.6% |
| Feb | Dec | 330,154 | 18% | \$330,154 | 840,638 | 258,087 | 836,374 | 100.51% | 18.0% | -7.3% |
| Mar | Jan | 245,570 | -8% | \$245,570 | 1,086,207 | 245,031 | 1,081,405 | 100.44% | -7.6% | -7.4% |
| Apr | Feb | 252,248 | 2% | \$252,248 | 1,338,456 | 227,147 | 1,308,552 | 102.29% | 2.4% | -5.7% |
| May | Mar | 315,077 | -11% | \$315,077 | 1,653,532 | 326,565 | 1,635,117 | 101.13% | -11.0% | -6.7% |
| Jun | Apr | 266,647 | -10% | \$266,647 | 1,920,179 | 273,408 | 1,908,525 | 100.61% | -10.0% | -7.2% |
| Jul | May | 275,093 | -7% | \$275,093 | 2,195,273 | 271,952 | 2,180,478 | 100.68% | -6.7% | -7.1% |
| Aug | Jun | 315,184 | -4% | \$315,184 | 2,510,457 | 303,725 | 2,484,203 | 101.06% | -4.3% | -6.8% |
| Sep | Jul | 349,708 | 22% | \$349,708 | 2,860,165 | 263,376 | 2,747,579 | 104.10% | 22.5% | -4.0% |
| Oct | Aug | 304,754 | 10% | \$304,754 | 3,164,919 | 254,657 | 3,002,236 | 105.42% | 10.4% | -2.8% |
| Nov | Sep | 325,921 | 4% | \$325,921 | 3,490,839 | 287,764 | 3,290,000 | 106.10% | 4.5% | -2.1% |

| Recv'd | | Fiscal Year 2022-23 | | | | | | | | |
|--------|-----|---------------------|------|-----------|-----------|---------|-----------|---------|--------|------|
| Dec | Oct | 267,921 | 9% | \$267,921 | 267,921 | 221,082 | 221,082 | 121.19% | 8.8% | 8.8% |
| Jan | Nov | 262,666 | -1% | \$262,666 | 530,587 | 237,332 | 458,414 | 115.74% | -0.6% | 3.9% |
| Feb | Dec | 327,969 | -1% | \$327,969 | 858,556 | 296,478 | 754,892 | 113.73% | -0.7% | 2.1% |
| Mar | Jan | 293,025 | 19% | \$293,025 | 1,151,581 | 220,522 | 975,414 | 118.06% | 19.3% | 6.0% |
| Apr | Feb | 241,757 | -4% | \$241,757 | 1,393,338 | 226,519 | 1,201,932 | 115.92% | -4.2% | 4.1% |
| May | Mar | 288,609 | -8% | \$288,609 | 1,681,948 | 282,939 | 1,484,871 | 113.27% | -8.4% | 1.7% |
| Jun | Apr | 267,670 | 0% | \$267,670 | 1,949,617 | 239,449 | 1,724,320 | 113.07% | 0.4% | 1.5% |
| Jul | May | 310,160 | 13% | \$310,160 | 2,259,777 | 247,034 | 1,971,354 | 114.63% | 12.7% | 2.9% |
| Aug | Jun | 333,198 | 6% | \$333,198 | 2,592,976 | 283,035 | 2,254,389 | 115.02% | 5.7% | 3.3% |
| Sep | Jul | 295,975 | -15% | \$295,975 | 2,888,951 | 314,037 | 2,568,426 | 112.48% | -15.4% | 1.0% |
| Oct | Aug | 335,595 | 10% | \$335,595 | 3,224,546 | 273,669 | 2,842,095 | 113.46% | 10.1% | 1.9% |
| Nov | Sep | 315,989 | -3% | \$315,989 | 3,540,534 | 292,677 | 3,134,772 | 112.94% | -3.0% | 1.4% |

| Recv'd | | Fiscal Year 2023-24 | | | | | | | | |
|--------|-----|---------------------|------|-----------|-----------|---------|-----------|---------|-------|------|
| Dec | Oct | 281,039 | 5% | \$281,039 | 281,039 | 281,800 | 281,800 | 99.73% | 4.9% | 4.9% |
| Jan | Nov | 279,772 | 7% | \$279,772 | 560,811 | 276,274 | 558,074 | 100.49% | 6.5% | 5.7% |
| Feb | Dec | 333,966 | 2% | \$333,966 | 894,777 | 344,960 | 903,033 | 99.09% | 1.8% | 4.2% |
| Mar | Jan | 264,897 | -10% | \$264,897 | 1,159,674 | 308,205 | 1,211,239 | 95.74% | -9.6% | 0.7% |
| Apr | Feb | 289,101 | 20% | \$289,101 | 1,448,775 | 254,282 | 1,465,520 | 98.86% | 19.6% | 4.0% |
| May | Mar | 341,291 | 18% | \$341,291 | 1,790,066 | 303,561 | 1,769,081 | 101.19% | 18.3% | 6.4% |
| Jun | Apr | 317,416 | 19% | \$317,416 | 2,107,482 | 281,536 | 2,050,617 | 102.77% | 18.6% | 8.1% |
| Jul | May | 302,469 | -2% | \$302,469 | 2,409,951 | 326,228 | 2,376,845 | 101.39% | -2.5% | 6.6% |
| Aug | Jun | 306,188 | -8% | \$306,188 | 2,716,139 | 350,460 | 2,727,305 | 99.59% | -8.1% | 4.7% |
| Sep | Jul | 308,988 | 4% | \$308,988 | 3,025,128 | 311,308 | 3,038,613 | 99.56% | 4.4% | 4.7% |
| Oct | Aug | 308,258 | -8% | \$308,258 | 3,333,386 | 352,981 | 3,391,594 | 98.28% | -8.1% | 3.4% |
| Nov | Sep | 323,607 | 2% | \$323,607 | 3,656,993 | 332,358 | 3,723,952 | 98.20% | 2.4% | 3.3% |

| Recv'd | | Fiscal Year 2024-25 | | | | | | | | |
|--------|-----|---------------------|------|-----------|-----------|---------|-----------|---------|--------|-------|
| Dec | Oct | 285,545 | 2% | \$285,545 | 285,545 | 286,185 | 286,185 | 99.78% | 1.6% | 1.6% |
| Jan | Nov | 283,901 | 1% | \$283,901 | 569,445 | 284,895 | 571,080 | 99.71% | 1.5% | 1.5% |
| Feb | Dec | 365,840 | 10% | \$365,840 | 935,285 | 340,081 | 911,160 | 102.65% | 9.5% | 4.5% |
| Mar | Jan | 247,979 | -6% | \$247,979 | 1,183,264 | 269,747 | 1,180,908 | 100.20% | -6.4% | 2.0% |
| Apr | Feb | 246,773 | -15% | \$246,773 | 1,430,037 | 294,394 | 1,475,302 | 96.93% | -14.6% | -1.3% |
| May | Mar | 321,275 | -6% | \$321,275 | 1,751,311 | 347,540 | 1,822,842 | 96.08% | -5.9% | -2.2% |
| Jun | Apr | 291,403 | -8% | \$291,403 | 2,042,714 | 323,228 | 2,146,070 | 95.18% | -8.2% | -3.1% |
| Jul | May | 277,711 | -8% | \$277,711 | 2,320,425 | 308,008 | 2,454,077 | 94.55% | -8.2% | -3.7% |
| Aug | Jun | 336,369 | 10% | \$336,369 | 2,656,794 | 311,794 | 2,765,871 | 96.06% | 9.9% | -2.2% |
| Sep | Jul | | | | | 314,646 | 3,080,517 | | | |
| Oct | Aug | | | | | 313,902 | 3,394,420 | | | |
| Nov | Sep | | | | | 329,532 | 3,723,952 | | | |

CITY OF PORT LAVACA
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

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Section VII. Item #E.

001-GENERAL FUND
FINANCIAL SUMMARY

| | ORIGINAL BUDGET | AMENDED BUDGET | BUDGET ADJUSTMENT | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBRANCE | BUDEGT BALANCE | % OF BUDGET |
|------------------------------------|--------------------|-------------------|----------------------|-------------------|------------------------|----------------------|-------------------|----------------|
| <u>REVENUE SUMMARY</u> | | | | | | | | |
| TAXES | 9,092,373 | 9,092,373 | 0 | 410,671.91 | 8,847,173.36 | 0.00 | 245,199.64 | 97.30 |
| LICENSES & PERMITS | 268,410 | 268,410 | 0 | 13,307.31 | 274,904.67 | 0.00 | (6,494.67) | 102.42 |
| USER & SERVICE CHARGES | 103,250 | 103,250 | 0 | 6,999.88 | 70,693.29 | 0.00 | 32,556.71 | 68.47 |
| FINES & FORFEITURES | 294,000 | 294,000 | 0 | 27,215.24 | 259,200.20 | 0.00 | 34,799.80 | 88.16 |
| OTHER REVENUE | 565,950 | 566,550 | (600) | 530.00 | 268,012.54 | 0.00 | 298,537.46 | 47.31 |
| GRANT AND CONTRIBUTION R | 520,120 | 520,120 | 0 | 0.00 | 325,971.02 | 0.00 | 194,148.98 | 62.67 |
| INTERGOVERNMENTAL REVENUE | <u>1,567,641</u> | <u>1,567,641</u> | <u>0</u> | <u>25,178.00</u> | <u>730,949.52</u> | <u>0.00</u> | <u>836,691.48</u> | <u>46.63</u> |
| TOTAL REVENUES | 12,411,744 | 12,412,344 | (600) | 483,902.34 | 10,776,904.60 | 0.00 | 1,635,439.40 | 86.82 |
| <u>EXPENDITURE SUMMARY</u> | | | | | | | | |
| CITY COUNCIL | 30,884 | 30,884 | 0 | 2,605.16 | 29,978.65 | 0.00 | 905.35 | 97.07 |
| CITY MANAGER | 422,786 | 783,097 | (360,311) | 54,979.08 | 671,848.32 | 51,212.00 | 60,036.68 | 92.33 |
| CITY SECRETARY | 251,461 | 251,461 | 0 | 18,510.62 | 211,586.91 | 0.00 | 39,874.09 | 84.14 |
| HUMAN RESOURCE | 100,395 | 100,395 | 0 | 7,542.28 | 79,748.64 | 0.00 | 20,646.36 | 79.43 |
| MUNICIPAL COURT | 177,937 | 177,937 | 0 | 12,372.04 | 161,015.49 | 0.00 | 16,921.51 | 90.49 |
| TECHNOLOGY SERVICES | 510,222 | 510,222 | 0 | 18,506.73 | 539,691.97 | 27,812.00 | (57,281.97) | 111.23 |
| FINANCE | 393,798 | 405,888 | (12,090) | 39,444.00 | 355,743.03 | 0.00 | 50,144.97 | 87.65 |
| CITY HALL | 548,378 | 575,541 | (27,163) | 153,794.23 | 335,673.68 | 32,673.38 | 207,193.94 | 64.00 |
| POLICE | 2,887,828 | 2,898,150 | (10,322) | 220,097.16 | 2,512,919.81 | 0.00 | 385,230.19 | 86.71 |
| FIRE | 2,146,503 | 2,149,964 | (3,461) | 177,183.91 | 1,858,609.27 | 0.00 | 291,354.73 | 86.45 |
| ANIMAL CONTROL | 256,834 | 262,961 | (6,127) | 15,537.80 | 196,438.37 | 0.00 | 66,522.63 | 74.70 |
| CODE ENFORCEMENT/INSPECT | 491,452 | 520,935 | (29,483) | 49,228.99 | 383,999.85 | 38,450.00 | 98,485.15 | 81.09 |
| STREETS | 3,097,966 | 3,103,602 | (5,636) | 155,614.09 | 2,102,110.11 | 438,912.98 | 562,578.91 | 81.87 |
| PARKS & RECREATION | 877,803 | 881,503 | (3,700) | 44,822.28 | 797,173.41 | (0.02) | 84,329.61 | 90.43 |
| BAUER CENTER | 315,614 | 322,864 | (7,250) | 30,980.73 | 331,437.98 | 8,752.35 | (17,326.33) | 105.37 |
| NON-DEPARTMENTAL | <u>866,703</u> | <u>822,232</u> | <u>44,471</u> | <u>46,510.29</u> | <u>780,948.42</u> | <u>1,000.00</u> | <u>40,283.58</u> | <u>95.10</u> |
| TOTAL EXPENDITURES | 13,376,564 | 13,797,636 | (421,072) | 1,047,729.39 | 11,348,923.91 | 598,812.69 | 1,849,899.40 | 86.59 |
| REVENUES OVER/(UNDER) EXPENDITURES | (964,820) | (1,385,292) | 420,472 | (563,827.05) | (572,019.31) | (598,812.69) | (214,460.00) | 84.52 |

CITY OF PORT LAVACA
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

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Section VII. Item #E.

001-GENERAL FUND
REVENUES

| | ORIGINAL BUDGET | AMENDED BUDGET | BUDGET ADJUSTMENT | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBRANCE | BUDEGT BALANCE | % OF BUDGET | |
|-----------------------------------|------------------------|-------------------|----------------------|-------------------|------------------------|----------------------|--------------------|----------------|-------|
| <u>TAXES</u> | | | | | | | | | |
| 411.01 | PROPERTY TAXES-CURRENT | 4,595,671 | 4,595,671 | 0 | 27,356.62 | 4,981,235.82 | 0.00 (385,564.82) | 108.39 | |
| 411.02 | PROPERTY TAXES-DELINQU | 120,000 | 120,000 | 0 | 5,211.85 | 105,475.67 | 0.00 | 14,524.33 | 87.90 |
| 412.01 | SALES TAX REVENUE | 3,723,952 | 3,723,952 | 0 | 337,703.39 | 3,303,304.07 | 0.00 | 420,647.93 | 88.70 |
| 413.01 | NATURAL GAS FRANCHISE | 62,000 | 62,000 | 0 | 15,156.95 | 44,257.00 | 0.00 | 17,743.00 | 71.38 |
| 413.02 | ELECTRICAL FRANCHISE T | 345,000 | 345,000 | 0 | 0.00 | 235,842.04 | 0.00 | 109,157.96 | 68.36 |
| 413.03 | TELEPHONE FRANCHISE TA | 32,000 | 32,000 | 0 | 5,297.15 | 17,138.78 | 0.00 | 14,861.22 | 53.56 |
| 413.04 | CABLE TV FRANCHISE TAX | 50,000 | 50,000 | 0 | 5,783.19 | 17,990.08 | 0.00 | 32,009.92 | 35.98 |
| 413.05 | WASTE COLLECTION FRANC | 128,750 | 128,750 | 0 | 12,090.38 | 112,290.47 | 0.00 | 16,459.53 | 87.22 |
| 413.90 | OTHER FRANCHISE TAX | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 414.01 | ALCOHOLIC BEVERAGE TAX | 35,000 | 35,000 | 0 | 2,072.38 | 26,137.93 | 0.00 | 8,862.07 | 74.68 |
| 415.15 | INTERGOVERNMENTAL REVE | 0 | 0 | 0 | 0.00 | 3,501.50 | 0.00 (3,501.50) | 0.00 | 0.00 |
| TOTAL TAXES | | 9,092,373 | 9,092,373 | 0 | 410,671.91 | 8,847,173.36 | 0.00 | 245,199.64 | 97.30 |
| <u>LICENSES & PERMITS</u> | | | | | | | | | |
| 421.02 | BUILDER LICENSES | 7,000 | 7,000 | 0 | 850.00 | 10,950.00 | 0.00 (3,950.00) | 156.43 | |
| 422.01 | ELECTRICAL PERMITS | 25,000 | 25,000 | 0 | 1,300.00 | 12,376.92 | 0.00 | 12,623.08 | 49.51 |
| 422.02 | BUILDING PERMITS | 157,000 | 157,000 | 0 | 5,140.78 | 148,265.57 | 0.00 | 8,734.43 | 94.44 |
| 422.03 | PLUMBING PERMITS | 22,000 | 22,000 | 0 | 1,100.00 | 11,075.00 | 0.00 | 10,925.00 | 50.34 |
| 422.04 | MECHANICAL PERMITS | 5,600 | 5,600 | 0 | 1,000.00 | 4,485.00 | 0.00 | 1,115.00 | 80.09 |
| 422.05 | FOUNDATION PERMITS | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 422.06 | PEDDLER & SOLICITOR PE | 0 | 0 | 0 | 0.00 | 1,170.00 | 0.00 (1,170.00) | 0.00 | |
| 422.07 | ALCOHOL IN THE PARK PE | 0 | 0 | 0 | 0.00 | 600.00 | 0.00 (600.00) | 0.00 | |
| 423.01 | TRAILER PERMITS | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 423.02 | FOOD HANDLER'S PERMITS | 2,600 | 2,600 | 0 | 20.00 | 2,445.00 | 0.00 | 155.00 | 94.04 |
| 423.03 | LIENS | 1,500 | 1,500 | 0 | 0.00 | 175.75 | 0.00 | 1,324.25 | 11.72 |
| 423.90 | OTHER PERMITS & FEES | 30,000 | 30,000 | 0 | 1,850.00 | 19,708.84 | 0.00 | 10,291.16 | 65.70 |
| 423.91 | LAWN LIBRARY FEES | 0 | 0 | 0 | 71.23 | 165.97 | 0.00 (165.97) | 0.00 | |
| 424.01 | ALCOHOLIC BEVERAGE PER | 7,110 | 7,110 | 0 | 985.00 | 7,900.00 | 0.00 (790.00) | 111.11 | |
| 424.02 | AMUSEMENT PERMIT FEES | 300 | 300 | 0 | 0.00 | 4,000.00 | 0.00 (3,700.00) | 1,333.33 | |
| 424.03 | SUBDIVISION & PLAT FEE | 1,000 | 1,000 | 0 | 0.00 | 125.00 | 0.00 | 875.00 | 12.50 |
| 424.04 | ENVIRONMENTAL & HEALTH | 0 | 0 | 0 | 100.00 | 775.00 | 0.00 (775.00) | 0.00 | |
| 424.05 | PLAN REVIEW FEES | 9,000 | 9,000 | 0 | 740.30 | 49,594.62 | 0.00 (40,594.62) | 551.05 | |
| 425.01 | ANIMAL LICENSES & FEES | 200 | 200 | 0 | 150.00 | 1,007.00 | 0.00 (807.00) | 503.50 | |
| 426.01 | ALARM FEES | 100 | 100 | 0 | 0.00 | 85.00 | 0.00 | 15.00 | 85.00 |
| TOTAL LICENSES & PERMITS | | 268,410 | 268,410 | 0 | 13,307.31 | 274,904.67 | 0.00 (6,494.67) | 102.42 | |
| <u>USER & SERVICE CHARGES</u> | | | | | | | | | |
| 435.06 | BAUER CENTER RENTALS | 100,000 | 100,000 | 0 | 6,650.00 | 66,660.00 | 0.00 | 33,340.00 | 66.66 |
| 435.07 | BAYFRONT RENTALS | 750 | 750 | 0 | 25.00 | 875.00 | 0.00 (125.00) | 116.67 | |
| 435.08 | CREDIT CARD CONVENIENC | 0 | 0 | 0 | 306.88 | 2,020.79 | 0.00 (2,020.79) | 0.00 | |
| 439.01 | POLICE SERVICES | 2,000 | 2,000 | 0 | 18.00 | 1,137.50 | 0.00 | 862.50 | 56.88 |
| 439.05 | POLICE TRAINING FEES | 500 | 500 | 0 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| TOTAL USER & SERVICE CHARGES | | 103,250 | 103,250 | 0 | 6,999.88 | 70,693.29 | 0.00 | 32,556.71 | 68.47 |

CITY OF PORT LAVACA
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

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Section VII. Item #E.

001-GENERAL FUND
REVENUES

| | | ORIGINAL BUDGET | AMENDED BUDGET | BUDGET ADJUSTMENT | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBRANCE | BUDEGT BALANCE | % OF BUDGET |
|----------------------------------|---------------------------------|--------------------|-------------------|----------------------|-------------------|------------------------|----------------------|-------------------|----------------|
| <u>FINES & FORFEITURES</u> | | | | | | | | | |
| 441.01 | PENALTIES & INTEREST | 95,000 | 95,000 | 0 | 8,161.08 | 97,616.55 | 0.00 (| 2,616.55) | 102.75 |
| 441.02 | TAX ATTORNEY FEES | 50,000 | 50,000 | 0 | 7,670.19 | 39,135.99 | 0.00 | 10,864.01 | 78.27 |
| 443.01 | COURT FINES | 120,000 | 120,000 | 0 | 8,804.57 | 94,973.82 | 0.00 | 25,026.18 | 79.14 |
| 443.02 | MUNI COURT- COLLECTION | 14,000 | 14,000 | 0 | 1,229.10 | 15,046.63 | 0.00 (| 1,046.63) | 107.48 |
| 443.03 | LOCAL TIME PAYMENT FEE | 5,000 | 5,000 | 0 | 213.37 | 3,333.87 | 0.00 | 1,666.13 | 66.68 |
| 449.02 | ARREST FEES | 10,000 | 10,000 | 0 | 1,136.93 | 9,093.34 | 0.00 | 906.66 | 90.93 |
| 449.03 | CASH OVER-MC | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 449.05 | RECOVERY ADJUSTMENT FE | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | TOTAL FINES & FORFEITURES | 294,000 | 294,000 | 0 | 27,215.24 | 259,200.20 | 0.00 | 34,799.80 | 88.16 |
| <u>OTHER REVENUE</u> | | | | | | | | | |
| 451.01 | INTEREST INCOME | 500,000 | 500,000 | 0 | 0.00 | 257,256.89 | 0.00 | 242,743.11 | 51.45 |
| 455.01 | OTHER FINANCING SOURCE | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 459.02 | PHOTO COPIES | 500 | 500 | 0 | 30.00 | 85.00 | 0.00 | 415.00 | 17.00 |
| 459.05 | DONATION- POLICE (JEDL | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 459.07 | DONATION- FIRE (JEDLIC | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 459.10 | DONATIONS | 0 | 600 (| 600) | 0.00 | 600.00 | 0.00 | 0.00 | 100.00 |
| 459.11 | AUCTION/SALE PROCEEDS | 32,000 | 32,000 | 0 | 0.00 | 0.00 | 0.00 | 32,000.00 | 0.00 |
| 459.12 | TML REIMBURSEMENTS | 0 | 0 | 0 | 0.00 | 1,093.29 | 0.00 (| 1,093.29) | 0.00 |
| 459.14 | ABATEMENT REIMBURSEMEN | 15,000 | 15,000 | 0 | 0.00 | 1,090.00 | 0.00 | 13,910.00 | 7.27 |
| 459.15 | HURRICANE | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 459.17 | FIRE TRAINING REIMBURS | 2,450 | 2,450 | 0 | 0.00 | 0.00 | 0.00 | 2,450.00 | 0.00 |
| 459.20 | RESTITUTION PAYMENTS | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 459.90 | MISCELLANEOUS INCOME | 10,000 | 10,000 | 0 | 0.00 | 2,387.36 | 0.00 | 7,612.64 | 23.87 |
| 459.91 | TOWER OF TEX USAGE RIG | 6,000 | 6,000 | 0 | 500.00 | 5,500.00 | 0.00 | 500.00 | 91.67 |
| 459.92 | EQUITY BALANCE FORWARD | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | TOTAL OTHER REVENUE | 565,950 | 566,550 (| 600) | 530.00 | 268,012.54 | 0.00 | 298,537.46 | 47.31 |
| <u>GRANT AND CONTRIBUTION R</u> | | | | | | | | | |
| 482.00 | GRANT REVENUE | 200,000 | 200,000 | 0 | 0.00 | 0.00 | 0.00 | 200,000.00 | 0.00 |
| 482.01 | STATE GRANT- PARKS | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 484.53 | OPERATION STONE GARDEN | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 484.54 | CONTRIBUTION LEOSE- PD | 1,800 | 1,800 | 0 | 0.00 | 3,978.37 | 0.00 (| 2,178.37) | 221.02 |
| 484.59 | CALHOUN COUNTY-FIRE | 247,320 | 247,320 | 0 | 0.00 | 250,992.65 | 0.00 (| 3,672.65) | 101.48 |
| 484.60 | CALHOUN COUNTY-ANIMAL | 65,000 | 65,000 | 0 | 0.00 | 65,000.00 | 0.00 | 0.00 | 100.00 |
| 484.61 | POINT COMFORT-ANIMAL | 6,000 | 6,000 | 0 | 0.00 | 6,000.00 | 0.00 | 0.00 | 100.00 |
| | TOTAL GRANT AND CONTRIBUTION R | 520,120 | 520,120 | 0 | 0.00 | 325,971.02 | 0.00 | 194,148.98 | 62.67 |
| <u>INTERGOVERNMENTAL REVENUE</u> | | | | | | | | | |
| 492.01 | XFER IN- 504 PORT COMM | 22,321 | 22,321 | 0 | 1,860.08 | 20,460.88 | 0.00 | 1,860.12 | 91.67 |
| 492.02 | XFER IN- 501 UTILITY F | 494,588 | 494,588 | 0 | 0.00 | 0.00 | 0.00 | 494,588.00 | 0.00 |
| 492.04 | XFER IN- 503 BEACH FUN | 9,201 | 9,201 | 0 | 766.75 | 8,434.25 | 0.00 | 766.75 | 91.67 |
| 493.10 | XFER IN - FD 113 BLDG | 0 | 0 | 0 | 0.00 | 1,200.00 | 0.00 (| 1,200.00) | 0.00 |
| 493.85 | XFER IN- FD 134 JUSTIC | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 493.87 | XFER IN- FD 161 BAYFRO | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 493.88 | XFER IN- 206 FARF FUND | 770,917 | 770,917 | 0 | 0.00 | 452,791.52 | 0.00 | 318,125.48 | 58.73 |
| 493.89 | XFER IN- 101 HOTEL/MOT | 270,614 | 270,614 | 0 | 22,551.17 | 248,062.87 | 0.00 | 22,551.13 | 91.67 |
| 493.90 | XFER IN- OTHER | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | TOTAL INTERGOVERNMENTAL REVENUE | 1,567,641 | 1,567,641 | 0 | 25,178.00 | 730,949.52 | 0.00 | 836,691.48 | 46.63 |

CITY OF PORT LAVACA
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

Section VII. Item #E.

001-GENERAL FUND
REVENUES

| | ORIGINAL BUDGET | AMENDED BUDGET | BUDGET ADJUSTMENT | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBRANCE | BUDEGT BALANCE | % OF BUDGET |
|----------------|--------------------|-------------------|----------------------|-------------------|------------------------|----------------------|-------------------|----------------|
| TOTAL REVENUES | 12,411,744 | 12,412,344 | (600) | 483,902.34 | 10,776,904.60 | 0.00 | 1,635,439.40 | 86.82 |

CITY OF PORT LAVACA
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

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Section VII. Item #E.

