

Agenda
January 15th, 2026 @ 6:00 p.m.
Regular Council Meeting
Oran White Civic Center
701 N Tool Drive
Tool, TX 75143



1. Call to Order
2. Roll Call: Bennett, Dumont, Figueroa, Salvato, Sayre, Stykes
- (a) Establish Quorum**
3. Invocation and Pledge of Allegiance
4. Declare, if any, Council's Conflicts of Interest
5. **Citizen Comments:** Citizens wishing to speak on an agenda item must sign up to do so **(3 Minute Maximum)** *The Council will not comment on items not on the agenda; however, the Council may refer the item to City Staff for research, resolution or referral of the matter to the Council as a future agenda item.*
6. **Staff Comments** - *Hear announcements concerning matters appearing on the agenda; items of community interest; Staff gives regards dealing with specific factual information or existing policy dealing within the City, that may have an impact on citizens, staff or the City Council of Tool. No formal action will be discussed or taken.*

Consent Agenda - *Approval of Consent Agenda items authorize each to be implemented in accordance with staff recommendations provided. An item may be removed from the consent agenda and added to the Statutory Agenda for full discussion upon request by a member of the Council present at this meeting.*

7. Approve Minutes: December 18th, 2025 Regular Meeting
8. Approve Monthly Activity Reports for December 2025 as presented: (A) Executive Summary (B) Financial and Expenditure (C) Municipal Court; (D) Police (E) Maintenance; (F) Building (G) Code Enforcement and; (H) Animal Control.

Statutory Agenda - *The purpose of this section is to have full discussion upon request by the Tool City Council. Ideas, thoughts and decisions are formulated by City Council and staff plans, operations, policies, and/or future projects, including the following:*

9. Consider, Discuss and Take Action to approve a professional services agreement with MuniCap, Inc. for Public Improvement District ("PID") and administration services
10. Consider, Discuss and Take Action to allocate funds from the Capital Improvement Fund for Paradise Bay Subdivision Drainage Phase 2
11. Consider, Discuss and Take Action on a Request for Proposals #2026-01, Tool Depository Services
12. Discuss allocating \$100,000 from the Capital Improvement Fund for the purposes of property abatements in the FY 2025-2026, as presented by Greg Figueroa
13. Discuss the creation of a task force for crime issues inside the city limits of Tool, presented by Greg Figueroa

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Resolution Adoption

14. Consider, Discuss and Take Action on repealing 2021-10R, Agenda Items
15. Consider, Discuss and Take Action, on amending Resolution 2025-11R, Council Rules of Procedure, as presented by Mayor Vera Bennett
16. Consider, Discuss and Take Action to Adopt Resolution 2026-01R, Tool Public Improvement District Policy
17. **Council Comments** - *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Mayor, Councilpersons, and City staff, for which no formal action will be discussed or taken.*
18. **Closing**
 - A. Next Meeting: February 19th, 2026
 - B. Adjourn

A meeting that is “open to the public”, pursuant to the Open Meetings Act, is one that the public is permitted to attend. The act does not entitle the public to choose the items to be discussed or to speak about items on the agenda. If the City Council, during the course of the meeting covered by this notice, should determine that an executive session is required, then such executive session, as authorized by the Texas Open Meetings Act, Texas Government Code, Section 551.001 et seq., will be held by the Council at the date, hour and place given in this notice, concerning but not limited to the following sections and purposes of the Act: 551.071 Private consultation with the city’s attorney; 551.072 Deliberations about Real Property; or, 551.074 Discussing personnel or to hear complaints against personnel. Should any final action, final decision or final vote be required in the opinion of the City Council regarding any matter considered in such executive session, then the final action, final decision or final vote shall be in the open meeting covered by this Notice upon the reconvening of the public meeting.

I certify that the above notice of meeting, a true and correct copy, was posted on the bulletin board in front of Tool City Hall prior to the required 72 hours and that the city’s official newspaper was notified.

Attest:

SEAL

Vera Bennett, Mayor

Kimberley Price, City Secretary



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: January 15th, 2026

Requested By: Kimberley Price, City Secretary

Department: Administration

Is this a Budgeted Item? ☐ Yes ☒ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☒ Report ☐ Resolution

Attachments: Minutes from December 18th, 2025 Regular Meeting

Agenda
Item No.
7

Summary of Agenda Item to be considered:

Staff is presenting the minutes from the December 18th, 2025 Regular Meeting

Agenda Item, as listed on the agenda:

Approve Minutes: Approve Minutes: December 18th, 2025 Regular Meeting

Recommended Motion to Consider:

"I move that we approve the minutes from the December 18th, 2025 Regular Meeting

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Minutes

December 18th, 2025 @ 6:00 p.m.

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1. Call to Order @ 6:00 p.m.
2. Roll Call: Bennett, Dumont, Figueroa, Salvato, Sayre, Stykes. Dumont Absent. Quorum was established with Mayor Bennett Presiding
3. Invocation and Pledge of Allegiance
4. Declare, if any, Council's Conflicts of Interest. No Conflicts of Interest from present Councilmembers.
5. **Citizen Comments:** Citizens wishing to speak on an agenda item must sign up to do so **(3 Minute Maximum)** *The Council will not comment on items not on the agenda; however, the Council may refer the item to City Staff for research, resolution or referral of the matter to the Council as a future agenda item.*
 - A. David Moses spoke on Item Nine during Item Nine
 - B. Diann Carroll spoke on Item Twelve during the time of Item Twelve
 - C. Michael Fladmark spoke on Items Nine, Eleven and Twelve during the time of Items Nine, Eleven and Twelve
 - D. Angela Kifer spoke on Item Twelve during the time of Item Twelve
 - E. Dale Price spoke on Item Twelve during the time of Item Twelve
6. **Staff Comments** - *Hear announcements concerning matters appearing on the agenda; items of community interest; Staff gives regards dealing with specific factual information or existing policy dealing within the City, that may have an impact on citizens, staff or the City Council of Tool. No formal action will be discussed or taken.*
 - A. Director of Maintenance and Operations Frank Martin presented the Monthly Report for the Maintenance Department and Animal Control highlighting road repairs and three animals were taken to the Humane Society of Cedar Creek Lake
 - B. Building Technician Heath Hamaker highlighted the 19 new building permits for the month of November
 - C. Court Clerk Stacy Hamaker provided an overview of the court monthly statistics which included how many cases were opened and closed in the court
 - D. Code Enforcement Officer Kenny Boyle presented the Code Enforcement Report and highlighted the amount of warnings versus citations issued
 - E. Chief of Police Robert Walker presented an overview of the police monthly statistics which included the amount of warnings versus citations issued.
 - F. City Controller Kimberly Kroha presented the Financial and Expenditure Report highlighting an increase in Ad Valorem Payments and sales tax fees. City Controller Kroha continued her presentation by stating that she was optimistic on having the ability to return funds expended from the Emergency Fund back to the Emergency Fund in the coming weeks. City Controller Kroha concluded by providing an update on the ongoing audits highlighting they are nearing completion.
 - G. City Administrator Julius Kizzee discussed the delivery of the mini excavator for the Maintenance Department, proposed drainage work on Guam Street that will be brought before the City Council in January and concluded by discussing Criminal Justice Information Systems (CJIS) compliance for the Police Department and City Hall.

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- H. City Secretary Kimberley Price discussed recent trainings she had completed which included Open Meetings Act, Public Information Act, Cybersecurity, and Records Management. City Secretary Price concluded by discussing an upcoming Records Management update which will begin in the spring.

Consent Agenda - *Approval of Consent Agenda items authorize each to be implemented in accordance with staff recommendations provided. An item may be removed from the consent agenda and added to the Statutory Agenda for full discussion upon request by a member of the Council present at this meeting.*

7. Approve Minutes: November 13th, 2025 Special Meeting / Election Canvass, November 14th, 2025 Emergency Meeting / Election Canvass and November 20th, 2025 Regular Meeting. Motion to Approve Minutes: November 13th, 2025 Special Meeting / Election Canvass, November 14th, 2025 Emergency Meeting / Election Canvass and November 20th, 2025 Regular Meeting was made by Councilmember Sayre with second by Councilmember Stykes. Motion Passed 4/0.
8. Approve Monthly Activity Reports for November 2025 as presented: (A) Executive Summary (B) Financial and Expenditure (C) Municipal Court; (D) Police (E) Maintenance; (F) Building (G) Code Enforcement and; (H) Animal Control. Motion to Approve Monthly Activity Reports for November 2025 as presented: (A) Executive Summary (B) Financial and Expenditure (C) Municipal Court; (D) Police (E) Maintenance; (F) Building (G) Code Enforcement and; (H) Animal Control was made by Councilmember Sayre with second by Councilmember Salvato. Motion Passed 4/0.

Statutory Agenda - *The purpose of this section is to have full discussion upon request by the Tool City Council. Ideas, thoughts and decisions are formulated by City Council and staff plans, operations, policies, and/or future projects, including the following:*

9. Consider, Discuss and Take Action on amending and revising the contract between the City of Tool and the Eight at Tool 501(c)3 Non-Profit Corporation. Motion to Accept the amendments and approve the contract between the City of Tool and the Eight at Tool 501(c)3 Non-Profit Corporation was made by Councilmember Salvato with second by Councilmember Figueroa. Motion Passed 4/0.
10. General Discussion regarding the engagement of residents/groups for the Adopt-A-Road Program for the City of Tool. City Administrator Kizzee presented this item by stating that this idea was from Councilmember Sayre and that Councilmember Sayre would like to see areas cleaned up around the city especially along Highway 274. City Administrator Kizzee continued by stating that if the City Council wanted to move forward with this initiative, he would bring it before the City Council next month. Councilmember Sayre stated that he would like to see citizen involvement in maintaining the city. Councilmember Sayre concluded by stating that he would like to see business and groups help in the maintenance of city streets.

Ordinance Readings

11. Consider, Discuss and Take Action, on first reading, to adopt Ordinance 2025-08, City of Tool, Texas Limited Tax Note, Series 2026, of the City of Tool, Texas, Authorizing the Issuance and

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Sale of \$475,000 City of Tool, Texas Limited Tax Note, Series 2026 for Police Station, Drainage, Maintenance Department and Park Projects; Levying an Annual Ad Valorem Tax and Providing for the Security for and Payment of Said Note; and Enacting other Provisions relating to the Subject. City Administrator Kizzee invited Drew Whittington from Government Capital (GovCap) to answer any questions that the City Council may have in regard to the proposed Tax Note. Councilmember Stykes inquired regarding the review time needed from the Comptroller to which Drew Whittington discussed the review process and concluded by stating that funding for the note would take place on January 16th, 2026. Mayor Bennett inquired regarding the fees associated with the proposed Tax Note to which Drew Whittington stated the fees for this project would be \$25,000.00. Mayor Bennett inquired what the total financed amount for this project would be to which Drew Whittington stated that the total financed cost of this project would be \$471,124.83 for the City of Tool to receive \$450,000.00. Drew Whittington stated that the City of Tool received an interest rate of 4.75% for this project, which was a very good interest rate right now and concluded by stating that the length to pay off the tax note would be seven years but would allow for an early payoff after year three of the note. Councilmember Stykes inquired whether the City would have the ability to borrow against the tax note once it is paid down to which Drew Whittington stated that this note did not offer the ability to borrow against and that if additional funds were needed, the financing of those funds would be considered a new transaction. Councilmember Stykes inquired that if additional funds were to be needed, would the process be the same or similar to the process the city is currently following for a tax note to which Drew Whittington stated that as long as legislation does not change, the process would be the same as the current process to obtain a Tax Note. Mayor Bennett inquired if the money had limited uses to which Drew Whittington stated that yes, the Tax Note had limited uses. City Administrator Kizzee highlighted the limited uses which included Paradise Bay Drainage project, a portion of the Police Department remodel, a portion of the Maintenance Barn project and future expenses for projects of this type for the following 18 months. Mayor Bennett inquired if the mentioned projects had been paid for previously to which City Administrator Kizzee stated that yes, the projects mentioned had been either fully paid or for the outstanding projects partially paid for with cash on hand. Councilmember Sykes inquired regarding language referencing the Maintenance Department and not a Maintenance Barn to which City Administrator Kizzee stated that the language provided in the Ordinance was statutory language. Mayor Bennett stated that she was not in favor of this ordinance and inquired what the money received from the tax note would be used for since there had not been any mention of any projects. Mayor Bennett continued by stating that she did not agree with spending money to finance a project when the city already had the money in the bank and that some of the mentioned projects had already been paid for previously in cash. Councilmember Figueroa stated that the purpose of this tax note would give the city the ability to keep capital in the bank for future projects. Councilmember Figueroa continued by stating that with the proposed tax note, it would make the Capital Improvement account balance close to one million dollars at the end of fiscal year 2025-2026 and would provide the city with opportunities. Councilmember Figueroa continued by discussing how the city benefited from the Litchfield Annexation and discussed the potential annexation of the portion of the Arnold Hills Subdivision that is outside the City of Tool. Councilmember Figueroa continued by stating that you make money with money and concluded by stating that this money from the tax note would make the city money. Mayor

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Bennett inquired if this tax note would create a tax rate increase to which City Administrator Kizzee stated that he would not know the effects of the this until the preliminary home values are released in May. Councilmember Sayre inquired if new homes were built would it help lower the tax rate to which City Administrator Kizzee stated that new values could possibly help prevent a tax rate increase. Motion to, on first reading, to adopt Ordinance 2025-08, City of Tool, Texas Limited Tax Note, Series 2026 was made by Councilmember Salvato with second by Councilmember Sayre. Motion Passed 3/1. Councilmember Stykes Opposed.

Resolution Adoption

12. Consider, Discuss and Take Action, on first reading, to Adopt Resolution 2025-11R, Council Rules of Procedure, repealing Resolution 2025-04R, Council Rules of Procedure, as presented by Councilmember Greg Figueroa. Councilmember Stykes inquired why Councilmember Figueroa wanted this item to be placed on the Agenda to which Councilmember Figueroa stated that some items in the current Council Rules of Procedure followed parliamentary rules that required super majority and not state law that required a super majority. Councilmember Figueroa continued by stating that when a super majority is required statutorily, the City Council would require a super majority vote. Councilmember Figueroa continued by stating that state law supersedes city law and that this resolution would ensure the city is following all requirements. Mayor Bennett stated that she and Councilmember Figueroa had met and discussed some changes they felt were necessary to the resolution. Mayor Bennett continued by discussing some of the requested changes to the resolution, highlighting the City Administrator's duties in regard to disciplining employees, agenda preparation and the motion to reconsider on an agenda item. Councilmember Stykes stated that he did not agree with the social media policy that was included in the resolution citing he did not agree with action being taken by the City Council against him for being a voice for the citizens if they are unhappy with something going on in the city. Councilmember Sayre stated that he felt that in regard to Councilmember Stykes comment that this resolution was geared toward your intention behind the action not just the action alone. Mayor Bennett inquired what the social media policy was for city employees to which City Administrator Kizzee explained the social media policy. Mayor Bennett continued by explaining the difference between disparaging remarks and critical remarks. Motion to, on first reading, to Adopt Resolution 2025-11R, Council Rules of Procedure, repealing Resolution 2025-04R, Council Rules of Procedure was made by Councilmember Salvato with second by Councilmember Sayre. Motion Passed 4/0.
13. Council Comments - *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Mayor, Councilpersons, and City staff, for which no formal action will be discussed or taken.*
 - A. All Present Councilmembers wished everyone a Merry Christmas and Mayor Bennett discussed the upcoming Candy Cane Trails event at the Eight at Tool Park
14. Closing
 - A. Next Meeting: January 15th, 2026
 - B. Adjourn. Motion to Adjourn was made by Councilmember Figueroa with second by Councilmember Stykes. Motion Passed 4/0. Meeting Adjourned @ 7:22 p.m.

A meeting that is “open to the public”, pursuant to the Open Meetings Act, is one that the public is permitted to attend. The act does not entitle the public to choose the items to be discussed or to speak about

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items on the agenda. If the City Council, during the course of the meeting covered by this notice, should determine that an executive session is required, then such executive session, as authorized by the Texas Open Meetings Act, Texas Government Code, Section 551.001 et seq., will be held by the Council at the date, hour and place given in this notice, concerning but not limited to the following sections and purposes of the Act: 551.071 Private consultation with the city's attorney; 551.072 Deliberations about Real Property; or, 551.074 Discussing personnel or to hear complaints against personnel. Should any final action, final decision or final vote be required in the opinion of the City Council regarding any matter considered in such executive session, then the final action, final decision or final vote shall be in the open meeting covered by this Notice upon the reconvening of the public meeting.

I certify that the above notice of meeting, a true and correct copy, was posted on the bulletin board in front of Tool City Hall prior to the required 72 hours and that the city's official newspaper was notified.

Attest:

SEAL

Vera Bennett, Mayor

Kimberley Price, City Secretary



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: January 15th, 2026

Requested By: Staff

Department: Multidepartmental

Is this a Budgeted Item? ☐ Yes ☐ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☒ Report ☐ Resolution

Attachments: Monthly Reports for the Executive Summary, Financial & Expenditure, Municipal Court, Police, Maintenance, Building, Code Enforcement and Animal Control

Agenda
Item No.
8

Summary of Agenda Item to be considered:

Staff would like to present the monthly reports for the month of December 2025.

Agenda Item, as listed on the agenda:

Approve Monthly Activity Reports for December 2025 as presented: (A) Executive Summary (B) Financial and Expenditure (C) Municipal Court; (D) Police (E) Maintenance; (F) Building (G) Code Enforcement and; (H) Animal Control

Recommended Motion to Consider:

“I move that we accept the monthly activity reports for December 2025, as presented.”

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.



Executive Summary

From the City Administrator – December 2025

Dear Council and Mayor,

Here is a Monthly Executive Summary of the past 30 days for the City, for the Council meeting in December 2025.

- ◇ The Maintenance Barn project is undergoing construction, with the current steps being the metal building construction having started. The project has been currently stopped, due to more engineering needing to be completed for the project.
- ◇ Staff has begun contacting the Eight at Tool Park Board in regards to a concert schedule and financials for the organization to present to the Council by the February or March council meeting.
- ◇ Staff is continuing to work with GrantWorks for the GLO Resilient Communities Program in regards to a grant for a comprehensive plan, including drainage-related issues in the City of Tool. The grant application was submitted on December 9th, 2025 and we are awaiting the status of that application.
- ◇ Texas Parks and Wildlife has reached out to the City of Tool regarding a Recreational Trails Program grant that has been awarded to the City of Tool. Information is limited, but staff is hoping to give the council more information in the future. An agreement for the Recreational Trails Program was signed back on December 9th, 2025. So, as more information comes along, staff will pass it onto the Council.
- ◇ MVBA (The City of Tool's delinquent tax attorneys) plan on coming to visit Council and give an update at the April Council meeting of their work.
- ◇ The Maintain-the-Block program is ongoing with the Maintenance Department's next stops on Avant Road and then onto Paradise Bay before we roll around to our next Council meeting.
- ◇ Our Code Enforcement Officer Kenny Boyle is making a more concerted effort to pick up more "bandit" signs around the city, to further improve the cleanliness and upkeep of the city.
- ◇ The mini-excavator is now in the Maintenance Department. The maintenance gentlemen are slowly working it into the fleet and will begin using it primarily in the next two weeks as we head into warmer weather for ditching and culvert work.
- ◇ Currently, staff is working on several processes and applications in place to have smoother and more robust park events come in February. This will be an update for the February Council Meeting.



Financial and Expenditure Cover Page

Council and Mayor,

Please see the attached monthly financial reports. This information is for the period ending December 31st, 2025 for discussion at the council meeting on January 15th, 2026

Revenues

-
- 4020 Building Permits Fees revenues collected is up 21% vs this same time last December.
- 4064 Fines & Forfeitures revenues are down 28% vs this same time last December.
- 4070 and 4071 (Ad Valorem Revenues) collections is relatively flat.
- 4120 Sales Tax revenues is up 8.5%
- 4110 Hotel Occupancy Tax is down 8.8%
- 4121 Mixed Beverage Tax has is up \$500 vs this same time last year.

Expenditures

- 5050 Auto Fuel is trending about 7% higher than expected.
- 5103 Permits & Building Inspections expenditures is trending about 13% higher than expected.
- 5265-0 Janitorial/Cleaning is trending much higher than expected. This is due to the additional cleaning needed at the new Police Department area.
- 5510-6 Water Utilities and Electric Utilities is trending 5% lower than expected
- 5370 Office Supplies is trending where expected..
- 5371 Building Supplies is still trending about 30% higher. This is due to finishing the Police Building Remodel and the one-time supply furnishings needed to maintain it going forward. This spending should slow down and stay under budget by year end.
- Payroll Expenses are trending where expected.
- Property Insurance is trending where expected.

Other Items

- Ad Valorem Property Tax has started coming in much more quickly as was expected for December.
- The Emergency Fund Reserves utilized by the General Fund Operating Budget in the fall have all been replaced and the account balances reflect it.
- The auditors have received all requested documents from City Staff, and we are hoping the Fiscal Year 2023-2024 audit is completed soon.
- .

Respectfully submitted,

Kimberly Kroha, CPA
City Controller

Account Name	12/31/2025	11/30/2025	INC (DEC)	Balance Type
General Fund	\$ 37,095.53	\$ 33,905.83	\$ 3,189.70	Unrestricted
Ad Valorem	\$ 377,851.50	\$ 19,062.25	\$ 358,789.25	Unrestricted
Emergency Fund	\$ 392,189.72	\$ 346,124.22	\$ 46,065.50	Assigned
Municipal Court	\$ 33,338.68	\$ 32,480.48	\$ 858.20	Restricted
Security Fund (Municipal Court)	\$ 32,683.61	\$ 32,173.16	\$ 510.45	Restricted
Tech Fund (Municipal Court)	\$ 3,129.12	\$ 2,712.64	\$ 416.48	Restricted
Interest & Sinking Fund	\$ 209,279.14	\$ 43,742.75	\$ 165,536.39	Restricted
Police Seizure Fund	\$ 135.09	\$ 135.09	\$ -	Restricted
Public Funds MM 9 / City Hall Construction Fun	\$ 6,382.99	\$ 6,362.84	\$ 20.15	Assigned
Public Funds MM 10/ Escrow Draw 380 Agreement	\$ 228,814.55	\$ 228,075.89	\$ 738.66	Restricted
TexStar			\$ -	Restricted
Capital Improvement Fund	\$ 469,076.62	\$ 467,602.14	\$ 1,474.48	Assigned
Park Construction Account	\$ 40,989.76	\$ 41,360.15	\$ (370.39)	Assigned
Hotel/Motel Tax Fund	\$ 90,352.50	\$ 89,061.34	\$ 1,291.16	Restricted
Total Cash on Hand	\$ 1,921,318.81	\$ 1,342,798.78	\$ 578,520.03	
<u>Categories</u>	<u>Defined</u>		<u>Total Amount of</u> <u>Spendable Fund Balance</u>	<u>Portion of Spendable</u> <u>Fund Balance</u>
(1) Unrestricted	Only constraints on spending is within	Only constraints on spending is within	\$ 414,947.03	21.60%
(2) Assigned	Sometimes called committed, spendin	Sometimes called committed, spendin	\$ 908,639.09	47.29%
(3) Restricted	The most limited spending categories, as defined by specific laws, such as the courts, Federal Govt or State Comptroller		\$ 597,732.69	31.11%
***Source GFOA Best Practices & GASB Statement No 54				

Bill Payment List
CITY OF TOOL
December 1-31, 2025

Bank Account	Date	Num	Vendor	Description	Amount
1010-4 Municipal Court Fund	12/09/2025	3143	Graves, Humphries, Stahl, Limited	Collection Fees for Fines & Forfeitures-Oct 2025	-1,694.40
1010-4 Municipal Court Fund	12/30/2025	3145	Graves, Humphries, Stahl, Limited	Collection Fees for Fines & Forfeitures-Nov2025	-1,436.69
1010 - General Fund	12/02/2025	39493	Cintas Corporation	Uniforms & Building Supplies	-278.16
1010 - General Fund	12/02/2025	39501	WEST CEDAR CREEK M.U.D.	Water Utilities	-1,471.32
1010 - General Fund	12/02/2025	39498	Hounshell, Karen	Cleaning-Police Dept	-400.00
1010 - General Fund	12/02/2025	39496	GreatAmerica Financial Services	Leases on Computers	-882.13
1010 - General Fund	12/02/2025	39494	Coreplus	IT Contract Services	-2,842.69
1010 - General Fund	12/02/2025	39500	TMPA	TMPA Dues Withheld from Employees Payroll	-14.77
1010 - General Fund	12/02/2025	39495	Elbow Grease Cleaning Service	Cleaning-City Hall	-200.00
1010 - General Fund	12/02/2025	39499	Humane Society of Cedar Creek Lake	Animal Control Services Contract-Dec 2025	-1,625.00
1010 - General Fund	12/02/2025	39492	AFLAC	AFLAC Insurance Premiums	-1,598.50
1010 - General Fund	12/02/2025	39497	Henderson County Elections Department	Election Services-Nov General Election	-3,559.63
1010 - General Fund	12/09/2025	39506	Lexis Nexis-ACCURINT	October 2025 Contract Fee	-60.00
1010 - General Fund	12/09/2025	39504	Cintas Corporation	Uniforms & Building Supplies	-254.03
1010 - General Fund	12/09/2025	39508	Yeldell, Wilson, Wood & Reeve, P.C.	Progress Billing on FY 23-24 Audit	-4,884.75
1010 - General Fund	12/09/2025	39507	Vera Bennett (V)	Mayor's Pay Nov 2025	-100.00
1010 - General Fund	12/09/2025	39505	Elbow Grease Cleaning Service	Cleaning-City Hall	-200.00
1010 - General Fund	12/09/2025	39503	Blake Armstrong, PC	Legal Services Nov 2025	-2,953.45
1010 - General Fund	12/17/2025	39510	Cintas Corporation	Uniforms & Building Supplies	-258.05
1010 - General Fund	12/17/2025	39514	Hounshell, Karen	Cleaning-Police Dept	-400.00
1010 - General Fund	12/17/2025	39515	Lewis Plumbing LLC	Replaced vent system in Police Dept	-1,550.00
1010 - General Fund	12/17/2025	39512	Elbow Grease Cleaning Service	Cleaning-City Hall	-200.00
1010 - General Fund	12/17/2025	39513	Hobbs Pest Management, Inc.	Quarterly Pest Control	-175.00
1010 - General Fund	12/17/2025	39511	Dearborn National	Life & ADD insurance premiums	-250.55
1010 - General Fund	12/17/2025	39518	TMPA	TMPA Dues Withheld from Employees Payroll	-14.77
1010 - General Fund	12/17/2025	39517	Bureau Veritas North America, Inc	Contract Building Inspections	-7,900.86
1010 - General Fund	12/17/2025	39519	Valvoline Inc	Oil Change & Filter Replacement	-110.63
1010 - General Fund	12/17/2025	39520	United Ag & Turf	Excavator Purchase	-54,995.74
1010 - General Fund	12/23/2025	39522	American Legal Publishing	Annual Web Hosting	-550.00
1010 - General Fund	12/23/2025	39527	MetLife Small Business Center	Dental & Vision Insurance Premiums	-1,363.30
1010 - General Fund	12/23/2025	39526	Lexis Nexis-ACCURINT	November 2025 Contract Fee	-60.00
1010 - General Fund	12/23/2025	39523	Cintas Corporation	Uniforms & Building Supplies	-254.03
1010 - General Fund	12/23/2025	39525	Henderson County Appraisal District	Q1 2026 Cost Share Allocation	-9,871.75
1010 - General Fund	12/23/2025	39528	PEAC Solutions	Copy Machine Rental	-270.86
1010 - General Fund	12/23/2025	39529	Vera Bennett (V)	Mayor's Pay Dec 2025	-100.00

Bill Payment List
CITY OF TOOL
December 1-31, 2025

Bank Account	Date	Num	Vendor	Description	Amount
1010 - General Fund	12/23/2025	39524	Elbow Grease Cleaning Service	Cleaning-City Hall	-200.00
1010 - General Fund	12/23/2025	39521	AFLAC	AFLAC Insurance Premiums	-1,598.50
1010 - General Fund	12/30/2025	39530	Cintas Corporation	Uniforms & Building Supplies	-258.05
1010 - General Fund	12/30/2025	39532	Henderson County Auditor's Office	Inmate Housing Charges-Nov 2025	-90.00
1010 - General Fund	12/30/2025	39533	Hounshell, Karen	Cleaning-Police Dept	-400.00
1010 - General Fund	12/30/2025	39534	TMPA	TMPA Dues Withheld from Employees Payroll	-14.77
1010 - General Fund	12/30/2025	39531	Elbow Grease Cleaning Service	Cleaning-City Hall	-200.00
Total Checks					\$ (105,542.38)

CITY OF TOOL
BUDGET VS ACTUAL FY 2025-2026
as of November 30, 2025

	Total			
	Actual	Budget	Remaining	% of Budget
Revenues				
4010 Animal Registrations/ Fees		1,000.00	1,000.00	0.00%
4011 Alarm Permit	50.00	350.00	300.00	14.29%
4012 Garage Sale Permits	25.00	170.00	145.00	14.71%
4013 Animal Surrender Fees	325.00	800.00	475.00	40.63%
4020 Building Permits	30,021.89	112,000.00	81,978.11	26.81%
4025 Short Term Rental Annual Permit	1,200.00	4,200.00	3,000.00	28.57%
4030 Civic Center Rental	400.00	6,000.00	5,600.00	6.67%
4040 Cable TV/Telephone Franchise Fees	5,736.70	31,205.00	25,468.30	18.38%
4050 Contributions/Donations			0.00	
4050-1b Event Donations/Contributions/Fees	25.00	0.00	(25.00)	
4050-2 contributions - Police dept.		1,000.00	1,000.00	0.00%
Total 4050 Contributions/Donations	25.00	1,000.00	975.00	2.50%
4064 Fines & Forfeitures	29,585.78	267,950.00	238,364.22	11.04%
4064a - Municipal 3rd Party Payout	21,599.04	167,000.00	145,400.96	12.93%
4064b - Municipal Jury Fund (MJF)	19.85	150.00	130.15	13.23%
4064c - Municipal Truancy & Prev (MTPF)	992.04	7,400.00	6,407.96	13.41%
4064d - Municipal Court Security Fund (MSF)	972.26	8,000.00	7,027.74	12.15%
4064e - Municipal Court Technology Fund (MTF)	793.68	6,500.00	5,706.32	12.21%
Total 4064 Fines & Forfeitures	53,962.65	457,000.00	403,037.35	11.81%
4068 Service Fee Retained by City	1,027.54	1,150.00	122.46	89.35%
4070 HCAD Ad Valorem	119,067.66	1,517,800.78	1,398,733.12	7.84%
4071 HCAD Interest & Sinking	35,995.94	458,003.00	422,007.06	7.86%
Total 4070 HCAD Ad Valorem	155,063.60	1,975,803.78	1,820,740.18	7.85%
4090 Trinity Valley Electric		74,000.00	74,000.00	0.00%
4110 Hotel Occupancy Tax	11,640.35	41,000.00	29,359.65	28.39%
4120 State Sales Tax-Rev. Sharing	72,692.56	410,000.00	337,307.44	17.73%
4121 State Mixed Beverage Sale Tax R	1,305.27	6,000.00	4,694.73	21.75%
4140 TU/Oncor Electric		18,000.00	18,000.00	0.00%
4150 Waste Services	9,984.83	40,000.00	30,015.17	24.96%
4301 L.E.O.S.E		1,000.00	1,000.00	0.00%
Total 4000 Revenues	343,460.39	3,180,678.78	2,837,218.39	10.80%
4205 Transfer In from HOT Tax Fund		3,000.00	3,000.00	0.00%
Park Event Revenue			0.00	
4601 Food Truck Rental Fees	800.00	0.00	(800.00)	
4602 Amphitheatre Rental Fees		6,000.00	6,000.00	0.00%
Total Park Event Revenue	800.00	6,000.00	5,200.00	13.33%

CITY OF TOOL
BUDGET VS ACTUAL FY 2025-2026
as of November 30, 2025

	Total			
	Actual	Budget	Remaining	% of Budget
Total Revenues	344,260.39	3,189,678.78	2,845,418.39	10.79%
Expenditures				
5000 Expenditures			0.00	
5010 Accounting Services			0.00	
5010-1 Accounting Services-Admin	955.50	5,700.00	4,744.50	16.76%
Total 5010 Accounting Services	955.50	5,700.00	4,744.50	16.76%
5020 Advertising Expenditure			0.00	
5020-1 Advertising-Admin	305.00	4,700.00	4,395.00	6.49%
Total 5020 Advertising Expenditure	305.00	4,700.00	4,395.00	6.49%
5030 Animal Care			0.00	
5030-9 Animal Control	3,250.00	23,140.00	19,890.00	14.04%
Total 5030 Animal Care	3,250.00	23,140.00	19,890.00	14.04%
5045 Auto Allowance			0.00	
5045-1 Executive Auto Allowance-Admin	738.48	4,800.00	4,061.52	15.39%
Total 5045 Auto Allowance	738.48	4,800.00	4,061.52	15.39%
5050 Auto Fuel			0.00	
5050-2 Auto Fuel-Police	4,721.35	15,600.00	10,878.65	30.27%
5050-3 Auto Fuel-Maint	1,133.87	5,300.00	4,166.13	21.39%
5050-6 Auto Fuel-Park	396.60	3,000.00	2,603.40	13.22%
5050-8 Auto Fuel-Building/Code	172.81	3,000.00	2,827.19	5.76%
Total 5050 Auto Fuel	6,424.63	26,900.00	20,475.37	23.88%
5060 Audit Fees			0.00	
5060-1 Audit Fees -Admin	4,884.75	60,000.00	55,115.25	8.14%
Total 5060 Audit Fees	4,884.75	60,000.00	55,115.25	8.14%
5070 Bank Charges			0.00	
5070-1 Bank Charges-Admin	1,190.54	6,000.00	4,809.46	19.84%
Total 5070 Bank Charges	1,190.54	6,000.00	4,809.46	19.84%
5096 Property Abatements			0.00	
5096-8 Unsafe Building Fund-Building		35,000.00	35,000.00	0.00%
Total 5096 Property Abatements	0.00	35,000.00	35,000.00	0.00%
5097 Computers,Software & Supplies			0.00	
5097-0 Computers,Software & Supplies-Multi		200.00	200.00	0.00%
5097-1 Computers,Software & Supplies-Admin	414.99	3,200.00	2,785.01	12.97%
5097-2 Computers,Software & Supplies-Police	1,826.67	2,000.00	173.33	91.33%
5097-3 Computers,Software & Supplies-Maint		350.00	350.00	0.00%
5097-4 MTF (FUND) Computers,Software & Supplies-Judicial - MTF Fund		1,000.00	1,000.00	0.00%

CITY OF TOOL
BUDGET VS ACTUAL FY 2025-2026
as of November 30, 2025

	Total			
	Actual	Budget	Remaining	% of Budget
5097-8 Computers,Software & Supplies-Building/Code		2,000.00	2,000.00	0.00%
Total 5097 Computers,Software & Supplies	2,241.66	8,750.00	6,508.34	25.62%
5101-0 Contract Services IT-Multi Dept	5,585.82	36,000.00	30,414.18	15.52%
5102-0 Contract Services Acct-Multi Dept	100.00	3,000.00	2,900.00	3.33%
5103 Permit and InspectBuilding/Code	10,387.27	50,000.00	39,612.73	20.77%
5104-2 Contract Services PD-Police	3,527.89	44,700.00	41,172.11	7.89%
5104-8 Contract Services-(GIS, Engineering, & Survey)	625.00	7,000.00	6,375.00	8.93%
5120-4 Court Costs & Arrest Fees - Judicial			0.00	
5120-4a Court Costs (Omnibase)	165.99	1,440.00	1,274.01	11.53%
5120-4b Court Costs-(Inmate Housing Fees)	150.00	3,400.00	3,250.00	4.41%
5120-4c Court Costs (GHS Collections)	3,131.09	23,700.00	20,568.91	13.21%
5120-4d Court Costs (Bailiff Pay)		125.00	125.00	0.00%
5120-4e Court Costs (Due to Comptroller)	18,301.96	158,250.00	139,948.04	11.57%
Total 5120-4 Court Costs & Arrest Fees - Judicial	21,749.04	186,915.00	165,165.96	11.64%
5121-0a GO Bond (Series 2020 JP Morgan) Principal		280,000.00	280,000.00	0.00%
5121-0b GO Bond (Series 2020 JPMorgan) Interest		5,633.00	5,633.00	0.00%
5121-0c CO Bond (Series 2020 Combo) Principal		110,000.00	110,000.00	0.00%
5121-0d CO Bond (Series 2020 Combo) Interest		62,370.00	62,370.00	0.00%
5122-0 General Debt Service-Multi Dept		943.74	943.74	0.00%
5140 Dues & Subscriptions			0.00	
5140-0 Dues & Subscriptions-Multi		200.00	200.00	0.00%
5140-1 Dues & Subscriptions-Admin.	125.00	5,000.00	4,875.00	2.50%
5140-2 Dues & Subscriptions-Police		700.00	700.00	0.00%
5140-4 MTF (FUND) Dues & Subscriptions-Judicial - Judicial/Court (MTF FUND)		4,000.00	4,000.00	0.00%
5140-8 Dues & Subscriptions-Build/Code	100.00	16,500.00	16,400.00	0.61%
Total 5140 Dues & Subscriptions	225.00	26,400.00	26,175.00	0.85%
5150 Election Expenditure	3,559.63	3,700.00	140.37	96.21%
5160 Employee Benefits - Retirement			0.00	
5160-1 Employee Benefits/Retirement-Admin	1,699.00	18,496.39	16,797.39	9.19%
5160-2 Employee Benefits/Retirement-Police	3,154.87	37,209.95	34,055.08	8.48%
5160-3 Employee Benefits/Retirement-Maint	1,064.99	10,688.57	9,623.58	9.96%
5160-4 Employee Benefits/Retirement-Judicial/Court	309.13	3,299.16	2,990.03	9.37%
5160-6 Employee Benefits/Retirement-Park	207.18	2,788.79	2,581.61	7.43%
5160-8 Employee Benefits/Retirement-Build/Code	513.96	7,452.20	6,938.24	6.90%

CITY OF TOOL
BUDGET VS ACTUAL FY 2025-2026
as of November 30, 2025

	Total			
	Actual	Budget	Remaining	% of Budget
Total 5160 Employee Benefits - Retirement	6,949.13	79,935.06	72,985.93	8.69%
5170 Equipment Purchases			0.00	
5170-1 Equipment Purchases-Admin		4,000.00	4,000.00	0.00%
5170-2 Equipment Purchases-Police	934.20	8,000.00	7,065.80	11.68%
5170-3 Equipment Purchases-Maint.		13,000.00	13,000.00	0.00%
5170-8 Equipment Purchases-Building/Code	272.17	2,000.00	1,727.83	13.61%
5170-9 Equipment Purchases-Animal Control		200.00	200.00	0.00%
Total 5170 Equipment Purchases	1,206.37	27,200.00	25,993.63	4.44%
5171-0 City Events	570.07	5,000.00	4,429.93	11.40%
5172-3 Minor Tools-Maint		300.00	300.00	0.00%
5172-6 Minor Tools-Parks		300.00	300.00	0.00%
5174 Park Event Revenue			0.00	
5174-6a Food Truck Rental Fees Transfer to 8 @ Tool		6,000.00	6,000.00	0.00%
5174-6c General Fund Revenue Allocated to Park Events		6,000.00	6,000.00	0.00%
5174-6d HOT Funds Transfer to Park Events Fund		42,000.00	42,000.00	0.00%
Total 5174 Park Event Revenue	0.00	54,000.00	54,000.00	0.00%
5175-3 Equipment Rentals-Maint		12,000.00	12,000.00	0.00%
5190 Filing/Notary Fees			0.00	
5190-1 Filing/Notary Fees-Admin		175.00	175.00	0.00%
Total 5190 Filing/Notary Fees	0.00	175.00	175.00	0.00%
5200-0 HCAD Collections-Multi Dept	765.23	52,000.00	51,234.77	1.47%
5210 Investigation/Test Expenditure			0.00	
5210-2 Investigation/Test-Police		650.00	650.00	0.00%
Total 5210 Investigation/Test Expenditure	0.00	650.00	650.00	0.00%
5220 Insurance Property & Liability			0.00	
5220-0 Insurance Property & Liability-Multi Dept.	824.75	3,782.50	2,957.75	21.80%
5220-1 Insurance-Prop.&Liab-Admin	1,774.50	4,052.50	2,278.00	43.79%
5220-2 Insurance-Prop.&Liab-Police	1,562.75	8,490.00	6,927.25	18.41%
5220-3 Insurance-Prop.&Liab-Maint	1,152.25	4,517.75	3,365.50	25.50%
5220-6 Insurance Property & Liability-Parks		414.25	414.25	0.00%
Total 5220 Insurance Property & Liability	5,314.25	21,257.00	15,942.75	25.00%
5225 Insurance/Auto			0.00	
5225-2 Insurance/Auto-Police	2,764.25	11,057.75	8,293.50	25.00%
5225-3 Insurance/Auto- Maintenance	449.75	1,800.00	1,350.25	24.99%
5225-8 Insurance/Auto-Build & Code	234.25	935.25	701.00	25.05%
Total 5225 Insurance/Auto	3,448.25	13,793.00	10,344.75	25.00%

CITY OF TOOL
BUDGET VS ACTUAL FY 2025-2026
as of November 30, 2025

	Total			
	Actual	Budget	Remaining	% of Budget
5230 Employee Insurance Benefits (Medical, Dental, Vision and Life))			0.00	
5230-1 Admin			0.00	
5230-1a Employee Medical Insurance-Admin	5,675.10	34,560.00	28,884.90	16.42%
5230-1b Employee Dental & Vision Insurance-Admin	425.84	2,457.60	2,031.76	17.33%
5230-1c Employee Life Insurance-Admin	70.70	340.80	270.10	20.75%
Total 5230-1 Admin	6,171.64	37,358.40	31,186.76	16.52%
5230-2 Police			0.00	
5230-2a Employee Medical Insurance-Police	13,584.29	80,160.00	66,575.71	16.95%
5230-2b Employee Dental & Vision Insurance-Police	1,440.42	5,529.60	4,089.18	26.05%
5230-2c Employee Life Insurance-Police	168.58	766.80	598.22	21.98%
Total 5230-2 Police	15,193.29	86,456.40	71,263.11	17.57%
5230-3 Maint			0.00	
5230-3a Employee Medical Insurance-Maint.	3,979.72	25,920.00	21,940.28	15.35%
5230-3b Employee Dental & Vision Insurance-Maint.	307.20	1,843.20	1,536.00	16.67%
5230-3c Employee Life Insurance-Maint.	133.84	596.64	462.80	22.43%
Total 5230-3 Maint	4,420.76	28,359.84	23,939.08	15.59%
5230-4 Employee Insurance Benefits-Judicial			0.00	
5230-4a Employee Medical Insurance-Judicial	1,860.00	11,040.00	9,180.00	16.85%
5230-4b Employee Dental & Vision Insurance-Judicial	143.54	614.40	470.86	23.36%
5230-4c Employee Life Insurance-Judicial	36.03	85.20	49.17	42.29%
Total 5230-4 Employee Insurance Benefits-Judicial	2,039.57	11,739.60	9,700.03	17.37%
5230-6 Park			0.00	
5230-6a Employee Medical Insurance-Park	1,339.49	8,640.00	7,300.51	15.50%
5230-6b Employee Dental & Vision Insurance-Park	102.40	614.40	512.00	16.67%
5230-6c Employee Life Insurance-Park	26.56	233.52	206.96	11.37%
Total 5230-6 Park	1,468.45	9,487.92	8,019.47	15.48%
5230-8 Employee Insurance Benefits-Building/Code			0.00	
5230-8a Employee Medical Insurance-Build/Code	2,261.44	17,280.00	15,018.56	13.09%
5230-8b Employee Dental & Vision Insurance-Build/Code	51.20	1,228.80	1,177.60	4.17%
5230-8c Employee Life Insurance-Build/Code	34.91	170.40	135.49	20.49%
Total 5230-8 Employee Insurance Benefits-Building/Code	2,347.55	18,679.20	16,331.65	12.57%

