



CITY OF HALLETTSVILLE

CITY COUNCIL REGULAR MEETING
MONDAY, SEPTEMBER 15, 2025 6:00 PM CST
COUNCIL CHAMBERS, CITY HALL
101 NORTH MAIN STREET
HALLETTSVILLE, TEXAS 77964

AGENDA

- 1) Pledge of Allegiance
- 2) Call to Order and Announcement of Quorum
- 3) Public Comment Period
- 4) Consent Agenda Items
 - a) Discuss and consider approving meeting minutes from August 12, 2025, August 18, 2025, and September 2, 2025.
 - b) Discuss and consider approving the payment of all bills due and payable by the City.
 - c) Discuss and consider approving the 2025 utility write offs.
- 5) Public Items for Discussion, Consideration, and Possible Action
 - a) Receive the Mayor's acceptance of the resignation of Darlene Appelt and the appointment of Jeanette Cobb to the Hallettsville Housing Authority Board.
 - b) Second Reading, discussion, and consider any action of Resolution 016-25 the readings and consideration of a HEDC Combined Board project proposed for Texas Elite Therapy Team generally located at Part of Block 2 and 3 from the J.E. Lay Addition, Hallettsville, TX 77964, for \$125,000.00.
 - c) Discuss and consider action on an amending plat for the 106 Ford Street Subdivision originally approved on April 21, 2022
 - d) Discuss and consider approving the request from Sacred Heart School to host a Cross Country meet in the City Golf Course and Park on October 4, 2025 from 7am to 11am, including closure of Park Road 5, use of City labor and materials, and waiver of two concession permit fees.
 - e) Discuss the city building permitting process in regards to the Lavaca Hospital District - Lavaca Medical Center.
 - f) Discuss and consider any action on the request from Sweet Chic Boutique to host a Fall event on Saturday, October 25, 2025, from 930a to 2p, closing Second Street from LaGrange to Main and the use of City barricades.
 - g) Discuss and consider any action on the request from Festival of Lights on holding their annual event on November 29, 2025, from 6am to 9pm, including road closures (LaGrange Street from Second to Third, Third Street from LaGrange to Front, Main Street from Third to Second, Second Street from Main to LaGrange), use of City labor, materials, and services, waiver of city alcohol permit fees, and the use of marking chalk on the streets.
 - h) Discuss and consider approving Resolution 018-25 nominating director(s) for the Lavaca County Central Appraisal District LCCAD Board of Directors.
 - i) Discuss and consider any action on an ordinance allowing the operation of utility task vehicles on City streets.
 - j) Discuss and consider approving the City of Hallettsville Title VI of the Civil Rights Act of 1964 plan, as it pertains to all Department of Transportation Programs.
 - k) Discuss and consider approving an interlocal agreement between the City of Hallettsville and Region 8 Education Service Center, to provide a non-exclusive cooperative purchasing service to the city, through a program known as "The Interlocal Purchasing System (TIPS) Program".
 - l) Discuss and consider approving the purchase of power poles.
 - m) Discuss and consider advertising for custodial contracts to start January 1, 2026.

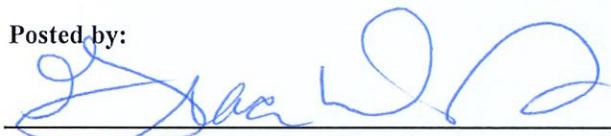
- n) Consider Council recommendations of agenda items for future meetings.
- 6) Council Reports
 - Receive and discuss written/oral reports from A) Public Works [work orders, maintenance, and projects], B) Police and Court [calls for service, arrests, tickets and warnings], C) Library [circulation, grants, programs, and services], and D) Administrative [Monthly Investment Report, Updates on Permits, Grants, Capital Projects, Monthly Meetings & Submissions].
 - Executive Session - Section 551.074 Personnel Matters: to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
- 7)
 - a) Discuss and consider approving the employment of a Water/WasteWater Laborer.
 - b) Discuss and consider approving the employment of a Grounds Maintenance Supervisor.
 - c) Discuss and consider approving the employment of a Librarian 1.
- 8) Announcements
- 9) Adjournment

PUBLIC NOTICE IS GIVEN THAT IN ADDITION TO ANY EXECUTIVE SESSION LISTED ABOVE, THE CITY COUNCIL RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME AS AUTHORIZED BY THE TEXAS GOVERNMENT CODE SECTIONS 551.071 - 551.088 TO DISCUSS ANY OF THE MATTERS LISTED ABOVE.

PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED AUXILIARY AIDS OR SERVICE SUCH AS INTERPRETERS FOR PERSONS WHO ARE DEAF OR HEARING IMPAIRED, READERS, LARGE PRINT OR BRAILLE, ARE REQUESTED TO CONTACT GRACE WARD AT (361) 798-3681 TWENTY-FOUR (24) HOURS PRIOR TO THE MEETING SO THAT APPROPRIATE ARRANGEMENTS CAN BE MADE.

Posted by:

Posted on:



September 9, 2025 at 5:00 P.M.

Grace Ward, City Secretary / Administrator

Date

COUNCIL INFORMATION
MONDAY, SEPTEMBER 15, 2025 6:00 PM CST

3)Public Comment Period

4)Consent Agenda Itemsa)Discuss and consider approving meeting minutes from August 12, 2025, August 18, 2025, and September 2, 2025.b)Discuss and consider approving the payment of all bills due and payable by the City.c)Discuss and consider approving the 2025 utility write offs.

Included are the meeting minutes, check reports, and a list of the 2025 write-offs.

5)a)Receive the Mayor's acceptance of the resignation of Darlene Appelt and the appointment of Jeanette Cobb to the Hallettsville Housing Authority Board.

5)b)Second Reading, discussion, and consider any action of Resolution 016-25 the readings and consideration of a HEDC Combined Board project proposed for Texas Elite Therapy Team generally located at Part of Block 2 and 3 from the J.E. Lay Addition, Hallettsville, TX 77964, for \$125,000.00.

Included is a copy of Resolution 016-25.

5)c)Discuss and consider action on an amending plat for the 106 Ford Street Subdivision originally approved on April 21, 2022

Amending plat is in your packet. This was a surveying mistake of one of the corner property pins.

5)d)Discuss and consider approving the request from Sacred Heart School to host a Cross Country meet in the City Golf Course and Park on October 4, 2025 from 7am to 11am, including closure of Park Road 5, use of City labor and materials, and waiver of two concession permit fees.

Included is a copy of the request and event information. The City staff have no issues with this request.

5)f)Discuss and consider any action on the request from Sweet Chic Boutique to host a Fall event on Saturday, October 25, 2025, from 930a to 2p, closing Second Street from LaGrange to Main and the use of City barricades.

Included is a copy of the request and event information. The City staff have no issues with this request.

5)g)Discuss and consider any action on the request from Festival of Lights on holding their annual event on November 29, 2025, from 6am to 9pm, including road closures (LaGrange Street from Second to Third, Third Street from LaGrange to Front, Main Street from Third to Second, Second Street from Main to LaGrange), use of City labor, materials, and services, waiver of city alcohol permit fees, and the use of marking chalk on the streets.

Included is a copy of the request and event information. The City staff have no issues with this request, only need clarification of where the porta-potties will be placed, they appear to be displayed in a public parking space outside of the requested closure area.

5)h)Discuss and consider approving Resolution 018-25 nominating director(s) for the Lavaca County Central Appraisal District LCCAD Board of Directors.

Included is a copy of Resolution 018-25.

5)i)Discuss and consider any action on an ordinance allowing the operation of utility task vehicles on City streets.

Included is a copy of a possible ordinance. I did not receive legal recommendation in the correct format in time to include it in your packet. There is a marked up copy of the ordinance that includes the self-certification section, but it is recommended for HPD to do the inspections and permitting of these vehicles, which would mean taking that section out and adding the last two pages in. It is staff's recommendation to make the decisions of what it is going to say exactly and then bring it back to Council for a vote, with a potential effective date far enough out to make sure all forms are created and anything that needs to be purchased, can be and has come in.

5)j)Discuss and consider approving the City of Hallettsville Title VI of the Civil Rights Act of 1964 plan, as it pertains to all Department of Transportation Programs.

Included is a copy of the Plan.

5)k)Discuss and consider approving an interlocal agreement between the City of Hallettsville and Region 8 Education Service Center, to provide an non-exclusive cooperative purchasing service to the city, through a program known as "The Interlocal Purchasing System (TIPS) Program".

Included is a copy of the request letter. Typically the City participating in a purchasing cooperative would be handled by staff, but this one is with another government agency making it an interlocal agreement.

5)l)Discuss and consider approving the purchase of power poles.

Included is a request from the city purchaser, two quotes were obtained with identical pricing.

5)m)Discuss and consider advertising for custodial contracts to start January 1, 2026.

Custodial contracts are typically re-advertised once every 3 years.

5)n)Consider Council recommendations of agenda items for future meetings.

6)Council Reports

Included are all reports.

8)Announcements

CITY COUNCIL SPECIAL MEETING TUESDAY, AUGUST 12, 2025 6:00 PM CST
COUNCIL CHAMBERS, CITY HALL, 101 NORTH MAIN STREET, HALLETTSVILLE, TEXAS
77964

COUNCIL MEMBERS PRESENT:

MAYOR	Alice Jo Summers
PLACE # 1	Absent
PLACE # 2	Councilperson Audrey Barrera
PLACE # 3	Councilperson Trent Skelton
PLACE # 4	Councilperson Dean Madden
PLACE # 5	Councilperson William Barrera

STAFF PRESENT: City Administrator Grace Ward, Assistant Director of Public Works Cheryl Sommer, Electrical Supervisor Eugene Mikush, Grounds Maintenance Supervisor Clint Taylor.

GUESTS PRESENT: None

Mayor Alice Jo Summers called the meeting to order at 6:01 P.M. after the pledges to the American and Texas flag were recited by all present.

AGENDA ITEM 3: Public Comment Period (speaking time limit to 5 minutes per person)
DISCUSSION: None

Mayor Summers called for the meeting to enter into Executive Session at 6:02 PM. The meeting reconvened into Open Session at 7:54 PM.

AGENDA ITEM 4a: Conduct interviews of internal candidates, discuss and consider any action on the appointment of a Public Works Director.
DISCUSSION: None

AGENDA ITEM 5: Announcements
DISCUSSION: None

AGENDA ITEM 6: Adjournment
MOTION: Adjourn this meeting.
MOTION MADE: Trent Skelton
MOTION SECONDED: Audrey Barrera
DISCUSSION: None

Mayor Summers called for a vote.

AYE:	4
NAY:	0

There being no other business, Mayor Summers adjourned the meeting at 7:54 P.M.

Alice Jo Summers
Mayor

Grace Ward
City Secretary

CITY COUNCIL REGULAR MEETING MONDAY, AUGUST 18, 2025 6:00 PM CST
COUNCIL CHAMBERS, CITY HALL, 101 NORTH MAIN STREET, HALLETTSVILLE, TEXAS
77964

COUNCIL MEMBERS PRESENT:

MAYOR	Alice Jo Summers
PLACE # 1	Councilperson Chastity Carter
PLACE # 2	Councilperson Audrey Barrera
PLACE # 3	Councilperson Trent Skelton - left at 6:35pm
PLACE # 4	Councilperson Dean Madden
PLACE # 5	Councilperson Billy Barrera

STAFF PRESENT: City Administrator Grace Ward, Director of Administrative Services Tammy Bell, Chief of Police Randal Schlauch, EDC Administrator Chelsea Steffek, Assistant Director of Public Works Cheryl Sommer, Electrical Supervisor Eugene Mikush, Grounds Maintenance Supervisor Clint Taylor

GUESTS PRESENT: Michelle Hall, Kate Thompson, Celeste Alvarez, Jennifer Garcia, Wendy Allgood, Jennifer Hagan, Lindsey Denny

Mayor Alice Jo Summers called the meeting to order at 6:00 P.M. after the pledges to the American and Texas flag were recited by all present.

AGENDA ITEM 3: Public Comment Period (for Agenda Items Only)
DISCUSSION: None

Mayor Summers called for the meeting to enter into Executive Session at 6:01 PM. The meeting reconvened into Open Session at 6:14 PM.

AGENDA ITEM 9b: Discuss and consider possible action on a Director of Public Works.
MOTION: Move to promote Clint Taylor to the position of Director of Public Works at the agreed upon rate.
MOTION MADE: Audrey Barrera
MOTION SECONDED: Dean Madden
DISCUSSION: None

Mayor Summers called for a vote.

AYE:	5
NAY:	0

AGENDA ITEM 4: Consent Agenda Items - a)Discuss and consider approving meeting minutes from July 21, 2025 and August 4, 2025., b)Discuss and consider approving the payment of all bills due and payable by the City.

MOTION: Approve the meeting minutes from July 21, 2025 and August 4, 2025, and the payment of all bills due and payable by the City.

MOTION MADE: Trent Skelton

MOTION SECONDED: Dean Madden

DISCUSSION: None

Mayor Summers called for a vote.