501-PUBLIC UTILITY FUND
FINANCIAL SUMMARY

| | ORIGINAL BUDGET | AMENDED BUDGET | BUDGET ADJUSTMENT | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBRANCE | BUDEGT BALANCE | % OF BUDGET |
|-------------------------------------|--------------------|-------------------|----------------------|-------------------|------------------------|----------------------|-------------------|----------------|
| <u>REVENUE SUMMARY</u> | | | | | | | | |
| USER & SERVICE CHARGES | 8,062,366 | 8,062,366 | 0 | 647,083.86 | 6,740,181.29 | 0.00 | 1,322,184.71 | 83.60 |
| FINES & FORFEITURES | 100,000 | 100,000 | 0 | 9,244.92 | 109,973.91 | 0.00 | (9,973.91) | 109.97 |
| OTHER REVENUE | 162,104 | 162,104 | 0 | (5,419.14) | 106,502.20 | 0.00 | 55,601.80 | 65.70 |
| GRANT AND CONTRIBUTION R | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INTERGOVERNMENTAL REVENUE | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 8,324,470 | 8,324,470 | 0 | 650,909.64 | 6,956,657.40 | 0.00 | 1,367,812.60 | 83.57 |
| <u>EXPENDITURE SUMMARY</u> | | | | | | | | |
| TECHNOLOGY SERVICES | 165,923 | 165,923 | 0 | 644.73 | 136,702.67 | 0.00 | 29,220.33 | 82.39 |
| BILLING | 454,258 | 454,960 | (702) | 32,659.15 | 399,146.88 | 15,668.00 | 40,145.12 | 91.18 |
| MAINTENANCE | 1,584,911 | 1,591,350 | (6,439) | 74,450.19 | 1,359,492.50 | 54,227.80 | 177,629.70 | 88.84 |
| WASTEWATER TREATMENT | 988,577 | 989,254 | (677) | 53,280.37 | 787,338.51 | 18,215.15 | 183,700.34 | 81.43 |
| NON-DEPARTMENTAL | 5,347,283 | 5,347,283 | 0 | 381,887.13 | 4,645,630.51 | 25,735.00 | 675,917.49 | 87.36 |
| TOTAL EXPENDITURES | 8,540,952 | 8,548,770 | (7,818) | 542,921.57 | 7,328,311.07 | 113,845.95 | 1,106,612.98 | 87.06 |
| REVENUES OVER/ (UNDER) EXPENDITURES | (216,482) | (224,300) | 7,818 | 107,988.07 | (371,653.67) | (113,845.95) | 261,199.62 | 216.45 |

CITY OF PORT LAVACA
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

501-PUBLIC UTILITY FUND
REVENUES

| | ORIGINAL BUDGET | AMENDED BUDGET | BUDGET ADJUSTMENT | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBRANCE | BUDEGT BALANCE | % OF BUDGET |
|-----------------------------------|--------------------|-------------------|----------------------|-------------------|------------------------|----------------------|-------------------|----------------|
| <u>USER & SERVICE CHARGES</u> | | | | | | | | |
| 431.11 WATER-METERED | 3,286,596 | 3,286,596 | 0 | 273,599.96 | 2,665,085.80 | 0.00 | 621,510.20 | 81.09 |
| 431.12 WATER-BULK | 0 | 0 | 0 | 0.00 | 759.91 | 0.00 | 759.91 | 0.00 |
| 431.13 WATER-METERED COUNTY | 103,836 | 103,836 | 0 | 8,912.82 | 80,611.23 | 0.00 | 23,224.77 | 77.63 |
| 431.21 SEWER RESIDENTIAL | 1,567,373 | 1,567,373 | 0 | 135,129.73 | 1,476,634.75 | 0.00 | 90,738.25 | 94.21 |
| 431.22 SEWER COMMERCIAL | 1,079,863 | 1,079,863 | 0 | 69,545.53 | 735,815.60 | 0.00 | 344,047.40 | 68.14 |
| 431.23 SEWER COUNTY | 67,205 | 67,205 | 0 | 4,916.04 | 58,064.45 | 0.00 | 9,140.55 | 86.40 |
| 431.25 SEWER-LOW PRESSURE (LP | 975 | 975 | 0 | 120.00 | 1,335.00 | 0.00 | 360.00 | 136.92 |
| 431.31 WASTE-GARBAGE COLLECTI | 1,019,111 | 1,019,111 | 0 | 84,265.85 | 928,967.34 | 0.00 | 90,143.66 | 91.15 |
| 431.32 SPRING CLEANUP | 100,000 | 100,000 | 0 | 2,558.85 | 28,224.65 | 0.00 | 71,775.35 | 28.22 |
| 432.05 GBRA FEES | 744,907 | 744,907 | 0 | 61,825.08 | 679,892.25 | 0.00 | 65,014.75 | 91.27 |
| 432.11 WATER TAPS | 20,000 | 20,000 | 0 | 0.00 | 18,035.31 | 0.00 | 1,964.69 | 90.18 |
| 432.21 SEWER TAPS | 6,000 | 6,000 | 0 | 0.00 | 4,105.00 | 0.00 | 1,895.00 | 68.42 |
| 432.60 DAMAGES REIMBURSEMENT | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 432.61 SERVICE CALL FEES | 5,000 | 5,000 | 0 | 1,830.00 | 12,430.00 | 0.00 | 7,430.00 | 248.60 |
| 432.62 SERVICE TRANSFER FEES | 1,000 | 1,000 | 0 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 432.63 SERVICE RECONNECTION F | 60,000 | 60,000 | 0 | 4,380.00 | 48,780.00 | 0.00 | 11,220.00 | 81.30 |
| 432.64 SERVICE TEMP WATER | 500 | 500 | 0 | 0.00 | 1,440.00 | 0.00 | 940.00 | 288.00 |
| TOTAL USER & SERVICE CHARGES | 8,062,366 | 8,062,366 | 0 | 647,083.86 | 6,740,181.29 | 0.00 | 1,322,184.71 | 83.60 |
| <u>FINES & FORFEITURES</u> | | | | | | | | |
| 442.01 LATE PAYMENT PENALTIES | 100,000 | 100,000 | 0 | 9,244.92 | 110,003.44 | 0.00 | 10,003.44 | 110.00 |
| 442.02 CONTRACT REVENUE | 0 | 0 | 0 | 0.00 | 29.53 | 0.00 | 29.53 | 0.00 |
| TOTAL FINES & FORFEITURES | 100,000 | 100,000 | 0 | 9,244.92 | 109,973.91 | 0.00 | 9,973.91 | 109.97 |
| <u>OTHER REVENUE</u> | | | | | | | | |
| 451.01 INTEREST INCOME | 38,000 | 38,000 | 0 | 0.00 | 19,079.09 | 0.00 | 18,920.91 | 50.21 |
| 459.03 RETURNED CHECK FEE | 1,000 | 1,000 | 0 | 330.00 | 2,160.00 | 0.00 | 1,160.00 | 216.00 |
| 459.04 BAD DEBT ACCOUNT COLLE | 35,000 | 35,000 | 0 | 9,026.31 | 17,520.99 | 0.00 | 52,520.99 | 50.06 |
| 459.08 CCRWSS-GBRA TRANSMISSI | 85,104 | 85,104 | 0 | 0.00 | 76,342.47 | 0.00 | 8,761.53 | 89.70 |
| 459.09 CREDIT CARD CONVENIENC | 0 | 0 | 0 | 3,277.17 | 26,440.29 | 0.00 | 26,440.29 | 0.00 |
| 459.11 AUCTION/SALE PROCEEDS | 2,000 | 2,000 | 0 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 459.12 TML REIMBURSEMENTS | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 459.90 MISCELLANEOUS INCOME | 1,000 | 1,000 | 0 | 0.00 | 1.34 | 0.00 | 998.66 | 0.13 |
| 459.92 EQUITY BALANCE FORWARD | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER REVENUE | 162,104 | 162,104 | 0 | 5,419.14 | 106,502.20 | 0.00 | 55,601.80 | 65.70 |
| <u>GRANT AND CONTRIBUTION R</u> | | | | | | | | |
| 481.00 CAPITAL CONTRIBUTIONS | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 482.00 GRANT REVENUE | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL GRANT AND CONTRIBUTION R | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <u>INTERGOVERNMENTAL REVENUE</u> | | | | | | | | |
| 493.01 XFER IN- VARIOUS FUNDS | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 493.02 XFER IN- FUND 136 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 493.88 XFER IN-206-FARF RESTR | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INTERGOVERNMENTAL REVENUE | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 8,324,470 | 8,324,470 | 0 | 650,909.64 | 6,956,657.40 | 0.00 | 1,367,812.60 | 83.57 |

CITY OF PORT LAVACA
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

101-HOTEL OCCUPANCY TAX FUND
FINANCIAL SUMMARY

| | ORIGINAL BUDGET | AMENDED BUDGET | BUDGET ADJUSTMENT | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBRANCE | BUDEGT BALANCE | % OF BUDGET |
|------------------------------------|--------------------|-------------------|----------------------|-------------------|------------------------|----------------------|-------------------|----------------|
| <u>REVENUE SUMMARY</u> | | | | | | | | |
| TAXES | 600,000 | 600,000 | 0 | 0.00 | 477,890.19 | 0.00 | 122,109.81 | 79.65 |
| OTHER REVENUE | 15,000 | 15,000 | 0 | 0.00 | 78,596.65 | 0.00 | (63,596.65) | 523.98 |
| INTERGOVERNMENTAL REVENUE | <u>0</u> | <u>0</u> | <u>0</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| TOTAL REVENUES | 615,000 | 615,000 | 0 | 0.00 | 556,486.84 | 0.00 | 58,513.16 | 90.49 |
| <u>EXPENDITURE SUMMARY</u> | | | | | | | | |
| HOTEL OCCUPANCY TAX | <u>785,214</u> | <u>785,214</u> | <u>0</u> | <u>43,178.55</u> | <u>678,910.70</u> | <u>16,628.94</u> | <u>89,674.36</u> | <u>88.58</u> |
| TOTAL EXPENDITURES | 785,214 | 785,214 | 0 | 43,178.55 | 678,910.70 | 16,628.94 | 89,674.36 | 88.58 |
| REVENUES OVER/(UNDER) EXPENDITURES | (170,214) | (170,214) | 0 | (43,178.55) | (122,423.86) | (16,628.94) | (31,161.20) | 81.69 |

CITY OF PORT LAVACA
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

101-HOTEL OCCUPANCY TAX FUND
REVENUES

| | ORIGINAL BUDGET | AMENDED BUDGET | BUDGET ADJUSTMENT | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBRANCE | BUDEGT BALANCE | % OF BUDGET |
|----------------------------------|--------------------|-------------------|----------------------|-------------------|------------------------|----------------------|-------------------|----------------|
| <u>TAXES</u> | | | | | | | | |
| 415.01 HOTEL/MOTEL TAX | 600,000 | 600,000 | 0 | 0.00 | 477,890.19 | 0.00 | 122,109.81 | 79.65 |
| TOTAL TAXES | 600,000 | 600,000 | 0 | 0.00 | 477,890.19 | 0.00 | 122,109.81 | 79.65 |
| <u>OTHER REVENUE</u> | | | | | | | | |
| 451.01 INTEREST INCOME | 15,000 | 15,000 | 0 | 0.00 | 13,046.65 | 0.00 | 1,953.35 | 86.98 |
| 459.10 DONATIONS- FESTIVALS | 0 | 0 | 0 | 0.00 | 49,300.00 | 0.00 | 49,300.00 | 0.00 |
| 459.90 MISC INCOME- FESTIVALS | 0 | 0 | 0 | 0.00 | 16,250.00 | 0.00 | 16,250.00 | 0.00 |
| 459.92 EQUITY BALANCE FORWARD | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER REVENUE | 15,000 | 15,000 | 0 | 0.00 | 78,596.65 | 0.00 | 63,596.65 | 523.98 |
| <u>INTERGOVERNMENTAL REVENUE</u> | | | | | | | | |
| 493.00.1 XFER IN - FUND 101 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INTERGOVERNMENTAL REVENUE | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 615,000 | 615,000 | 0 | 0.00 | 556,486.84 | 0.00 | 58,513.16 | 90.49 |

CITY OF PORT LAVACA
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

503-BEACH OPERATING FUND
FINANCIAL SUMMARY

| | ORIGINAL BUDGET | AMENDED BUDGET | BUDGET ADJUSTMENT | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBRANCE | BUDEGT BALANCE | % OF BUDGET |
|------------------------------------|--------------------|-------------------|----------------------|-------------------|------------------------|----------------------|-------------------|----------------|
| <u>REVENUE SUMMARY</u> | | | | | | | | |
| USER & SERVICE CHARGES | 235,000 | 235,000 | 0 | 0.00 | 69,328.27 | 0.00 | 165,671.73 | 29.50 |
| OTHER REVENUE | 32,500 | 32,500 | 0 | 24.00 | 23,823.24 | 0.00 | 8,676.76 | 73.30 |
| GRANT AND CONTRIBUTION R | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INTERGOVERNMENTAL REVENUE | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 267,500 | 267,500 | 0 | 24.00 | 93,151.51 | 0.00 | 174,348.49 | 34.82 |
| <u>EXPENDITURE SUMMARY</u> | | | | | | | | |
| TECHNOLOGY SERVICES | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OPERATIONS | 307,330 | 307,330 | 0 | 11,001.92 | 164,731.92 | 17,866.46 | 124,731.62 | 59.41 |
| TOTAL EXPENDITURES | 307,330 | 307,330 | 0 | 11,001.92 | 164,731.92 | 17,866.46 | 124,731.62 | 59.41 |
| REVENUES OVER/(UNDER) EXPENDITURES | (39,830) | (39,830) | 0 | (10,977.92) | (71,580.41) | (17,866.46) | 49,616.87 | 224.57 |

CITY OF PORT LAVACA
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

503-BEACH OPERATING FUND
REVENUES

| | ORIGINAL BUDGET | AMENDED BUDGET | BUDGET ADJUSTMENT | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBRANCE | BUDEGT BALANCE | % OF BUDGET |
|-----------------------------------|--------------------|-------------------|----------------------|-------------------|------------------------|----------------------|-------------------|----------------|
| <u>USER & SERVICE CHARGES</u> | | | | | | | | |
| 433.01 BEACH FEES | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 433.10 R V RENTALS | 230,000 | 230,000 | 0 | 0.00 | 65,444.27 | 0.00 | 164,555.73 | 28.45 |
| 433.30 PAVILLION RENTALS | 3,000 | 3,000 | 0 | 0.00 | 2,400.00 | 0.00 | 600.00 | 80.00 |
| 433.50 TENT RENTALS | 2,000 | 2,000 | 0 | 0.00 | 1,484.00 | 0.00 | 516.00 | 74.20 |
| TOTAL USER & SERVICE CHARGES | 235,000 | 235,000 | 0 | 0.00 | 69,328.27 | 0.00 | 165,671.73 | 29.50 |
| <u>OTHER REVENUE</u> | | | | | | | | |
| 451.01 INTEREST INCOME | 30,000 | 30,000 | 0 | 0.00 | 22,806.24 | 0.00 | 7,193.76 | 76.02 |
| 459.11 AUCTION PROCEEDS | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 459.12 TML REIMBURSEMENTS | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 459.71 WASHER-DRYER INCOME | 2,500 | 2,500 | 0 | 0.00 | 953.00 | 0.00 | 1,547.00 | 38.12 |
| 459.90 MISCELLANEOUS | 0 | 0 | 0 | 24.00 | 64.00 | 0.00 | 64.00 | 0.00 |
| 459.92 EQUITY BALANCE FORWARD | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER REVENUE | 32,500 | 32,500 | 0 | 24.00 | 23,823.24 | 0.00 | 8,676.76 | 73.30 |
| <u>GRANT AND CONTRIBUTION R</u> | | | | | | | | |
| 481.00 CAPITAL CONTRIBUTIONS | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL GRANT AND CONTRIBUTION R | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <u>INTERGOVERNMENTAL REVENUE</u> | | | | | | | | |
| 493.00.1 XFER IN - FUND 001 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 493.88 XFER IN - 206 FARF FUN | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INTERGOVERNMENTAL REVENUE | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 267,500 | 267,500 | 0 | 24.00 | 93,151.51 | 0.00 | 174,348.49 | 34.82 |

CITY OF PORT LAVACA
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

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Section VII. Item #E.

504-PORT & HARBORS FUND
FINANCIAL SUMMARY

| | ORIGINAL BUDGET | AMENDED BUDGET | BUDGET ADJUSTMENT | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBRANCE | BUDEGT BALANCE | % OF BUDGET |
|------------------------------------|--------------------|-------------------|----------------------|-------------------|------------------------|----------------------|-------------------|----------------|
| <u>REVENUE SUMMARY</u> | | | | | | | | |
| USER & SERVICE CHARGES | 818,955 | 818,955 | 0 | 66,116.00 | 774,102.46 | 0.00 | 44,852.54 | 94.52 |
| FINES & FORFEITURES | 500 | 500 | 0 | 109.43 | 859.21 | 0.00 | 359.21 | 171.84 |
| OTHER REVENUE | 35,600 | 35,600 | 0 | 0.00 | 25,793.92 | 0.00 | 9,806.08 | 72.45 |
| GRANT AND CONTRIBUTION R | 550,000 | 550,000 | 0 | 11,200.00 | 41,400.00 | 0.00 | 508,600.00 | 7.53 |
| INTERGOVERNMENTAL REVENUE | 116,184 | 116,184 | 0 | 0.00 | 116,184.00 | 0.00 | 0.00 | 100.00 |
| TOTAL REVENUES | 1,521,239 | 1,521,239 | 0 | 77,425.43 | 958,339.59 | 0.00 | 562,899.41 | 63.00 |
| <u>EXPENDITURE SUMMARY</u> | | | | | | | | |
| TECHNOLOGY SERVICES | 1,422 | 1,422 | 0 | 131.56 | 4,092.40 | 0.00 | 2,670.40 | 287.79 |
| CITY HARBOR | 7,000 | 7,000 | 0 | 0.00 | 3,475.00 | 0.00 | 3,525.00 | 49.64 |
| HARBOR OF REFUGE | 200,000 | 200,000 | 0 | 0.00 | 10,000.00 | 0.00 | 190,000.00 | 5.00 |
| SMITH HARBOR | 11,000 | 11,000 | 0 | 0.00 | 4,875.00 | 0.00 | 6,125.00 | 44.32 |
| NAUTICAL LANDINGS MARINA | 33,000 | 33,000 | 0 | 0.00 | 10,548.66 | 0.00 | 22,451.34 | 31.97 |
| OPERATIONS | 1,390,148 | 1,390,279 | (131) | 272,741.04 | 845,282.47 | 226,982.75 | 318,013.78 | 77.13 |
| TOTAL EXPENDITURES | 1,642,570 | 1,642,701 | (131) | 272,872.60 | 878,273.53 | 226,982.75 | 537,444.72 | 67.28 |
| REVENUES OVER/(UNDER) EXPENDITURES | (121,331) | (121,462) | 131 | (195,447.17) | 80,066.06 | (226,982.75) | 25,454.69 | 120.96 |

CITY OF PORT LAVACA
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

504-PORT & HARBORS FUND
REVENUES

| | ORIGINAL BUDGET | AMENDED BUDGET | BUDGET ADJUSTMENT | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBRANCE | BUDEGT BALANCE | % OF BUDGET |
|-----------------------------------|--------------------|-------------------|----------------------|-------------------|------------------------|----------------------|-------------------|----------------|
| <u>USER & SERVICE CHARGES</u> | | | | | | | | |
| 436.01 CITY HARBOR-DOCK LEASE | 115,000 | 115,000 | 0 | 13,914.40 | 134,268.83 | 0.00 (| 19,268.83) | 116.76 |
| 436.09 HOR - DAILY DOCK RENTA | 100,000 | 100,000 | 0 | 9,100.00 | 97,675.00 | 0.00 | 2,325.00 | 97.68 |
| 436.10 HOR - RENTAL | 4,000 | 4,000 | 0 | 0.00 | 0.00 | 0.00 | 4,000.00 | 0.00 |
| 436.11 HOR - DOCK LEASES | 268,497 | 268,497 | 0 | 22,393.99 | 251,535.35 | 0.00 | 16,961.65 | 93.68 |
| 436.12 TARIFFS | 130,000 | 130,000 | 0 | 4,624.31 | 116,471.47 | 0.00 | 13,528.53 | 89.59 |
| 436.20 N L DOCK RENT- TRANSIE | 500 | 500 | 0 | 348.70 | 899.95 | 0.00 (| 399.95) | 179.99 |
| 436.21 N L-DOCK LEASE | 90,950 | 90,950 | 0 | 6,251.60 | 70,026.03 | 0.00 | 20,923.97 | 76.99 |
| 436.22 N L -BLDG LEASE | 90,028 | 90,028 | 0 | 7,998.14 | 86,892.37 | 0.00 | 3,135.63 | 96.52 |
| 436.23 N L - BLDG RENTAL | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 436.24 SMITH HARBOR RENT | 19,980 | 19,980 | 0 | 1,484.86 | 16,333.46 | 0.00 | 3,646.54 | 81.75 |
| TOTAL USER & SERVICE CHARGES | 818,955 | 818,955 | 0 | 66,116.00 | 774,102.46 | 0.00 | 44,852.54 | 94.52 |
| <u>FINES & FORFEITURES</u> | | | | | | | | |
| 442.01 LATE PAYMENT PENALTIES | 500 | 500 | 0 | 109.43 | 859.21 | 0.00 (| 359.21) | 171.84 |
| TOTAL FINES & FORFEITURES | 500 | 500 | 0 | 109.43 | 859.21 | 0.00 (| 359.21) | 171.84 |
| <u>OTHER REVENUE</u> | | | | | | | | |
| 451.01 INTEREST INCOME | 35,000 | 35,000 | 0 | 0.00 | 25,474.42 | 0.00 | 9,525.58 | 72.78 |
| 455.01 OTHER FINANCING SOURCE | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 459.03 RETURNED CHECK FEE | 0 | 0 | 0 | 0.00 | 30.00 | 0.00 (| 30.00) | 0.00 |
| 459.11 AUCTION/SALE PROCEEDS | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 459.12 TML REIMBURSEMENTS | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 459.71 WASHER-DRYER INCOME | 600 | 600 | 0 | 0.00 | 289.50 | 0.00 | 310.50 | 48.25 |
| 459.90 MISCELLANEOUS | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 459.92 EQUITY BALANCE FORWARD | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER REVENUE | 35,600 | 35,600 | 0 | 0.00 | 25,793.92 | 0.00 | 9,806.08 | 72.45 |
| <u>GRANT AND CONTRIBUTION R</u> | | | | | | | | |
| 481.00 CAPITAL CONTRIBUTIONS | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 481.01 GENERAL LAND OFFICE RE | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 482.02 GRANT REVENUE | 550,000 | 550,000 | 0 | 11,200.00 | 41,400.00 | 0.00 | 508,600.00 | 7.53 |
| TOTAL GRANT AND CONTRIBUTION R | 550,000 | 550,000 | 0 | 11,200.00 | 41,400.00 | 0.00 | 508,600.00 | 7.53 |
| <u>INTERGOVERNMENTAL REVENUE</u> | | | | | | | | |
| 493.00.1 XFER IN- FUND 001 | 116,184 | 116,184 | 0 | 0.00 | 116,184.00 | 0.00 | 0.00 | 100.00 |
| 493.88 XFER IN- 206 FARF FUND | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL INTERGOVERNMENTAL REVENUE | 116,184 | 116,184 | 0 | 0.00 | 116,184.00 | 0.00 | 0.00 | 100.00 |
| TOTAL REVENUES | 1,521,239 | 1,521,239 | 0 | 77,425.43 | 958,339.59 | 0.00 | 562,899.41 | 63.00 |

COMMUNICATION

SUBJECT: Receive Employee Training Review Acknowledgment report ending 08.31.2025

INFORMATION:

DATE: 9/8/2025
TO: COUNCIL AGENDA – REGULAR CITY COUNCIL MEETING
SUBJECT: TRAINING REVIEW AND ACKNOWLEDGEMENT FORMS

1. Eric Salles – July 14 – July 17, 2025
Training Title: Leadership Fundamentals: Finding the leader in you
Location: PD - Baytown, TX
2. Jeremy Crull – July 18 – July 21, 2025
Training Title: Leadership Fundamentals: Finding the leader in you
Location: PD - Baytown, TX
3. Rachel Garza– July 23, 2025
Training Title: HR in Small Communities
Location: TML Online Center
4. Mandy Grant – July 30, 2025
Training Title: Court Efficiency Records and Procedure
Location: Virtual Clinic
5. Lorena Perez-Diaz – July 30, 2025
Training Title: Court Efficiency Records and Procedure
Location: Virtual Clinic
6. Sandra Novelo – July 30, 2025
Training Title: Court Efficiency Records and Procedure
Location: Virtual Clinic
7. Jody Weaver – August 7, 2025
Training Title: Webinar – Making your city a great place to work.
Location: Port Lavaca, Texas
8. William Shaffer – August 13th – August 14, 2025
Training Title: Disaster Preparedness for Healthcare Org
Location: Sinton, Texas

9. Rachel Garza – August 18, 2025
Training Title: Social media in the Work Place
Location: TML Online Center
10. Angie Phelps – August 25 – August 28, 2025
Training Title: 2025 Criminal Justice Systems Conference
Location: Austin, TX
11. Mandy Grant – August 28, 2025
Training Title: 2025 Legislative Updates
Location: Virtual Clinic
12. Lorena Perez-Diaz – August 28, 2025
Training Title: 2025 Legislative Updates
Location: Virtual Clinic
13. Sandra Novelo – August 28, 2025
Training Title: 2025 Legislative Updates
Location: Virtual Clinic
14. Christy Sanchez – August 28, 2025
Training Title: 2025 Legislative Updates
Location: Virtual Clinic



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: 2460

EMPLOYEE NAME: Eric Salles

DEPARTMENT: Police Dept.

TRAINING/ CONFERENCE TITLE: Leadership Fundamentals: Finding the leader in you

LOCATION: Baytown Police Dept.

TRAINING / CONFERENCE DATE(S): July 14th-17th 2025

1. Purpose of Training/ Conference

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

The reason for attending this training was to enhance leadership skills and bring new ideas for leading th

2. Summary of Activities or Topics Covered

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

It was a four day class that covered different types of leaderships, past and present generations, team bu

3. Key Takeaways or Skills Learned

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

I learned that a great leader is more about attitude than skill. I also learned that to effectively lead, one r

EMPLOYEE SIGNATURE: Eric Salles Jr. Digitally signed by Eric Salles Jr.
Date: 2025.08.12 13:29:50 -05'00' DATE: 8/12/25

FOR INTERNAL USE ONLY

RECEIVED DATE: 8-12-25

SIGNATURE OF HUMAN RESOURCES: _____

RECEIVED

AUG 12 2025

CITY OF PORT LAVACA
CITY MANAGER



CITY OF
PORT LAVACA

Section VII. Item #F.

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: 2040

EMPLOYEE NAME: Jeremy Crull

DEPARTMENT: Police

TRAINING/ CONFERENCE TITLE: Texas Narcotic Officers Association Conference

LOCATION: South Padre Island, Texas

TRAINING / CONFERENCE DATE(S): 08/18/2025-08/21/2025

1. Purpose of Training/ Conference

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

This yearly conference was intended to cover the most current trends other cities are seeing as it relates to narcotics investigations.

2. Summary of Activities or Topics Covered

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

Debrief of Brianna Taylor shooting, Current Drug Trends, Hacking the Apple Airtag, UC Survival,

Street Level Narcotics.

3. Key Takeaways or Skills Learned

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

I gained current knowledge and trends that can assist me in future narcotics investigations.

EMPLOYEE SIGNATURE:  DATE: 08/25/2025

FOR INTERNAL USE ONLY

RECEIVED DATE: _____

SIGNATURE OF HUMAN RESOURCES: _____



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): 07/23/2025

TRAINING/ CONFERENCE TITLE: HR in Small Communities

LOCATION: TML Inter-Risk Pool Online Learning

1. Purpose of Training/ Conference

(Briefly explain the reason for attending and what the training was intended to accomplish)
Human Resources-Management Priorities, Respectful workplace and policies.

2. Summary of Activities or Topics Covered

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

Compliance, labor laws, non-discriminatory (ADA, disability and religious accommodation).

3. Key Takeaways or Skills Learned

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

Learn best practices to provide mutual respect for all employees. Ensure a respectable work place and policies. Ensure you are compliant with all federal, state and local employment laws.
Maintain a comprehensive and clear employee handbook.

EMPLOYEE SIGNATURE: RACHEL GARZA

DATE: 08/29/2025

DEPARTMENT HEAD SIGNATURE: _____

DATE: AUG 29 2025

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: 1250 EMPLOYEE NAME: MANDY GRANT
DEPARTMENT: City Secretary TRAINING / CONFERENCE DATE(S): 07/30/2025
TRAINING/ CONFERENCE TITLE: Court Efficiency: Records and Procedures
LOCATION: Virtual Clinic

1. Purpose of Training/ Conference

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

Managing the Court Docket, Judicial Orders, Document Flow and Flexibility; and Court Records Retention and Management..

2. Summary of Activities or Topics Covered

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

I attended the following sessions:

1. Productive Pairs- Judge and Court Administrator (Michael Acuna, Jennifer Bozorgnia).
2. Managing the Docket- Orders, Flow, and Flexibility (Ed Spillane).
3. Records Retention and Management (Katie Chancia).
4. Productive Pairs- Prosecutor and Court Administrator (Robert J. Barfield, Tammy Odom).

3. Key Takeaways or Skills Learned

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

- Coordinating dockets and scheduling logistics
- Managing filings, discovery and motions
- Avoiding miscommunications and bottlenecks
- Clarifying expectations and understanding constraints
- Working in sync without crossing the line

EMPLOYEE SIGNATURE: MANDY GRANT

DEPARTMENT HEAD SIGNATURE: _____

HR SIGNATURE: [Signature]

DATE: 08/29/2025

DATE: _____

DATE: _____

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SEP 02 2025
CITY OF PORT LAVACA
CITY MANAGER



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: 1270 EMPLOYEE NAME: LORENA PEREZ-DIAZ
 DEPARTMENT: City Secretary TRAINING / CONFERENCE DATE(S): 07/30/2025
 TRAINING/ CONFERENCE TITLE: Court Efficiency: Records and Procedures
 LOCATION: Online

1. Purpose of Training/ Conference

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

The primary objective of this training was to implement effective strategies aimed at enhancing communication, improving accountability, streamlining court workflow, managing records efficiently, and help improve leadership within the court system.

2. Summary of Activities or Topics Covered

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

This four hour virtual session included:

1. Productive Pairs- Judge and Court Administrator (Michael Acuna, Jennifer Bozorgnia)
2. Managing the Docket- Orders, Flow, and Flexibility (Ed Spillane)
3. Records Retention and Management (Katie Chancia)
4. Productive Pairs- Prosecutor and Court Administrator (Robert J. Barfield, Tammy Odom)

3. Key Takeaways or Skills Learned

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

I gained insights into both the judge's and administrator's perspectives on maintaining operations while addressing varying needs to fulfill the overall mission. I explored the differing approaches to time management and court docket flows. The second session helped me analyze how to prioritize different aspects of court tasks. I also learned about the crucial role that the prosecutor plays within the court system.

EMPLOYEE SIGNATURE: _____

DATE: _____

DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

HR SIGNATURE: _____

DATE: _____

SEP 02 2025



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: 1430 EMPLOYEE NAME: SANDRA NOVELO
DEPARTMENT: Municipal Court TRAINING / CONFERENCE DATE(S): 9/02/2025 7-30-25
TRAINING/ CONFERENCE TITLE: COURT EFFICIENCY: RECORDS AND PROCEDURES
LOCATION: VIRTUAL CLINIC/IN OFFICE

1. Purpose of Training/ Conference

(Briefly explain the reason for attending and what the training was intended to accomplish)
4 HOURS OF CLERK CERTIFICATION CREDIT.

2. Summary of Activities or Topics Covered

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

JUDGE & COURT ADMINISTRATOR
MANAGING DOCKETS
RECORDS RETENTION & MANAGEMENT
PROSECUTOR & COURT ADMINISTRATOR

3. Key Takeaways or Skills Learned

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

APPLYING REAL-WORLD STRATEGIES TO IMPROVE COMMUNICATION & ACCOUNTABILITY.