CITY OF TOOL
BUDGET VS ACTUAL FY 2025-2026
as of November 30, 2025

	Total			
	Actual	Budget	Remaining	% of Budget
Total 5230 Employee Insurance Benefits (Medical, Dental, Vision and Life))	31,641.26	192,081.36	160,440.10	16.47%
5250 Workers Comp Insurance			0.00	
5250-1 Workers Comp Insurance-Admin.	210.00	841.00	631.00	24.97%
5250-2 Workers Comp Insurance-Police	3,063.00	12,251.00	9,188.00	25.00%
5250-3 Workers Comp Insurance-Maint.	1,560.75	6,243.25	4,682.50	25.00%
5250-8 Workers Comp Insurance-Building/Code	152.00	607.75	455.75	25.01%
Total 5250 Workers Comp Insurance	4,985.75	19,943.00	14,957.25	25.00%
5264 Vehicle Loan Interest			0.00	
5264 - 2 Vehicle Loan Interest - Police			0.00	
5264 - 2a - Vehicle Loan Interest - Police -Tahoes (3)	852.95	5,366.18	4,513.23	15.89%
5264-2b Vehicle Loan Principal-Police Tahoes (3)	5,141.59	30,597.82	25,456.23	16.80%
5264-2c Vehicle Loan Payments-Electric Vehicles		15,666.67	15,666.67	0.00%
5264-2d Vehicle Loan Payments-Int on Elect Vehicles		940.00	940.00	0.00%
Total 5264 - 2 Vehicle Loan Interest - Police	5,994.54	52,570.67	46,576.13	11.40%
5264-8 Vehicle Loan Interest - Building/Code			0.00	
5264-8a Vehicle Loan Interest-Building/Code	255.58	2,227.61	1,972.03	11.47%
5264-8b Vehicle Loan Principal-Building/Code	1,057.34	5,649.91	4,592.57	18.71%
Total 5264-8 Vehicle Loan Interest - Building/Code	1,312.92	7,877.52	6,564.60	16.67%
Total 5264 Vehicle Loan Interest	7,307.46	60,448.19	53,140.73	12.09%
5265 Janitorial/Cleaning			0.00	
5265-0 Janitorial/Cleaning-Multi Dept	2,800.00	6,000.00	3,200.00	46.67%
5265-6 Janitorial/Cleaning-Park		2,500.00	2,500.00	0.00%
Total 5265 Janitorial/Cleaning	2,800.00	8,500.00	5,700.00	32.94%
5270 - 4 MJF (FUND) Juror Fees - Judicial/Court		2,000.00	2,000.00	0.00%
5290 Lease Equipment Expenditure			0.00	
5290-0 Lease Equipment Expenditure-Multi Dept		11,000.00	11,000.00	0.00%
5290-1 Lease Equipment Expenditure-Admin	1,764.26	0.00	(1,764.26)	
Total 5290 Lease Equipment Expenditure	1,764.26	11,000.00	9,235.74	16.04%
5300 Legal Fees (Professional)			0.00	
5300-1 Legal Fees-Admin	1,855.00	12,500.00	10,645.00	14.84%
5300-10 Legal Fees-Council/Mayor	1,575.00	2,500.00	925.00	63.00%
5300-4 Legal Fees-Judicial	2,212.20	25,000.00	22,787.80	8.85%
Total 5300 Legal Fees (Professional)	5,642.20	40,000.00	34,357.80	14.11%
5301 LEOSE		1,000.00	1,000.00	0.00%

CITY OF TOOL
BUDGET VS ACTUAL FY 2025-2026
as of November 30, 2025

	Total			
	Actual	Budget	Remaining	% of Budget
5302 Marketing			0.00	
5302-0 Marketing-Multi HOT		3,000.00	3,000.00	0.00%
5302-1 Marketing-Admin		100.00	100.00	0.00%
5302-10 Marketing-Council/Mayor		1,000.00	1,000.00	0.00%
Total 5302 Marketing	0.00	4,100.00	4,100.00	0.00%
5320 Maintenance Building			0.00	
5320-0 Maintenance Building-Multi Dept	728.55	10,000.00	9,271.45	7.29%
5320-1 Maintenance Building-Admin	1,930.94	2,700.00	769.06	71.52%
5320-3 Maintenance Building-Maint	(282.90)	0.00	282.90	
Total 5320 Maintenance Building	2,376.59	12,700.00	10,323.41	18.71%
5330 Maintenance-Equipment			0.00	
5330-1 Maintenance-Equipment-Admin	110.09	0.00	(110.09)	
5330-2 Maintenance-Equipment-Police		7,000.00	7,000.00	0.00%
5330-3 Maintenance-Equipment-Maint	33.07	5,000.00	4,966.93	0.66%
5330-6 Maintenance-Equipment-Parks	401.24	7,000.00	6,598.76	5.73%
Total 5330 Maintenance-Equipment	544.40	19,000.00	18,455.60	2.87%
5336-6 Park Grounds	626.23	4,000.00	3,373.77	15.66%
5340 Maintenance-Vehicle			0.00	
5340-2 Maintenance-Vehicle-Police	340.87	9,000.00	8,659.13	3.79%
5340-3 Maintenance-Vehicle-Maint	75.98	2,000.00	1,924.02	3.80%
5340-8 Maintenance-Vehicle-Building/Code	4.00	2,500.00	2,496.00	0.16%
5340-9 Maintenance-Vehicle-		700.00	700.00	0.00%
Total 5340 Maintenance-Vehicle	420.85	14,200.00	13,779.15	2.96%
5350 Maintenance-Road Materials			0.00	
5350-3 Maintenance-Road Materials-		35,000.00	35,000.00	0.00%
Total 5350 Maintenance-Road Materials	0.00	35,000.00	35,000.00	0.00%
5355 Meals			0.00	
5355-1 Meals-Admin		2,000.00	2,000.00	0.00%
Total 5355 Meals	0.00	2,000.00	2,000.00	0.00%
5357-0 Employee Recognition/Events	284.85	3,000.00	2,715.15	9.50%
5358-0 HR/Employee Procurement Expenditure		300.00	300.00	0.00%
5365 Miscellaneous Expenditure		0.00	0.00	
5365-1 Admin	5.00	0.00	(5.00)	
Total 5365 Miscellaneous Expenditure	5.00	0.00	(5.00)	
5366 Neighborhood Infrastructure Reinvestment			0.00	
5366-8 Neighborhood Infrastructure Reinvestment-Building& Code		5,000.00	5,000.00	0.00%

CITY OF TOOL
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as of November 30, 2025

	Total			
	Actual	Budget	Remaining	% of Budget
Total 5366 Neighborhood Infrastructure Reinvestment	0.00	5,000.00	5,000.00	0.00%
5370 Office Supplies Expenditure			0.00	
5370-1 Office Supplies-Admin	432.56	3,750.00	3,317.44	11.53%
5370-10 Office Supplies-Council/Mayor	103.73	250.00	146.27	41.49%
5370-2 Office Supplies-Police	490.99	1,000.00	509.01	49.10%
5370-3 Office Supplies-Maint.	188.77	400.00	211.23	47.19%
5370-4 Office Supplies-Judicial	497.63	1,400.00	902.37	35.55%
5370-6 Office Supplies-Park		185.00	185.00	0.00%
5370-8 Office Supplies-Building/Code	29.47	1,000.00	970.53	2.95%
5370-9 Office Supplies--Animal Control		100.00	100.00	0.00%
Total 5370 Office Supplies Expenditure	1,743.15	8,085.00	6,341.85	21.56%
5371-0 Building Supplies	2,348.97	5,000.00	2,651.03	46.98%
5372-6 Recreational Items - Park	7.76	500.00	492.24	1.55%
5373-3 Signs, Posts, Hardware - Maint	589.47	900.00	310.53	65.50%
5373-6 Signs, Posts, Hardware - Park		100.00	100.00	0.00%
5380 Postage			0.00	
5380-1 Postage-Admin.	19.28	500.00	480.72	3.86%
5380-2 Postage-Police	4.12	60.00	55.88	6.87%
5380-4 Postage-Judicial	123.60	700.00	576.40	17.66%
5380-8 Postage - Build/Code	57.68	1,300.00	1,242.32	4.44%
Total 5380 Postage	204.68	2,560.00	2,355.32	8.00%
5390 Records Management			0.00	
5390-1 Records Management-Admin	370.00	4,040.00	3,670.00	9.16%
5390-2 Records Management-Police	120.00	0.00	(120.00)	
Total 5390 Records Management	490.00	4,040.00	3,550.00	12.13%
5400 Printing			0.00	
5400-2 Printing - Police	544.23	3,300.00	2,755.77	16.49%
Total 5400 Printing	544.23	3,300.00	2,755.77	16.49%
5430 Salaries			0.00	
5430-1 Salaries-Admin	40,385.36	257,251.64	216,866.28	15.70%
5430-10 Salaries-Council/Mayor	300.00	1,200.00	900.00	25.00%
5430-2 Salaries-Police	80,990.64	517,523.60	436,532.96	15.65%
5430-3 Salaries-Maint	25,662.46	148,658.86	122,996.40	17.26%
5430-4 Salaries-Other-Judicial	7,448.44	45,885.44	38,437.00	16.23%
5430-6 Salaries-Park	4,992.25	38,787.05	33,794.80	12.87%
5430-8 Salaries-Building/Code-	12,384.87	103,646.67	91,261.80	11.95%
Total 5430 Salaries	172,164.02	1,112,953.26	940,789.24	15.47%

CITY OF TOOL
BUDGET VS ACTUAL FY 2025-2026
as of November 30, 2025

	Total			
	Actual	Budget	Remaining	% of Budget
5460 Telephone and Internet			0.00	
5460-0 Tel/Internet-Multi Dept.	2,024.44	13,000.00	10,975.56	15.57%
5460-1 Tel/Internet-Admin.	427.06	2,600.00	2,172.94	16.43%
5460-2 Tel/Internet-Police	971.56	4,730.00	3,758.44	20.54%
5460-3 Tel/Internet-Maint.	169.62	540.00	370.38	31.41%
5460-8 Tel/Internet-Building/Code	219.60	1,448.70	1,229.10	15.16%
5460-9 Tel/Internet-Animal Control		540.00	540.00	0.00%
Total 5460 Telephone and Internet	3,812.28	22,858.70	19,046.42	16.68%
5470 Travel Expenditure			0.00	
5470-1 Travel-Admin	941.06	1,750.00	808.94	53.77%
5470-2 Travel-Police		1,320.00	1,320.00	0.00%
5470-3 Travel-Maint.		50.00	50.00	0.00%
5470-4a Travel-Judicial		900.00	900.00	0.00%
5470-8 Travel-Building/Code	629.74	1,200.00	570.26	52.48%
5470-9 Travel-Animal Control		100.00	100.00	0.00%
Total 5470 Travel Expenditure	1,570.80	5,320.00	3,749.20	29.53%
5480 Training/Education Expenditure			0.00	
5480-1 Training/Education Expenditure-Admin.	1,447.50	7,000.00	5,552.50	20.68%
5480-10 Training/Education Expenditure-Council/Mayor	22.50	200.00	177.50	11.25%
5480-2 Training/Education Expenditure-Police		4,000.00	4,000.00	0.00%
5480-4 Training/Education Expenditure-Judicial		1,000.00	1,000.00	0.00%
5480-8 Training/Education Expenditure-Building/Code	1,090.00	2,500.00	1,410.00	43.60%
5480-9 Training/Education Expenditure-Animal Control		300.00	300.00	0.00%
Total 5480 Training/Education Expenditure	2,560.00	15,000.00	12,440.00	17.07%
5490 Uniforms			0.00	
5490-2 Uniforms-Police		2,500.00	2,500.00	0.00%
5490-3 Uniforms-Maint	427.50	2,500.00	2,072.50	17.10%
5490-4 Uniforms-Judicial		250.00	250.00	0.00%
5490-6 Uniforms-Park	76.68	520.00	443.32	14.75%
5490-8 Uniforms-Building/Code	421.05	800.00	378.95	52.63%
5490-9 Uniforms-Animal Control	178.47	1,040.00	861.53	17.16%
Total 5490 Uniforms	1,103.70	7,610.00	6,506.30	14.50%
5500 Utilities/Electricity			0.00	
5500-0 Utilities/Electricity-Multi Dept	2,889.72	14,000.00	11,110.28	20.64%
5500-3 Utilities/Electricity-Multi Dept-Maint	109.63	2,400.00	2,290.37	4.57%
5500-6 Utilities/Electricity-Park	786.00	8,400.00	7,614.00	9.36%

CITY OF TOOL
BUDGET VS ACTUAL FY 2025-2026
as of November 30, 2025

	Total			
	Actual	Budget	Remaining	% of Budget
Total 5500 Utilities/Electricity	3,785.35	24,800.00	21,014.65	15.26%
5510 Utilities/Water			0.00	
5510-0 Utilities/Water-Multi Dept	947.80	7,000.00	6,052.20	13.54%
5510-3 Utilities/Water-Maint	79.63	1,000.00	920.37	7.96%
5510-6 Utilities/Water-Park	4,739.81	23,000.00	18,260.19	20.61%
Total 5510 Utilities/Water	5,767.24	31,000.00	25,232.76	18.60%
5540-0 Website-Multi Dept.	600.00	3,600.00	3,000.00	16.67%
5999-0 Contingency		36,713.33	36,713.33	0.00%
Total Expenditures	339,694.01	2,976,874.64	2,637,180.63	11.41%
6000 Payroll Expenditures			0.00	
xxxxx6500 Payroll Taxes Total			0.00	
6500-1 Payroll Taxes - Admin	3,131.84	20,580.13	17,448.29	15.22%
6500-2 Payroll Taxes- Police	6,220.91	41,401.88	35,180.97	15.03%
6500-3 Payroll Taxes- Maint	1,963.19	11,892.71	9,929.52	16.51%
6500-4 Payroll Taxes- Judicial	569.81	4,588.54	4,018.73	12.42%
6500-6 Payroll Taxes-Park-6	381.90	3,878.71	3,496.81	9.85%
6500-8 Payroll Taxes- Building/Code	989.60	10,364.67	9,375.07	9.55%
Total xxxxx6500 Payroll Taxes Total	13,257.25	92,706.64	79,449.39	14.30%
Total 6000 Payroll Expenditures	13,257.25	92,706.64	79,449.39	14.30%
Total Expenditures	352,951.26	3,069,581.28	2,716,630.02	11.50%
Net Operating Revenues	(8,690.87)	120,097.50	128,788.37	-7.24%
Other Revenues				
4800 Interest Earned				
4800-a Interest Revenues-Ad Valorem	159.23	22,000.00	21,840.77	0.72%
4800-b Interest Revenues-Capitol Improvement	3,557.48	15,000.00	11,442.52	23.72%
4800-c Interest Revenues-Emergency Fund	2,475.64	13,000.00	10,524.36	19.04%
4800-d Interest Revenues-General Fund	0.80	50.00	49.20	1.60%
4800-e Interest Revenues-Hotel-Motel Tax	564.76	3,000.00	2,435.24	18.83%
4800-f Interest Revenues-Municipal Fund	167.52	2,000.00	1,832.48	8.38%
4800-g Interest Revenues-Municipal Security	0.54	2.00	1.46	27.00%
4800-h Interest Revenues-Public Funds MM 9	72.22	8,000.00	7,927.78	0.90%
4800-i Interest Revenues-Public Funds MM 10	1,548.16	10,000.00	8,451.84	15.48%
4800-j Interest Revenues-TexStar	6.31	50.00	43.69	12.62%
4800-k Interest Revenues-Municipal Tech	0.04	0.50	0.46	8.00%
4800-l Interest Earned - Park Construction Acct	277.25	6,000.00	5,722.75	4.62%
Total 4800 Interest Earned	8,829.95	79,102.50	70,272.55	11.16%
4801-Credit Card Rebate	297.66	800.00	502.34	37.21%

CITY OF TOOL
BUDGET VS ACTUAL FY 2025-2026
as of November 30, 2025

	Total			
	Actual	Budget	Remaining	% of Budget
Total Other Revenues	9,127.61	79,902.50	70,774.89	11.42%
Transfers				
9990-0 GF Transfer to CIP Fund-Multi Dept.		200,000.00	200,000.00	0.00%
Total Transfers	0.00	200,000.00	200,000.00	0.00%
Total Other Revenues & Transfers	9,127.61	(120,097.50)	(129,225.11)	-7.60%
Net Increase (Decrease) to Fund Balance	\$ 436.74	\$ (0.00)	\$ (436.74)	

<div> <div>MAINTENANCE BARN BUILDING BUDGET</div> <div>701 N TOOL DR, TOOL. TX 75143</div> <div>BUILDER: RAYMOND'S CONCRETE AND LAND SERVICES LLC</div> </div>						
(AS OF 12/31/2025)						
Construction Phase Description	Percentage of Total Contract	Budget Amount	Change Orders	Adjusted Budget	Amount Spent	Remaining Budget
Plans as Drawn By Engineer	0.3%	\$ 1,500.00	-	\$ 1,500.00	\$ 1,500.00	\$ -
Soil Report	0.5%	\$ 2,400.00	-	\$ 2,400.00	\$ 2,400.00	\$ -
Slab Engineering	0.3%	\$ 1,500.00	-	\$ 1,500.00	\$ 1,500.00	\$ -
Performance Bond	2.9%	\$ 13,000.00		\$ 13,000.00	\$ 13,000.00	\$ -
Initial Building Materials	0.0%	\$ -		\$ 50,000.00	\$ 50,000.00	\$ -
COMMENCEMENT FEE		\$ 18,400.00	\$ -	\$ 68,400.00	\$ 68,400.00	\$ -
MUD SEWER/WATER CONNECTION	4.1%	\$ 18,400.00	-	\$ 18,400.00	\$ 17,145.00	\$ 1,255.00
Sanitation/ Porta Potty	0.2%	\$ 1,000.00	-	\$ 1,000.00	\$ 1,000.00	\$ -
TVEC	1.7%	\$ 7,500.00	-	\$ 7,500.00	\$ -	\$ 7,500.00
Temporary Power Pole	0.2%	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	\$ -
TOTAL SITE FACILITIES DURING CONSTRUCTION	1.9%	\$ 8,500.00	-	\$ 8,500.00	\$ 2,000.00	\$ 6,500.00
Foundation	13.8%	\$ 62,000.00	-	\$ 62,000.00	\$ 62,000.00	\$ -
Dirt Work	1.7%	\$ 7,500.00	-	\$ 7,500.00	\$ 7,500.00	\$ -
Flatwork	6.9%	\$ 30,750.00	-	\$ 30,750.00	\$ 30,750.00	\$ -
Final Grade	0.8%	\$ 3,500.00	-	\$ 3,500.00	\$ -	\$ 3,500.00
TOTAL CONCRETE	23.2%	\$ 103,750.00	-	\$ 103,750.00	\$ 100,250.00	\$ 3,500.00
LUMBER , AND LABOR MATERIALS (INCL LABOR)	5.4%	\$ 24,350.00		\$ 24,350.00		\$ 24,350.00
Metal Building Materials, Roll Up & Ext Doors	18.5%	\$ 82,880.42		\$ 32,880.42	\$ 16,440.21	\$ 16,440.21
Metal Structure Construction Labor	10.3%	\$ 46,000.00		\$ 46,000.00		\$ 46,000.00
TOTAL METAL BUILDING CONSTRUCTION	28.8%	\$ 128,880.42		\$ 78,880.42	\$ 16,440.21	\$ 62,440.21
HVAC	0.6%	\$ 2,500.00		\$ 2,500.00		\$ 2,500.00
PLUMBING	2.2%	\$ 10,000.00		\$ 10,000.00	-	\$ 10,000.00
ELECTRICAL	8.9%	\$ 40,000.00		\$ 40,000.00	-	\$ 40,000.00
A/V SECURITY	1.2%	\$ 5,500.00		\$ 5,500.00		\$ 5,500.00
INTERIOR WALLS	2.8%	\$ 12,500.00		\$ 12,500.00		\$ 12,500.00
MAKE READY (HAUL OFF, FINAL CLEAN)	0.6%	\$ 2,500.00		\$ 2,500.00	2,500.00	\$ -
Worker's Compensation	0.6%	\$ 2,500.00		\$ 2,500.00	\$ 2,500.00	\$ -
Builder's Risk Policy and Liability	0.6%	\$ 2,500.00		\$ 2,500.00	\$ 2,500.00	\$ -
TOTAL INSURANCES	1.1%	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00	\$ -
BUILDER'S FEE	10.0%	\$ 45,000.00		\$ 45,000.00		\$ 45,000.00
MISC CONTINGENCY	5.0%	\$ 22,497.66		\$ 22,497.66	31,472.27	\$ (8,974.61)
TOTAL MAINTENANCE BARN BUILDING BUDGET	100.0%	447,778.08	-	447,778.08	243,207.48	204,570.60

MAINTENANCE BARN CASH FLOW	
Bank Reconciliation	
Balance Per Bank Account	\$ 204,570.60
Interest Allocated through 11/30/2025	10,625.22
Adjusted Balance	\$ 215,195.82

CITY OF TOOL
Statement of Revenues & Expenditures
As of December 31, 2025

Description	Total
Revenues	
4000 Revenues	
4011 Alarm Permit	50.00
4012 Garage Sale Permits	25.00
4013 Animal Surrender Fees	325.00
4020 Building Permits	36,593.69
4025 Short Term Rental Annual Permit	1,400.00
4030 Civic Center Rental	450.00
4040 Cable TV/Telephone Franchise Fees	5,736.70
4050 Contributions/Donations	
4050-1b Event Donations/Contributions/Fees	25.00
4050-1 Contributions-General Fund	0.00
Total for 4050 Contributions/Donations	\$25.00
4064 Fines & Forfeitures	40,848.25
4064a Municipal 3rd Party Payout	30,919.12
4064b Municipal Jury Fund (MJF)	29.61
4064c Municipal Truancy & Prev (MTPF)	1,477.61
4064d Municipal Court Security Fund (MSF)	1,448.12
4064e Municipal Court Technology Fund (MTF)	1,182.18
Total for 4064 Fines & Forfeitures	\$75,904.89
4068 Service Fee Retained by City	1,050.19
4070 HCAD Ad Valorem	663,673.95
4071 HCAD Interest & Sinking	201,532.33
Total for 4070 HCAD Ad Valorem	\$865,206.28
4102 Loan Proceeds	55,417.74
4110 Hotel Occupancy Tax	12,376.46
4120 State Sales Tax-Rev. Sharing	106,691.01
4121 State Mixed Beverage Sale Tax R	1,884.20
4140 TU/Oncor Electric	17,093.21
4150 Waste Services	9,984.83
Total for 4000 Revenues	\$1,190,214.20
4101 Interfund Transfers	
4101-a From Emergency Fund	0.00
4101-b From Capital Improvement Fund	221,765.09
4101-c From City Hall Construction Fund	6,350.00
4101-d From Parks Development Fund	500.00
Total for 4101 Interfund Transfers	\$228,615.09
Park Event Revenue	

CITY OF TOOL
Statement of Revenues & Expenditures
As of December 31, 2025

Description	Total
4601 Food Truck Rental Fees	1,000.00
Total for Park Event Revenue	\$1,000.00
Total for Revenues	\$1,419,829.29
Expendituress	
5000 Expenditures	
5010 Accounting Services	
5010-1 Accounting Services-Admin	1,436.50
Total for 5010 Accounting Services	\$1,436.50
5020 Advertising Expenditures	
5020-1 Advertising-Admin	305.00
Total for 5020 Advertising Expenditures	\$305.00
5030 Animal Care	
5030-9 Animal Control	4,875.00
Total for 5030 Animal Care	\$4,875.00
5045 Auto Allowance	
5045-1 Executive Auto Allowance-Admin	1,292.34
Total for 5045 Auto Allowance	\$1,292.34
5050 Auto Fuel	
5050-2 Auto Fuel-Police	6,699.54
5050-3 Auto Fuel-Maint	1,341.31
5050-6 Auto Fuel-Park	408.60
5050-8 Auto Fuel-Building/Code	234.21
Total for 5050 Auto Fuel	\$8,683.66
5060 Audit Fees	
5060-1 Audit Fees -Admin	4,884.75
Total for 5060 Audit Fees	\$4,884.75
5070 Bank Charges	
5070-1 Bank Charges-Admin	1,752.74
Total for 5070 Bank Charges	\$1,752.74
5082 Capital Expenditures	
5082b Maintenance Barn	156,669.42
5082c Police Department Building Remodel	28,003.19
5082d Paradise Bay Subdivision Drainage (Phase 1A)	37,750.00
5082e City Hall Remodel	6,350.00
5082f Parks Development	500.00
5082g Equipment Purchases-Excavator	54,995.74
Total for 5082 Capital Expenditures	\$284,268.35
5097 Computers,Software & Supplies	

CITY OF TOOL
Statement of Revenues & Expenditures
As of December 31, 2025

Description	Total
5097-1 Computers,Software & Supplies-Admin	449.97
5097-2 Computers,Software & Supplies-Police	2,052.64
Total for 5097 Computers,Software & Supplies	\$2,502.61
5101-0 Contract Services IT-Multi Dept	8,428.51
5102-0 Contract Services Acct-Multi Dept	100.00
5103 Permit and InspectBuilding/Code	19,380.81
5104-2 Contract Services PD-Police	3,527.89
5104-8 Contract Services-(GIS, Engineering, & Survey)	625.00
5120-4 Court Costs & Arrest Fees - Judicial	
5120-4a Court Costs (Omnibase)	204.63
5120-4b Court Costs-(Inmate Housing Fees)	240.00
5120-4c Court Costs (GHS Collections)	3,900.14
5120-4e Court Costs (Due to Comptroller)	26,814.35
Total for 5120-4 Court Costs & Arrest Fees - Judicial	\$31,159.12
5140 Dues & Subscriptions	
5140-1 Dues & Subscriptions-Admin.	125.00
5140-2 Dues & Subscriptions-Police	
5140-8 Dues & Subscriptions-Build/Code	15,616.00
Total for 5140 Dues & Subscriptions	\$15,741.00
5150 Election Expenditures	3,559.63
5160 Employee Benefits - Retirement	
5160-1 Employee Benefits/Retirement-Admin	2,940.40
5160-2 Employee Benefits/Retirement-Police	5,621.34
5160-3 Employee Benefits/Retirement-Maint	1,749.44
5160-4 Employee Benefits/Retirement-Judicial/Court	526.66
5160-6 Employee Benefits/Retirement-Park	382.57
5160-8 Employee Benefits/Retirement-Build/Code	977.68
Total for 5160 Employee Benefits - Retirement	\$12,198.09
5170 Equipment Purchases	
5170-2 Equipment Purchases-Police	993.20
5170-6 Equipment Purchases-Park	0.00
5170-8 Equipment Purchases-Building/Code	272.17
Total for 5170 Equipment Purchases	\$1,265.37
5171 City Events	570.07
5172-6 Minor Tools-Parks	274.81
5190 Filing/Notary Fees	
5190-1 Filing/Notary Fees-Admin	23.76
Total for 5190 Filing/Notary Fees	\$23.76

CITY OF TOOL
Statement of Revenues & Expenditures
As of December 31, 2025

Description	Total
5200-0 HCAD Collections-Multi Dept	10,636.98
5220 Insurance Property & Liability	
5220-0 Insurance Property & Liability-Multi Dept.	824.75
5220-1 Insurance-Prop.&Liab-Admin	1,774.50
5220-2 Insurance-Prop.&Liab-Police	1,562.75
5220-3 Insurance-Prop.&Liab-Maint	1,152.25
Total for 5220 Insurance Property & Liability	\$5,314.25
5225 Insurance/Auto	
5225-2 Insurance/Auto-Police	2,764.25
5225-3 Insurance/Auto- Maintenance	449.75
5225-8 Insurance/Auto-Build & Code	234.25
Total for 5225 Insurance/Auto	\$3,448.25
5230 Employee Insurance Benefits (Medical, Dental, Vision and Life))	
5230-1 Admin	
5230-1a Employee Medical Insurance-Admin	8,591.36
5230-1b Employee Dental & Vision Insurance-Admin	638.76
5230-1c Employee Life Insurance-Admin	106.05
Total for 5230-1 Admin	\$9,336.17
5230-2 Police	
5230-2a Employee Medical Insurance-Police	19,995.99
5230-2b Employee Dental & Vision Insurance-Police	2,130.62
5230-2c Employee Life Insurance-Police	256.06
Total for 5230-2 Police	\$22,382.67
5230-3 Maint	
5230-3a Employee Medical Insurance-Maint.	6,103.10
5230-3b Employee Dental & Vision Insurance-Maint.	460.80
5230-3c Employee Life Insurance-Maint.	200.76
Total for 5230-3 Maint	\$6,764.66
5230-4 Employee Insurance Benefits-Judicial	
5230-4a Employee Medical Insurance-Judicial	2,780.00
5230-4b Employee Dental & Vision Insurance-Judicial	245.32
5230-4c Employee Life Insurance-Judicial	51.48
Total for 5230-4 Employee Insurance Benefits-Judicial	\$3,076.80
5230-6 Park	
5230-6a Employee Medical Insurance-Park	2,048.72
5230-6b Employee Dental & Vision Insurance-Park	153.60
5230-6c Employee Life Insurance-Park	33.66
Total for 5230-6 Park	\$2,235.98

CITY OF TOOL
Statement of Revenues & Expenditures
As of December 31, 2025

Description	Total
5230-8 Employee Insurance Benefits-Building/Code	
5230-8a Employee Medical Insurance-Build/Code	3,032.32
5230-8b Employee Dental & Vision Insurance-Build/Code	102.40
5230-8c Employee Life Insurance-Build/Code	73.16
Total for 5230-8 Employee Insurance Benefits-Building/Code	\$3,207.88
Total for 5230 Employee Insurance Benefits (Medical, Dental, Vision and Life))	\$47,004.16
5250 Workers Comp Insurance	
5250-1 Workers Comp Insurance-Admin.	210.00
5250-2 Workers Comp Insurance-Police	3,063.00
5250-3 Workers Comp Insurance-Maint.	1,560.75
5250-8 Workers Comp Insurance-Building/Code	152.00
Total for 5250 Workers Comp Insurance	\$4,985.75
5264 Vehicle Loan Interest	
5264 - 2 Vehicle Loan Interest - Police	
5264-2a Vehicle Loan Interest - Police -Tahoes (3)	1,277.47
5264-2b Vehicle Loan Principal-Police Tahoes (3)	7,714.34
Total for 5264 - 2 Vehicle Loan Interest - Police	\$8,991.81
5264-8 Vehicle Loan Interest - Building/Code	
5264-8a Vehicle Loan Interest-Building/Code	375.62
5264-8b Vehicle Loan Principal-Building/Code	1,593.76
Total for 5264-8 Vehicle Loan Interest - Building/Code	\$1,969.38
Total for 5264 Vehicle Loan Interest	\$10,961.19
5265 Janitorial/Cleaning	
5265-0 Janitorial/Cleaning-Multi Dept	4,600.00
Total for 5265 Janitorial/Cleaning	\$4,600.00
5290 Lease Equipment Expenditures	
5290-0 Lease Equipment Expenditures-Multi Dept	2,646.39
5290-1 Lease Equipment Expenditures-Admin	112.27
Total for 5290 Lease Equipment Expenditures	\$2,758.66
5300 Legal Fees (Professional)	
5300-10 Legal Fees-Council/Mayor	1,912.50
5300-1 Legal Fees-Admin	2,978.75
5300-4 Legal Fees-Judicial	4,471.90
Total for 5300 Legal Fees (Professional)	\$9,363.15
5320 Maintenance Building	
5320-0 Maintenance Building-Multi Dept	1,064.73
5320-1 Maintenance Building-Admin	1,930.94
5320-3 Maintenance Building-Maint	-282.90

CITY OF TOOL
Statement of Revenues & Expenditures
As of December 31, 2025

Description	Total
Total for 5320 Maintenance Building	\$2,712.77
5330 Maintenance-Equipment	
5330-1 Maintenance-Equipment-Admin	110.09
5330-3 Maintenance-Equipment-Maint	33.07
5330-6 Maintenance-Equipment-Parks	401.24
Total for 5330 Maintenance-Equipment	\$544.40
5336-6 Park Grounds	682.82
5340 Maintenance-Vehicle	
5340-2 Maintenance-Vehicle-Police	1,234.43
5340-3 Maintenance-Vehicle-Maint	75.98
5340-8 Maintenance-Vehicle-Building/Code	4.00
Total for 5340 Maintenance-Vehicle	\$1,314.41
5357-0 Employee Recognition/Events	1,305.33
5358-0 HR/Employee Procurement Expenditures	205.00
5365 Miscellaneous Expenditures	
5365-1 Admin	5.00
Total for 5365 Miscellaneous Expenditures	\$5.00
5370 Office Supplies Expenditures	
5370-10 Office Supplies-Council/Mayor	124.72
5370-1 Office Supplies-Admin	499.93
5370-2 Office Supplies-Police	523.28
5370-3 Office Supplies-Maint.	218.97
5370-4 Office Supplies-Judicial	515.41
5370-8 Office Supplies-Building/Code	29.47
Total for 5370 Office Supplies Expenditures	\$1,911.78
5371-0 Building Supplies	3,450.28
5372-6 Recreational Items - Park	7.76
5373-3 Signs, Posts, Hardware - Maint	589.47
5380 Postage	
5380-1 Postage-Admin.	19.28
5380-2 Postage-Police	4.12
5380-4 Postage-Judicial	123.60
5380-8 Postage - Build/Code	257.68
Total for 5380 Postage	\$404.68
5390 Records Management	
5390-1 Records Management-Admin	555.00
5390-2 Records Management-Police	180.00
Total for 5390 Records Management	\$735.00

CITY OF TOOL
Statement of Revenues & Expenditures
As of December 31, 2025

Description	Total
5400 Printing	
5400-2 Printing - Police	815.09
Total for 5400 Printing	\$815.09
5430 Salaries	
5430-10 Salaries-Council/Mayor	300.00
5430-1 Salaries-Admin	69,744.36
5430-2 Salaries-Police	146,527.60
5430-3 Salaries-Maint	42,155.31
5430-4 Salaries-Other-Judicial	12,689.77
5430-6 Salaries-Park	9,218.60
5430-8 Salaries-Building/Code-	23,559.28
Total for 5430 Salaries	\$304,194.92
5460 Telephone and Internet	
5460-0 Tel/Internet-Multi Dept.	3,145.94
5460-1 Tel/Internet-Admin.	642.62
5460-2 Tel/Internet-Police	1,425.10
5460-3 Tel/Internet-Maint.	254.45
5460-8 Tel/Internet-Building/Code	329.42
Total for 5460 Telephone and Internet	\$5,797.53
5470 Travel Expenditures	
5470-1 Travel-Admin	941.06
5470-2 Travel-Police	181.45
5470-8 Travel-Building/Code	637.18
Total for 5470 Travel Expenditures	\$1,759.69
5480 Training/Education Expenditures	
5480-10 Training/Education Expenditures-Council/Mayor	22.50
5480-1 Training/Education Expenditures-Admin.	1,447.50
5480-8 Training/Education Expenditures-Building/Code	1,090.00
Total for 5480 Training/Education Expenditures	\$2,560.00
5490 Uniforms	
5490-3 Uniforms-Maint	665.00
5490-6 Uniforms-Park	119.28
5490-8 Uniforms-Building/Code	421.05
5490-9 Uniforms-Animal Control	277.62
Total for 5490 Uniforms	\$1,482.95
5500 Utilities/Electricity	
5500-0 Utilities/Electricity-Multi Dept	3,833.92
5500-3 Utilities/Electricity-Multi Dept-Maint	354.51

CITY OF TOOL
Statement of Revenues & Expenditures
As of December 31, 2025

Description	Total
5500-6 Utilities/Electricity-Park	947.00
Total for 5500 Utilities/Electricity	\$5,135.43
5510 Utilities/Water	
5510-0 Utilities/Water-Multi Dept	1,576.80
5510-3 Utilities/Water-Maint	118.73
5510-6 Utilities/Water-Park	5,090.74
Total for 5510 Utilities/Water	\$6,786.27
5540-0 Website-Multi Dept.	900.00
5540-1 Website-Multi Dept.-Admin	550.00
Total for 5540-0 Website-Multi Dept.	\$1,450.00
Total for 5000 Expenditures	\$849,777.98
6000 Payroll Expendituress	
xxxxx6500 Payroll Taxes Total	0.00
6500-1 Payroll Taxes - Admin	5,420.17
6500-2 Payroll Taxes- Police	11,165.57
6500-3 Payroll Taxes- Maint	3,224.89
6500-4 Payroll Taxes- Judicial	970.77
6500-6 Payroll Taxes-Park-6	705.22
6500-8 Payroll Taxes- Building/Code	1,865.29
Total for xxxxx6500 Payroll Taxes Total	\$23,351.91
Total for 6000 Payroll Expendituress	\$23,351.91
Total for Expendituress	\$873,129.89
Net Operating Revenues	\$546,699.40
Other Revenues	
4800 Interest Earned	
4800-a Interest Revenues-Ad Valorem	342.19
4800-b Interest Revenues-Capitol Improvement	5,031.96
4800-c Interest Revenues-Emergency Fund	3,541.03
4800-d Interest Revenues-General Fund	1.29
4800-e Interest Revenues-Hotel-Motel Tax	846.81
4800-f Interest Revenues-Municipal Fund	350.37
4800-g Interest Revenues-Municipal Security	0.82
4800-h Interest Revenues-Public Funds MM 9	92.37
4800-i Interest Revenues-Public Funds MM 10	2,301.82
4800-j Interest Revenues-TexStar	9.31
4800-k Interest Revenues-Municipal Tech	0.07
4800-l Interest Earned - Park Construction Acct	406.86
Total for 4800 Interest Earned	\$12,924.90

CITY OF TOOL
Statement of Revenues & Expenditures
As of December 31, 2025

Description	Total
4801 Credit Card Rebate	394.44
Total for Other Revenues	\$13,319.34
Net Other Revenues	\$14,673.34
Net Increase (Decrease) to Fund Balance	\$561,372.74

CITY OF TOOL
Statement of Revenue & Expenditures
YTD as of 12-31-2025 (By Month)

Account	October 2025	November 2025	December 2025	Total
Revenues				
4000 Revenues				
4011 Alarm Permit	50.00			50.00
4012 Garage Sale Permits	20.00	5.00		25.00
4013 Animal Surrender Fees	325.00			325.00
4020 Building Permits	15,308.80	14,713.09	6,571.80	36,593.69
4025 Short Term Rental Annual Permit	800.00	400.00	200.00	1,400.00
4030 Civic Center Rental	150.00	250.00	50.00	450.00
4040 Cable TV/Telephone Franchise Fees	4,765.29	971.41		5,736.70
4050 Contributions/Donations				
4050-1b Event Donations/Contributions/Fees		25.00		25.00
4050-1 Contributions-General Fund	0.00			0.00
Total for 4050 Contributions/Donations	0.00	25.00		\$25.00
4064 Fines & Forfeitures	13,590.30	15,995.48	11,262.47	40,848.25
4064a Municipal 3rd Party Payout	10,522.03	11,077.01	9,320.08	30,919.12
4064b Municipal Jury Fund (MJF)	9.43	10.42	9.76	29.61
4064c Municipal Truancy & Prev (MTPF)	471.50	520.54	485.57	1,477.61
4064d Municipal Court Security Fund (MSF)	462.09	510.17	475.86	1,448.12
4064e Municipal Court Technology Fund (MTF)	377.23	416.45	388.50	1,182.18
Total for 4064 Fines & Forfeitures	25,432.58	28,530.07	21,942.24	\$75,904.89
4068 Service Fee Retained by City	119.41	908.13	22.65	1,050.19
4070 HCAD Ad Valorem	37,186.30	81,881.36	544,606.29	663,673.95
4071 HCAD Interest & Sinking	11,100.52	24,895.42	165,536.39	201,532.33
Total for 4070 HCAD Ad Valorem	48,286.82	106,776.78	710,142.68	\$865,206.28
4102 Loan Proceeds			55,417.74	55,417.74
4110 Hotel Occupancy Tax	11,640.35		736.11	12,376.46
4120 State Sales Tax-Rev. Sharing	35,480.56	37,212.00	33,998.45	106,691.01

CITY OF TOOL
Statement of Revenue & Expenditures
YTD as of 12-31-2025 (By Month)

Account	October 2025	November 2025	December 2025	Total
4121 State Mixed Beverage Sale Tax R	792.34	512.93	578.93	1,884.20
4140 TU/Oncor Electric			17,093.21	17,093.21
4150 Waste Services	9,984.83			9,984.83
Total for 4000 Revenues	153,155.98	190,304.41	846,753.81	\$1,190,214.20
4101 Interfund Transfers				
4101-a From Emergency Fund	15,000.00	30,000.00	-45,000.00	0.00
4101-b From Capital Improvement Fund	197,768.41	21,826.65	2,170.03	221,765.09
4101-c From City Hall Construction Fund	6,350.00			6,350.00
4101-d From Parks Development Fund		500.00		500.00
Total for 4101 Interfund Transfers	219,118.41	52,326.65	-42,829.97	\$228,615.09
Park Event Revenue				
4601 Food Truck Rental Fees	500.00	300.00	200.00	1,000.00
Total for Park Event Revenue	500.00	300.00	200.00	\$1,000.00
Services	0.00			0.00
Total for Revenues	\$ 372,774.39	\$ 242,931.06	\$ 804,123.84	\$ 1,419,829.29
Expenditures				
5000 Expenditures				
5010 Accounting Services				
5010-1 Accounting Services-Admin	474.50	481.00	481.00	1,436.50
Total for 5010 Accounting Services	474.50	481.00	481.00	\$1,436.50
5020 Advertising Expenditures				
5020-1 Advertising-Admin	305.00			305.00
Total for 5020 Advertising Expenditures	305.00			\$305.00
5030 Animal Care				
5030-9 Animal Control	1,625.00	1,625.00	1,625.00	4,875.00
Total for 5030 Animal Care	1,625.00	1,625.00	1,625.00	\$4,875.00
5045 Auto Allowance				

CITY OF TOOL
Statement of Revenue & Expenditures
YTD as of 12-31-2025 (By Month)