AYE: 5

NAY: 0

AGENDA ITEM 5a: Discuss and consider approving the donation of new garbage cans for the downtown area from the Hallettsville Lions Club.

MOTION: Approve the donation of new garbage cans for the downtown area from the Hallettsville Lions Club.

MOTION MADE: Audrey Barrera

MOTION SECONDED: Trent Skelton

DISCUSSION: None

Mayor Summers called for a vote.

AYE: 5

NAY: 0

AGENDA ITEM 5b: Public Hearing, discussion, consideration, and possible action on a request for a Specific Use Permit (SUP) at 449 County Road 200 for the expansion of an event only recreational vehicle park.

PUBLIC HEARING: Mayor Summers opened the public hearing at 6:21 pm.
No Public Comments

Mayor Summers closed the public hearing at 6:22 pm.

MOTION: Approve the issuance of a Specific Use Permit for the expansion of a recreational vehicle park by 35 event only spots.

MOTION MADE: Dean Madden

MOTION SECONDED: Trent Skelton

DISCUSSION: Councilperson Madden instructed Ward to discuss the complaint of cleaning up after events with the Expo.

Mayor Summers called for a vote.

AYE: 5

NAY: 0

AGENDA ITEM 5c: Discuss and possible action to approve Resolution 015-25 authorizing the Mayor to execute a quitclaim deed conveying unimproved right of way of indeterminant ownership to Texas Elite Therapy Team, LLC, that same right of way being 0.232 acre of land situated in the John Hallett Survey, Abstract No. 217, out of the J.E. Lay Addition of the City of Hallettsville, Lavaca County, Texas.

MOTION: Approve Resolution 015-25 authorizing the Mayor to execute a quitclaim deed conveying unimproved right of way of indeterminant ownership to Texas Elite Therapy Team, LLC, that same right of way being 0.232 acre of land situated in the John Hallett Survey, Abstract No. 217, out of the J.E. Lay Addition of the City of Hallettsville, Lavaca County, Texas.

MOTION MADE: Audrey Barrera

MOTION SECONDED: Trent Skelton

DISCUSSION: None

Mayor Summers called for a vote.

AYE: 5

NAY: 0

AGENDA ITEM 5d: First Reading, discussion, and consider any action of Resolution 016-25 the readings and consideration of a HEDC Combined Board project proposed for Texas Elite Therapy Team generally located at Part of Block 2 and 3 from the J.E. Lay Addition, Hallettsville, TX 77964, for \$125,000.00.

DISCUSSION: First Reading held. No Public Comments received.

AGENDA ITEM 5e: Discuss and consider approving a variance for a commercial sign at 1628 N Texana.

MOTION: Approve a variance for the location the sign will be placed, closer than 1,000 feet from other signs, and for the size (square footage) of the sign, but not the height.

MOTION MADE: Dean Madden

MOTION SECONDED: Chastity Carter

DISCUSSION: Wendy Allgood addressed Council that she was hear to answer any questions. Discussion was held between her, Lindsey Denny and City Council pertaining to the request due to the sign being blocked by trees.

Mayor Summers called for a vote.

AYE: 4

NAY: 0

AGENDA ITEM 5f: Receive presentation from Langford Community Management Services, Inc. regarding the General Land Office (GLO – CDBG-MIT) Resilient Communities Program (RCP) Grant, and receive public input and feedback on the preliminary direction of the Resilient Communities Comprehensive Plan.

DISCUSSION: Received presentation from Kate Thompson and Celeste Alvarez with Langford, there were no comments and suggestions from City Council on the plan.

AGENDA ITEM 5g: Consider the submission of the 50% preliminary draft of the Resilient Communities Plan to the General Land Office (GLO) for review and clearance to proceed with the next phase.

MOTION: Approve the submission of the 50% preliminary draft of the Resilient Communities Plan to the General Land Office (GLO) for review and clearance to proceed with the next phase.

MOTION MADE: Audrey Barrera

MOTION SECONDED: Dean Madden

DISCUSSION: None

Mayor Summers called for a vote.

AYE: 4

NAY: 0

AGENDA ITEM 5h: Discuss and consider approving the use of the Resilient Communities Plan grant funding dedicated to a special study to be used for the development and legal review of an adoptable zoning ordinance, accompanied by a procedure manual to guide implementation once adopted.

MOTION: Approve the use of the Resilient Communities Plan grant funding dedicated to a special study to be used for the development and legal review of an adoptable zoning ordinance, accompanied by a procedure manual to guide implementation once adopted.

MOTION MADE: Audrey Barrera

MOTION SECONDED: Chastity Carter

DISCUSSION: None

Mayor Summers called for a vote.

AYE: 4

NAY: 0

AGENDA ITEM 5i: Public Hearing, discussion, and consideration of action on the Proposed Budget for Fiscal Year 2026.

PUBLIC HEARING: Mayor Summers opened the public hearing at 7:18pm.

No Public Comments

Mayor Summers closed the public hearing at 7:19pm.

MOTION: None

DISCUSSION: None

AGENDA ITEM 5j: Discuss and consider approving the Public Notice of the 2025 Tax Rate.

MOTION: Approve the updated Notice of the 2025 Tax Rate hearing to be held on September 2, 2025.

MOTION MADE: Audrey Barrera

MOTION SECONDED: Chastity Carter

DISCUSSION: None

Mayor Summers called for a vote.

AYE: 4

NAY: 0

AGENDA ITEM 6: Public Comment Period (for topics not on the Agenda)
DISCUSSION: Michelle Hall read a letter from David Smolik to Council requesting that the Safe Haven City for the Unborn be added to the agenda.

AGENDA ITEM 7a: Discuss the operation of utility task vehicles on City streets.
DISCUSSION: Council would like to see a City of Hallettsville Ordinance drawn up, with similar restrictions to UTVs as we current have on golf carts, as well as, the legality of possibly doing a City inspection / permit with or without fees.

AGENDA ITEM 7b: Discuss and consider any action on the City Employee Service & Safety Banquet and morale grocery incentive.

MOTION: Approve the City Employee Service & Safety Banquet to be held on October 22, 2025 and the morale grocery incentive.

MOTION MADE: Audrey Barrera

MOTION SECONDED: Chastity Carter

DISCUSSION: None

Mayor Summers called for a vote.

AYE: 3

NAY: 1

AGENDA ITEM 7c: Consider Council recommendations of agenda items for future meetings.
DISCUSSION: UTVs

AGENDA ITEM 8: Council Reports - Receive and discuss written/oral reports from A) Public Works [work orders, maintenance, and projects], B) Police and Court [calls for service, arrests, tickets and warnings], C) Library [circulation, grants, programs, and services], D) Administrative [Monthly Investment Report, Updates on Permits, Grants, Capital Projects, Monthly Meetings & Submissions], and E) Quarterly Visitor's Center Report.

DISCUSSION: Hagan gave Visitor's Center Report, Ward presented the Administrative Report.

AGENDA ITEM 8: Announcements
DISCUSSION: Golden Crescent meeting on August 27th.

AGENDA ITEM 9: Adjournment
MOTION: Adjourn this meeting.

MOTION MADE: Audrey Barrera

MOTION SECONDED: Chastity Carter

DISCUSSION: None

Mayor Summers called for a vote.

AYE: 4

NAY: 0

There being no other business, Mayor Summers adjourned the meeting at 8:19 P.M.

Alice Jo Summers

Mayor

Grace Ward
City Secretary

**CITY COUNCIL SPECIAL MEETING TUESDAY, SEPTEMBER 2, 2025 6:00 PM CST
COUNCIL CHAMBERS, CITY HALL, 101 NORTH MAIN STREET, HALLETTSVILLE, TEXAS
77964**

COUNCIL MEMBERS PRESENT:

MAYOR	Alice Jo Summers
PLACE # 1	Councilperson Chastity Carter
PLACE # 2	Councilperson Audrey Barrera
PLACE # 3	Councilperson Trent Skelton
PLACE # 4	Councilperson Dean Madden
PLACE # 5	Councilperson William Barrera

STAFF PRESENT: City Administrator Grace Ward, Director of Administrative Services Tammy Bell, Police Lt. Saul Rangel

GUESTS PRESENT: None

Mayor Alice Jo Summers called the meeting to order at 6:00 P.M. after the pledges to the American and Texas flag were recited by all present.

AGENDA ITEM 3: Public Comment Period (speaking time limit to 5 minutes per person)
DISCUSSION: None

AGENDA ITEM 4a: Public Hearing on the Proposed Tax Rate for the 2025 Tax Year.

PUBLIC HEARING: Mayor Summers opened the public hearing at 6:00pm.
No Public Comments
Mayor Summers closed the public hearing at 6:01pm.

DISCUSSION: None

AGENDA ITEM 4b: Discuss and consider approving the Early Tax Payment Discounts.
MOTION: Approve early tax payment discounts of 3% in October, 2% in November, and 1% in December.

MOTION MADE: Trent Skelton

MOTION SECONDED: Dean Madden

DISCUSSION: None

Mayor Summers called for a vote.

AYE: 5

NAY: 0

AGENDA ITEM 4c: Discuss and consider approving Ordinance NC002-25 the adoption of the FY2026 General, Water & Light, Hotel Occupancy Tax, Hallettsville 4A Manufacturing Development Corporation, Hallettsville 4B Business Development Corporation, Debt Project, and Debt Services Budgets, including Resolution 017-25 dedicating funds from the FY2026 Budget to Public Welfare.

MOTION: Approve Ordinance NC002-25 the adoption of the FY2026 Budget including Resolution 017-25.

MOTION MADE: Dean Madden

MOTION SECONDED: Trent Skelton

DISCUSSION: None

Mayor Summers called for a vote.

AYE: 5

NAY: 0

AGENDA ITEM 4d: Discuss and consider approving Ordinance NC003-25 adopting the 2025 ad valorem tax rate.

MOTION: Approve Ordinance NC003-25 adopting the 2025 ad valorem M&O tax rate of \$0.2683, the I&S tax rate of \$0.18.59, for a total of \$0.4542 per \$100 valuation.

MOTION MADE: Dean Madden

MOTION SECONDED: Audrey Barrera

DISCUSSION: None

Mayor Summers called for a vote.

AYE: 5

NAY: 0

AGENDA ITEM 4e: Consideration, discussion, and possible action concerning rejection of all bids received for the GLO CDBG-MIT-MOD Grant #24-065-072-E683 – City of Hallettsville Water Improvement Project.

MOTION: Approve the rejection of all bids received for the GLO CDBG-MIT-MOD Grant #24-065-072-E683 – City of Hallettsville Water Improvement Project.

MOTION MADE: Trent Skelton

MOTION SECONDED: Chastity Carter

DISCUSSION: None

Mayor Summers called for a vote.

AYE: 5

NAY: 0

AGENDA ITEM 4f: Consideration, discussion, and possible action concerning authorization to re-advertise for bids for the GLO CDBG-MIT-MOD Grant #24-065-072-E683 – City of Hallettsville Water Improvement Project.

MOTION: Approve the re-advertisement for bids for the GLO CDBG-MIT-MOD Grant #24-065-072-E683 – City of Hallettsville Water Improvement Project.

MOTION MADE: Audrey Barrera

MOTION SECONDED: Dean Madden

DISCUSSION: None

Mayor Summers called for a vote.

AYE: 5

NAY: 0

AGENDA ITEM 4g: Consider Council recommendations of agenda items for future meetings.

DISCUSSION: None

AGENDA ITEM 5: Announcements

DISCUSSION: Ward announced that the City Health renewal came in at 2%. Councilperson Skelton stated to let him know when the City is ready to solicate quote for the Dump Bed Truck next year, he knows someone who wants to bid on it.

AGENDA ITEM 6: Adjournment

MOTION: Adjoun this meeting.

MOTION MADE: Trent Skelton

MOTION SECONDED: Chastity Carter

DISCUSSION: None

Mayor Summers called for a vote.

AYE: 5

NAY: 0

There being no other business, Mayor Summers adjourned the meeting at 6:10 P.M.