EMPLOYEE SIGNATURE: SANDRA NOVELO DATE: 09/02/2025
DEPARTMENT HEAD SIGNATURE: _____ DATE: **RECEIVED**
HR SIGNATURE: [Signature] DATE: **SEP 02 2025**



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): 08/07/2025

TRAINING/ CONFERENCE TITLE: MAKING YOUR CITY A GREAT PLACE TO WORK

LOCATION: WEBINAR - TML TRAINING

1. Purpose of Training/ Conference

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

To attract and retain talent in today's competitive environment, your city must be an employer of choice – the kind of workplace where people want to be, want to stay, and want to grow.
How can we set the City of Port Lavaca city government apart, and compete for talent that may be attracted to other employers?
Great places to work have cultures where employees trust their leaders, have pride in what they do, and enjoy the people they work with.
In this webinar, Bob Lavigna, Senior Public Sector Fellow, UKG, unpacks the recruiting and retention challenges and solutions in our new world of work. He presents eye-opening research conducted by the UKG Great Place to Work Institute on more than 100 million employee surveys that reveal nine leadership behaviors that build trust and can help you turn your city into a winning workplace.
Creating a great place to work isn't just a job for human resources – it requires active participation from leadership. This webinar will equip you with actionable tools to build a high-trust, high-engagement culture that helps you attract and retain top talent.

2. Summary of Activities or Topics Covered

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

1 hour webinar - a part of TML Online Learning Lab
> Benefits of having engaged employees
> Leadership Behaviors that build engagement: LISTENING; Developing; Inspiring; Thanking; Sharing; Celebrating; Hiring; Caring
Speaking
> Why Recognition Matters and Effective Recognition with Examples
> The importance of Caring and Wellness/Mental Health initiatives
> Succession Planning - Plan for the retirement of key positions
> Effective Job Ads
> New Employee Onboarding
Employee Surveys - data; "What do we know about how engaged our employees are - not what we think"

3. Key Takeaways or Skills Learned

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

Studies show a direct correlation between effective HR practices and the community feeling good about its government and quality of life.

Key take aways:

- > We MUST adapt to the NEW world of work (The workforce is DIFFERENT today)
- > We must build employee engagement
- > Leaders create great workplaces
- > Listening is a key behavior - Listening is setting aside your opinions while someone else is talking

EMPLOYEE SIGNATURE: JOANNA WEAVER

DATE: 08/07/2025

DEPARTMENT HEAD SIGNATURE: JOANNA WEAVER

DATE: 08/07/2025

HR SIGNATURE: [Signature]

DATE: 8-7-25

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AUG 07 2025

**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: 4880 EMPLOYEE NAME: WILLIAM SHAFFER
DEPARTMENT: Public Works TRAINING / CONFERENCE DATE(S): 8-13/14-25
TRAINING/ CONFERENCE TITLE: Disaster Preparedness for Healthcare Org
LOCATION: Sinton Texas

1. Purpose of Training/ Conference

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

Introduction to the various natural, technological, and civil hazards to which healthcare organizations may be vulnerable and the potential impacts of those hazards.

2. Summary of Activities or Topics Covered

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

Federal guidelines and legislation that serve to aid in the preparedness for, and response to, incidents involving these hazards are discussed, as are current emergency management standards for the healthcare community.

3. Key Takeaways or Skills Learned

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

A better understanding of how the emergency management system works in regard to disasters whether they be natural or human caused/

EMPLOYEE SIGNATURE: WILLIAM SHAFFER

DATE: 08/15/2025

DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

HR SIGNATURE: [Signature] 8-15-25

DATE: _____

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AUG 15 2025

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: 1135 EMPLOYEE NAME: RACHEL GARZA

DEPARTMENT: Human Resources TRAINING / CONFERENCE DATE(S): 8/18/2025

TRAINING/ CONFERENCE TITLE: Social Media in the Workplace

LOCATION: TML Inter-Risk Pool Online Learning

1. Purpose of Training/ Conference

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

To learn best practices for any type of social media use in the workspace, including conducting customer support, connecting with citizens, vendors, connecting with supervisors, and using instant messaging or any applications to communicate.

2. Summary of Activities or Topics Covered

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

Class also covered Phishing attempts, invasion of privacy, harassment and communicating respectfully.

3. Key Takeaways or Skills Learned

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

Simple rules to remember when using any type of social media to communicate or notify:

Is this legal?

Will I feel guilty after posting?

Will this hurt anyone?

Follow the Golden Rule – Treat others the way you would want to be treated.

As an employee in local government, your behavior, and decisions that you make are scrutinized more closely than any other business or citizen.

EMPLOYEE SIGNATURE: RACHEL GARZA

DATE: 08/28/2025

DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

HR SIGNATURE: [Signature]

DATE: AUG 28 2025



CITY OF
PORT LAVACA

Section VII. Item #F.

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: 2380

EMPLOYEE NAME: Angela Phelps

DEPARTMENT: Police Dept

TRAINING/ CONFERENCE TITLE: 2025 CRIMINAL JUSTICE SYSTEMS CONFERENCE

LOCATION: DOUBLETREE AUSTIN, TX

TRAINING / CONFERENCE DATE(S): 8/25/2025 - 08/28/2025

1. Purpose of Training/ Conference

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

To enhance my knowledge and skills in a variety of topics as offered by DPS.

2. Summary of Activities or Topics Covered

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

Summary: NIBRS, CHR, Error Resolution, Terrorist Offender Reg, Sex Offender Reg, TCIC, TXGang,

Civil Criminal Records, Biometric Services, CJIS, Adult & Juvenile Arrest, LEEP, Molly Jane's Law,

FBI N-DEx

3. Key Takeaways or Skills Learned

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

Generalized overviews and updates.

EMPLOYEE SIGNATURE: Angela L. Phelps DATE: 9/2/2025

FOR INTERNAL USE ONLY

RECEIVED DATE: 9-2-25

SIGNATURE OF HUMAN RESOURCES: Ganga

RECEIVED

SEP 02 2025

CITY OF PORT LAVACA
HUMAN RESOURCES 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: 1250 EMPLOYEE NAME: MANDY GRANT

DEPARTMENT: City Secretary TRAINING / CONFERENCE DATE(S): 08/28/2025

TRAINING/ CONFERENCE TITLE: 2025 Legislative Update

LOCATION: Virtual Clinic

1. Purpose of Training/ Conference

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

The Texas Legislature meets every two years to consider new laws. The most recent regular 89th session ran from January 14, 2025 to June 2, 2025. The Texas Municipal Courts Education Center (TMCEC) tracked over 1,550 bills. However, 140 days later, only about 13% of the bills tracked became law. The purpose of this training is go over those legislative changes to House and Senate Bills pertaining to the Texas Municipal Courts.

NOTE: Most amendments, except where noted, are effective September 1, 2025.

2. Summary of Activities or Topics Covered

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

The Texas Municipal Courts Education Center used each session to address bills pertaining to the following topics:

- (1) Courts, Court Costs, and Administration of Justice;
- (2) Domestic Violence and Human Trafficking;
- (3) Gun Laws;
- (4) Juvenile Justice and the Interests of Children;
- (5) Law Enforcement;
- (6) Local Government;
- (7) Magistrate Duties and Mental Health;
- (8) Procedural Law;
- (9) Substantive Criminal Law; and
- (10) Traffic Safety and Transportation.

3. Key Takeaways or Skills Learned

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

It is essential that court staff and the Judge keep up with any new bill that becomes law and also amendments to old bills. These instructors were excellent in explaining each bill and how it would effect the court. Learning the updated information will allow us to be more efficient and serve the city better. Maintain balance as State Court and City Department.

EMPLOYEE SIGNATURE: 

DATE: 09-02-2025

DEPARTMENT HEAD SIGNATURE: _____

DATE: **RECEIVED**

HR SIGNATURE: 

DATE: SEP 02 2025



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: 1270 EMPLOYEE NAME: LORENA PEREZ-DIAZ
 DEPARTMENT: City Secretary TRAINING / CONFERENCE DATE(S): 8/28/2025
 TRAINING/ CONFERENCE TITLE: Virtual Legislative Update 2025
 LOCATION: Online

1. Purpose of Training/ Conference

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

This virtual session presented by the Texas Municipal Court Association (TMCEC) offered a detailed overview of recent changes made during the 89th Session of the Texas Legislature, emphasizing how new laws will affect the Municipal Court operations and responsibilities.

2. Summary of Activities or Topics Covered

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

This virtual session consisted of a full day of presentations on various House Bills that directly impact Municipal Courts. We received a note sheet and a TMCEC Bill Summary book to use alongside the instructors as they summarized each bill relevant to the Municipal Court. Although some of the bills presented did not have a direct impact on the Municipal Court, they were still included for reference purposes.

3. Key Takeaways or Skills Learned

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

Several House Bills will directly impact the Municipal Court. Some of these bills modify existing laws or adjust fees. Here are the key takeaways:

The warrant processing fee will increase from fifty dollars to seventy-five dollars. This change will take effect on September 1st, but the court will not begin collecting the new amount until January 1st.

Defendants will now be allowed to take one Driving Safety Course (DSC) to dismiss multiple charges arising from a single criminal transaction. Previously, the DSC could only be used for one violation and once within a twelve-month period.

A new Class C charge will be introduced for recyclers who violate regulations concerning the reporting of purchases of used automotive recycled parts.

Overall, this virtual seminar was very informative. It is always beneficial to receive feedback from professionals to help us effectively implement these changes in our court system.

EMPLOYEE SIGNATURE: Lorena Perez-Diaz

DATE: 9/2/2025

DEPARTMENT HEAD SIGNATURE: Mandy Trent

DATE: 09-02-2025

HR SIGNATURE: [Signature]

DATE: RECEIVED

SEP 02 2025



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: 1430 EMPLOYEE NAME: SANDRA NOVELO
DEPARTMENT: Municipal Court TRAINING / CONFERENCE DATE(S): 08/28/2025
TRAINING/ CONFERENCE TITLE: LEGISLATIVE UPDATE
LOCATION: MUNICIPAL COURT OFFICE

1. Purpose of Training/ Conference

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

Legislative update on what bills became law and when they will go into effect.

2. Summary of Activities or Topics Covered

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

- Courts, Courts Costs, and Administration of Justice
- Juvenile Justice and the Interests of Children
- Law Enforcement
- Magistrate Duties, Domestic Violence, Mental Health, and Human Trafficking
- Local Government Issues
- Procedural Law
- Substantive Criminal Law
- Traffic Safety and Transportation Code Amendments

3. Key Takeaways or Skills Learned

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

H.B. 3012 amends Section 1001.352 of the Education Code to remove the \$3 minimum fee that DSC providers must charge each student for course materials and for supervising and administering the course. Beginning September 1, 2025, DSC providers will only be statutorily authorized to charge students a single fee of at least \$25 for the course.

EMPLOYEE SIGNATURE: SANDRA NOVELO DATE: 09/02/2025
DEPARTMENT HEAD SIGNATURE: _____ DATE: **RECEIVED**
HR SIGNATURE: [Signature] DATE: **SEP 03 2025**



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: 1460 EMPLOYEE NAME: CHRISTY SANCHEZ

DEPARTMENT: Municipal Court TRAINING / CONFERENCE DATE(S): 08/28/2025

TRAINING/ CONFERENCE TITLE: Legislative update

LOCATION: Virtual in office

1. Purpose of Training/ Conference

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

Updating new legislative laws 2025

2. Summary of Activities or Topics Covered

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

- Courts, Courts Costs, and Administration of Justice
- Juvenile Justice and the Interests of Children
- Law Enforcement
- Magistrate Duties, Domestic Violence, Mental Health, and Human Trafficking
- Local Government Issues
- Procedural Law
- Substantive Criminal Law
- Traffic Safety and Transportation Code Amendments

3. Key Takeaways or Skills Learned

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

Subject: Increasing the Warrant Reimbursement Fee Effective: September 1, 2025

H.B. 2282 amends Article 102.011(a) of the Code of Criminal Procedures to increase from \$50 to \$75 the reimbursement fee required upon conviction when an issued arrest warrant, capias, or capias pro fine has been executed or processed.

TMCEC: Section 51.607(c) of the Government Code provides that a new or changed court cost or fee doesn't take effect until the next January 1 after the law takes effect, regardless of the law's effective date

EMPLOYEE SIGNATURE: CHRISTY SANCHEZ

DATE: 09/02/2025

DEPARTMENT HEAD SIGNATURE: CHRISTY SANCHEZ

DATE: 09/02/2025

HR SIGNATURE: CHRISTY SANCHEZ

DATE: 09/02/2025

RECEIVED

SEP 03 2025

CITY OF PORT LAVACA
CITY MANAGER

COMMUNICATION

SUBJECT: Receive Office of Court Administrators (OCA) Monthly report ending 08.31.2025

INFORMATION:

OFFICE OF COURT ADMINISTRATION
TEXAS JUDICIAL COUNCIL



OFFICIAL MUNICIPAL COURT MONTHLY REPORT

Month AUGUST Year 2025

Municipal Court for the City of PORT LAVACA

Presiding Judge RAYMOND B. PEREZ

If new, date assumed office _____

Court Mailing Address 202 N. VIRGINIA STREET

City PORT LAVACA, TX Zip 77979

Phone Number 361-552-9793

Fax Number 361-552-7933

Court's Public Email COURT@PORTLAVACA.ORG

Court's Website <https://portlavaca.org/city-departments/municipal-court/>

THE ATTACHED IS A TRUE AND ACCURATE REFLECTION OF THE RECORDS OF THIS COURT.

Prepared by SANDRA NOVELO

Date 9/2/2025 Phone Number 361-552-9793

PLEASE RETURN THIS FORM NO LATER THAN 20 DAYS FOLLOWING THE END OF THE MONTH REPORTED TO:

OFFICE OF COURT ADMINISTRATION
P O BOX 12066
AUSTIN, TX
78711-2066

PHONE: (737) 295-2330

FAX: (512) 463-1648

CRIMINAL SECTION

Section VII. Item #G.

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 |
| AUGUST | 2025 | | | | | | | |
| 1. Cases Pending First of Month | | | 2,887 | 12 | 28 | 2,890 | 71 | 193 |
| a. Active Cases | | | 1,651 | 10 | 22 | 1,616 | 47 | 151 |
| b. Inactive Cases | | | 1,236 | 2 | 6 | 1,274 | 24 | 42 |
| 2. New Cases Filed During Month | | | 65 | 0 | 1 | 8 | 0 | 3 |
| 3. Cases Reactivated | | | 45 | 0 | 0 | 38 | 0 | 2 |
| 4. All Other Cases Added | | | 0 | 0 | 0 | 0 | 0 | 0 |
| 5. Total Cases on Docket (Sum of Lines 1a, 2, 3 & 4) | | | 1,761 | 10 | 23 | 1,662 | 47 | 156 |
| 6. Dispositions Prior to Court Appearance or Trial | | | | | | | | |
| a. Uncontested Dispositions (Disposed without appearance before a judge (CCP, Art. 27.14 (c))) | | | 0 | 0 | 0 | 8 | 0 | 0 |
| b. Cases Dismissed by Prosecution | | | 0 | 0 | 0 | 1 | 0 | 0 |
| 7. Final Dispositions in Open Court or at Trial | | | | | | | | |
| a. Convictions | | | | | | | | |
| 1) Guilty Plea or Nolo Contendere | | | 30 | 0 | 0 | 7 | 0 | 1 |
| 2) By the Court | | | 0 | 0 | 0 | 0 | 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 | | | 11 | 0 | 0 | 0 | 0 | 1 |
| 8. Compliance Dismissals | | | | | | | | |
| a. After Driving Safety Course (CCP, Art. 45.0511) | | | 5 | | | | | |
| b. After Deferred Disposition (CCP, Art. 45.051 or CCP, Art. 45.054) | | | 0 | 0 | 0 | 2 | 0 | 0 |
| c. After Teen Court (CCP, Art. 45.052) | | | 0 | 0 | 0 | 0 | 0 | 0 |
| d. After Tobacco Awareness Course (HSC, Sec. 161.253) | | | | | | | 0 | |
| e. After Treatment for Chemical Dependency (CCP, Art. 45.053 and HSC, Ch. 462) | | | | | | 0 | 0 | |
| f. After Proof of Financial Responsibility (TC, Sec. 601.193) | | | 0 | | | | | |
| g. All Other Transportation Code Dismissals | | | 1 | 0 | 0 | 0 | 0 | 0 |
| 9. All Other Dispositions | | | 0 | 0 | 0 | 0 | 0 | 0 |
| 10. Total Cases Disposed (Sum of Lines 6, 7, 8 & 9) | | | 36 | 0 | 0 | 15 | 0 | 2 |
| 11. Placed on Inactive Status | | | 35 | 0 | 1 | 4 | 0 | 1 |
| 12. Cases Pending End of Month | | | 2,916 | 12 | 29 | 2,883 | 71 | 194 |
| a. Active Cases (Equals Line 5 minus the sum of Lines 10 & 11) | | | 1,690 | 10 | 22 | 1,643 | 47 | 153 |
| b. Inactive Cases (Equals Line 1b minus Line 3 plus Line 11) | | | 1,226 | 2 | 7 | 1,240 | 24 | 41 |
| 13. Show Cause and Other Required Hearings Held | | | 2 | 0 | 0 | 1 | 0 | 0 |
| 14. Cases Appealed | | | | | | | | |
| a. After Trial | | | 0 | 0 | 0 | 0 | 0 | 0 |
| b. Without Trial | | | 0 | 0 | 0 | 0 | 0 | 0 |

CIVIL/ADMINISTRATIVE SECTION

Section VII. Item #G.

CIVIL SECTION

| | |
|---|--------------------|
| Court CITY OF PORT LAVACA | |
| Month AUGUST Year 2025 | TOTAL CASES |
| 1. Cases Pending First of Month | 304 |
| a. Active Cases | 303 |
| b. Inactive Cases | 1 |
| 2. New Cases Filed During Month | 5 |
| 3. Cases Reactivated | 0 |
| 4. All Other Cases Added | 0 |
| 5. Total Cases on Docket <i>(Sum of Lines 1a, 2, 3 & 4)</i> | 308 |
| DISPOSITIONS | |
| 6. Uncontested Civil Fines or Penalties | 0 |
| 7. Default Judgments | 0 |
| 8. Agreed Judgments | 0 |
| 9. Trial or Hearing by Judge or Hearing Officer | 0 |
| 10. Trial by Jury | 0 |
| 11. Cases Dismissed for Want of Prosecution | 0 |
| 12. All Other Dispositions | 0 |
| 13. Total Cases Disposed <i>(Sum of Lines 6 through 12)</i> | 0 |
| 14. Placed on Inactive Status | 1 |
| 15. Cases Pending End of Month | 309 |
| a. Active Cases <i>(Equals Line 5 minus the sum of Lines 13 & 14)</i> | 307 |
| b. Inactive Cases <i>(Equals Line 1b minus Line 3 plus Line 14)</i> | 2 |
| 16. Cases Appealed | |
| a. After Trial | 0 |
| b. Without Trial | 0 |

JUVENILE/MINOR ACTIVITY

Section VII. Item #G.

JUVENILE/MINOR ACTIVITY

| | |
|--|--------------|
| Court CITY OF PORT LAVACA | |
| Month AUGUST Year 2025 | TOTAL |
| 1. Transportation Code Cases Filed (TC, Section 729.001) | 1 |
| 2. Non-Driving Alcoholic Beverage Code Cases Filed | 0 |
| 3. Driving Under the Influence of Alcohol Cases Filed (ABC, Sec. 106.041) | 0 |
| 4. Drug Paraphernalia Cases Filed (HSC, Sec. 481.125(a)) | 0 |
| 5. Tobacco and E-Cigarettes Cases Filed (HSC, Sec. 161.252) | 0 |
| 6. Truancy Cases Filed (Fam. Code, Sec. 65.003(a)) | 0 |
| 7. Education Code Cases Filed | 0 |
| 8. Violation of Local Daytime Curfew Ordinance Cases Filed (Local Govt. Code, Sec. 341.905 or Sec. 351.903) | 0 |
| 9. All Other Non-Traffic Fine-Only Cases Filed | 0 |
| 10. Transfer to Juvenile Court: | |
| a. Mandatory Transfer (Fam. Code, Sec. 51.08(b)(1)) | 0 |
| b. Discretionary Transfer (Fam. Code, Sec. 51.08(b)(2)) | 0 |
| 11. Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct) (CCP, Art. 45.050(c)(1) and Fam. Code, Sec. 65.251) | 0 |
| 12. Held in Contempt by Criminal Court (Fined and/or Denied Driving Privileges) (CCP, Art. 45.050(c)(2) and Fam. Code Sec. 65.251) | 0 |
| 13. Juvenile Statement Magistrate Warning: | |
| a. Warnings Administered | 0 |
| b. Statements Certified (Fam. Code, Sec. 51.095(a)(1)(D)) | 0 |
| 14. Detention Hearings Held (Fam. Code, Sec. 54.01) | 0 |
| 15. Orders for Non-Secure Custody Issued (CCP, Art. 45.058) | 0 |
| 16. Parent Contributing to Nonattendance Cases Filed (Ed. Code, Sec. 25.093) | 0 |

ADDITIONAL ACTIVITY

Section VII. Item #G.

| Court: CITY OF PORT LAVACA | | NUMBER GIVEN | NUM REQUESTS FOR COUNSEL |
|---|------|--------------|--------------------------------|
| Month | Year | | |
| AUGUST | 2025 | | |
| 1. Magistrate Warnings | | | |
| a. Class C Misdemeanors | | 0 | |
| b. Class A and B Misdemeanors | | 0 | 0 |
| c. Felonies | | 0 | 0 |
| | | | TOTAL |
| 2. Arrest Warrants Issued | | | |
| a. Class C Misdemeanors | | | 51 |
| b. Class A and B Misdemeanors | | | 0 |
| c. Felonies | | | 0 |
| 3. Capiases Pro Fine Issued (CCP, Art. 45.045) | | | 0 |
| 4. Search Warrants Issued | | | 0 |
| 5. Warrants for Fire, Health and Code Inspections Issued (CCP, Art. 18.05) | | | 0 |
| 6. Examining Trials Conducted (CCP, Art. 16.01) | | | 0 |
| 7. Emergency Mental Health Hearings Held (HSC, Sec. 573.012) | | | 0 |
| 8. Magistrate's Orders for Emergency Protection (CCP, Art.17.292) | | | 0 |
| 9. Magistrate's Orders for Ignition Interlock Device Issued (CCP, Art. 17.441) | | | 0 |
| 10. All Other Magistrate's Orders Issued Requiring Conditions for Release on Bond (CCP, Art. 17) | | | 0 |
| 11. Driver's License Denial, Revocation or Suspension Hearings Held (TC, Sec. 521.300) | | | 0 |
| 12. Disposition of Stolen Property Hearings Held (CCP, Ch. 47) | | | 0 |
| 13. Peace Bond Hearings Held (CCP, Art. 7.03) | | | 0 |
| 14. Cases in Which Fine and Court Costs Satisfied by Community Service (CCP, Art. 45.049 or 45.0492) | | | |
| a. Partial Satisfaction | | | 0 |
| b. Full Satisfaction | | | 0 |
| 15. Cases in Which Fine and Court Costs Satisfied by Jail Credit | | | 10 |
| 16. Cases in Which Fine and Court Costs Waived for Indigency (CCP, Art. 45.0491) | | | 0 |
| 17. Amount of Fines and Court Costs Waived for Indigency (CCP, Art. 43.091) | | | \$0.00 |
| 18. Total Fines, Court Costs and Other Amounts Collected | | | |
| a. Retained by City | | | \$12,526.91 |
| b. Remitted to State | | | \$6,640.79 |
| c. Total | | | \$19,167.70 |

COMMUNICATION

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

INFORMATION:

VEDC Update for Port Lavaca AUGUST RECAP – Sept 2025

Residential

- VEDC Staff continues to provide a residential developer with information when asked. They are very excited a TIRZ will be put in place and are extremely interested in knowing the boundaries. This is an ongoing project and VEDC staff keeps them updated.
- The home-repair/ home ownership organization VEDC referred to previously (Golden Crescent Habitat for Humanity) is currently in the process of dissolving its chapter in Port Lavaca and it has been confirmed the remaining funds will be given to a local non-profit for home repairs. The home ownership program through the organization may come through Rockport (unconfirmed).

Marketing

- VEDC will be having some photos done soon to compliment the web page. This has been weather dependent.
 - Photos will include both an “industrial” look and a retail look.
- Council passed the Resolution to become a Film Friendly Certified City, as suggested by VEDC staff. VEDC staff to follow up on approvals from state and once completed, will place on VEDC website (and have placed on city website) and promote.
 - VEDC staff and Tania will meet again to select final photos. Pending

Business

- VEDC staff working with a business on a BUSINESS RETENTION project, to keep them in Port Lavaca. An NDA was signed so VEDC is unable to name the business at this time.
- The VEDC staff has reached out to a combined (breakfast/lunch) concept sit down restaurant to have a discussion with them opening in Port Lavaca. Followed up early August. Will follow up again.
- VEDC staff has scheduled a business workshop for September.
- VEDC staff has reached out to a franchise broker, seeking opportunities in the area. This is a newer franchise to the area. Consider hosting a franchise broker to discuss options for franchises in Port Lavaca.
- VEDC to speak to a local business owner to see if there is any interest in becoming a franchise owner for a viable business.
- VEDC staff met with a local business owner who is interested in investing more in Port Lavaca-Centric projects. We discussed the various incentives offered by the state, depending on requirements. He visits the VEDC regularly now. This is ongoing as the interested party learns more about the area.

Other

- VEDC staff participating in 20 year Comprehensive plan.
- VEDC participated in and will continue to participate in TIRZ boundary planning.
- VEDC set to attend marketing and retail shows.

COMMUNICATION

SUBJECT: Conduct Public Hearing on the 2025-2026 fiscal year Budget. Presenter is
Brittney Hogan

INFORMATION:

CITY OF PORT LAVACA

CITY COUNCIL MEETING: SEPTEMBER 8, 2025

DATE: 8/20/2025
TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
FROM: BRITTNEY HOGAN, FINANCE DIRECTOR
SUBJECT: PUBLIC HEARING ON BUDGET

In accordance with the State of Texas Property Tax Code, the Comptroller of Texas' Truth-in-Taxation rules, the Local Government Code and the City's Charter, the City is required to hold a public hearing on the FY 2024-2025 budget.

On August 18, 2025, the City Council voted to set a public hearing on the FY 2025-2026 budget. The City Council set the date and time for a Public Hearing on the budget for September 8, 2025.

Because the proposed tax rate exceeded the No-New-Revenue rate, legislation considers it a tax increase and requires special language to accompany the notice of public hearing on the budget.

The City has complied with the governing legislation and has published the Notice of Public Hearing for the budget in the newspaper of general circulation (Port Lavaca Wave) and on the City's website.

This public hearing will provide an opportunity for taxpayers to express their views on the City's 2025-2026 annual budget.

Only one public hearing is required and satisfies the requirements for a later vote on the ordinance adopting the annual budget.

No action required.

City of Port Lavaca, Texas
Notice of Public Hearing
Fiscal Year 2025-2026 Budget

This budget will raise more total property taxes than last year's budget by \$329,825 or 6.02%, and of that amount, \$37,504 is tax revenue to be raised from new property added to the tax roll this year.

The City Council of the City of Port Lavaca, Texas, will hold a public hearing on the Fiscal Year 2025-2026 Proposed Budget on Monday, September 8, 2025, at 6:30 p.m. at 202 North Virginia St.

The proposed budget and budget message are available for public inspection at:

- Port Lavaca City Hall, 202 North Virginia Street; and
- The City of Port Lavaca website: <https://portlavaca.org/city-departments/finance-department>

COMMUNICATION

SUBJECT: Conduct Public Hearing on the 2025 Tax Rate. Presenter is Brittney Hogan

INFORMATION:

CITY OF PORT LAVACA

CITY COUNCIL MEETING: SEPTEMBER 8, 2025

DATE: 8/20/2025

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: BRITTNEY HOGAN, FINANCE DIRECTOR

SUBJECT: PUBLIC HEARING ON TAX RATE

In accordance with the State of Texas Property Tax Code, the Comptroller of Texas' Truth-in-Taxation rules, the Local Government Code and the City's Charter, the City is required to hold a public hearing on the 2025 Tax Rate.

On August 18, 2025, the City Council took a record vote to propose a tax rate of \$0.8000, which is the same as the previous year's tax rate, to be levied on properties within the City. Because the proposed tax rate exceeds the No-New-Revenue rate, legislation considers it a tax increase, and requires a public hearing. The City Council set the date and time for a Public Hearing on the Tax Rate for September 8, 2025.

This public hearing will provide an opportunity for taxpayers to express their views on the tax increase as defined by legislation.

Only one public hearing is required and satisfies the requirements for a later vote on the ordinance establishing a tax rate.

No action required.

NOTICE OF PUBLIC HEARING

ON TAX INCREASE

A tax rate of \$0.8000 per \$100 valuation has been proposed by the governing body of City of Port Lavaca.

| | |
|-------------------------|--------------------|
| PROPOSED TAX RATE | \$0.8000 per \$100 |
| NO-NEW-REVENUE TAX RATE | \$0.7583 per \$100 |
| VOTER-APPROVAL TAX RATE | \$0.8277 per \$100 |

The no-new-revenue tax rate is the tax rate for the 2025 tax year that will raise the same amount of property tax revenue for City of Port Lavaca from the same properties in both the 2024 tax year and the 2025 tax year.