Account	October 2025	November 2025	December 2025	Total
5045-1 Executive Auto Allowance-Admin	369.24	369.24	553.86	1,292.34
Total for 5045 Auto Allowance	369.24	369.24	553.86	\$1,292.34
5050 Auto Fuel				
5050-2 Auto Fuel-Police	2,375.47	2,345.88	1,978.19	6,699.54
5050-3 Auto Fuel-Maint	545.94	587.93	207.44	1,341.31
5050-6 Auto Fuel-Park	217.92	178.68	12.00	408.60
5050-8 Auto Fuel-Building/Code	80.77	92.04	61.40	234.21
Total for 5050 Auto Fuel	3,220.10	3,204.53	2,259.03	\$8,683.66
5060 Audit Fees				
5060-1 Audit Fees -Admin	2,653.50	2,231.25		4,884.75
Total for 5060 Audit Fees	2,653.50	2,231.25		\$4,884.75
5070 Bank Charges				
5070-1 Bank Charges-Admin	567.30	623.24	562.20	1,752.74
Total for 5070 Bank Charges	567.30	623.24	562.20	\$1,752.74
5082 Capital Expenditures				
5082b Maintenance Barn	135,229.21	21,440.21		156,669.42
5082c Police Department Building Remodel	24,789.20	1,043.96	2,170.03	28,003.19
5082d Paradise Bay Subdivision Drainage (Phase 1A)	37,750.00			37,750.00
5082e City Hall Remodel	6,350.00			6,350.00
5082f Parks Development		500.00		500.00
5082g Equipment Purchases-Excavator			54,995.74	54,995.74
Total for 5082 Capital Expenditures	204,118.41	22,984.17	57,165.77	\$284,268.35
5097 Computers,Software & Supplies				
5097-1 Computers,Software & Supplies-Admin	414.99		34.98	449.97
5097-2 Computers,Software & Supplies-Police		1,826.67	225.97	2,052.64
Total for 5097 Computers,Software & Supplies	414.99	1,826.67	260.95	\$2,502.61
5101-0 Contract Services IT-Multi Dept	2,790.91	2,794.91	2,842.69	8,428.51

CITY OF TOOL
Statement of Revenue & Expenditures
YTD as of 12-31-2025 (By Month)

Account	October 2025	November 2025	December 2025	Total
5102-0 Contract Services Acct-Multi Dept	100.00			100.00
5103 Permit and InspectBuilding/Code	10,387.27	7,900.86	1,092.68	19,380.81
5104-2 Contract Services PD-Police	3,462.90	64.99		3,527.89
5104-8 Contract Services-(GIS, Engineering, & Survey)	625.00			625.00
5120-4 Court Costs & Arrest Fees - Judicial				
5120-4a Court Costs (Omnibase)	70.16	95.83	38.64	204.63
5120-4b Court Costs-(Inmate Housing Fees)	150.00	90.00		240.00
5120-4c Court Costs (GHS Collections)	1,694.40	1,436.69	769.05	3,900.14
5120-4e Court Costs (Due to Comptroller)	8,757.47	9,544.49	8,512.39	26,814.35
Total for 5120-4 Court Costs & Arrest Fees - Judicial	10,672.03	11,167.01	9,320.08	\$31,159.12
5140 Dues & Subscriptions				
5140-1 Dues & Subscriptions-Admin.	125.00			125.00
5140-2 Dues & Subscriptions-Police				
5140-8 Dues & Subscriptions-Build/Code		100.00	15,516.00	15,616.00
Total for 5140 Dues & Subscriptions	125.00	100.00	15,516.00	\$15,741.00
5150 Election Expenditures		3,559.63		3,559.63
5160 Employee Benefits - Retirement				
5160-1 Employee Benefits/Retirement-Admin	819.94	879.06	1,241.40	2,940.40
5160-2 Employee Benefits/Retirement-Police	1,507.26	1,647.61	2,466.47	5,621.34
5160-3 Employee Benefits/Retirement-Maint	456.30	608.69	684.45	1,749.44
5160-4 Employee Benefits/Retirement-Judicial/Court	145.02	164.11	217.53	526.66
5160-6 Employee Benefits/Retirement-Park	90.14	117.04	175.39	382.57
5160-8 Employee Benefits/Retirement-Build/Code	207.85	306.11	463.72	977.68
Total for 5160 Employee Benefits - Retirement	3,226.51	3,722.62	5,248.96	\$12,198.09
5170 Equipment Purchases				
5170-2 Equipment Purchases-Police		934.20	59.00	993.20
5170-6 Equipment Purchases-Park	0.00			0.00

CITY OF TOOL
Statement of Revenue & Expenditures
YTD as of 12-31-2025 (By Month)

Account	October 2025	November 2025	December 2025	Total
5170-8 Equipment Purchases-Building/Code	272.17			272.17
Total for 5170 Equipment Purchases	272.17	934.20	59.00	\$1,265.37
5171 City Events	570.07			570.07
5172-6 Minor Tools-Parks			274.81	274.81
5190 Filing/Notary Fees				
5190-1 Filing/Notary Fees-Admin			23.76	23.76
Total for 5190 Filing/Notary Fees			23.76	\$23.76
5200-0 HCAD Collections-Multi Dept	765.23		9,871.75	10,636.98
5220 Insurance Property & Liability				
5220-0 Insurance Property & Liability-Multi Dept.	824.75			824.75
5220-1 Insurance-Prop.&Liab-Admin	1,774.50			1,774.50
5220-2 Insurance-Prop.&Liab-Police	1,562.75			1,562.75
5220-3 Insurance-Prop.&Liab-Maint	1,152.25			1,152.25
Total for 5220 Insurance Property & Liability	5,314.25			\$5,314.25
5225 Insurance/Auto				
5225-2 Insurance/Auto-Police	2,764.25			2,764.25
5225-3 Insurance/Auto- Maintenance	449.75			449.75
5225-8 Insurance/Auto-Build & Code	234.25			234.25
Total for 5225 Insurance/Auto	3,448.25			\$3,448.25
and Life))				
5230-1 Admin				
5230-1a Employee Medical Insurance-Admin	2,758.84	2,916.26	2,916.26	8,591.36
5230-1b Employee Dental & Vision Insurance-Admin	212.92	212.92	212.92	638.76
5230-1c Employee Life Insurance-Admin	35.35	35.35	35.35	106.05
Total for 5230-1 Admin	3,007.11	3,164.53	3,164.53	\$9,336.17
5230-2 Police				
5230-2a Employee Medical Insurance-Police	7,172.59	6,411.70	6,411.70	19,995.99

CITY OF TOOL
Statement of Revenue & Expenditures
YTD as of 12-31-2025 (By Month)

Account	October 2025	November 2025	December 2025	Total
5230-2b Employee Dental & Vision Insurance-Police	750.22	690.20	690.20	2,130.62
5230-2c Employee Life Insurance-Police	81.10	87.48	87.48	256.06
Total for 5230-2 Police	8,003.91	7,189.38	7,189.38	\$22,382.67
5230-3 Maint				
5230-3a Employee Medical Insurance-Maint.	1,856.34	2,123.38	2,123.38	6,103.10
5230-3b Employee Dental & Vision Insurance-Maint.	153.60	153.60	153.60	460.80
5230-3c Employee Life Insurance-Maint.	66.92	66.92	66.92	200.76
Total for 5230-3 Maint	2,076.86	2,343.90	2,343.90	\$6,764.66
5230-4 Employee Insurance Benefits-Judicial				
5230-4a Employee Medical Insurance-Judicial	940.00	920.00	920.00	2,780.00
5230-4b Employee Dental & Vision Insurance-Judicial	41.76	101.78	101.78	245.32
5230-4c Employee Life Insurance-Judicial	20.58	15.45	15.45	51.48
Total for 5230-4 Employee Insurance Benefits-Judicial	1,002.34	1,037.23	1,037.23	\$3,076.80
5230-6 Park				
5230-6a Employee Medical Insurance-Park	630.26	709.23	709.23	2,048.72
5230-6b Employee Dental & Vision Insurance-Park	51.20	51.20	51.20	153.60
5230-6c Employee Life Insurance-Park	19.46	7.10	7.10	33.66
Total for 5230-6 Park	700.92	767.53	767.53	\$2,235.98
5230-8 Employee Insurance Benefits-Building/Code				
5230-8a Employee Medical Insurance-Build/Code	1,490.56	770.88	770.88	3,032.32
Build/Code	51.20		51.20	102.40
5230-8c Employee Life Insurance-Build/Code	15.45	19.46	38.25	73.16
Building/Code	1,557.21	790.34	860.33	\$3,207.88
Total for 5230 Employee Insurance Benefits (Medical, Dental, Vision and Life))	16,348.35	15,292.91	15,362.90	\$47,004.16
5250 Workers Comp Insurance				
5250-1 Workers Comp Insurance-Admin.	210.00			210.00

CITY OF TOOL
Statement of Revenue & Expenditures
YTD as of 12-31-2025 (By Month)

Account	October 2025	November 2025	December 2025	Total
5250-2 Workers Comp Insurance-Police	3,063.00			3,063.00
5250-3 Workers Comp Insurance-Maint.	1,560.75			1,560.75
5250-8 Workers Comp Insurance-Building/Code	152.00			152.00
Total for 5250 Workers Comp Insurance	4,985.75			\$4,985.75
5264 Vehicle Loan Interest				
5264 - 2 Vehicle Loan Interest - Police				
5264-2a Vehicle Loan Interest - Police -Tahoes (3)	417.22	435.73	424.52	1,277.47
5264-2b Vehicle Loan Principal-Police Tahoes (3)	2,580.05	2,561.54	2,572.75	7,714.34
Total for 5264 - 2 Vehicle Loan Interest - Police	2,997.27	2,997.27	2,997.27	\$8,991.81
5264-8 Vehicle Loan Interest - Building/Code				
5264-8a Vehicle Loan Interest-Building/Code	128.99	126.59	120.04	375.62
5264-8b Vehicle Loan Principal-Building/Code	527.47	529.87	536.42	1,593.76
Total for 5264-8 Vehicle Loan Interest - Building/Code	656.46	656.46	656.46	\$1,969.38
Total for 5264 Vehicle Loan Interest	3,653.73	3,653.73	3,653.73	\$10,961.19
5265 Janitorial/Cleaning				
5265-0 Janitorial/Cleaning-Multi Dept	1,000.00	1,800.00	1,800.00	4,600.00
Total for 5265 Janitorial/Cleaning	1,000.00	1,800.00	1,800.00	\$4,600.00
5290 Lease Equipment Expenditures				
5290-0 Lease Equipment Expenditures-Multi Dept	882.13	882.13	882.13	2,646.39
5290-1 Lease Equipment Expenditures-Admin			112.27	112.27
Total for 5290 Lease Equipment Expenditures	882.13	882.13	994.40	\$2,758.66
5300 Legal Fees (Professional)				
5300-10 Legal Fees-Council/Mayor	787.50	787.50	337.50	1,912.50
5300-1 Legal Fees-Admin	617.50	1,237.50	1,123.75	2,978.75
5300-4 Legal Fees-Judicial	683.75	1,528.45	2,259.70	4,471.90
Total for 5300 Legal Fees (Professional)	2,088.75	3,553.45	3,720.95	\$9,363.15
5320 Maintenance Building				

CITY OF TOOL
Statement of Revenue & Expenditures
YTD as of 12-31-2025 (By Month)

Account	October 2025	November 2025	December 2025	Total
5320-0 Maintenance Building-Multi Dept	728.55	175.00	161.18	1,064.73
5320-1 Maintenance Building-Admin	680.94	1,250.00		1,930.94
5320-3 Maintenance Building-Maint	-290.34	7.44		-282.90
Total for 5320 Maintenance Building	1,119.15	1,432.44	161.18	\$2,712.77
5330 Maintenance-Equipment				
5330-1 Maintenance-Equipment-Admin		110.09		110.09
5330-3 Maintenance-Equipment-Maint	4.49	28.58		33.07
5330-6 Maintenance-Equipment-Parks	315.30	85.94		401.24
Total for 5330 Maintenance-Equipment	319.79	224.61		\$544.40
5336-6 Park Grounds	140.16	486.07	56.59	682.82
5340 Maintenance-Vehicle				
5340-2 Maintenance-Vehicle-Police	135.23	205.64	893.56	1,234.43
5340-3 Maintenance-Vehicle-Maint		75.98		75.98
5340-8 Maintenance-Vehicle-Building/Code		4.00		4.00
Total for 5340 Maintenance-Vehicle	135.23	285.62	893.56	\$1,314.41
5357-0 Employee Recognition/Events		519.61	785.72	1,305.33
5358-0 HR/Employee Procurement Expenditures			205.00	205.00
5365 Miscellaneous Expenditures				
5365-1 Admin		5.00		5.00
Total for 5365 Miscellaneous Expenditures		5.00		\$5.00
5370 Office Supplies Expenditures				
5370-10 Office Supplies-Council/Mayor		103.73	20.99	124.72
5370-1 Office Supplies-Admin	357.40	75.16	67.37	499.93
5370-2 Office Supplies-Police	346.27	144.72	32.29	523.28
5370-3 Office Supplies-Maint.	116.39	72.38	30.20	218.97
5370-4 Office Supplies-Judicial	425.00	90.41		515.41
5370-8 Office Supplies-Building/Code		29.47		29.47

CITY OF TOOL
Statement of Revenue & Expenditures
YTD as of 12-31-2025 (By Month)

Account	October 2025	November 2025	December 2025	Total
Total for 5370 Office Supplies Expenditures	1,245.06	515.87	150.85	\$1,911.78
5371-0 Building Supplies	1,402.56	946.41	1,101.31	3,450.28
5372-6 Recreational Items - Park		7.76		7.76
5373-3 Signs, Posts, Hardware - Maint	589.47			589.47
5380 Postage				
5380-1 Postage-Admin.	19.28			19.28
5380-2 Postage-Police	4.12			4.12
5380-4 Postage-Judicial	123.60			123.60
5380-8 Postage - Build/Code	57.68		200.00	257.68
Total for 5380 Postage	204.68		200.00	\$404.68
5390 Records Management				
5390-1 Records Management-Admin	185.00	185.00	185.00	555.00
5390-2 Records Management-Police	60.00	120.00	0.00	180.00
Total for 5390 Records Management	245.00	305.00	185.00	\$735.00
5400 Printing				
5400-2 Printing - Police	273.14	271.09	270.86	815.09
Total for 5400 Printing	273.14	271.09	270.86	\$815.09
5430 Salaries				
5430-10 Salaries-Council/Mayor	100.00	200.00	0.00	300.00
5430-1 Salaries-Admin	19,572.68	20,812.68	29,359.00	69,744.36
5430-2 Salaries-Police	39,003.88	41,986.76	65,536.96	146,527.60
5430-3 Salaries-Maint	10,995.23	14,667.23	16,492.85	42,155.31
5430-4 Salaries-Other-Judicial	3,494.22	3,954.22	5,241.33	12,689.77
5430-6 Salaries-Park	2,172.00	2,820.25	4,226.35	9,218.60
5430-8 Salaries-Building/Code-	5,008.57	7,376.30	11,174.41	23,559.28
Total for 5430 Salaries	80,346.58	91,817.44	132,030.90	\$304,194.92
5460 Telephone and Internet				

CITY OF TOOL
Statement of Revenue & Expenditures
YTD as of 12-31-2025 (By Month)

Account	October 2025	November 2025	December 2025	Total
5460-0 Tel/Internet-Multi Dept.	1,079.84	944.60	1,121.50	3,145.94
5460-1 Tel/Internet-Admin.	213.50	213.56	215.56	642.62
5460-2 Tel/Internet-Police	453.46	518.10	453.54	1,425.10
5460-3 Tel/Internet-Maint.	84.79	84.83	84.83	254.45
5460-8 Tel/Internet-Building/Code	109.78	109.82	109.82	329.42
Total for 5460 Telephone and Internet	1,941.37	1,870.91	1,985.25	\$5,797.53
5470 Travel Expenditures				
5470-1 Travel-Admin	511.23	429.83		941.06
5470-2 Travel-Police			181.45	181.45
5470-8 Travel-Building/Code	580.81	48.93	7.44	637.18
Total for 5470 Travel Expenditures	1,092.04	478.76	188.89	\$1,759.69
5480 Training/Education Expenditures				
5480-10 Training/Education Expenditures-Council/Mayor	22.50			22.50
5480-1 Training/Education Expenditures-Admin.	1,072.50	375.00		1,447.50
5480-8 Training/Education Expenditures-Building/Code	1,090.00			1,090.00
Total for 5480 Training/Education Expenditures	2,185.00	375.00		\$2,560.00
5490 Uniforms				
5490-3 Uniforms-Maint	237.50	190.00	237.50	665.00
5490-6 Uniforms-Park	42.60	34.08	42.60	119.28
5490-8 Uniforms-Building/Code	312.89	108.16		421.05
5490-9 Uniforms-Animal Control	99.15	79.32	99.15	277.62
Total for 5490 Uniforms	692.14	411.56	379.25	\$1,482.95
5500 Utilities/Electricity				
5500-0 Utilities/Electricity-Multi Dept	1,388.24	1,426.15	1,019.53	3,833.92
5500-3 Utilities/Electricity-Multi Dept-Maint	55.58	129.38	169.55	354.51
5500-6 Utilities/Electricity-Park	541.00	245.00	161.00	947.00
Total for 5500 Utilities/Electricity	1,984.82	1,800.53	1,350.08	\$5,135.43

CITY OF TOOL
Statement of Revenue & Expenditures
YTD as of 12-31-2025 (By Month)

Account	October 2025	November 2025	December 2025	Total
5510 Utilities/Water				
5510-0 Utilities/Water-Multi Dept	477.31	470.49	629.00	1,576.80
5510-3 Utilities/Water-Maint	44.58	35.05	39.10	118.73
5510-6 Utilities/Water-Park	3,738.98	1,000.83	350.93	5,090.74
Total for 5510 Utilities/Water	4,260.87	1,506.37	1,019.03	\$6,786.27
5540-0 Website-Multi Dept.	300.00	300.00	300.00	900.00
5540-1 Website-Multi Dept.-Admin			550.00	550.00
Total for 5540-0 Website-Multi Dept.	300.00	300.00	850.00	\$1,450.00
Total for 5000 Expenditures	382,943.40	192,331.59	274,502.99	\$849,777.98
6000 Payroll Expenditures				
6500-1 Payroll Taxes - Admin	1,511.42	1,620.42	2,288.33	5,420.17
6500-2 Payroll Taxes- Police	3,002.60	3,218.31	4,944.66	11,165.57
6500-3 Payroll Taxes- Maint	841.15	1,122.04	1,261.70	3,224.89
6500-4 Payroll Taxes- Judicial	267.31	302.50	400.96	970.77
6500-6 Payroll Taxes-Park-6	166.15	215.75	323.32	705.22
6500-8 Payroll Taxes- Building/Code	397.86	591.74	875.69	1,865.29
Total for xxxxx6500 Payroll Taxes Total	6,186.49	7,070.76	10,094.66	23,351.91
Total for 6000 Payroll Expenditures	6,186.49	7,070.76	10,094.66	\$23,351.91
Total for Expenditures	389,129.89	199,402.35	284,597.65	873,129.89
Net Operating Revenues	\$ (16,355.50)	\$ 43,528.71	\$ 519,526.19	\$ 546,699.40
Other Revenues				
4800 Interest Earned				
4800-a Interest Revenues-Ad Valorem	115.68	43.55	182.96	342.19
4800-b Interest Revenues-Capitol Improvement	2,129.34	1,428.14	1,474.48	5,031.96
4800-c Interest Revenues-Emergency Fund	1,414.29	1,061.35	1,065.39	3,541.03
4800-d Interest Revenues-General Fund	0.43	0.37	0.49	1.29
4800-e Interest Revenues-Hotel-Motel Tax	302.02	262.74	282.05	846.81

CITY OF TOOL
Statement of Revenue & Expenditures
YTD as of 12-31-2025 (By Month)

Account	October 2025	November 2025	December 2025	Total
4800-f Interest Revenues-Municipal Fund	105.80	61.72	182.85	350.37
4800-g Interest Revenues-Municipal Security	0.29	0.25	0.28	0.82
4800-h Interest Revenues-Public Funds MM 9	46.65	25.57	20.15	92.37
4800-i Interest Revenues-Public Funds MM 10	849.57	698.59	753.66	2,301.82
4800-j Interest Revenues-TexStar	3.29	3.02	3.00	9.31
4800-k Interest Revenues-Municipal Tech	0.02	0.02	0.03	0.07
4800-l Interest Earned - Park Construction Acct	154.64	122.61	129.61	406.86
Total for 4800 Interest Earned	5,122.02	3,707.93	4,094.95	\$12,924.90
4801 Credit Card Rebate	171.32	126.34	96.78	394.44
Total for Other Revenues	5,293.34	3,834.27	4,191.73	\$13,319.34
Net Other Revenues	6,647.34	3,834.27	4,191.73	\$14,673.34
Net Increase (Decrease) to Fund Balance	\$ (9,708.16)	\$ 47,362.98	\$ 523,717.92	\$ 561,372.74

City of Tool
Statement of Revenues & Expenditures
December 2025 ONLY

Description	Total
Revenues	
4000 Revenues	
4020 Building Permits	6,571.80
4025 Short Term Rental Annual Permit	200.00
4030 Civic Center Rental	50.00
4064 Fines & Forfeitures	11,262.47
4064a Municipal 3rd Party Payout	9,320.08
4064b Municipal Jury Fund (MJF)	9.76
4064c Municipal Truancy & Prev (MTPF)	485.57
4064d Municipal Court Security Fund (MSF)	475.86
4064e Municipal Court Technology Fund (MTF)	388.50
Total for 4064 Fines & Forfeitures	\$21,942.24
4068 Service Fee Retained by City	22.65
4070 HCAD Ad Valorem	544,606.29
4071 HCAD Interest & Sinking	165,536.39
Total for 4070 HCAD Ad Valorem	\$710,142.68
4102 Loan Proceeds	55,417.74
4110 Hotel Occupancy Tax	736.11
4120 State Sales Tax-Rev. Sharing	33,998.45
4121 State Mixed Beverage Sale Tax R	578.93
4140 TU/Oncor Electric	17,093.21
Total for 4000 Revenues	\$846,753.81
4101 Interfund Transfers	
4101-a From Emergency Fund	-45,000.00
4101-b From Capital Improvement Fund	2,170.03
Total for 4101 Interfund Transfers	-\$42,829.97
Park Event Revenue	
4601 Food Truck Rental Fees	200.00
Total for Park Event Revenue	\$200.00
Total Revenues	\$804,123.84
Expenditures	
5000 Expenditures	
5010 Accounting Services	
5010-1 Accounting Services-Admin	481.00
Total for 5010 Accounting Services	\$481.00
5030 Animal Care	
5030-9 Animal Control	1,625.00
Total for 5030 Animal Care	\$1,625.00

City of Tool
Statement of Revenues & Expenditures
December 2025 ONLY

Description	Total
5045 Auto Allowance	
5045-1 Executive Auto Allowance-Admin	553.86
Total for 5045 Auto Allowance	\$553.86
5050 Auto Fuel	
5050-2 Auto Fuel-Police	1,978.19
5050-3 Auto Fuel-Maint	207.44
5050-6 Auto Fuel-Park	12.00
5050-8 Auto Fuel-Building/Code	61.40
Total for 5050 Auto Fuel	\$2,259.03
5070 Bank Charges	
5070-1 Bank Charges-Admin	562.20
Total for 5070 Bank Charges	\$562.20
5082 Capital Expenditures	
5082c Police Department Building Remodel	2,170.03
5082g Equipment Purchases-Excavator	54,995.74
Total for 5082 Capital Expenditures	\$57,165.77
5097 Computers,Software & Supplies	
5097-1 Computers,Software & Supplies-Admin	34.98
5097-2 Computers,Software & Supplies-Police	225.97
Total for 5097 Computers,Software & Supplies	\$260.95
5101-0 Contract Services IT-Multi Dept	2,842.69
5103 Permit and InspectBuilding/Code	1,092.68
5120-4 Court Costs & Arrest Fees - Judicial	
5120-4a Court Costs (Omnibase)	38.64
5120-4c Court Costs (GHS Collections)	769.05
5120-4e Court Costs (Due to Comptroller)	8,512.39
Total for 5120-4 Court Costs & Arrest Fees - Judicial	\$9,320.08
5140 Dues & Subscriptions	
5140-8 Dues & Subscriptions-Build/Code	15,516.00
Total for 5140 Dues & Subscriptions	\$15,516.00
5160 Employee Benefits - Retirement	
5160-1 Employee Benefits/Retirement-Admin	1,241.40
5160-2 Employee Benefits/Retirement-Police	2,466.47
5160-3 Employee Benefits/Retirement-Maint	684.45
5160-4 Employee Benefits/Retirement-Judicial/Court	217.53
5160-6 Employee Benefits/Retirement-Park	175.39
5160-8 Employee Benefits/Retirement-Build/Code	463.72
Total for 5160 Employee Benefits - Retirement	\$5,248.96

City of Tool
Statement of Revenues & Expenditures
December 2025 ONLY

Description	Total
5170 Equipment Purchases	
5170-2 Equipment Purchases-Police	59.00
Total for 5170 Equipment Purchases	\$59.00
5172-6 Minor Tools-Parks	274.81
5190 Filing/Notary Fees	
5190-1 Filing/Notary Fees-Admin	23.76
Total for 5190 Filing/Notary Fees	\$23.76
5200-0 HCAD Collections-Multi Dept	9,871.75
5230 Employee Insurance Benefits (Medical, Dental, Vision and Life))	
5230-1 Admin	
5230-1a Employee Medical Insurance-Admin	2,916.26
5230-1b Employee Dental & Vision Insurance-Admin	212.92
5230-1c Employee Life Insurance-Admin	35.35
Total for 5230-1 Admin	\$3,164.53
5230-2 Police	
5230-2a Employee Medical Insurance-Police	6,411.70
5230-2b Employee Dental & Vision Insurance-Police	690.20
5230-2c Employee Life Insurance-Police	87.48
Total for 5230-2 Police	\$7,189.38
5230-3 Maint	
5230-3a Employee Medical Insurance-Maint.	2,123.38
5230-3b Employee Dental & Vision Insurance-Maint.	153.60
5230-3c Employee Life Insurance-Maint.	66.92
Total for 5230-3 Maint	\$2,343.90
5230-4 Employee Insurance Benefits-Judicial	
5230-4a Employee Medical Insurance-Judicial	920.00
5230-4b Employee Dental & Vision Insurance-Judicial	101.78
5230-4c Employee Life Insurance-Judicial	15.45
Total for 5230-4 Employee Insurance Benefits-Judicial	\$1,037.23
5230-6 Park	
5230-6a Employee Medical Insurance-Park	709.23
5230-6b Employee Dental & Vision Insurance-Park	51.20
5230-6c Employee Life Insurance-Park	7.10
Total for 5230-6 Park	\$767.53
5230-8 Employee Insurance Benefits-Building/Code	
5230-8a Employee Medical Insurance-Build/Code	770.88
5230-8b Employee Dental & Vision Insurance-Build/Code	51.20
5230-8c Employee Life Insurance-Build/Code	38.25

City of Tool
Statement of Revenues & Expenditures
December 2025 ONLY

Description	Total
Total for 5230-8 Employee Insurance Benefits-Building/Code	\$860.33
Total for 5230 Employee Insurance Benefits (Medical, Dental, Vision and Life))	\$15,362.90
5264 Vehicle Loan Interest	
5264 - 2 Vehicle Loan Interest - Police	
5264-2a Vehicle Loan Interest - Police -Tahoes (3)	424.52
5264-2b Vehicle Loan Principal-Police Tahoes (3)	2,572.75
Total for 5264 - 2 Vehicle Loan Interest - Police	\$2,997.27
5264-8 Vehicle Loan Interest - Building/Code	
5264-8a Vehicle Loan Interest-Building/Code	120.04
5264-8b Vehicle Loan Principal-Building/Code	536.42
Total for 5264-8 Vehicle Loan Interest - Building/Code	\$656.46
Total for 5264 Vehicle Loan Interest	\$3,653.73
5265 Janitorial/Cleaning	
5265-0 Janitorial/Cleaning-Multi Dept	1,800.00
Total for 5265 Janitorial/Cleaning	\$1,800.00
5290 Lease Equipment Expense	
5290-0 Lease Equipment Expense-Multi Dept	882.13
5290-1 Lease Equipment Expense-Admin	112.27
Total for 5290 Lease Equipment Expense	\$994.40
5300 Legal Fees (Professional)	
5300-10 Legal Fees-Council/Mayor	337.50
5300-1 Legal Fees-Admin	1,123.75
5300-4 Legal Fees-Judicial	2,259.70
Total for 5300 Legal Fees (Professional)	\$3,720.95
5320 Maintenance Building	
5320-0 Maintenance Building-Multi Dept	161.18
Total for 5320 Maintenance Building	\$161.18
5336-6 Park Grounds	56.59
5340 Maintenance-Vehicle	
5340-2 Maintenance-Vehicle-Police	893.56
Total for 5340 Maintenance-Vehicle	\$893.56
5357-0 Employee Recognition/Events	785.72
5358-0 HR/Employee Procurement Expense	205.00
5370 Office Supplies Expense	
5370-10 Office Supplies-Council/Mayor	20.99
5370-1 Office Supplies-Admin	67.37
5370-2 Office Supplies-Police	32.29
5370-3 Office Supplies-Maint.	30.20

City of Tool
Statement of Revenues & Expenditures
December 2025 ONLY

Description	Total
Total for 5370 Office Supplies Expense	\$150.85
5371-0 Building Supplies	1,101.31
5380 Postage	
5380-8 Postage - Build/Code	200.00
Total for 5380 Postage	\$200.00
5390 Records Management	
5390-1 Records Management-Admin	185.00
5390-2 Records Management-Police	0.00
Total for 5390 Records Management	\$185.00
5400 Printing	
5400-2 Printing - Police	270.86
Total for 5400 Printing	\$270.86
5430 Salaries	
5430-10 Salaries-Council/Mayor	0.00
5430-1 Salaries-Admin	29,359.00
5430-2 Salaries-Police	65,536.96
5430-3 Salaries-Maint	16,492.85
5430-4 Salaries-Other-Judicial	5,241.33
5430-6 Salaries-Park	4,226.35
5430-8 Salaries-Building/Code-	11,174.41
Total for 5430 Salaries	\$132,030.90
5460 Telephone and Internet	
5460-0 Tel/Internet-Multi Dept.	1,121.50
5460-1 Tel/Internet-Admin.	215.56
5460-2 Tel/Internet-Police	453.54
5460-3 Tel/Internet-Maint.	84.83
5460-8 Tel/Internet-Building/Code	109.82
Total for 5460 Telephone and Internet	\$1,985.25
5470 Travel Expense	
5470-2 Travel-Police	181.45
5470-8 Travel-Building/Code	7.44
Total for 5470 Travel Expense	\$188.89
5490 Uniforms	
5490-3 Uniforms-Maint	237.50
5490-6 Uniforms-Park	42.60
5490-9 Uniforms-Animal Control	99.15
Total for 5490 Uniforms	\$379.25
5500 Utilities/Electricity	

City of Tool
Statement of Revenues & Expenditures
December 2025 ONLY

Description	Total
5500-0 Utilities/Electricity-Multi Dept	1,019.53
5500-3 Utilities/Electricity-Multi Dept-Maint	169.55
5500-6 Utilities/Electricity-Park	161.00
Total for 5500 Utilities/Electricity	\$1,350.08
5510 Utilities/Water	
5510-0 Utilities/Water-Multi Dept	629.00
5510-3 Utilities/Water-Maint	39.10
5510-6 Utilities/Water-Park	350.93
Total for 5510 Utilities/Water	\$1,019.03
5540-0 Website-Multi Dept.	300.00
5540-1 Website-Multi Dept.-Admin	550.00
Total for 5540-0 Website-Multi Dept.	\$850.00
Total for 5000 Expenditures	\$274,502.99
6000 Payroll Expenditures	
6500-1 Payroll Taxes - Admin	2,288.33
6500-2 Payroll Taxes- Police	4,944.66
6500-3 Payroll Taxes- Maint	1,261.70
6500-4 Payroll Taxes- Judicial	400.96
6500-6 Payroll Taxes-Park-6	323.32
6500-8 Payroll Taxes- Building/Code	875.69
Total for xxxxx6500 Payroll Taxes Total	\$10,094.66
Total for 6000 Payroll Expenditures	\$10,094.66
Total for Expenditures	\$284,597.65
Net Operating Revenues	\$519,526.19
Other Revenues	
4800 Interest Earned	
4800-a Interest Revenues-Ad Valorem	182.96
4800-b Interest Revenues-Capitol Improvement	1,474.48
4800-c Interest Revenues-Emergency Fund	1,065.39
4800-d Interest Revenues-General Fund	0.49
4800-e Interest Revenues-Hotel-Motel Tax	282.05
4800-f Interest Revenues-Municipal Fund	182.85
4800-g Interest Revenues-Municipal Security	0.28
4800-h Interest Revenues-Public Funds MM 9	20.15
4800-i Interest Revenues-Public Funds MM 10	753.66
4800-j Interest Revenues-TexStar	3.00
4800-k Interest Revenues-Municipal Tech	0.03
4800-l Interest Earned - Park Construction Acct	129.61

City of Tool
Statement of Revenues & Expenditures
December 2025 ONLY

Description	Total
Total for 4800 Interest Earned	\$4,094.95
4801 Credit Card Rebate	96.78
Total for Other Revenues	\$4,191.73
Net Other Revenues	\$4,191.73
Net Increase (Decrease) to Fund Balance	\$523,717.92

Tool Municipal Court

DEC 2026 Monthly Report

Money Collected:	● Cash:	\$7,171.34	
	● Check:	\$0.00	
	● Money Order:	\$684.50	
	● Online Payments:	\$16,162.26	
	Total:	\$ 24,018.10	
	Money Collected	\$ 24,018.10	
	Remitted to State	\$8,512.39	
	OMNI	\$38.64	● TLFT2
	Security Fund	\$ 475.86	● LBSF ● MCBS
	Technology Fund	\$ 388.50	● CTF ● LCTF
	Collection Fees	\$769.05	● PC30
	Jury Fund	\$9.76	● LMJF
	Truancy Fund	\$485.57	● LTPF
		\$ 10,679.77	
	Money Kept by City	\$ 13,338.33	
Number of Citations:		195	
Warrants:	● Entered:	70	
	● Cleared:	7	
Dismissals:	● CLOSED :	119	
	● Community Service:	0	
	● Time Served:	0	



Chief of Police
Robert Walker, PID# 313572
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Tool Police Department

701 N. Tool Drive | Tool, TX 75143
Office 903-432-2550 | Fax 903-432-3867

Tool Police Department

Monthly Activity Report – December 2025

During the month of **December 2025**, the Tool Police Department continued to provide consistent law enforcement services through proactive traffic enforcement and timely responses to calls for service, while also addressing several serious and sensitive incidents within the city.

Calls for Service

- The department responded to a total of **228 calls for service** during the reporting period.

Traffic Enforcement Activity

- Officers conducted **283 traffic enforcement actions**, resulting in:
 - **204 citations issued**
 - **79 warnings issued**

Notable Criminal and Incident Responses

- Driving While Intoxicated (DWI): **3**
- Suicidal Subject: **1**
- Death Investigation: **1**
- Disturbances: **3**
- Terroristic Threat: **1**
- Driving with Invalid Driver's License: **1**

The department maintained a visible patrol presence and continued to prioritize public safety through enforcement, prevention, and professional response to high-risk incidents. All matters were handled in accordance with departmental policy and applicable state law.

Respectfully submitted,

Chief Robert Walker
Tool Police Department



December 2025 - Maintenance Report

Week Of	Road Repairs	Culverts & Ditches	Trees	City Property Maint.	Citizen Work Orders	Misc.	Park	Material Expense
Dec. 1st		2		3		6	5	
Dec. 8th		3		3		8	5	
Dec. 15th	1			4		6	5	
Dec. 22nd	3				5		5	\$ 250.00
Dec. 29th				1		3	5	
TOTALS	4	5	0	11	5	23	25	\$250



701 N. Tool Dr. Office: 903.432.3522 www.tooltexas.org
 Tool, TX 75143 Fax: 903.432.3867 fmartin@tooltexas.org

City Of Tool Maint Report for the week of: 12/1/2025 - 12/05/25

Day	Location	Action	Equipment	Material	Cost	Brad	Jeff	Troy	Notes
Monday	Maint Office	Reports/Eamils/Sched.	Time Sheets/Phone Calls			1.5	1.5	0.5	39 Degrees -- Rain on & Off
	Park	Park Maint.				6.5			Troy in @ 11:00
	Maint Barn	Start&Ck.Equip.	All Equip.				2	1	
	All City Culverts	Ck.& Clear	Trk./Hand Tool				2	2	
	Maint Office	On Line Training					2.5		
	501 N. Tool Dr.	Dog @ Large	A/C Trk.					0.5	A/C Call - 1 H.S.
Tuesday	Maint Office	Reports/Eamils/Sched.	Phone Calls				1	1	32 Degrees
	Park	Park Maint					2	1	Brad Off 8 hrs. / Troy off @ 2:00
	Maint Barn	Start & Ck. Equip.	All Equip.				2	1	
	City Hall / P.D.	Christmas Lights					3	3	
Wednesday	Maint Office	Reports/Emails/Sched	Phone Calls				1	1	Brad off 8 hrs. / 45 Degrees & Drizzling Rain
	Park	Park Maint					2	2	
	Tractor Supply	Supplies	Trk.				1	1	Per Julius
	Maint Barn	Start & Ck. Equip.	All Equip				2	2	
	Streets	Measure & Inspect	Trk.				2	2	
Thursday	Maint Office	Reports/Emails/Sched	Phone Calls			1	1	1	43 Degrees / Rained
	Park	Park Maint				7			
	All City Culverts / Drainage	Ck.& Clear/ Inspect Areas	Trk.				3	3	
	Maint Barn	Start&Ck. Equip.	All Equip.				2	2	
	City Hall	Christmas Lights					2	2	
Friday	Maint Office	Reports/Emails/Sched	Phone Calls			1	1	1	37 Degrees
	Park	Park Maint				7			
	Maint Barn	Start&Ck Equip.	All Equip.				2	2	
	Storage & Conx	Get out Christmas Stuff					5	4.5	
	209 Kalura Way	Dog Bite	A/C Trk.					0.5	A/C Call -- Dog Bite
Total					\$ -	24	40	34	



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Tool, TX 75143 Fax: 903.432.3867 fmartin@tooltexas.org

City Of Tool Maint Report for the week of: 12/8/2025 - 12/12/25

Day	Location	Action	Equipment	Material	Cost	Brad	Jeff	Troy	Notes
Monday	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1	1	32 Degrees
	Park	Park Maint				7	3	2.5	
	Maint Barn	Start & Ck. Equip.	All Equip.				2	2	
	Dennis Litchfield's	Pick up Steal Plates	Trk.				2	2	
	1211 Tapuna Ct.	Animal Complaint	A/C Trk.					0.5	A/C Call - Spoke with Dogs Owner
Tuesday	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1	1	37 Degrees
	Park	Park Maint				7			
	Maint Barn	Start & Ck. Equip.	All Equip.				2	2	
	Maint Barn	Clean Rust off Panels	Hand Tools				1.5	1	
	Early Dr.	Brushog Lots	Kubota/Mahindra				3	3	Brushog Lots for Code Enforcement
	Paradise Bay	Extra Patrols	A/C Trk					0.5	A/C Call - Extra Patrols
	Hwy 274 - Before Royal Oaks	Dog hit by Vecicle	A/C Trk				0.5	0.5	A/C Call - Removed Dead Dog
Wednesday	Maint Office	Reports/Emails/Sched	Phone Calls			1	1	1	Brad in @ 10:00 off @ 1:00 ---3hrs.
	Park	Park Maint				2			
	Maint Barn	Start & Ck. Equip.	All Equip.				2	1.5	
	Tapuna Dr.	Ditch/Clean Culvert	Dmp.Trk./Backhoe				2.5	2.5	
	Pearl Harbor @ Creek	Clean Ditch	Dmp.Trk./Backhoe				2.5	2.5	
	1104 Kingsway	Injured Dog @ Large	A/C Trk.					0.5	A/C Call - Set Trap
Thursday	Maint Office	Reports/Emails/Sched	Phone Calls			1	1	1	39 Degrees
	Park	Park Maint				5	2	2	Brad in @ 10:00
	Maint Barn	Start & Ck. Equip					2	2	
	Tractor Supply	Pick up Tires	Trk.				1		
	Pearl Harbor	Ditch @ Creek	Dmp.Trk./Backhoe				2	2	
	204 Ingram Ln.	Dog Killed Chickens	A/C Trk.					0.5	A/C Call -- Dog Killed Chicken
	1104 Kingsway	Dog @ Large/Set Trap	A/C Trk./Trap					0.5	A/C Call -- Set Trap
Friday	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1	1	
	Park	Park Maint				7		1	
	P.D.	Bld Maint	Hand Tools				5	4	Repair Sheet Rock / Cut Opening for Wires
	OWCC & City Hall	Bld Maint	Hand Tools				0.5		Sink Stopped up / Sewer Pipe Vents
	Lowe's	Supplies	Trk.				1.5		
	Maint Barn / Storage Miss B's	Replace Wheels & Tires	Barrell Train					1.5	Barrell Train / Tables & Chairs
	Utopia	Dogs @ Large	A/C Trk.					0.5	A/C Call -- UTL

Total	\$	-	33	40	40
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701 N. Tool Dr. Office: 903.432.3522 www.tooltexas.org
Tool, TX 75143 Fax: 903.432.3867 fmartin@tooltexas.org

City Of Tool Maint Report for the week of: 12/15/25 - 12/19/25

Day	Location	Action	Equipment	Material	Cost	Brad	Jeff	Troy	Notes
Monday	Maint Office	Reports/Emails/Sched	Time Sheets/Phone Calls			1.5	1.5	1.5	31 Degrees
	Park	Park Maint				6.5			
	Lowe's	Supplies	Trk.				1		
	P.D.	Bld. Maint	Hand Tools				3.5	3.5	Repair Sheet Rock
	Park/Storage/Maint Barn	Stuff from Park						1	
	Maint Barn	Start & Ck. Equip.	All Equip.				2	2	
Tuesday	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1	1	41 Degrees
	Park	Park Maint				7			
	P.D.	Tape & Bed Sheet Rock	Hand Tools				7	4	
	Maint Barn	Start&Ck./Repair Equip.	All Equip.					3	
Wednesday	Maint Office	Reports/Emails/Sched	Phone Calls			1	1	1	Light Drizzle all Day
	Park	Park Maint				7			
	P.D.	Texture Sheet Rock	Hand Tools				5	5	
	P.D. Parking Lot	Remove Battery					1.5	1.5	
	Behind Maint Office	Received Excavator					0.5	0.5	
	1801 N. Tool Dr	Check for Culverts/Drainage	Trk						
Thursday	Maint Office	Reports/Emails/Sched	Phone Calls			1		1	Morning Drizzle
	Park	Park Maint				6			Jeff 8 hrs. Vac.
	Behind OWCC	Equip. Training	Excavator					2	Troy off @ 11:00 Doctor
	Behind OWCC / Maint Barn	Move Equip.	Roller / Excavator			1		1	
Friday	Maint Office	Reports/Emails/Sched.				1		1	Jeff 8 hrs. Vac.
	Park	Park Maint				7			
	P.D.	Paint Sheet Rock Repairs	Hand Tools/ Paint					2	
	Maint Barn	Ck.Equip./Training						2	
	City Streets	Check for Repairs	Trk.					2.5	
	822 Queens	Animal Complaint	A/C Trk.					0.5	A/C Call - - Spoke With Dogs Owner / Warning
Total				\$	-	40	24	36	



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City Of Tool Maint Report for the week of: 12/22/25 - 12/26/25