Alice Jo Summers

Mayor

Grace Ward
City Secretary



City of Hallettsville, TX

Check Report

By Check Number

Date Range: 08/01/2025 - 08/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP Bank Prosperity-AP Bank Prosperity						
2437	LR3 POWER LINE CONSTRUCTION COMPANY, LI	08/01/2025	EFT	0.00	4,500.00	22
<u>8 COH2025</u>	Invoice	07/19/2025	CHANGE POLE OUT ON EAST SIDE OF 77 ...	0.00	4,500.00	
1821	TRC LOCKBOX	08/08/2025	EFT	0.00	3,256.70	23
<u>147485</u>	Invoice	07/25/2025	EMERGENCY REPAIRS FOR WWTP	0.00	3,256.70	
2302	CHELSEA STEFFEK, LLC	08/15/2025	EFT	0.00	5,833.31	24
<u>AUG 2025</u>	Invoice	08/14/2025	AUG 2025 EDC ADMINISTRATOR SERVICES	0.00	5,833.31	
0066	ALLIED TITLE COMPANY	08/08/2025	Regular	0.00	-10,000.00	54970
2646	ICM INVESTMENT PARTNERS III, LLC - ROSSMAN	08/20/2025	Regular	0.00	-124.18	54978
0069	ALLSTATE BENEFITS	08/06/2025	Regular	0.00	89.08	54991
<u>AUG 2025</u>	Invoice	08/06/2025	AUG 2025 EMPLOYEE BENEFITS	0.00	89.08	
0140	AT&T MOBILITY	08/06/2025	Regular	0.00	712.32	54992
<u>287283922520X...</u>	Invoice	07/28/2025	JULY FIRST NET SERVICE	0.00	712.32	
0240	BRODART CO	08/06/2025	Regular	0.00	267.75	54993
<u>M221629</u>	Invoice	08/01/2025	BRODART 12 MONTH BOOK RENTAL	0.00	267.75	
0297	CENTERPOINT ENERGY ENTEX	08/06/2025	Regular	0.00	58.89	54994
<u>JULY 2025 LIB</u>	Invoice	08/05/2025	JULY NATURAL GAS EXPENSE - LIBRARY	0.00	58.89	
0330	CINTAS CORPORATION LOC. 083	08/06/2025	Regular	0.00	494.87	54995
<u>JULY 2025</u>	Invoice	08/05/2025	JULY 2025 UNIFORM EXPENSE	0.00	494.87	
0352	CITY OF HALLETTSVILLE - W & L	08/06/2025	Regular	0.00	25,099.19	54996
<u>JULY 2025</u>	Invoice	07/28/2025	2025 JULY UTILITIES FOR CITY DEPTS	0.00	25,099.19	
0355	CITY OF HALLETTSVILLE PETTY CASH	08/06/2025	Regular	0.00	98.78	54997
<u>JUN-JUL 2025</u>	Invoice	08/06/2025	PETTY CASH REIMB - LIB	0.00	98.78	
0499	DEWITT POTH & SON, LLC	08/06/2025	Regular	0.00	70.73	54998
<u>799802-0</u>	Invoice	07/03/2025	COPIER MAINTENANCE & COPIES FOR JULY..	0.00	33.41	
<u>799941-0</u>	Invoice	07/01/2025	COPIER MAINTENANCE & COPIES FOR JULY..	0.00	37.32	
0720	GRAINGER, INC.	08/06/2025	Regular	0.00	79.40	54999
<u>9575294906</u>	Invoice	07/18/2025	NEEDLE VALVE FOR INDUSTRIAL WELL	0.00	79.40	
0781	HALLETTSVILLE LUMBER CO.	08/06/2025	Regular	0.00	132.40	55000
<u>50286</u>	Invoice	07/25/2025	16 BAGS CONCRETE MIX FOR WWTP	0.00	95.20	
<u>50368</u>	Invoice	08/05/2025	(12) 8x8x16 BLOCKS	0.00	37.20	
0923	JAMES TELECO, INC	08/06/2025	Regular	0.00	4,977.00	55001
<u>40527</u>	Invoice	07/23/2025	IT, CAMERA, & PHONE MAINTENANCE 1/1...	0.00	4,977.00	
0931	JANSKY REPAIR SHOP	08/06/2025	Regular	0.00	29.81	55002
<u>14118</u>	Invoice	08/05/2025	5 6' TEE BOX MARKERS	0.00	29.81	
0992	KOCIAN'S AUTO REPAIR	08/06/2025	Regular	0.00	461.34	55003
<u>933813</u>	Invoice	07/11/2025	REPAIR SNOOPY RUNNING ROUGH 2001 F...	0.00	461.34	
1100	LUDWIG REPAIR SHOP	08/06/2025	Regular	0.00	68.85	55004
<u>136797</u>	Invoice	08/05/2025	CLEAN LINE FUEL	0.00	4.00	
<u>136848</u>	Invoice	08/05/2025	7 FT STARTER ROPE	0.00	2.40	
<u>136885</u>	Invoice	08/05/2025	FUEL FILTER	0.00	10.00	
<u>137275</u>	Invoice	08/05/2025	GAS MIX AND CHAINSAW OIL	0.00	52.45	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1255	OFFICE DEPOT	08/06/2025	Regular	0.00	63.01	55005
<u>430450341001</u>	Invoice	07/15/2025	OFFICE SUPPLIES FOR PUBLIC WORKS	0.00	47.58	
<u>430456495001</u>	Invoice	07/16/2025	OFFICE SUPPLIES FOR PUBLIC WORKS	0.00	15.43	
2534	PVS DX INC.	08/06/2025	Regular	0.00	1,576.90	55006
<u>057013352-25</u>	Invoice	07/28/2025	8 150# CHLORINE CYLINDERS FOR WATER...	0.00	1,576.90	
1388	RAINOSEK'S TRUE VALUE	08/06/2025	Regular	0.00	414.96	55007
<u>643286</u>	Invoice	08/05/2025	(5) KEYS, RING	0.00	13.09	
<u>643300</u>	Invoice	08/05/2025	1 1/2" HOLE SAW	0.00	9.69	
<u>643335</u>	Invoice	08/05/2025	PVC PIPE, SPRAY PAINT	0.00	54.39	
<u>643736</u>	Invoice	08/05/2025	GRINDING WHEEL, SAWZALL BLADE	0.00	23.73	
<u>643801</u>	Invoice	08/05/2025	SAW, DUCK TAPE, SAWZALL BLADES, TEFL...	0.00	88.63	
<u>643803</u>	Invoice	08/05/2025	4" SLEEVE, 1" 45 ELBOW	0.00	23.07	
<u>643807</u>	Invoice	08/05/2025	20 FT - 2" PVC PIPE	0.00	29.90	
<u>643819</u>	Invoice	08/05/2025	HOSE CLAMPS	0.00	18.90	
<u>643833</u>	Invoice	08/05/2025	PAINT BRUSHES	0.00	8.98	
<u>643834</u>	Invoice	08/05/2025	CENTER PUNCH, WRENCH SET	0.00	33.18	
<u>643857</u>	Invoice	08/05/2025	HOSE CLAMPS AND PLUG	0.00	45.98	
<u>643855</u>	Invoice	08/05/2025	HOSE CLAMPS AND PVC HOSE CLAMPS	0.00	7.69	
<u>643860</u>	Invoice	08/05/2025	CLEAR SILICONE AND PAINT BRUSH	0.00	21.97	
<u>645545</u>	Invoice	06/30/2025	FLUORESCENT LIGHT BULBS	0.00	31.98	
<u>645799</u>	Invoice	08/05/2025	NUTS, BOLTS & WASHERS	0.00	3.78	
2294	SPARKLIGHT	08/06/2025	Regular	0.00	135.93	55008
<u>AUG 2025 CH</u>	Invoice	07/26/2025	INTERNET SERVICE FOR CH	0.00	135.93	
2294	SPARKLIGHT	08/06/2025	Regular	0.00	259.91	55009
<u>AUG 2025 PD</u>	Invoice	07/26/2025	INTERNET SERVICE FOR PD	0.00	259.91	
1640	TECHLINE, INC.	08/06/2025	Regular	0.00	4,232.70	55010
<u>1363910-00</u>	Invoice	07/23/2025	MATERIAL TO COMPLETE CH GRAPHICS 3 ...	0.00	96.20	
<u>1377780-01</u>	Invoice	07/22/2025	INVENTORY FOR ELECTRIC DEPT.	0.00	4,136.50	
2644	TOMMY TUMIS	08/06/2025	Regular	0.00	106.00	55011
<u>2739-2</u>	Invoice	07/30/2025	2 USED TIRES FOR WIRE TRAILER - ELECTRI...	0.00	106.00	
1850	TYLER TECHNOLOGIES INC	08/06/2025	Regular	0.00	25,191.77	55012
<u>025-517745</u>	Invoice	06/30/2025	SOFTWARE SERVICE AGREEMENT 1/1/25 -...	0.00	47,850.00	
<u>CM0000070</u>	Credit Memo	07/30/2025	REFUND FOR TYLER SOFTWARE MAINT. 7....	0.00	-22,658.23	
2322	WALMART COMMUNITY/CAPITAL ONE	08/06/2025	Regular	0.00	-311.95	55013
2322	WALMART COMMUNITY/CAPITAL ONE	08/06/2025	Regular	0.00	311.95	55013
<u>07.17.2025</u>	Invoice	08/05/2025	GLUE	0.00	8.25	
<u>519000841856</u>	Invoice	07/09/2025	BATTERY FOR VERTICUTTER - GOLF COURSE	0.00	162.84	
<u>519500223585</u>	Invoice	07/14/2025	SUPPLIES TO CLEAN TRUCKS	0.00	100.67	
<u>6.27.2025</u>	Invoice	08/05/2025	CLEANING AND BREAKROOM SUPPLIES	0.00	40.19	
1955	WHOLESALE ELECTRIC SUPPLY CO	08/06/2025	Regular	0.00	11.48	55014
<u>007912686458</u>	Invoice	07/18/2025	GALV. NIPPLES FOR McDONALDS & JR. HI...	0.00	11.48	
1969	XEROX	08/06/2025	Regular	0.00	111.87	55015
<u>024001449</u>	Invoice	07/31/2025	COPIER MAINTENANCE C8030H JULY 2025...	0.00	111.87	
0670	CENGAGE LEARNING, INC / GALE	08/07/2025	Regular	0.00	604.89	55016
<u>999100389058</u>	Invoice	05/06/2025	ADULT LARGE PRINT BOOKS FOR LIBRARY	0.00	604.89	
0886	INGRAM LIBRARY SERVICES	08/07/2025	Regular	0.00	14.73	55017
<u>87421799</u>	Invoice	04/03/2025	CHILDREN'S BOOKS FOR LIBRARY	0.00	4.12	
<u>88090713</u>	Invoice	05/12/2025	94 ADULT BOOKS FOR LIBRARY	0.00	10.61	
2322	WALMART COMMUNITY/CAPITAL ONE	08/07/2025	Regular	0.00	303.70	55018
<u>519000841856</u>	Invoice	07/09/2025	BATTERY FOR VERTICUTTER - GOLF COURSE	0.00	162.84	
<u>519500223585</u>	Invoice	07/14/2025	SUPPLIES TO CLEAN TRUCKS	0.00	100.67	

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>6.27.2025</u>	Invoice	08/05/2025	CLEANING AND BREAKROOM SUPPLIES	0.00	40.19	
0023	ACCESS TOOLS	08/14/2025	Regular	0.00	949.75	55019
<u>477586</u>	Invoice	07/28/2025	5 VEHICLE UNLOCK KITS FOR POLICE DEPT.	0.00	949.75	
0037	AFLAC/ATTN: REMITTANCE PROCESSING SERVI	08/14/2025	Regular	0.00	982.39	55020
<u>982022</u>	Invoice	08/13/2025	2025 AUGUST EMPLOYEE BENEFITS	0.00	982.39	
0116	AQUA METRIC SALES CO., INC.	08/14/2025	Regular	0.00	16,365.44	55021
<u>INV0109415</u>	Invoice	07/21/2025	112 ELECTRIC METERS FOR INVENTORY	0.00	16,365.44	
0130	AT&T	08/14/2025	Regular	0.00	48.39	55022
<u>2025 AUG</u>	Invoice	08/14/2025	FSML - 144092831	0.00	48.39	
0130	AT&T	08/14/2025	Regular	0.00	32.26	55023
<u>AUG 2025</u>	Invoice	08/15/2025	FSML - 144092832	0.00	32.26	
2651	BAKER'S HOMEGROWN CAFE	08/14/2025	Regular	0.00	10,000.00	55024
<u>AUG 2025</u>	Invoice	08/14/2025	REIMBURSE 4B GRANT AWARDED ON 7/2...	0.00	10,000.00	
2134	BOHUSLAV AG SUPPLY	08/14/2025	Regular	0.00	5,007.15	55025
<u>EDC</u>	Invoice	08/14/2025	REIMBURSE 4B SM. BUS. GRANT AWARDE...	0.00	5,007.15	
0232	BREANA KRISTEK	08/14/2025	Regular	0.00	2,200.00	55026
<u>JUL - AUG 2025</u>	Invoice	08/13/2025	JULY - AUG JANITORIAL SERVICE AT LIB & ...	0.00	700.00	
<u>JUN - JUL 2025</u>	Invoice	08/13/2025	JUNE - JULY JANITORIAL SERVICE AT LIB & ...	0.00	700.00	
<u>MAY - JUNE 2025</u>	Invoice	08/14/2025	JANITORIAL SERVICE AT LIB & CH 5/15 - 6/...	0.00	800.00	
2184	BUREAU VERITAS NORTH AMERICA, INC.	08/14/2025	Regular	0.00	1,057.68	55027
<u>CM0000071</u>	Credit Memo	07/16/2025	CREDIT ON INVOICE 25027720	0.00	-76.92	
<u>JULY 2025</u>	Invoice	08/13/2025	JULY 2025 THIRD PARTY INSPECTIONS	0.00	1,134.60	
0670	CENGAGE LEARNING, INC / GALE	08/14/2025	Regular	0.00	31.44	55028
<u>999100730645</u>	Invoice	07/24/2025	ADULT LARGE PRINT BOOKS FOR LIBRARY	0.00	31.44	
0448	CULLIGAN ULTRAPURE, INCL	08/14/2025	Regular	0.00	46.75	55029
<u>14373589-07312...</u>	Invoice	07/24/2025	5 - 5 GALLON WATER BOTTLES FOR CITY H...	0.00	46.75	
2336	DENTON NAVARRO RODRIGUEZ BERNAL SANTE	08/14/2025	Regular	0.00	2,732.75	55030
<u>JUNE 2025</u>	Invoice	08/14/2025	JUNE 2025 LEGAL FEES	0.00	2,732.75	
0491	DEPARTMENT OF INFORMATION RESOURCES	08/14/2025	Regular	0.00	21.95	55031
<u>25061204N</u>	Invoice	07/28/2025	2025 JUNE LONG DISTANCE SERVICE FOR C...	0.00	21.95	
2281	ENVIRONMENTAL SCIENCE CORP DBA PACE AN.	08/14/2025	Regular	0.00	1,217.00	55032
<u>25751847668-S</u>	Invoice	07/31/2025	WATER & WASTEWATER SAMPLES FOR JU...	0.00	1,217.00	
0720	GRAINGER, INC.	08/14/2025	Regular	0.00	64.87	55033
<u>9589466276</u>	Invoice	07/30/2025	5 GALLONS STRIDE CLEANER 903906	0.00	64.87	
0742	GUADALUPE VALLEY ELECT. COOP.	08/14/2025	Regular	0.00	180.00	55034
<u>JULY 2025</u>	Invoice	08/14/2025	2025 JULY ELECTRICITY AT AIRPORT	0.00	180.00	
0746	GULF COAST PAPER CO., INC.	08/14/2025	Regular	0.00	164.16	55035
<u>269910</u>	Invoice	08/06/2025	TOILET PAPER & TRASH BAGS FOR YOUTH ...	0.00	164.16	
0774	HALLETTSVILLE HDWE. & AUTO SUPPLY	08/14/2025	Regular	0.00	70.50	55036
<u>JULY 2025</u>	Invoice	08/14/2025	CONNECTORS, STRAPS, NIPPLES, PVC 90, ...	0.00	70.50	
0787	HALLETTSVILLE VETERINARY HOSPITAL	08/14/2025	Regular	0.00	27.00	55037
<u>177662</u>	Invoice	07/25/2025	EUTHANASIA OF ANIMALS FOR JULY 2025	0.00	27.00	
2158	HORIZON	08/14/2025	Regular	0.00	511.72	55038
<u>7A015832</u>	Invoice	08/04/2025	SUPPLIES FOR IRRIGATION SYSTEM GOLF ...	0.00	511.72	
0846	HOSPICE OF SOUTH TEXAS	08/14/2025	Regular	0.00	25.00	55039