The voter-approval rate is the highest tax rate that City of Port Lavaca may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that City of Port Lavaca is proposing to increase property taxes for the 2025 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON September 8, 2025 AT 6:30 PM AT 202 N VIRGINIA ST. PORT LAVACA, TX 77979.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, City of Port Lavaca is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the of City of Port Lavaca at their offices or by attending the public hearing mentioned above.

CITY OF PORT LAVACA

YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE
CALCULATED AS FOLLOWS:

Property tax amount= (tax rate) x (taxable value of your property)/100

FOR the proposal:

Dent, Padron, Burke, Aquirre, Tippit, Bland-Stewart

AGAINST the proposal:

PRESENT and not voting:

ABSENT:

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property. The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state. The following table compares the taxes imposed on the average residence homestead by City of Port Lavaca last year to the taxes proposed to be imposed on the average residence homestead by City of Port Lavaca this year.

| | 2024 | 2025 | Change |
|--|-------------|-------------|--|
| Total tax rate (per \$100 of value) | \$0.8000 | \$0.8000 | increase of 0.0000 per \$100, or 0.00% |
| Average homestead taxable value | \$143,791 | \$154,791 | increase of 7.65% |
| Tax on average homestead | \$1,150.33 | \$1,238.33 | increase of 88.00, or 7.65% |
| Total tax levy on all properties | \$5,475,955 | \$5,805,780 | increase of 329,825, or 6.02% |

For assistance with tax calculations, please contact the tax assessor for City of Port Lavaca at or , or visit . for more information.

COMMUNICATION

SUBJECT: Consider request of Calhoun County Fair Association (CCFA) for a parade permit and traffic control assistance on Saturday, October 11, 2025 beginning at 10:00 a.m.; the parade route will be from Sandcrab Stadium, San Faubion, N. Virginia, Main streets and ending at the Bayfront Peninsula; and waiver of any fees associated with the event. Presenter is Tania French

INFORMATION:

CITY OF PORT LAVACA

MEETING SEPTEMBER 8, 2025

DATE: 9/3/2025

TO: MANDY GRANT

FROM: TANIA FRENCH

SUBJECT: COUNCIL AGENDA – CALHOUN COUNTY FAIR PARADE

The Calhoun County Fair Association requests approval, traffic control and waiver of any fees for the annual Fair Parade to be held at 10 a.m. Saturday, Oct. 11. The parade will begin at Sandcrab Stadium travel down San Faubian to Virginia Street to Main Street and end at Bayfront Peninsula Park

COMMUNICATION

SUBJECT: Consider Approval of a new Event Management/Marketing/Communications Service Agreement with the Port Lavaca Chamber of Commerce. Presenter is Jody Weaver

INFORMATION:

CITY OF PORT LAVACA

COUNCIL MEETING: SEPTEMBER 8, 2025

AGENDA ITEM:

DATE: 8.30.2025

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, INTERIM CITY MANAGER

SUBJECT: EVENT MANAGEMENT/MARKETING/COMMUNICATIONS AGREEMENT

Background:

As discussed at the Budget Workshop, a number of additional events have been added to the regular annual schedule since the City initially contracted with the Chamber for Events Management in 2016. In that time, the only increase in compensation was \$15,000 a couple years ago to add a limited amount of communication assistance to their contract. After reviewing the current scope of the services provided by the Chamber in managing events, marketing the City and assisting with communications, I am recommending agreeing to an increase in their compensation to \$125,000 per year. I think this is more than fair considering the current value of the 2016 \$75,000 is now about \$103,000 using the MCI. Adding the \$15,000 brings up to \$118,000 and again we've added many new events since 2016.

Also as discussed during the budget, we are going to transfer the title of a vehicle with a value of \$15,000 to the Chamber this year so our cash payment to them will be \$110,000 for 2025-26.

Per the contract, the makeup of the Events Committee as follows:

Events Coordinator – Chair (Tania French)

City Finance Director – Vice Chair (Britney Hogan)

Chamber of Commerce Representative – Sara Baker

Local Hotel/Motel Representative – Christine Pena

Commercial Business Representative – Desiree Spears, Farmers Insurance

Commercial Business Representative – Schelly Bartels, PL Wave (Main Street)

Beside Regular City Event promotion, other creative and social media posts and campaigns provided by the Chamber for the City include:

2024:

Holiday greetings

Public notifications of City Hall closures and freezing weather prep

Assistance with promotion of Housing workshops

Assistance with communications during Beryl

Promotion of Clean It and Green It Earth Day event

Promotion of Public Works Sweep into Spring Cleanup event

Public Works Week promotions

Promotion of Public Works Shown & Tell Event

FB Posts featuring Public Works employees during Public Works Week

“Time to mow” Facebook posts

Congratulation Posts for employees earning certifications

Veterans Day event promotion
FB posts featuring the Finance Department Employees
FY2024-25 Budget Highlights graphic
MyPLTxT texts: 11
2025:
Holiday greetings
Public notifications of City Hall closures and freezing weather prep
Promotion of Clean It and Green It Earth Day trash pick up
Promotion of the Parks Community Input Event
Promotion of the Public Works “Chunk the Junk” cleanup event
FB Posts featuring Public Works employees during Public Works Week
Public Works Department Pavement, Pipes and Parks event
MyPLTxT texts: 8 to date

Recommendation:

Staff recommends approval of the Events Management/Marketing/Communications Services Agreement with the Port Lavaca Chamber of Commerce FY 2025-2028.

EVENT MANAGEMENT/MARKETING/COMMUNICATIONS
SERVICES AGREEMENT
FY 2025-2026 thru FY 2027-2028

This Service Agreement is executed by and between the City of Port Lavaca, Texas, a municipal corporation (hereinafter the "City") and the Port Lavaca Chamber of Commerce, a private Texas nonprofit corporation (hereinafter called the "Chamber").

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Description of Services

Chamber agrees to provide the following professional services to the City:

a. Event Management

- Chamber agrees to provide event management services, leadership, negotiations, marketing and follow-up reporting of events.
- Event management services shall encompass coordination between the designated "Events Committee"¹, volunteers, and City staff.
- Event manager shall oversee pre-event planning, production, arrangement of service providers, securement of performers, communication with hotels, sponsorship, marketing of events, and any other actions needed to make each event successful.
- Event Manager will assist in the coordination between the City staff/resources and other entities, for events where the City has agreed to participate in, such as Main Street, Inc. events and Juneteenth celebration.
- Event Manager will submit a proposed Event calendar and budget to council for approval each year in conjunction with the fiscal year budgeting cycle.
- Event Manager will submit a written report of prior year activities to City Manager to be presented to Council on an annual basis.
- Event Manager, or qualified designee, will be on-site during all events to include:
 - Iguana Fest
 - Art Walk
 - Star Spangled Bay Bash
 - Bayfront Summer Concert Series
 - Movies in the Park
 - Mid-Coast Texas Birding Festival
 - Juneteenth
 - David Heard Memorial Kids Fishing Tournament
 - Christmas at the Bayfront/Parade
 - Other City Events as Budgeted and Approved by City Council

b. Marketing

Chamber agrees to function as the marketing arm of the City and will provide advertising placement and design services. Chamber will coordinate advertising placement with City Manager, or designee, and will include the following media as budgeted by Council:

- Billboards
- Radio
- Television
- Print
- Social Media
- Press Releases
- Media Communications
- **The Events Coordinator shall serve as the Film Friendly Texas program Film Liaison**

c. Communications

- Chamber agrees to provide services as the Communications Officer of the City of Port Lavaca.
- As such, the Chamber will develop internal and external communications and assist managing citizen participation initiatives.
- The Communications Officer will oversee media relations, the City's website, social media, newsletters, etc.
- The Communications Officer will report directly to the City Manager and attend department head meetings, City Council Meetings, preconstruction and planning meetings for capital improvement projects, and other meetings as directed by the City Manager.
- The Communications Officer will meet regularly with the City Manager to remain informed of activities and actions of the City Council and City.
- The Communications Officer will work with the City Manager and staff to develop creative concepts to provide effective communication and outreach about the actions of the City Council and City operations.

2. Term and Payment

- a. The term of this Agreement shall commence upon execution by signature of the Mayor, attested by the City Secretary, and the Chair of the Board of Directors for the Chamber. This Agreement shall remain in effect through September 30, **2028**, unless sooner terminated under the terms therein. The City agrees that for the above-described services performed by Chamber each fiscal year, the City shall pay a sum of **\$125,000.00**, paid in three (3) equal installments payable on **October 1st, January 1st and May 1st**, unless otherwise stated herein. **(see item b. below)**
- b. **It is agreed that only for the period covering October 1, 2025 through September 30, 2026, the payment to the Chamber shall be the amount of \$110,000 in (3) equal installments plus transfer the title to a 2017 Chevy Silverado 1500 with 41,160 miles estimated at a value of \$15,000.**

3. Contracts

The City and Contractor agree that in no event shall the City be liable for any contracts made by Chamber with any person, firm, corporation, association, or governmental body, outside of this agreement.

4. Liability

The City and Contractor agree that in no event shall the Chamber be Liable for any damages, injuries, or losses charged to or adjudged against the City arising from the maintenance of city-owned event venues. It is agreed that maintenance of said facilities/buildings is the responsibility of the City. Chamber assumes no liability for city-owned real or personal property.

5. Email address:

The City will provide a *.portlavaca.org email address for use by the Communications Officer while performing the services of this agreement.

6. Annual Appropriations

The parties mutually agree and understand that funding under this Agreement is subject to annual appropriations by the City Council and that each fiscal year's funding must be included in the budget for that year and is not effective until so approved by the City Council.

7. Termination

If through any cause, Chamber shall fail to fulfill in a timely and proper manner its obligations under this Agreement or if Chamber shall violate any term of this Agreement, the City shall thereupon notify Chamber of the deficiency in writing and Chamber shall be given sixty (60) days to resolve said deficiency. If Chamber fails to resolve after said time, City shall have the right to terminate this Agreement by giving written notice to the contractor of such termination and specifying the effective date thereof at least sixty (60) days before the effective date of such termination. In such event, all finished or unfinished documents prepared by Chamber under this Agreement shall, at the option of the City, become their property, and the Chamber shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

¹ Events Committee shall be comprised of the following members:

Events Coordinator - Chair
 City Finance Director – Vice Chair
 Chamber of Commerce Representative
 Local Hotel/Motel Representative – City of Port Lavaca at Large
 Commercial Business Representative – City of Port Lavaca at Large
 Commercial Business Representative – Main Street

CITY OF PORT LAVACA

CHAMBER

By: _____
Jack Whitlow, Mayor

By: _____
Jay Cuellar, Chamber President

Date: _____

Date: _____

ATTEST:

Mandy Grant, City Secretary

COMMUNICATION

SUBJECT: Consider new job description for Property Clerk/Administrative Assistant, Pay Grade 6. Presenter is Jody Weaver

INFORMATION:

CITY OF PORT LAVACA

COUNCIL MEETING: SEPTEMBER 8, 2025**AGENDA ITEM __****DATE:** 09.08.2025**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS**FROM:** JODY WEAVER, INTERIM CITY MANAGER**SUBJECT:** PROPOSED JOB DESCRIPTION FOR NEW POSITION OF PROPERTY CLERK/ADMINISTRATIVE ASSISTANT IN THE POLICE DEPARTMENT

BACKGROUND:

As discussed at the recent Budget Workshop, we are proposing to ADD the position of “Property Clerk/Administrative Assistant” to the Police Department”. A copy of the proposed job description is attached. Based upon the discussion during the workshop I understand there is not full support for this additional position, but since I did not get a clear consensus either way. I’m bringing it before council for a vote.

Council can vote to approve the position as a full-time or part-time employee or vote to not add the position at all.

If approved, we are proposing this position with a pay grade of 6 (\$39,820 min - \$53,757 max.). Other positions in this grade are Accounting Clerk, Ports & Harbors Admin Asst., Development Coordinator/Permit Tech., Meter Technician, Police Cadet.

The attached job description provides detail to the proposed duties of this position to supplement the information provided by Chief Rangnow during the budget workshop.

STAFF RECOMMENDATION:

- 1) Approve the addition of one new position being “Property Clerk/Administrative Assistant” in the Police Department with the presented job description

ATTACHED: Job description of “Property Clerk/Administrative Assistant”



CITY OF
PORT LAVACA

Section VIII. Item #5.



JOB TITLE: Propoerty Clerk/Administrative Assistant
DEPARTMENT: Police
REPORTS TO: Chief of Police
EMERGENCY STATUS: Non-Essential
JOB CODE:

Pay Grade: 6

JOB DEFINITION:

Under general supervision, provides receptionist and front-office support for the Police Department. This position is responsible for greeting and assisting the public, answering phones, routing calls, and performing clerical and administrative support functions. The Property Clerk/Admin supports the Office Manager and Records Clerk by handling routine administrative and customer service duties, allowing those positions to focus on higher-level responsibilities.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

Receptionist Duties:

- Answer and direct phone calls, greet and assist visitors, and provide general information to the public.
- Handle incoming and outgoing mail, emails, and faxes.
- Maintain front office security, ensure a professional and welcoming environment, and assist with public inquiries.
- Assist with appointment scheduling and managing meeting calendars.

Property Clerk Support Duties:

- Store and retrieve all property and evidence collected, seized, or kept by the Police Department, ensuring a continuous chain of custody. Maintain all records related to property and evidence.
- Maintain knowledge of laws and policies regarding the management of evidence and property, including the process for final disposition.
- Mail or deliver evidence requiring laboratory analysis to the Texas Department of Public Safety laboratory or other laboratories as needed. Deliver or manage the delivery of evidence to and from courts, prosecutor's offices, and other locations.
- Process property disposition forms, state laboratory evidence submission forms, court-ordered motions related to property and evidence, and related correspondence with the public.
- Respond to inquiries and requests from department personnel, criminal justice agencies (e.g., County/District Attorneys, City Prosecutors), and the public regarding property.
- Write supplementary offense and related reports.
- Document all handling of evidence and property, maintain retention dates, and prepare records for destruction.
- Conduct inventories/audits in accordance with Police Department Policies and Procedures.

- Coordinate, prepare, and approve items designated for auction, reconcile auction reports, and ensure timely deposit of funds.
- Provide technical support and training on evidence and property handling for all divisions within the Police Department.
- Appear in and testify in court.
- Be subject to after-hours call-out and out-of-town travel to transport and/or secure evidence.
- Represent the department at public and community events.

Administrative Support to Office Manager:

- Assist in budget tracking, invoice processing, and record-keeping related to department expenditures.
- Coordinate facility maintenance requests and ensure office equipment is operational.
- Research and make recommendations on office and departmental supplies, including uniforms and equipment.
- Assist in maintaining compliance with TCOLE and CJIS requirements, including recordkeeping and documentation.

Records Clerk Support Duties:

- Assist in maintaining, organizing, and filing police records and reports in accordance with department policies and legal requirements.
- Help process requests for records, including public information requests, subpoenas, and law enforcement inquiries.
- Maintain confidentiality and compliance with CJIS security protocols.
- Assist in preparing reports and statistical summaries as needed.

KNOWLEDGE AND SKILLS REQUIRED:

KNOWLEDGE

- City policies and procedures.
- Port Lavaca Police Department policies and procedures.
- Law enforcement and public safety agency terminology.
- Principles and practices of confidential records management and file maintenance.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook).
- Ability to learn and use Records Management software.
- Ability to handle sensitive evidence with a high degree of security and accuracy.
- Strong verbal and written communication skills.
- Ability to work independently with minimal supervision.
- Excellent organizational skills and attention to detail.
- Ability to interact professionally and courteously with the public and law enforcement personnel.
- Familiarity with office machines and equipment, including multi-line phones, copiers, scanners, and fax machines.

SKILLS

- Effectively communicating both verbally and in writing.
- Prioritizing work assignments; managing programs; reading and understanding manuals, and recording work activity.

- Operating and maintaining office machines and equipment including computers, copiers, scanners, multi-line phones.
- Dealing tactfully, courteously, and impartially with the police and the public.
- Proficiency in typing
- Learning and using Records Management software.
- Securing and storing evidence.
- Writing clear, accurate and concise reports suitable for submission to a court of law.
- Presenting clear and accurate testimony in court.
- Working without direct supervision.
- Reading, interpreting and applying laws, ordinances, rules and regulations.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent.
- Minimum of three years of clerical experience, with law enforcement experience preferred.
- Must pass a comprehensive background check and be eligible for CJIS security clearance.
- No history of financial problems, bankruptcy, or court judgments.
- Valid Texas Driver's License with a driving record that meets City Guidelines.
- Obtain TAPEIT Basic Certification within one year of hire.

CERTIFICATIONS, LICENSES, REGISTRATION:

- Requires a Notary Public commission or ability to obtain one within 6 months of employment.
- Requires valid Texas Driver's license with driving record that meets City Guidelines.
- Obtain TAPEIT Basic Certification within one year of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is mostly completed indoors with possibility of being called into field. May be exposed to potentially hazardous chemicals, diseases, fumes, odors. Enough physical strength and stamina to lift up to 50 pounds, and drag, pull and push up to 100 pounds while placing and removing property and evidence onto and from shelves. Will be required to travel out of town to deliver evidence, testify in court and to attend training schools.

COMMUNICATION

SUBJECT: Consider proposed City Compensation Plan for 2025-2026 fiscal year. Presenter is Jody Weaver

INFORMATION:

CITY OF PORT LAVACA

CITY COUNCIL MEETING: SEPTEMBER 08, 2025

AGENDA ITEM _____

DATE: SEPTEMBER 02, 2025**TO:** THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS**FROM:** JODY WEAVER, INTERIM CITY MANAGER**SUBJECT:** CONSIDER CITY COMPENSATION PLAN FOR THE 2025-26 FISCAL YEAR

BACKGROUND:

As you recall, earlier this year we completed a third-party salary survey and amended the 2024-25 Compensation plan in April to implement the minimum recommended salaries at that time.

Just this morning I received the 2025 Texas Statewide Municipal Salary Survey from TML. It was prepared by Logic Compensation Group. We contributed our salary data for the study this year. Only 4 cities of the 16 entities that we used as comparisons for our 3rd party survey also participated in this TML survey and are Beeville, Bay City, Angleton, and Freeport. A quick review of the TML report for the population of 10,000 – 50,000 (a wide spread) shows that our mid-point salary ranges we are generally lower than the mid-points provided for the same labeled job title in the TML report, although positions like Admin Asst., Development Services Tech., and Officer Manager were right on.

Since this third-party survey was completed less than 6 months ago and reflects a comparison of selected cities and entities in our region, staff is not recommending any changes to the currently adopted salary schedule.

The budgeted full-time positions for FY25-26 are 97* and the full-time equivalent (FTE) part-time positions are 2.25*.

** This assumes the approval of the additional Clerk/Admin Asst position in PD.*

RECOMMENDATION:

- 1) The City Council approves the Salary Structure entitled FY 2026 as presented. Council approves providing budgeted funds for merit increases for all employees in an amount equal to 4% of the total current salary figure.
- 2) The City Headcount is as follows: 97 full time employees and 2.25 full-time equivalent part-time positions.

ATTACHMENTS:

- FY 2025-26 Salary Structure

-- Proposed --
Port Lavaca Pay Grades

| Salary Range | Mimimum | Midpoint | Maximum |
|--------------|-----------|-----------|------------|
| 1 | \$ 31,200 | \$ 36,660 | \$ 42,120 |
| 2 | \$ 32,760 | \$ 38,493 | \$ 44,226 |
| 3 | \$ 34,398 | \$ 40,418 | \$ 46,437 |
| 4 | \$ 36,118 | \$ 42,439 | \$ 48,759 |
| 5 | \$ 37,924 | \$ 44,560 | \$ 51,197 |
| 6 | \$ 39,820 | \$ 46,788 | \$ 53,757 |
| 7 | \$ 41,811 | \$ 49,128 | \$ 56,445 |
| 8 | \$ 43,902 | \$ 51,584 | \$ 59,267 |
| 9 | \$ 46,097 | \$ 54,164 | \$ 62,230 |
| 10 | \$ 48,401 | \$ 56,872 | \$ 65,342 |
| 11 | \$ 50,822 | \$ 59,715 | \$ 68,609 |
| 12 | \$ 53,363 | \$ 62,701 | \$ 72,039 |
| 13 | \$ 56,031 | \$ 65,836 | \$ 75,641 |
| 14 | \$ 58,832 | \$ 69,128 | \$ 79,424 |
| 15 | \$ 61,774 | \$ 72,584 | \$ 83,395 |
| 16 | \$ 64,863 | \$ 76,214 | \$ 87,564 |
| 17 | \$ 68,106 | \$ 80,024 | \$ 91,943 |
| 18 | \$ 71,511 | \$ 84,025 | \$ 96,540 |
| 19 | \$ 75,087 | \$ 88,227 | \$ 101,367 |
| 20 | \$ 78,841 | \$ 92,638 | \$ 106,435 |

| Range Width |
|-------------|
| 35% |

| Salary Range | Mimimum | Midpoint | Maximum |
|--------------|------------|------------|------------|
| 21 | \$ 82,783 | \$ 97,270 | \$ 111,757 |
| 22 | \$ 86,922 | \$ 102,133 | \$ 117,345 |
| 23 | \$ 91,268 | \$ 107,240 | \$ 123,212 |
| 24 | \$ 95,832 | \$ 112,602 | \$ 129,373 |
| 25 | \$ 100,623 | \$ 118,232 | \$ 135,841 |
| 26 | \$ 105,654 | \$ 124,144 | \$ 142,633 |
| 27 | \$ 110,937 | \$ 130,351 | \$ 149,765 |
| 28 | \$ 116,484 | \$ 136,869 | \$ 157,253 |
| 29 | \$ 122,308 | \$ 143,712 | \$ 165,116 |
| 30 | \$ 128,423 | \$ 150,898 | \$ 173,372 |
| 31 | \$ 134,845 | \$ 158,442 | \$ 182,040 |
| 32 | \$ 141,587 | \$ 166,365 | \$ 191,142 |
| 33 | \$ 148,666 | \$ 174,683 | \$ 200,699 |
| 34 | \$ 156,099 | \$ 183,417 | \$ 210,734 |
| 35 | \$ 163,904 | \$ 192,588 | \$ 221,271 |
| 36 | \$ 172,100 | \$ 202,217 | \$ 232,335 |
| 37 | \$ 180,705 | \$ 212,328 | \$ 243,951 |
| 38 | \$ 189,740 | \$ 222,944 | \$ 256,149 |
| 39 | \$ 199,227 | \$ 234,092 | \$ 268,956 |
| 40 | \$ 209,188 | \$ 245,796 | \$ 282,404 |

| Mid-to-Mid |
|------------|
| 5% |

City of Port Lavaca, TX
FY 2026 Proposed Salary Ranges - High to Low Order

| Current Job Title | Recommended Job Title | -- Recommended -- | | | |
|---|---|-------------------|-----------|-----------|-----------|
| | | Salary Range | Minimum | Midpoint | Maximum |
| City Manager | City Manager | 32 | \$141,587 | \$166,365 | \$191,142 |
| Fire Chief | Fire Chief | 26 | \$105,654 | \$124,144 | \$142,633 |
| Police Chief | Police Chief | 26 | \$105,654 | \$124,144 | \$142,633 |
| Director of Development Services | Director of Development Services | 24 | \$95,832 | \$112,602 | \$129,373 |
| Director of Finance | Director of Finance | 24 | \$95,832 | \$112,602 | \$129,373 |
| Director of Public Works | Director of Public Works | 24 | \$95,832 | \$112,602 | \$129,373 |
| City Secretary/Court Manager | City Secretary/Court Administrator | 19 | \$75,087 | \$88,227 | \$101,367 |
| Fire Captain | Fire Captain | 18 | \$71,511 | \$84,025 | \$96,540 |
| CID Lieutenant | Police Lieutenant | 18 | \$71,511 | \$84,025 | \$96,540 |
| Patrol Lieutenant | Police Lieutenant | 18 | \$71,511 | \$84,025 | \$96,540 |
| Harbor Master | Harbor Master | 17 | \$68,106 | \$80,024 | \$91,943 |
| Parks Superintendent | Parks Superintendent | 17 | \$68,106 | \$80,024 | \$91,943 |
| Streets Superintendent | Streets Superintendent | 17 | \$68,106 | \$80,024 | \$91,943 |
| Utilities Superintendent | Utilities Superintendent | 17 | \$68,106 | \$80,024 | \$91,943 |
| Detective-Sergeant | Detective-Sergeant | 16 | \$64,863 | \$76,214 | \$87,564 |
| - | Mental Health Sergeant | 16 | \$64,863 | \$76,214 | \$87,564 |
| Patrol Sergeant | Police Sergeant | 16 | \$64,863 | \$76,214 | \$87,564 |
| Capital Projects/Grants Coordinator | Capital Projects and Grants Coordinator | 15 | \$61,774 | \$72,584 | \$83,395 |
| Fire Lieutenant | Fire Lieutenant | 15 | \$61,774 | \$72,584 | \$83,395 |
| Senior Accountant | Senior Accountant | 15 | \$61,774 | \$72,584 | \$83,395 |
| Utilities Crew Leader -WWTP | Chief Wastewater Treatment Plant Operator | 14 | \$58,832 | \$69,128 | \$79,424 |
| Police Corporal | Police Corporal | 14 | \$58,832 | \$69,128 | \$79,424 |
| Patrol Officer | Police Officer | 13 | \$56,031 | \$65,836 | \$75,641 |
| Accountant | Accountant | 12 | \$53,363 | \$62,701 | \$72,039 |
| Firefighter/Engineer | Firefighter/Engineer | 12 | \$53,363 | \$62,701 | \$72,039 |
| Assistant City Secretary | Assistant City Secretary | 11 | \$50,822 | \$59,715 | \$68,609 |
| Customer Service Supervisor | Utility Billing Supervisor | 11 | \$50,822 | \$59,715 | \$68,609 |
| Executive Assistant to the City Manager/Human Resources | Executive Assistant/HR Coordinator | 10 | \$48,401 | \$56,872 | \$65,342 |
| Office Manager | Office Manager | 10 | \$48,401 | \$56,872 | \$65,342 |
| Parks Crew Leader | Parks Crew Leader | 9 | \$46,097 | \$54,164 | \$62,230 |
| Streets Crew Leader | Streets Crew Leader | 9 | \$46,097 | \$54,164 | \$62,230 |
| Utility Crew Leader | Utilities Crew Leader | 9 | \$46,097 | \$54,164 | \$62,230 |
| Code Enforcement Officer | Code Enforcement Officer | 8 | \$43,902 | \$51,584 | \$59,267 |
| Senior Animal Control Officer | Lead Animal Control Officer | 8 | \$43,902 | \$51,584 | \$59,267 |
| - | Lift Station Operator | 8 | \$43,902 | \$51,584 | \$59,267 |
| Utilities Operator - WWTP C | Wastewater Plant Operator | 8 | \$43,902 | \$51,584 | \$59,267 |
| - | Senior Customer Service Representative | 7 | \$41,811 | \$49,128 | \$56,445 |
| - | Senior Municipal Court Clerk | 7 | \$41,811 | \$49,128 | \$56,445 |
| Heavy Equipment Operator | Senior Streets Maintenance Worker | 7 | \$41,811 | \$49,128 | \$56,445 |
| - | Senior Utilities Maintenance Worker | 7 | \$41,811 | \$49,128 | \$56,445 |
| Accounting Clerk | Accounts Payable Specialist | 6 | \$39,820 | \$46,788 | \$53,757 |
| Ports and Harbors Administrative Assistant | Administrative Assistant | 6 | \$39,820 | \$46,788 | \$53,757 |
| Development Coordinator/Permit Technician | Development Services Technician | 6 | \$39,820 | \$46,788 | \$53,757 |
| Meter Technician | Meter Technician | 6 | \$39,820 | \$46,788 | \$53,757 |

City of Port Lavaca, TX
FY 2026 Proposed Salary Ranges - High to Low Order

| Current Job Title | Recommended Job Title | -- Recommended -- | | | |
|---|---------------------------------|-------------------|----------|----------|----------|
| | | Salary Range | Minimum | Midpoint | Maximum |
| Police Cadet | Police Cadet | 6 | \$39,820 | \$46,788 | \$53,757 |
| Records Clerk/Dispatcher | Police Records Specialist | 6 | \$39,820 | \$46,788 | \$53,757 |
| Utilities Heavy Equipment Operator | Water Quality Specialist | 6 | \$39,820 | \$46,788 | \$53,757 |
| Animal Control Officer | Animal Control Officer | 5 | \$37,924 | \$44,560 | \$51,197 |
| Utility Billing Customer Service Representative | Customer Service Representative | 5 | \$37,924 | \$44,560 | \$51,197 |
| Municipal Court Clerk | Municipal Court Clerk | 5 | \$37,924 | \$44,560 | \$51,197 |
| CVB Maintenance Worker | Bauer Center Maintenance Worker | 4 | \$36,118 | \$42,439 | \$48,759 |
| Light House Beach Attendant | Light House Beach Attendant | 4 | \$36,118 | \$42,439 | \$48,759 |
| Parks Maintenance Worker | Parks Maintenance Worker | 4 | \$36,118 | \$42,439 | \$48,759 |
| Street Maintenance Worker | Streets Maintenance Worker | 4 | \$36,118 | \$42,439 | \$48,759 |
| Utility Maintenance Worker | Utilities Maintenance Worker | 4 | \$36,118 | \$42,439 | \$48,759 |
| Utilities Maintenance - WWTP | Utilities Maintenance Worker | 4 | \$36,118 | \$42,439 | \$48,759 |
| Janitor | Janitor | 2 | \$32,760 | \$38,493 | \$44,226 |
| Office Assistant | Office Assistant | 2 | \$32,760 | \$38,493 | \$44,226 |