Day	Location	Action	Equipment	Material	Cost	Brad	Jeff	Troy	Notes
Monday	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1	1	
	Park	Park Maint				7			
	Maint Barn	Ck.Equip./Grind/Training	Loader/Grinder/Excavator				3	3	
	240 Hillcrest Dr.	Patch@DriveWay&Street	Trk./Hand Tools	Cold Mix	\$ 75.00		3	3	W/O
	LakewayBlvd.@Janice Cir	Road Damaged	Trk. /Hand Tools				1	1	W/O - Removed Broken Asphalt - Muddy no Repair
Tuesday	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1	1	
	Park	Park Maint				7			
	Maint Barn	Ck.Equip./Grind Material	Loader/Grinder				2	2	
	Janice Cir./Lakeway Blvd	Patch	Trk./Hand Tool	Cold Mix	\$ 100.00		2.5	2.5	W/O
	Lakeway Blvd@RidgeOakWay	Patch	Trk./Hand Tool	Cold Mix	\$ 75.00		2	2	W/O
Wednesday	LakewayBlvd.@Plantation	Trim Tree	Trk./Saw				0.5	0.5	W/O
	Christmas Eve								
	Closed - - - Holiday								
Thursday	Christmas Day								
	Closed - - - Holiday								
Friday									Frank 8 hrs. Vac.
Total					\$ 250.00	16	16	16	



701 N. Tool Dr.

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City Of Tool Maint Report for the week of: 12/29/25 - 12/31/25

Day	Location	Action	Equipment	Material	Cost	Brad	Jeff	Troy	Notes
Monday	Maint Office	Reports/Emails/Sched.	Time Sheets/Phone Calls			1	1	1	32 Degrees & Windy
	Park	Park Maint.				7			
	Maint Barn	Start&Ck. Equip.	All equip.				2	2	
	Maint Office	Online Training					3	2	
	Bounty View	Sewer Leak in Street	Trk.				2		Meet with WCCMUD - Opened up Street
	501 KalauraWay/Athens H.S.	Dog Bite	A/C Trk.					2.5	A/C Call - Dog Bite - Dog put in Quarantine
	311 Tepto	Dog@Large/Animal Comp.	A/C Trk.					0.5	2 - A/C Calls - - UTL
Tuesday	Maint Office	Reports/Emai;s/Sched	Phone Calls				1	1	32 Degrees
	Park	Park Maint					2	2	Brad off 8 hrs.
	Maint Barn	Start&Ck.&Training	Equipment				3	3	
	City Streets	Ck. For Repairs	Trk.				2	2	
Wednesday	Maint Office	Reports/Emails/Sched.	Phone Calls			1	1	1	32 Degrees
	Park	Park Maint/RemoveDecorations				7	5	4.5	
	Maint Barn	Start&Ck. Equip.	All				2	2	
	701N. Tool Dr & Park	Dog @ Large	A/C Trk.					0.5	A/C Call - - 1 H.S.
Thursday									
Friday									
Total				\$	-	16	24	24	



December 2025 Building Report- City

Type Of Construction	Permit Number	Subdivision	Project Address	Permit Issued Date	Project Fees Paid	Estimated Cost of Project (Valuation \$)
Concrete Flatwork Permit (Residential)	25-000287	Cedarcrest Shores	500 Ridgewood Dr	12/04/2025	\$ 75.00	\$ 5,000.00
Concrete Flatwork Permit (Residential)	25-000295	Cedarcrest Shores	109 Shore Line Dr	12/18/2025	\$ 75.00	
Garage Sale Permit (Residential)	25-000290			12/09/2025	\$ 5.00	
General Construction, (Decks, Patios, Patios Covers, Etc..) (Residential)	25-000238	Trade Winds	1956 Bounty View Dr	12/23/2025	\$ 200.00	
General Construction, (Decks, Patios, Patios Covers, Etc..) (Residential)	25-000293	Westwood Beach	860 Angies Xing	12/18/2025	\$ 200.00	
General Construction, (Decks, Patios, Patios Covers, Etc..) (Residential)	25-000294	Paradise Bay	1115 Aloha Rd	12/15/2025	\$ 200.00	
Generator Permit	25-000288		1414 S Tool Dr	12/01/2025	\$ 400.00	\$ 25,000.00
Mailbox Assembly Permit	25-000292	Royal Oaks	910 Queens Dr	12/10/2025	\$ -	
New Building Permit (Residential)	25-000241	The Groves	2562 Groves	12/18/2025	\$ 2,800.00	\$ 1,000,000.00
New Building Permit (Residential)	25-000277	Trade Winds	1704 Oak Shore Dr	12/02/2025	\$ 1,359.40	\$ 300,000.00

Report Search

Report Type: **Citation, Incident, Offense, Supplement**

Start Date: **12/1/2025**

End Date: **12/31/2025**

Case #	Ref #	Report Type	Report Date	Officer	Report Status	Court Date	Location	Locked
25-00677	N/A	Incident Report	12/29/2025 11:20 AM	Boyle, Kenny	Open		501 Kalura Way, Tool, TX 75142	No
MISCELLANEOUS								
View Citation	31402	Citation	12/30/2025 9:13 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Dr.	No
DUMPING ON PROPERTY/TRASH- ORD. 96, SEC 5								
View Citation	31402	Citation	12/30/2025 9:13 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Dr.	No
FILTH PROHIBITED- ORD 91.02								
View Citation	31402	Citation	12/30/2025 9:13 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Dr.	No
JUNKED VEHICLE- ORD 70 SEC 3								
View Citation	24466	Citation	12/29/2025 11:32 AM	Boyle, Kenny	N/A	1/14/2026	501 KALURA WAY	No
DANGEROUS DOG- ORD 2016-03								
View Citation	24466	Citation	12/29/2025 11:32 AM	Boyle, Kenny	N/A	1/14/2026	501 KALURA WAY	No
PET REGISRRTATION VIOLATION- ORD 100-1A, SEC 11 (Warning)								
View Citation	31401	Citation	12/29/2025 9:10 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Dr.	No
DUMPING ON PROPERTY/TRASH- ORD. 96, SEC 5								
View Citation	31401	Citation	12/29/2025 9:10 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Dr.	No
FILTH PROHIBITED- ORD 91.02								
View Citation	31401	Citation	12/29/2025 9:10 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Dr.	No
JUNKED VEHICLE- ORD 70 SEC 3								
View Citation	30402	Citation	12/15/2025 10:01 AM	Boyle, Kenny	N/A	1/14/2026	617 E. WILLWHITE RD	No
ANIMAL AT LARGE- ORD 2016-03 SEC.4								
View Citation	30402	Citation	12/15/2025 10:01 AM	Boyle, Kenny	N/A	1/14/2026	617 E. WILLWHITE RD	No
DANGEROUS DOG- ORD 2016-03 (Warning)								

Report Type: Citation, Incident, Offense, Supplement

Start Date: 12/1/2025

End Date: 12/31/2025

Case #	Ref #	Report Type	Report Date	Officer	Report Status	Court Date	Location	Locked
View Citation	30402	Citation	12/15/2025 10:01 AM	Boyle, Kenny	N/A	1/14/2026	617 E. WILLWHITE RD	No
PET REGISTRRTATION VIOLATION- ORD 100-1A, SEC 11 (Warning)								
View Citation	30401	Citation	12/15/2025 8:49 AM	Boyle, Kenny	N/A	1/14/2026	1217 OWHYHE RD	No
DUMPING ON PROPERTY/TRASH- ORD. 96, SEC 5								
View Citation	30401	Citation	12/15/2025 8:49 AM	Boyle, Kenny	N/A	1/14/2026	1217 OWHYHE RD	No
FILTH PROHIBITED- ORD 91.02								
View Citation	22491	Citation	12/11/2025 3:55 PM	Boyle, Kenny	N/A	1/14/2026	204 Ingram	No
ANIMAL AT LARGE- ORD 2016-03 SEC.4								
View Citation	22491	Citation	12/11/2025 3:55 PM	Boyle, Kenny	N/A	1/14/2026	204 Ingram	No
DANGEROUS OR VICIOUS PET REGISTRATION VIOL- ORD 2016-03, SEC 7 (Warning)								
View Citation	23822	Citation	12/10/2025 10:38 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Drive	No
DUMPING ON PROPERTY/TRASH- ORD. 96, SEC 5								
View Citation	23822	Citation	12/10/2025 10:38 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Drive	No
FILTH PROHIBITED- ORD 91.02								
View Citation	23822	Citation	12/10/2025 10:38 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Drive	No
JUNKED VEHICLE- ORD 70 SEC 3								
View Citation	23821	Citation	12/9/2025 10:37 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Drive	No
DUMPING ON PROPERTY/TRASH- ORD. 96, SEC 5								
View Citation	23821	Citation	12/9/2025 10:37 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Drive	No
FILTH PROHIBITED- ORD 91.02								
View Citation	23821	Citation	12/9/2025 10:37 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Drive	No
JUNKED VEHICLE- ORD 70 SEC 3								
View Citation	23819	Citation	12/8/2025 11:03 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
DANGEROUS BUILDING - ORD 151 027								

Report Type: Citation, Incident, Offense, Supplement

Start Date: 12/1/2025

End Date: 12/31/2025

Case #	Ref #	Report Type	Report Date	Officer	Report Status	Court Date	Location	Locked
View Citation	23819	Citation	12/8/2025 11:03 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
DUMPING ON PROPERTY/TRASH- ORD. 96, SEC 5								
View Citation	23819	Citation	12/8/2025 11:03 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
FILTH PROHIBITED- ORD 91.02								
View Citation	23819	Citation	12/8/2025 11:03 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
JUNKED VEHICLE- ORD 70 SEC 3								
View Citation	23820	Citation	12/8/2025 10:34 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Drive	No
DUMPING ON PROPERTY/TRASH- ORD. 96, SEC 5								
View Citation	23820	Citation	12/8/2025 10:34 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Drive	No
FILTH PROHIBITED- ORD 91.02								
View Citation	23820	Citation	12/8/2025 10:34 AM	Boyle, Kenny	N/A	1/14/2026	805 Regal Drive	No
JUNKED VEHICLE- ORD 70 SEC 3								
View Citation	23818	Citation	12/5/2025 11:02 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
DANGEROUS BUILDING - ORD 151.027								
View Citation	23818	Citation	12/5/2025 11:02 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
DUMPING ON PROPERTY/TRASH- ORD. 96, SEC 5								
View Citation	23818	Citation	12/5/2025 11:02 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
FILTH PROHIBITED- ORD 91.02								
View Citation	23818	Citation	12/5/2025 11:02 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
JUNKED VEHICLE- ORD 70 SEC 3								
View Citation	23817	Citation	12/4/2025 11:00 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
DANGEROUS BUILDING - ORD 151.027								
View Citation	23817	Citation	12/4/2025 11:00 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
DUMPING ON PROPERTY/TRASH- ORD. 96, SEC 5								

Report Type: Citation, Incident, Offense, Supplement

Start Date: 12/1/2025

End Date: 12/31/2025

Case #	Ref #	Report Type	Report Date	Officer	Report Status	Court Date	Location	Locked
View Citation	23817	Citation	12/4/2025 11:00 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
FILTH PROHIBITED- ORD 91.02								
View Citation	23817	Citation	12/4/2025 11:00 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
JUNKED VEHICLE- ORD 70 SEC 3								
View Citation	23815	Citation	12/4/2025 10:34 AM	Boyle, Kenny	N/A	1/14/2026	AB 659 N G RUSSELL SUR, AC	No
151.001 PERMIT REQUIRED								
View Citation	23815	Citation	12/4/2025 10:34 AM	Boyle, Kenny	N/A	1/14/2026	AB 659 N G RUSSELL SUR, AC	No
96.01 RECREATIONAL VEHICLES AND TRAVEL TRAILERS ON RESIDENTIAL PROPERTY								
View Citation	23815	Citation	12/4/2025 10:34 AM	Boyle, Kenny	N/A	1/14/2026	AB 659 N G RUSSELL SUR, AC	No
ZONING VIOLATION- ORD 155.002								
View Citation	23816	Citation	12/3/2025 10:56 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
DANGEROUS BUILDING - ORD 151.027								
View Citation	23816	Citation	12/3/2025 10:56 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
DUMPING ON PROPERTY/TRASH- ORD. 96. SEC 5								
View Citation	23816	Citation	12/3/2025 10:56 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
FILTH PROHIBITED- ORD 91.02								
View Citation	23816	Citation	12/3/2025 10:56 AM	Boyle, Kenny	N/A	1/14/2026	812 Knight Dr	No
JUNKED VEHICLE- ORD 70 SEC 3								
View Citation	23814	Citation	12/2/2025 8:56 AM	Boyle, Kenny	N/A	1/14/2026	1128 KINGSWAY	No
DANGEROUS BUILDING - ORD 151.027								
View Citation	23814	Citation	12/2/2025 8:56 AM	Boyle, Kenny	N/A	1/14/2026	1128 KINGSWAY	No
DUMPING ON PROPERTY/TRASH- ORD. 96, SEC 5								
View Citation	23813	Citation	12/2/2025 8:28 AM	Boyle, Kenny	N/A	1/14/2026	812 KNIGHT DRIVE	No
DANGEROUS BUILDING - ORD 151.027								

Report Type: Citation, Incident, Offense, Supplement

Start Date: 12/1/2025

End Date: 12/31/2025

Case #	Ref #	Report Type	Report Date	Officer	Report Status	Court Date	Location	Locked
View Citation	23813	Citation	12/2/2025 8:28 AM	Boyle, Kenny	N/A	1/14/2026	812 KNIGHT DRIVE	No
DUMPING ON PROPERTY/TRASH- ORD. 96, SEC 5								
View Citation	23813	Citation	12/2/2025 8:28 AM	Boyle, Kenny	N/A	1/14/2026	812 KNIGHT DRIVE	No
FILTH PROHIBITED- ORD 91.02								
View Citation	23813	Citation	12/2/2025 8:28 AM	Boyle, Kenny	N/A	1/14/2026	812 KNIGHT DRIVE	No
JUNKED VEHICLE- ORD 70 SEC 3								



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December Animal Control Report

CALLS FOR SERVICE	12
UNABLE TO LOCATE OWNER	3
RECOVERED	
HUMANE SOCIETY	2
TRAPS SET	2
ANIMALS TRAPPED	
Animal Complaint	3
Dog Bite	2



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: January 15th, 2026

Requested By: Julius Kizzee, City Administrator

Department: Administration

Agenda
Item No.
9

Is this a Budgeted Item? ☐ Yes ☒ No

☒ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☐ Resolution

Attachments: Agreement for Public Improvement District Consulting and Administrative Services from MuniCap

Summary of Agenda Item to be considered:

Staff is presenting an agreement to bring forth a PID Consultant, MuniCap, whom staff has met with or talked with on multiple occasions.

MuniCap is a reputable company, who would serve as the city's PID Administrator, in accordance with Local Government Code Section 372 for Public Improvement Districts. Jennifer Sloan, a manager from MuniCap, will be visiting the meeting and discussing the company and answering any questions regarding a Public Improvement District.

Cities that are contracted to use MuniCap for the same services include Kaufman, Crandall, Fort Worth, Cedar Hill, Lancaster, Alvarado and Waxahachie.

Agenda Item, as listed on the agenda:

Consider, Discuss and Take Action to approve a professional services agreement with MuniCap, Inc. for Public Improvement District ("PID") administrative services

Recommended Motion to Consider:

"I make a motion to enter into a professional services agreement with MuniCap, Inc. for Public Improvement District ("PID") creation and administration services"

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

AGREEMENT FOR PUBLIC IMPROVEMENT DISTRICT CONSULTING AND ADMINISTRATIVE SERVICES

THIS AGREEMENT is made and entered into as of _____, 2026, by and between the **City of Tool, Texas** hereinafter called "City" and **MuniCap, Inc.**, hereinafter called "Administrator," for administrative services related to the City's project. The City and Administrator, in consideration of the mutual promises and conditions herein contained, agree as follows:

WHEREAS, the City has created and/or is planning to create various Public Improvement Districts (the "PIDs") and will require specialized services related to the preparation of a service and assessment plans for the PIDs and, potentially, issuance of bonds for the PIDs; and

WHEREAS, the City is considering the issuance of bonds and/or various debt obligations for some or all of the PIDs created by the City; and

WHEREAS, upon issuance and sale of any PID bonds, the City will require specialized services related to the administration of the PIDs, as more fully set forth in this Agreement; and

WHEREAS, Administrator has expertise to provide those specialized services; and

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, and for good and valuable consideration, the Administrator and the City agree as follows:

1. Following signatures by both parties, this Agreement shall become effective. Capitalized terms not otherwise defined herein shall have the meaning given thereto in the Service and Assessment Plan, Indentures, or the applicable documents for debt or financing instrument(s).

2. In regards to the work and services to be performed,

A. Administrator shall provide financial and administrative services to the City related to the administration of the PIDs as described in Exhibit A, "Administrator's Scope of Services" which is attached and incorporated by reference.

B. Administrator shall supply all tools and means necessary to perform those services and produce those work products described in Exhibit A.

C. As part of the work and services to be performed, Administrator shall furnish intermediate reports to the City from time to time, when requested, in such form and number as may be required by the City, and shall make such final reports as may be required by the City concerning the work and services performed.

D. Should any errors caused by Administrator be found in any services or work products, Administrator will correct those errors, and if the errors are in final services or products,

make such corrections at no additional charge, by revising the services and work products as necessary to eliminate the errors.

E. The work and services shall be performed personally by Administrator, and no other person or corporation shall be engaged for the work or services by Administrator, except upon the written approval of the City, provided, however, that this provision shall not apply to arbitrage rebate calculations, secretarial, clerical, and similar incidental services needed by Administrator.

3. Administrator's compensation for these services shall be as provided for in Exhibit B attached and incorporated by reference. Compensation due to Administrator will be paid upon the submission to City of an invoice providing for compensation as provided for in Exhibit B. Compensation for additional services not included in Exhibit A shall require the approval of City.

4. The City shall provide access to all documents reasonably necessary to the performance of Administrator's duties under this Agreement. All such documents shall remain the property of the City. Except as may be necessary for performance of this Agreement, and to the extent not generally known as available to the public, the Administrator shall not use or disclose information concerning the City without prior written consent of the City.

5. Administrator may not disclose information relating to the work and services performed under this Agreement to any person not entitled to receive it. Notwithstanding the foregoing, City shall have full access to all information relating to work and services performed by Administrator under this Agreement.

6. In performance of work and services under this Agreement, Administrator shall act solely as an independent contractor, and nothing contained or implied in this Agreement shall at any time be construed as to create the relationship of employer and employee, partnership, principal and agent, or joint venturers as between the City and Administrator.

7. This Agreement relates to the PIDs identified in Exhibit D and shall terminate on full repayment of the bonds and/or other debt obligations for each PID, or as otherwise provided herein. The City shall notify the Administrator whenever a new PID is created by the City and Exhibit D shall be updated from time to time accordingly. This Agreement may be terminated with or without cause effective on 60 days written notice. Administrator shall be compensated for services rendered up through the effective date of the termination and payment shall be rendered on a pro rata monthly basis based upon the annual payment due under Exhibit B.

8. Any notices to be given hereunder by either party to the other may be affected either by personal delivery in writing or by mail and shall be effective upon confirmation of receipt. Mailed notices shall be addressed to the parties at the addresses appearing below, or such other address as given by written notice from one party to the other.

9. The compensation due under this Agreement will be contingent in part or in full upon assessment levy and/ or bond issuance. While this form of compensation is customary in the municipal securities market, this may present a material conflict of interest because it could create

an incentive for the Administrator to recommend unnecessary financings or financings that are disadvantageous to the City. This conflict of interest is mitigated by the Administrator through its adherence to MSRB and SEC rules that include complying with a duty of fair dealing and certain core standards of conduct when engaging in municipal advisory activities.

To Administrator:

Abdi Yassin
MuniCap, Inc.
600 E. John Carpenter Freeway
Suite 150
Irving, Texas 75062

With a Copy to:

Keenan Rice
MuniCap, Inc.
8965 Guilford Road
Suite 210
Columbia, Maryland 21046

To City:

City of Tool
701 N Tool Drive
Tool, TX 75143
Attn: City Administrator

10. This Agreement, including the Exhibits, supersedes any other agreements, either oral or written, between the parties, and contains all of the covenants and agreements between the parties with respect to the rendering of such services. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied in this Agreement, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement (including any modification to an Exhibit) will be effective if it is in writing and signed by the parties to this Agreement.

11. Administrator is registered as a “municipal advisor” under Section 15B of the Securities Exchange Act of 1934 and rules and regulations adopted by the Securities Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”). Pursuant to MSRB Rule G-10, Administrator (MuniCap, Inc.) is required to provide City with the following information:

- A. Administrator has determined, after exercising reasonable diligence, that it has no known material conflicts of interest that would impair its ability to provide advice to

City in accordance with its fiduciary duty to municipal-entity clients and the standard of care required by MSRB Rule G-42(a)(i) concerning obligated person clients. To the extent any material conflicts of interest arise after the date of this Agreement, Administrator will provide information concerning any material conflicts of interest in the form of a written supplement to this Agreement.

- B. As part of this registration, Administrator is required to disclose any legal or disciplinary event that is material to the City's evaluation of the Administrator or the integrity of its management or advisory personnel. The Administrator has determined that no such event exists.
- C. Copies of Administrator filings with the SEC are available via the SEC's EDGAR system by searching "Company Filings," which is available via the Internet at: <https://www.sec.gov/edgar/searchedgar/companysearch.html>. Search for "MuniCap" or for Administrator's CIK number, which is 0001614774.
- D. The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

11. Failure of either party to enforce any provision of this Agreement shall not constitute a waiver of that or any other provision of this Agreement.

12. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way. A prevailing party in any effort to enforce this agreement may recover expenses attributable to that effort. Exclusive venue shall lie in Henderson County, Texas (the "County").

13. The Administrator represents that it has either (1) submitted to the City a disclosure of interested parties form (the "Disclosure Form"), which was completed and filed with the Texas Ethics Commission (the "TEC") in accordance with the provisions of Section 2252.908, Texas Government Code, as amended, and the applicable rules adopted by the TEC (found at 1 Tex. Admin. Code § 46.1-46.5) or (2) that it is exempt from filing a Disclosure Form because the Administrator is a publicly traded business entity (as described in Section 2252.908(c)(4), Texas Government Code, as amended) or a wholly owned subsidiary of a publicly traded business entity and identifies the publicly traded business entity that allows them to utilize the exemption. The Administrator and the City understand that neither the City nor its consultants have the ability to verify the information included in a Disclosure Form, if any, and neither the City nor its consultants have an obligation, nor have undertaken any responsibility, for advising the Administrator with respect to the proper completion of the Disclosure Form other than, with respect to the City, providing the identification number required for the completion of the Disclosure Form.

14. The Administrator hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, do not boycott Israel and will not boycott Israel during the term of this Contract. The foregoing verification is made solely to comply with Section 2271.002, Texas Government Code, as amended. As used in the foregoing verification, 'boycott

Israel,' a term defined in Section 2271.001, Texas Government Code, as amended, by reference to Section 808.001(1), Texas Government Code, as amended, means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

15. The Administrator represents that neither it nor any of its parent company, wholly- or majority-owned subsidiaries, and other affiliates is a company identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 2252.153 or Section 2270.0201, Texas Government Code, as amended. The foregoing representation is made solely to comply with Section 2252.152, Texas Government Code, as amended, and excludes the Administrator and each of its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, that the United States government has affirmatively declared to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization.

16. The Administrator hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, do not boycott energy companies and will not boycott energy companies during the term of this Purchase Contract. The foregoing verification is made solely to comply with Section 2276.002, Texas Government Code, as amended. As used in the foregoing verification, "boycott energy companies," a term defined in Section 2276.001(1), Texas Government Code, as amended, by reference to Section 809.001, Texas Government Code, as amended, shall mean, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by (A) above.

17. The Administrator hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, do not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate against a firearm entity or firearm trade association during the term of this Purchase Contract. The foregoing verification is made solely to enable the City to comply with Section 2274.002, Texas Government Code, as amended.

As used in the foregoing verification and the following definitions,

(a) 'discriminate against a firearm entity or firearm trade association,' a term defined in Section 2274.001(3), Texas Government Code, (A) means, with respect to the firearm entity or firearm trade association, to (i) refuse to engage in the trade of any goods or services with the firearm entity or firearm trade association based solely on its status as a firearm entity or firearm trade association, (ii) refrain from continuing an existing business relationship with the firearm entity or firearm trade association based solely on its

status as a firearm entity or firearm trade association, or (iii) terminate an existing business relationship with the firearm entity or firearm trade association based solely on its status as a firearm entity or firearm trade association and (B) does not include (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories and (ii) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association,

(b) 'firearm entity,' a term defined in Section 2274.001(6), Texas Government Code means a manufacturer, distributor, wholesaler, supplier, or retailer of firearms (defined in Section 2274.001(4), Texas Government Code, as weapons that expel projectiles by the action of explosive or expanding gases), firearm accessories (defined in Section 2274.001(5), Texas Government Code, as devices specifically designed or adapted to enable an individual to wear, carry, store, or mount a firearm on the individual or on a conveyance and items used in conjunction with or mounted on a firearm that are not essential to the basic function of the firearm, including detachable firearm magazines), or ammunition (defined in Section 2274.001(1), Texas Government Code, as a loaded cartridge case, primer, bullet, or propellant powder with or without a projectile) or a sport shooting range (defined in Section 250.001, Texas Local Government Code, as a business establishment, private club, or association that operates an area for the discharge or other use of firearms for silhouette, skeet, trap, black powder, target, self-defense, or similar recreational shooting), and (c) 'firearm trade association,' a term defined in Section 2274.001(7), Texas Government Code, means any person, corporation, unincorporated association, federation, business league, or business organization that (i) is not organized or operated for profit (and none of the net earnings of which inures to the benefit of any private shareholder or individual), (ii) has two or more firearm entities as members, and (iii) is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c) of that code.

18. The liability for breach of any verification made in the paragraphs above during the term of this Contract shall survive until barred by the statute of limitations and shall not be liquidated or otherwise limited by any provision of this Contract, notwithstanding anything in this Contract to the contrary. Notwithstanding anything in the Contract to the contrary, the City reserves and retains all rights and remedies at law for pursuit of recovery of damages, if any.

19. The law of the State of Texas governs the interpretation of this Agreement and its attachments. Venue for any litigation regarding this Agreement or its attachments must be filed in the state district or federal district courts located in the County.

20. This Agreement is for services and is governed by Subchapter I, Chapter 271 of the Local Government Code.

IN WITNESS WHEREOF this Agreement has been executed as of the date and year first above written.

MuniCap, Inc.
a Maryland corporation

BY: _____
Keenan S. Rice
President

IN WITNESS WHEREOF this Agreement has been executed as of the date and year first above written

City of Tool

a Texas General Law Type A Municipality

BY: _____

NAME: _____

ITS: _____

Exhibit A
Administrator's Scope of Services for PIDs

Administrator shall provide services to the PIDs in accordance with this scope of services. There are eight sections to this scope of services relating to eight general types of consulting and administrative services provided. These eight sections are as follows: (i) consulting services related to service and assessment plan and bond issuance, (ii) administrative support services related to the special assessments, (iii) delinquency management, (iv) prepayment of special assessments, (v) arbitrage rebate, (vi) continuing disclosure, (vii) IRS compliance monitoring, and (viii) accounting services. The specific services to be provided by Administrator are as follows:

I. CONSULTING SERVICES RELATED TO SERVICE AND ASSESSMENT PLAN AND BOND ISSUANCE

Consulting services are those services associated with assistance with development agreement and preparation of the Service and Assessment Plan ("SAP") with related assessment roll(s) for financing the public improvements of the development with the issuance of public improvement district bonds. The following services are typically provided by the Administrator on similar financings, but all services are provided on an as requested basis.

- (a) Administrator shall ensure compliance with the PID policy for each PID, if applicable. Administrator shall assist the City with PID related sections of a development agreement, as applicable.
- (b) Administrator shall assist the City with negotiations of development agreements for the PID. The assistance includes gathering project data and inputs, preparing preliminary financial projections, reviewing term sheets provided by developers, preparing and/or reviewing development agreement schedules, and any other similar services as requested by the City.
- (c) Administrator shall prepare the SAP for the PID. The SAP shall include among others the assessment methodology and the assessment roll for the PID. In conjunction with the preparation of the service plan, Administrator shall help estimate the assessments on various types of properties and revenues available to apply to the assessment and prepare projections for the issuance of bonds secured by the assessments.
- (d) Administrator shall also review descriptions of the service plan and assessment methodology included in bond documents, including the offering statement, to help confirm these documents and the service plan are consistent.
- (e) Administrator shall provide the certification required for the issuance of the bonds as reasonably approved by Administrator.
- (f) Administrator shall provide services to assist with the issuance of bonds on an as requested basis, including attending meetings, participating in conference call, reviewing documents, providing advice, and preparing projections of revenues to repay the bonds.

II. ADMINISTRATIVE SUPPORT SERVICES RELATED TO THE SPECIAL ASSESSMENTS

Administrative and management support services are those services associated with the annual determination of the special assessments to be collected from the property subject thereto, updating the Service and Assessment Plan and the special assessment roll, management of Assessment funds and accounts, and providing public information.

A. Calculate and Allocate the Annual Installment

This task entails determining the Annual Installment to be collected from each parcel and includes the following sub-tasks:

1. Background Research

This task involves gathering and organizing the information required to form a database necessary to calculate and to allocate the Annual Installment and includes the following:

- a. Subdivision Research:** Identify parcel subdivisions and any other information relevant to collection of the Annual Installments.
- b. Assessor's Parcel Research:** Upon publication of property tax roll, review assessor parcel maps to compile a list of the assessor's parcels that will be valid for the collection of the Annual Installments and determine the assessed value of each parcel.
- c. Ownership/Exempt Property Research:** Research changes in ownership, dedication, and offers of dedication of property to public agencies and other exempt uses. Identify date property conveyed or offered to exempt entities.
- d. Database Management:** Prepare database to include all relevant property characteristics for the parcels in each PID.

2. Calculate the Annual Installment to be Collected

This task involves calculating the Annual Installment to be collected and includes the following sub-tasks:

- a. Preparation of Budget:** Prepare a budget for each PID for the subsequent fiscal year on the basis of the SAPs, as updated each year.
- b. Calculate Other Funds Available:** Calculate other funds available, such as TIRZ credits, capitalized interest and reserve fund income to be applied to the budget, as applicable.

- c. **Allocate Annual Assessment to the Assessed Lots:** Allocate the Annual Installment to be collected to the Assessed Lots in each PID on the basis of the SAPs as updated each year.

3. Determine Amendments to the Annual Assessment Roll

This task involves determining the amendments to the Annual Assessment Roll and making those amendments pursuant to the SAP.

4. Revise Service and Assessment Plan

This task involves updating the service and assessment plan to explain the research, methodology, and assumptions utilized in the preparation of the budget, the Annual Installments to be collected, the allocation of the Annual Installment to be collected from the Assessed Lots, and the amendments to the Annual Assessment Roll. In conjunction with the revised service and assessment plan, the Administrator shall monitor and report on opportunities to refund the bonds to reduce the costs of debt service.

5. Support Services Related to Billing of Annual Installments

- a. **Present Findings to the City:** The updated service and assessment plan prepared by the Administrator will be provided to the City for its approval.
- b. **Provide Assessment Roll to County:** The Administrator shall assist the City with its required notification to the County of the amount of the Annual Installments to be collected each year.
- c. **Supplemental Billing:** The Administrator shall assist the County or City with any supplemental billing that shall be necessary.

B. Administration of Assessment Funds

This task involves the review and reconciliation of the account statements for funds and accounts maintained by the Trustee. The accounts and transactions are checked for accuracy and consistency with the Indenture. This task includes evaluation and coordination of investment funds, including a review of qualified investment options pursuant to the Indenture.

C. Public Information

1. General Public Assistance

This task involves responding to telephone calls from property owners and other interested parties who have questions regarding the special assessments. These calls may be related to a tax bill or an inquiry related to the purchase or sale of property subject to the special assessments. The Administrator shall provide a toll-free phone number for property owners to call with questions. Additionally, this number may be given to people who call the City or County to obtain information about the special assessments.

2. Homebuyer Disclosure

The Administrator shall monitor notice provided to prospective homebuyers by the developer and builders in accordance with the home buyer disclosure program, including without limitation, the following notices:

- a.** Notice of the special taxing district recorded in the appropriate land records for the property;
- b.** Notice of the special taxing district provided by builders in addendum to contracts or closing documents on brightly colored paper;
- c.** Collection of a copy of the addendum signed by each buyer from builders with such copy being provided to the City;
- d.** Signage indicating that the property for sale is located in a PID located in conspicuous places in all model homes;
- e.** An overview of each PID provided to builders to be included in sales packets;
- f.** Estimates of monthly ownership costs including special assessments;
- g.** Notification to settlement companies through the builders to include special assessments on HUD 1 forms and inclusion in total estimated assessments for the purpose of setting up tax escrows;
- h.** Notice of each PID in the homeowner association documents and provide assessment related information and copies on Administrator's website;
- i.** Announcements of each PID on the City's web site and community channel.

D. Administrative Review

At the request of the City, the Administrator shall review any notice from a property owner alleging an error in the calculation of any matters related to the Annual Assessment Roll, and if necessary, meet with the property owner, consider oral and written evidence regarding the alleged error and decide whether, in fact, such a calculation error occurred, and take other corrective action as required to correct the error.

III. DELINQUENCY MANAGEMENT

These services are provided only if special assessments are levied and there are delinquencies in the payment of special assessments.

A. Delinquent Special Assessment Report

After the end of the collection period, the Administrator will prepare a report which lists each parcel delinquent in the payment of the Annual Installment and the corresponding amount of delinquency, plus penalties.

B. Delinquency Follow-Up

The Administrator will keep Trustee and City informed of special circumstances that come to the attention of the Administrator, such as bankruptcies and foreclosures.

IV. PREPAYMENT OF SPECIAL ASSESSMENTS

Administrator shall coordinate the prepayment of special assessments with the City, Trustee, property owners, and title companies. This coordination shall include calculation of the amount due to prepay the special assessment and transmittal of a letter with the prepayment amount, prepayment instructions, and the recordable form of the special assessment lien release to the title company or other such steps as required by the Indenture and related documents.

V. ARBITRAGE REBATE SERVICES

Arbitrage rebate services encompass those activities associated with computing the rebate liability (if any) related to the series of bonds issued for each PID. The computations will be prepared as described in Section 148(f)(2) of the Internal Revenue Code of 1986, as amended. Administrator shall coordinate the arbitrage rebate requirements of the bonds, including the following:

A. Background Research

This task involves the review of documents, including the Indenture, non-arbitrage certificate, IRS form 8038-G, trustee fund/account statements, and prior rebate reports, and consultations with bond counsel or special counsel, as needed. The funds subject to arbitrage rebate and any available exceptions will be identified. The flow of funds in the accounts with the Trustee will be identified as necessary to perform the arbitrage rebate calculations.

B. Calculation of Bond Yield

This task involves preparation of a debt service table and an independent calculation of the yield on the bonds. The resulting yields will be verified with those stated on the non-arbitrage certificate.

C. Calculation of Rebate Liability

This task involves computation of the allowable arbitrage earnings and comparison of the results to the actual investment earnings for each issue.

D. Preparation of Rebate Report

This task involves the preparation of a written report containing the findings of the financial analysis and an explanation of the underlying methodology followed to compute the rebate liability for each issue. In addition to identifying any arbitrage liability, each report contains a separate investment yield comparison and analysis for each fund. Standard features also include the following items as defined by U.S. Treasury Regulations:

- Explanation of calculation methodology
- Overview of applicable rebate requirements and treasury regulations
- Summary of all pertinent dates
- Identification of major assumptions
- Review of sources and uses of funds
- Bond yield calculation
- Investment yield by fund with comparison to bond yield
- Rebate liability by fund
- Aggregate liability for the issue

E. Rebate Liability Discharge

This task involves coordination of the filing of IRS Form 8030-T and providing instructions for installment payments as necessary.

F. Assistance with IRS Inquiries

This task involves providing assistance in the event of an IRS inquiry related to any PID bond issue and includes providing supporting documentation used to prepare the calculations and explanation of the calculations in a meeting with the IRS, if necessary. These services are provided on a time and material basis and are not included in the base fee.

VI. CONTINUING DISCLOSURE SERVICES

Continuing Disclosure/Annual Report Preparation

1. Annual Report Preparation

The Administrator will prepare an annual report as required by the continuing disclosure agreements, as needed.

2. Developer Quarterly Reports

The Administrator will request from the Developer the reports pursuant to the continuing disclosure agreement.

3. Significant Event Notices

Upon notification by any responsible party or if Administrator independently becomes aware of such knowledge, Administrator will prepare notices of material events covering the events enumerated in the disclosure agreements. The Administrator will provide the information to the dissemination agent engaged at the time of any bond issuance.

4. Dissemination

The Administrator will work directly with the dissemination agent or be engaged directly as the dissemination agent at the time of any bond issuance as designated by the City. If the Administrator is engaged as the dissemination agent, the Administrator will disseminate the annual reports, quarterly reports from the Developer, and notices of significant events to the MSRB and the appropriate state information repository (SID) in a timely manner as set forth in the continuing disclosure agreement. The Administrator shall also disseminate information to bond holders requesting information as provided for in the continuing disclosure agreements.

VII. IRS COMPLIANCE MONITORING

A. Compliance Monitoring

This task involves maintenance of an audit file and preparation of a report confirming compliance with applicable requirements of the tax certificate for the bonds. This task includes the following subtasks:

1. Ownership and Transfer of Public Improvements

Confirm that all public improvements have been transferred to a public entity, once appropriate, as required by the applicable agreement with the developer.

2. No Post-Closing Agreements

Confirm with any relevant parties to confirm that there are no post-closing agreements that give any private business user a special legal entitlement to any public improvement, except for those agreements reviewed by bond counsel.

3. No Disposition of the Public Improvements

Confirm that there have been no sales leases, or other dispositions of any public improvements, except for dispositions reviewed by bond counsel.

4. No Modifications

Confirm that there have been no modifications to any public improvement, except for those which are in compliance with agreement with the developer providing for the construction of the public improvements or as otherwise approved by bond counsel.

5. Maintenance of Audit File

Maintain an audit file with documentation to verify information related to compliance with the tax certificate.

6. Preparation of Report

Prepare a report to the City each year explaining the efforts of Administrator to verify confirmation of compliance with the tax certificate, documentation in the audit file, and identifying any missing information or requirements of the tax certificate not confirmed.

B. Tax Reporting

Administrator will request and compile all information related to IRS-required tax reporting (i.e. W-9's) from all vendors, as needed (including at the time of debt issuance) and report this information annually to all vendors and the IRS in accordance with IRS regulations.

VIII. ACCOUNTING SERVICES

This task includes the following subtasks:

A. Review and Track Invoices (standard)

Administrator shall enter any payment certifications received from each PID into the accounts receivable journal, check the invoice against approved contracts or purchase orders, prepare certificates for the payment of the invoice by the Trustees, and forward the invoice with the Administrator's and Trustee's certificate to an officer of the City authorized to approve the disbursement of funds by each PID.

B. Maintain General Ledger (standard)

Administrator shall enter transactions in a general ledger for each PID to maintain accounting records to be used for the preparation of financial statements, as needed.

C. Financial Statement Preparation (additional)

Administrator shall record financial transactions for each PID in the appropriate ledgers of each PID and prepare annual financial statements for each PID, as needed.

D. Annual Audit Coordination (additional)

The Administrator shall coordinate with the auditor the preparation of an audit of the financial records of each PID. Administrator shall incorporate internal controls as recommended by the auditor.

E. Requisition Review (standard)

The Administrator shall review all requisition documentation, as needed, and verify confirmation of compliance with the Development, Acquisition and Financing Agreement or any other applicable agreement, confirm proper documentation in the audit file, and identify any missing information or requirements not confirmed, as needed.

IX. OTHER SERVICES

The Administrator will conduct an initial assessment of special district operational experience of City staff and create a detailed administrative task matrix and timeline for services provided herein. The Administrator will also provide and/or facilitate educational sessions and workshops to City Council and staff, as needed, as part of an ongoing special district awareness and capacity building.

The Administrator may provide other services requested by the City for which the Administrator has expertise, such as evaluating options to refund the bonds at a lower interest rate. Such services shall be provided only if confirmed in writing (including by email) and shall be billed on a time and material basis as provided for in Exhibit B. Upon request and as additional services billed on an hourly basis, Administrator shall provide additional services to assist with matters related to any PID. The services provided herein do not include conducting due diligence on information provided to or used by Administrator. The Administrator will not rely on information it does not believe to be reasonable and valid, but it will not investigate the validity of information unless requested to so as additional work. Administrator's services do not include any services not specified herein or specified at the time additional services are requested, including review of legal, engineering, and land use issues.

Exhibit B
Consulting and Administration Services Fee Schedule for PIDs

I. CONSULTING SERVICES RELATED TO THE SERVICE AND ASSESSMENT PLAN AND BOND ISSUANCE

Administrator shall provide services as described in Section I of Exhibit A for a total fee of \$45,000 for each separate assessment levy and/or bond issuance plus out of pocket expenses as described below, dependent upon the size and scope of each PID. **Such amount shall be paid to the Administrator solely from PID assessments, bond proceeds and/or developer funds.** The Administrator shall also provide services as described in Section I of Exhibit A for a fee not to exceed \$30,000 for each subsequent phase of development requiring levy of assessments and/or bond issuance and an amount not to exceed \$30,000 for services related to refunding bonds. The estimated amount for each subsequent phase of development and refunding will be established upon receipt of additional information related to the PID. **Administrator's invoices shall be paid solely from available funds of the PID or from developer deposit with the City.**

II. ADMINISTRATIVE SERVICES RELATED TO THE SPECIAL ASSESSMENTS

Administrative services, as set forth in Section II of Exhibit A, shall be provided on a time and material basis with total annual estimated costs of \$35,000 to \$40,000 per each phase of a PID with a separate assessment levy and/or bond issuance, plus an amount not to exceed of \$4,000 for one-time initial set up costs, dependent upon the size and scope of each PID. Administrative services, as set forth in Section II of Exhibit A, shall be provided on a time and material basis with total annual estimated cost of \$25,000 to \$30,000 per subsequent phase of each PID requiring separate levy of assessments. These costs should decrease once additional phases are built and/or the development is complete. These amounts include preparation of and attendance at an annual meeting of the City to review the update of the annual service and assessment plan. Fees shall be billed based on the number of hours worked at Administrator's prevailing hourly rates, which are currently shown in the fee schedule below for "Additional Work", as agreed by City and Administrator. **Administrator's invoices shall be paid solely from available funds of the PID or from developer deposit with the City.**

III. DELINQUENCY MANAGEMENT

Services related to delinquency management, as set forth in Section III of Exhibit A, are provided on a time and material basis and are included in the total annual estimates described above in Section II of this Exhibit "B."

IV. PREPAYMENTS OF SPECIAL ASSESSMENTS

Services related to prepayment of special assessments, as set forth in Section IV of Exhibit A, are billed directly to the party requesting the prepayment and paid from prepayment proceeds.

V. ARBITRAGE REBATE SERVICES

Annual arbitrage rebate is provided for a cost of \$1,250 per bond series plus an initial setup fee of \$500 per bond series. Calculations provided each five (5) years in lieu of annual calculations are provided for a cost of \$4,000 per bond series plus an initial setup fee of \$500 per bond series. **Administrator's invoices shall be paid solely from available funds of the PID or from developer deposit with the City.**

VI. CONTINUING DISCLOSURE SERVICES

The costs of preparing the annual report and dissemination are provided on a time and material basis and are included in the total annual estimates described in Section II of this Exhibit "B."