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>AUG 2025</u>	Invoice	08/14/2025	CLIFTON SEVCIK MEMORIAL DONATION	0.00	25.00	
0976	KELLY MUDD EQUIPMENT CO LLC	08/14/2025	Regular	0.00	18.50	55040
<u>208991</u>	Invoice	08/14/2025	YOKE & FITTINGS	0.00	18.50	
1014	LANGFORD COMMUNITY MANAGEMENT SERVI	08/14/2025	Regular	0.00	22,500.00	55041
<u>6375</u>	Invoice	08/06/2025	E214 DRAW 8	0.00	22,500.00	
1140	MCCREARY, VESELKA, BRAGG, & ALLEN PC	08/14/2025	Regular	0.00	2,953.36	55042
<u>9336</u>	Invoice	08/14/2025	COLLECTION FEES OWED MAR - JUNE 2025	0.00	2,953.36	
1255	OFFICE DEPOT	08/14/2025	Regular	0.00	15.43	55043
<u>432228851001</u>	Invoice	07/25/2025	OFFICE SUPPLIES FOR PUBLIC WORKS	0.00	15.43	
1252	O'REILLY AUTO PARTS	08/14/2025	Regular	0.00	121.62	55044
<u>4589-104248</u>	Invoice	08/05/2025	OIL AND FILTER	0.00	79.15	
<u>4589-104844</u>	Invoice	08/14/2025	WIRE TIES	0.00	42.47	
2298	PATRIOT FUEL DISTRIBUTORS	08/14/2025	Regular	0.00	1,892.00	55045
<u>17469</u>	Invoice	07/30/2025	800 GALLONS UNLEADED GASOLINE FUEL...	0.00	1,892.00	
1430	RICOH USA INC	08/14/2025	Regular	0.00	39.00	55046
<u>5071811886</u>	Invoice	08/06/2025	BASE COPY FEE FOR 8/1/25 - 8/31/25 FOR...	0.00	39.00	
1451	RONALD E DROZD	08/14/2025	Regular	0.00	774.00	55047
<u>024984</u>	Invoice	08/14/2025	JULY JANITORIAL SERVICE - YC & PW	0.00	774.00	
2513	SAN BERNARD ELECTRIC COOPERATIVE, INC	08/14/2025	Regular	0.00	63.75	55048
<u>JULY 2025</u>	Invoice	08/05/2025	JULY LIFT STATION ELECTRICITY	0.00	63.75	
1640	TECHLINE, INC.	08/14/2025	Regular	0.00	867.64	55049
<u>1376156-01</u>	Invoice	07/31/2025	INVENTORY FOR ELECTRIC DEPT.	0.00	81.00	
<u>1378996-00</u>	Invoice	07/28/2025	STREET LIGHT BULBS & PHOTO EYES FOR S...	0.00	1,123.24	
<u>1379000-00</u>	Invoice	07/28/2025	5 GALLON PALES OF POLYWATER J640 LU...	0.00	87.24	
<u>CM0000066</u>	Credit Memo	06/23/2025	RETURN (16) POLETOP OFFSET PIN	0.00	-423.84	
1692	TEXAS DISPOSAL SYSTEMS	08/14/2025	Regular	0.00	62,617.56	55050
<u>2025 JULY</u>	Invoice	08/14/2025	JULY 2025 TRASH DISPOSAL	0.00	62,617.56	
2217	TEXAS EXCAVATION SAFETY SYSTEM, INC.	08/14/2025	Regular	0.00	47.15	55051
<u>25-13676</u>	Invoice	07/31/2025	LINE LOCATE CALLS FOR JULY 2025	0.00	47.15	
1259	TEXAS STATE DISBURSEMENT UNIT	08/14/2025	Regular	0.00	466.31	55052
<u>0003243</u>	Invoice	08/15/2025	Child Support	0.00	466.31	
1818	TRACTOR SUPPLY CO.	08/14/2025	Regular	0.00	57.99	55053
<u>200408025</u>	Invoice	08/06/2025	DOG FOOD FOR POLICE K-9	0.00	57.99	
0139	AT&T 512-A19-6014 033	08/21/2025	Regular	0.00	836.73	55054
<u>AUGUST 2025</u>	Invoice	08/20/2025	AUGUST 2025 PHONE SERVICES FOR CITY ...	0.00	836.73	
2336	DENTON NAVARRO RODRIGUEZ BERNAL SANTE	08/21/2025	Regular	0.00	1,087.99	55055
<u>60847</u>	Invoice	08/19/2025	4A LEGAL FEES	0.00	547.99	
<u>60851</u>	Invoice	08/19/2025	MUNICIPAL COURT LEGAL FEES JULY 2025	0.00	380.00	
<u>60875</u>	Invoice	08/19/2025	CITY LEGAL SERVICES JULY 2025	0.00	63.00	
<u>60881</u>	Invoice	08/19/2025	4B LEGAL FEES	0.00	42.00	
<u>60882</u>	Invoice	08/19/2025	MUNICIPAL COURT LEGAL FEES JULY 2025	0.00	39.00	
<u>60885</u>	Invoice	08/19/2025	CITY PLANNING SERVICES JULY 2025	0.00	16.00	
0491	DEPARTMENT OF INFORMATION RESOURCES	08/21/2025	Regular	0.00	30.93	55056
<u>25071204N</u>	Invoice	08/20/2025	2025 JULY LONG DISTANCE SERVICE FOR C...	0.00	30.93	
0715	GRAFE CHEVROLET GMC	08/21/2025	Regular	0.00	128.48	55057
<u>204868</u>	Invoice	08/07/2025	REPLACE BATTERY IN POLICE UNIT #1501	0.00	128.48	
0886	INGRAM LIBRARY SERVICES	08/21/2025	Regular	0.00	58.90	55058

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
88474534	Invoice	06/03/2025	125 CHILDREN'S & ADULT BOOKS FOR LIB...	0.00	58.90	
2052	LOWER COLORADO RIVER AUTHORITY - *	08/21/2025	Regular	0.00	226.70	55059
<u>T4C-0002284</u>	Invoice	07/30/2025	MATERIAL AGGREGATION FEES FOR LAST 6...	0.00	226.70	
2373	MEDICAL AIR SERVICES ASSOCIATION, INC.	08/21/2025	Regular	0.00	448.00	55060
<u>2172628</u>	Invoice	08/20/2025	AUGUST 2025 EMPLOYEE MEDICAL AIR SE...	0.00	448.00	
1496	SCHERER VICTORIA OLIVER COMPANY, INC.	08/21/2025	Regular	0.00	380.05	55061
<u>P29068</u>	Invoice	08/20/2025	BLADE KIT	0.00	72.43	
<u>P29151</u>	Invoice	08/21/2025	WIREHARNESS, FENDER COVER, FREIGHT	0.00	82.23	
<u>P29152</u>	Invoice	08/20/2025	CAM DIAL, DIAL LABEL	0.00	16.05	
<u>P29153</u>	Invoice	08/20/2025	BLADE KIT, BLADE BOLT	0.00	77.30	
<u>P29154</u>	Credit Memo	07/24/2025	FENDER COVER - INCORRECT PART	0.00	-36.22	
<u>P29230</u>	Invoice	07/31/2025	DUST COVER & IGNITION DISPLAY FOR KU...	0.00	9.82	
<u>P29231</u>	Invoice	07/31/2025	DUST COVER & IGNITION DISPLAY FOR KU...	0.00	158.44	
2462	SHEILA GARZA MEDINA	08/21/2025	Regular	0.00	1,000.00	55062
<u>H0005</u>	Invoice	08/19/2025	JULY 2025 MUNICIPAL COURT JUDICIAL SE...	0.00	1,000.00	
1638	TECHLINE PIPE, L.P.	08/21/2025	Regular	0.00	2,781.21	55063
<u>1155590-00</u>	Invoice	07/29/2025	INVENTORY FOR WATER DEPT.	0.00	2,781.21	
1755	TEXAS TIRE & ACCESSORIES, L.P.	08/21/2025	Regular	0.00	66.40	55064
<u>99777</u>	Invoice	08/20/2025	OIL CHANGE, EXTRA QT OF OIL FOR PD UN...	0.00	66.40	
1828	TRIBUNE - HERALD, INC.	08/21/2025	Regular	0.00	805.50	55065
<u>JULY 2025</u>	Invoice	08/20/2025	JULY ADVERTISING	0.00	805.50	
2322	WALMART COMMUNITY/CAPITAL ONE	08/21/2025	Regular	0.00	23.54	55066
<u>255204548334219</u>	Invoice	07/23/2025	ALGEA GUARD FOR WWTP	0.00	23.54	
2170	WELLS FARGO CARD SERVICES, INC. (C.S.), PAYA	08/21/2025	Regular	0.00	904.01	55067
<u>08/06/2025</u>	Invoice	08/06/2025	4 - 6 VOLT BATTERIES FLOOR CLEANER YO...	0.00	491.52	
<u>114-73711065-9...</u>	Invoice	08/04/2025	WE-10 COUPLING ELEMENT FOR WWTP	0.00	175.23	
<u>114-9343511-41...</u>	Invoice	07/17/2025	COFFEE & FILTERS FOR PUBLIC WORKS	0.00	58.24	
<u>114-9512668-18...</u>	Invoice	07/30/2025	HAND SOAP FOR YOUTH CENTER 12/PACK	0.00	66.20	
<u>685787702</u>	Invoice	07/18/2025	MATERIAL FOR McDONALDS AND JR. HIGH...	0.00	19.66	
<u>WG95713140</u>	Invoice	08/07/2025	GRINDING WHEELS FOR WATER DEPT.	0.00	93.16	
2227	WELLS FARGO PAYMENT REMITTANCE CENTER	08/21/2025	Regular	0.00	1,452.62	55068
<u>2025 JULY</u>	Invoice	08/21/2025	JULY 2025	0.00	1,452.62	
1969	XEROX	08/21/2025	Regular	0.00	81.93	55069
<u>024092284</u>	Invoice	07/31/2025	COPIER MAINTENANCE WC3655S JULY 20...	0.00	34.72	
<u>024092285</u>	Invoice	07/31/2025	COPIER MAINTENANCE B400DN JULY 2025	0.00	47.21	
2327	BEASLEY TIRE SERVICE, INC.	08/28/2025	Regular	0.00	2,300.52	55070
<u>350102514</u>	Invoice	08/18/2025	4 REAR TIRES FOR LARGE BUCKE TRUCK #...	0.00	2,300.52	
0297	CENTERPOINT ENERGY ENTEX	08/28/2025	Regular	0.00	241.70	55071
<u>AUG 2025</u>	Invoice	08/20/2025	AUG 2025 NATURAL GAS EXPENSE	0.00	241.70	
0352	CITY OF HALLETTSVILLE - W & L	08/28/2025	Regular	0.00	24,222.43	55072
<u>AUG 2025</u>	Invoice	08/25/2025	2025 AUGUST UTILITIES FOR CITY DEPTS	0.00	24,222.43	
0614	FERGUSON ENTERPRISES INC #61	08/28/2025	Regular	0.00	488.22	55073
<u>1368586</u>	Invoice	08/22/2025	3" TOP BOLT COUPLING FOR GOLF COURSE	0.00	488.22	
0746	GULF COAST PAPER CO., INC.	08/28/2025	Regular	0.00	192.00	55074
<u>2674678</u>	Invoice	08/20/2025	5 CASES OF DRUM LINERS VBLH386327C ...	0.00	192.00	
0758	HACH COMPANY	08/28/2025	Regular	0.00	60.69	55075
<u>14619206</u>	Invoice	08/13/2025	POTASSIUM & SODIUM SOLUTION FOR ...	0.00	60.69	
0767	HALLETTSVILLE COMMUNICATIONS	08/28/2025	Regular	0.00	4.99	55076