City of Port Lavaca, TX
Proposed FY 2026 Pay Plan - Job Series Order

Page 1 of 2

| Current Job Title | Recommended Job Title | -- Recommended -- | | | |
|---|---|-------------------|-----------|-----------|-----------|
| | | Salary Range | Minimum | Midpoint | Maximum |
| City Administration Series | | | | | |
| <u>Animal Control</u> | | | | | |
| Senior Animal Control Officer | Lead Animal Control Officer | 8 | \$43,902 | \$51,584 | \$59,267 |
| Animal Control Officer | Animal Control Officer | 5 | \$37,924 | \$44,560 | \$51,197 |
| <u>City Manager's Office</u> | | | | | |
| City Manager | City Manager | 32 | \$141,587 | \$166,365 | \$191,142 |
| Executive Assistant to the City Manager/Human Resources | Executive Assistant/HR Coordinator | 10 | \$48,401 | \$56,872 | \$65,342 |
| <u>City Secretary and Municipal Court</u> | | | | | |
| City Secretary/Court Manager | City Secretary/Court Administrator | 19 | \$75,087 | \$88,227 | \$101,367 |
| Assistant City Secretary | Assistant City Secretary | 11 | \$50,822 | \$59,715 | \$68,609 |
| - | Senior Municipal Court Clerk | 7 | \$41,811 | \$49,128 | \$56,445 |
| Municipal Court Clerk | Municipal Court Clerk | 5 | \$37,924 | \$44,560 | \$51,197 |
| <u>Convention and Visitor's Bureau</u> | | | | | |
| CVB Maintenance Worker | Bauer Center Maintenance Worker | 4 | \$36,118 | \$42,439 | \$48,759 |
| <u>Development Services</u> | | | | | |
| Director of Development Services | Director of Development Services | 24 | \$95,832 | \$112,602 | \$129,373 |
| Code Enforcement Officer | Code Enforcement Officer | 8 | \$43,902 | \$51,584 | \$59,267 |
| Development Coordinator/Permit Technician | Development Services Technician | 6 | \$39,820 | \$46,788 | \$53,757 |
| Office Assistant | Office Assistant | 2 | \$32,760 | \$38,493 | \$44,226 |
| <u>Facilities Maintenance</u> | | | | | |
| Janitor | Janitor | 2 | \$32,760 | \$38,493 | \$44,226 |
| <u>Finance</u> | | | | | |
| Director of Finance | Director of Finance | 24 | \$95,832 | \$112,602 | \$129,373 |
| Capital Projects/Grants Coordinator | Capital Projects and Grants Coordinator | 15 | \$61,774 | \$72,584 | \$83,395 |
| Senior Accountant | Senior Accountant | 15 | \$61,774 | \$72,584 | \$83,395 |
| Accountant | Accountant | 12 | \$53,363 | \$62,701 | \$72,039 |
| Accounting Clerk | Accounts Payable Specialist | 6 | \$39,820 | \$46,788 | \$53,757 |
| <u>Parks</u> | | | | | |
| Parks Superintendent | Parks Superintendent | 17 | \$68,106 | \$80,024 | \$91,943 |
| Parks Crew Leader | Parks Crew Leader | 9 | \$46,097 | \$54,164 | \$62,230 |
| Parks Maintenance Worker | Parks Maintenance Worker | 4 | \$36,118 | \$42,439 | \$48,759 |
| Light House Beach Attendant | Light House Beach Attendant | 4 | \$36,118 | \$42,439 | \$48,759 |
| <u>Parks - Harbor</u> | | | | | |
| Harbor Master | Harbor Master | 17 | \$68,106 | \$80,024 | \$91,943 |
| Ports and Harbors Administrative Assistant | Administrative Assistant | 6 | \$39,820 | \$46,788 | \$53,757 |
| Public Safety Series | | | | | |
| <u>Fire</u> | | | | | |
| Fire Chief | Fire Chief | 26 | \$105,654 | \$124,144 | \$142,633 |
| Fire Captain | Fire Captain | 18 | \$71,511 | \$84,025 | \$96,540 |
| Fire Lieutenant | Fire Lieutenant | 15 | \$61,774 | \$72,584 | \$83,395 |
| Firefighter/Engineer | Firefighter/Engineer | 12 | \$53,363 | \$62,701 | \$72,039 |
| <u>Police</u> | | | | | |
| Police Chief | Police Chief | 26 | \$105,654 | \$124,144 | \$142,633 |
| CID Lieutenant | Police Lieutenant | 18 | \$71,511 | \$84,025 | \$96,540 |

City of Port Lavaca, TX
Proposed FY 2026 Pay Plan - Job Series Order

Page 2 of 2

| Current Job Title | Recommended Job Title | -- Recommended -- | | | |
|---|---|-------------------|----------|-----------|-----------|
| | | Salary Range | Minimum | Midpoint | Maximum |
| Patrol Lieutenant | Police Lieutenant | 18 | \$71,511 | \$84,025 | \$96,540 |
| Detective-Sergeant | Detective-Sergeant | 16 | \$64,863 | \$76,214 | \$87,564 |
| - | Mental Health Sergeant | 16 | \$64,863 | \$76,214 | \$87,564 |
| Patrol Sergeant | Police Sergeant | 16 | \$64,863 | \$76,214 | \$87,564 |
| Police Corporal | Police Corporal | 14 | \$58,832 | \$69,128 | \$79,424 |
| Patrol Officer | Police Officer | 13 | \$56,031 | \$65,836 | \$75,641 |
| Police Cadet | Police Cadet | 6 | \$39,820 | \$46,788 | \$53,757 |
| <u>Police Support</u> | | | | | |
| Office Manager | Office Manager | 10 | \$48,401 | \$56,872 | \$65,342 |
| Records Clerk/Dispatcher | Police Records Specialist | 6 | \$39,820 | \$46,788 | \$53,757 |
| Public Works Series | | | | | |
| <u>Public Works</u> | | | | | |
| Director of Public Works | Director of Public Works | 24 | \$95,832 | \$112,602 | \$129,373 |
| Office Manager | Office Manager | 10 | \$48,401 | \$56,872 | \$65,342 |
| <u>Streets</u> | | | | | |
| Streets Superintendent | Streets Superintendent | 17 | \$68,106 | \$80,024 | \$91,943 |
| Streets Crew Leader | Streets Crew Leader | 9 | \$46,097 | \$54,164 | \$62,230 |
| Heavy Equipment Operator | Senior Streets Maintenance Worker | 7 | \$41,811 | \$49,128 | \$56,445 |
| Street Maintenance Worker | Streets Maintenance Worker | 4 | \$36,118 | \$42,439 | \$48,759 |
| <u>Utilities</u> | | | | | |
| Utilities Superintendent | Utilities Superintendent | 17 | \$68,106 | \$80,024 | \$91,943 |
| Utility Crew Leader | Utilities Crew Leader | 9 | \$46,097 | \$54,164 | \$62,230 |
| - | Senior Utilities Maintenance Worker | 7 | \$41,811 | \$49,128 | \$56,445 |
| Utilities Heavy Equipment Operator | Water Quality Specialist | 6 | \$39,820 | \$46,788 | \$53,757 |
| Utility Maintenance Worker | Utilities Maintenance Worker | 4 | \$36,118 | \$42,439 | \$48,759 |
| <u>Utility Billing</u> | | | | | |
| Customer Service Supervisor | Utility Billing Supervisor | 11 | \$50,822 | \$59,715 | \$68,609 |
| - | Senior Customer Service Representative | 7 | \$41,811 | \$49,128 | \$56,445 |
| Utility Billing Customer Service Representative | Customer Service Representative | 5 | \$37,924 | \$44,560 | \$51,197 |
| Meter Technician | Meter Technician | 6 | \$39,820 | \$46,788 | \$53,757 |
| <u>Wastewater Treatment Plant</u> | | | | | |
| Utilities Crew Leader -WWTP | Chief Wastewater Treatment Plant Operator | 14 | \$58,832 | \$69,128 | \$79,424 |
| - | Lift Station Operator | 8 | \$43,902 | \$51,584 | \$59,267 |
| Utilities Operator - WWTP C | Wastewater Plant Operator | 8 | \$43,902 | \$51,584 | \$59,267 |
| Utilities Maintenance - WWTP | Utilities Maintenance Worker | 4 | \$36,118 | \$42,439 | \$48,759 |

COMMUNICATION

SUBJECT: Consider Resolution No. R-090825-1 to adopt a five-year plan (2025-2030) for the Capital Improvement Program (CIP) in compliance with article 7.02(15) of the city's Home Rule Charter. Presenter is Brittney Hogan

INFORMATION:



**Resolution of the City of Port Lavaca, Texas
No. R-090825-1**

**A RESOLUTION ADOPTING A FIVE-YEAR CAPITAL IMPROVEMENT
PROGRAM (CIP) IN COMPLIANCE WITH THE CITY CHARTER**

WHEREAS the City Charter requires the City Manager to submit a plan for capital improvement covering the succeeding five years and proposed method of financing to the City Council prior to the beginning of each budget year; and,

WHEREAS the City Manager submitted a Five-Year Capital Program to the City Council on July 28, 2025 in compliance with the City Charter and,

WHEREAS the City Council has reviewed the Five-Year Capital Program, found it to be in compliance with all City Charter and believes its approval by resolution is in the best interest of Port Lavaca residents.

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

THAT the Five-Year Capital Program (October 1, 2025 – September 30, 2030), a copy of which is attached hereto and incorporated in the Fiscal Year Budget 2025-2026, is hereby adopted in compliance with the City Charter.

PASSED and APPROVED this 8th day of September, 2025.

ATTEST:

Mandy Grant, City Secretary

Jack Whitlow, Mayor

COMMUNICATION

SUBJECT: Consider Resolution No. R-090825-2 of the City of Port Lavaca authorizing signatories for the awarded Community Development Block Grant – Regional Mitigation Program (CDBG-MIT) Contract No. 24-065-167-1082. Presenter is Jody Weaver

INFORMATION:

CITY OF PORT LAVACA

COUNCIL MEETING: SEPTEMBER 8, 2025

DATE: 8.30.2025

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, INTERIM CITY MANAGER

SUBJECT: RESOLUTION TO ASSIG THE CONTRACTUAL AND FINANCIAL SIGNATORIES
FOR THE CBDG-MIT ROUND 2 CONTRACT NO. 24-065-167-F082

Background:

After a lengthy waiting period, the City finally received and executed, on 8/21/2025, GLO contract No. 24-065-167-F082. This is the CDBG-MIT Round 2 funding we've been waiting for that is planned to fund the following:

- Shoreline restoration along the old Landfill at the Harbor of Refuge
- Installation of 2 metal drainage culverts under the rail line in the Harbor of Refuge
- Provide drainage improvements and a detention pond to address drainage issues in the area of the intersection of George and Half League Roads.

The Resolution presented this evening is to assign the contractual and financial signatories for the project. We are working on the contract language for the Administration (KSBR) and the Engineering (Mott McDonald and Urban Engineering) consultants and those will be brought to Council for approval at the earliest opportunity once the language has been approved by legal, GLO, and the parties involved.

RESOLUTION NO. R-090825-2**A RESOLUTION OF THE CITY COUNCIL IN THE CITY OF PORT LAVACA, TEXAS, AUTHORIZING SIGNATORIES FOR THE AWARDED COMMUNITY DEVELOPMENT BLOCK GRANTS – REGIONAL MITIGATION PROGRAM CONTRACT NO. 24-065-167-F082**

WHEREAS, the City of Port Lavaca has been awarded Community Development Block grants from the Texas General Land Office (GLO) to provide financial assistance with funds appropriated under the Further Additional Supplemental Appropriations for Disaster Relief Requirements Act, 2018 (Public Law 115-123), enacted on February 9, 2018, for necessary expenses for Activities authorized under Title I of the Housing and Community Development Act of 1974 (42 U.S.C. § 5301 et seq.) related to disaster relief, long-term recovery, restoration of infrastructure and housing, economic revitalization, mitigation, and affirmatively furthering fair housing, in accordance with Executive Order 12892, in the most impacted and distressed areas resulting from major declared disasters that occurred in 2015, 2016, and 2017 pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. § 5121 et seq.); and

WHEREAS, it is necessary to authorize signatories for GLO documents so that the City of Port Lavaca can receive funding through the CDBG grant

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

Section 1. That the City Council directs and designates the City Mayor, Interim City Manager, as contractual signatories, and the Mayor, Interim City Manager, and City Finance Director as financial signatories

Section 2. This resolution shall become effective immediately upon adoption.

APPROVED AND ADOPTED by the City Council of the City of Port Lavaca, this 8th day September, 2025.

Jack Whitlow, Mayor

Daniel Aguirre, Councilman Dist. #1

Tim Dent, Councilman Dist. #2

Allen Tippit, Councilman Dist. #3

Rosie Padron, Councilwoman Dist. #4

Rose Bland-Stewart, Councilwoman Dist. #5

Justin Burke, Councilman Dist. #6

COMMUNICATION

SUBJECT: Consider construction contract award for Phase 4 of City Hall improvements, Security Upgrades and Interior Renovations. Presenter is Jody Weaver

INFORMATION:

CITY OF PORT LAVACA

COUNCIL MEETING: SEPTEMBER 8, 2025**AGENDA ITEM:****DATE:** 9.03.2025**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS**FROM:** JODY WEAVER, INTERIM CITY MANAGER **SUBJECT:** CITY HALL MASTER PLAN PHASE 4 SECURITY UPGRADES

Background:

At the July Council meeting, a Selection Committee was formed to advise me in the selection of the contractor for the above-mentioned project and that the weighting of the selection criteria would be as follows:

Price: 50%; Qualifications 40%; Time 10%

The committee included:

Jody Weaver, Brittney Hogan, Mandy Grant, Derrick Smith, Tim Dent, Justin Burke, and Brian Parker.

On August 21st we opened two proposals. One from BLS Construction (El Campo) and the other from Lauger Construction (Victoria).

Brian Parker with Rawley McCoy Architects, reviewed the bids for completeness and mathematical accuracy and provided the *attached* Evaluation for the consideration by the committee.

Recommendation:

The recommendation of the selection committee is to award a contract to Lauger Companies, Inc. in the amount of \$248,500.00 for 120 calendar days.

Attachments:

Evaluation for Award form

Evaluation for Award

City Hall Master Plan Phase 4 - Security Upgrades and Interior Renovations
City of Port Lavaca

Points

Weight

Weighted
Points

Points: High=10 Low=1

BLS Construction, Inc.

| | | | |
|---|-----|-----|------|
| Price of proposals (\$299,600.00) | 8.2 | 50% | 4.10 |
| Proposer qualifications | 10 | 40% | 4.00 |
| Proposed calendar days to complete construction (200) | 6 | 10% | 0.60 |

Total

8.70

Lauger Companies, Inc.

| | | | |
|---|----|-----|------|
| Price of proposals (\$248,500.00) | 10 | 50% | 5.00 |
| Proposer qualifications | 10 | 40% | 4.00 |
| Proposed calendar days to complete construction (120) | 10 | 10% | 1.00 |

Total

10.00

| | |
|------------------------|-------|
| 1. BLS Construction | 8.70 |
| 2. Lauger Construction | 10.00 |

RECOMMENDED CONTRACT AWARD TO:

Lauger Construction

RECOMMENDED CONTRACT AMOUNT:

\$248,500.00

Base Bid

EVALUATION COMMITTEE:

- Jody Weaver - City Manager — Lauger
- Brittney Hogan - Finance Director — Lauger
- Derrick Smith - Director of Development Services — Lauger
- Tim Dent - Councilman — Lauger
- ~~◦ Karen Hill - Utility Billing Supervisor~~
- Mandy Grant - City Secretary — Lauger
- Justin Burke - Councilman — Lauger

COMMUNICATION

SUBJECT: Consider Second and Final reading of an Ordinance (S-3-25) of the City of Port Lavaca for amendment(s) to the Base Ordinance S-2-24 for 2024-2025 fiscal year budget; providing for Budget Amendment(s); providing for severability, repealing all ordinances in conflict and establishing an effective date. Presenter is Brittney Hogan

INFORMATION:

ORDINANCE NO. S-3-25**AN ORDINANCE OF THE CITY OF PORT LAVACA, TEXAS FOR AMENDMENT(S) TO THE BASE ORDINANCE NO. S-2-24 FOR 2024-2025 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 2024-2025 Annual Budget was passed and approved by Base Ordinance No. S-2-24 on September 16, 2024; 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 1, 2024 and ending September 30, 2025, 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 11th day of August, 2025

Jack Whitlow, Mayor

SECOND AND FINAL READING this 8th day of September, 2025

Jack Whitlow, Mayor

APPROVED AND ADOPTED this 8th day of September, 2025.

Jack Whitlow, 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 | | |
| Councilman Tippit | Aye | | |
| Councilwoman Padron | Aye | | |
| Councilwoman Bland-Stewart | Aye | | |
| Councilman Burke | Aye | | |

Record of approval by City Council: City Council Minute Records, Volume 3-I, Page ____.

CITY OF PORT LAVACA
Request For Approval of Budgetary Amendment
Fiscal Year 2024-2025

Section VIII. Item #10.

FUND: GENERAL -001

Amendment # GF-005

Required Balance \$ 3,850,947.95

Unreserved Fund Balance at 10/01/2024 \$ 3,563,345
Current Surplus/Deficit in Budget 1,273,341
Net Increase/(Decrease) this Request (25,500)
Amended Unreserved Fund Balance \$ 4,811,679

Date Requested: 5/12/2025

Table with 8 columns: Fund, Dept., Line-item, DEPT, Description, Original Budget, Increase/(Decrease), Amended Budget, Reason. Row 1: 001, 50320, 533.19, DEV SVCS, DEMOLITION SERVICES, 50,000, 25,500, \$ 75,500, ADDITIONAL DEMOLITION FOR RANDLE ST. Row 2: NET INCREASE/(DECREASE) TO UNRESERVED FUND BALANCE, (25,500).

Approvals:
COUNCIL: YES X NO
City Manager [Signature]
Director of Finance [Signature]

Entered:
Initials:
Date:



City of Port Lavaca
Finance Department
202 N. Virginia St.
Port Lavaca, Tx 77979
accounts payable@portlavaca.org

CITY OF PORT LAVACA REQUISITION REQUEST FORM

Section VIII. Item #10.

Expedited Review ☐

PURCHASE
ORDER #

(Assigned by Finance)

DATE: 6/18/25

Name of
Vendor Urban Surveying

G/L Acct #: 501-55133544.70

Project #: Line #:

Total: \$87,065

Section 1 - General Information

Requisitioned by: Wayne Shaffer Director of Public Works
(Name) (Title)

Department: Utility Maintenance

Project: I & I remediation (smoke testing)

Description of Goods/Services: Smoke testing of Main liftstation basin

Section II - HUB Contact Documentation - FOR PURCHASES OF \$3,000 - \$49,999

In compliance with Chapter 252.0215 of the Texas Local Government Code and pages 13 & 14 of the City Purchasing Policy and Procedures manual, the department originating this purchase requisition certifies that: (Select A or B)

A) The following Calhoun County Historically Underutilized Businesses were identified and contacted concerning this purchase:

| |
|--------|
| HUB #1 |
| |

| |
|--------|
| HUB #2 |
| |

B) ☒ No applicable Calhoun County HUBs were identified from the Comptroller of Public Accounts listing; therefore, the City is exempt from HUB contact requirements for this purchase. (Attach HUB vendor search results.)

Section III - Competitive Quotation Documentation

Competitive quotations are generally required for cooperative, emergency, sole source or single source purchases, with justification/sole source documentation, and approval by Finance, per pages 13-15 of the City Purchasing Policy and Procedures.

| | | | | | |
|------------------------|-------------------------------------|-----|-------------------------------------|----|----------------|
| Cooperative Purchase? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | PSA/Contract # |
| Sole Source? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | |
| Single Source? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | |
| Professional Services? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| Emergency Purchase? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No | |

* If yes, City Manager authorization

Competitive Bid? ☐ Yes ☒ No

Attach bid tabulation and Council minutes

| | Quotation #1 \$1,001 - \$5,000 | Quotation #2 \$5,001 - \$10,000 | Quotation #3 \$10,001 - \$49,999 |
|--------------------|-----------------------------------|------------------------------------|-------------------------------------|
| | PO NOT REQUIRED | \$3,000 | HUB Vendor Search \$49,999 |
| Name of Company | Urban Surveying | | |
| Telephone Number | 361-578-9837 | | |
| Contact Person | Terry Ruddick | | |
| Email Address | | | |
| Quotation # | | | |
| Total Price Quoted | \$87,065 | | |

Section IV - Approvals

Department Head or Designee:

Date: 7-30-25

To be routed for signature by Finance staff:

Finance Director: _____

Date: _____

City Manager: _____

Date: _____

Wayne W. Shaffer
Public Works Director
City of Port Lavaca

Via email: wshaffer@portlavaca.org

RE: Main Lift Station Basin Smoke Testing

Dear Mr. Shaffer,

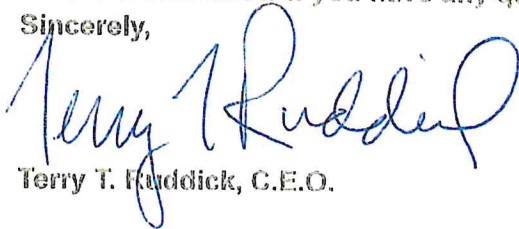
Thank you for allowing USI the opportunity to submit a proposal to provide smoke testing services for the referenced project. Following is a list of estimated pipe lengths per size along with the corresponding fee:

| | | |
|---------|--|----------|
| 6" | – 36,500 linear feet @ \$0.85 per foot = | \$31,025 |
| 8" | – 37,200 linear feet @ \$0.85 per foot = | \$31,620 |
| 10" | – 13,000 linear feet @ \$0.85 per foot = | \$11,050 |
| 12" | – 6,800 linear feet at \$0.85 per foot = | \$5,780 |
| 15" | – 6,100 linear feet at \$1.00 per foot = | \$6,100 |
| 18" | – 1,490 linear feet at \$1.00 per foot = | \$1,490 |
| Total = | | \$87,065 |

Please note that the pipe lengths are estimates from record drawings. We will determine actual pipe lengths during the smoke testing process.

I would welcome the opportunity to discuss timing, deliverables, etc. at your convenience. Please let me know if you have any questions or concerns.

Sincerely,


Terry T. Ruddick, C.E.O.

COMMUNICATION

SUBJECT: Consider Second and Final reading of an Ordinance (G-9-25) of the City of Port Lavaca amending the Code of Ordinances, Appendix A - Fees, Rates and Charges, Chapter 2 Administration; Chapter 8 Amusements and Entertainments, Sec. 8-28; Chapter 50, Sec. 50-67 Utilities - Water User Rates – GBRA, Residential and Commercial; Chapter 54 Waterways; and providing an effective date. Presenter is Jody Weaver

INFORMATION:

CITY OF PORT LAVACA

COUNCIL MEETING: SEPTEMBER 8, 2025

DATE: 8.30.2025

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, INTERIM CITY MANAGER

SUBJECT: CONSIDER APPROVAL OF ORDINANCE AMENDING APPENDIX A – FEES, RATES, AND CHANGES

THERE ARE NO PROPOSED CHANGES SINCE THE 1ST READING OF THIS ORDINANCE

Background:

Chapter 2 – Administration:

In December 2024 the City approved an amendment to the fees to reflect a credit card convenience fee for those customers paying for city services with a credit card. It has been six months since implementing this fee and the City is still absorbing a large portion of these fees due to the low amount set initially.

Overlooking our rate schedule from our merchant Open Edge that was provided back in December 2024 while the charge for each transaction is \$0.50 and .89% of sale amount, there are additional fees associated with each transaction that have a different set of fees.

Overlooking the statements from the past six months the City has calculated that the best cost allocation would be a flat percentage of 4%. This would ensure that the cost of City services is allocated directly to the individual receiving them and prevent the city from increasing any appropriation in the budget for these costs.

Chapter 8 - AMUSEMENTS AND ENTERTAINMENTS:

In previous discussions with council, there seemed to be a consensus that the rates charged per amusement machine needed to be increased. The current ordinance requires amusement centers to pay a \$50.00 annual license fee per machine.

Staff is recommending the fee to be increased to \$150.00 per amusement machine as shown below:

CHAPTER 8—AMUSEMENTS AND ENTERTAINMENTS

| Section Number | Subject | Fee Amount |
|---|--|--|
| <i>Amusement machines, traveling shows and carnivals.</i> | | |
| 8-21 | An occupation tax is imposed on each coin-operated machine that an owner exhibits or displays, or permits to be exhibited or displayed in this state (V.T.C.A., Occupations Code § 2153.401 , Imposition of Tax) | ½ the amount levied by the state |
| 8-25 | Penalty for failure to pay occupation tax on amusement machine, pool table, etc. | \$50.00 per machine |
| 8-28 | Amusement center annual license | \$50.00 \$150.00 per machine |
| 8-76(1) | Traveling show, carnival, etc., permit | \$50.00 |
| 8-76(2) | Traveling show, carnival, etc., deposit | \$50.00 |
| <i>Sexually oriented business permit.</i> | | |
| 8-99(c) | <i>Permits</i> | |
| | New | \$150.00 |
| | Renewal | \$150.00 |

(Ord. of 6-27-1972, §§ 1—4; Ord. No. G-4-02, § VII, 12-9-2002; Ord. No. G-2-06, § 3, 3-13-2006; Ord. No. G-1-12, art. II, 3-12-2012; Ord. No. G-3-13, art. II, 9-9-2013)

Chapter 50 Utilities:WATER USER RATES:

The Required Revenue to pay to Undine will be a known amount of \$218,781 per month beginning in October. This is an increase from last year of \$32,044/month. Similarly to how we calculate the increase for the GBRA fee, we are proposing to add \$6.95 across the board to the water use Base Rate for all In-City rate payers, as shown below. (By ordinance, Out of City pays 1.5x In-City rates and are shown below).

| CURRENT | | | Uniform increase per rate payer | | |
|---------------------------------------|----------------|---------|---------------------------------|----------|------------------|
| rate | Classification | # accts | \$6.95 | Revenue | Total water rate |
| \$26.65 | Residential | 3702 | \$6.95 | \$25,729 | \$33.60 |
| \$29.15 | Sml Comm | 501 | \$6.95 | \$3,482 | \$36.10 |
| \$46.65 | Lrg Comm | 148 | \$6.95 | \$1,029 | \$53.60 |
| \$39.98 | Res OUT* | 161 | \$10.43 | \$1,678 | \$50.40 |
| \$43.73 | Sml Comm Out* | 15 | \$10.43 | \$156 | \$54.15 |
| \$69.98 | Lrg Comm Out* | 4 | \$10.43 | \$42 | \$80.40 |
| *Out of City rate = 1.5x In City rate | | 4531 | | \$32,116 | |

Required Revenue: \$32,044

GBRA FEE: The City of Port has contracted with GBRA to pay for it's full reserve of 4,480 Acre-feet (AF) (4.0 MGD) of raw water with incremental increases in the rate since 2016. Currently the City is paying for 4,032 AF and as of September 1, 2025 will be committed to pay for the entire 4,480 AF.

GBRA has notified us that there will be an increase in the per Acre-foot charge from \$184/AF to \$193/AF.

Therefor the Raw Water Fee for FY 2025-26 will be 4,480 AF x 193/AF = \$864,640

\$864,640 / 12 months / 4531 rate payers = **\$15.91** per rate payer per month.

CITY OF PORT LAVACA

Chapter 54 Waterways:

The proposed changes are those to match the Tarrif Circular 1A as follows:

- 1) match the layout of the same information in the Tariff Circular 1A
- 2) Add a fee of \$5.00 per day per vehicle for any use of public parking areas by Commercial Tenants of the City Ports and Harbors or those persons Fleeting/Mooring or Docking in City Ports and Harbors.
- 3) Add a Bunker Fee (Item 230 in the Tarif) to charge \$50 per truck for fuel tanks to fuel docked or fleeted vessels
- 4) Establish a fine for unauthorized fleeting or mooring
- 5) Establish a rate schedule for Commercial Vesel Dockage with a duration of up to and including 6 months and for leases between 6 month and a year.
- 6) Change name of the rail fee from “Use of Rail Spur” to “Rail Spur Maintenance Fee”

ORDINANCE #G-9-25

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 2: | Administration |
| Chapter 8: | Amusements and Entertainments |
| | Sec. 8-28 Amusement Center Annual License |
| Chapter 50: | Utilities |
| | Sec. 50-67 Water User Rates – GBRA Fees (Res/Comm) |
| Chapter 54: | Waterways |

ARTICLE III.- EFFECTIVE DATE

This ordinance shall become effective upon adoption by City Council.

FIRST READING this 11th day of August, 2025

Jack Whitlow, Mayor

SECOND AND FINAL READING this 8th day of September, 2025

Jack Whitlow, Mayor

APPROVED AND ADOPTED this 8th day of September, 2025.

Jack Whitlow, 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 | | |
| Councilman Tippet | Aye | | |
| Councilwoman Padron | Aye | | |
| Councilwoman Bland-Stewart | Aye | | |
| Councilman Burke | Nay | | |

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

CIY OF PORT LAVACA - PART II - CODE OF ORDINANCES
APPENDIX A - FEES, RATES AND CHARGES

Section VIII. Item #11.