VII. IRS COMPLIANCE MONITORING

Services related to IRS compliance monitoring are estimated to cost \$1,500 a year per PID with one-time set costs of \$1,500 per PID. **Administrator's invoices shall be paid solely from available funds of the PID or from developer deposit with the City.**

VIII. ACCOUNTING SERVICES

Administrative services, as set forth in Section II of Exhibit B, shall be provided on a time and material basis with total annual estimated costs of \$20,000 per each phase of a PID with a separate assessment levy and/or bond issuance, plus an amount not to exceed of \$4,000 for one-time initial set up costs, dependent upon the size and scope of each PID. **Administrator's invoices shall be paid solely from available funds of the PID or from developer deposit with the City.**

REIMBURSABLE EXPENSES

Out of pocket expenses are billed at actual costs without any mark up. Administrator shall receive written approval from the City before incurring any expenses in excess of one-hundred dollars (\$100).

The fees provided for herein may be increased from time to time to reflect increased costs of labor and services; provided however, that in no event shall such increase be made more than one time per year and such increase shall not exceed 10% of the fee charged immediately prior to the increase. Administrator shall provide City with one-hundred and twenty (120) days advance written notice of each such increase.

ADDITIONAL WORK

Services or meetings not included in the scope of work set forth in Exhibit “A” to this Agreement are identified as additional work and shall be billed at Administrator’s prevailing hourly rates, which currently are as follows:

Title	Hourly Rate
President	\$350
Executive Vice President	325
Senior Vice President	300
Vice President	275
Director	250
Manager	225
Project Manager	215
Senior Associate	200
Associate	175

Administrator’s hourly rates may be adjusted from time to time to reflect increased costs of labor and services.

Administrator shall not provide additional work without City’s prior written (including email) authorization.

Administrator shall send an invoice to City each month showing the work performed, the person performing the work, the date the work was performed, the amount of the time worked, and the hourly rates for the work. The invoice shall be accompanied by a certificate to the trustee, if applicable, to be signed by the City instructing the trustee to pay the invoice. Within thirty days of receiving the invoice, the City shall forward each correctly billed invoice to the trustee with a signed certificate instructing the trustee to pay the invoice. **Administrator’s invoices shall be paid solely from available funds of the PIDs.**

Administrator specifically acknowledges that it shall have no recourse against City for payment of any fees except exclusively from PID funds as noted in the Agreement.

Exhibit C
Timelines

I. CONSULTING SERVICES RELATED TO THE SERVICE AND ASSESSMENT PLAN AND BOND ISSUANCE

Administrator shall deliver work products described in Section I of Exhibit A based on the document delivery timeline to be set by the City and the Administrator on a case by case basis.

II. ADMINISTRATIVE SERVICES RELATED TO THE SPECIAL ASSESSMENTS

Administrator shall submit draft SAP updates for initial City staff review by _____ of each year.

Administrator shall submit draft annual continuing disclosure reports to the City 30 days prior to the due date for such disclosure reports.

Exhibit D

List of PIDs – to be updated with each new PID

1. _____

SERVICES OVERVIEW

CITY OF TOOL

OVERVIEW OF:
AGREEMENT FOR PID
RELATED SERVICES

PID CONSULTING SERVICES

- Services related to the pre-creation analysis of Public Improvement Districts (PID).
- Services related to the creation of a PID.
- Services related to the preparation of governing documents
 - Service and Assessment Plan – PID
- Services related to the issuance of bonds.

PID ADMINISTRATIVE SERVICES

ADMINISTRATIVE SUPPORT SERVICES RELATED TO THE SPECIAL ASSESSMENTS

- Calculate and Allocate the Annual Installment
 - Background Research
 - Calculate the Annual Installment to be Collected
 - Determine Amendments to the Annual Assessment Roll
 - Revise Assessment Plan
 - Support Services Related to Billing of Annual Installments
- Administration of Bond Funds
- Public Information
- Administrative Review

PID ADMINISTRATIVE SERVICES

DELINQUENCY MANAGEMENT

- Delinquency Special Assessment Reports
- Delinquency Follow up

PREPAYMENT OF SPECIAL ASSESSMENTS

CONTINUING DISCLOSURE SERVICES

- Annual Report Preparation
- Developer Quarterly Reports
- Significant Event Notices
- Dissemination
- Homebuyer Disclosure

PID ADMINISTRATIVE SERVICES

ARBITRAGE

- Background Research
- Calculation of Bond Yield
- Calculation of Rebate Liability
- Preparation of Rebate Report
- Rebate Liability Discharge
- Assistance with IRS Inquiries

IRS COMPLIANCE MONITORING

- Compliance Monitoring
- Tax Reporting

PID ADMINISTRATIVE SERVICES

ACCOUNTING SERVICES

- Review and Track Invoices
- Maintain General Ledger
- Financial Statement Preparation
- Annual Audit Coordination
- Requisition Review

CONTACT INFORMATION



www.municap.com

600 E. John Carpenter
Freeway, Suite 333
Irving, TX 75039

Contact:

Abdi Yassin

Executive Vice President

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Jennifer Sloan

Manager

(469) 242-2389

jennifer.sloan@municap.com



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: January 15th, 2026

Requested By: Julius Kizzee, City Administrator

Department: Administration

Agenda
Item No.
10

Is this a Budgeted Item? ☐ Yes ☒ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☐ Resolution

Attachments: Engineering bid from Hayes Engineering; Guam Street Estimate from Raymond's Concrete

Summary of Agenda Item to be considered:

Staff is bringing forward the Guam St. Ditch project (Paradise Bay Subdivision Drainage Phase 2), for Council consideration.

An RFP will have to be placed out for bids to be received, but the Council will have to consider engineering first for the project, for more thorough project management. The engineering estimate received back from Hayes Engineering, was in the amount of \$11,000.00. An estimate for the ditching and culvert work on the same project was \$49,960.00

For Council consideration, the approximate amount staff believes is adequate is \$75,000, which can be allocated from the Capital Improvement Fund. (Current estimates track to be \$63,000, which would include surveying and staking of the land.

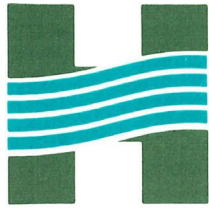
Agenda Item, as listed on the agenda:

Consider, Discuss and Take Action to allocate funds from the Capital Improvement Fund for Paradise Bay Subdivision Drainage Phase 2

Recommended Motion to Consider:

"I make a motion to allocate \$_____ from the Capital Improvement Fund, for the purposes of Paradise Bay Subdivision Drainage Phase 2."

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for City Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary, when finished.



HAYES ENGINEERING, INC.

Texas Registered Engineering Firm F-1465 www.hayesengineering.net
2126 ALPINE RD. LONGVIEW, TX 75601-3401
V 903.758.2010 F 903.758.2099

December 30, 2025

Mr. Julius Kizzee, City Administrator
City of Tool
701 N. Tool Drive
Tool, TX 75143

RE: City of Tool
 Guam Street and Will White Road Ditch Grading and Driveway Culvert Replacement

Dear Mr. Kizzee:

We understand the project to consist of the following:

- 1) Remove the existing driveway culverts and replace with new reinforced concrete culverts with a minimum diameter of 18" along with new driveway aprons and regrading a ditch along the north side of Guam Street and the south side of Will White Road.

Please consider this correspondence as a letter proposal for professional engineering and surveying services on the project.

A detailed scope of services is as follows:

Preliminary Design Engineering Phase:

- 1) Prepare preliminary engineering designs for the proposed driveway culverts and roadside ditch improvements in sufficient detail to convey the scope of the project. Review with staff. \$ 4,000
- 2) Perform hydrology and hydraulic calculations to determine size of proposed driveway culverts.

Final Design Engineering Phase:

- 3) Prepare preliminary engineering designs for the proposed driveway culverts and roadside ditch improvements in sufficient detail to convey the scope of the project. Review with staff. \$ 4,500
- 4) Prepare final estimates of probable construction cost and develop bid quantities for the proposed improvements. \$ 500

Bid Phase

- 5) Assist in soliciting and negotiating a construction contract. \$ 2,000

Total Project **\$ 11,000**

Mr. Kizzee
December 30, 2025
Page 2

NOTE: Not included in this scope of services:

1. Construction Phase Engineering Services, to be billed hourly per Fee Schedule, as needed.
2. Topo and boundary Surveys and easement preparation (if needed)
3. Utility relocation or lowering (if needed)
4. Geotechnical investigation

Items 1 through 4 will be completed within for (30) days from receiving the survey information at an estimated cost of \$9,000 for engineering services and item 5 shall be completed within an additional (30) days at an estimated cost of \$2,000.

Construction Phase Engineering Services will be provided on an hourly, as needed, basis and will be billed hourly per the attached Fee Schedule.

We appreciate the opportunity to work with the City of Tool on this project and our team will be able to begin immediately upon receiving a contract.

If you have any questions or comments, please advise.

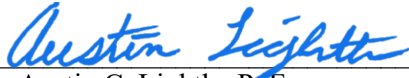
Sincerely,
HAYES ENGINEERING, INC.

APPROVED:

ACCEPTED:

HAYES ENGINEERING, INC.

BY _____

BY  _____
Austin C. Lightle, P. E.
Vice President



James Raymond 903-880-6883

We appreciate your selection of Raymonds Concrete and Land Services. It is our pleasure to submit the following bid. Kindly note that bids are only valid for 30 days.

Date: 01.02.2026

Customer: City of Tool

Description of job: Ditch Guam Street and Replacement of 9 culverts

Services: Remove 700 feet of ditch and eliminate 9 culverts, replacing them with 18-inch culverts, and construct 9 concrete driveways from the removed culverts.

Equipment required:

- Mini Excavator
- Dump Trailer
- Transit laser
- Concrete Saw

Total Cost: \$ 49,960.00

Payment is required upon the project's completion. The price may be subject to change based on customer requests made after the project has commenced.** No warranty is provided unless previously discussed before the project begins.** Raymond's Concrete & Land Services disclaims responsibility for utilities.*****

“Let us work together to convert your concrete ideas into practical actions”



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: January 15th, 2026

Requested By: Julius Kizzee, City Administrator

Department: Administration

Is this a Budgeted Item? ☐ Yes ☒ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☐ Resolution

Attachments: RFP #2026-01, Tool Depository Services

Agenda
Item No.
11

Summary of Agenda Item to be considered:

Staff is recommending City Council's authorization for the issuance of a Request for Proposals for Banking Services for the City of Tool.

The City of Tool, in accordance with Local Government Code Section 105, has to go out for bid for the services of banking with the city, for a period of no longer than five years. Staff is requesting this item to be issued for an RFP, then to have a qualified bidder to be chosen at the February Council meeting.

Agenda Item, as listed on the agenda:

Consider, Discuss and Take Action on a Request for Proposals #2026-01, Tool Depository Services

Recommended Motion to Consider:

"I make a motion to issue RFP #2026-01, Tool Depository Services"

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for City Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary, when finished.



**CITY OF TOOL
REQUEST FOR PROPOSALS**

RFP # 2026-01

TOOL DEPOSITORY SERVICES

SUBMITTAL DEADLINE: FEBRUARY 8TH, 2026 – 11:59 PM CST

**CITY OF TOOL
701 N. TOOL DR.
TOOL, TX 75143
(903) 432-3522**

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I. INTRODUCTION

A. Request for Proposal

The City of Tool (COT) is pleased to issue this Request for Proposal (RFP) for Banking Services.

The City of Tool is seeking sealed proposals from institutions to administer their extensive banking and deposit operation to further their objectives of; maintaining security of funds, enhanced fund availability, increased use of technology, and comparable market charges for banking services.

The scope of services will include, but is not limited to, general account services, information reporting, reconciliation, electronic funds transfer, positive pay, controlled disbursement, return of items processed, image capture, custody services, electronic receipt and payment platforms to provide treasury management services.

Institutions eligible to respond to this RFP are those defined in the Texas Local Government Code, Chapter 105, Depositories for Municipal Funds, and who are a qualified public depository in accordance with the State of Texas General Statutes. The bank must be a member of the Federal Reserve System and comply with all applicable state and federal laws, regulations, statutes and policies. The bank must be a State of Texas or federally chartered financial institution and in good standing among other comparable banks. Respondents must also have a banking facility located within the city of Tool.

All qualified banking institutions will be considered. We encourage you to be creative and educational in your responses.

This Request for Proposal, or "RFP", is intended to serve as the bid form for the depository agreement. There are several blanks to fill in and questions to be answered. The depository contract shall be prepared based on the bidder's response to the RFP. All points outlined and materials requested should be incorporated into the bidder's reply to be considered for evaluation. Attachments will be appropriate in order to provide more clarification of the bidder's response and to provide investment services separately from the main response to the RFP.

B. Scope of Services

The selected Respondent shall furnish sufficient organization, personnel and management staff with the necessary skill and judgement to perform all the duties and responsibilities normally associated with providing comprehensive banking services to a large organization with public funds.

The services proposed by the Respondent shall fully detail the proposer's offer pertaining to each of the following, including the submittal of sample forms and investment information, if applicable.

The contract period will be five (3) years, beginning March 2nd, 2026 and ending March 1st, 2029, or thereafter until the successor depository shall have been duly selected and qualified according to State laws. The depository contract shall provide that the City reserves the right to cancel any agreement, at any time, upon ninety (90) days prior written notice of its intent to terminate this agreement.

C. OBJECTIVES OF THE PROPOSAL

The primary objectives of the bank depository agreement, an important component of the overall treasury program of the City are as follows:

- To seek a bank capable of providing banking services and willing to be attentive to the City's money matters;
- To seek a bank which meets the legal qualifications and the terms and conditions specified in this Request for Proposal;
- To develop a foundation for a good working relationship with the depository bank; and
- To adequately compensate the depository bank for services provided and to allow a reasonable profit to be earned, subject to competitive forces in the market place.

II. CALENDAR OF EVENTS

<u>Target Date</u>	<u>Description of Events</u>
January 18 th - February 8 th , 2026	Advertise bank depository public bid notice in the newspaper and on the City's official website.
February 8 th , 2026	Written/Emailed requests for additional information due by 11:59 p.m. via email or in-person at 701 N. Tool Dr., Tool, TX 75143
February 9 th , 2026 at 10 a.m.	Proposals received and opened at an open public bidding, located at the Oran White Civic Center, 701 N. Tool Dr., Tool, TX 75143
February 19 th , 2026	Approval and Award of Contract by City Council.
March 2 nd , 2026	Contract Term Begins.

III. CRITERIA FOR EVALUATION

The City will review the submitted proposals carefully. The recommendations will be based on the bid determined to be in the best interests of the City and the taxpayers. Only banking institutions that meet the legal qualifications of the RFP, have a sound financial condition, and are able to provide sufficient collateral for deposits will be considered. Other evaluation criteria with associated weights shall consist of the following:

Bidder will be judged on the basis of:

Evaluation of Factors		
		Percentage Allocation
Ability of the bank to perform the requested services in the RFP.		25%
Cost of the proposed banking services net of effective rates. (Includes evaluation of cost factors of transitional expenses to City)		25%
Securities clearance and safekeeping procedures.		25%
Ability and experience and success in providing banking services to municipal governments in Texas, with effective and innovative cash management services and reporting.		25%

Bidders will be based on the basis on the categories listed in the table above. Incomplete bids will not be considered for the award of a depository contract.

IV. CITY ACCOUNT INFORMATION

The City intends to initially establish and maintain the following bank accounts. Other accounts may be set up as needed during the term of the contract.

Ad Valorem Account	Interest Bearing Account (No checks needed)
General Fund	Demand Deposit Account
City Hall Construction	Interest Bearing Account (No checks needed)
Escrow Draw Account	Interest Bearing Account (No checks needed)
Capital Improvement Fund	Interest Bearing Account (No checks needed)
Park Construction Fund	Demand Deposit Account (Interest Bearing)
HOT Funds	Interest Bearing Account (No checks needed)
Court Security & Tech Fund	Interest Bearing Account (No checks needed)
Emergency Fund	Interest Bearing Account (No checks needed)
Police Seizure Fund	Demand Deposit Account
Municipal Court Fund	Demand Deposit Account (Interest Bearing)
Municipal Court Security Fund	Interest Bearing Account (No checks needed)
Municipal Court Technology Fund	Interest Bearing Account (No checks needed)
Interest & Sinking Fund	Interest Bearing Account (No checks needed)

Ad Valorem Account is the account that houses nearly all of the city's income, in the form of property taxes paid year-by-year by residents of Tool. This account needs to be interest-bearing.

General Fund Account will constitute almost all of the City's banking business. This account is used to issue daily accounts payable checks. This account also collects all daily City deposits. All securities clearance and safekeeping activity of investments will be debited or credited against this account. This account requires check fraud protection via positive check verification of issued check numbers against check numbers and check amounts that are presented for payment. The City is also considering the use of payee positive pay fraud protection on this account. Account reconciliation service will be required for this account.

The City Hall Construction Account is set up for all expenses paid for the City Hall Construction project, that started in 2024. The expenses and this account should close by Spring 2026.

The Escrow Draw Account is an interest-bearing account that holds the cash for the Litchfield annexation the city went into an agreement in February 2023. The funds in this account are not expected to be expensed periodically until 2027, at the earliest.

The Capital Improvement Account is an account that keeps leftover general fund monies, from previous fiscal years, expensed in accordance with Ordinance 2023-13. This fund is one of the city's most robust funds, similar to the Ad Valorem Fund account.

The Park Construction Fund Account is an account that keeps funds used in the construction of the Eight at Tool park. Most of these monies are leftover from a grant, from Texas Parks & Wildlife, first applied for in 2019 and expended mostly in 2025.

The HOT Funds Account is an account used in accordance with Section 351 of the Texas Tax Code, from revenues of those staying in short-term rentals or hotels in the City of Tool. This account captures revenue once each quarter, mostly.

The Court Security & Tech Fund Account is an account, created in 2025, after House Bill 1950 was passed, that consolidates revenue from citations to be used for the purposes of improvements the municipal court for security and technology purposes.

The Emergency Fund Account is an account that is seldom used in the City of Tool, for the explicit purposes of the City Council and decisions they may deem as an "emergency" for the City of Tool.

The Police Seizure Fund Account is an account, used in accordance with Chapter 59 of the Code of Criminal Procedure. This account is for the seizure and enforcement of property linked to crimes. This account shall have no account analysis charges against it.

The Municipal Court Account is an account set up to receive most of the municipal court's income and also is used to send monies out to the Texas Comptroller.

The Municipal Court Security Account is an account that is used only for improvements to the Municipal Court for security purposes, in accordance with the Texas Code of Criminal Procedure Article 102.017.

The Municipal Technology Account is an account that is used only for improvements to the Municipal Court for technological purposes, in accordance with the Texas Code of Criminal Procedure Article 102.0172.

The Interest & Sinking Fund Account is the account that houses nearly all of the city's indebtedness income. This fund is allocated and revenue is raised, by the calculation of the tax rate.

V. BANKING SERVICES AND CITY REQUIREMENTS

A. GENERAL DESCRIPTION OF SERVICES

Banking services to be provided are listed on the Bid Form, along with estimated volumes. The following identifies and discusses the services to be provided and the requirements to be met. Please attach copies of reports and separate agreements that apply to each service, if applicable.

1. PC & Mobile Online Banking Services.

The City requires a PC & mobile online balance reporting system which will provide the daily ending ledger and collected balances from the prior day for all accounts and a detail of the prior day's debits and credits. Current day account balance and activity detail inquiry capability is required. The bank should provide the capability to perform online stop payments, repetitive and non-repetitive wire transfers, additions and deletions and overrides to the check fraud protection feature through its PC online banking system.

2. Transaction Services.

The Bank is to provide processing of all deposited items of checks and cash to include encoding services, credit and debit advices given to the City within three business days of the debit or credit, clearing returned items twice, and return of receipted copies of deposit slips to the City within one business day of the deposit.

3. General ACH Services.

Currently, ACH services consist primarily of transactions from federal and state funding agencies, Henderson County Tax Office, and other city customers. ACH services are needed to fund the City's bi-weekly payroll and weekly bank drafting. This service is anticipated to be expanded to include ACH for vendor drafts to reduce the number of checks.

The response to the RFP should describe the financial institution's ability to provide the proposed services including:

- a. Method by which the City can submit ACH files or initiate ACH via bank software
- b. Pre-notification policy and cost
- c. Funding requirements for the ACH payment file
- d. Security measures for ACH initiative/origination and ACH reception (ACH filters and blocks)
- e. Deadlines for ACH
- f. Availability of same day ACH
- g. Does the bank offer both ACH Debit and ACH Credit Programs? Please describe any differences in requirements

4. Wire Transfer Services.

General wire transfer services including a customer direct-link to allow initiation of repetitive and non-repetitive wire transfers via the bank depository's online banking portal by the customer's personal computer. The bank should have the ability to make wire transactions by phone or facsimile on the same business day and mailed within three days of wire debit or credit should the bank's online access become unavailable.

5. Account Reconciliation Services.

Bank statements on all accounts shall be rendered within seven (7) working days after the close of the calendar month. Statements shall include transaction activity made on the last day of the period. Processed check activity should be available on the banks' website and cancelled checks should be submitted to the customer on CD format for the operating account. Copies of deposit corrections should be included with the bank statements. In addition to the bank statements that are required on each account, a report on paid and unpaid items and a report for miscellaneous debits and credits that balance to the bank statements are required for the operating and payroll accounts.

Responses to the RFP should provide:

- a. A sample copy of the bank's monthly statement
- b. A sample of the account analysis statements, if applicable
- c. The bank's Earning's Credit Rate and how it is calculated and applied to the monthly analysis statement
- d. The current FDIC rate and how it is computed and charged
- e. Describe services, including when reports are available and how they are made available, how long report images are maintained and how they are maintained.

6. Account Analysis Statements.

The City intends to pay for all account services provided by the bank as set forth on the Bid Form. The City shall require an account analysis each month with all accounts grouped to obtain maximum credit for balances which shall clearly show volume counts, fees charged, and total prices for servicing the accounts. The account analysis shall also show average ledger balances, average collected balances, interest rates, and earnings credit calculations. The City chooses the direct payment method for payment of monthly banking charges derived under this depository agreement. Respondent should provide information on:

- a. Levels of reconciliation services available (partial, full, deposit)
- b. Sample reports available
- c. File transmissions deadlines
- d. File layout requirements
- e. Imaging capabilities (paper vs electronic)

- f. System requirements for interface
- g. Date file can be received

Safekeeping fees for the City's investments shall also be set up on account analysis and paid monthly. The City requires that all charges for securities clearance and safekeeping, including fees passed on from the Federal Reserve Bank, be on the account analysis and not be deducted from each security settlement.

7. Investments.

The City of Tool manages its own investment portfolio. Therefore, the City reserves the right to withdraw, from time to time, any amount of funds on deposit in any City account and to invest those funds in accordance with the City's investment policy.

8. Securities Clearance and Safekeeping of City Investments.

Investment securities purchased by the City will be delivered by book entry at the Federal Reserve.

The purchase and sale of all securities shall be on a delivery versus payment or payment versus delivery basis (i.e., for securities purchases, funds will not be released by the City's safekeeping bank until securities are received at the Federal Reserve Bank or further credit to the City's safekeeping bank. In the case of securities sales, funds will be received by the City's safekeeping bank via the Federal Reserve Bank as the securities are simultaneously released to the purchaser). In this manner the City will always have possession of either its securities or its funds.

The City will send written instructions to the securities clearance department for each transaction. Most of these instructions will be sent by facsimile to assure the timeliness of the operation. The City expects the bank to give prompt notification of any settlement problems, including securities delivered where the instructions do not match or where instructions have not been given to the bank.

All book entry securities owned by the City shall be evidenced by a safekeeping receipt issued in the City's name.

The original safekeeping receipt for each security transaction will be forwarded to the City Controller or her designated representative.

9. Positive Pay or "Payee" Positive Pay

Respondent should provide information on this service for both checks and ACH items on each disbursement account, such as:

- a. Describe service, including positive pay services and verification items
- b. Teller data update schedules
- c. Data transmission method and time windows
- d. Control options – notification of default

- e. Internet/online access (including technical capabilities and system requirements)
- f. Provide sample report from the bank X.

10. Stop Payment Respondent should provide information on this service, such as:

- a. Online stop payment services (initiation and renewal)
- b. Same day processing of stop payment orders
- c. Confirmation requirements
- d. Look-up availability
- e. Duration of a stop payment (e.g., six months or in perpetuity) and renewal processing options

B. COLLATERAL REQUIREMENTS

1. Securities Pledged.

The City of Tool requires all balances to be collateralized at 102%. As security for the deposits of the City of Tool, the bank shall pledge to the City securities equal to the total ledger balances the City of Tool maintains in the bank, less the amount of coverage provided by the Federal Deposit Insurance Corporation (F.D.I.C.). The securities comprising the pledge shall be valued at market. The securities so pledged, the amounts thereon and the time for pledging same shall satisfy the requirements of the Public Funds Collateral Act (Texas Government Code Chapter 2257) and any statutes passed under Texas law. Securities purchased by the depository bank under the terms of a Repurchase Agreement are not acceptable as collateral to the City of Tool.

2. Reporting Requirements.

The bank shall provide the City a report of securities pledged at the end of each month or at any time requested by the Finance Manager or a designated representative. This report should reflect the following information at the end of each month:

Total pledged securities itemized by:

- a. Name
- b. Type/description/CUSIP number
- c. Par value
- d. Market value at month end
- e. Maturity date
- f. Moody's or Standard and Poor's rating

If the market value of the pledged securities falls below the ledger balances of the City's fourteen accounts at any time, the City will require additional securities to be pledged to maintain 102% collateral.

3. Safekeeping of Collateral.

The securities pledged shall be held in safekeeping under the name of the depository bank and pledged to the City of Tool. Safekeeping must be done at the Federal Reserve Bank or Federal Home Loan Bank with a three-party agreement signed.

The original copy of all security receipts shall be filed with the Controller of the City of Tool. The City shall reimburse the depository bank for all charges associated with pledged collateral at the fee rate quoted in the Bid Form.

Please submit a copy of the safekeeping agreement with the Federal Reserve Bank or Federal Home Loan Bank to be used in the event you are awarded the depository bank contract. The safekeeping agreement shall clearly state that the Federal Reserve Bank or Federal Home Loan Bank is instructed to release the collateral to the City of Tool if the City has determined that the bank has failed to pay on any accounts, has been closed by a regulatory authority, or is in default of this agreement, and if the instructions for release have been formally requested by the City.

The safekeeping agreement shall have signatories from the Federal Reserve Bank or Federal Home Loan Bank as trustee, the depository bank, and the City of Tool.

4. Substitutions.

Any substitutions of the securities or reductions in the total amount pledged shall be made only by and with the proper written authorization approved by the City Controller or a designated representative. All securities to be pledged are subject to approval by the City of Tool. Any state or local government securities (municipals) pledged to the City shall have a rating of "A1" or better by Moody's Investor Services.

C. DIRECT FEES FOR SERVICES PROVIDED

A direct fee basis for services provided by the bank with an offsetting earning credit for available balances is the method preferred by the City. This process requires the monthly calculation of a net banking service cost. The bank will calculate the total monthly service costs for all accounts and the total monthly earnings credit for all accounts on the account analysis statement. The net of total service costs and total earnings credits equals net banking service costs for the month. Credit should be given the City for all account balances grouped together and not just single account balances.

D. FUNDS TRANSFER REQUIREMENTS

Incoming wire transfers occur regularly. The depository shall give both ledger and collected credit the day of the wire receipt, regardless of the time the bank receives the transfer through the Fedwire System. Credit to City accounts for incoming wire transfers should be immediate. Wire

advices should be made by phone or facsimile on the same business day and mailed within three days of wire debit or credit.

The City actively invests in marketable securities. An outgoing wire transfer will be initiated in the morning for the reinvestment of funds expected by an incoming wire transfer. The depository shall allow the City to reinvest and to wire funds out in anticipation of an incoming wire transfer later in the day.

The bank will not charge the City for daylight overdrafts. When a daylight overdraft is anticipated, a City official will notify the designated bank official of the situation and will take appropriate action to avoid daylight overdrafts.

Notification to the City of any problems with outgoing wire transfers shall be made within one hour of the transaction. The City allows two authorized employees to initiate repetitive transfers. All authorized employees shall be issued a personal identification number in order to initiate wire transactions. If the wire is non-repetitive, the City requires the bank funds transfer personnel to call the City back and specifically request to speak to an authorized employee other than the person initiating the wire to achieve verification that the wire is authorized prior to releasing it. (Please attach a sample funds transfer agreement).

E. OVERDRAFTS

The City does not intend to have an overdraft position on any of its bank accounts singly or net throughout the course of the depository contract. In the event a check or checks presented for payment on any City account where there exist insufficient funds available for payment, the City will require the depository bank to pay said checks and promptly notify the Controller or said designated representative of the existence of the overdraft situation. The City agrees to cover the overdraft within one business day.

Define in the Bid Form whether the bank would consider an overdraft to be a negative balance in any individual City account or a negative balance in the three City accounts collectively. The City would expect the depository to view all City accounts together for purposes of any charges on overdrawn collected balances.

F. OTHER STIPULATIONS

1. The successful bidder shall notify the City in writing within ten (10) days of any changes in federal or state regulations or laws that would thereafter affect the depository agreement. The bank shall also notify the City of any services which become available to the City throughout the contract period.
2. In the event it would be ruled illegal under the provisions of any federal statute or regulation for the bank to pay interest or calculate net cost in the matter outlined in this RFP, then the City expressly reserves the right and privilege to cancel the contract and re-bid the depository services.
3. All checks deposited by the City which do not clear the first time, should be submitted a second time before returning them to the City.

4. The bank's records relating to the City of Tool's accounts shall be open to review by either City staff members or City appointed independent auditors during normal business hours.
5. The proposing bank shall submit a copy of the last annual financial statements along with the last two quarterly FDIC CALL reports. The successful bidder shall provide to the City any public information concerning changes in the ownership, management or financial position of the bank or its parent.
6. Notwithstanding any other provision of this agreement which may be to the contrary, this agreement and the respective rights and obligations of the parties hereunder shall remain in full force and effect and not otherwise be affected by the merger of the bank.
7. The beginning date of the bank depository contract will be established after city council approves the awarding of the contract to be effective for a period of five years. The contract shall be automatically extended up to 90 days if the City is actively proceeding with re-bidding procedures but, for whatever reason, cannot finalize the bidding or selection process by the end of the contract period.
8. The laws of the State of Texas govern this contract. Venue shall be exclusively in Henderson County.

VI. BIDDING INSTRUCTIONS/REQUIREMENTS

- A. Proposals will be received at the Office of the City Controller until **11:59 p.m. (CST) on February 8th, 2026**. Proposals shall be completed and signed. Two (2) original, whether digital or printed, versions of all submission materials shall be provided.

Responses to the request for proposals must be received in sealed envelopes clearly marked with “RFP 2026-01, Tool Depository Services”, closing date and company submitting the response. **ANY RESPONSE RECEIVED AFTER THE TIME AND DATE LISTED ABOVE, REGARDLESS OF THE MODE OF DELIVERY, SHALL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.**

Submissions are to be delivered to:

City of Tool
Attn: Kimberly Kroha
Email: Contact@tooltexas.org
701 N. Tool Dr.
Tool, Texas 75143

- B. Requests for clarification or additional information should be submitted in writing to the attention of Kimberly Kroha, by email to contact@tooltexas.org or by phone at (903) 432-3522 x 112, **no later than 4:00 p.m. (CDT), Friday, February 6th, 2026**.

Responses to requests such requests will be issued in the form of an addendum posted to the City of Tool’s website: tooltexas.org. It is the proposing agency’s responsibility to check this website for any updated information regarding this RFP.

- C. The proposing bank shall use this RFP form as the OFFICIAL BID FORM to submit rates and to answer questions. Additionally, proposers shall include a signed proposal affidavit form provided in this RFP. Any alterations, changes or deletions to this RFP shall be grounds for the City to disregard and reject the RFP and the bid. Included with this RFP is a historical account of banking services the City has used with its current bank depository for which proposing banks should complete. The proposed banking fees should be maintained for the life of the awarded contract. Any banking service which does not have a fee indicated on the Bid Form will be considered to be free of charge under the depository bank contract. Proposing banks should list any additional services they deem relevant and the corresponding pricing for the service(s). Additional pages needed for the OFFICIAL BID FORM should be attached as needed and should reference the questions to which a response applies.
- D. The City reserves the right to request additional information or to meet with representatives from proposing banks to discuss points in the proposal before and after submission, any and all of which may be used in forming a recommendation.

- E. The City reserves the right to reject any and all proposals, to waive any non-material irregularities in any RFP, and to accept or reject any item or combination of items.
- F. The bidder states that it is a banking institution chartered under laws of the United States or of the State of Texas, and/or with main or branch banking facilities located within the city limits of Tool, Texas.
- G. The final appointment of a depository bank shall be made by the City of Tool's City Council. The bidder shall be required to enter into a contract that incorporates all of the obligatory points in this RFP. *(Please attach a copy of the proposed depository contract).*
- H. This RFP for a depository bank bid has been duly advertised and is being offered for consideration to financial institutions with a business location or branch bank in the City of Tool.
- I. If a service requirement cannot be met by a proposer, then the term "No Proposal" should be entered on the Bid Form for that specific requirement. In the case of a "No Proposal" response, the proposer may offer an alternative equivalent service for the City's consideration. Responsiveness to the service requirements will be a major part of the selection criteria.
- J. All costs incurred by the proposer in responding to the RFP shall be the responsibility of the proposer.
- K. Upon being awarded the contract; the depository bank shall designate an individual to be the official contact person for all correspondence. The City of Tool's official contact person will be Kimberly Kroha, City Controller. The bank shall be responsible for training and communicating the terms of this contract to bank employees.

VII. SUBMISSION CHECKLIST

- A. Bid Form with fill-in-the blank format
- B. Sample bank statement
- C. Sample account reconciliation statement
- D. Availability of funds schedule with a clear explanation of deadlines
- E. Sample monthly pledged collateral report
- F. Sample safekeeping agreement with the depository bank for the City's investment securities.
- G. Sample safekeeping agreement for collateral
- H. Sample account analysis statement
- I. Proposed depository contract
- J. Positive Pay Agreement
- K. Sample funds transfer and ACH agreement
- L. Annual bank financial statement and FDIC Call Reports
- M. Proposal Affidavit
- N. Pricing for Banking Services
- O. Certifications of Boycotts
- P. W-9

CITY OF TOOL, TEXAS DEPOSITORY BANK SERVICES

VIII. OFFICIAL BID FORM – PROPOSAL NO. 2026-01

RESPONSES TO SERVICES REQUESTED - Please answer the following questions. Please attach additional information if necessary to provide the below answers with your proposal:

1. Indicate if the proposer has read, understands and agrees to the City's request for mobile and PC based online banking services as outlined in Section V of this RFP. Exceptions to any item in this service request should be clearly indicated below.

2. Indicate if the proposer has read, understands and agrees to the City's request for transaction services as outlined in Section V of this RFP. Exceptions to any item in this service request should be clearly indicated below.

3. Indicate if the proposer has read, understands and agrees to the City's request for general ACH services as outlined in Section V of this RFP. Exceptions to any item in this service request should be clearly indicated below.

4. Indicate if the proposer has read, understands and agrees to the City's request for wire transfer services as outlined in Section V of this RFP. Exceptions to any item in this service request should be clearly indicated below.

5. Indicate if the proposer has read, understands and agrees to the City's request for account reconciliation services as outlined in Section V of this RFP. Exceptions to any item in this service request should be clearly indicated below.

6. Indicate if the proposer has read, understands and agrees to the City's request for account analysis statements as outlined in Section V of this RFP. Exceptions to any item in this service request should be clearly indicated below.

7. Indicate if the proposer has read, understands and agrees to the City's request for securities clearance and safekeeping services as outlined in Section V of this RFP. Exceptions to any item in this service request should be clearly indicated below.

8. Indicate if the proposer has read, understands and agrees to the City's request for pledged securities services as outlined in Section V of this RFP. Exceptions to any item in this service request should be clearly indicated below.

9. Indicate if the proposer has read, understands and agrees to the reporting requirements as outlined in Section V of this RFP. Exceptions to any item in this service request should be clearly indicated below.

10. Indicate if the proposer has read, understands and agrees to the City's request for safekeeping of collateral services as outlined in Section V of this RFP. Exceptions to any item in this service request should be clearly indicated below.

11. Indicate if the proposer has read, understands and agrees to the City's request for substitution services as outlined in Section V of this RFP. Exceptions to any item in this service request should be clearly indicated below.

12. Indicate if the proposer has read, understands and agrees to the City's request for direct fees with offsetting earnings credit as outlined in Section V of this RFP. Exceptions to any item in this service request should be clearly indicated below.

13. Indicate if the proposer has read, understands and agrees to the City's requirements for fund transfers as outlined in Section V of this RFP. Exceptions to any item in this service request should be clearly indicated below.

14. Indicate if the proposer has read, understands and agrees to the City's requirements regarding overdrafts as outlined in Section V of this RFP. Exceptions to any item in this service request should be clearly indicated below.

15. Indicate if the proposer has read, understands and agrees to the requirements of other stipulations as outlined in Section V of this RFP. Exceptions to any item in this section should be clearly indicated below.

16. Describe alternatives, enhancements or improved methods of providing services mentioned in the RFP.

17. Describe any products or services not specifically mentioned in the RFP that the bank believes would be beneficial to the City.

EARNINGS CREDIT CALCULATION - Please provide the following information:

How you determine the balance available for earnings credit. How you determine the earnings credit percentage. The monthly earnings credit percentages used by your bank for the months of October 2025 through December 2026. Show an example of the calculation made.

BANK QUALIFICATIONS AND CONTRACT PERSONNEL- Please provide the following information:

1. A list of governmental customers with which the bank has contracted for depository services with appropriate reference contact information.

2. A list of bank contact personnel with their pertinent professional experience who will be assigned to provide the City of Tool with information and assistance in carrying out the banking services requested in this RFP.

Certification of No Boycott

No Boycott Israel

If Contractor/Vendor is a "Company", as that term is defined in Section 808.001 of the Texas Government Code and is not a sole proprietorship, then Contractor/Vendor certifies and verifies that it: (i) does not boycott Israel and (ii) will not boycott Israel during the term of the Purchase Order or Contract this Certification is attached to and incorporated into; or (iii) that it meets the requirements of an exception listed below.

Form requirements:

- **This certification is required by Texas Government Code § 2271.002.**
- This form is required to be attached to and is incorporated into all Purchase Orders (goods) and Contracts (services) with a value of \$100,000 or more that is paid in whole or in part with state funds with a company with 10 or more full time employees. The campus department making the purchase of goods or contracting for services is responsible for obtaining the form from the Vendor or Contractor.

Texas Government Code §808.001 states that "Boycott Israel" means "refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes". Furthermore, Texas Government Code §808.001 states that the term "Company" means a "for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit", provided however that Texas Government Code §2271.001(2) excludes sole proprietorships from this definition of "Company".

Vendor/Contractor Name or Company Name	
Street Address	
City	
State	
Zip Code	
Phone Number	
Printed Name of Authorized Representative	
Title of Authorized Representative	
Signature of Authorized Representative	
Date	

ONLY COMPLETE THIS SECTION IF YOU BELIEVE YOU ARE NOT REQUIRED TO PROVIDE THE CERTIFICATION - No Boycott Israel - FOR THE REASONS CITED BELOW

My business is not required to provide the certification listed above because (select one):

- ☐ My business is not a for-profit "Company" as defined above, pursuant to Texas Government Code §808.001 and §2271.001.
- ☐ My Company has less than 10 full-time employees
- ☐ This is not an agreement for goods or services to be provided to the City.

Name

Signature

Date

Certification of No Boycott

No Boycott Energy Company

If Contractor/Vendor is a “Company”, as that term is defined in Section 809.001 of the Texas Government Code and is not a sole proprietorship, then Contractor/Vendor certifies and verifies that it: (i) does not boycott energy companies and (ii) will not boycott energy companies during the term of Purchase Order or Contract this Certification is attached to and incorporated into; or (iii) that it meets the requirements of an exception listed below.

Form requirements:

- **This certification is required by Texas Government Code § 2274.002.**
- This form is required to be attached to and is incorporated into all Purchase Orders (goods) and Contracts (services) with a value of \$100,000 or more that is paid in whole or in part with state funds with a company with 10 or more full time employees. The campus department making the purchase of goods or contracting for services is responsible for obtaining the form from the Vendor or Contractor.

Texas Government Code §809.001(1) states that "Boycott energy company" means “without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by Paragraph (A)”. Furthermore, Texas Government Code §809.001(2) states that the term “Company” means a “for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit”, provided however that Texas Government Code §2274.001(2) excludes sole proprietorships from this definition of “Company”.

Vendor/Contractor Name or Company Name	
Street Address	
City	
State	
Zip Code	
Phone Number	
Printed Name of Authorized Representative	
Title of Authorized Representative	
Signature of Authorized Representative	
Date	

ONLY COMPLETE THIS SECTION IF YOU BELIEVE YOU ARE NOT REQUIRED TO PROVIDE THE CERTIFICATION – No Boycott Energy Company - FOR THE REASONS CITED BELOW

My business is not required to provide the certification listed above because (select one):

- ☐ My business is not a for-profit “Company” as defined above, pursuant to Texas Government Code §809.001(2) and §2274.001(2).
- ☐ My Company has less than 10 full-time employees
- ☐ This is not an agreement for goods or services to be provided to the City.

Name

Signature

Date

Certification of No Boycott

No Discrimination against Firearm and Ammunition Industries

If Contractor/Vendor is a "Company", as that term is defined in Section 2274.001 of the Texas Government Code and is not a sole proprietorship, then Contractor/Vendor certifies and verifies that it: (i) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (ii) will not discriminate against a firearm entity or firearm trade association during the term of the Purchase Order or Contract this Certification is attached to and incorporated into; or (iii) that it meets the requirements of an exception listed below.

Form requirements:

- **This certification is required by Texas Government Code § 2274.002**
- This form is required to be attached to and is incorporated into all Purchase Orders (goods) and Contracts (services) with a value of \$100,000 or more that is paid in whole or in part with state funds with a company with 10 or more full time employees. The campus department making the purchase of goods or contracting for services is responsible for obtaining the form from the Vendor or Contractor.

Texas Government Code §2274.001(3) states that " discriminate against a firearm entity or firearm trade association " means "with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association". Furthermore, Texas Government Code §2274.001(2) states that the term "Company" means a "a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or associations that exists to make a profit. The term does not include a sole proprietorship."

Vendor/Contractor Name or Company Name	
Street Address	
City	
State	
Zip Code	
Phone Number	
Printed Name of Authorized Representative	
Title of Authorized Representative	
Signature of Authorized Representative	
Date	

**ONLY COMPLETE THIS SECTION IF YOU BELIEVE YOU ARE NOT REQUIRED TO PROVIDE THE
CERTIFICATION –No Discrimination against Firearm and Ammunition Industries-
FOR THE REASONS CITED BELOW**

My business is not required to provide the certification listed above because (select one):

- ☐ My business is not a for-profit "Company" as defined above, pursuant to Texas Government Code §2274.001(2).
- ☐ My Company has less than 10 full-time employees
- ☐ This is not an agreement for goods or services to be provided to the City.