Check Report

Date Range: 08/01/2025 - 08/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>10068711</u>	Invoice	08/28/2025	BATTERIES	0.00	4.99	
0886	INGRAM LIBRARY SERVICES	08/28/2025	Regular	0.00	4.12	55077
<u>89848719</u>	Invoice	08/18/2025	125 CHILDREN'S & ADULT BOOKS FOR LIB...	0.00	4.12	
0923	JAMES TELECO, INC	08/28/2025	Regular	0.00	4,977.00	55078
<u>40587</u>	Invoice	08/15/2025	IT, CAMERA, & PHONE MAINTENANCE 1/1...	0.00	4,977.00	
1037	LAVACA COUNTY OFFICE SUPPLY	08/28/2025	Regular	0.00	192.68	55079
<u>Q8406</u>	Invoice	08/12/2025	EDC SCRATCH PADS	0.00	192.68	
1044	LAVACA FARM EQUIP. CO., INC.	08/28/2025	Regular	0.00	638.50	55080
<u>08153</u>	Invoice	08/22/2025	MOUNT & BALANCE 4 REAR TIRES ON #112	0.00	638.50	
1100	LUDWIG REPAIR SHOP	08/28/2025	Regular	0.00	180.00	55081
<u>137582</u>	Invoice	08/07/2025	CHAIN SAW BLADES FOR PARK & GOLF	0.00	180.00	
2298	PATRIOT FUEL DISTRIBUTORS	08/28/2025	Regular	0.00	2,363.64	55082
<u>17482</u>	Invoice	07/31/2025	300 GALLONS DYED DIESEL W/CONDITION...	0.00	771.18	
<u>17592</u>	Invoice	08/08/2025	500 GALLONS GASOLINE & 170 DIESEL FOR..	0.00	1,592.46	
1496	SCHERER VICTORIA OLIVER COMPANY, INC.	08/28/2025	Regular	0.00	86.46	55083
<u>P29307</u>	Invoice	08/05/2025	DUST COVER & IGNITION DISPLAY FOR KU...	0.00	86.46	
2294	SPARKLIGHT	08/28/2025	Regular	0.00	259.91	55084
<u>SEPT 2025 PD</u>	Invoice	08/25/2025	SEPTEMBER INTERNET SERVICE FOR PD	0.00	259.91	
2294	SPARKLIGHT	08/28/2025	Regular	0.00	135.93	55085
<u>2025 SEPT</u>	Invoice	08/25/2025	SEPTEMBER INTERNET SERVICE FOR CH	0.00	135.93	
2379	ST, PETER'S LUTHERAN CHURCH	08/28/2025	Regular	0.00	150.00	55086
<u>AUG 2025</u>	Invoice	08/25/2025	2025 BANQUET VENUE	0.00	150.00	
2468	SYMBOL ARTS, LLC	08/28/2025	Regular	0.00	1,001.70	55087
<u>0540009</u>	Invoice	08/18/2025	CHALLENGE COINS FOR POLICE DEPT.	0.00	1,001.70	
1638	TECHLINE PIPE, L.P.	08/28/2025	Regular	0.00	3,880.77	55088
<u>1157691-00</u>	Invoice	08/12/2025	INVENTORY FOR WATER DEPT.	0.00	3,880.77	
1640	TECHLINE, INC.	08/28/2025	Regular	0.00	2,663.00	55089
<u>1378336-00</u>	Invoice	08/15/2025	LED HIGHWAY LIGHTS	0.00	2,382.00	
<u>3138607-00</u>	Invoice	08/04/2025	REPAIR 12 TON CRIMPER FOR ELECTRIC D...	0.00	281.00	
2268	TEXAN GLASS - SOUTH	08/28/2025	Regular	0.00	450.00	55090
<u>2-164599</u>	Invoice	08/08/2025	REPLACE WINDSHIELD IN POLICE UNIT #2...	0.00	450.00	
1259	TEXAS STATE DISBURSEMENT UNIT	08/28/2025	Regular	0.00	466.31	55091
<u>0003296</u>	Invoice	08/29/2025	Child Support	0.00	466.31	
1721	TX HEALTH BENEFITS POOL	08/28/2025	Regular	0.00	34,195.96	55092
<u>PHALLETO2509</u>	Invoice	08/29/2025	AUGUST 2025 EMPLOYEE HEALTH BENEFI...	0.00	34,195.96	
1850	TYLER TECHNOLOGIES INC	08/28/2025	Regular	0.00	13,594.94	55093
<u>025-517742</u>	Invoice	08/25/2025	ANNUAL ER PRO CLOUD SOFTWARE MAIN...	0.00	13,594.94	
2322	WALMART COMMUNITY/CAPITAL ONE	08/28/2025	Regular	0.00	93.10	55094
<u>2025 AUG</u>	Invoice	08/27/2025	DISTILLED WATER	0.00	7.38	
<u>2025 AUGUST</u>	Invoice	08/27/2025	24 PACK WATER	0.00	3.27	
<u>25 AUG</u>	Invoice	08/27/2025	QT 5-20 OIL	0.00	7.62	
<u>AUG 2025</u>	Invoice	08/27/2025	WATER, PAPER PLATES, FORKS, BOWLS	0.00	27.57	
<u>AUG 25</u>	Invoice	08/27/2025	JANITORIAL SUPPLIES	0.00	47.26	
1969	XEROX	08/28/2025	Regular	0.00	517.22	55095
<u>021223368</u>	Invoice	08/25/2025	COPIER MAINT C8030H APRIL 2024 - LIBR...	0.00	132.31	
<u>021223369</u>	Invoice	08/25/2025	COPIER MAINT. B400DN APRIL 2024 - LIBR...	0.00	48.05	
<u>021324522</u>	Invoice	08/25/2025	COPIER MAIN WC3655S APRIL 2024 - LIBR...	0.00	40.02	

Check Report

Date Range: 08/01/2025 - 08/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>021424466</u>	Invoice	08/25/2025	COPIER MAINT. C8030H MAY 2024 - LIBRA...	0.00	249.35	
<u>021424467</u>	Invoice	08/25/2025	COPIER MAIN B400DN MAY 2024 - LIBRARY	0.00	47.49	
1997	Internal Revenue Services	08/06/2025	Bank Draft	0.00	2,029.26	DFT0003563
<u>0003185</u>	Invoice	08/01/2025	Medicare	0.00	2,029.26	
1997	Internal Revenue Services	08/06/2025	Bank Draft	0.00	8,677.12	DFT0003564
<u>0003186</u>	Invoice	08/01/2025	Social Security Tax	0.00	8,677.12	
1997	Internal Revenue Services	08/06/2025	Bank Draft	0.00	5,217.36	DFT0003566
<u>0003188</u>	Invoice	08/01/2025	FIT Payable	0.00	5,217.36	
1997	Internal Revenue Services	08/20/2025	Bank Draft	0.00	1,945.72	DFT0003575
<u>0003250</u>	Invoice	08/15/2025	Medicare	0.00	1,945.72	
1997	Internal Revenue Services	08/20/2025	Bank Draft	0.00	8,319.60	DFT0003576
<u>0003251</u>	Invoice	08/15/2025	Social Security Tax	0.00	8,319.60	
1997	Internal Revenue Services	08/20/2025	Bank Draft	0.00	4,679.55	DFT0003578
<u>0003253</u>	Invoice	08/15/2025	FIT Payable	0.00	4,679.55	

Bank Code AP Bank Prosperity Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	167	105	0.00	303,825.50
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-10,436.13
Bank Drafts	6	6	0.00	30,868.61
EFT's	3	3	0.00	13,590.01
	176	117	0.00	337,847.99

Check Report

Date Range: 08/01/2025 - 08/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP Grant Prosperity-AP Grant Prosperity						
1821	TRC LOCKBOX	08/04/2025	EFT	0.00	18,083.82	11
<u>0003159</u>	Invoice	06/27/2025	D267 - GLO-MIT - ENGINEERING - DRAIN...	0.00	18,083.82	
1821	TRC LOCKBOX	08/21/2025	EFT	0.00	9,000.00	12
<u>145660</u>	Invoice	06/27/2025	CDV23-0170 WATER LINE REPLACEMENT ...	0.00	9,000.00	
1014	LANGFORD COMMUNITY MANAGEMENT SERV	08/21/2025	Regular	0.00	11,750.00	216
<u>6363</u>	Invoice	08/19/2025	CDV23-0170 TDA WATERLINE REPLACEM...	0.00	11,750.00	

Bank Code AP Grant Prosperity Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	11,750.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	2	2	0.00	27,083.82
	3	3	0.00	38,833.82

Check Report

Date Range: 08/01/2025 - 08/31/2025

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP Lib Prosperity-AP Lib Prosperity							
2466 <u>72502</u>	NOAH'S ARK WORKSHOP Invoice	06/05/2025	08/06/2025 SUMMER AT LIBRARY PROGRAM SUPPLIES	Regular	0.00 0.00	950.10 950.10	2247
2322 <u>755204562102598</u>	WALMART COMMUNITY/CAPITAL ONE Invoice	07/23/2025	08/06/2025 SUPPLIES FOR COLOR RUN - LIBRARY	Regular	0.00 0.00	87.92 87.92	2248
2322 <u>7.17.2025</u>	WALMART COMMUNITY/CAPITAL ONE Invoice	08/07/2025	08/07/2025 Glue	Regular	0.00 0.00	8.25 8.25	2249
2282 <u>CONTRACT 0000...</u>	LAVACA SWIMMING POOL Invoice	08/14/2025	08/14/2025 POOL RENTAL FOR PVT EOY SUMMER REA...	Regular	0.00 0.00	466.00 466.00	2250
2170 <u>114-0123946-30...</u> <u>114-0934446-76...</u> <u>114-2350104-12...</u> <u>114-6124656-77...</u> <u>2000134-124048...</u> <u>W1334157877</u>	WELLS FARGO CARD SERVICES, INC. (C.S.), PAYM Invoice Invoice Invoice Invoice invoice Invoice	07/24/2025 07/29/2025 07/29/2025 07/31/2025 07/25/2025 07/25/2025	08/21/2025 SUMMER @ THE LIBRARY READING PRIZES SUMMER AT THE LIBRARY RAFFLE PRIZES SUMMER AT THE LIBRARY RAFFLE PRIZES SUMMER AT THE LIBRARY RAFFLE PRIZES PRIZES FOR SUMMER AT THE LIBRARY 128GB YELLOW IPAD RAFFLE PRIZE SUMM...	Regular	0.00 0.00 0.00 0.00 0.00 0.00	1,971.77 606.80 74.23 24.99 39.99 876.76 349.00	2251
	Void		08/21/2025	Regular	0.00	0.00	2252
2642 <u>IVC0117609</u>	COAST TO COAST SOLUTIONS, INC. Invoice	08/20/2025	08/27/2025 READING CHALLENGE PRIZES FOR SUMME...	Regular	0.00 0.00	142.50 142.50	2253

Bank Code AP Lib Prosperity Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	11	6	0.00	3,626.54
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	11	7	0.00	3,626.54

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	179	112	0.00	319,202.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-10,436.13
Bank Drafts	6	6	0.00	30,868.61
EFT's	5	5	0.00	40,673.83
	190	127	0.00	380,308.35

Fund Summary

Fund	Name	Period	Amount
52	LIBRARY FRIENCH SIMPSON MEMORIAL LIBRAI	8/2025	3,626.54
60	GRANT FUND	8/2025	38,833.82
99	POOLED CASH FUND -MAIN	8/2025	337,847.99
			380,308.35