EXHIBIT A

CHAPTER 2 - ADMINISTRATION

| Section Number | Subject | Fee Amount |
|-----------------------|-----------------------------|---|
| 2-126 | Credit Card Convenience Fee | |
| | E-Commerce Payments (Online | \$0.50 per transaction plus 0.89% of sale 4% of Sale |
| | Point of Sale Payments | 2% of sale 4% of Sale |

(Ord. No. G-11-24, § II, 1-13-2025)

CHAPTER 8 – AMUSEMENTS AND ENTERTAINMENTS

| Section Number | Subject | Fee Amount |
|---|--|---|
| <i>Amusement machines, traveling shows and carnivals.</i> | | |
| 8-21 | An occupation tax is imposed on each coin-operated machine that an owner exhibits or displays, or permits to be exhibited or displayed in this state (V.T.C.A., Occupations Code § 2153.401 , Imposition of Tax) | ½ the amount levied by the state |
| 8-25 | Penalty for failure to pay occupation tax on amusement machine, pool table, etc. | \$50.00 per machine |
| 8-28 | Amusement center annual license | \$50.00 per machine \$150.00 per machine |
| 8-76(1) | Traveling show, carnival, etc., permit | \$50.00 |
| 8-76(2) | Traveling show, carnival, etc., deposit | \$50.00 |
| <i>Sexually oriented business permit.</i> | | |
| 8-99(c) | <i>Permits</i> | |
| | New | \$150.00 |
| | Renewal | \$150.00 |

(Ord. of 6-27-1972, §§ 1—4; Ord. No. G-4-02, § VII, 12-9-2002; Ord. No. G-2-06, § 3, 3-13-2006; Ord. No. G-1-12, art. II, 3-12-2012; Ord. No. G-3-13, art. II, 9-9-2013)

CIY OF PORT LAVACA - PART II - CODE OF ORDINANCES
APPENDIX A - FEES, RATES AND CHARGES

Section VIII. Item #11.

CHAPTER 50 – UTILITIES

| Section Number | Subject | Fee Amount |
|---|--|--|
| <i>Cross-Connection Program (Backflow Prevention)</i> | | |
| 50-19 | <i>Enforcement Penalty</i> | |
| | *A violation of this section is a misdemeanor and, upon conviction, any person who violates this section shall be punished by a fine up to \$500.00. | * |
| <i>Water service deposits</i> | | |
| | <i>Type of Deposit:</i> | |
| 50-49(a) | Residential | \$180.00—\$280.00 |
| 50-49(b) | Commercial | Up to 60-day average bill |
| 50-50(2) | Fire hydrant | \$1,500.00 |
| 50-64 | Contractor's deposit | \$50.00 |
| <i>Water tap and meter installation fees</i> | | |
| 50-52(a), 42-105 | <i>Water tap/meter set fees:</i> | |
| | ¾-inch water tap | \$840.00 |
| | ¾-inch meter set fee | \$370.00 |
| | 1-inch water tap | \$940.00 |
| | 1-inch meter set fee | \$540.00 |
| | 2-inch or greater tap | Based on current materials and labor |
| 50-52(b) | Inspection fee | |
| <i>Water table</i> | | |
| 50-67 | <i>Water user rates:</i> | |
| 50-67 | <i>Residential:</i> | |
| | Base charge 0—2,000 gallons | \$26.65 per month \$33.60 per month |
| | Guadalupe-Blanco River Authority (GBRA) Raw Water fee | \$13.65 per month \$15.91 per month |
| | 2,001—5,000 gallons | \$4.78 per 1,000 gallons |
| | 5,001—25,000 gallons | \$5.26 per 1,000 gallons |
| | Over 25,000 gallons | \$5.97 per 1,000 gallons |
| 50-67 | <i>Small Commercial:</i> | |
| | Base charge 0—2,000 gallons ⅝—1½-inch meter | \$29.15 per month \$36.10 per month |
| | Guadalupe-Blanco River Authority (GBRA) Raw Water fee | \$13.65 per month \$15.91 per month |
| | 2,001—5,000 gallons | \$4.95 per 1,000 gallons |
| | 5,001—25,000 gallons | \$5.26 per 1,000 gallons |
| | Over 25,000 gallons | \$5.97 per 1,000 gallons |

CITY OF PORT LAVACA - PART II - CODE OF ORDINANCES
APPENDIX A - FEES, RATES AND CHARGES

Section VIII. Item #11.

| | | |
|---|---|---|
| 50-67 | <i>Large commercial:</i> | |
| | Base charge | \$46.65 per month |
| | 2—6-inch water meter | \$53.60 per month |
| | Guadalupe-Blanco River Authority (GBRA) Raw Water fee | \$13.65 per month |
| | | \$15.91 per month |
| | 0—5,000 gallons | \$4.95 per 1,000 gallons |
| | 5,001—25,000 gallons | \$5.26 per 1,000 gallons |
| | Over 25,000 gallons | \$5.97 per 1,000 gallons |
| 50-67 | <i>Outside city limits:</i> | |
| | For residential and commercial customers located outside the city limits, the charge for water shall be 1½ times the rate charged to customers inside the city limits | |
| | Bulk Water: (Metered Water) | |
| | Base charge 0—2,000 gallons | \$50.00 |
| | 2,001—25,000 gallons | 2 times large commercial rate |
| | Over 25,000 gallons | 2 times large commercial rate |
| <i>Sewer table</i> | | |
| 50-111 (a)(1), 42-105 | <i>Sewer tap fees:</i> | |
| | 4" or 6" Sewer Tap Fee < 8 feet in length | \$780.00 |
| | 4" or 6" Sewer Tap Fee > 8 feet in length | \$1,350.00 |
| | 8-inch or greater | Based on current materials and labor |
| | Pavement break will be charged at \$35.00 per linear foot | |
| | Street bore will be charged based on current contractor fees | |
| 50-111 (b) | Inspection fee | \$25.00 per tap |
| 50-120 (a) | Annual industrial wastewater permit | \$2.00 |
| 50-122 | <i>Residential wastewater user rates:</i> | |
| | Base charge 0—2,000 gallons | \$25.27 per month |
| | Over 2,000 gallons | \$5.40 per 1,000 gallons |
| 50-122 | <i>Residential wastewater user rate for customer outside city limits:</i> | 1½ times rate for customers inside city limits |
| 50-123 | <i>Commercial and industrial wastewater user rates:</i> | |
| | Base charge 0—2,000 gallons | \$27.02 per month |
| | Over 2,000 gallons | \$5.40 per 1,000 gallons |
| | <i>Commercial wastewater user rate for customers outside city limits:</i> | 1½ times user rate for customers inside city limits |

CIY OF PORT LAVACA - PART II - CODE OF ORDINANCES
APPENDIX A - FEES, RATES AND CHARGES

Section VIII. Item #11.

| | | |
|--|--|---|
| 50-124 | <i>Extra strength surcharge:</i> Suspended | |
| | Over 250 ppm BOD or TSS | \$75.00 per week, per test |
| | Additional tests at customer request | \$80.00 per test |
| | Industrial wastewater discharge over 250 ppm BOD or TSS | Based on formula |
| | | |
| <i>LPSS tap.</i> E-one LPSS: | | Cost based on current materials and labor |
| <i>LPSS maintenance fee</i> | | \$15.00 per month |
| <i>Utility billing fees.</i> | | |
| | <i>Type of Fee:</i> | |
| 50-41 (b), 50-49 (4) | Tampering | |
| | \$100.00 plus Cost of Repairs for first offense | |
| | \$500.00 plus Cost of Repairs for second and more offenses | |
| 50-42 | Meter inaccessible | \$30.00 |
| 50-45 | Meter testing | Cost based on service fee |
| 50-49 (3) | Nonsufficient funds | \$30.00 |
| 50-51 | Trip charge | \$30.00 |
| 50-57 , 50-59 (b) | Disconnection | \$30.00 \$60.00 |
| 50-59 (a)(2) | After-hours reconnection | \$40.00 \$50.00 |
| 50-61 | Transfer service | \$30.00 |
| 50-65 | Temporary service | \$45.00 |
| 50-67 | Missed turn on | \$30.00 |
| 50-67 | Rereads-customer | \$30.00 |

(Ord. No. G-3-85, § 6, 7-8-1985; Ord. No. G-4-85, §§ 15, 17, 18, 7-8-1985; Ord. No. G-2-08, §§ I(18, 19), 9-8-2008; Ord. No. G-4-08, § 29, 9-22-2008; Ord. No. G-1-12, art. II, 3-12-2012; Ord. No. G-3-13, art. II, 9-9-2013; [Ord. No. G-10-16](#), art. II, 9-12-2016; [Ord. No. G-2-17](#), art. II, 9-11-2017; [Ord. No. G-4-18](#), art. II, 5-14-2018; [Ord. No. G-5-18](#), art. II, 9-10-2018; Ord. No. [G-12-19](#), 9-9-2019; Ord. No. [G-4-20](#), art. II, 9-14-2020; Ord. No. [G-8-20](#), 12-14-2020; Ord. No. [G-4-21](#), art. II, 9-20-2021; Ord. No. [G-7-22](#), art. II (Exh. A), 9-12-2022; Ord. No. [G-12-22](#), art. II (Exh. A), 1-9-2023; [G-7-23](#), art. II (Exh. A), 9-11-2023; [Ord. No. G-3-24](#), art. II(Exh. A), 5-13-2024; [Ord. No. G-8-24](#), art II(Exh. A), 9-9-2024)

CIY OF PORT LAVACA - PART II - CODE OF ORDINANCES
APPENDIX A - FEES, RATES AND CHARGES

Section VIII. Item #11.

CHAPTER 54 – WATERWAYS

| Section Number | Subject | |
|----------------|---|-----------------|
| | General: | |
| | Parking: Parking in Public Parking areas by Commercial Tenants of the City of Port Lavaca Ports and Harbors, or by those Persons Fleeting/Mooring or Docking in City Ports and Harbors, shall pay per vehicle per day. | \$5.00 |
| | Bunker Fee, Tank Truck to Vessel Per Truck: | \$50.00 |
| | Tariffs: | |
| | o Oysters per sack | \$0.00 |
| | o Oysters per barrel | \$0.00 |
| | o Shrimp per ton | \$0.00 |
| | o Crude/condensate per barrel | \$0.125 |
| | o Bulk product liquid or dry per ton | \$0.79 |
| | Dockage: | |
| | Dockage for all self-propelled and non-self-propelled vessels shall be based on Length Overall (LOA) in feet per Day as follows: | |
| | o 74 ft. or less | \$75.00 |
| | o 75 ft. to 100 ft. | \$125.00 |
| | o 101 ft. to 200 ft. | \$200.00 |
| | o 201 [ft.] or greater | \$250.00 |
| | Fleeting and Mooring: | |
| | Fleeting and Mooring (Charges in locations approved by the Harbor Master per Day) | |
| | o Regulation Barges | \$175.00 |
| | o Over-sized Barges (exceeding 35 ft. x 200 ft.) | \$250.00 |
| | o All other fleeted vessels, equipment or materials | \$250.00 |
| | o Fine for unauthorized fleeting or mooring per day | \$500.00 |
| | Smith Harbor and City Harbor: | |
| | Commercial Vessel Dockage Rate: (available only for leases of one year or greater unless otherwise approved by City Council) | |
| | For leases of one year or greater | |
| | o First 25 ft. in length per month | \$175.00 |
| | o For each additional foot of length > 25 ft. per month | \$5.00 |

CITY OF PORT LAVACA - PART II - CODE OF ORDINANCES
APPENDIX A - FEES, RATES AND CHARGES

Section VIII. Item #11.

| | | |
|--|---|-----------------|
| | For leases up to and including six months | |
| | o First 25 ft in length per month | \$250.00 |
| | o Each additional foot of length > 25 ft per month | \$6.00 |
| | For leases > 6 months < 12 months | |
| | First 25 ft in length per month | \$200.00 |
| | o Each additional foot of length >25 ft per month | \$5.00 |
| | Harbor of Refuge: | |
| | o Dockage Space - LF/month | \$4.00 |
| | o Use of Rail Spur Rail Spur Maintenance Fee- LS/month | \$1,000.00 |
| | Nautical Landings Marina Rates: | |
| | o Dockage Space - LF/month | \$6.30 |
| | o 110 v. 30-amp Connection - per month | \$52.50 |
| | o 220 v. 50-amp Connection - per month | \$105.00 |
| | Water and Trash (Included in all rentals) | |
| | o Transient rate < 35 ft. | \$15.75 |
| | o Transient rate > 35 ft. | \$21.00 |
| | | |

Ord. No. [G-1-19](#), art. II, 1-14-2019; Ord. No. [G-4-20](#), art. II, 9-14-2020; Ord. No. [G-3-21](#), art. II, 5-10-2021; Ord. No. [G-4-21](#), art. II, 9-20-2021; [G-7-23](#), art. II (Exh. A), 9-11-2023; [Ord. No. G-9-24](#), art. II(Exh. A), 10-14-2024)

COMMUNICATION

SUBJECT: Consider Second and Final reading of an Ordinance (G-10-25) of the City of Port Lavaca amending the Ordinance codified and described in the City of Port Lavaca's Code of Ordinances as Chapter 54 Waterways; Establishing an Appendix "B" for the Tariff Circular 1-A; providing for purpose of ordinance, providing for severability; providing a repealing clause; and providing an effective date. Presenter is Jody Weaver

INFORMATION:

ORDINANCE #G-10-25

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 CHAPTER 54 WATERWAYS; ESTABLISHING AN APPENDIX "B" FOR THE TARIFF CIRCULAR 1-A; 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 is the Tariff Circular and is to serve as a formal document outlining the rates, charges, rules and regulations that govern the activities, services, and the use of the Ports & Harbors Facilities of the City of Port Lavaca and will be codified in the City of Port Lavaca's Code of Ordinances as "Appendix B". 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 11th day of August, 2025

Jack Whitlow, Mayor

SECOND AND FINAL READING this 8th day of September, 2025

Jack Whitlow, Mayor

APPROVED AND ADOPTED this 8th day of September, 2025.

Jack Whitlow, 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 | | |
| Councilman Tippet | Aye | | |
| Councilwoman Padron | Aye | | |
| Councilwoman Bland-Stewart | Aye | | |
| Councilman Burke | Aye | | |

Record of approval by City Council: City Council Minute Records, Volume 3-I, Page ____.

Exhibit A

Chapter 54 – WATERWAYS

ARTICLE I. – IN GENERAL

Sec. 54-1. – Incorporation of Tariff 1-A.

Tariff 1-A of the City of Port Lavaca which governs the rules and fees associated with the waterways located in the City of Port Lavaca and its extra-territorial jurisdiction is incorporated into the city's Code of Ordinances under this section as fully set out in **exhibit Appendix "A B"**, attached hereto and made a part of this article for all purposes.

(Ord. No. G-6-20, § 1, 9-14-2020)

CITY OF PORT LAVACA



7.15.2025

TARIFF CIRCULAR NO. 1-A

RATES, CHARGES, RULE & REGULATIONS
GOVERNING ACTIVITY AND USE OF THE

PORTS & HARBORS FACILITIES
UNDER THE JURISDICTION OF THE CITY OF PORT LAVACA

Approved by
City of Port Lavaca City Council
with advisement of the City of Port Lavaca Port Commission
202 N. Virginia St.
Port Lavaca, Texas 77979
Date: _____

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SECTION 1 – GENERAL INFORMATION, RULES & REGULATIONS

DESCRIPTION & JURISDICTION OF PORT COMMISSION

ITEM 1

Mariners are to consult appropriate authorities and information sources when determining constraints upon navigation in and around the Harbor of Refuge, Smith Harbor, Nautical Landings Marina, and City Harbor and not rely upon information contained herein for the purpose of safe navigation.

All properties now or subsequently owned by the City which are designated PORT, WHARF and DOCK or WATERS shall hereafter be placed under the supervision and control of the City Council. In order to provide a forum for the public regarding such properties, a Port Commission has been created by ordinance, to consist of not less than five (5) nor more than seven (7) members. Said Commissioners shall be qualified voters of the City, shall be over twenty-five (25) years of age, shall not be members of the Council, and shall be appointed to serve without compensation for a period of two (2) years, by a majority vote of the Council. Commissioners may be removed by a majority vote of the Council with or without cause.

The Port Commission shall provide recommendations to the City Manager regarding said port, wharf and dock properties and waters, and is expressly empowered to:

- (a) Appoint its own Chair and Secretary and adopt its own rules and order of business. It shall keep minutes of its meetings, and the minutes shall be open to public inspection. Its meetings shall be conducted in accordance with the Texas Open Meetings laws.
- (b) Provide recommendations regarding the extension and improvement of the physical properties to facilitate the efficient operation of the port and for the best interest of the inhabitants of the City.
- (c) Make recommendations to the Council for ordinances to provide for the issuance of licenses and/or permits and to adopt such rules and regulations as it deems necessary for the operation of the port, as well as for the use of port property, so long as the same are not inconsistent with the general laws and administrative rules relative thereto.
- (d) Review and provide recommendations to the Council on the budget for port operations each year at the regular budget time for the City.

DEFINITIONS**ITEM 5**

- (1) **AGENT:** The party or entity responsible for a request for services or the Owner/Operator of a tow or its equipment upon water of the CITY OF PORT LAVACA.
- (2) **BARGE:** Any non-self-propelled vessel.
- (3) **BARREL:** 42 US gallons of fresh water.
- (4) **BERTH:** The water area at the edge of a wharf, including mooring facilities, used by a vessel while docked or otherwise secured.
- (5) **CARGO:** The measured product moved by any conveyance on or off the properties of the CITY OF PORT LAVACA PORTS & HARBORS for which charges will be assessed based on weight, volume or head count.
- (6) **CARGO OWNER:** The party or corporation, including shippers, agents, or their designees, that is/are responsible for the management of cargo handled at the Terminal.
- (7) **CITY/CITY OF PORT LAVACA:** The City of Port Lavaca Ports & Harbors; 202 N. Virginia St. Port Lavaca, Texas 77979
- (8) **CONTRACTOR:** A third-party entity engaged by the Port to provide specific services on an exclusive basis to tenants or users of Port facilities or assets which require specified Port operating services as permitted under individually issued Operating or Usage Permits.
- (9) **DAY:** A period of 24 consecutive hours or fractional part thereof.
- (10) **DEMURRAGE:** See Storage
- (11) **DOCK:** Shall mean all docks, floats, slips, wharves, ramps, piers, bulkheads, dolphins, and sea walls owned or operated by the CITY OF PORT LAVACA.
- (12) **DOCKAGE:** The charge assessed against a vessel for berthing at a wharf, pier, bulkhead or for mooring to a vessel so berthed.
- (13) **FACILITIES:** Any wharf, dock, berth, fleet, shed, warehouse, improved-open area, rail track, pipeline, road, equipment, material handling machinery, appliance, land or any structure of any kind within the jurisdiction of the CITY OF PORT LAVACA and is either owned or leased by the CITY OF PORT LAVACA.
- (14) **FLEET:** The areas determined by CITY to be used for lay berth or services to vessels not engaged in cargo operation.
- (15) **FREIGHT HANDLER:** Shall mean any management company or entity engaged in the management of the handling of cargo on behalf of a rail carrier at the Port's rail facilities.
- (16) **HANDLING:** The specific service of physically moving cargo between points of rest and any place on the properties of the CITY.
- (17) **HARBOR MASTER:** An employee of the CITY who reports to the City Manager and supervises the operations in the ports and harbors of the CITY and administers its rules.
- (18) **HAZARDOUS MATERIALS:** Any liquid or solid material as defined under 49 CFR Parts 171-179, or as designated by the US EPA and/or the Texas Commission on Environmental Quality as hazardous waste, including waste oils, solvents and other substances requiring special protections, handling, and disposal.

- (19) **LOADING & UNLOADING:** The service of loading or unloading cargo between any place on the facilities and rail cars, barges, lighters or trucks or any other conveyance to or from the facilities.
- (20) **MANIFEST:** Any formal list of cargo loaded onto or discharged from, or persons arriving on or embarking on, a vessel, including crew.
- (21) **OVERALL:** The greatest distance between two points either above or below the water.
- (22) **PERSON:** Vessels, agents, owners, masters, and operators, including but not limited to, natural persons, artificial persons, corporations, partnerships, organizations, and associations, and the sovereigns, governments, nations, states, municipalities and agents and/or their instruments thereof.
- (23) **PORT:** The Ports and Harbors of the City of Port Lavaca, Texas, including all wharves, docks, berths, fleets, sheds, warehouses, improved-upon areas, rail tracks, pipelines, roads, equipment, material handling machinery, appliances, land, or any structure of any kind within the jurisdiction of the City Council and either owned or leased by the City of Port Lavaca.
- (24) **PORT COMMISSION:** A board consisting of not less than five (5) nor more than seven (7) members appointed by the City of Port Lavaca City Council with powers and duties as set out in the City of Port Lavaca Home Rule Charter.
- (25) **POINT OF REST:** The area of any facility of CITY OF PORT LAVACA which is assigned for the receipt of inbound cargo and for the delivery of outbound cargo to or from vessels, consignees, shippers or other transportation conveyance.
- (26) **STEVEDORE:** Any management company or entity engaged in the management of the handling of cargo and/or passengers, on behalf of the vessel operator, at marine facilities.
- (27) **STORAGE:** A service provided for the use of facilities for inbound or outbound cargo, from any conveyance, after the expiration of free time.
- (28) **TARIFF:** The rates, charges, rules and regulations governing activity, services and use of the facilities of the CITY as set forth in this agreement and any amendments thereto.
- (29) **TENANT:** Any party that leases property for exclusive or non-exclusive use at a marine facility.
- (30) **TON:** A unit of weight of 2,000 pounds; Short ton.
- (31) **TRANSLOAD:** The service of transfer of cargo between rail car, vessel or other transport conveyance without an intermediate point of rest.
- (32) **USAGE:** The use of CITY facilities by any rail carrier, lighter, operator, trucker, shipper, consignee, their agents, servants and/or employees when they perform their own Handling, Loading or Unloading; or the use of any facilities for any gainful purpose for which a charge is not otherwise specified.
- (33) **USER:** Any rail carrier, lighter, operator, trucker, tenant, shipper or consignee using the facilities of the CITY.
- (34) **VESSEL:** Includes within its meaning every description of watercraft whether self-propelled or non-self-propelled, used or capable of being used, as a means of transportation on water and shall include in its meaning the owner thereof.
- (35) **WHARFAGE:** The charge assessed against freight passing or conveyed over, onto or under wharves or between vessels or overside vessels when berthed at wharf

or moored in slip adjacent to wharf; it is solely the charge for use of wharf and does not include charge for any other service.

- (36) WHARF: Any wharf, pier, landing, quay or other stationary structure to which may be utilized in the transit or handling of cargo or passengers and shall include other Port facility areas along side of which vessels may lie or which are suitable for and are used in the loading, unloading, distribution, assembling or handling of cargo.
- (37) WHARF DEMURRAGE: The charge assessed against cargo remaining in or on facilities of the CITY after the expiration of free time unless alternative arrangements have been made for storage.

APPLICATION OF TARIFF

ITEM 10

The rates, rules and regulations published in this Tariff apply equally to all cargo, users of the waterway, tenants and facilities of the CITY. The use of CITY facilities, to include the waterways under CITY jurisdiction, constitutes an acceptance by the User of all charges, rules and regulations published. The User agrees to pay all charges and be governed by all rules contained herein.

Amendments may be issued to address needed changes or revisions to the Tariff. The Tariff is subject to change by majority vote of the City Council. The CITY reserves the right to determine the charge or interpret the Tariff should it not specifically address the issues at hand, so long as it is applied equally to similarly situated users.

LIMITATION OF LIABILITY

ITEM 15

Except for liability under Texas law, if any, for damage caused by its negligence, CITY shall not be liable for any loss or damage to any cargo handled over or through its facilities, nor shall it be liable for any delay, loss or damage resulting from strikes, tumult, channel blockages or acts of God.

The CITY is not a common carrier and does not accept care, custody or control of any cargo or other property while on its wharves, docks, buildings or other facilities managed or controlled by CITY.

The CITY has jurisdiction over all properties whatsoever within the PORT and shall make and enforce such rules and regulations as may be necessary to promote and facilitate traffic, business and to secure safety and equal convenience to all authorized users thereof.

Persons entering Facilities shall do so at their own risk.

In the case of occurrence of unusual circumstances, without any fault of CITY, including without limitation, damage or destruction to premises, including vessels or cargo, by fire, flood, civil disturbance, earthquake, tidal wave, wind, explosion, public enemies, war, Acts of God, marine

casualty, Government action, labor actions, or similar circumstance, CITY shall not be held liable for any impacts on users, vessels, persons, or cargo.

No provision contained in this Tariff shall limit or relieve CITY from liability for its own negligence, nor require any authorized user to indemnify or hold harmless CITY OF PORT LAVACA from liability for its own negligence. No provision contained in this Tariff shall be interpreted in any manner as a waiver of any rights or protections against suit and/or liability, including, without limitation, any sovereign immunity protection which Landlord may possess or enjoy, now or in the future, by virtue of its status and existence as a governmental entity in the State of Texas.

CITY OF PORT LAVACA HELD HARMLESS

ITEM 20

All Users agree to indemnify and save harmless CITY from and against all losses, claims, demands and suits for damages, including death and personal injury, and including court costs and attorney fees, incident to or resulting from their operations on the property of CITY and the use of its facilities.

DAMAGE TO CITY OF PORT LAVACA PROPERTY

ITEM 25

All vessels, owners, agents, tenants and users of CITY facilities shall be responsible for all damage to property and facilities of the CITY resulting from their use. Any such damage shall be repaired and billed against the user responsible, whether or not such damage is caused by negligence or use by operation and/or conduct of third parties participating with them or on their behalf. The expense of replacement or repair will be billed against the responsible party for such damages at cost plus 20%.

In the event any damage is done to property and facilities of CITY, the person or persons responsible for said damage, or in any way involved, shall give a full report to the HARBOR MASTER giving date and hour said damage occurred, names and addresses or description of the witnesses or other persons, vessels, vehicles or instrumentalities involved, as well as any other pertinent facts and information which may be available. The person, persons, or entity causing the damage will be held responsible for reimbursing CITY for the cost of repairing said damage, including the cost of any emergency actions required to be taken by CITY, the U.S. Coast Guard, and/or other emergency services to limit the scope of such damage.

For facilities utilized under exclusive or preferential agreements, damage and repair requirements may, as agreed by CITY, be conducted annually through joint survey and subsequent determination of user responsibility.

HOLIDAYS**ITEM 30**

The CITY observes the following holidays: If any holiday falls on a Saturday, the preceding Friday will be the day of observance. If any holiday falls on a Sunday, the following Monday will be the day of observance.

| | |
|----------------------|------------------------------------|
| New Year Day.... | January 1 |
| President's Day ... | 3 rd Monday in February |
| Good Friday.... | The Friday preceding Easter |
| Memorial Day.... | May 30 |
| Independence Day... | July 4 |
| Labor Day.... | 1st Monday in September |
| Veterans Day ... | November 11 |
| Thanksgiving Day.... | 4th Thursday in November |
| Thanksgiving Friday | 4th Friday in November |
| Christmas Eve.... | December 24 |
| Christmas Day.... | December 25 |

SIGNS**ITEM 35**

Erection or painting of signs on CITY property or structures is prohibited. Signs may be erected only upon written consent of the PORT COMMISSION subsequent submittal of design, dimension, proposed location, materials of construction, fastenings and method of erection. CITY reserves the right to make modifications to the foregoing submittal and to remove any erected sign for lack of maintenance subsequent a written notice and 30-day cure period. Should CITY removal be required, removal will be at cost plus 20%.

DEMURRAGE OR DETENTION**ITEM 40**

Except when caused by its own negligence, CITY will not be responsible for any demurrage or detention on railcars, vessels or trucks.

HARBOR MODIFICATIONS**ITEM 45**

CITY maintains sole jurisdiction over the waterway, lying within the City Limits of the City of Port Lavaca, Texas, and any modifications or structures within it. No piles shall be driven nor shall any platform be erected without written permission from the CITY. Furthermore, no modifications or alterations to the bank or waterway are permitted without obtaining written authorization; this includes any of the following: filling in, construction, repair, dredging, removal or demolition of any kind made to the waterfront or channel.

INSURANCE**ITEM 50**

The charges provided herein do not include any expense for insurance covering owner's interest in the property, nor will insurance be affected by CITY under its policies.

ACCESS TO RECORDS**ITEM 55**

Vessels, their owners, agents and masters, and all other users of the facilities shall be required to grant access to manifests of cargo, railroad documents and all other documents for the purpose of audit for ascertaining the correctness of reports filed; or securing necessary data to facilitate the correct estimate of charges.

PAYMENT OF INVOICES AND CHARGES**ITEM 60**

All wharfage and dock usage charges incurred by a shipper in the loading and unloading of commodities at the PORT are due and payable to CITY within fifteen (15) days after the end of the calendar month in which such wharfage or dock usage charges were incurred. All bills for charges other than for wharfage or for the use of CITY's facilities are due upon presentation. Failure to pay any charges incurred by a shipper when due shall place the name of the vessel, its owners and agents, and the shipper upon a delinquent list at which time the use of the PORT will be denied. Any charges remaining unpaid 30 days past the date on which they are due shall be subject to an interest charge of 10% per month. Prompt written response is required for any charges in dispute or else interest charges will apply. Accounts referred to an attorney or an agency for collection are subject to a surcharge and additional court and collection costs.