Name

Signature

Date

CERTIFICATE OF INTERESTED PARTIES**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

☐**6 AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day
of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY



The City of Tool must have a W-9 on file in order to conduct business with any vendor.

All vendors must include the following items in their bid submission:

- W-9 Form
- EIN # or Social Security #
- Current mailing address
- Current remittance address
- Sample Invoice

All accounts are to be updated or created with the following information:

Billing Address:
City of Tool
701 N. Tool Dr.
Tool, TX 75143

Electronic Invoices:
bills@tooltexas.org

Respectfully,

Kimberly Kroha
City Controller



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: January 15th, 2026

Requested By: Greg Figueroa, Councilmember

Department: _____

Is this a Budgeted Item? ☐ Yes ☒ No

☐ Contract/Agreement ☒ General Discussion ☐ Ordinance ☐ Report ☐ Resolution

Attachments: _____

Agenda
Item No.
12

Summary of Agenda Item to be considered:

Staff has received a request from councilmember Greg Figueroa regarding allocating \$100,000 from the Capital Improvement Fund for the purposes of property abatements.

The current balance of the Capital Improvement Fund is \$469,076.62. Another \$450,000 is expected to come to the City on January 16th, 2026 from the tax note, authorized by Council back in December 2025 and January 2026. There is currently \$35,000 budgeted for property abatements in FY 2025-2026 in the General Fund. This would bring that total line item to \$135,000.

Agenda Item, as listed on the agenda:

Discuss allocating \$100,000 from the Capital Improvement Fund for the purposes of property abatements in the FY 2025-2026, as presented by Greg Figueroa

Recommended Motion to Consider:

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for City Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary, when finished.



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: January 15th, 2026

Requested By: Greg Figueroa, Councilmember

Department: _____

Is this a Budgeted Item? ☐ Yes ☒ No

☐ Contract/Agreement ☒ General Discussion ☐ Ordinance ☐ Report ☐ Resolution

Attachments: _____

Agenda
Item No.
13

Summary of Agenda Item to be considered:

Staff has received a request from councilmember Figueroa regarding an idea for a task force and the use of a K9 dog. The proposed task force, including a K9, would include the Tool Police Department, Henderson County Sheriff's Office and the Drug Enforcement Administration.

Agenda Item, as listed on the agenda:

Discuss the creation of a task force for crime issues inside the city limits of Tool, as presented by Greg Figueroa

Recommended Motion to Consider:

N/A

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for City Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary, when finished.



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: January 15th, 2026

Requested By: Julius Kizzee, City Administrator

Department: Administration

Is this a Budgeted Item? ☐ Yes ☒ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☒ Resolution

Attachments: Resolution 2021-10R, Agenda Items

Agenda
Item No.
14

Summary of Agenda Item to be considered:

Staff is presenting Resolution 2021-10R that needs to be repealed, because it conflicts with Resolution 2025-11R, Council Rules of Procedure, Article 4. Agenda Order.

According to Resolution 2025-11R, it only takes one council member to place an item on the agenda.

Agenda Item, as listed on the agenda:

Consider, Discuss and Take Action on repealing 2021-10R, Agenda Items

Recommended Motion to Consider:

“I make a motion to repeal Resolution 2021-10R, Agenda Items”

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for City Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary, when finished.

RESOLUTION 2021-10R

Agenda Items

WHEREAS, the City of Tool, Texas, feels that it is in its best interest to protect the individual powers of the elected members of the governing body; and

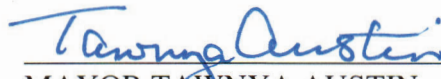
WHEREAS, the open meetings act, does not specifically address a process or procedure for a member of the Governing Body to have an item placed on an agenda for consideration; and

WHEREAS, the Attorney General has concluded that all members of the governing body have a right to place items on the agenda and may adopt a local provision that requiring such request be complied with.


NOW, THEREFORE, BE IT RESOLVED, by the City Council for the City of Tool, Texas, as follows:

1. When a consensus of at least two City Council Members petition the City Secretary for an item to be placed on the agenda, that item shall be added to the next meeting agenda without dispute and may only be removed by written consent of the same two City Council Members.
2. Agenda item must be submitted at least six hours prior to the required agenda posting time to be put on the next meeting's agenda. If submitted after that time, the agenda item will be on the following scheduled meeting agenda.

PASSED AND APPROVED this 11th day of November 2021, by the City Council for the City of Tool, Texas.


MAYOR TAWNIA AUSTIN

ATTEST:


Cheryl Odom,
CITY SECRETARY





City of Tool City Council

City Council Agenda Request

Meeting Date Requested: January 15th, 2025

Requested By: Vera Bennett, Mayor

Department: _____

Is this a Budgeted Item? ☐ Yes ☒ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☒ Resolution

Attachments: Resolution 2025-11R, Council Rules of Procedure

Agenda
Item No.
15

Summary of Agenda Item to be considered:

Staff has received a request from Mayor Vera Bennett to amend Resolution 2025-11R, Council Rules of Procedure, to delete certain excerpts for the Section 2.11 Social Media Policy.

"All Council members, sitting on the Tool City Council, shall refrain from making or posting any disparaging or defamatory remarks about the City of Tool, its elected officials, city staff, or constituents on social media or in any public forum."

~~While the city and its constituents encourages its Council members to enjoy and make good use of their various platforms, certain activities on the part of council members may become a concern if they have the effect of impairing the work of those associated with the city; harassing, demeaning, or creating a hostile work environment for any member of the Council or employee; disrupting the smooth and orderly flow of work on or around city facilities; or harming the goodwill and reputation of the city among its citizens or in the community at large. For this reason, the city reminds its council members that the following guidelines apply in their use of social media:~~

- ~~I. Information that is published on personal online sites, pages, mediums should never be attributed to the city and should not appear to be endorsed by or originated from the city.~~
- ~~II. Any person identified as a council member of the city on a publicly accessible site is expected to maintain a professional, positive online image that is consistent with the city's goals and objectives. All city-related communication through social media outlets should remain professional in nature. Incomplete, inaccurate, inappropriate, threatening, demeaning, harassing or poorly worded posts may be harmful to other council members, city staff, damage relationships, create hostile working environments or harm the city's reputation. Posts should not disclose private or confidential information including Human Resources (HR) matters posting photographs of fellow council members, current confidential city negotiations, legal matters, employees without their expressed permission.~~
- ~~III. Council members that contribute to a public site, media, news outlet, media outlet or blog and identify themselves as a council member are asked to provide a clear disclaimer that their views are not endorsed by the city and are their beliefs alone.~~

- ~~IV. Media inquiries generated on social media sites should follow the protocols generally accepted by the city regarding media inquiries.~~
- ~~V. Council Members should not ignore copyright laws, cite or reference sources inaccurately and are discouraged.~~
- ~~VI. The city website will remain the official location for content regarding city business, services and events. When possible, links from social media sites will be used to direct users back to the city's website for more information.~~

Agenda Item, as listed on the agenda:

Consider, Discuss and Take Action, on amending Resolution 2025-11R, Council Rules of Procedure, as presented by Mayor Vera Bennett

Recommended Motion to Consider:

“I move to amend Resolution 2025-11R, Council Rules of Procedure.”

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for City Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary, when finished.

RULES OF PROCEDURE FOR THE TOOL CITY COUNCIL,
OF THE CITY OF TOOL, TEXAS



Adopted by Resolution 2025-11R, on December 18th, 2025

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ARTICLE 1. AUTHORITY, APPLICABILITY, AMENDMENT, AND ANNUAL REVIEW

1.1 City of Tool, Texas.

The City of Tool ("City") is a Type A general-law city located on the western shoreline of Cedar Creek Lake in Henderson County, Texas. The Tool City Council ("Council") consists of five (5) Council Members and a Mayor, elected at-large for two-year terms, in staggered annual elections held during November.

1.2 Authority.

The Local Government Code ("Law") of Texas grants the Council the right to determine its own Rules of Procedure ("Rules"); the following Rules are presented under and by authority of said provision. This resolution, In effect, repeals Resolution 2025-04R, Council Rules of Procedure, adopted by the City Council of Tool, Texas on September 18th, 2025.

1.3 Applicability.

The Rules adopted by the Tool City Council are applicable not only to the Council, but also to City Staff and Citizens, during ruling and administrative proceedings.

1.4 Amendment.

These Rules may be amended or new Rules adopted, by a majority vote of the members of the Council assembled, at a Regular Council meeting.

1.5 Annual Review.

Following the municipal elections each year, Council may review these Rules of Procedure, make changes as appropriate, and adopt their own Rules of Procedure in accordance with law. In the event no annual review occurs, the standing Rules continue in effect. This does not limit the Council's right and ability to amend the Rules at any other time during the fiscal year, in accordance with the Law.

ARTICLE 2. GENERAL RULES OF PROCEDURE AND POLICIES

2.1 Construction of Authority.

The construction of authority in all matters associated with the meetings and activities of the Council, including the agenda, shall be:

- (1) the U.S. Constitution and statutes of the United States of America;
- (2) The Texas Constitution and statutes of the State of Texas;
- (3) City Policy;
- (4) the Code of Ordinances of the City;
- (5) these Rules; and,
- (6) Robert's Rules of Order as amended and set forth herein.

2.2 Council Authority

The City Council is the sole governing and policy-making body of the City of Tool. All legislative authority, including the adoption of ordinances, resolutions, budgets, contracts, and appointments,

resides exclusively with the Council. Neither the Mayor nor any employee shall possess independent policy-making or discretionary authority except as expressly delegated by ordinance or resolution. The Mayor acts as Presiding Officer to facilitate meetings and may vote only to break a tie. The Mayor shall have no veto or unilateral administrative powers over any Council action.

2.3 Meetings Shall Be Public.

All meetings of the Tool City Council shall be public, and notices thereof shall be posted as required under the Texas Government Code, Chapter 551, Open Meetings Act. Except in the case of an emergency meeting, notice of all meetings shall be posted 72 hours before the time set for the meeting.

2.4 Conduct of Meetings.

Meetings of the Council shall be conducted according to the rules adopted by the Council, as well as the terms and provisions of Robert's Rules of Order as amended herein and when not inconsistent with these Rules.

2.5 Staff Directives.

Direction of Council objectives, tasks and requests shall flow to and start with the City Administrator. Council members and the mayor shall not direct staff regarding a request that does not first start with the City Administrator.

The City Administrator serves at the pleasure of the City Council and shall carry out the directives, policies, and decisions of the City Council as a body. The City Administrator's role is to implement the policy direction of the City Council and manage day-to-day operations consistent with that direction.

The City Administrator shall not terminate an employee without utilizing a progressive discipline system that includes two written warnings, unless there is an egregious action that warrants immediate termination. The City Administrator shall not expend funds more than \$7,500.00, without expressed Council approval or as otherwise authorized by ordinance or resolution.

2.6 Regular Meetings.

Regular meetings of the Council shall be held on the third Thursday of each month, starting at 6:00 p.m. The Council may, by Council action and these Rules of Procedure, change the days or times of meetings as circumstances may necessitate.

2.7 Special Meetings.

Special meetings of the Council may be called upon request of the Mayor, or two members of the Council that are currently seated. A request for a special meeting shall be filed with the City Secretary in written/electronic format or requested during a regular Council meeting at which a quorum of Council is assembled.

2.8 Emergency Meetings.

In case of an emergency or urgent public necessity, which shall be expressed in the meeting notice, it shall be sufficient if members receive, and notice is posted two (2) hours before the meeting is convened. Notice shall also be provided to the media in accordance with the Texas Government Code, Section 551.047.

2.9 Work Sessions.

Work sessions are special meetings called for the purpose of conducting detailed and thorough explorations of matters that may properly come before the Council. These work session matters include budgetary, projects or general workshop ideas.

2.10 Public Information Requests

Council Members who may be subject, or privy to, Public Information Requests, per Chapter 552 of the Texas Government Code, are to follow all procedures, as outlined by Chapter 552 of the Government Code.

As a courtesy, the city's municipal clerk (ordinarily the City Secretary), is here to help administer and gather Information on devices held by Council Members or the Mayor.

2.11 Social Media Policy

All Council members, sitting on the Tool City Council, shall refrain from making or posting any disparaging or defamatory remarks about the City of Tool, its elected officials, city staff, or constituents on social media or in any public forum.

~~While the city and its constituents encourages its Council members to enjoy and make good use of their various platforms, certain activities on the part of council members may become a concern if they have the effect of impairing the work of those associated with the city; harassing, demeaning, or creating a hostile work environment for any member of the Council or employee; disrupting the smooth and orderly flow of work on or around city facilities; or harming the goodwill and reputation of the city among its citizens or in the community at large. For this reason, the city reminds its council members that the following guidelines apply in their use of social media:~~

- ~~I. Information that is published on personal online sites, pages, mediums should never be attributed to the city and should not appear to be endorsed by or originated from the city.~~
- ~~II. Any person identified as a council member of the city on a publicly accessible site is expected to maintain a professional, positive online image that is consistent with the city's goals and objectives. All city related communication through social media outlets should remain professional in nature. Incomplete, inaccurate, inappropriate, threatening, demeaning, harassing or poorly worded posts may be harmful to other council members, city staff, damage relationships, create hostile working environments or harm the city's reputation. Posts should not disclose private or confidential information including Human Resources (HR) matters posting photographs of fellow council members, current confidential city negotiations, legal matters, employees without their expressed permission.~~
- ~~III. Council members that contribute to a public site, media, news outlet, media outlet or blog and identify themselves as a council member are asked to provide a clear disclaimer that their views are not endorsed by the city and are their beliefs alone.~~
- ~~IV. Media inquiries generated on social media sites should follow the protocols generally accepted by the city regarding media inquiries.~~
- ~~V. Council Members should not ignore copyright laws, cite or reference sources inaccurately and are discouraged.~~
- ~~VI. The city website will remain the official location for content regarding city business, services and events. When possible, links from social media sites will be used to direct users back to the city's website for more information.~~

2.12 Scheduled Budgetary Sessions.

Scheduled budgetary sessions shall be held twice annually, to administer and review the budget, as presented by the City Administrator. These meetings shall take place during the preceding months before a budget is presented to the City Council for adoption.

2.13 Executive Sessions.

The Council can retire into an executive session as stated on a posted agenda during a regular or special meeting, if a motion is duly made, seconded and then affirmed by a majority of the Council.

However, before said session begins, the Presiding Officer shall announce that the executive session is commencing. The order in which an executive session may appear on the agenda is subject to the discretion of the Mayor, or in the absence of the Mayor, by the Mayor Pro Tem. A recording of the meeting will be created by the Presiding Officer or his or her designee, sealed and permanently kept, subject to opening by court order. No voting or action shall be taken by the Council during an executive session. No other subjects but those posted on the agenda shall be considered. Adjournment of the executive session shall be announced by the Presiding Officer upon return of the Council from the executive session, and any action to be taken shall be made during the open public meeting.

Items discussed in executive session shall remain private. Except for actions taken during open session, no Council Member, staff member or legal counsel may discuss or reveal the proceedings of an executive session. Section 551.146 of the Texas Government Code makes such an act opens the person who reveals such information personally liable for any damages resulting from such action for knowingly discussing the certified agenda or recording of a closed meeting.

2.14 Recessed Meetings.

No meeting shall be recessed for a longer period of time than until the next scheduled regular meeting except when required information has not been received, or, in the case of work sessions or special meetings, to a date certain by motion duly passed.

2.15 Quorum.

Any three (3) members of the Council assembled in person, phone or digitally shall constitute a quorum for the transaction of any City business. Should more than two (2) Council Members assemble to discuss a scheduled agenda item or items, that assembling shall be considered to be a Walking Quorum and a violation of the Texas Open Meetings Act.

2.16 Conflict of Interest.

A Council Member that is prevented from voting by a conflict of interest shall file a conflict-of-interest affidavit with the City Secretary as soon as possible after the posting of the agenda which contains the conflict(s), unless an applicable conflict of interest affidavit has previously been filed on that item(s).

A Council Member that is prevented from voting by a conflict of interest shall step down from the dais and take a seat in the audience, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the council's deliberation of the matter in any way, shall not attend Executive sessions regarding the matter, and shall otherwise comply with the state law and City ordinances concerning conflicts of interest including Chapter 171 of the Local Government Code.

2.17 Presiding Officer.

The Mayor shall serve as the Presiding Officer for all meetings of the Tool City Council. In the absence of the Mayor, the Mayor Pro Tem shall serve as the Presiding Officer, in those instances. In the absence of the Mayor Pro Tem, the City Secretary shall call the meeting to order if a quorum of the Council is present and the first order of business shall be for Council to elect by majority vote, a temporary Presiding Officer from the members then seated and in attendance. The temporary Presiding Officer shall serve in such capacity until the meeting is adjourned.

The Presiding Officer shall serve as the chair of all Council meetings. All decisions of the Presiding Officer are final unless overruled by the Council through a motion to appeal as described in Article 3.9 – Courtesy, Decorum and Order of these rules.

The Presiding Officer is entitled to participate in the discussion and debate of scheduled agenda items but is not entitled to vote on agenda items before the Council unless to break a tie. Because the Presiding Officer conducts the meeting, it is common courtesy for the Presiding Officer to take a less active role than other members of the Council in debates and discussions. This practice in no way precludes the Presiding Officer from participating in the meeting fully and freely.

2.18 Minutes of Meetings.

The City Secretary shall keep an account of all proceedings of the Council and they shall be open to public inspection in accordance with the laws of the State of Texas.

2.19 Suspension and Amendment of Rules.

Any provisions of these rules not governed by federal, state law or the City Code of Ordinances may be temporarily suspended by a majority vote (see Article 3.7 of these rules) of the Council and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the Council and shall have received preliminary approval of the Council at that meeting. For the purpose of this section, preliminary approval shall mean a motion, a second followed by a majority vote to preliminary approve the amendment.

* For the purposes of these rules, Amendments are not debatable and only require the approval of the member who made the original motion.

An amendment to an amendment, requires first the approval of the member who made the original amendment and secondly the approval of the member who made the original motion.

ARTICLE 3. PARLIAMENTARY PROCEDURE

3.1 Purpose.

The purpose of these rules of parliamentary procedure is to establish orderly conduct of the meetings. Simple rules lead to a wider understanding and participation. Complex rules create two classes:

- (1) those who understand the rules, and
- (2) those who do not fully understand and those who do not fully participate.

The ultimate purpose of these rules of parliamentary procedure is to encourage and facilitate decision-making by the Council. In a democracy, the majority opinion carries the day.

These rules enable the majority to express their opinion and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

3.2 Model Format for an Agenda Item Discussion.

The following ten (10) steps is a model or guidebook for the Presiding Officer and Council. The Council meeting is governed by the agenda and the agenda constitutes the only items to be discussed. Each agenda item can be managed or presented by the Presiding Officer (Mayor) as follows:

1. *Announce the Item.* The Mayor, or Presiding Officer, should clearly announce the agenda item number and should clearly state what the subject matter of the agenda item by reading the caption for the item being considered.
2. *Receive a Report.* The Presiding Officer should invite the appropriate people to report on the item, including any recommendation they might have or may present as a consent agenda item.
3. *Ask Clarifying Questions.* The Presiding Officer should ask the Council Members if they have any technical questions for clarification. At this point, members of the Council may ask clarifying questions to the people who reported on the item, and they should be given time to respond.
4. *Seek Citizen Input.* The Presiding Officer should invite citizen comments – or if a public hearing, open the public hearing. Upon conclusion, the Presiding Officer should announce that public input is closed, or if a public hearing, close the public hearing and announce the time.
5. *Motion First.* The Presiding Officer should invite a motion from the Council before debate is given on the merits of the item. The Presiding Officer should announce the name of the member who makes the motion.
6. *Motion Second.* The Presiding Officer should determine if any member of the Council wishes to second the motion. The Presiding Officer should announce the name of the member who seconds the motion. If no member of the Council wishes to second the motion, then the motion fails, and should be so stated by the Presiding Officer.
7. *Repeat Motion.* If the motion is made and seconded, the Presiding Officer should make certain that everyone (including the audience) understands the motion. This is done in three ways:
 - a. The Presiding Officer can ask the maker of the motion to repeat it;
 - b. The Presiding Officer can repeat the motion; or
 - c. The Presiding Officer can ask the City Secretary to repeat the motion.
8. *Discuss the Motion.* The Presiding Officer should now invite the members of the Council to discuss the motion. If there is no desired discussion, the Presiding Officer may call for a vote. If there has been no discussion or a brief discussion, then there is no need to repeat the motion before taking a vote. If the discussion has been lengthy, it is a good idea to repeat the motion before calling for the vote.
9. *Vote.* The Presiding Officer calls for the vote. Unless a super-majority is required for passage, by state law or statute, of the motion, a simple majority vote determines whether the motion passes or fails. Unless a member of the Council seeks recusal from voting on any question where the vote would constitute a conflict of interest, and that recusal is consented to by a majority of the remainder of the Council, all members of the Council, excluding the Presiding

Officer except in the case of breaking a tie vote, shall vote upon every question, ordinance or resolution. Any Council Member refusing to vote unless so excused shall be entered upon the minutes as voting in the affirmative. (Art. VII § 15 – Legislative Procedure of the City Charter). Action items require a vote.

10. *Announce the Outcome.* The Presiding Officer announces the results of the vote and should also state what action (if any) the Council has taken. The Presiding Officer should announce the name of any Council Member who voted in the minority on the motion.

3.3 The Basic Motions.

The basic motion is the one that puts forward a decision for consideration. A basic motion by a Council Member might be: “I move approval of the ordinance as submitted,” or “I make a motion that we deny the resolution.”

All votes of the City Council shall be determined by a simple majority of the members present and voting, unless expressly specified in this resolution. No motion, ordinance, resolution, or other action shall require a two-thirds or supermajority vote unless specifically required by state law. A simple majority vote shall be sufficient for all Council actions under these Rules. Certain limited actions under Texas law may require a greater number, such as the two-thirds vote required under Texas Local Government Code § 52.002 or as otherwise expressly provided by statute.

3.4 The Motion to Amend.

If a Council Member wants to change a basic motion, he or she would motion to amend the original or previously amended motion. A motion to amend might be: “I move that we amend the motion to include the changes we discussed to the ordinance.” A motion to amend seeks to retain the basic motion on the floor (a motion made and seconded), but to modify it in some way.

A motion to amend requires the agreement of the person making the original motion. If the basic motion has already been seconded, the motion to amend must be acknowledged and accepted by the member who seconded the basic motion.

3.5 Discussion and Debate.

The basic rule of motions is that they are subject to discussion and debate. Accordingly, the basic motion and the motion to amend are all eligible, each in their turn for full discussion by and before the Council. Discussion and debate can continue as long as the Council Members wish to discuss it, or until the Presiding Officer decides that it is time to move on and call for a vote on the motion.

3.6 Other Motions.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the Council to move on. The following motions are NOT debatable, and the Presiding Officer must immediately call for a vote on the motion, if seconded by another Council Member.

- *Motion to Table.* This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item shall be placed on the agenda at the following Council meeting.
- *Motion to Remove from Table.* This motion, if passed, allows the Council to remove an item previously placed on hold. A vote in favor of removing an item from the table must be made

before the Council can take action on an item that was tabled.

- **Motion to Adjourn.** This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote to several hours. It requires a simple majority vote.
- **Motion to Fix the Time to Adjourn.** This motion, if passed, requires the Council to adjourn the meeting at the specific time set in the motion. For example, “I move we adjourn this meeting at Midnight.” It requires a simple majority vote.

3.7 Motions Requiring a Two-Thirds or Supermajority Vote to Pass.

Normally a super majority vote consists of four votes (three to pass as a simple majority, plus one more). For the purposes of these rules and as defined in the Charter, a three-fourths vote shall also be considered a supermajority vote and shall require a like number of votes as a two-thirds vote. In exceptional circumstances where the number of Council Members is diminished to less than four due to vacancy, the following shall constitute a two-thirds or super majority vote:

NUMBER OF COUNCIL MEMBERS	NUMBER OF VOTES FOR SUPER MAJORITY
5	4 or more
4	4
3	3
2	2
1	1

3.8 Various Inclusive Motions

- **Motion to Limit Debate.** This motion is sometimes referred to as, “moving the question” or, “calling the question.” When a member of the Council makes such a motion, the member is saying, “I have had enough discussion, let’s vote on the issue.” When such a motion is made, the Presiding Officer should ask for a second, stop the discussion and vote on the motion to limit debate. The motion requires a simple majority vote to pass. Meaning, the number of Council Members voting for the motion must equal four or more.
- **Motion to Object to the Consideration of an Item.** This motion, if passed, precludes the Council from even considering the item on the agenda. It does not preclude the item from appearing on a future agenda. The motion requires a simple majority (Normally, this motion is unnecessary, because the objectionable item can be defeated outright or tabled.)
- **Motion to Suspend the Rules.** This motion is debatable, but requires a simple majority to pass. This motion allows the Council to suspend its own rules for a particular purpose. For example, the Council may desire to give a particular speaker more time than normally allowed. A “motion to suspend the rules and give the speaker ten additional minutes,” accomplishes this desire.
- **Motion to Hire/Fire the City Administrator, City Secretary or Chief of Police.** The City Administrator, City Secretary and the Chief of Police, shall be appointed and removed by a simple majority vote.

3.9 Motion to Reconsider

The purpose of a motion to reconsider is to allow the City Council to revisit a matter previously decided, in order to correct an error, address new information, or ensure the Council's decision reflects its current intent.

A. Who May Make the Motion

Any Council Member, whether voting with the prevailing or losing side, may move to reconsider a vote taken on any motion, ordinance, or resolution—provided the motion is made within the time limits established in this section.

B. Time Limits

1. A motion to reconsider may be made:
 - a) At the same meeting at which the original action was taken, or
 - b) At the next regularly scheduled City Council meeting, provided the item is properly posted on the agenda in compliance with the Texas Open Meetings Act (Texas Government Code Chapter 551).
2. After that time, any change to a prior action shall be made only through a motion to rescind or amend the prior action.

C. How the Motion Is Made and Considered

1. The motion to reconsider must be made during the Council's open session and must identify the specific action to be reconsidered.
2. The motion requires a second.
3. Debate on a motion to reconsider shall be limited to the reasons for and against reconsideration, not the merits of the original action.
4. If the motion to reconsider is approved by a majority vote of the Council, the original matter shall immediately be before the Council as though it had not been previously decided, and may then be debated, amended, or voted upon again.

D. Limitations

1. A motion to reconsider shall not be in order if the original action has been fully executed, rights have vested, or contracts or obligations have been signed based on that action.
2. A motion to reconsider shall not be used to delay or obstruct proceedings once an action has been effectively carried out.
3. No item may be reconsidered more than once unless new material facts are presented.

E. Relation to Other Rules

In all cases not covered by these procedures, the Council may consult Robert's Rules of Order Newly Revised for guidance; however, the Council's locally adopted procedures shall control if there is any conflict.

F. Record of Reconsideration

All motions to reconsider, whether adopted or rejected, shall be recorded in the minutes, including the name of the member making the motion, the date, and the outcome.

3.1 *Courtesy, Decorum and Order.*

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for efficient discussions before City business. It is the responsibility of the Presiding Officer (and the members of the Council) to maintain that atmosphere of courtesy and decorum. The Presiding Officer should always ensure that debate and discussion focus on the item and the policy in question, not on the personalities of the participants of the discussion. Debate on policy is healthy; debate on personalities is not. In order to assist in the creation and maintenance of that atmosphere the following rules shall govern all meetings: to speak, an audience member shall fill out the "Request to Speak Form" with the City Secretary. The Presiding Officer has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, irrelevant, impertinent, redundant, or slanderous.

1. *Request to Speak.* Before the public Council meeting starts, an audience member shall write in the "Request to Speak Form" managed by the City Secretary stating their name, address and the agenda item(s) they would like to speak on before the Council. Time for each speaker is limited to three (3) minutes maximum.

Before a Council Member, staff member or an audience member may speak, they must first be recognized by the Presiding Officer. Upon recognition, the person requesting to speak shall hold the floor and shall make their point clearly and succinctly. Public comments must be kept relevant to the subject before the Council. The Presiding Officer shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, overly redundant or slanderous remarks may be barred by the Presiding Officer from further comment before the Council during the Council meeting.

2. *Order.* If a person fails to request to speak before speaking, the Presiding Officer shall rule them 'out of order' and remind them that they do not have the floor. While the Council is in session, all Council Members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the meeting, nor disturb any other person while speaking or refuse to obey the orders of the Presiding Officer.
3. *Improper References Prohibited.* Every person desiring to speak shall address the entire Council and shall not single out a Council Member, the audience or a staff member. Speakers shall confine themselves to the question under debate, avoiding all personal attacks and indecorous language.
4. *Interruptions.* A Council Member, once recognized, shall not be interrupted when speaking unless it is to call him or her to order, or other such interruption expressed below. If the Council Member, while speaking, is called to order, he or she shall cease speaking until the question of order is determined, and if the Council Member is found to be in order, he or she shall be permitted to proceed speaking. Allowable interruptions or, points of order are as follows:
 - a. *Point of Privilege.* The proper interruption would be: "Point of Privilege." The Presiding Officer would then ask the interrupter to, "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of

the meeting. For example, the room might be too hot or cold, or a fan motor might interfere with a Council Members ability to hear.

- b. Point of Order. The proper interruption would be: "Point of Order." The Presiding Officer would then ask the interrupter to, "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Presiding Officer called for a vote on a motion that permits debate without allowing any discussion.
- c. Motion to Appeal. If the Presiding Officer makes a ruling that a Council Member disagrees with, that Council Member may appeal the ruling of the Presiding Officer by stating, "motion to appeal." If the motion is seconded by another Council Member and after debate it passes by a simple majority vote, the ruling of the Presiding Officer is reversed.
- d. Call for orders of the day. This is simply another way of saying, "let's return to the agenda." If a Council Member believes the discussion has strayed from the agenda. The motion does not require a vote. If the Presiding Officer discovers that the discussion has strayed from the agenda, he or she simply returns to the business of the day.
- e. Withdraw a Motion. During the debate and discussion of a motion before the Council, the original maker of the motion, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Council Members are free to make the same motion again or another motion.

3.2 Enforcement of Rules and Procedures.

The following provisions may be used to enforce the good order and decorum of the meeting. The action may be taken by the Presiding Officer under his or her own action, or upon a motion to enforce by any Council Member.

- 1. Warning. The Presiding Officer may order any person (Council Member, staff member or audience member) in violation of these rules to be silent.
- 2. Removal. If, after receiving a warning from the Presiding Officer, the person continues to disturb the meeting or breach the peace and good order of the meeting, the Presiding Officer may order the person to leave the meeting. If the person does not leave the room, the Presiding Officer may order the Officer-at-Arms to remove the person.
- 3. Officer-at-Arms. The Officer-at-Arms shall be the highest-ranking police officer in attendance at the Council meeting, or such other officer designated by the Chief of Police for that purpose. Upon instruction of the Presiding Officer, it shall be the duty of the Officer-at-Arms to remove from the meeting any person who intentionally disturbs the proceedings of the Council. A violation of these rules may be deemed an attempt to disrupt, obstruct, and/or interfere with a lawful meeting and subject the violator to prosecution under state law for disrupting a lawful meeting. (Section 42.05, Texas Penal Code)
- 4. Resisting Removal. Any person who resists removal by the Officer-at-Arms may be charged with violating Section 42.05 of the Texas Penal Code.
- 5. Motion to Enforce. Any Council Member may move to require the Presiding Officer to enforce

these rules and the affirmative vote of a simple majority of the Council shall require the Presiding Officer to do so. A motion to enforce is an allowable interruption and is not debatable.

3.3 Council May Discipline its Own Members.

In the event a Council Member violates these Rules or any other City Ordinance, or acts in a manner that causes embarrassment or disgrace to the City, the Council may discipline the offending Council Member.

Such action may only take place after Council votes to adjourn to a closed executive session to discuss the offense. The offending Council Member shall be present at the executive session to answer any questions asked by the other Council Members assembled or make other statements as he or she may desire to make in his or her defense. If the offending Council Member refuses to attend the executive session, the remaining Council Members may proceed in his or her absence.

The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Texas Open Meetings Act:

1. No Action. The Council chooses to take no action.
2. Private Censure. The Council may choose to privately censure the offending Council Member, leaving their comments to the offending Council Member left in the privacy of the executive session.
3. Public Censure. The Council may choose to publicly censure the offending Council Member after opening the public meeting through a motion to censure, seconded and passed by a simple majority vote of the Council Members. The results of the censure vote shall be entered into the public record.

ARTICLE 4. AGENDA ORDER

The Mayor and the City Secretary, or an appropriate designee, shall prepare an agenda and cause the same to be publicly posted a minimum of 72 business hours prior to the meeting date on the City website and at City Hall, as required by law. The Mayor may place items on the agenda, but shall not have unilateral authority to remove or reorder agenda items. Agendas and Council packets shall be delivered to the Council, in digital format to each Council Member, on or before 6:00 PM of the day of the posting, or within such other times as established by the Council from time to time. In the event of an emergency meeting of the Council, this provision shall be suspended when not inconsistent with the provisions of federal or state law. The agenda, as posted by the City Secretary, may be adopted or reordered by majority vote of the Council at the beginning of the meeting.

In order to facilitate the agenda process, the Mayor, the City Administrator or the City Secretary may place an item on the agenda. Staff assistance, if required, should be requested through the City Administrator or Secretary.

Other sources of agenda preparation include:

- Items approved by majority vote of the Council during the "Future Agenda Items" portion of a prior meeting; or
- Written requests submitted by any one Council Member prior to the posting deadline; and
- Items required by state law or previously scheduled by City Council

Agenda items must be provided to the City Secretary's office at City Hall by close of business on the first (1st) day of the month of the scheduled regular Council meeting. If the agenda topic does not allow for staff to adequately prepare information for Council's consideration, the item may be postponed until the next regular Council meeting or special called Council meeting. The City Secretary is responsible for ensuring compliance with all posting requirements of the Texas Open Meetings Act (Texas Government Code, Chapter 551).

4.1 Call to Order, Announcement of a Quorum, and Approval of Agenda.

The Mayor, or Presiding Officer, shall call the Council meeting to order. The Council Members will state their presence for the record. The Presiding Officer shall announce that a quorum of the Council is established or not and shall state for the record the names of all Council members that are absent.

Should a quorum of the Council not be established, the Presiding Officer shall adjourn and reschedule the Council meeting.

The Presiding Officer or a Council Member, by motion, may request agenda items to be considered in a different sequence than presented on the published agenda for the Council meeting. The Presiding Officer, or a Council member, may request for change in the agenda order followed with a motion by a Council Member, followed by a second, discussion and a simple majority vote will be required.

4.2 Pledges of Allegiance to the United States.

The Council will lead with the Pledge of Allegiance to the United States. The Council invites individuals and organizations, young and old, to request and lead the Pledge.

4.3 Appointments, Presentations, Proclamations and Recognitions.

The Presiding Officer, or their appointees, shall make any appointment to a City committee, or deliver any presentation, proclamation or recognition as may be required from time to time. Third party entities and organizations may request and be granted permission to make presentations in this section on the agenda.

4.4 Public Hearings.

This section is only used when a statutorily required public hearing is part of the order of business. The Presiding Officer shall first open the public hearing, announce the time and conduct the public hearing to receive comments in alternating sequence of proponents, then opponents, if possible. The Presiding Officer shall first request staff comments. While the public hearing is open, Council may ask questions of the speakers but may not deliberate or argue with the public on the matter at hand.

The Council shall open relevant public hearings to receive citizen comment regarding the items as published in the meeting agenda. The public comment period begins on the first date notice is published and extends to the close of the public hearing. Public comments may be submitted either in person, in writing to the Office of the City Secretary, 701 N. Tool Dr., Tool, TX 75143, or electronically via email at contact@tooltexas.org. Any contact information provided by a person wanting to provide testimony, including your name, phone number, email address and physical address will become part of the city's public record.

Those speaking at a public hearing are required to follow the rules established herein for citizen comments. Upon conclusion of citizen comments, the Presiding Officer shall close the public hearing and announce the time. Council may deliberate or take action on the public hearing item(s) after the

closing of the public hearing.

4.5 Consent Agenda Items.

There is hereby established, as a part of every agenda for regular and/or special called meetings of the Council, a portion of said agenda that shall be labeled "Consent Agenda." Said consent agenda may consist of any and all business regularly coming before the Council including approval of the minutes of previous meetings.

Approval of Consent Agenda items authorize each to be implemented in accordance with staff recommendations provided. An item may be removed from the consent agenda and added to the Statutory Agenda for full discussion upon request by a member of the Council present at this meeting.

Consent agenda items shall include but not limited to the following:

- Approval of the Minutes;
- Monthly Activity Reports by City Department(s);
- Special City Reports.

The Council shall take action to discuss, amend and approve the minutes of any Council meetings, monthly activity reports, and special reports presented for their review since the last regular Council meeting.

4.6 Statutory Agenda Items.

Items for individual consideration shall be considered by the Council individually and approved by a simple majority vote.

The purpose of this section is to have full discussion upon request by the Council. Ideas, thoughts and decisions are formulated by Council and staff of City plans, operations, policies, and/or future projects. Agenda items may include but not limited to the following:

- Zoning variances
- Request for Proposals (RFP)
- 3rd party service agreements
- City Ordinances
- City Resolutions

4.7 Citizen Comments on Non-Agenda Items.

All persons desiring to speak to the Council on a non-agenda item must sign the 'Request to Speak Form' managed by the City Secretary at least five (5) minutes before meeting starts providing their name, address and non-agenda item they would like to comment on. Time for each speaker is limited to three (3) minutes maximum.

4.8 Staff Comments.

This section is used for staff comments or concerns to the Council.

4.9 Council Comments

This section is used for Council comments or concerns to the public and staff.

4.10 Future Agenda Items.

The Council may request items to be placed on a future agenda at this time. No discussion or deliberation of the items may take place at this time, other than a determination of Council consensus to direct staff to place the item on a future agenda.

4.11 Media Inquiries.

The recognized local media sources may direct questions to members of the Council through the City Secretary. The recognized local media sources will generally be provided an opportunity to ask questions of the Council toward the end of regular session agendas. As a general rule, each media source will be provided two questions and one follow-up question, limited to five (5) minutes per media source.

4.12 Executive Session Items.

This section is only used when it is necessary for the Council to convene in executive session. Executive enumerated in Chapter 551, Open Meetings Act of the Texas Government Code. Disclosure of topics to be discussed shall be made to the public in accordance with the requirements of the Open Meetings Act. If the subject of the executive session warrants, the executive session may be called at any time during the regular session.

4.13 Action on Executive Session Items.

This section is only used if Council conducts an executive session. Action on executive session items must be taken during public/open session of the Council. Action may include the taking of no action at all.

4.14 Adjournment.

The Presiding Officer shall adjourn the Council meeting after motion to adjourn by a Council Member, seconded and approved by majority vote.

ARTICLE 5. WORK SESSION POLICIES AND PROCEDURES

5.1 Purpose.

Council may call and hold public work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Council. The following rules shall prevail for the call and conduct of work session meetings.

5.2 Agenda.

The Council shall only consider a limited number of matters during a work session. Sufficient time for consideration of such matters shall be provided.

5.3 Documents and Exhibits to be Presented.

When possible, staff shall make available to the Council all documents, exhibits, maps, plats, architectural drawings, specifications or other similar documents at least 48 hours before the beginning of the work session.

5.4 Technical Questions.

All questions of a technical nature, which require a detailed explanation for understanding, may be considered during a work session. Council may, through the City Administrator, request the

attendance of such staff members or outside experts as may be required to answer such questions.

5.5 Audience Comments or Questions.

Formal actions by Council, such as approving or going out for a Request for Qualifications (RFQ), may be taken during a work session, if a Council quorum is assembled. Council may provide staff direction on the matter being considered and request that the item be placed on a regular or special called Council meeting agenda for formal action.

ARTICLE 6. RULES GOVERNING CITIZEN COMMENTS

6.1 Purpose.

It is the desire of the Council to hear from the citizens of Tool and to stimulate discussion and offer a forum for a cordial and meaningful public debate on matters that are properly a concern of the Council. The following rules shall control and govern audience comments.

6.2 Rules for Audience Comments.

Immediately preceding the opening of a called public meeting or hearing the Presiding Officer may direct the City Secretary to read the rules governing citizen comments.

6.3 Rules Governing Citizen Comments.

1. Each speaker is required to use the microphone for speaking limited to one presentation per meeting and a maximum timed limit of three (3) minutes on any item except for a public hearing item which may be extended if a motion to suspend the rules is made and passed.
2. No individual may address the Council without signing up to speak in the "Request to Speak Ledger" managed by the City Secretary at least five (5) minutes prior to the beginning of the meeting. The card must clearly state the subject or issue on which the citizen wishes to speak. If the subject matter does not pertain to City business the Presiding Officer shall advise the individual and/or make recommendations as to how they may get the issue addressed.
3. Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
4. Citizens speaking on non-agenda items shall only speak on matters pertaining to City business or issues which the Council would have the authority to act upon if brought forth as an agenda item.
5. Council may not act upon or discuss any issue brought forth as a non-agenda item; except to:
 - a. Make a statement of specific factual information given in response to the inquiry, or
 - b. A recitation of existing policy in response to the inquiry.

Any deliberation of or decision about the subject of the inquiry by Council shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

6. Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, or personal attacks are strictly prohibited and violators may be removed from the council chambers.
7. No "offensive or political" placards, banners or signs may be displayed in the council chambers or City hall. Exhibits relating to a presentation are acceptable.
8. Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are

acceptable only on items specifically listed on the agenda.

9. Unauthorized remarks from the audience, stomping of feet, applauding, whistles, yells, or any type of disruptive behavior is prohibited. Applause of appreciation may be acceptable when recognizing a significant event or achievement.
10. Council meetings are the workplace to carry out the business of the City of Tool; therefore, any conduct that could constitute harassment in the workplace is prohibited.
11. In all cases, the Presiding Officer shall preside over the Council meeting and ensure that proper conduct and decorum is adhered to.

6.4 Preservation of Order.

The Presiding Officer shall preserve order and decorum and, if necessary, shall cause to be silenced or removed from the council chambers any person speaking out of order or disrupting the order of the meeting.

ARTICLE 7. BOARDS AND COMMISSIONS

7.1 General.

The City of Tool does not manage a Municipal Utility Board (M.U.D.) or Emergency Service District (ESD). The West Cedar Creek M.U.D. and Henderson County ESD #4 both operate within and outside the City limits and Extraterritorial Jurisdictional (ETJ) boundaries of the City.

Ad hoc City boards, commissions and committees may be temporarily appointed and terminate upon completion of a specific task or special purpose for which it was created, or when abolished by a majority vote of the Council. No ad hoc City board, commission or committee shall have powers other than advisory to the Council.

7.2 Meeting Times and Agenda Order.

City Boards, commissions, and committees shall set their own meeting times. Each City board and commission shall set their own agenda, so long as it is in accordance with the Texas Open Meetings Act.