Account	Name	Amount
01-00526-05	ABREE CUNNINGHAM	\$ 46.47
01-02101-01	CHRIS DOUGHERTY	\$ 502.95
01-02203-03	AMY MURPHY	\$ 76.51
01-03101-08	LATISHA JOHNSON	\$ 221.09
01-03532-02	GERALD ADKISON	\$ 55.86
01-03549-04	LORI SARVIS	\$ 12.70
02-00102-05	BRELANDRIA STOVALL	\$ 709.26
02-03351-00	LARRY L MOORE	\$ 353.10
02-04751-04	MELISSA BECK	\$ 48.29
03-04101-01	BIBIANA VAZQUEZ	\$ 501.71
04-02351-04	WILLIAM MANIA	\$ 404.52
04-04001-00	ISABELL S ANDREWS	\$ 750.51
05-00051-01	CHRIS & KRISTI CLINE	\$ 380.07
05-01751-10	JAMYLON MCAFEE	\$ 50.43
05-04055-04	TORRIE KONECNY	\$ 506.43
05-04901-01	ANDREW GARCIA	\$ 135.45
06-00351-05	DONNELL SCHULER	\$ 272.65
06-01301-00	ALBERTA JACKSON	\$ 255.70
08-02601-02	BRADLEY PUSTEJOVSKY	\$ 219.85
09-00901-00	CARL CHAPMAN	\$ 74.19
09-04649-06	KIMBERLY ENRIQUEZ	\$ 144.70
09-05601-06	CHARLIE JANSKY	\$ 182.05
10-00401-02	FELICIA STAUDT	\$ 144.11
10-06995-06	CHELSEA TATUM	\$ 45.25
11-00201-00	NELDA MCAFEE	\$ 16.32
11-00251-00	KENNON WAYNE FOLEY	\$ 56.28
11-00875-06	STEVE MURPHY JR	\$ 395.94
11-03501-06	SHAKYLE WRIGHT	\$ 171.98
11-36000-00	TERRY HAYNES	\$ 695.17
12-00651-04	DAWAYNE BOSIER	\$ 660.24
13-00348-00	ALVIN SCHNEIDER JR	\$ 173.22
14-02551-05	ALISSA SOTO	\$ 177.74
14-03251-00	ANGELA KING	\$ 943.01
21-03353-06	JESSICA SHAFFER	\$ 155.63
25-02001-00	MARGARET NAGELMUELLER	\$ 385.00
26-02659-07	LINDA GANDARA	\$ 939.53
34-01652-07	CRYSTAL PAULER	\$ 11.80

RESOLUTION NO. 016-25

A RESOLUTION OF THE CITY COUNCIL OF HALLETTSVILLE, TEXAS, APPROVING A PROJECT USING FUNDS PROVIDED BY HALLETTSVILLE 4A MANUFACTURING DEVELOPMENT CORPORATION AND HALLETTSVILLE 4B BUSINESS DEVELOPMENT CORPORATION IN AN AMOUNT EXCEEDING \$10,000.

WHEREAS, on January 18, 1997, the City of Hallettsville, population less than 7,500, held a special election resulting in the July 10, 1997, creation of a Type A and a Type B corporation (Ordinance 476-97); and

WHEREAS, Section 504.171 of the Local Government Code allows a Type A corporation, in a municipality under the population of 7,500, that also has a Type B corporation, if permitted by ordinance, to undertake any project that a Type B corporation can authorize; and

WHEREAS, on September 12, 2011, the City of Hallettsville approved Ordinance 546-11 authorizing the Hallettsville 4A Manufacturing Development Corporation to undertake any project that a Type B corporation may undertake under chapter 505 of the Local Government Code; and

WHEREAS, Section 505.158 of the Local Government Code allows a Type B corporation of a small municipality to authorize "projects" meaning land, buildings, equipment, facilities, expenditures, and improvements; and

WHEREAS, Section 505.158 of the Local Government Code states that a Type B corporation may not undertake a project requiring expenditures of more than \$10,000.00 until the governing body of the corporation's authorizing municipality adopts a resolution authorizing the project after giving the resolution at least two separate readings; and

WHEREAS, the HEDC Combined Board was authorized by the City of Hallettsville, which has a population of 7,500 or less; and

WHEREAS, the HEDC Combined Board was established to oversee the expenditures of these tax monies and bylaws were established for the operation of the HEDC Combined Board; and

WHEREAS, the HEDC Combined Board desires and voted on July 24, 2025, to approve a Performance Agreement by and between the HEDC Combined Board and Texas Elite Therapy Team regarding the purchase of property, construction, purchase of equipment, furniture, and fixtures for property generally located at Part of Block 2 and 3 from the J.E. Lay Addition, Hallettsville, Texas 77964, upon the approval of City Council.

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

Section 1. That the City Council of the City of Hallettsville, Texas hereby approves the project proposed by the HEDC Combined Board for Texas Elite Therapy Team in the amount of \$125,000.00 for the purchase of property, construction, purchase of equipment, furniture, and fixtures for property generally located at Part of Block 2 and 3 from the J.E. Lay Addition, Hallettsville, Texas 77964, to be paid in 5 equal installments of \$25,000.00 annually from FY2025 to FY2029.

Section 2. That this resolution shall take effect immediately from and after its passage after its second reading, and is accordingly so resolved.

INTRODUCED, READ, FIRST READING, by the City Council of the City of Hallettsville on the 18th day of August, 2025.

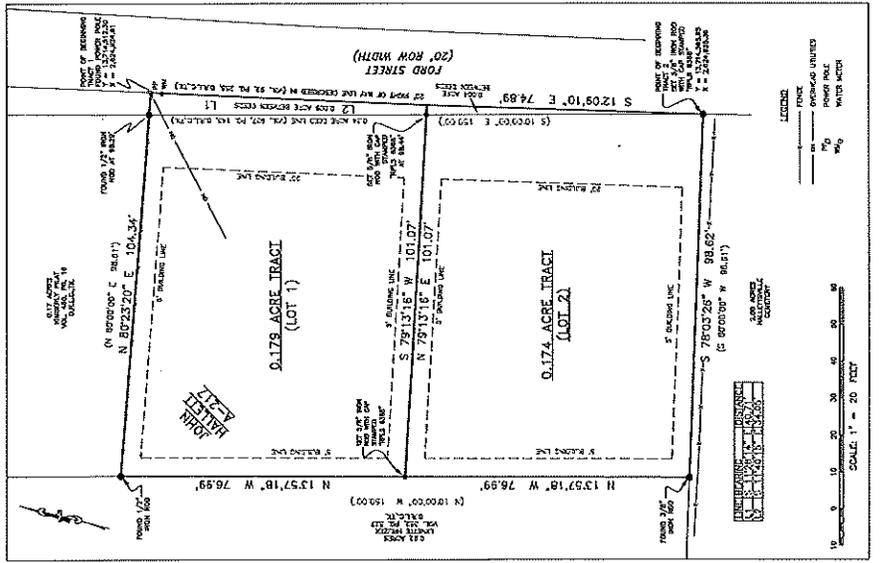
INTRODUCED, READ and PASSED, SECOND READING, by the affirmative vote of the City Council of the City of Hallettsville on the 15th day of September, 2025.

Alice Jo Summers, Mayor

ATTEST:

Grace Ward, City Secretary

AMENDED, "LOTS 1 AND 2 OF DEEVERS SUBDIVISION", IN THE CITY OF HALLETTSVILLE, LAVACA COUNTY, TEXAS.



STATE OF TEXAS
 COUNTY OF LAVACA

KNOW ALL MEN BY THESE PRESENTS, THAT WE, DEEVERS PROPERTIES LLC, OWNER OF THAT PROPERTY DESCRIBED AS LOTS 1 AND 2 OF DEEVERS SUBDIVISION, IN THE CITY OF HALLETTSVILLE, LAVACA COUNTY, TEXAS, DO HEREBY RESUBMIT THIS PLAT TO BE RECORDED IN THE PUBLIC RECORDS OF LAVACA COUNTY, TEXAS, FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED.

DATE _____

DEEVERS PROPERTIES LLC
 COUNTY OF TEXAS
 COUNTY OF LAVACA

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED _____, KNOWN TO ME TO BE THE PERSONS WHOSE NAMES ARE SET FORTH IN THE FOREGOING INSTRUMENT, AND I HAVE READ THE SAME AND I HAVE EXPLAINED THE CONTENTS AND EFFECTS OF THE SAME TO THEM, AND THEY HAVE DECLARED THAT THEY HAVE READ THE SAME AND UNDERSTAND THE CONTENTS AND EFFECTS OF THE SAME, AND THEY HAVE REQUESTED THAT I EXECUTE THESE PRESENTS UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC
 LAVACA COUNTY, TEXAS

STATE OF TEXAS
 COUNTY OF LAVACA

THE FOREGOING INSTRUMENT WAS SUBMITTED TO ME AND I HAVE READ THE SAME AND I HAVE EXPLAINED THE CONTENTS AND EFFECTS OF THE SAME TO THEM, AND THEY HAVE REQUESTED THAT I EXECUTE THESE PRESENTS UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, 20____.

ALICE JO SHAMBERG
 COUNTY CLERK

STATE OF TEXAS
 COUNTY OF LAVACA

I, BARBARA K. STOFFER, CLERK OF THE COUNTY COURT WITNESS & FOR THE COUNTY & STATE ATTEST AND DO HEREBY CERTIFY THE FOREGOING INSTRUMENT OF WRITING WITH ITS CERTIFICATE OF AUTHENTICITY TO BE A TRUE AND CORRECT COPY OF THE ORIGINAL AS FILED IN MY OFFICE AT HALLETTSVILLE, TEXAS, ON _____ DAY OF _____, 20____, AT _____ O'CLOCK _____ A.M. IN THE PLAT RECORDS OF SAID COUNTY COURT BOOK _____ PAGE _____.

DEBARA E. GREFF
 COUNTY CLERK IN & FOR LAVACA COUNTY, TEXAS

DEEVERS PROPERTIES LLC

UNDER MY HAND AND SEAL OF OFFICE, IN THE CITY OF HALLETTSVILLE, TEXAS, ON _____ DAY OF _____, 20____, I HAVE RECORDED THIS INSTRUMENT IN THE PUBLIC RECORDS OF LAVACA COUNTY, TEXAS, AND I HAVE ISSUED A CERTIFICATE OF AUTHENTICITY TO THE INSTRUMENT AS FILED IN MY OFFICE AT HALLETTSVILLE, TEXAS, ON _____ DAY OF _____, 20____, AT _____ O'CLOCK _____ A.M. IN THE PLAT RECORDS OF SAID COUNTY COURT BOOK _____ PAGE _____.

SOLE E. BARTON
 LAND SURVEYOR

STATE OF TEXAS
 COUNTY OF LAVACA

I, SOLE E. BARTON, LAND SURVEYOR, HAVE EXAMINED THE ORIGINAL INSTRUMENT OF WRITING WITH ITS CERTIFICATE OF AUTHENTICITY AND I HAVE FOUND THE SAME TO BE A TRUE AND CORRECT COPY OF THE ORIGINAL AS FILED IN MY OFFICE AT HALLETTSVILLE, TEXAS, ON _____ DAY OF _____, 20____, AT _____ O'CLOCK _____ A.M. IN THE PLAT RECORDS OF SAID COUNTY COURT BOOK _____ PAGE _____.

BARTON & ASSOCIATES
 LAND SURVEYING

1000 W. 10th Street, Suite 100
 Hallettsville, Texas 77840
 Phone: 767-2301
 Fax: 767-2302
 Email: info@bartonland.com

AMENDED DEED OF A 0.34 ACRE TRACT, LOTS 1 AND 2 OF DEEVERS SUBDIVISION, IN THE CITY OF HALLETTSVILLE, LAVACA COUNTY, TEXAS

Commission Expires: 07/07/2022
 License No.: 0391-2446
 State: TX
 Expiration Date: 07/07/2022
 License No.: 0391-2446
 State: TX

To: City of Hallettsville
Re: Sacred Heart Cross Country Meet
Date: August 18, 2025

Sacred Heart Catholic School would like to host a small cross country meet on Saturday, October 4, at the Hallettsville City Golf Course. The details are outlined below:

Date: October 4, 2025

Time: Workers Report 7:00 am
Race will follow with a rolling start as scheduled:
Varsity Girls- 8:00 am
Varsity Boys: 8:30 am
JV Girls: 9:00
JV Boys: 9:30
JH Girls/Boys: 10:00
If not enough for jv races, will combine with varsity

Park streets closed:

Please close the street from the high school baseball/softball fields up to the little league fields. That street will be part of our race route.

Race route will be marked with chalk/paint, cones, and flags

City materials requested:

Road closure signs for street along the high school softball/baseball fields, cones to make route/close roads

City services requested: Restroom checks for park restrooms, garbage checks/disposal at pavilions. We should only need access to park restrooms.

Please waive the Temporary Concession fee. We will have a small concession stand (drinks mainly) at the large pavilion by the golf course. We will also have Kona Ice of Victoria park between the big park pavilion and the golf cart sheds.