Presentation of bills to owners and agents of vessels or to stevedores is done as a matter of accommodation and convenience and shall not constitute a waiver of the lien for charges furnished the vessel for which maritime law provides a lien.

CITY reserves the right to estimate and collect in advance all charges which may accrue against vessels, their owners and agents, or against cargo loaded or discharged by such vessels or from other users of the facilities of CITY whose credit has not been properly established or does not remain in good standing with CITY. Use of facilities may be denied until such advance payment or deposits are made.

CITY reserves the right to apply any payment received against the oldest bills rendered against vessels, their owners and agents, or other users of facilities.

Vessels, their owners and agents, by the loading of cargo from wharves or the discharging of cargo thereon, agree to pay all penalty charges then accrued or which may accrue on such cargo, as well as any charges which may accrue from the removal of such cargo to another part of the wharves for storage elsewhere. These charges shall be assessed against the vessels, their owners and agents responsible for the cargo and making use of a berth as permitted by CITY.

Vessels, their owners and agents shall make collection of penalty charges before releasing merchandise. The amount of accrued penalty charges may be obtained from CITY.

CITY reserves the right to detain a vessel; establish a maritime lien upon the vessel, its cargo, and freights; or arrest a vessel for all unpaid charges due.

FIRE PROTECTION

ITEM 65

Smoking and the use of open lights or fires in or around facilities of the CITY or on any vessel or rail car within the jurisdiction of the CITY is strictly prohibited.

Handling of explosives is strictly prohibited without the prior written consent of CITY.

The rules and regulations of the 2021 International Fire Code (IFC), including all future amendments, revisions, restatements, and updates thereto, shall also apply to all facilities under the jurisdiction of the City of Port Lavaca Fire Department (AHJ – Authority having Jurisdiction), and all users shall comply with applicable requirements of the IFC. The National Fire Protection Association (NFPA) 307 “Standard for the Construction and Fire Protection of Marine Terminals, Piers, and Wharves,” NFPA 303 “This standard provides requirements to protect lives and property from electrical hazards at marinas and related facilities, including boatyards, yacht clubs, boat condominiums, and docking facilities.” And NFPA 30 “Flammable and Combustible Liquids Code” including all future amendments, revisions, restatements, and updates thereto, shall also apply to all facilities within the jurisdiction of the AHJ and all users shall comply with the requirements for these standards. The AHJ is authorized to interpret and enforce applicable provisions of the IFC, the NFPA, and the AHJ’s fire regulations.

The storage, keeping or use of any reportable quantities of acid, gasoline, distillates or other liquid petroleum products, except lubrication oil, on properties of the CITY is strictly prohibited, unless written authorization has been given by the CITY, including tenant complying with any requirements of the CITY regarding the material, its use or security.

No person may obstruct or interfere with free and easy access in case of fire to any properties or facilities within the jurisdiction of CITY. No person shall remove or in any manner disturb any fire extinguisher, fire hose, hydrant or any other fire-fighting appliance installed or placed in or upon the PORT facilities.

IMPLIED CONTRACT

ITEM 80

Entry upon the PORT by a person or vessel - whether by land, water, or otherwise, shall constitute an agreement by such person or vessel to comply with this tariff, any supplemental rules and regulations, and all applicable local, state, and federal regulations.

SECTION 2 – REGULATIONS GOVERNING USE OF WATERWAY

BERTH & FLEET ASSIGNMENTS

ITEM 200

Wharf and dock assignments may be governed by tenant agreements granting preferential use or non-exclusive use. Any preferential use shall be monitored and controlled by the tenant. Preferential use will not exclude the CITY to make berth assignments when it deems the facility is underutilized and such assignment will not negatively impact the tenant's operation.

All non-exclusive use wharves and docks are multi-user facilities. Certain interests may have a preferential berth at a facility that allows them to conduct operations upon arrival. Any wharf or dock not so contractually designated is usually assigned by the HARBOR MASTER on a first come first served basis subject to the terms, conditions and charges contained herein. Should any conflict or interpretation be required, the HARBOR MASTER will determine the order of assignment.

To expedite the handling of vessels and to avoid congestion, the HARBOR MASTER may order vessels already in berth to work continuously at their expense. A vessel refusing to work may be ordered to vacate the berth. Once ordered to vacate and notice being given to the master or person in charge, should they fail to comply with the instruction, the owner of the vessel shall be liable for all damage which may arise.

Additionally, the HARBOR MASTER may, at their discretion, order a vessel to move, to such a place as directed, when:

1. It is necessary for the proper operation of the facility;
2. There is an emergency;
3. Terminal congestion may be ameliorated by such a move;
4. A vessel is offensive or hazardous;
5. A vessel contains hazardous cargo or cargo that is labile to damage other vessels, cargo, or Port facilities; and/or
6. The vessel's berthing is in conflict with another vessel who had previous arrangements.

HARBOR & SAFETY REQUIREMENTS

ITEM 205

The CITY monitors the safety performance of vessel operation upon the waterways within its jurisdiction. All users are responsible for compliance of their vessels to rules which are established to protect people, assets and the environment of the CITY, tenants, property owners and other vessels.

- (1) **SPEED:** As stipulated by the US Coast Guard in CFR Title 33, Part 162.75 "Speeding in narrow sections is prohibited. Official signs indicating limited speeds shall be obeyed. Vessels shall reduce speed sufficiently to prevent damage when passing other vessels or structures in or along the waterway."

The maximum speed for all vessels shall be in accordance with CFR Title 33, Parts 83.06 and 164.11. Notwithstanding, vessels shall operate at slow bell or slower entering, while present in, and upon exiting the turning basin, and shall not exceed three miles per hour while passing any wharf, dock, bridge abutment or moored vessel.

- (2) **AUTOMATIC IDENTIFICATION SYSTEM (AIS):** Vessels equipped with AIS, as required by CFR Title 33, Part 164.46, must have the system active while in the jurisdiction of the CITY, unless the CITY is notified otherwise in advance.
- (3) **MOORINGS:** All vessels, when not underway, shall at all times be properly made fast using good and sufficient moorings considering the practice of good seamanship, cargo operation and weather considerations present and contemplated.
- (4) **FIRE ALARM:** In the event of a fire on board any vessel not underway, such vessel may sound five prolonged blasts of the whistle or siren as an alarm indicating fire on board or at a dock to which it is moored. Such signal may be repeated to attract attention. The signal is not a substitute for, but may be used in addition to, other means of reporting the fire.
- (5) **ACCIDENT & COLLISION REPORTING:** Any fire, accident, pollution or other casualty of any kind whatsoever, occurring within the jurisdiction of the CITY must be reported to the HARBOR MASTER. Reporting requirements include incidents of groundings or striking of stationary objects. Reports are to be made in writing by electronic, facsimile transmission or other written form at the earliest opportunity and not more than twenty-four hours after the incident.
- (6) **POLLUTION, OIL & REFUSE:** All vessel owners, agent and operators shall comply with all federal, state or local regulations pertaining to placing or discharging into CITY waters any sewage, garbage, fuels, contaminants or refuse of any kind covered by such laws. Vessels discharging oil from bilge or tanks into CITY waters will be reported to the US Coast Guard and other appropriate authority for prosecution under appropriate federal and state laws or regulations.

Throwing of any rubbish or contaminant into CITY waters is strictly prohibited. Rubbish, garbage, dunnage or other general waste material shall be disposed of only in containers designated for this use and supplied by the vessel owner, agent or operator. Placing of any hazardous material or pollutant into such containers is prohibited. Vessels shall retain aboard any rubbish which cannot be properly placed in designated containers.

- (7) **RULES OF THE ROAD:** All vessels shall comply with the applicable "Rules of the Road" and nothing herein is intended to supersede the regulations pertaining to safe navigation.
- (8) **BUNKERING OF VESSELS:** Bunkering of vessels by tank truck will be permitted at any open dry cargo dock which has been designated to permit such activity. No bunkering shall take place while cargo operations are being performed simultaneously at the same berth. All preventive actions, including a contingent spill plan, for a safe and efficient fueling operation must be established between the delivery carrier and vessel before any transfer commences.

- (9) **VESSEL REPAIRS:** No vessel repairs will be made to vessels involving, welding, burning or other fire risk activity without the issuing of an appropriate hot work permit issued by A CERTIFIED MARINE CHEMIST and advisement to the HARBOR MASTER. Vessel repairs will be permitted at CITY open berths under the condition that the vessel will not be operable during any cargo operation and can be underway upon one-hour notice at all other times. The use of any dockside equipment, machinery or idle periods impacting the one-hour notice period requires notification and authorization from the HARBOR MASTER.
- (10) **REMOVAL OF SUNKEN VESSELS:** It shall be the responsibility of the vessel owner to salvage and/or adequately remove any vessel which may sink in the CITY's jurisdiction. Should a vessel sink while moored or working at facilities owned by CITY but under an exclusive use agreement to a second party, the second party shall be responsible for its salvage and/or adequate removal in the event the owner fails to act. Vessel owner shall salvage and/or remove said vessel within 48 hours after CITY requests same. If, in the discretion of the CITY, the vessel constitutes a hazard to navigation or impedes operation of PORT, arrangements may be permitted for its immediate removal by the CITY at vessel owner's risk and expense. Should the sinking impede operations or the responsible party fail to act, additional penalties of up to \$1,000 per Day may be assessed.
- (11) **LICENSING AND VESSEL REQUIREMENTS - SHIFT VESSELS OPERATING IN BASIN:** All vessels in operation in all waterways within the CITY's jurisdiction must meet all local, state, and federal requirements. All towboats operating in all waterways within the CITY's jurisdiction must be operated at all times by a U.S. Coast Guard licensed Captain with a valid MASTER OR MATE OF TOWING VESSELS license; must meet American Waterways Operators Responsible Carriers Program requirements in all respects; must meet U.S. Coast Guard Subchapter M Inspection Requirements, as applied to inland towing vessels; and must meet the following additional standards -
- Minimum 600 horsepower,
 - Twin screws,
 - AIS equipped,
 - Radar equipped, and
 - Adequate eye level to see over empty barges.
- (12) **TONNAGE REPORTING REQUIREMENTS:** All Users in the PORT must comply with all reporting requirements of local, state, and federal agencies in addition to those laid out in this tariff. Such reporting must be submitted in accordance with the requirements of the relevant agencies. In addition, tonnage movements must be reported to CITY concurrently with any cognizant local, state, and/or federal agencies. Tonnage movements must be reported to CITY in the manner laid out in "Exhibit D — Tonnage Reporting" attached to this Tariff.
- (13) **PENALTIES FOR INFRACTIONS:** Any User in violation of any provision of this Section will be subject to a penalty of \$250 per infraction in addition to any other fees, penalties, or other consequences to which the User may be subject.

FLEETING/MOORING**ITEM 215**

The CITY seeks to promote orderly and safe navigation of all waterways within its jurisdiction. For the safety of all users, the CITY may provide fleeting/mooring areas for the orderly safe mooring of vessels awaiting cargo operation or idled in the waterway, subject to the coordination with and approval of the Harbor Master. Designated fleeting/mooring spaces do not in all cases include public access to the adjacent land. The Harbor Master must be notified in advance of any vessels intending to fleet/moor within the jurisdiction of the CITY. Any unauthorized fleeting or mooring shall result in a fine of not less than \$500 per day. The CITY does not operate as a fleet service and all risk of use rests with the owner/operator. No barges containing hazardous materials are to be fledted and left unattended. Fleeting is available to vessels at a rate of

- \$175.00 per day for Regulation Barges
- \$250.00 per day for Over-sized Barges (exceeding 35 ft x 200 ft.)
- \$250.00 per day for all other fledted vessels, equipment or materials

DOCKAGE**ITEM 220**

Dockage for all self-propelled and non-self-propelled vessels shall be based on Length Overall (LOA) in feet per Day as follows:

| | |
|----------------------------|----------|
| 74 ft. or less, per day | \$75.00 |
| 75 ft to 100 ft, per day | \$125.00 |
| 101 ft. to 200 ft. per day | \$200.00 |
| 201 ft or greater | \$250.00 |

BUNKER FEE, TANK TRUCK TO VESSEL**ITEM 230**

Bunkers may be delivered by tank truck with prior notification to the HARBOR MASTER. A charge of **\$50.00 per truck** is assessed against the vessel for transfer of fuel at CITY PORT facilities. All such operations must comply fully with the regulations of the United States Coast Guard (USGS) and all other applicable local, state and federal rules and regulations.

MANIFESTS REQUIRED OF VESSELS**ITEM 235**

Vessel Operators, shippers, operators, or their agents, utilizing facilities within the jurisdiction of the CITY, are required to furnish the HARBOR MASTER with complete copies of vessel manifests showing names of consignees or consignors and the weights or measurements of all freight loaded or discharged at the PORT. Such manifests must be certified as correct by an authorized official of the company and must also designate the basis of weight or measurement on which freight was assessed. In lieu of manifests, freight bills containing all information as required above may be accepted at the discretion of the HARBOR MASTER.

Manifests shall be submitted to the HARBOR MASTER within seven (7) days of the arrival or within seven (7) days of the departure of any vessel.

Failure to submit the manifest within the time specified shall constitute cause for suspension of vessel privileges until such failure is remedied.

SECTION 3 – REGULATIONS GOVERNING FACILITIES & CARGO

HANDLING HAZARDOUS MATERIALS

ITEM 310

Materials classified as hazardous by the USCG or OT will be accepted by the CITY for handling in waterborne commerce only if such materials and the way they are handled conforms with all rules and regulations promulgated by those agencies. Conformance is required to such further OSHA, federal, state and local regulations, as well as all provisions of this tariff, any prevailing Port rules and regulations, and any permit(s) issued to the User handling the hazardous materials.

Notice shall be given to the HARBOR MASTER of any vessel, truck, rail, vehicle, or any other conveyance carrying cargo which is hazardous, extremely flammable, corrosive, explosive, or otherwise possesses a significant risk of harm to property or persons at least seventy-two (72) hours prior to landing or use of facilities or equipment at the Port. All hazardous cargo must be properly labeled in accordance with Federal HAZMAT and International HAZCOM requirements. Failure to have proper labeling will result in cargo being refused entry into the Terminal.

The CITY may refuse the use of its facilities for the handling of hazardous and dangerous materials if, in the CITY's opinion, handling the hazardous materials constitutes an undue risk to the Port, Users, Tenants, and/or the citizens within the City of Port Lavaca.

TRANSSHIPMENT OF CARGO

ITEM 340

Cargo, which is discharged from a vessel and intended for transshipment will be assessed wharfage on the outward movement if reloaded within seven (7) days of initial placement. If cargo remains beyond the seventh day, the inward and outward wharfage will be assessed, as well as any other applicable charges set forth in this Tariff.

SECTION 4 – WHARFAGE CHARGES

WHARFAGE CHARGES BY COMMODITY

ITEM 400

All wharfage charges are in U.S. Dollars (USD) per Ton (2,000 pounds) unless otherwise noted.

- Crude petroleum, condensate, and other Liquid hydrocarbons, PER BARREL \$0.125
- Bulk product liquid or dry, PER TON \$0.79
- Oysters, PER BARREL \$0.00

SECTION 5 – FEES

GENERAL

ITEM 500

Potable Water: Refer to Appendix A -Chapter 50 Utilities of the City of Port Lavaca Code of Ordinances.

Parking: Parking in Public Parking areas by Commercial Tenants of the PORT or by those Persons FLEETING/MOORING or DOCKING in CITY Ports and Harbors shall pay \$5.00 per vehicle per day.

HARBOR OF REFUGE

ITEM 510

| | |
|--|------------|
| Dedicated Dockage space provided with a ground lease | \$4.00/LF |
| Rail Spur Maintenance Fee | \$1,000/MO |

NAUTICAL LANDINGS MARINA

ITEM 520

| | |
|--|--------------|
| Dockage/Stall Rentals | \$6.30/LF/MO |
| 110v 30-amp Connection | \$52.50/MO |
| 220v 50-amp Connection | \$105.00/MO |
| Transient Rate <35 ft LOA | \$15.75/DAY |
| Transient Rate >35 ft | \$21.00/DAY |
| Water and Trash is included in all Dockage/stall rentals | |

SMITH HARBOR AND CITY HARBOR

ITEM 530

| | |
|---|-------------|
| Commercial Vessel Dockage Monthly rate for leases of one year or greater: | |
| First 25 ft. of LOA | \$175.00/MO |
| Each additional foot of LOA > 25 ft. | \$ 5.00/MO |

| | |
|---|--------------|
| Commercial Vessel Dockage Monthly rate for leases up to six months: | |
| First 25 ft. of LOA | \$ 250.00/MO |
| Each additional foot of LOA > 25 ft | \$ 6.00/MO |

| | |
|---|--------------|
| Commercial Vessel Dockage Monthly rate for leases > 6 months <12 months | |
| First 25 ft of LOA | \$ 200.00/MO |
| Each additional foot of LOA >25 | \$ 5.00/MO |

COMMUNICATION

SUBJECT: Consider Second and Final reading of an Ordinance (G-11-25) of the City of Port Lavaca amending the Ordinance codified and described in the City of Port Lavaca's Code of Ordinances as Chapter 12 Buildings and Building Regulations, Article VI Requirements for Owners of Residential Properties used as Short-Term Rentals; providing for purpose of ordinance, providing for severability; providing a repealing clause; and providing an effective date. Presenter is Derrick Smith

INFORMATION:

ORDINANCE #G-11-25

AN ORDINANCE OF THE CITY OF PORT LAVACA AMENDING THE ORDINANCE CODIFIED AND DESCRIBED IN THE CITY OF PORT LAVACA'S CODE OF ORDINANCES CHAPTER 12 BUILDINGS AND BUILDING REGULATIONS, ARTICLE VI, SEC. 12-350 THRU SEC. 12-357; REQUIREMENTS FOR OWNERS OF RESIDENTIAL PROPERTIES USED AS SHORT-TERM RENTALS; PROVIDING FOR PURPOSE; 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 12 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 11th day of August, 2025

Jack Whitlow, Mayor

SECOND AND FINAL READING this 8th day of September, 2025

Jack Whitlow, Mayor

APPROVED AND ADOPTED this 8th day of September, 2025.

Jack Whitlow, 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 | | |
| Councilman Tippit | Aye | | |
| Councilwoman Padron | Nay | | |
| Councilwoman Bland-Stewart | Aye | | |
| Councilman Burke | Aye | | |

Record of approval by City Council: City Council Minute Records, Volume 3-I, Page ____.

EXHIBIT A

Chapter 12 – BUILDINGS AND BUILDING REGULATIONS

**ARTICLE VI. - REQUIREMENTS FOR OWNERS OF RESIDENTIAL PROPERTIES
USED AS SHORT-TERM RENTALS**

Sec. 12-350. - Purpose

This Article is adopted to promote the public health, safety, and general welfare within the City by providing neighborhood sustainability and preserving property values. Having current and reliable information about the owners of Short-Term Rentals will allow the City to provide those owners with timely information on the condition of their properties and emergency contact information, to ensure collection of hotel occupancy taxes, to protect the health and safety of guests of Short-Term Rentals and to aid in enforcement of applicable ordinances and laws. By requiring the registration of Short- Term Rental properties, the City Council seeks to protect property values and to prevent property damage within the City limits.

Sec. 12-351.- Definitions.

The following words, terms and phrases when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

City. The City of Port Lavaca, Texas.

Director or Designee. The department(s) or division(s) of the City designated by the City Manager to administer and/or enforce the provisions of this Ordinance and any person or persons designated by such a department or division to represent the department or division for said purpose.

Guest. A person contracting with a Short-Term Rental for use of a residential dwelling or premises as a Short-Term Rental and the person's invitees at the Short-Term Rental.

Hotel Occupancy Tax. Hotel occupancy tax as provided for in Chapter 44, Article III of the City Code of Ordinances and Chapter 351 of the Texas Tax Code, as they exist or may be amended and any successor ordinances or laws.

Local Contact Person. The Owner, Operator, or person designated by the Owner or the Operator, who shall be available for the purpose of responding to concerns or requests for assistance related to the Owner's Short-Term Rental.

Occupant(s) shall mean the person or persons who have rented the short-term rental for a specified period and the overnight occupants.

Operator. The Owner or the Owner's authorized representative who is responsible for compliance with this Article while advertising and/or operating a Short-Term Rental.

Owner. The person or entity that holds legal or equitable title to the Short-Term Rental property.

Short-Term Rental (STR). A privately owned dwelling, including but not limited to, a single-family dwelling, condominium, duplex, townhouse, mobile home, recreational vehicle (RV), or any portion of such dwellings, rented by the public for consideration, and used for dwelling, lodging or sleeping purposes for any period less than thirty (30) consecutive days. The term applies regardless of whether the dwelling was originally constructed or zoned as a residential dwelling. The term *Short-Term Rental* does not include:

- (1) Multi-family dwelling(s), apartment complex, hotel, motel, dormitory, public or private club, recreational vehicle park, hospital and medical clinic, nursing home or convalescent home, foster home, transitional housing facility, any housing operated or used exclusively for religious, charitable or educational purposes, and any housing owned by a governmental agency and used to house its employees or for governmental purposes.
- (2) Rental of a property pending closing of a real estate purchase contract.

Short-Term Rental Permit. A permit issued by the City authorizing the use of a privately owned dwelling as a Short-Term Rental.

Short-Term Rental Listing Service. A person that participates in the Short-Term Rental business by facilitating booking services through which an owner may offer Short-Term Rentals to potential guests. Short-Term Rental Listing Services usually, though not necessarily, provide booking services through an online platform that allows an owner to advertise the premises through a website provided by the Short-Term Rental Listing Service and the Short-Term Rental Listing Service conducts a transaction by which potential guests arrange their use and their payment, whether the potential guest pays rent directly to the owner or to the Short-Term Rental Listing Service

Short-Term Rental Unit. One or more habitable rooms forming a single habitable division within a Short-Term Rental, or an entire undivided Short-Term Rental, which is advertised to be occupied, is occupied or is intended to be occupied by a single party of Guests under a single reservation and/or single rental payment.

Sec. 12-352. – Applicability

- (a) The property owner shall designate themselves or an agent to comply with the requirements of this Article on behalf of the owner. The owner or designated agent is sometimes referred to as "operator" herein.
- (b) The owner shall not be relieved from any personal responsibility or personal liability for noncompliance with any applicable law, rule or regulation pertaining to the use and occupancy of the residential dwelling unit as a short-term rental unit, regardless of whether such noncompliance was committed by the owner, operator, authorized agent or representative or the occupants or guests of the occupants.
- (c) This article is not intended to provide any owner/operator of residential property with the right or privilege to violate any city ordinance, private conditions, covenants or restrictions applicable to the owner's property that may prohibit the use of such owner's residential property for short term rental purposes as defined in this section or to repeal, arrogate, or impair any existing easements, covenants, or deed restrictions.

- (1) Exception: Existing Short-Term Rentals that have been in operation for at least one (1) year at the time of adoption of this ordinance, but have had no complaints filed against the property in relation to the Short-Term Rental and have filed / paid their Hotel Occupancy Tax (HOT) in a timely manner and can show proof of such, will be considered legal non-conforming and is subject to the regulations set forth in this chapter. Change in ownership will negate the legal non-conforming status.
- (d) Abrogation and greater restrictions. Where this article and another ordinance conflict or overlap, whichever imposes the more stringent restrictions shall prevail.
- (e) An advertisement promoting the availability of Short-Term Rental property in violation of any provision of this ordinance is prima facie evidence of a violation.
- (f) The provisions of this article pertaining to Short-Term Rentals shall be reviewed by the city council within one year of the adoption. Those provisions are subject to amendment or repeal upon such review or at any other time. The adoption of the Short-Term Rental provisions of this article shall not be construed to create any enforceable right to the continuation of short-term rentals or any right to compensation for loss, damages, costs, or expenses alleged to have been incurred in reliance upon its adoption or suffered as a result of its repeal.

Sec. 12-353.- Registration and Permit

- (a) Registration Required: Prior to using a dwelling unit as a Short-Term Rental or advertising in any manner the availability of the dwelling unit for Short-Term Rental use, the operator must submit the following information on a form provided:
 - (1) The name, address, email and telephone number of the Owner and Operator of the subject short-term rental unit;
 - (2) The name, address, email and telephone number of a designated Local Contact Person;
 - (3) The Local Contact Person is the Operator or person designated by the Operator who shall be available for the purpose of:
 - i. Responding to complaints presented by the Port Lavaca Police Department regarding the condition, operation, or conduct of occupants of the short-term rental unit; and
 - ii. Responding in person or by phone within twenty-four (24) hours to all other complaints; and
 - iii. Taking remedial action to resolve any such complaints;
 - (4) The name, mailing, and physical address of the proposed Short-Term Rental unit;
 - (5) The number of sleeping rooms and applicable occupancy limit of the proposed Short Term Rental unit. For purposes of this section, a sleeping room is a room designated and used primarily for sleeping and resting on a bed, air mattress, cot, or couch. This shall not be interpreted to include living rooms, family rooms and other similar rooms in which furniture such as fold- down beds or convertible couches are provided on a permanent basis for regular accommodation of residents, temporary or otherwise;
 - i. Maximum occupancy is three (3) times the number of sleeping rooms per dwelling unit as per Texas State Property Code, Title 8, Sec 92.010. Children shall not be counted in the occupancy calculation. For purposes of this section an adult is an individual eighteen (18) years of age or older at time of rental.
 - ii. The maximum occupancy of a Short-Term Rental shall be determined at the

- time a Short-Term Rental permit is issued or renewed. That capacity shall not be increased by subsequent construction of any addition to the structure covered by the permit or by construction of any other structure located on the property without an inspection and approval by the Building Official and submission of an amended registration form;
- (6) If the applicant does not own the property where the rental unit is located, the applicant must provide written documentation, signed by the property owner before a notary public, authorizing the registrant to operate a short-term rental on the premises;
 - (7) A diagram showing the proposed layout of the property use and any on-site parking available for the Short-Term Rental;
 - (8) Payment of all fees, established by this article or the City Council and, for registration renewals, proof of collection and payment of Hotel Occupancy Tax due during the preceding registration periods; and
 - (9) Incomplete applications will not be processed and, as a result, any premises associated with an incomplete application will not be registered in compliance with or as required by this division; and any additional information the Director determines necessary for the administration of this section.
- (b) Prior to issuance of a Short-Term Rental permit, the Operator shall allow an on-site inspection of the Short-Term Rental unit by the Building Official or his/her designee to ensure compliance with the following:
- (1) The requirements set forth in Section 12-354(a)(1) through (9) of this Article; and
 - (2) The requirements set forth in Sections 12-354(b)(1) through (8) of this Article; and
 - (3) A live inspection must occur every 2 years.
- (c) Any existing Short- Term Rental shall have ninety (90) days from adoption of the ordinance to obtain a permit.
- (d) Transferability. A Short-Term Rental permit is not transferable to a new property owner. A new owner must apply for a Short-Term Rental permit within sixty (60) days from the closing date of the purchase or any other conveyance of ownership. Failure of a new property owner to apply for permit within sixty (60) days from the closing date may result in the revocation or non- renewal of an existing Short Term Rental permit or the denial of a new Short Term Rental registration.
- (e) Any property owner delinquent and/or owing city fees to include but not limited to property taxes, sanitation, or utility service fees. and property maintenance fees will be prohibited from registering a Short-Term Rental until such time as payment or acceptable resolution is approved by the City Manager or his/her designee.
- (f) Registration fee; renewal fee.
- (1) The Short-Term Rental registration form shall be accompanied by an initial non-refundable per unit registration fee of \$150.00.
 - (2) The initial registration of the Short-Term Rental is valid for twelve (12) months from the date the completed registration is filed with the city and payment of the registration fee has been made unless ownership of the Short-Term Rental changes at which time a new registration will be required and new permit issued. Subsequent renewal of a Short-Term Rental accompanied by an initial non-refundable per unit registration renewal fee of \$100.00 will be on an annual calendar year basis beginning January first of each year.
- (g) Each Short-Term Rental, once properly registered, shall be issued a permit with a

unique registration number. The registration number must be included in any and all advertisement for the Short-Term Rental, including internet booking sites.

Sec.12-354. - Short Term Rental operational requirements.

- (a) The Operator shall post the following information in a prominent location within the Short- Term Rental Unit, using a form promulgated by the City:**

 - (1) The unique Short Term Rental Permit number assigned to the Short-Term Rental Unit;**
 - (2) Operator name and number;**
 - (3) Local Contact Person name and number;**
 - (4) The location of any on-site and off-site parking spaces available for Guests;**
 - (5) The occupancy limit;**
 - (6) Instructions to Guests concerning disposal of garbage and handling of garbage containers;**
 - (7) Depiction of floor plan identifying evacuation routes, including the dwelling's exits, primary evacuation routes and secondary evacuation routes near the front door of the dwelling if applicable;**
 - (8) Information to assist guests in the case of emergencies posing threats to personal safety or damage to property, including emergency and non- emergency telephone numbers for police, fire and emergency medical services providers and instructions for obtaining severe weather, natural or manmade disaster alerts and updates;**
 - (9) Notification that the Guests are responsible for compliance with all applicable laws, rules and regulations pertaining to the use and occupancy of the Short-Term Rental, and that Guests may be fined by the City for violations of this Article; and**
- (b) The Operator shall operate a Short-Term Rental in compliance with the following:**

 - (1) City of Port Lavaca Sign Ordinance, as applicable, set forth in Chapter 36 of the Code of Ordinances.**
 - (2) Maximum occupancy limits prescribed by the Building Official, pursuant to the International Fire Code as adopted in Chapter 12 Article II of the Code of Ordinances being 2021 IFC, Chap 10 Means of Egress, Texas State Property Code, Title 8, Sec 92.010.**
 - (3) Parking shall comply with Chapter 48 Division 3 – Off Street Parking and Loading of the City's Code of Ordinances. No required parking shall be permitted within public right-of-way or access easements as defined by City Code or state regulations regarding parking. Yards and/or landscaping shall not be used to provide the necessary parking.**
 - (4) Each Short-Term Rental owner shall provide in the Short-Term Rental working smoke/carbon monoxide detectors in accordance with adopted codes, and at least one working type A fire extinguisher. The premises shall otherwise comply with the applicable Code of Ordinance requirements, including but not limited to all building and fire codes.**
 - (5) City of Port Lavaca Hotel Occupancy Tax Ordinance, set forth in Chapter 44 Article III of the Code of Ordinances.**
 - (6) City of Port Lavaca Noise Ordinance, set forth in Chapter 20 Article VI of the**

Code of Ordinances.