7.3 Boards with Regulatory Authority.

The following City boards, commissions, and committees may have regulatory authority as approved by Council, at the time they are created:

- Tool Zoning Board of Adjustment,
- Tool Tax Increment Reinvestment Zone Board,
- Tool Building and Standards Committee, and
- Tool Planning and Zoning Commission

7.4 Boards without Regulatory Authority.

The following City boards, commissions, and committees shall not have regulatory authority:

- Tool Animal Shelter Advisory Committee,
- Tool Historic Preservation Commission,
- Tool Parks and Recreation Advisory Board,

- Tool Transportation Advisory Board,
- Tool Economic Development Board,
- Tool Public Library Board, and
- Tool Youth Advisory Council

7.5 Appointments.

The Recommendation Committee consists of two (2) elected Council Members. The Recommendation Committee will review applications and or interview eligible applicants for open positions on City boards, commissions and committees. Between October 1 through March 31, two (2) Council Members and the Mayor will be appointed by the Council to the Recommendation Committee. Between April 1 through September 30, the three (3) other Council Members will be appointed by the Council to the Recommendation Committee.

Any Council Member of the Recommendation Committee may make appointments to City boards, commissions and committees by direct motion during the Appointments section of a Council meeting. The Council Member shall state the name(s) of the person(s) and the board, commission or committee to which they are being appointed to and, if necessary, the name(s) of the person(s) whom the appointed person(s) is replacing. The motion for appointment(s) shall require a second, and a majority vote of the Council.

7.6 Board Members' Service.

Members appointed to City boards, commissions and committees that do not have regulatory authority serve at the will of the Council and may be removed, replaced, or not reappointed at the discretion of the Council, by majority vote, with or without cause. When conducting the business of the City, appointed members of all boards, commissions or committees shall follow the Rules set forth for the Council.

7.7 Open Government Training.

Upon initial appointment, within 90 days of taking the oath of office or assuming duties, all City board, commission, and or committee members shall be required to watch the Texas Public Information Act and the Texas Open Meetings Act training videos as provided by the Office of the Attorney General. This training is required to be completed during each calendar year for all city officials. A Certification of Completion shall be submitted to City Secretary in a timely manner.

7.8 Council Liaisons.

One (1) Council Member will be appointed as the council liaison to each of the City's boards, commissions and committees. Council liaisons will be appointed by Council with consideration given to applicable expertise. Council liaisons should attend, but are not required to attend, the meetings of the boards, commissions or committees to which they have been appointed as liaison. Board, commission and committee members may contact their Council liaison concerning items of concern or interest with regard to their appointed board, commission or committee. A Council Member can be the council liaison or a member of one (1) or more boards, commissions or committees.



City of Tool City Council

City Council Agenda Request

Meeting Date Requested: January 15th, 2026

Requested By: Julius Kizzee, City Administrator

Department: Administration

Agenda
Item No.
16

Is this a Budgeted Item? ☐ Yes ☒ No

☐ Contract/Agreement ☐ General Discussion ☐ Ordinance ☐ Report ☒ Resolution

Attachments: Local Government Code Chapter 372; Resolution 2026-01 Tool PID Policy; Tool PID Application

Summary of Agenda Item to be considered:

Staff is presenting a PID Policy for the City of Tool, moving forward with initiatives for economic development and infrastructure improvement tools, per Council's direction over the past few months.

Per Chapter 372.003 of the Local Government Code, a Public Improvement District may be used for the following provisions, in part:

“(b) A public improvement project may include:

- (1) landscaping;
 - (2) erection of fountains, distinctive lighting, and signs;
 - (3) acquiring, constructing, improving, widening, narrowing, closing, or rerouting of sidewalks or of streets, any other roadways, or their rights-of-way;
 - (4) construction or improvement of pedestrian malls;
 - (5) acquisition and installation of pieces of art;
 - (6) acquisition, construction, or improvement of libraries;
 - (7) acquisition, construction, or improvement of off-street parking facilities;
 - (8) acquisition, construction, improvement, or rerouting of mass transportation facilities;
 - (9) acquisition, construction, or improvement of water, geothermal water conveyance, wastewater, or drainage facilities or improvements;
 - (10) the establishment or improvement of parks;
 - (11) projects similar to those listed in Subdivisions (1)-(10);
 - (12) acquisition, by purchase or otherwise, of real property in connection with an authorized improvement;
 - (13) special supplemental services for improvement and promotion of the district, including services relating to advertising, promotion, health and sanitation, water and wastewater, public safety, security, business recruitment, development, recreation, and cultural enhancement;
 - (14) payment of expenses incurred in the establishment, administration, and operation of the district; and
 - (15) the development, rehabilitation, or expansion of affordable housing.
- (b-1) Payment of expenses under Subsection (b)(14) may also include expenses related to the operation and maintenance of mass transportation facilities.
- (b-2) Payment of expenses under Subsection (b)(9) may also include expenses related to the operation and maintenance of a geothermal water conveyance facility or improvement.

(c) A public improvement project may be limited to the provision of the services described by Subsection (b)(13).

(d) A county may establish a public improvement district unless within 30 days of a county's action to approve such a district, a home rule municipality objects to its establishment within the municipality's corporate limits or extraterritorial jurisdiction.”

Staff believes there are several future or current priorities that a PID could be useful for, so this is a necessary first step to helping reach other goals in the city of Tool.

Agenda Item, as listed on the agenda:

Consider, Discuss and Take Action to Adopt Resolution 2026-01R, Tool Public Improvement District Policy

Recommended Motion to Consider:

“I make a motion to adopt Resolution 2026-01R, Tool Public Improvement District Policy”

The deadline for agenda requests is by the end of the day on the first day of the month, prior to the scheduled Council Meeting. If you have any additional information you would like for Council to view, please attach it to this form. Please send this form to Kimberley Price, City Secretary when finished.

Approved for the City Council meeting agenda

Julius Kizzee, City Administrator

Date

LOCAL GOVERNMENT CODE

TITLE 12. PLANNING AND DEVELOPMENT

SUBTITLE A. MUNICIPAL PLANNING AND DEVELOPMENT

CHAPTER 372. IMPROVEMENT DISTRICTS IN MUNICIPALITIES AND COUNTIES

SUBCHAPTER A. PUBLIC IMPROVEMENT DISTRICTS

Sec. 372.001. SHORT TITLE. This subchapter may be cited as the Public Improvement District Assessment Act.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 372.0015. DEFINITIONS. In this subchapter:

(1) "Extraterritorial jurisdiction" means extraterritorial jurisdiction as determined under Chapter 42.

(2) "Hotel" has the meaning assigned by Section 156.001, Tax Code. The term includes a property that begins operating as a hotel after the establishment of a public improvement district that includes the property.

Added by Acts 1989, 71st Leg., ch. 1, Sec. 76(b), eff. Aug. 28, 1989.

Amended by:

Acts 2025, 89th Leg., R.S., Ch. 206 (S.B. 1921), Sec. 1, eff. May 28, 2025.

Sec. 372.002. EXERCISE OF POWERS. Powers granted under this subchapter may be exercised by a municipality or county in which the governing body of the municipality or county initiates or receives a petition requesting the establishment of a public improvement district. A petition must comply with the requirements of Section 372.005.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 2, eff. June 16, 2001.

Sec. 372.003. AUTHORIZED IMPROVEMENTS. (a) If the governing body of a municipality or county finds that it promotes the interests of the municipality or county, the governing body may undertake an improvement project that confers a special benefit on

a definable part of the municipality or county or the municipality's extraterritorial jurisdiction. A project may be undertaken in the municipality or county or the municipality's extraterritorial jurisdiction.

(b) A public improvement project may include:

- (1) landscaping;
- (2) erection of fountains, distinctive lighting, and signs;
- (3) acquiring, constructing, improving, widening, narrowing, closing, or rerouting of sidewalks or of streets, any other roadways, or their rights-of-way;
- (4) construction or improvement of pedestrian malls;
- (5) acquisition and installation of pieces of art;
- (6) acquisition, construction, or improvement of libraries;
- (7) acquisition, construction, or improvement of off-street parking facilities;
- (8) acquisition, construction, improvement, or rerouting of mass transportation facilities;
- (9) acquisition, construction, or improvement of water, geothermal water conveyance, wastewater, or drainage facilities or improvements;
- (10) the establishment or improvement of parks;
- (11) projects similar to those listed in Subdivisions (1)-(10);
- (12) acquisition, by purchase or otherwise, of real property in connection with an authorized improvement;
- (13) special supplemental services for improvement and promotion of the district, including services relating to advertising, promotion, health and sanitation, water and wastewater, public safety, security, business recruitment, development, recreation, and cultural enhancement;
- (14) payment of expenses incurred in the establishment, administration, and operation of the district; and
- (15) the development, rehabilitation, or expansion of affordable housing.

(b-1) Payment of expenses under Subsection (b)(14) may also

include expenses related to the operation and maintenance of mass transportation facilities.

(b-2) Payment of expenses under Subsection (b)(9) may also include expenses related to the operation and maintenance of a geothermal water conveyance facility or improvement.

(c) A public improvement project may be limited to the provision of the services described by Subsection (b)(13).

(d) A county may establish a public improvement district unless within 30 days of a county's action to approve such a district, a home rule municipality objects to its establishment within the municipality's corporate limits or extraterritorial jurisdiction.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 76(c), eff. Aug. 28, 1989; Acts 2001, 77th Leg., ch. 1341, Sec. 3, eff. June 16, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 340 (H.B. [1029](#)), Sec. 1, eff. June 19, 2009.

Acts 2011, 82nd Leg., R.S., Ch. 970 (H.B. [1400](#)), Sec. 1, eff. September 1, 2011.

Acts 2025, 89th Leg., R.S., Ch. 455 (H.B. [4370](#)), Sec. 1, eff. September 1, 2025.

Sec. 372.0035. COMMON CHARACTERISTIC OR USE FOR PROJECTS IN MUNICIPALITIES. (a) Repealed by Acts 2025, 89th Leg., R.S., Ch. 206 (S.B. [1921](#)), Sec. 4, eff. May 28, 2025.

(a-1) This section applies only to a public improvement district established by a municipality under this subchapter and solely composed of territory in which the only businesses are one or more hotels.

(b) A municipality may undertake a project that confers a special benefit on areas that share a common characteristic or use. The areas may be noncontiguous.

(c) This section does not prohibit a municipality from or limit a municipality to establishing a district that includes a noncontiguous area authorized by this subchapter.

(d) A municipality that undertakes a project under this

section may:

(1) adopt procedures for the collection of assessments under this chapter that are consistent with the municipality's procedures for the collection of a hotel occupancy tax under Chapter 351, Tax Code; and

(2) pursue remedies for the failure to pay an assessment under this chapter that are available to the municipality for failure to pay a hotel occupancy tax under Chapter 351, Tax Code.

(e) Notwithstanding Section 372.003, a district created after September 1, 2019, may undertake a project under this section only for advertising, promotion, or business recruitment directly related to hotels.

(e-1) Repealed by Acts 2025, 89th Leg., R.S., Ch. 206 (S.B. 1921), Sec. 4, eff. May 28, 2025.

Added by Acts 2011, 82nd Leg., R.S., Ch. 970 (H.B. 1400), Sec. 2, eff. September 1, 2011.

Amended by:

Acts 2013, 83rd Leg., R.S., Ch. 1330 (S.B. 660), Sec. 1, eff. June 14, 2013.

Acts 2015, 84th Leg., R.S., Ch. 447 (S.B. 837), Sec. 1, eff. September 1, 2015.

Acts 2019, 86th Leg., R.S., Ch. 59 (S.B. 385), Sec. 1, eff. September 1, 2019.

Acts 2019, 86th Leg., R.S., Ch. 60 (S.B. 642), Sec. 1, eff. May 20, 2019.

Acts 2019, 86th Leg., R.S., Ch. 244 (H.B. 1417), Sec. 1, eff. May 28, 2019.

Acts 2019, 86th Leg., R.S., Ch. 994 (H.B. 1135), Sec. 1, eff. June 14, 2019.

Acts 2019, 86th Leg., R.S., Ch. 995 (H.B. 1136), Sec. 1, eff. June 14, 2019.

Acts 2019, 86th Leg., R.S., Ch. 995 (H.B. 1136), Sec. 2, eff. June 14, 2019.

Acts 2019, 86th Leg., R.S., Ch. 997 (H.B. 1474), Sec. 1, eff. September 1, 2019.

Acts 2019, 86th Leg., R.S., Ch. 1271 (S.B. 386), Sec. 1, eff.

September 1, 2019.

Acts 2023, 88th Leg., R.S., Ch. 644 (H.B. [4559](#)), Sec. 185(a), eff. September 1, 2023.

Acts 2023, 88th Leg., R.S., Ch. 644 (H.B. [4559](#)), Sec. 185(b), eff. September 1, 2023.

Acts 2023, 88th Leg., R.S., Ch. 644 (H.B. [4559](#)), Sec. 185(c), eff. September 1, 2023.

Acts 2025, 89th Leg., R.S., Ch. 206 (S.B. [1921](#)), Sec. 2, eff. May 28, 2025.

Acts 2025, 89th Leg., R.S., Ch. 206 (S.B. [1921](#)), Sec. 4, eff. May 28, 2025.

Sec. 372.004. COMBINED IMPROVEMENTS. An improvement project may consist of an improvement on more than one street or of more than one type of improvement. A project described by this section may be included in one proceeding and financed as one improvement project.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 76(d), eff. Aug. 28, 1989.

Sec. 372.005. PETITION. (a) A petition for the establishment of a public improvement district must state:

- (1) the general nature of the proposed improvement;
- (2) the estimated cost of the improvement;
- (3) the boundaries of the proposed assessment district;
- (4) the proposed method of assessment, which may specify included or excluded classes of assessable property;
- (5) the proposed apportionment of cost between the public improvement district and the municipality or county as a whole;
- (6) whether the management of the district is to be by the municipality or county, the private sector, or a partnership between the municipality or county and the private sector;
- (7) that the persons signing the petition request or concur with the establishment of the district; and
- (8) that an advisory body may be established to

develop and recommend an improvement plan to the governing body of the municipality or county.

(b) The petition is sufficient if signed by:

(1) owners of taxable real property representing more than 50 percent of the appraised value of taxable real property liable for assessment under the proposal, as determined by the current roll of the appraisal district in which the property is located; and

(2) record owners of real property liable for assessment under the proposal who:

(A) constitute more than 50 percent of all record owners of property that is liable for assessment under the proposal; or

(B) own taxable real property that constitutes more than 50 percent of the area of all taxable real property that is liable for assessment under the proposal.

(b-1) A person is a qualified petitioner under Subsection (b-2) if the person:

(1) is employed in a management position responsible for overseeing the operations of a hotel, including:

(A) the owner or general manager of a hotel;

(B) a regional manager who oversees the operations of a hotel; or

(C) an employee of a management company who oversees the operation of a hotel; and

(2) provides a written statement that the person is authorized to enter into a binding agreement concerning the operation of a hotel on behalf of the owner of a hotel.

(b-2) Notwithstanding Subsection (b), a petition for the establishment of a public improvement district described by Section [372.0035](#)(a-1) is sufficient only if the petition is:

(1) signed by qualified petitioners who represent more than 60 percent of the appraised value of hotel property liable for assessment under the proposal, as determined by the current roll of the appraisal district in which the property is located, and who:

(A) represent more than 60 percent of all hotels that are liable for assessment under the proposal; or

(B) represent more than 60 percent of the area of all real property that is liable for assessment under the proposal; and

(2) accompanied by the written statement described by Subsection (b-1)(2) for each qualified petitioner signing the petition.

(c) The petition may be filed with the municipal secretary or other officer performing the functions of the municipal secretary.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 76(e), eff. Aug. 28, 1989; Acts 2001, 77th Leg., ch. 1341, Sec. 4, eff. June 16, 2001.

Amended by:

Acts 2015, 84th Leg., R.S., Ch. 447 (S.B. [837](#)), Sec. 2, eff. September 1, 2015.

Acts 2019, 86th Leg., R.S., Ch. 995 (H.B. [1136](#)), Sec. 3, eff. June 14, 2019.

Acts 2023, 88th Leg., R.S., Ch. 644 (H.B. [4559](#)), Sec. 185(d), eff. September 1, 2023.

Acts 2025, 89th Leg., R.S., Ch. 206 (S.B. [1921](#)), Sec. 3, eff. May 28, 2025.

Sec. 372.0055. DEFERRED ASSESSMENT; ESTIMATE. If a proposed improvement under Section [372.005](#) includes a deferred assessment, before holding the hearing required by Section [372.009](#), the governing body of the municipality or county must estimate:

(1) the appraised value of taxable real property liable for assessment in the district; and

(2) the cost of the improvement.

Added by Acts 2011, 82nd Leg., R.S., Ch. 970 (H.B. [1400](#)), Sec. 3, eff. September 1, 2011.

Sec. 372.006. FINDINGS. If a petition that complies with this subchapter is filed, the governing body of the municipality or county may make findings by resolution as to the advisability of the proposed improvement, its estimated cost, the method of assessment, and the apportionment of cost between the proposed improvement

district and the municipality or county as a whole.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 5, eff. June 16, 2001.

Sec. 372.007. FEASIBILITY REPORT. (a) Before holding the hearing required by Section 372.009, the governing body of the municipality may use the services of municipal employees, the governing body of the county may use the services of county employees, or the governing body of the municipality or county may employ consultants to prepare a report to determine whether an improvement should be made as proposed by petition or otherwise or whether the improvement should be made in combination with other improvements authorized under this subchapter. The governing body may also require that a preliminary estimate of the cost of the improvement or combination of improvements be made.

(b) For the purpose of determining the feasibility and desirability of an improvement district, the governing body may take other preliminary steps before the hearing required by Section 372.009, before establishing a public improvement district, or before entering into a contract.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 6, eff. June 16, 2001.

Sec. 372.008. ADVISORY BODY. (a) After receiving a petition that complies with Section 372.005, the governing body of the municipality or county may appoint an advisory body with the responsibility of developing and recommending an improvement plan to the governing body.

(b) The composition of the advisory body must include:

(1) owners of taxable real property representing more than 50 percent of the appraised value of taxable real property liable for assessment under the proposal, as determined by the current roll of the appraisal district in which the property is located; and

(2) record owners of real property liable for assessment under the proposal who:

(A) constitute more than 50 percent of all record

owners of property that is liable for assessment under the proposal; or

(B) own taxable real property that constitutes more than 50 percent of the area of all taxable real property that is liable for assessment under the proposal.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 7, eff. June 16, 2001.

Sec. 372.0081. ADVISORY BODY MEETINGS BY TELECOMMUNICATION DEVICE. (a) Notwithstanding any other law, if a member of an advisory body appointed under Section 372.008 is physically present at a meeting of the advisory body, any number of the other members of the advisory body may attend the meeting by use of telephone conference call, video conference call, or other similar telecommunication device. A member of the advisory body who attends a meeting via a telecommunication device is considered present for purposes of constituting a quorum, voting, and any other form of participation in the meeting. This subsection applies regardless of the subject of the meeting or topics considered at the meeting.

(b) If an advisory body holds a meeting using a telecommunication device in the manner provided by Subsection (a), the advisory body must provide two-way audio communication between board members attending the meeting and, if the two-way audio communication link with a member is disrupted, stop the meeting until the link is reestablished.

Added by Acts 2025, 89th Leg., R.S., Ch. 326 (S.B. 2145), Sec. 1, eff. September 1, 2025.

Sec. 372.009. HEARING. (a) A public improvement district may be established and improvements provided by the district may be financed under this subchapter only after the governing body of the municipality or county holds a public hearing on the advisability of the improvement.

(b) The hearing may be adjourned from time to time until the governing body makes findings by resolution as to:

(1) the advisability of the improvement;

- (2) the nature of the improvement;
- (3) the estimated cost of the improvement;
- (4) the boundaries of the public improvement district;
- (5) the method of assessment; and
- (6) the apportionment of costs between the district and the municipality or county as a whole.

(c) Notice of the hearing must be given in a newspaper of general circulation in the municipality or county. If any part of the improvement district is to be located in the municipality's extraterritorial jurisdiction or if any part of the improvements is to be undertaken in the municipality's extraterritorial jurisdiction, the notice must also be given in a newspaper of general circulation in the part of the extraterritorial jurisdiction in which the district is to be located or in which the improvements are to be undertaken. The final publication of notice must be made before the 15th day before the date of the hearing. The notice must state:

- (1) the time and place of the hearing;
- (2) the general nature of the proposed improvement;
- (3) the estimated cost of the improvement;
- (4) the boundaries of the proposed assessment district;
- (5) the proposed method of assessment; and
- (6) the proposed apportionment of cost between the improvement district and the municipality or county as a whole.

(d) Written notice containing the information required by Subsection (c) must be mailed before the 15th day before the date of the hearing. The notice must be addressed to "Property Owner" and mailed to the current address of the owner, as reflected on tax rolls, of property subject to assessment under the proposed public improvement district.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 76(f), eff. Aug. 28, 1989; Acts 2001, 77th Leg., ch. 1341, Sec. 8, eff. June 16, 2001.

Sec. 372.010. IMPROVEMENT ORDER. (a) During the six-month period after the date of the final adjournment of the hearing under

Section 372.009, the governing body of the municipality or county may authorize an improvement district if, by majority vote of all members of the governing body, the members adopt a resolution authorizing the district in accordance with its finding as to the advisability of the improvement. Except for a resolution authorizing a district described by Section 372.0035, the resolution must provide that the authorization takes effect on the date the resolution is adopted.

(b) Not later than the seventh day after the date the governing body of a municipality or county adopts a resolution under Subsection (a), the municipality or county shall file a copy of the resolution with the county clerk of each county in which all or part of the improvement district is located.

(c) Actual construction of an improvement may not begin until after the 20th day after the date the authorization takes effect and may not begin if during that 20-day period written protests signed by at least two-thirds of the owners of record of property within the improvement district or by the owners of record of property comprising at least two-thirds of the total area of the district are filed with the municipal or county secretary or other officer performing the duties of the municipal or county secretary. A person whose name appears on a protest may withdraw the name from the protest at any time before the governing body of the municipality or county convenes to determine the sufficiency of the protest.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 76(g), eff. Aug. 28, 1989; Acts 2001, 77th Leg., ch. 1341, Sec. 9, eff. June 16, 2001.

Amended by:

Acts 2021, 87th Leg., R.S., Ch. 253 (H.B. 1543), Sec. 1, eff. September 1, 2021.

Sec. 372.011. DISSOLUTION. A public hearing may be called and held in the same manner as a hearing under Section 372.009 for the purpose of dissolving a district if a petition requesting dissolution is filed and the petition contains the signatures of at least enough property owners in the district to make a petition

sufficient under Section 372.005(b). If the district is dissolved, the district nonetheless shall remain in effect for the purpose of meeting obligations of indebtedness for improvements.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 372.012. AREA OF DISTRICT. The area of a public improvement district to be assessed according to the findings of the governing body of the municipality or county may be less than the area described in the proposed boundaries stated by the notice under Section 372.009. The area to be assessed may not include property not described by the notice as being within the proposed boundaries of the district unless a hearing is held to include the property and notice for the hearing is given in the same manner as notice under Section 372.009.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 10, eff. June 16, 2001.

Sec. 372.0121. INCLUSION OF PROPERTY IN COMMON CHARACTERISTIC PUBLIC IMPROVEMENT DISTRICT. (a) Notwithstanding Section 372.012 or any other requirement in this chapter, the governing body of a municipality may include property in a public improvement district described by Section 372.0035 after the establishment of the district if:

(1) the property is a hotel; and

(2) a sufficient number of the record owners of the real property currently included and proposed to be included in the district have consented to be included in the district by signing the original petition to establish the district or by signing a petition or written consent to include property in the district.

(b) Notwithstanding Subsection (a), no newly constructed hotel property may be added to the district unless the record owner of the property consents to its inclusion.

(c) For purposes of Subsection (a)(2), the number of consenting record owners is sufficient if the record owners own more than 60 percent of appraised value of taxable real property liable for assessment in the district, as determined by the current appraisal roll of the appraisal district in which the property is

located, and:

(1) constitute more than 60 percent of all record owners of taxable real property liable for assessment in the district; or

(2) own, in aggregate, more than 60 percent of the area of all taxable real property liable for assessment in the district. Added by Acts 2019, 86th Leg., R.S., Ch. 995 (H.B. [1136](#)), Sec. 4, eff. June 14, 2019.

Amended by:

Acts 2021, 87th Leg., R.S., Ch. 587 (S.B. [804](#)), Sec. 1, eff. June 14, 2021.

Sec. 372.013. SERVICE PLAN. (a) The advisory body shall prepare an ongoing service plan and present the plan to the governing body of the municipality or county for review and approval. The governing body may approve the plan only by ordinance or order. The governing body may assign responsibility for the plan to another entity in the absence of an advisory body.

(b) The service plan must:

(1) cover a period of at least five years;

(2) define the annual indebtedness and the projected costs for improvements; and

(3) include a copy of the notice form required by Section [5.014](#), Property Code.

(c) Not later than the seventh day after the date the governing body of a municipality or county approves a service plan, the municipality or county shall file a copy of the plan with the county clerk of each county in which all or part of the public improvement district is located.

(d) The governing body of the municipality or county shall review and update the service plan annually for the purpose of determining the annual budget for improvements. Except for the service plan for a district described by Section [372.0035](#), the governing body may amend or update the plan only by ordinance or order.

(e) Not later than the seventh day after the date the governing body of a municipality or county amends or updates the

service plan, including the notice form required by Section 5.014, Property Code, the municipality or county shall file a copy of the amended or updated plan with the county clerk of each county in which all or part of the public improvement district is located.

Text of subsection effective on January 01, 2026

(f) Not later than the seventh day after the date the governing body of a municipality or county approves, amends, or updates a service plan, the municipality or county shall post a copy of the service plan, including a copy of the notice form required by Section 5.014, Property Code, on the Internet website maintained or used by the municipality or county for the purposes of Section 26.18, Tax Code.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 11, eff. June 16, 2001.

Amended by:

Acts 2021, 87th Leg., R.S., Ch. 253 (H.B. 1543), Sec. 2, eff. September 1, 2021.

Acts 2025, 89th Leg., R.S., Ch. 53 (S.B. 1106), Sec. 1, eff. January 1, 2026.

Sec. 372.014. ASSESSMENT PLAN; PAYMENT BY EXEMPT JURISDICTIONS. (a) An assessment plan must be included in the annual service plan.

(b) The municipality or county is responsible for payment of assessments against exempt municipal or county property in the district. Payment of assessments by other exempt jurisdictions must be established by contract. An assessment paid by the municipality or county under this subsection is considered to have been paid by special assessment for the purposes of Subsection (a). Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 76(h), eff. Aug. 28, 1989; Acts 2001, 77th Leg., ch. 1341, Sec. 12, eff. June 16, 2001.

Sec. 372.015. DETERMINATION OF ASSESSMENT. (a) The governing body of the municipality or county shall apportion the cost of an improvement to be assessed against property in an improvement district. The apportionment shall be made on the basis

of special benefits accruing to the property because of the improvement.

(b) Cost of an improvement may be assessed:

(1) equally per front foot or square foot;

(2) according to the value of the property as determined by the governing body, with or without regard to improvements on the property; or

(3) in any other manner that results in imposing equal shares of the cost on property similarly benefitted.

(c) The governing body may establish by ordinance or order:

(1) reasonable classifications and formulas for the apportionment of the cost between the municipality or county and the area to be assessed; and

(2) the methods of assessing the special benefits for various classes of improvements.

(d) The amount of assessment for each property owner may be adjusted following the annual review of the service plan.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 13, eff. June 16, 2001.

Text of section effective until January 01, 2026

Sec. 372.016. ASSESSMENT ROLL. (a) After the total cost of an improvement is determined, the governing body of the municipality or county shall prepare a proposed assessment roll. The roll must state the assessment against each parcel of land in the district, as determined by the method of assessment chosen by the municipality or county under this subchapter.

(b) The governing body shall file the proposed assessment roll with the municipal secretary or other officer performing the functions of the municipal secretary or in a district formed by a county, the county tax assessor-collector. The proposed assessment roll is subject to public inspection. The governing body shall require the municipal secretary or other officer or county tax assessor-collector to publish notice of the governing body's intention to consider the proposed assessments at a public hearing. The notice must be published in a newspaper of general circulation in the municipality or county before the 10th day before the date of

the hearing. If any part of the improvement district is located in the municipality's extraterritorial jurisdiction or if any part of the improvements is to be undertaken in the municipality's extraterritorial jurisdiction, the notice must also be published, before the 10th day before the date of the hearing, in a newspaper of general circulation in the part of the extraterritorial jurisdiction in which the district is located or in which the improvements are to be undertaken. The notice must state:

- (1) the date, time, and place of the hearing;
- (2) the general nature of the improvement;
- (3) the cost of the improvement;
- (4) the boundaries of the assessment district; and
- (5) that written or oral objections will be considered at the hearing.

(c) When the assessment roll is filed under Subsection (b), the municipal secretary or other officer shall mail to the owners of property liable for assessment a notice of the hearing. The notice must contain the information required by Subsection (b) and the secretary or other officer shall mail the notice to the last known address of the property owner. The failure of a property owner to receive notice does not invalidate the proceeding.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 76(i), eff. Aug. 28, 1989; Acts 2001, 77th Leg., ch. 1341, Sec. 14, eff. June 16, 2001.

Amended by:

Acts 2025, 89th Leg., R.S., Ch. 53 (S.B. [1106](#)), Sec. 2, eff. January 1, 2026.

Text of section effective on January 01, 2026

Sec. 372.016. PROPOSED ASSESSMENT ROLL. (a) After the total cost of an improvement is determined, the governing body of the municipality or county shall prepare a proposed assessment roll. The roll must state the assessment against each parcel of land in the district, as determined by the method of assessment chosen by the municipality or county under this subchapter.

(b) The governing body shall file the proposed assessment roll with the municipal secretary or other officer performing the

functions of the municipal secretary or in a district formed by a county, the county tax assessor-collector. The proposed assessment roll is subject to public inspection. The governing body shall require the municipal secretary or other officer or county tax assessor-collector to publish notice of the governing body's intention to consider the proposed assessments at a public hearing. The notice must be published in a newspaper of general circulation in the municipality or county before the 10th day before the date of the hearing. If any part of the improvement district is located in the municipality's extraterritorial jurisdiction or if any part of the improvements is to be undertaken in the municipality's extraterritorial jurisdiction, the notice must also be published, before the 10th day before the date of the hearing, in a newspaper of general circulation in the part of the extraterritorial jurisdiction in which the district is located or in which the improvements are to be undertaken. The notice must state:

- (1) the date, time, and place of the hearing;
- (2) the general nature of the improvement;
- (3) the cost of the improvement;
- (4) the boundaries of the assessment district; and
- (5) that written or oral objections will be considered at the hearing.

(c) When the proposed assessment roll is filed under Subsection (b), the municipal secretary or other officer shall mail to the owners of property liable for assessment a notice of the hearing. The notice must contain the information required by Subsection (b) and the secretary or other officer shall mail the notice to the last known address of the property owner. The failure of a property owner to receive notice does not invalidate the proceeding.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 76(i), eff. Aug. 28, 1989; Acts 2001, 77th Leg., ch. 1341, Sec. 14, eff. June 16, 2001.

Amended by:

Acts 2025, 89th Leg., R.S., Ch. 53 (S.B. [1106](#)), Sec. 2, eff. January 1, 2026.

Acts 2025, 89th Leg., R.S., Ch. 53 (S.B. [1106](#)), Sec. 3, eff.

January 1, 2026.

Sec. 372.017. LEVY OF ASSESSMENT. (a) At or on the adjournment of the hearing referred to by Section 372.016 on proposed assessments, the governing body of the municipality or county must hear and pass on any objection to a proposed assessment. The governing body may amend a proposed assessment on any parcel.

(b) After all objections have been heard and the governing body has passed on the objections, the governing body by ordinance or order shall levy the assessment as a special assessment on the property. The governing body by ordinance or order shall specify the method of payment of the assessment. The governing body may defer an assessment until a date the governing body specifies in the ordinance or order. The governing body may provide that assessments be paid in periodic installments, at an interest rate and for a period approved by the governing body. The provision that assessments be paid in periodic installments may, but is not required to, result in level annual installment payments. The installments must be in amounts necessary to meet annual costs for improvements and must continue for:

(1) the period necessary to retire the indebtedness on the improvements; or

(2) the period approved by the governing body for the payment of the installments.

Text of subsection effective on January 01, 2026

(c) Not later than the seventh day after the date the governing body levies an assessment under Subsection (b), the governing body shall submit the assessment roll for each public improvement district established under this chapter to each appraisal district in which property subject to assessment under the public improvement district is located. The assessment roll must state:

(1) the total assessment levied against each parcel of land in the improvement district under Subsection (b);

(2) the amount of the annual assessment; and

(3) the amount of each periodic installment, if applicable.

Text of subsection effective on January 01, 2026

(d) The governing body shall submit an updated assessment roll for each public improvement district established under this chapter to each appraisal district in which property subject to assessment under the public improvement district is located not later than the seventh day after the date the governing body makes:

- (1) a supplemental assessment under Section [372.019](#);
- or
- (2) a reassessment or new assessment under Section [372.020](#).

Text of subsection effective on January 01, 2026

(e) An assessment roll submitted to an appraisal district under this section must be in an electronic format capable of being electronically incorporated into the property tax database maintained by each appraisal district under Section [26.17](#), Tax Code.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 15, eff. June 16, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 320 (H.B. [621](#)), Sec. 1, eff. June 19, 2009.

Acts 2011, 82nd Leg., R.S., Ch. 970 (H.B. [1400](#)), Sec. 4, eff. September 1, 2011.

Acts 2025, 89th Leg., R.S., Ch. 53 (S.B. [1106](#)), Sec. 4, eff. January 1, 2026.

Sec. 372.0175. CONTRACTS FOR COLLECTION OF ASSESSMENTS. The governing body of a municipality or county may contract with the governing body of another taxing unit, as defined by Section [1.04](#), Tax Code, or the board of directors of an appraisal district to perform the duties of the municipality or county relating to collection of special assessments levied under this subchapter.

Added by Acts 2011, 82nd Leg., R.S., Ch. 1211 (S.B. [422](#)), Sec. 1, eff. June 17, 2011.

Sec. 372.018. INTEREST ON ASSESSMENT; LIEN. (a) An assessment bears interest at the rate specified by the governing body of the municipality or county beginning at the time or times or on the occurrence of one or more events specified by the governing body. If general obligation bonds, revenue bonds, time warrants, or temporary notes are issued to finance the improvement for which the assessment is assessed, the interest rate for that assessment may not exceed a rate that is one-half of one percent higher than the actual interest rate paid on the debt. Interest on the assessment between the effective date of the ordinance or order levying the assessment and the date the first installment is payable shall be added to the first installment. The interest on any delinquent installment shall be added to each subsequent installment until all delinquent installments are paid.

(b) An assessment or reassessment, with interest, the expense of collection, and reasonable attorney's fees, if incurred, is:

(1) a first and prior lien against the property assessed;

(2) superior to all other liens and claims except liens or claims for state, county, school district, or municipality ad valorem taxes; and

(3) a personal liability of and charge against the owners of the property regardless of whether the owners are named.

(c) The lien is effective from the date of the ordinance or order levying the assessment until the assessment is paid.

(d) The lien runs with the land and that portion of an assessment payment that has not yet come due is not eliminated by foreclosure of an ad valorem tax lien.

(e) The assessment lien may be enforced by the governing body in the same manner that an ad valorem tax lien against real property may be enforced by the governing body. Foreclosure of accrued installments does not eliminate the outstanding principal balance of the assessment. Any purchaser of the property in foreclosure takes the property subject to the assessment lien and any associated obligations.

(f) Delinquent installments of the assessment shall incur

interest, penalties, and attorney's fees in the same manner as delinquent ad valorem taxes. The owner of assessed property may pay at any time all or any part of the assessment, with interest that has accrued on the assessment, on any lot or parcel.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 76(j), eff. Aug. 28, 1989; Acts 2001, 77th Leg., ch. 1341, Sec. 16, eff. June 16, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 320 (H.B. [621](#)), Sec. 2, eff. June 19, 2009.

Sec. 372.019. SUPPLEMENTAL ASSESSMENTS. After notice and a hearing, the governing body of the municipality or county may make supplemental assessments to correct omissions or mistakes in the assessment relating to the total cost of the improvement. Notice must be given and the hearing held under this section in the same manner as required by Sections [372.016](#) and [372.017](#).

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 17, eff. June 16, 2001.

Sec. 372.020. REASSESSMENT. The governing body of the municipality or county may make a reassessment or new assessment of a parcel of land if:

(1) a court of competent jurisdiction sets aside an assessment against the parcel;

(2) the governing body determines that the original assessment is excessive; or

(3) on the written advice of counsel, the governing body determines that the original assessment is invalid.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 18, eff. June 16, 2001.

Sec. 372.021. SPECIAL IMPROVEMENT DISTRICT FUND. (a) A municipality or county that intends to create a public improvement district may by ordinance or order establish a special improvement district fund in the municipal or county treasury.

(b) The municipality or county annually may levy a tax to

support the fund.

(c) The fund may be used to:

(1) pay the costs of planning, administration, and an improvement authorized by this subchapter;

(2) prepare preliminary plans, studies, and engineering reports to determine the feasibility of an improvement; and

(3) if ordered by the governing body of the municipality or county, pay the initial cost of the improvement until temporary notes, time warrants, or improvement bonds have been issued and sold.

(d) The fund is not required to be budgeted for expenditure during any year, but the amount of the fund must be stated in the municipality's or county's annual budget. The amount of the fund must be based on an annual service plan that describes the public improvements for the fiscal year.

(e) A grant-in-aid or contribution made to the municipality or county for the planning and preparation of plans for an improvement authorized under this subchapter may be credited to the special improvement district fund.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 19, eff. June 16, 2001.

Sec. 372.022. SEPARATE FUNDS. If bonds are issued, a separate public improvement district fund shall be created in the municipal or county treasury for each district. Proceeds from the sale of bonds, temporary notes, and time warrants, and other sums appropriated to the fund by the governing body of the municipality or county shall be credited to the fund. The fund may be used solely to pay costs incurred in making an improvement. When an improvement is completed, the balance of the part of the assessment that is for improvements shall be transferred to the fund established for the retirement of bonds.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 20, eff. June 16, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 320 (H.B. [621](#)), Sec. 3, eff.

June 19, 2009.

Sec. 372.023. PAYMENT OF COSTS. (a) Costs of improvements may be paid or reimbursed by any combination of the methods described by this section if the improvements are dedicated, conveyed, leased, or otherwise provided to or for the benefit of:

- (1) a municipality or county;
- (2) a political subdivision or other entity exercising the powers granted under this subchapter as authorized by other law;
- (3) an entity that:
 - (A) is approved by the governing body of an entity described by Subdivision (1) or (2); and
 - (B) is authorized by order, ordinance, resolution, or other official action to act for an entity described by Subdivision (1) or (2); or
- (4) an entity subject to the regulatory jurisdiction of the Public Utility Commission of Texas.

(a-1) The payment or reimbursement may be provided before or after a method of payment or reimbursement authorized by this section is entered into or issued.

(b) A cost payable by the municipality or county as a whole may be paid from general funds available for the purpose or other available general funds.

(c) A cost payable from a special assessment that has been paid in full shall be paid from that assessment.

(d) Costs payable from a special assessment that is payable in installments may be paid by any combination of the following methods:

- (1) under an installment sales contract or a reimbursement agreement between the municipality or county and the person who acquires, installs, or constructs the improvements;
- (2) as provided by a temporary note or time warrant issued by the municipality or county and payable to the person who acquires, installs, or constructs the improvements; or
- (3) by the issuance and sale of bonds under Section

[372.024](#).

(d-1) An installment sales contract, reimbursement agreement, temporary note, or time warrant described by Subsection (d) may be assigned by the payee without the consent of the municipality or county.

(e) The interest rate on unpaid amounts due under an installment sales contract, reimbursement agreement, temporary note, or time warrant described by Subsection (d):

(1) may not exceed, for a period of not more than five years, as determined by the governing body of the municipality or county, five percent above the highest average index rate for tax-exempt bonds reported in a daily or weekly bond index approved by the governing body and reported in the month before the date the obligation was incurred; and

(2) after the period described by Subdivision (1), may not exceed two percent above the bond index rate described by Subdivision (1).

(f) Repealed by Acts 2011, 82nd Leg., R.S., Ch. 384, Sec. 2, eff. June 17, 2011.

(g) The cost of more than one improvement may be paid:

(1) from a single issue and sale of bonds without other consolidation proceedings before the bond issue; or

(2) under a single installment sales contract, reimbursement agreement, temporary note, or time warrant.

(h) The costs of any improvement include interest payable on a temporary note or time warrant and all costs incurred in connection with the issuance of bonds under Section 372.024 and may be included in the assessments against the property in the improvement district as provided by this subchapter.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 76(k), eff. Aug. 28, 1989; Acts 2001, 77th Leg., ch. 1341, Sec. 21, eff. June 16, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 320 (H.B. 621), Sec. 4, eff. June 19, 2009.

Acts 2011, 82nd Leg., R.S., Ch. 384 (S.B. 412), Sec. 1, eff. June 17, 2011.

Acts 2011, 82nd Leg., R.S., Ch. 384 (S.B. 412), Sec. 2, eff.

June 17, 2011.

Acts 2025, 89th Leg., R.S., Ch. 455 (H.B. [4370](#)), Sec. 2, eff. September 1, 2025.

Sec. 372.024. GENERAL OBLIGATION AND REVENUE BONDS. General obligation bonds issued to pay costs under Section [372.023](#)(d) must be issued under the provisions of Subtitles A and C, Title 9, Government Code. Revenue bonds issued to pay costs under that subsection may be issued from time to time in one or more series and are to be payable from and secured by liens on all or part of the revenue derived from improvements authorized under this subchapter, including revenue derived from installment payments of special assessments.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1420, Sec. 8.330, eff. Sept. 1, 2001.

Sec. 372.025. TERMS AND CONDITIONS OF BONDS. (a) Revenue bonds may be issued to mature serially or in any other manner but must mature not later than 40 years after their date. A provision may be made for the subsequent issuance of additional parity bonds or subordinate lien bonds under terms and conditions specified in the ordinance or order authorizing the issuance of the bonds.

(b) The bonds shall be executed and the bonds and interest coupons appertaining to them are negotiable instruments within the meaning and for all purposes of the Uniform Commercial Code (Section [1.101](#) et seq., Business & Commerce Code). The ordinance or order authorizing the issuance of the bonds must specify:

(1) whether the bonds are issued registrable as to principal alone or as to both principal and interest;

(2) whether the bonds are redeemable before maturity;

(3) the form, denomination, and manner of issuance;

(4) the terms, conditions, and other details applying to the bonds including the price, terms, and interest rates on the bonds; and

(5) the manner of sale of the bonds.

(c) The ordinance or order authorizing the issuance of the bonds may specify that the proceeds from the sale of the bonds:

(1) be used to pay interest on the bonds during and after the period of acquisition or construction of an improvement financed through the sale of the bonds;

(2) be used for creating a reserve fund for payment of the principal of and interest on the bonds and for creating other funds; and

(3) may be placed in time deposit or invested, until needed.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 22, eff. June 16, 2001.

Sec. 372.026. PLEDGES. (a) In this section, "obligation" means bonds, temporary notes, time warrants, or an obligation under an installment sale contract or reimbursement agreement.

(b) For the payment of obligations issued or agreed to under this subchapter and the payment of principal, interest, and any other amounts required or permitted in connection with the obligations, the governing body of the municipality or county may pledge all or part of the income from improvements financed under this subchapter, including income received in installment payments under Section [372.023](#).

(c) Pledged income must be fixed and collected in amounts sufficient, with other pledged resources, to pay principal, interest, and other expenses related to the obligations, and to the extent required by the ordinance, order, or agreement authorizing the obligations, to pay for the operation, maintenance, and other expenses related to improvements authorized by this subchapter.