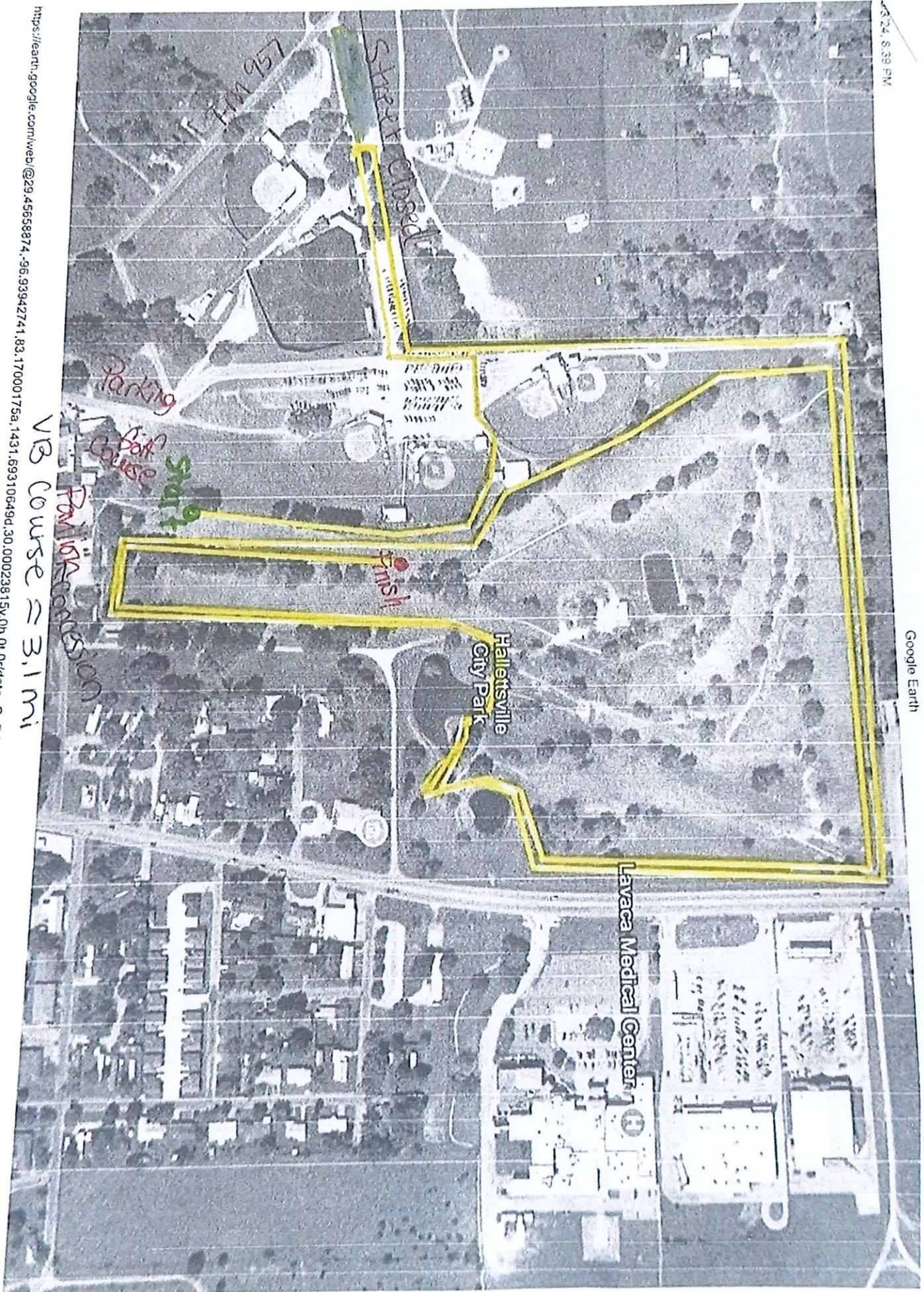
I emailed the letter from the little league. I did not receive one from the Soccer association yet. Mr. Bobby Stratman approved the use of the golf course and said he would talk to the city when I requested a letter.

I will be emailing a copy of the course map as well. Thanks.

If you have any questions, please feel free to contact me:

jennifer.loudon@shschool.org

361-772-5390



Parking
 Golf Course

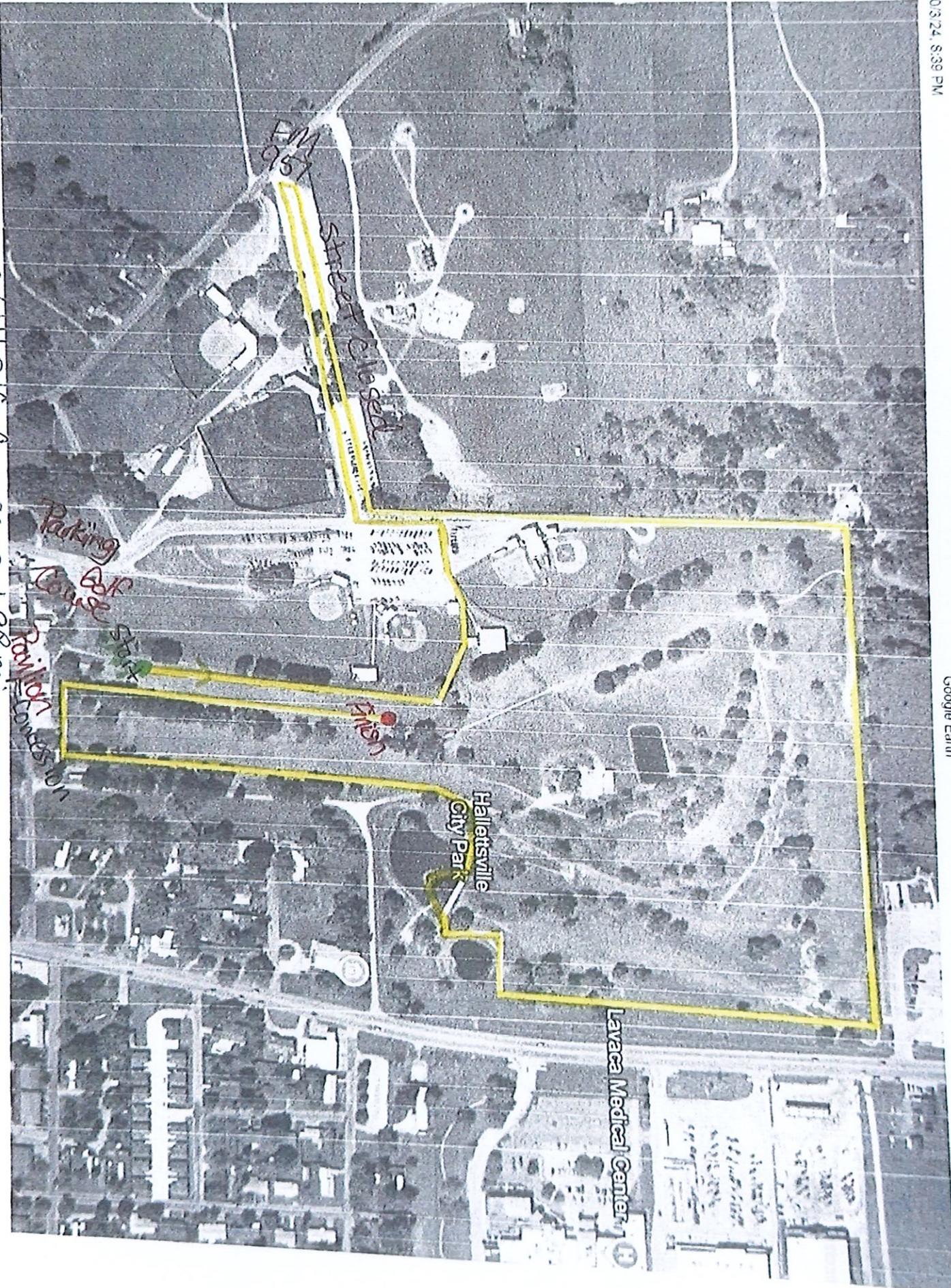
Folkloric Commission

Finish

Hallettsville
 City Park

Lavaca Medical Center

VB Course ≈ 3.1 mi



NG/JHB/6 Course ≈ 1.98 mi

From: Peter Murphy <pmurphy@dbi.construction>
Sent: Thursday, September 4, 2025 9:08 AM
To: Grace Ward
Cc: Hallettsville Golf; Jennifer Loudon
Subject: SH Cross Country Meet - 10/4

Hi Grace,

As you know, the Sacred Heart cross country team is hoping to hold a meet at the Hallettsville Golf Course on October 4. The event will begin in the early morning and wrap up around 11:00 AM.

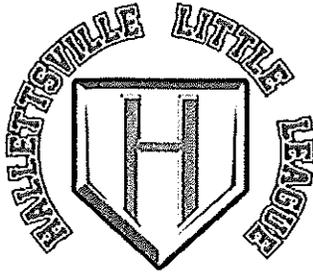
This has already been approved with the HGA. Please let me know if you have any questions or concerns.

Thank you,

Pete Murphy

HGA Board Member





August 19, 2025

Grace Ward, City of Hallettsville Manager
101 N. Main Street
Hallettsville, TX 77964

Dear Grace,

Please allow this letter to serve as notice that Hallettsville Little League approves of the use of space on and adjoining Little League fields by Sacred Heart School for the purpose of the cross country race that will be held on Saturday, October 5, 2025.

Should you have any questions or need additional information, please do not hesitate to contact me.

Thank you,

A handwritten signature in black ink that reads 'Ashley Grahmann'. The signature is fluid and cursive, with the first name 'Ashley' being more prominent than the last name 'Grahmann'.

Ashley Grahmann, President
Hallettsville Little League
(361) 772-5150
hvillelittleleague@gmail.com

To whom it may concern,

The Hallettsville Youth Soccer Organization is aware of the Sacred Heart cross country meet taking place October 4th in and around the area of the soccer fields. I believe Mrs. Loudon has made it work and we are confident that the scheduled soccer games can occur at the same time as the meet.

Thank you,

Clayton Wimberly - 8/25/25

Clayton Wimberly

cityadmin@cityofhallettsville.org

From: Bludau, Jo Ann <jabludau@hisdbrahmas.org>
Sent: Friday, September 5, 2025 11:12 AM
To: Grace Ward
Subject: Fwd: HISD Permission to Close Park Road

Levi is okay with it too!

----- Forwarded message -----

From: **Montgomery, Levi** <levi.montgomery@hisdbrahmas.org>
Date: Fri, Sep 5, 2025 at 11:11 AM
Subject: Re: HISD Permission to Close Park Road
To: Kresta, Callie <callie.kresta@hisdbrahmas.org>
Cc: Jo Ann Bludau <jabludau@hisdbrahmas.org>, CHAD GOHLKE <chad.gohlke@hisdbrahmas.org>

Neither do I...

On Fri, Sep 5, 2025 at 10:40 AM Kresta, Callie <callie.kresta@hisdbrahmas.org> wrote:
I see no issue with this.



On Fri, Sep 5, 2025 at 10:34 AM Jo Ann Bludau <jabludau@hisdbrahmas.org> wrote:
Any concern or issue with this?

Sent from my iPhone

Begin forwarded message:

From: cityadmin@cityofhallettsville.org
Date: September 5, 2025 at 10:19:41 AM CDT
To: "Dr. J A Bludau" <jabludau@hisdbrahmas.org>
Cc: Sheryl Mikeska <smikeska@hisdbrahmas.org>
Subject: HISD Permission to Close Park Road

Please let me know by replying to this email, by the end of the day if possible, if you are ok with the Park Road 5 being closed on Saturday, October 4th from 7a-11a, for Sacred Heart to host their Cross Country Meet?

cityadmin@cityofhallettsville.org

From: Forrest Kroschel <ftkdds@att.net>
Sent: Thursday, August 28, 2025 11:37 AM
To: cityadmin@cityofhallettsville.org
Cc: james.fenner@gmail.com
Subject: Lavaca Hospital District Agenda

Good morning Mrs. Grace,

I would like to get on the agenda to discuss the city permitting process in regard to the Lavaca Hospital District (AKA: LMC). We are looking to potentially expand the Wellness Center building. Any and all information regarding this meeting setup will be appreciated.

CC'ed on this email is: Steve Bowan and James Fenner

Thank you.

Forrest T. Kroschel DDS

1406 N. Texana Ste F
Hallettsville, TX 77964
361-798-4151 (p)
361-798-9088 (fax)



CITY OF HALLETTSVILLE

CITY OF HOSPITALITY

101 N. MAIN
HALLETTSVILLE, TEXAS 77964-2727
(361) 798-3681 • FAX (361) 798-5952
www.cityofhallettsville.org

September 4, 2025

Dear City Council,

On July 31, 2025, I met with Steve Bowen, the Administrator of Lavaca Medical Center upon his request. He brought me a copy of the Texas Department of Health and Human Services ARU-21 Form. He asked if I would be willing to take a look at it and possibly consider allowing them to utilize it in place of getting a City permit. I passed it along to Cliff Riddle, who handles our permits, to look into.