- (7) City of Port Lavaca Solid Waste Ordinance set forth in Chapter 38 Article II of the Code of Ordinances. Accumulation on Property per Chapter 20 Article III.
- (8) During any period when a Short-Term Rental is occupied or intended to be occupied by Guests, the Local Contact Person shall be available for the purpose of responding to concerns or requests for assistance related to the condition, operation, or conduct of Guests of the Short-Term Rental.
- (c) Other standards. It is unlawful:
 - (1) To advertise on a Short-Term Rental Listing Service or offer a Short-Term Rental without first obtaining a Short-Term Rental Permit in accordance with this Article;
 - (2) To operate a Short-Term Rental in a manner that does not comply with all applicable City and state laws and codes;
 - (3) To operate a Short-Term Rental without paying the required hotel occupancy taxes;
 - (4) To operate a Short-Term Rental with an active alarm system that has not been registered with the Port Lavaca Police Department;
 - (5) To operate a Short-Term Rental with an active alarm system that is registered with the Port Lavaca Police Department but is not listed on the permit as a Short-Term Rental;

Sec. 12-355. - Notification of complaints.

Complaints related to the operation of a Short-Term Rental, including but not limited to complaints concerning noise, garbage, parking, and disorderly conduct by Guests, shall be reported to the City Code Enforcement office during daytime hours and The Port Lavaca Police Department after hours.

Sec. 12-356. - Compliance with other laws.

The Owner, Operator, Local Contact Person, and Guests shall comply with all applicable laws, rules and regulations pertaining to the operation, use, and occupancy of a Short-Term Rental. The Owner shall not be relieved from any civil or criminal liability for a violation of this Article, regardless of whether such violation is committed by the Owner, Operator, Local Contact Person, or Guest of the Owner's Short-Term Rental.

Nothing in this Article shall be construed to relieve any person or Owner of any other applicable requirements of federal, state, or local law, rules, or regulations. Nothing in this Article shall be construed to provide any property owner with the right or privilege to violate any private conditions, covenants, and restrictions applicable to the Owner's property that may prohibit the use of such Owner's property as a Short-Term Rental as defined in this Article.

Sec. 12-357. - Compliance and Penalty provision.

- (a) It shall be unlawful for any person or entity to violate any provision of this Article. Proof that a violation of this Article occurred at a Short-Term Rental shall create a rebuttable presumption that the Owner of said Short-Term Rental committed the violation.
- (b) Any violation of this Article is a Class C misdemeanor offense, and upon conviction, shall be punished by a fine as set forth in Section 1-8 of the Code of Ordinances.
- (c) Prosecution under this Article shall not require the pleading or proving of any culpable mental state.

CITY OF PORT LAVACA
PART II – CODE OF ORDINANCES

Section VIII. Item #13.

- (d) Penalties provided for in this Article are in addition to any other criminal or civil remedies that the City may pursue under federal, state, or local law.

Sec. 12-358. - Permit suspension or revocation; appeal.

Upon conviction of a violation of this Article, the Director may suspend or revoke any Short-Term Rental Permit issued for the same Short-Term Rental where the violation occurred. The Director shall notify an Owner of a suspension or revocation under this Section in writing, delivered by Certified Mail, Return Receipt Requested, and mailed to the address of the Owner as set forth on the most recent Short Term Rental Permit application submitted to the City. An Owner may appeal a notice of suspension or revocation under this Section by filing a written appeal with the Director within thirty (30) days following the date said notice was deposited in the U.S. Mail. Following a timely filing of an appeal hereunder, the Owner may present evidence to the Director related to the suspension or revocation under this Section. Following the Director's final decision on appeal, the Owner may appeal an adverse decision of the Director by filing a written appeal with the Director within thirty (30) days following the date of the Director's final decision.

COMMUNICATION

SUBJECT: Consider First reading of an Ordinance (S-4-25) approving the annual Budget for the City of Port Lavaca, Texas and adopting the budget document for the fiscal year October 01, 2025 thru September 30, 2026. Presenter is Brittney Hogan

INFORMATION:

CITY OF PORT LAVACA

DATE: 8/20/2024
TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
FROM: BRITTNEY HOGAN, FINANCE DIRECTOR
SUBJECT: CONSIDER ORDINANCE APPROVING THE ANNUAL BUDGET

In accordance with the State of Texas Property Tax Code, the Comptroller of Texas' Truth-in-Taxation rules, the Local Government Code and the City's Charter, we have prepared an Ordinance that, if approved, meets the requirements as established by the governing legislation.

On July 28 (CIP) and August 18, 2025, the City Council held budget workshops to review recommendations from the City Manager for the FY 2025-2026 budget. The proposed budget was filed with the City Secretary and published on the City's website on August 14th.

On August 18, 2025, the City Council announced a public hearing on the FY 2025-2026 Budget to be held on September 8, 2025. Because the proposed tax rate exceeds the No-New-Revenue rate, legislation considers it a tax increase and requires special language to be included in the Notice of Public Hearing on the Budget, the front page of the proposed budget and the front page of the adopted budget.

The City published a notice of public hearing on the budget in the newspaper of general circulation (Port Lavaca Wave) on August 27, 2025, and posted the same notice on the City's website.

The budget, with changes recommended by City Council in the August 18, 2025 workshop, is recommended for the City Council's approval, and contains combined Revenues of \$25,958,403 followed by combined Expenditures of \$30,057,893 leaving combined Fund Balance reserves of \$12,208,936.

The Ordinance to adopt the budget contains authorization, as prescribed in the City Charter, Section 8.03, for the City Manager to transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department or agency.

Legislation does require specific language on the vote to adopt the budget, only that it must be a record vote. Staff provides a recommended motion as follows:

- ***Motion: "I move to adopt the FY 2025-2026 Annual Budget as presented by the City Manager."***
 - ***Must be a Record Vote of each member of the governing body by name.***

ORDINANCE #S-4-25

AN ORDINANCE APPROVING THE ANNUAL BUDGET FOR THE CITY OF PORT LAVACA, TEXAS AND ADOPTING THE BUDGET DOCUMENT FOR THE FISCAL YEAR OCTOBER 1, 2025 THROUGH SEPTEMBER 30, 2026; REPEALING ALL ORDINANCES OR PARTS THEREOF IN CONFLICT HEREWITH; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Council has approved a budget for the City of Port Lavaca, Texas, for the fiscal year October 1, 2025 through September 30, 2026, and accordingly held a public hearing for same, at which time all interested citizens were given an opportunity to be heard for or against any item or amount of any item contained in said budget; and

WHEREAS, all approved adjustments, if any, have been made in said budget and said public hearing has been officially closed:

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

SECTION 1. That the annual budget for the City of Port Lavaca, Texas for the fiscal year October 1, 2025 through September 30, 2026 is hereby approved and the budget document is hereby in all things adopted and made a part of this ordinance as if set forth in full herein and is hereby declared to be the financial plan for the City of Port Lavaca, Texas for the fiscal year 2025/2026.

SECTION 2. That in accordance with the City Charter, Section 8.03 Transfer of Appropriations, the City Council hereby approves the City Manager to transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department or agency.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

SECTION 4. This ordinance shall become effective on the date of its passage by the City Council of the City of Port Lavaca, Texas.

FIRST READING this 8TH day of September, 2025

Jack Whitlow, Mayor

SECOND AND FINAL READING this 22nd day of September, 2025

Jack Whitlow, Mayor

APPROVED AND ADOPTED this 22nd day of September, 2025.

Jack Whitlow, Mayor

Jack Whitlow, 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 | | | |
| Councilman Tippet | | | |
| Councilwoman Padron | | | |
| Councilwoman Bland-Stewart | | | |
| Councilman Burke | | | |

Record of approval by City Council: City Council Minute Records, Volume 3-I, Page ____.

COMMUNICATION

SUBJECT: Consider First reading of an Ordinance (S-5-25) fixing the Tax Rate and Tax Levy for the City of Port Lavaca, Texas for the year 2025. Presenter is Brittney Hogan

INFORMATION:

CITY OF PORT LAVACA

CITY COUNCIL MEETING: SEPTEMBER 8, 2025

DATE: 8/22/2025

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: BRITTNEY HOGAN, FINANCE DIRECTOR

SUBJECT: CONSIDER ORDINANCE FIXING THE TAX RATE AND TAX LEVY – 1st READING

In accordance with the State of Texas Property Tax Code, the Comptroller of Texas' Truth-in-Taxation rules, the Local Government Code and the City's Charter, we have prepared an Ordinance that, if approved, meets the requirements as established by the governing legislation.

On August 18, 2025, the City Council took a record vote to propose a tax rate (\$0.8000) as levied on properties as the previous year. Because the proposed tax rate exceeds the No-New-Revenue rate, legislation considers it a tax increase, and requires a public hearing. City Council announced a date and time for a public hearing on the tax rate to be held on September 8, 2025.

The City published a notice of public hearing on the tax increase in the newspaper of general circulation (Port Lavaca Wave) on August 27, 2025, and posted the same notice on the City's website.

Additionally, because the proposed tax rate exceeds the No-New-Revenue rate, additional language is required to be included in the ordinance and requires specific language in the motion to adopt the tax rate as follows:

- **MOTION:** "I move that the property tax rate be increased by the adoption of a tax rate of \$0.8000, which is effectively a 5.50 percent increase in the tax rate."
- **Must be a Record Vote by each member of the governing body by name.**

Additionally, the tax rate consists of two components, each of which must be approved separately:

| | |
|-----------------------------|----------|
| Maintenance and Operations: | \$0.6987 |
| Interest & Sinking (Debt): | \$0.1013 |

- **MOTION:** "I move to adopt a Maintenance and Operations rate of \$0.6987."
- **MOTION:** "I move to adopt an Interest & Sinking rate of \$0.1013."

ORDINANCE #S-5-25

AN ORDINANCE FIXING THE TAX RATE AND TAX LEVY FOR THE CITY OF PORT LAVACA, TEXAS, FOR THE YEAR 2025, UPON ALL TAXABLE PROPERTY IN SAID CITY OF PORT LAVACA, TEXAS SUBJECT TO TAXATION BY SAID CITY ON THE FIRST DAY OF JANUARY, 2025 IN CONFORMITY WITH THE CHARTER PROVISIONS AND ORDINANCES OF SAID CITY OF PORT LAVACA; APPROPRIATING THE FUNDS DERIVED FROM SAID TAX LEVY TO VARIOUS FUNDS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND ESTABLISHING AN EFFECTIVE DATE

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

SECTION 1. That there shall be and there is hereby levied and assessed for the year 2025 upon all property of every description subject to taxation by the City of Port Lavaca, Texas on the 1st day of January, 2025, the following tax rate, to-wit:

An Ad Valorem Tax at the rate of \$0.8000 on the \$100.00 assessed value, based on 100% assessment thereof estimated in lawful currency of the United States of America, for the purpose of paying the general expenses of the City government and for payment of principal and interest on outstanding bonds and certificates of obligation for the fiscal year ending September 30, 2026.

(A) THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEARS TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 9.15 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$24.40

SECTION 2. All taxes collected pursuant to this ordinance shall be deposited in the funds known as the General Fund and the Tax Supported Debt Service Fund, and said monies shall be appropriated and distributed as follows:

| | Rate | Percentage |
|----------------------------------|-----------|------------|
| GENERAL FUND | \$ 0.6987 | 87.34 % |
| TAX SUPPORTED DEBT SERVICE FUND: | | |
| 2022 Cos & 2024 Cos | \$ 0.1013 | 12.66 % |
| TOTALS: | \$ 0.8000 | 100.00 % |

SECTION 3. The duly authorized official responsible for the assessment and collection of taxes for the City of Port Lavaca is hereby directed to assess, extend and enter upon the tax rolls of the City of Port Lavaca, Texas, for the current taxable year the amount and rates herein levied, and to keep a correct account of same, and when so collected, to deposit same in the depository of the City of Port Lavaca to be distributed in accordance with this ordinance.

SECTION 4. All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

SECTION 5. This ordinance shall become effective on the date of its passage by the City Council of the City of Port Lavaca, Texas.

FIRST READING this 8TH day of September, 2025

Jack Whitlow, Mayor

SECOND AND FINAL READING this 22nd day of September, 2025

Jack Whitlow, Mayor

APPROVED AND ADOPTED this 22nd day of September, 2025.

Jack Whitlow, 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
Councilman Tippit
Councilwoman Padron
Councilwoman Bland-Stewart
Councilman Burke

Record of approval by City Council: City Council Minute Records, Volume 3-I, Page ____.

COMMUNICATION

SUBJECT: Consider First reading of an Ordinance (G-12-25) of the City of Port Lavaca of the City of Port Lavaca; amending Chapter 48, Traffic and Vehicles, addition of new Article VI, Golf Carts and Off-highway Vehicles; providing for purpose of ordinance, providing for severability; providing a repealing clause; and providing an effective date. Presenter is Derrick Smith

INFORMATION:

CITY OF PORT LAVACA

MEETING: SEPTEMBER 8, 2025 **AGENDA ITEM** _____

DATE: 09.02.2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: DERRICK SMITH, DEVELOPMENT SERVICES DIRECTOR

SUBJECT: CONSIDER ADOPTING AN ORDINANCE ALLOWING THE OPERATION OF GOLF CARTS, RECREATIONAL OFF-HIGHWAY VEHICLES AND UTILITY VEHICLES TO OPERATE ON PUBLIC STREETS.

As discussed in the August 25, 2025 workshop, there has been a request regarding the City of Port Lavaca allowing golf carts, recreational off-highway vehicles and utility vehicles to operate on public streets. The thought is that it would give our coastal city a more relaxing and laid back coastal feel. This feel would help intise tourist to visit our city.

The proposed ordinance allows golf carts, recreational off-highway vehicles and utility vehicles to operate on public streets as long as the following requirements are met:

1. The operator must have a valid license.
2. The vehicle is insured.
3. The vehicle has all required safety equipment in accordance with the Transportation Code.
4. The vehicle must have a reflective triangle affixed to the rear.
5. Golf Carts and other Off-Highway Vehicles may not be driven on streets that where the posted speed limit is greater than 35 miles per hour.

After our discussion and after reviewing other coastal municipal ordinances, staff recommends the attached ordinance.

CHAPTER 48 – TRAFFIC AND VEHICLES

ARTICLE VI. – GOLF CARTS AND OFF-HIGHWAY VEHICLES

Sec. 48-231. – Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

All-terrain vehicle means a motor vehicle, as described and defined under Texas Transportation Code as amended, which is an off-highway vehicle equipped with a seat or seats for the use of the rider and a passenger, if the motor vehicle is designed by the manufacturer to transport a passenger, and is not more than 50 inches wide.

Golf Cart means a motor vehicle designed by the manufacturer primarily for use on a golf course.

Off-highway vehicle means an all-terrain vehicle, a recreational off-highway vehicle, a sand rail or a utility vehicle.

Nighttime means thirty (30) minutes before sunset and thirty (30) minutes after sunrise.

Recreational Off-highway vehicle means a motor vehicle, as described and defined under Texas Transportation Code as amended, which is an off-highway vehicle equipped with a seat or seats for the use of the rider and a passenger or passengers, if the vehicle is designed by the manufacturer to transport a passenger or passengers, and is not designed by the manufacturer primarily for farming or lawn care.

Utility vehicle means a motor vehicle, as described and defined under Texas Transportation Code as amended, which is an off-highway vehicle that is not a golf cart or lawn mower, is equipped with side-by-side seating for the use of the operator and a passenger, and is designed by the manufacturer primarily for utility work and not for recreational purposes.

Street means a public roadway in the City of Port Lavaca that is open to vehicular traffic.

Sec. 48-231. – Limited Operations.

- (a) Golf carts and Off-Highway vehicles are permitted to be operated on:
 - (1) Streets where the posted speed limit is 35 miles per hour or less,
 - (2) A parking area as defined by this article.
- (b) Nighttime driving of Golf carts is prohibited. Golf carts may only be driven during the Daytime.
- (c) Notwithstanding anything in this section 48-231 to the contrary, Golf Carts and Neighborhood Vehicles may be operated on public streets for activities related to

CITY OF PORT LAVACA

parades permitted under this chapter and events organized or sponsored by the City of Port Lavaca.

Sec. 48-231. – Requirements for operation within corporate limits

- (a) A Golf cart operated under this article must be equipped, at a minimum, with the following equipment as mandated by the Texas Transportation Code Chapter 551, as amended, and/or required by the City to operate on permitted locations:
 - (1) Operational headlamps;
 - (2) Operational tail lamps;
 - (3) Side reflectors;
 - (4) Operational Parking brake;
 - (5) Rearview mirror(s); and
 - (6) A “slow moving vehicle” reflective triangle affixed to the rear.
- (b) In compliance with the Texas Transportation Code, as amended, a golf cart, recreational off-highway vehicle or utility vehicle operated under this section must display a golf cart license plate or off-highway vehicle license plate issued by the Texas Department of Motor Vehicles on the rear of the vehicle
- (c) Equipment, and its installation and maintenance, must meet standards provided by the Texas Transportation Code, as amended.
- (d) A person operating a golf cart, recreational off-highway vehicle or utility vehicle under this section must possess a valid driver license and obey all state laws and traffic regulations, regardless of whether such vehicle is permitted or properly equipped.
- (e) A golf cart, recreational off-highway vehicle, or utility vehicle operated under this section must be covered by insurance equal to the current state requirement for motor vehicles, regardless of whether the golf cart, recreational off-highway vehicle or utility vehicle is permitted or properly equipped. This coverage may be by a separate policy or covered by the owner's or operator's homeowner's insurance policy.
- (f) Not exceed the seating capacity of the vehicle as designed by the manufacturer.
- (g) Not operate or park on a sidewalk, hike and bike trails, or in parks where vehicular traffic is not permitted.

- (h) A Golf cart may be driven across intersections where the cross Street has a posted speed limit of more than 35 miles per hour.

ORDINANCE #G-12-25

AN ORDINANCE OF THE CITY OF PORT LAVACA AMENDING THE ORDINANCE CODIFIED AND DESCRIBED IN THE CITY OF PORT LAVACA'S CODE OF ORDINANCES CHAPTER 48 - TRAFFIC AND VEHICLES, ADDITION OF NEW ARTICLE VI, GOLF CARTS AND OFF-HIGHWAY VEHICLES; PROVIDING FOR PURPOSE; 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 48 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 8th day of September, 2025

Jack Whitlow, Mayor

SECOND AND FINAL READING this 13th day of October, 2025

Jack Whitlow, Mayor

APPROVED AND ADOPTED this 13th day of October, 2025.

Jack Whitlow, 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 | | | |
| Councilman Tippet | | | |
| Councilwoman Padron | | | |
| Councilwoman Bland-Stewart | | | |
| Councilman Burke | | | |

Record of approval by City Council: City Council Minute Records, Volume 3-I, Page _____.

EXHIBIT A

CHAPTER 48 – TRAFFIC AND VEHICLES

ARTICLE VI. – GOLF CARTS AND OFF-HIGHWAY VEHICLES

Sec. 48-231. – Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

All-terrain vehicle means a motor vehicle, as described and defined under Texas Transportation Code as amended, which is an off-highway vehicle equipped with a seat or seats for the use of the rider and a passenger, if the motor vehicle is designed by the manufacturer to transport a passenger, and is not more than 50 inches wide.

Golf Cart means a motor vehicle designed by the manufacturer primarily for use on a golf course.

Off-highway vehicle means an all-terrain vehicle, a recreational off-highway vehicle, a sand rail or a utility vehicle.

Nighttime means thirty (30) minutes before sunset and thirty (30) minutes after sunrise.

Recreational Off-highway vehicle means a motor vehicle, as described and defined under Texas Transportation Code as amended, which is an off-highway vehicle equipped with a seat or seats for the use of the rider and a passenger or passengers, if the vehicle is designed by the manufacturer to transport a passenger or passengers, and is not designed by the manufacturer primarily for farming or lawn care.

Utility vehicle means a motor vehicle, as described and defined under Texas Transportation Code as amended, which is an off-highway vehicle that is not a golf cart or lawn mower, is equipped with side-by-side seating for the use of the operator and a passenger, and is designed by the manufacturer primarily for utility work and not for recreational purposes.

Street means a public roadway in the City of Port Lavaca that is open to vehicular traffic.

Sec. 48-231. – Limited Operations.

- (a) Golf carts and Off-Highway vehicles are permitted to be operated on:
 - (1) Streets where the posted speed limit is 35 miles per hour or less,
 - (2) A parking area as defined by this article.
- (b) Nighttime driving of Golf carts is prohibited. Golf carts may only be driven during the Daytime.

CITY OF PORT LAVACA
PART II – CODE OF ORDINANCES

Section VIII. Item #16.

- (c) Notwithstanding anything in this section 48-231 to the contrary, Golf Carts and Neighborhood Vehicles may be operated on public streets for activities related to parades permitted under this chapter and events organized or sponsored by the City of Port Lavaca.

Sec. 48-231. – Requirements for operation within corporate limits

- (a) A Golf cart operated under this article must be equipped, at a minimum, with the following equipment as mandated by the Texas Transportation Code Chapter 551, as amended, and/or required by the City to operate on permitted locations:
- (1) Operational headlamps;
 - (2) Operational tail lamps;
 - (3) Side reflectors;
 - (4) Operational Parking brake;
 - (5) Rearview mirror(s); and
 - (6) A “slow moving vehicle” reflective triangle affixed to the rear.
- (b) In compliance with the Texas Transportation Code, as amended, a golf cart, recreational off-highway vehicle or utility vehicle operated under this section must display a golf cart license plate or off-highway vehicle license plate issued by the Texas Department of Motor Vehicles on the rear of the vehicle
- (c) Equipment, and its installation and maintenance, must meet standards provided by the Texas Transportation Code, as amended.
- (d) A person operating a golf cart, recreational off-highway vehicle or utility vehicle under this section must possess a valid driver license and obey all state laws and traffic regulations, regardless of whether such vehicle is permitted or properly equipped.
- (e) A golf cart, recreational off-highway vehicle, or utility vehicle operated under this section must be covered by insurance equal to the current state requirement for motor vehicles, regardless of whether the golf cart, recreational off-highway vehicle or utility vehicle is permitted or properly equipped. This coverage may be by a separate policy or covered by the owner's or operator's homeowner's insurance policy.
- (f) Not exceed the seating capacity of the vehicle as designed by the manufacturer.
- (g) Not operate or park on a sidewalk, hike and bike trails, or in parks where vehicular traffic is not permitted.
- (h) A Golf cart may be driven across intersections where the cross Street has a posted speed limit of more than 35 miles per hour.

COMMUNICATION

SUBJECT: Consider First reading of an Ordinance (G-13-25) of the City of Port Lavaca of the City of Port Lavaca; amending Chapter 12, Buildings and Building Regulations, Article II, Building Trade Codes, Section 12-21, Same-Additions, Deletions and Changes, (21) the National Electrical Code to allow aluminum conductors on the load side of the power company; providing for purpose of ordinance, providing for severability; providing a repealing clause; and providing an effective date. Presenter is Derrick Smith

INFORMATION:

CITY OF PORT LAVACA

MEETING: SEPTEMBER 8, 2025 **AGENDA ITEM** _____

DATE: 09.02.2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: DERRICK SMITH, DEVELOPMENT SERVICES DIRECTOR

SUBJECT: RECOMMEND AMENDING CHAPTER 12, Article II, Sec. 12-21(21)
TO ALLOW ALUMINUM CONDUCTORS ON THE LOAD SIDE OF
THE POWER COMPANY

Due to the increasing costs of copper, contractors are trying to save customers money by using aluminum and copper-clad aluminum for wiring of homes and businesses. Both types are safe to use. They are UL listed and approved by the NEC. Therefore, I have waived the restriction and allowed the installation of both on several occasions.

It is therefore staff's recommendation to omit restricting aluminum only to aerial installations.

Chapter 12 - BUILDINGS AND BUILDING REGULATIONS

ARTICLE II. - BUILDING TRADE CODES

Sec. 12-21. - Same—Additions, deletions and changes.

(21) The National Electrical Code, 2014 Edition is amended as follows:

Section 408.36, Exception 1 is deleted.

Section 250-62(b) is amended to read as follows:

Section 250-62 (b) Where exposed, a grounding electrode conductor or its enclosure shall be securely fastened to the surface on which it is carried. Grounding electrode conductors shall be permitted to be installed on or through framing members. A 4 AWG or larger copper or aluminum grounding electrode conductor shall be protected if exposed to physical damage. A 6 AWG grounding electrode conductor that is free from exposure to physical damage shall be permitted to be run along the surface of the building construction without metal covering or protection if it is securely fastened to the construction without metal covering or protections if it is securely fastened to the construction; otherwise, it shall be protected by rigid polyvinyl chloride (PVC) conduit.

Where the grounding electrode conductor is exposed to severe physical damage, it shall be protected by rigid metal conduit (RGC) or intermediate metal conduit (IMC) only where the conduit is bonded to the ground rod by approved connectors in compliance

with 250-64 (e) (1). Electrical metallic tubing (EMT) is not allowed for protection of grounding electrode conductors.

For the purpose of expediting the extinguishing of fires in all buildings, both public and private, the main service disconnect switch shall be placed adjacent to the power company meter on the exterior of all buildings, residential and commercial. The maximum distance between meter service and disconnection means shall be six feet.

No wire smaller than number 12 shall be used, other than motor control wiring. All metal and non-metallic conduits shall have an equipment grounding conductor sized in accordance with 250-122.

~~All conductors on the load side of the power company service drop shall be copper material. No aluminum conductors shall be permitted, with the exception of aerial.~~

ORDINANCE #G-13-25

AN ORDINANCE OF THE CITY OF PORT LAVACA AMENDING THE ORDINANCE CODIFIED AND DESCRIBED IN THE CITY OF PORT LAVACA'S CODE OF ORDINANCES CHAPTER 12 - BUILDINGS AND BUILDING REGULATIONS, ARTICLE II, BUILDING TRADE CODES; SEC. 12-21. - SAME - ADDITIONS, DELETIONS AND CHANGES; (21) ELECTRICAL CONDUCTORS; PROVIDING FOR PURPOSE; 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 12 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 8th day of September, 2025

Jack Whitlow, Mayor

SECOND AND FINAL READING this 13th day of October, 2025

Jack Whitlow, Mayor

APPROVED AND ADOPTED this 13th day of October, 2025.

Jack Whitlow, 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
Councilman Tippet
Councilwoman Padron
Councilwoman Bland-Stewart
Councilman Burke

Record of approval by City Council: City Council Minute Records, Volume 3-I, Page ____.

EXHIBIT A

Chapter 12 - BUILDINGS AND BUILDING REGULATIONS

ARTICLE II. - BUILDING TRADE CODES

Sec. 12-21. Same - Additions, deletions and changes.

- (21) The National Electrical Code, 2014 Edition is amended as follows:
Section 408.36, Exception 1 is deleted.

Section 250-62(b) is amended to read as follows:

Section 250-62 (b) Where exposed, a grounding electrode conductor or its enclosure shall be securely fastened to the surface on which it is carried. Grounding electrode conductors shall be permitted to be installed on or through framing members. A 4 AWG or larger copper or aluminum grounding electrode conductor shall be protected if exposed to physical damage. A 6 AWG grounding electrode conductor that is free from exposure to physical damage shall be permitted to be run along the surface of the building construction without metal covering or protection if it is securely fastened to the construction without metal covering or protections if it is securely fastened to the construction; otherwise, it shall be protected by rigid polyvinyl chloride (PVC) conduit. Where the grounding electrode conductor is exposed to severe physical damage, it shall be protected by rigid metal conduit (RGC) or intermediate metal conduit (IMC) only where the conduit is bonded to the ground rod by approved connectors in compliance with 250-64 (e) (1). Electrical metallic tubing (EMT) is not allowed for protection of grounding electrode conductors.

For the purpose of expediting the extinguishing of fires in all buildings, both public and private, the main service disconnect switch shall be placed adjacent to the power company meter on the exterior of all buildings, residential and commercial. The maximum distance between meter service and disconnection means shall be six feet.

No wire smaller than number 12 shall be used, other than motor control wiring. All metal and non-metallic conduits shall have an equipment grounding conductor sized in accordance with 250-122.

~~All conductors on the load side of the power company service drop shall be copper material. No aluminum conductors shall be permitted, with the exception of aerial.~~

(Ord. No. G-7-06, § 3, 9-11-2006; Ord. No. G-4-15, § 1, 4-13-2015; Ord. No. G-2-16, § 2, 4-11-2016; Ord. No. G-11-19, § 1, 8-12-2019; Ord. No. G-9-22, § 1, 12-12-2022; Ord. No. G-6-23, § 1 (Exh. A), 8-14-2023)