(d) The obligations may also be secured by mortgages or deeds of trust on any real property related to the facilities authorized under this subchapter that are owned or are to be acquired by the municipality or county and by chattel mortgages, liens, or security interests on any personal property appurtenant to that real property. The governing body may authorize the execution of trust indentures, mortgages, deeds of trust, or other forms of encumbrance as evidence of the indebtedness.

(e) The governing body may pledge to the payment of obligations all or part of a grant, donation, revenue, or income

received or to be received from the government of the United States or any other public or private source, whether or not it is received pursuant to an agreement or otherwise.

(f) The governing body may enter into an agreement with a corporation created by the municipality or county under the Texas Constitution or other law that provides for payment of amounts pledged under this section to the corporation to secure indebtedness issued by the corporation to finance an improvement project, including indebtedness to pay capitalized interest and a reserve fund permitted by this subchapter for revenue or general obligation bonds issued under this subchapter and indebtedness issued to pay the corporation's costs of issuance. In addition, the agreement may provide that:

(1) the corporation is responsible for managing the district; or

(2) title to one or more improvements will be held by the corporation.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 23, eff. June 16, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 320 (H.B. [621](#)), Sec. 5, eff. June 19, 2009.

Sec. 372.027. REFUNDING BONDS. (a) Revenue bonds issued under this subchapter may be refunded or refinanced by the issuance of refunding bonds, under terms or conditions set forth in ordinances or orders of the municipality or county issuing the bonds. The provisions of this subchapter applying generally to revenue bonds, including provisions related to the issuance of those bonds, apply to refunding bonds authorized by this section. The refunding bonds may be sold and delivered in amounts necessary for the principal, interest, and any redemption premium of the bonds to be refunded, on the date of the maturity of the bond or any redemption date of the bond.

(b) Refunding bonds may be issued for exchange with the bonds they are refunding. The comptroller of public accounts shall register refunding bonds described by this subsection and deliver

the bonds to holders of bonds being refunded in accordance with the ordinance or order authorizing the issuance of refunding bonds. The exchange may be made in one delivery or several installment deliveries.

(c) General obligation bonds issued under this subchapter may be refunded in the manner provided by law.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2001, 77th Leg., ch. 1341, Sec. 24, eff. June 16, 2001.

Sec. 372.028. APPROVAL AND REGISTRATION. (a) Revenue bonds issued under this subchapter and a record of the proceedings authorizing their issuance must be submitted to the attorney general for examination. If bonds state that they are secured by a pledge of revenue or rentals from a contract or lease, a copy of the contract or lease and a description of the proceedings authorizing the contract or lease must also be submitted to the attorney general.

(b) If the attorney general determines that the bonds were authorized and the contracts or leases related to the bonds were made in accordance with the law, the attorney general shall approve the bonds and the contract or lease. On the approval of the attorney general, the comptroller of public accounts shall register the bonds.

(c) Bonds and contracts or leases approved and registered under this section are valid and binding obligations for all purposes in accordance with their terms and are incontestable in any court or other forum.

(d) General obligation bonds issued under this subchapter shall be approved and registered as provided by law.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 372.029. AUTHORIZED INVESTMENTS; SECURITY. (a) Bonds issued under this subchapter are legal and authorized investments for:

(1) banks, trust companies, and savings and loan associations;

(2) all insurance companies;

(3) fiduciaries, trustees, and guardians; and

(4) interest funds, sinking funds, and other public funds of the state or of an agency, subdivision, or instrumentality of the state, including a county, municipality, school district, or other district, public agency, or body politic.

(b) Bonds issued under this subchapter may be security for deposits of public funds of the state or of an agency, subdivision, or instrumentality of the state, including a county, municipality, school district, or other district, public agency, or body politic, to the extent of the market value of the bonds, if accompanied by any appurtenant unmatured interest coupons.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 372.030. SUBCHAPTER NOT EXCLUSIVE. This subchapter is an alternative to other methods by which a municipality may finance public improvements by assessing property owners.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

SUBCHAPTER B. IMPROVEMENT DISTRICTS IN HOME-RULE MUNICIPALITIES

Sec. 372.041. AUTHORITY OF HOME-RULE MUNICIPALITY. (a) A home-rule municipality may create improvement districts for the purposes of:

(1) levying, straightening, widening, enclosing, or otherwise improving a river, creek, bayou, stream, other body of water, street, or alley;

(2) draining, grading, filling, and otherwise protecting and improving the territory within the municipality's limits;

(3) issuing bonds to finance improvements listed in this subsection; and

(4) financing an improvement described in Subchapter A.

(b) If a home-rule municipality creates an improvement district in order to make improvements authorized by this subsection, the municipality must comply with the general law of the state relating to the creation of improvement districts. Bonds

issued for improvements under this section must be issued in a manner that complies with the general authority of a home-rule municipality to issue bonds.

(c) A home-rule municipality may require the owners of property in the territory specially benefitted in enhanced value by improvements made under this section to pay the costs of the improvement. If a municipality finances an improvement under this subsection, the municipality shall make a personal charge against those property owners and fix a lien against that property by special assessment. The municipality may issue assignable or negotiable certificates to pay for the costs of improvements and require the property owners to make deferred payments to retire the certificates. Interest on deferred payments may not exceed eight percent. The municipality may appoint special commissioners or provide otherwise for the making and levying of special assessments under this subsection, or may provide that the making and levying of the assessment be performed by the governing body of the municipality, in compliance with requirements for hearings and other procedures as may be adopted under or required by the municipal charter.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 970 (H.B. [1400](#)), Sec. 5, eff. September 1, 2011.

SUBCHAPTER D. REIMBURSEMENT FOR PUBLIC IMPROVEMENTS IN CERTAIN COUNTIES

Sec. 372.151. APPLICABILITY. This subchapter applies only to a county that:

(1) does not wholly contain a municipality with a population of more than 50,000; and

(2) is adjacent to at least two counties, each with a population of more than 2.1 million.

Added by Acts 2009, 81st Leg., R.S., Ch. 645 (H.B. [1730](#)), Sec. 1, eff. June 19, 2009.

Amended by:

Acts 2023, 88th Leg., R.S., Ch. 644 (H.B. [4559](#)), Sec. 186, eff. September 1, 2023.

Sec. 372.152. ISSUANCE OF BONDS TO REIMBURSE ACQUIRED PUBLIC IMPROVEMENTS. (a) The governing body of a municipality or county may issue and sell general obligation bonds or revenue bonds to reimburse a developer for the cost of a public improvement if:

(1) the public improvement is located in a public improvement district created on or after January 1, 2005;

(2) the public improvement has been dedicated to and accepted by the municipality or county; and

(3) before the public improvement was dedicated to and accepted by the municipality or county, the governing body of the municipality or county entered into an agreement with the developer to pay for the public improvement.

(b) General obligation bonds or revenue bonds issued under this subchapter must comply with the provisions relating to general obligation bonds or revenue bonds issued under Subchapter A.

Added by Acts 2009, 81st Leg., R.S., Ch. 645 (H.B. [1730](#)), Sec. 1, eff. June 19, 2009.

RESOLUTION NO. 2026-01R, TOOL PUBLIC IMPROVEMENT DISTRICT (PID) POLICY

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TOOL, TEXAS, APPROVING A PUBLIC IMPROVEMENT DISTRICT POLICY; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Mayor and City Council of the City of Tool support Tool projects in the creation of Public Improvement Districts throughout the city to strengthen and connect neighborhoods; and

WHEREAS, Texas Local Government Code, Chapter 372 allows for the creation of Public Improvement Districts; and

WHEREAS, the City of Tool recognizes that Public Improvement Districts are valuable tools which projects use to enhance the maintenance of public property beyond the level normally provided by the City.

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

SECTION 1. The City Council hereby adopts the Public Improvement District policy with amendments, which is attached hereto and incorporated herein as Exhibit "A".

SECTION 2. That all resolutions of the City of Tool heretofore adopted which are in conflict with the provisions of this resolution be, and the same are hereby repealed, and all resolutions of the City of Tool not in conflict with the provisions hereof shall remain in full force and effect.

SECTION 3. If any article, paragraph, subdivision, clause or provision of this resolution, as hereby amended, be adjudged invalid or held unconstitutional for any reason, such judgement or holding shall not affect the validity of this resolution as a whole or any part or provision thereof, as amended hereby, other than the part so declared to be invalid or unconstitutional.

SECTION 4. That this Resolution shall take effect Immediately from and after its passage, as the law and charter in such cases provide.

DULY PASSED and approved by the City Council of the City of Tool, Texas, on this the ____ day of _____, _____.

ATTEST:

APPROVED:



CITY OF TOOL

PUBLIC IMPROVEMENT DISTRICT (PID) POLICY

OVERVIEW

Pursuant to the Texas Local Government Code Chapter 372 (the “PID Act”), Public Improvement Districts (“PIDs”) provide the City of Tool (the “City”) an economic development tool that permits the financing of qualified public improvement costs that confer a special benefit on a definable part of the City. The costs of the capital improvements are paid entirely by property owners within the Public Improvement District that receive special benefits from the capital improvements. A PID may only be used to pay for qualified public improvements under the PID Act.

A PID is a defined area of properties, whose owners have petitioned the City to form a PID. City Council establishes a PID by adoption of a resolution after a public hearing. The public hearing is publicized, and written notification of the hearing is mailed to all property owners in the proposed PID. By petition, the owners pledge to pay a special assessment in order to receive enhanced services and/or improvements within the PID, to the extent permitted by the PID Act. The PID must demonstrate that it confers a benefit to the properties within the PID.

PURPOSE AND INTENT

The purpose and intent of this Policy is to provide the policy parameters for establishment and use of PIDs within the City or its ETJ and to outline the issues to be addressed before the City Council can support the establishment of a PID. The City Council supports the use of PIDs to create sustainable developments with a higher level of public improvements than exists in a typical development that meets the City’s minimum standards. PIDs are a viable tool for financing public improvements that allow developers to allocate funds towards unique neighborhood design, enhanced open spaces, and enriched neighborhood amenities. **Within the City, PIDs should be self-supporting, should not place administrative burdens on the City nor involve management or oversight by the City for their daily activities.**

PIDs enable the City to allocate costs of improvements to future residents who most directly benefit from such improvements. Therefore, should any type of special financing options be proposed as permitted within Texas Local Government Code, PIDs are the City’s preference. The Developer shall prove the development will generate greater economic development benefits to the City beyond the normal development or the use of a PID. City Council reserves the ultimate right to approve or disapprove any special financing options as permitted under state law.

PID OBJECTIVES

The PID Act allows for PID funds to be used, among others, in the construction of roadways, water, wastewater, drainage, landscaping, parks, and expenses incurred in the establishment, and administration of the PID. Generally, a PID may be created for proposals that:

- * Meet or preferably enhance the City's Comprehensive Plan, Master Thoroughfare Plan, Capital Improvement Plan, and Parks and Trails Master Plan;
- * Exceed the City's requirements for neighborhood design as detailed in the Neighborhood Vision Book;
- * Are master-planned that include multiple types of single family residential, multifamily residential and/or mixed use while not generally used for multifamily residential and/or commercial.
- * Are within the ETJ so long as the property owners have successfully petitioned for voluntary annexation.
- * Priority will be given to PID improvements:
 - a. In support of development that will generate greater economic development benefits to the City beyond the normal development;
 - b. That provide enhanced aesthetic features (e.g., entryways, landscaping, fountains, specialty lighting, art, decorative and landscaped streets and sidewalks, bike lanes, multi-use trails, signage);
 - c. That meet specific community needs (e.g., enhanced drainage improvements, parks and off-street public parking facilities, wastewater and or water on or off-site upsizing of line improvements) and,
 - d. Which provide contributions towards the City's Capital Improvement Plans. The City Council, upon City staff recommendation, shall have the authority to consider other projects that may be different from those listed above in accordance with the applicable state law. Furthermore, the City Council reserves the right, on a case-by-case basis to approve or disapprove the PID application.

GENERAL

1. A PID may be created and utilized to construct qualified public improvements and/or reimburse a Developer's actual, documented costs required to serve the development;
2. PIDs must be financially self-sufficient and not require the City to incur any costs associated with the formation of the PID, bond issuance costs, PID administration or the construction of PID improvements. If any City costs are incurred for the aforementioned items, those costs may be reimbursed by PID assessments as allowed by law. Additionally, the PID will not increase the cost of any aspect of City service delivery.
3. A PID's budget shall include sufficient funds to pay for all additional costs incurred by the City above its normal operational costs, including additional administrative and/or operational costs. The City will require a Developer to enter into a Professional Service Agreement, a form of which is attached hereto as Attachment B, and pre-fund an escrow fund in order to cover fees related to the PID before such time as assessments may be levied. The payment of fees is not a guarantee that the City will approve the PID. The fees will pay for such costs as:
 - a. Reviewing the PID petition.

- b. Publishing related notices.
 - c. Preparing and reviewing the appraisal, the initial service and assessment plan, and the market feasibility study, including the costs of all services provided by City consultants, attorney, bond counsel and financial advisor.
 - d. Bond issuance.
 - e. Review and approval of plan for and inspection of construction of PID improvements.
 - f. Procurement of contracts for PID administration and operation, collections of assessments, foreclosures, etc.
 - g. The City's ongoing administrative and operational costs related to an approved PID, such as collection of PID assessments, review and approval of service and assessment plan updates, and other costs shall be reimbursed by PID assessments. The City's costs shall be determined on an annual basis.
 - h. Administration and management of ongoing PID responsibilities, such as preparations and updating of the service and assessment plan, issuance of notices for annual City Council action on the service and assessment plan and other related matters shall be paid by PID assessments and performed by a third party under contract with the City.
- 4. The City will use PID bond proceeds or assessment revenues only to pay or to reimburse the cost of PID improvements that have been designed and constructed to the standards of the governmental entity responsible for them.
 - 5. A Landowner's Agreement must be recorded in the Official Public Records of the County in which the PID is located which, among other things, will notify any prospective owner of the existence or proposal of assessments on the property in accordance with the provisions of the Texas Property Code. All closing statements and sales contracts for lots must specify who is responsible for payment of any existing assessment or a pro rata share thereof. Costs related to the filing will be reimbursed to the City.
 - 6. No PIDs will be allowed to be created that overlap the boundaries of another PID.
 - 7. PID boundaries of an existing PID can be dissolved and recreated to incorporate the larger boundaries provided no assessments have been levied and such requests meet the minimum criteria for PID creation according to State Law and this Policy. No other boundary changes outside the above provision shall be approved by City Council.
 - 8. Property owned by the City of Tool that is located in the boundaries of the PID shall not be subject to any assessment by the PID, to the maximum extent permitted by law.
 - 9. The PID must not impact the City's bond ratings, cost of capital or access to capital. The Developer shall be required to pay costs to offset any impact on the City's ability to issue qualified-tax-exempt-obligations because of the issuance of bonds related to the PID.
 - 10. All persons selling land in a PID must include a "title encumbrance" which notifies any prospective property owner of the existence or proposal of special assessments on the property. All closing statements must specify who is responsible for payment of the PID assessment on a pro rata share. Additionally, notices required by the Texas Property Code must be provided to a prospective purchaser in connection with the purchase and sale of real property within the PID.

ESTABLISHMENT OF PIDS

Following is a summary of the major steps involved in the establishment of a PID. Detailed steps are included in Attachment A.

Professional Services Reimbursement Agreement

If the City determines, in its sole discretion, that one is needed, a Professional Services Agreement (PSA) will be entered into with the Developer (template attached as Attachment B). The PSA will require the Developer to initially deposit funds to pay for third-party consultants including, but not limited to, Bond Counsel, the City Attorney, Financial Advisor, PID Administrator, Appraiser, and Market Study Analysis. Additional deposits will be required when the deposit balance meets a minimum threshold as described below. Funds that have been expended for payment to the City's consultants are non-refundable. The unused balance will be rolled into the PID admin costs for the creation of the PID or refunded to Developer depending on circumstances.

PSA Deposits: Developer must pre-fund an escrow account with an initial amount specified by the City and additional incremental payments when the deposit balance falls below a minimum threshold determined by the City.

PID Petition

Petitions requesting establishment of a public improvement district must satisfy all statutory requirements under §372.005 of the Texas Local Government Code, as stated in Attachment C- Petition Requirements and Attachment D- Petition Template. The PID petition should be substantially similar to Attachment D. Stated below are additional requirements that supplement the Petition and shall be submitted to the City at time of Petition submission.

1. The basic terms and conditions for creation of the PID, including the provision of benefits to the property to be included within the PID as well as compliance with the objectives set forth in this Policy.
2. The petitioner's qualifications and previous experience with real estate development, financing of the development, prior PIDs, etc.; if any.
3. A legal description of the boundaries of the PID, a black and white map of the PID boundaries suitable for publication for the legal notices and a "commonly known" description of the area to be included in the District.
4. A current tax roll of the owners in the PID.
5. Any plan for phasing of both the real estate development supported by the PID and construction of public improvements in the PID.
6. Indication of the estimated costs of the proposed improvements (in dollars, \$)
7. Indication of the Maximum Assessment (in dollars, \$).
8. Maximum Bond Issuance (in dollars, \$)
9. Maximum Tax Rate Equivalent (in cents per 100, \$).
10. A sunset clause, and a pre-executed petition to dissolve the PID by the landowner in the event levies are not assessed to assessment rolls within at the latest, three (3) years.
11. Contingency plan to address the maintenance or disposition of PID improvements and or property that has not been dedicated to the public if a PID is dissolved.

12. Evidence that the petition's signatures meet the state law requirements, or the petition will be accompanied by a reasonable fee to cover the city costs of signature verification.
13. A section, which clearly identifies the benefit of the PID to the affected property owners.
14. Specified assurances to the City that the construction of improvements in the public right-of-way will be maintained by the PID and in no way obligates the City to future maintenance or operational costs, unless otherwise stated in a subsequent agreement.
15. Statement that the petitioners understand that the annual budget for the District is subject to review by City staff with final approval by the City Council.
16. A certified check for the application fee, as referenced in the Master Fee Chart, will be paid by the applicant to reimburse the City for the cost of evaluating the petition. This application fee must be paid in full when the petition is submitted to the City for evaluation and review.
17. Application fees and a Professional Services Agreement are intended to pay for all costs incurred by the City that are associated with establishing the PID including, but not limited to: fees for City staff, City Attorney, Financial Advisor, PID consultant fees, bond attorney fees, independent appraisal fees, engineering costs, and all other reasonable and appropriate expenses, which shall be replenished by the Developer once initial funds are expended, as described above.
18. All estimated costs must be identified before a decision is reached on a request to establish a PID. Costs to be identified include costs related to establishing the District; costs for maintenance, operations and administration; and costs for later revision, repair or replacement of any improvements.
19. PID petitions for new residential developments must contain a minimum of 100 lots and be located in the city limits or in the City's extraterritorial jurisdiction (the "ETJ"). If the land is in the City's ETJ, the landowner must voluntarily annex into the City of Tool, Texas.
20. The PID will be managed by the municipality. No petition will be accepted that identifies the district management to belong to a county or by the private sector.
21. PID petitions shall include this additional note: " With respect to community property, the City may accept the signature of a spouse as a representation of both spouses that they support the creation or renewal of the PID absent a separate property agreement. However, if City staff is made aware of any disagreement among owners of community property, those petitions will not be counted."
22. The submittal of a petition letter that is signed not more than six months preceding submittal of PID application by:
 - a. Owners of taxable real property representing 100 percent of the appraised value of taxable real property liable for assessment under the proposal, as determined by the current roll of the appraisal district in which the property is located; and,
 - b. Record owners of real property liable for assessment under the proposal who constitute 100 percent of all record owners of property that is liable for assessment under the proposal; or own taxable real property that constitutes more than 75% of the area of all taxable real property that is liable for assessment under the proposal.

PID Administration/Service and Assessment Plan

1. The City will contract with a qualified third-party company to manage and administer the PID, subject to oversight by City staff. The selection of the third-party administrator will be the sole responsibility of the City.
2. The PID Administrator will coordinate with the City to prepare the Preliminary Service and Assessment Plan ("SAP") based on an Engineer's opinion of probable costs of the public improvements to construct and complete the project. The parameters of the SAP will be based on the City staff's direction regarding the amount to be reimbursed relative to the type of PID, the Policy objectives, and the recommendation of the City's consultants. The PID Administrator will also complete the annual update to the SAP (annual PID budget), which will be submitted to the City Council for consideration in accordance with the PID Act. An approved SAP and each annual update to the SAP will be filed by the City with each County in which the PID resides within seven days of its approval.

Maximum Assessment

The maximum assessment per \$100 valuation, when added to the total (City, County, School, etc.) tax rate, may not exceed the highest total tax rate in effect for any property in the City.

The maximum assessment will be set on a case-by-case basis to account for the periodic changes in the real estate and bond market as well as other project specific requirements or targets the City may want to consider.

Tax rates are subject to change annually. City staff may update the applicable maximum tax rates each year and such annual updates shall not require formal amendment to this policy.

Collection of Assessments

The City will enter into an agreement, as applicable, with the appropriate tax collecting entity (i.e. the entity collecting the City ad valorem taxes) to include the annual assessments on the appropriate property tax bill. If such agreement is not feasible, the City will pursue other available alternatives for collecting the assessments and annual installments.

Disclosure to Homeowners

To satisfy disclosure to homeowners, the City will require the petitioner to comply with each of the following:

- * Landowner's Agreement to be recorded in the Official Public Records of the applicable County.
- * Signage and information flyers for use at sales offices and model homes as provided by City's PID Administrator.
- * Homebuyer disclosure documents in accordance with Section 5.014 of the Texas Property Code, as amended, to be signed both at contract signing and at closing with such agreements maintained on file by each homebuilder and available for inspection by the City.
- * Requirement to provide notice of the PID to builders in addendum to contracts and to disclose the PID on any

MLS listing.

CAPITAL PIDS

The City may consider a petition and application for the Capital PID structure. Capital PIDs are those that are established to construct infrastructure within a development. There are two types of Capital PIDs:

- * Reimbursement PID: The Developer pays for the infrastructure up front and is reimbursed from assessments collected over time.
- * Bonded PID: The City issues special revenue bonds for the construction of improvements and/or reimbursement to the Developer and such bonds are repaid from assessments collected annually.

Capital PIDs have a termination date of either the maturity of the bonds for Bonded PIDs, or repayment to the Developer for Reimbursement PIDs as described in an applicable reimbursement agreement.

The maximum term for PID special assessments to be levied for a single-phase development shall not exceed 30 years (payments made toward the principal). The maximum term for PID special assessments to be levied for a multiple-phase development shall not exceed 30 years (payments made toward the principal) for each phase of development requiring separate PID assessment levy.

The principal amount of an assessment for a Capital PID may be paid in full or in part by the property owner at any time without any prepayment penalty.

Specifics of Bonded PID

If the City issues PID Bonds for the Developer to construct the improvements, the following must be met:

- * Minimum value to lien ratio of 3:1 based on an independent third-party appraisal, such appraiser to be approved by the City. On a case-by-case basis, the City Manager may recommend to City Council and City Council may approve a higher value to lien ratio should the City Manager review and determine that such a rate is appropriate for the proposed development.
- * To the extent feasible, preliminary design and engineering work for public improvements to be funded with PID Bonds shall be completed prior to the levy of assessments.
- * Developer is required to provide a cash deposit at closing of the PID Bonds, which represents the difference between the budgeted cost to complete the public improvements for the applicable phase of development assumed to be complete in the appraisal and the net project proceeds of the PID Bonds. In addition, the Developer will be required to fund at closing of the PID Bonds any private improvements needed in order to produce a finished lot. The cash deposit will be determined by the City (in consultation with its financial advisors, consultants and participating underwriters) on a case-by-case basis.
- * The Bonds must be approved by the Texas Attorney General's office.

Other Financing Considerations

1. PID Bonds may be issued in advance of construction as a whole or on a phase-by-phase basis subject to

compliance with the applicable standards.

2. General Obligation Bonds or Certificates of Obligation will not be utilized by the City to fund or support a PID.
3. All proposed initial and subsequent PID Bond issues for a project, if any, will be subject to approval by the City Council.
4. **The City shall not be obligated to provide funds for any improvement except from the proceeds of the PID Bonds and assessments and no other City funds, revenues, taxes, income, or property shall be used and the PID Bonds shall never constitute an indebtedness or general obligation of the City, the State, or any other political subdivision of the State but shall be limited and special obligations payable solely from the assessments to be collected.**
5. Each PID Bond Indenture will contain language explicitly precluding the City from making any debt service payments for the PID Bonds other than from available assessment revenues. There will be no tax pledge from the City to support PID Bonds.

Developer Reimbursement

1. The Developer will submit expenses for reimbursements, no more frequently than monthly, in accordance with the requirements of the applicable financing or construction funding agreement.
2. The City's appointed designee(s) will verify the eligibility and validity of such reimbursement requests in accordance with the applicable agreements and/or PID documents.
3. Once expenses have been verified, payment will be processed within the timeframe stipulated in the applicable agreements and/or PID documents.

Assessment Term/Bond Term

The maximum term of a Capital PID assessment is not to exceed 30 years (payments made toward the principal) and the assessment term must equal the bond term.

Miscellaneous

1. Severability: If any section, subsection, sentence, clause, phrase, or word of this Policy is declared unconstitutional or invalid for any purpose, the remainder of this Policy shall not be affected.
2. Any exceptions or waivers to this Policy must be approved by the City Council.
3. The City shall, upon reasonable prior written notice to the Developer and during normal business hours, have the right to audit and inspect the Developer's records, books, and all other relevant records related to reimbursements through the PID. All parties agree to maintain the appropriate confidentiality of such records, unless disclosure of such records and information shall be required by a court order, a lawfully issued subpoena, State Law, municipal ordinance, or at the direction of the Office of the Texas Attorney General.

Attachments:

Attachment A: Projected Timeline and Responsible Parties

Attachment B: Profession Services Agreement

Attachment C: PID Petition Requirements

Attachment D: Petition

CITY OF TOOL
Public Improvement District (PID)
Projected Timeline

Responsible Parties

BC - Bond counsel
CA - City attorney
CC- City Council
CS - City staff
CSEC- City Secretary
DC - Developer's counsel
DEV - Developer
DE - Developer Engineer
DD - Due diligence sub-committee includes the underwriter, underwriter's counsel and others as needed.
MA - Market consultant
MC - MuniCap
UW - Underwriter
UC - Underwriter's counsel
INV - Investor
Team – BC, CA, CS, DC, DEV, MC, DD

TASK	PARTY RESPONSIBLE
PHASE I PLAN OF FINANCE	
Preparation of PID bond projections and feasibility analysis:	
Prepare and distribute draft PID projections	MC
Conference call to discuss projections	MC/DEV
Prepare and distribute updated PID projections	MC
Conference call to discuss projections	MC/DEV
Revise and distribute final PID projections	MC
Preparation of Preliminary Service and Assessment Plan (SAP):	
Draft assessment methodology	MC
Conference call to discuss assessment methodology	MC/DEV

Revise assessment methodology and prepare assessment roll	MC
Conference call to finalize content of Preliminary SAP	MC/DEV

PHASE II GOVERNMENT APPROVAL

Public Improvement District (PID)

Draft Development Agreement	CA
Conference call to discuss Development Agreement	DC/CA
Finalize Development Agreement	DC/CA/BC/MC
Adopt Development Agreement	CS/CC
Draft PID creation petition	DC/MC
File PID creation petition	DEV
Draft resolution accepting petition	BC/CA
Adopt resolution accepting the petition and calling public hearing on PID creation	CC
Draft resolution creating PID	DC/CA/BC
Hold public hearing on PID creation	CC
Adopt resolution creating PID and file in land records	CC
Generate Opinion of Probable Costs	DEV/DE
Draft Service and Assessment Plan (SAP) and prepare assessment roll	MC
Draft resolution accepting the preliminary assessment hearing & setting levy and assessment hearing date	BC/CA
Accept resolution determining Opinion of Probable Costs with Preliminary SAP & sets levy and assessments hearing date	CS/CC
Filing of proposed Assessment Roll	DC/CSEC
Publish Notice of Levy and Assessment Hearing in newspaper	CS
Mail Notice of Levy and Assessment Hearing to all property owners in the proposed PID	CS
Draft Assessment Ordinances, Bond Ordinances, and other Agreements	BC/CA/DC
Public hearing on proposed Levy and Assessment	CS/CC
Discussion on, and adoption of, the Construction, Funding and Acquisition Agreements	CS/CC/CA/BC
Discussion of, and adoption of, Bond Ordinances and Final Offering Statements	CS/CC/CA/BC
Posting of Final Official Statements	UW

PHASE III ISSUANCE OF BONDS

Prepare first draft of market study	MA
Prepare second draft of market study	MA

Conference call to discuss second draft of market study	MA, DD
Prepare final market study	MA

Opinion of Probable Cost

Prepare Opinion of Probable Cost	DE
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Appraisal¹

Select appraiser	DEV/UW
Send letter of instructions to appraiser	UW
Prepare first draft of appraisal	APP
Meeting to discuss appraisal	APP, DD
Prepare second draft of appraisal	APP
Conference call to discuss second draft of appraisal	APP, DD
Prepare final appraisal	APP

Assessed Value and Tax Increment Report

Start preparation of report on assessed value and tax increment projections	MC
Prepare first draft of report	MC
Meeting to discuss report	MC, DD
Prepare second draft of report	MC
Conference call to discuss second draft of report	MC, DD
Prepare final report on assessed value and tax increment revenues	MC

PREPARATION OF BOND DOCUMENTS

Prepare first draft of trust indenture	BC
Conference call to review trust indenture	Team
Prepare second draft of trust indenture	BC
Prepare first draft of construction, acquisition, and funding agreement; landowner agreement, and reimbursement agreement (if needed)	BC
Meeting to review documents	Team
Select trustee	CS/BC/UW
Prepare third draft of trust indenture and second draft of other agreements, if required	Team
Conference call to review documents	Team
Receive comments from trustee on trust indenture	Team

Prepare fourth draft of trust indenture and third draft of funding agreement, if required	BC/DC
Prepare form of legal opinions and other documents	DC/BC/CA
Conference call to review documents	Team
Final revisions to documents	BC/DC

MARKETING AND CLOSING OF BOND ISSUE

Prepare first draft of preliminary offering statement (POS)	UC
Conference call to review first draft of POS	Team
Prepare second draft of POS and first draft of bond purchase agreement (BPA)	UC
Conference call to review second draft of POS and BPA	Team
Send term sheet to potential investors and prepare short list of target investors	UW
Preparation of final POS and BPA	UC
Print POS	UW
Mail POS to potential investors	UW
Site visit with potential investors	Team/INV/ DE
Price bonds	UW
Levy Assessment and file assessment ordinance in land records	CC
Prepare final offering statement	Team
Bond closing	Team

¹Depending on quality of market section and underwriter, a market study may need to be prepared in addition to the appraisal.

ATTACHMENT B
PROFESSIONAL SERVICES AGREEMENT (PSA)
[COMPANY LOGO]

[Date]

[CONTACT]

[DEVELOPER ENTITY]

[STREET NUMBER & NAME]

[SUITE]

[CITY] [STATE] [ZIP]

RE: Payment Structure for [CONSULTANT NAME] [CONSULTANT'S SERVICES]

Dear [CONTACT]:

[CONSULTANT NAME] is the PID Administrator for the City of Tool (the "City") for special assessment financing. The City has requested [CONSULTANT NAME] provide _____ (the "Developer") with assistance in preparing [CONSULTANT'S SERVICES] for a proposed Public Improvement District (PID) for evaluation by the City.

[CONSULTANT NAME] will not be able to work under contract with or represent the Developer, as it is already under contract with the City. The [CONSULTANT'S SERVICES] to be prepared by [CONSULTANT NAME] will evaluate the potential use of a PID in conformance with the City's guidelines for special assessment financing.

The City's guidelines for special assessment financing require that developers directly cover the costs of efforts related to a PID prior to the approval of the PID by the City Council. Accordingly, the costs of [CONSULTANT NAME] efforts as provided for in this letter are to be paid by the Developer by providing the City with an initial deposit of \$_____ to be held in an account and used to pay [CONSULTANT NAME] for services described in this letter. Funds will be replenished in accordance with the City's PID Policy as follows:

- Capital PIDs: Developer must establish an escrow account with an initial amount of \$_____ and additional incremental payments of \$_____ when the deposit balance falls below a threshold determined by the City.

ATTACHMENT B
PROFESSIONAL SERVICES AGREEMENT (PSA)
[COMPANY LOGO]

The City will pay [CONSULTANT NAME] for work provided in accordance with the Agreement for Administrative Services. All funds are non-refundable. In addition to the funds being used to pay [CONSULTANT NAME], they will also be used to pay any other city costs associated with the PID including, but not limited to, the City's Bond Counsel, Financial Advisor, PID Administrator, Appraiser, and Market Study Analysis. The funds may also be used to pay City staff time in excess of time which would be considered customary and usual for a typical development.

Work under this letter will only be performed at the request of and with the direction of the Developer. [CONSULTANT NAME] is providing these services under contract with the City of Tool and, by contract, is obligated to serve the City's best interests. By signing below, Developer recognizes that the formation of the PID is at the City's discretion. The payment of the deposit for administrative services or any other preliminary documentation does not obligate the City to the formation of a PID. Developer is encouraged to read the City's PID Policy and Chapter 372 of the Texas Local Government Code (the "PID" Act) to become familiar with the policies, laws and procedures that will be used in the evaluation and creation of a PID.

[CONSULTANT NAME]

By: _____ [NAME] [TITLE]

[DEVELOPER ENTITY]

By: _____ [NAME] [TITLE]

City of Tool

By: _____

Julius Kizzee
City Administrator

ATTACHMENT C

PETITION REQUIREMENTS

In accordance with the PID Act, the petition must state: 1. The general nature of the proposed improvements; 2. The estimated cost of the improvements; 3. The boundaries of the proposed assessment district; 4. The proposed method of assessment, which may specify included or excluded classes of assessable property; 5. The proposed apportionment of costs between the PID and the municipality or county as a whole; 6. The PID will be managed by the municipality not the county, by the private sector, or by a partnership of the two; 7. That the persons signing the petition request or concur with the establishment of the PID; and 8. That the District be established and managed without the creation of an the advisory body.

Additional requirements include: 1. PID petitions shall include this additional note: “With respect to community property, the City may accept the signature of a spouse as a representation of both spouses that they support the creation or renewal of the PID absent a separate property agreement. However, if City staff is made aware of any disagreement among owners of community property, those petitions will not be counted.” 2. Signatures for PID petitions must be gathered not more than six months preceding submittal of the PID Application.

For a PID to be established, a petition shall include the following: 1. Evidence that the petition’s signatures meet the state law requirements, or the petition must be accompanied by a reasonable fee to cover the City’s costs of signature verification. If the proposed district is an expansion of an existing district, a petition for the new portion of the district must identify each subdivision, or portion thereof, within the proposed boundaries of the new district, and each subdivision or portion thereof, that is not currently in an existing PID shall individually satisfy the requirements for a petition under Section 372.005 of the PID Act. Subdivision has the meaning assigned by Section 232.021 of the Texas Local Government Code. 2. Map of the area, a legal description of the boundaries of the district for the legal notices and a “commonly known” description of the area to be included in the district. 3. Statement that the petitioners understand that the annual budget for the PID is subject to review by City staff with final approval by the City Council.

ATTACHMENT D

PETITION TEMPLATE: PETITION FOR THE CREATION OF A PUBLIC IMPROVEMENT DISTRICT WITHIN THE CITY OF TOOL, TEXAS FOR THE _____ PUBLIC IMPROVEMENT DISTRICT

This petition ("Petition") is submitted and filed with the City Secretary of the City of Tool, Texas

("City"), by __, a ___, owner of 100 percent of the real property (the "Petitioner") located within the proposed boundaries of the District, as hereinafter defined. Acting pursuant to the provisions of Chapter 372, Texas Local Government Code, as amended (the "Act"), the Petitioner requests that the City create a public improvement district (the "District"), to include property located [within the City limits of the City][within the extraterritorial jurisdiction of the City] (the "Property"), more particularly described by a metes and bounds description in Exhibit A and depicted in Exhibit B. In support of this Petition, the Petitioner would present the following:

Section 1. General Nature of the Authorized Improvements. The general nature of the proposed public improvements (collectively, the "Authorized Improvements") may include: (i) street and roadway improvements, including related sidewalks, drainage, utility relocation, signalization, landscaping, lighting, signage, off-street parking and right-of-way; (ii) establishment or improvement of parks and open space, together with the design, construction and maintenance of any ancillary structures, features or amenities such as trails, playgrounds, walkways, lighting and any similar items located therein; (iii) sidewalks and landscaping, including entry monuments and features, fountains, lighting and signage; (iv) acquisition, construction, and improvement of water, wastewater and drainage improvements and facilities; (v) projects similar to those listed in subsections (i) - (iv) above authorized by the Act, including similar off-site projects that provide a benefit to the property within the District; (vi) special supplemental services for improvement and promotion of the District; and (viii) payment of costs associated with developing and financing the public improvements listed in.

Section 2. Estimated Cost of the Authorized Improvements. The estimated cost to design, acquire, and construct the Authorized Improvements, together with bond issuance costs, eligible legal and financial fees, eligible credit enhancement costs and eligible costs incurred in the establishment, administration, and operation of the District is \$____.00. The City will pay none of the costs of the proposed improvements from funds other than such assessments. The remaining costs of the proposed improvements will be paid from sources other than the City or assessments of property owners.

Section 3. Boundaries of the Proposed District. The District is proposed to include the Property as shown in Attachment A.

Section 4. Proposed Method of Assessment. The City shall levy assessments on each parcel within the District in a manner that results in imposing equal shares of the costs on property similarly benefited. All assessments may be paid in full at any time (including interest and principal), and certain assessments may be paid in annual installments (including interest and principal). If an assessment is allowed to be paid in installments, then the installments must be

paid in amounts necessary to meet annual costs for those Authorized Improvements financed by the assessment, and must continue for a period necessary to retire the indebtedness incurred to pay the costs of those Authorized Improvements (including interest).

Section 5. Proposed Apportionment of Costs between the District and the City. The City will not be obligated to provide any funds to finance the Authorized Improvements, other than from assessments levied on the District. No municipal property in the public improvement district shall be assessed. The Petitioner may also pay certain costs of the improvements from other funds available to the Petitioner.

Section 6. Management of the District. The Petitioner proposes that the District be managed by the City, with the assistance of a consultant, who shall, from time to time, advise the City regarding certain operations of the District.

Section 7. The Petitioner Requests Establishment of the District. The person signing this Petition requests the establishment of the District, is duly authorized, and has the corporate authority to execute and deliver the Petition. This petition may be signed in multiple counterparts which, when taken together, shall be deemed one original.

Section 8. Advisory Board. The Petitioner proposes that the District be established and managed without the creation of an advisory board. If an advisory board is created, the Petitioner requests that a representative of the Petitioner be appointed to the advisory board.

Section 9. Landowner(s). This Petition has been signed by (1) the owners of taxable real property representing 100 percent of the appraised value of taxable real property liable for assessment under the proposal, as determined by the current roll of the appraisal district in which the property is located; and

(2) record owners of real property liable for assessment under the proposal who: (A) constitute 100 percent of all record owners of property that is liable for assessment under the proposal; or (B) own taxable real property that constitutes 100 percent of the area of all taxable real property that is liable for assessment under the proposal. This Petition is hereby filed with the City Secretary of the City, or other officer performing the functions of the municipal secretary, in support of the creation of the District by the City Council of the City as herein provided. The undersigned request that the City Council of the City call a public hearing on the advisability of the Authorized Improvements, give notice thereof as provided by law and grant all matters requested in this Petition and grant such other relief, in law or in equity, to which Petitioner may show itself to be entitled. With respect to community property, the City may accept the signature of a spouse as a representation of both spouses that they support the creation or renewal of the PID absent a separate property agreement. However, if City staff is made aware of any disagreement among owners of community property, those petitions will not be counted.

RESPECTFULLY SUBMITTED, on this _____ day of _____.

OWNER: _____, a Texas _____

By: _____ [Representative]

By: _____ [Company Name]



City of Tool
Public Improvement District (PID) Application

APPLICANT INFORMATION

Name: _____ Title: _____

Mailing Address: _____

Phone: _____ Email: _____

Please attach additional applicant information as necessary.

OWNER INFORMATION

Name: _____ Title: _____

Mailing Address: _____

Phone: _____ Email: _____

PROJECT INFORMATION

Description of Proposed Project: _____

Physical Location of Property: _____

Henderson County Appraisal District Identification No.: _____ Acreage: _____

Current Use of Property: _____

Proposed Use of Property: _____

PID CONSIDERATIONS

Please intimal which consideration from the “Development Policy for Special Financing Districts” the PID request adheres to and provide detailed reasoning as to how.

- _____ 1. Generates economic and superior development benefits to the City beyond what normal development would generate.
- _____ 2. Provide for improvements in the public right of way (e.g. entryways, landscaping, fountains, specialty lighting, art, decorative and landscaped streets and sidewalks, bike lanes, multi-use trails, signage, etc.)
- _____ 3. Meet community needs (e.g. enhanced drainage improvements, parks and off-street public parking facilities, pedestrian connectivity, water and wastewater on or off-site improvements) including without limitation development’s pro-rate share of the regional facilities and services.
- _____ 4. Implement City of Tool master plans, including water, wastewater, parks, and trails
- _____ 5. Increase or enhance the City’s transportation and roadway plans.
- _____ 6. Exceed development requirements in the City, including but not limited to enhanced architectural standards, enhanced landscaping, enhanced amenities, and provide for the superior design of lots or buildings.
- _____ 7. Preserve and protect natural amenities and environmental assets such as lakes, trees, creeks, ponds, floodplains, slopes, hills, and wildlife habitats.
- _____ 8. Willing to annex into the City of Tool, if applicable, in exchange for the creation of a PID.
- _____ 9. Provide a unique or special development to the Tool community (e.g. amenity centers, play areas, pools, picnic facilities, multi-purpose trails.)
- _____ 10. Have the support of 100% of the owners of the property within the PID.

ACKNOWLEDGEMENT

I, _____, certify that the information on this form and included in the attached City of Tool PID Application is true and correct to the best of my knowledge and the undersigned is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in possible delays and/or denial.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

REQUIRED ATTACHMENTS

- _____ Completed PID petition
- _____ Non-refundable payment of PID Application Review Fee
- _____ Letter from Developer/Applicant requesting consideration of PID
- _____ General summary and description of proposed development
- _____ Site plan or general plan that shows land use and thoroughfare connections
- _____ Demonstration of how the development is in compliance with the City's Comprehensive Plan and Future Land Use Plan
- _____ Demonstration of how the proposed development is in compliance with the zoning of the property
- _____ Description of any amenities for the proposed development
- _____ Description of any elevated design and landscaping standards for the proposed development
- _____ Summary of special benefits to be received by the development
- _____ Evidence the developer has the expertise, experience, necessary capital, and financial backing to complete the new development to be supported by the District financing
- _____ Identify all project expenses and costs, including acquisition, construction, and any applicable long-term management cost
- _____ Description and preliminary estimate of public infrastructure included with development (include both developer-funded and proposed PID-funded elements)
- _____ Propose total assessment and tax rate equivalent
- _____ Description of any property that will be subject to or exempt from assessments
- _____ Any additional information which you believe would be necessary for the City to evaluate the proposed project.