On August 6, 2025, after looking into it, Cliff let me know that the State's process is a two-part process of the ARU-21 and ARU-22. The ARU-21 is the equivalent to the City's Plan Review Process and the ARU-22 is the equivalent to the City's Building Inspection Process. Their process does not supersede the City's, and in reading through the application, it appears that this is to be used for the construction and renovation of public medical facilities, ensuring that the plan review and inspection process happen, even if the facility were to be outside of any jurisdiction that provides those services. As of this date, Cliff had called and left 2 messages with the state to call us back, and we did not receive a phone call.

I spoke with Mr. Bowen again, letting him know what we had found out, and that we had questions for the State and we have not received a returned phone call. I let him know I was wanting to know what codes the state reviews and inspects to, would they provide all documents to the city, real time, etc.

On August 18, 2025, I received an email from LMC's Architect, stating that TDHHS inspects to our codes that were in place prior to December 2024. I will state that it was found that the adopted codes on the back side of our permit application form were NOT updated prior to LMC's contractor starting this process. I called the State again at this point and left another message.

On August 20, 2025, I emailed Mr. Bowen and let him know that the City would not be able to allow them to utilize the ARU 21 & 22 in lieu of the City's Building Permitting process. I informed Cliff Riddle of my decision. That is when Cliff let me know that LMC's contractor had already submitted and paid for the Plan Review through the City's process on August 19, 2025.

On August 27, 2025 Wayne Freytag, Chairman of the Planning & Zoning Commission inquired about this prior to a P&Z meeting, as he was asked if he had anything to do with the City's permitting process.

On August 28, 2025, Lavaca Hospital District Trustee Forrest T. Kroschel DDS, called me to ask the original question, if the City would consider allowing LMC to utilize the State process instead of the City process. I informed him of all of the above and let him know that my decision was that they had to go through the City's process.

Sincerely
Grace Ward

POLKINGHORN GROUP
ARCHITECTS

August 15, 2025

Steve Bowen / Keith Kutac
Lavaca Medical Center
1400 North Texana Street
Hallettsville, TX 77964

Re: Physical Therapy/Occupational Therapy Expansion and Fitness Center
Lavaca Medical Center
1400 North Texana Street
Hallettsville, TX

Dear Steve / Keith:

Attached are Inspection Instructions as mandated by the Texas Department of Health and Human Services (TDHHS) for all hospital projects. Construction inspections will be performed by qualified inspectors from TDHHS at both 80% complete (intermediate) and 100% complete (final) stages of this project. These inspections will be performed to insure that this project is in compliance with all applicable codes including the following:

- 2009 International Building Code
- 2009 International Plumbing Code
- 2009 International Fire Code
- 2008 National Electric Code
- 2009 International Fuel Gas Code
- 2008 NFPA 96
- 2012 Texas Accessibility Standards
- Chapter 133 – Hospital Licensing Rules – Texas Administrative Code (Title 25)

Should you have any questions or if you need anything else, please do not hesitate to let us know. Thank you.

Sincerely,



Lindsay J. Works, AIA, NCARB
Principal

cc: File 2194 / C-1



TEXAS
Health and Human
Services

APPLICATION INSTRUCTIONS (ARU-21)

Revision 1/7/2020

Revision 1/2/2021

TABLE of CONTENTS

1. General Information
2. Submitting Application Package
3. Checklist for Application Package (Required Application Documents)
4. Instructions for Completing Application Package
5. Cancellation of an Application
6. Change in Contacts or Facility Address
7. Closure of Application
8. Definitions

1. GENERAL INFORMATION

Application Specialist: ApplicationARU@hhs.texas.gov (512) 243-4835

Application Form, rules, and FAQ's are located on the Architectural Review Unit's website at:

<https://hhs.texas.gov/doing-business-hhs/provider-portals/health-care-facilities-regulation/architectural-review>

An application package is required for any person, facility or corporation modifying or erecting the physical plant for the following types of healthcare facilities, which are regulated by the Health and Human Services Commission, Architectural Review Unit (ARU).

- Ambulatory Surgical Centers (ASC)
- End Stage Renal Disease Facilities (ESRD)
- Freestanding Emergency Medical Care Facilities (FEMC)
- Hospitals (both General and Special)
- Private Psychiatric Hospitals and Crisis Stabilization Units (CSU)
- Special Care Facilities (SCF)

ARU shall approve an application package in writing before any of the following items are conducted or construction commences:



- Construction of a facility for an initial license, including relocation, re-opening a closed facility, or a conversion of a licensed or previously licensed healthcare facility to a different licensed designation.
- Renovation consisting of construction, additions, alterations, renovations, remodeling, equipment and finish upgrades, repairs, building system upgrades, removal of a function, demolition, change of service(s), or retrofitting a function, such as but not limited to changing of licensed bed designations or ESRD treatment and training station designations, or a change of invasive procedural services.
- Where a currently licensed facility is stricken with a disaster and will be undergoing repairs.
- ARU's application and inspection process is necessary to receive license approval from the Texas Health and Human Services Commission.

After approval of application, construction shall commence and ARU's inspectors shall inspect the facility under construction, where deemed by ARU, and shall conduct a final architectural/construction inspection for each phase. Final Architectural Inspection Form (FAIF) shall be required before any patient occupancy. Under certain circumstances, staff occupancy, may be granted. The term construction shall not be construed to include excavation or site preparation.

The facility shall meet new construction regulations and NFPA standards for remodeling, renovations, additions, alterations, change of service(s), change of function (including licensed bed or ESRD station change), change of licensed facility or initial construction. Where re-opening an ASC, ERSD or FEMC, the facility shall be required to meet new construction regulations and NFPA standards. Where reopening a hospital, with no modifications, the facility shall meet the rule set when it was constructed or modified.

Refer to webpage for overall Architectural Review Process.



2. SUBMITTING APPLICATION PACKAGE

Step 1: Email completed application form with at least the required application documents mentioned in Section 3 of this document to:

ApplicationARU@hhs.texas.gov

Subject line: Minor Application for (enter address of facility) or
Subject line: Major Application for (enter address of facility) or
Subject line: Fast Track Application for (enter address of facility)

Only submit one Application Package per each project. Do not email any instructional documents. Where an Application Package is incomplete, processing shall be placed on hold and an email notification will be sent. ARU will only keep the incomplete application on file for 30 calendar days before it is discarded. Where a fee is required, it will not be refunded. You will be required to resubmit the application package in its entirety.

When revisions or additional documents are necessary, or when self-certification has been denied and a plan review is assigned, we will email you notifications.

Electronic contract construction documents submittal options:

- Newforma (non-password protected)
- SharePoint
- zip pdf files

Step 2: Mail check and the first 4 pages (pages 1-4) of the application directly to the Fiscal Department at either mailing address below. Do not mail other required application documents to the below address (Fiscal Department). Do not mail application documents to Architectural Review Unit, no duplicates.

Payment Mailing Address:

HHSC AR MC 1470
PO BOX 149055
Austin TX 78714-9055

Payment Overnight Address:

HHSC AR MC1470
1100 W 49th St
Austin TX 78756

Step 3: End of submitting the application package. If ARU requires further or revised documents, we will reach out to the contacts on this application.

If you have not received an application number (excluding plan reviews) within 30 calendar days, please contact the Application Specialist at 512-243-4833 or emailing ApplicationARU@hhs.texas.gov



3. CHECKLIST for APPLICATION PACKAGE: (Required Application Documents)

Notes:

1. All items shall be submitted in PDF format and titled accordingly.
2. Each item indicated by the bullet points shall be a separate PDF.
3. All items shall be attached to one email. If the drawings are too large to attach to one email, then divide the drawings by disciplines and title accordingly, such as "Mechanical drawings".

Minor Applications Require:

Note: Verify that the project is justified as a minor project. Refer to Definitions in this Document.

- Application form, which includes Self-Certification's attestation & terms.
 - *Titled "Application Form"*
- Functional program narrative on Facility letterhead signed by the Facility Representative (Facility Administrator/CEO or Designee Facility Staff Member).
 - *Titled "Narrative"*
- Life Safety overall floor plan with scope of project clouded
 - *Titled "Life Safety overall". If multiple plans are needed title the group of plans "Life Safety Overall Plans"*
- Sketch of design
 - *Titled "Plan". If multiple plans are needed title the group of plans "Plans"*
- Approved Feasibility meeting notes and sign-in sheet.
 - *Titled "Feasibility notes"*



Major Applications and Fast Track Applications Require:

Note: Fast Track application is for an exceptionally large initial hospital or an exceptionally large addition to an existing hospital. Fast track applications must have approval for submission by our Department.

- Application form, which includes Self-Certification's attestation & terms.
 - *Titled "Application Form"*
- Functional program narrative on Facility letterhead signed by the Facility Representative (Facility Administrator/CEO or Designee Facility Staff Member).
 - *Titled "Narrative"*
- Life Safety overall floor plan with scope of project clouded
 - *Titled "Life Safety Plan". If multiple plans are needed title the group of plans "Life Safety Overall Plans"*
- Contract construction documents in electronic format
 - *Titled "Drawings or Specs". If file is too large to send electronically, divide the drawings by disciplines and title accordingly, such as "Mechanical drawings"*
- Where a feasibility conference occurs, Approved Feasibility meeting notes and sign-in sheet.
 - *Titled "Feasibility Notes".*
- Copy of the check for the Application Fee, where applicable.
 - *Titled "Application Fee"*
- Where phasing occurs, include the phasing plan.
 - *Titled "Phasing Plan(s)"*



4. INSTRUCTIONS for COMPLETING APPLICATION PACKAGE

4.1 Prepare Application Package

Application Form

Obtain the application form from the webpage mentioned on page 1 of this document. Only the Application Form, including self-certification's attestation on that form, ARU-01, from the above website shall be processed. Any other application form shall not be honored. Only the Facility Administrator/CEO or Designee Facility Staff Member and Architect/Engineer of Record, where applicable, shall complete and submit the application form. All other submissions, including by contractors, shall be voided. Completely fill out the application form. An incomplete application form and application package shall place the application submission on hold.

To shorten the approval process, the facility can opt for self-certification. By doing so, they are requesting to omit the plan review process. Self-certification form attests that plans and specifications are based upon and comply with the requirements of state licensing rules, NFPA codes and **local building codes**. The self-certification process shall be the default option unless a plan review is specifically requested in the functional program. However, it is at ARU's discretion if self-certification will be approved for that project. When selecting the self-certification option, ***the Facility Administrator/CEO or Designee Facility Staff Member and Architect/Engineer of Record, where applicable, shall read and agree to the obligations of self-certification agreement.*** Completely fill out self-certification attestation, which is required for all application types (minor, major or fast track). If a plan review is requested in the functional program, a self-certification attestation shall still be provided. Self-certification attestation shall include the design professional's seal and signature, where applicable. The self-certification attestation shall include the Facility Administrator/CEO or Designee Facility Staff Member information and signature, even where the Architect/Engineer of Record services were not required for the project.



Functional Program (Narrative)

This document shall be submitted on the facility letterhead, that matches the address of the facility on the application form. This document shall be signed by the Facility Representative (Facility Administrator/CEO or Designee Facility Staff Member).

Functional program is a record of the project's functional and operational spaces for the project. The governing body or its delegate develops the functional program. The size and complexity of the project will determine the length and complexity of the functional program. A portion of the functional program shall assess the potential risks to a patient and define specific hazard's likelihood of occurrence based on historical data and the potential to harm patients.

Functional program requirements are defined in State rules. Where a plan review is requested by applicant, the request shall be addressed in the first paragraph of the functional program. Where a previous ARU application number is known for the project submitted, indicate it in the functional program.

Life Safety Overall Floor Plan

Indicate the location of the project on each of the affected floors on the life safety overall floor plan(s) by clouding the project's scope of work. We understand that certain projects may not have overall life safety drawings, such as the decommissioning of smoke evacuation or upgrading a generator. If this is the case, a descriptive functional program may be permitted as a substitution for the life safety overall plans.

Contract Construction Documents

Sketch of project is acceptable for minor projects and shall not require an Architect/Engineer of Record seal. For certain projects, the minor application package may require preparation by an Architect or Engineer, depending the project's complexity, such as upgrading a new air handling unit. Major and Fast Track Application Package shall be prepared by an Architect/Engineer of Record and shall bear their signed and dated seal(s) on every drawing. Contract construction documents shall be public record according to open records and retention period policies.



Signed and sealed construction drawings and specifications shall be submitted as part of the application package via electronic format noted in section 2 of this document. ARU will not process any printed sketch/contract construction drawings for a minor or a major application package. Where this occurs, a written notification shall be issued, requesting electronic media and this shall cause a delay in processing. At the discretion of the ARU, printed sketch/contract construction drawings may be requested once the electronic documents have been received.

Where re-opening a closed facility that was licensed before January 2011, as-built drawings may be required.

Approved Feasibility Conference meeting notes and sign-in sheet.

Feasibility conference is optional but where conducted, include the feasibility conference meeting notes and the email chain between design professional and ARU inspector, showing acceptance by the ARU inspector.

Application fee

This application fee shall be required for major or fast track application types for a general and special hospital, private psychiatric hospital, crisis stabilization unit or special care facility. Do not submit application fee for minor application for general and special hospital, private psychiatric hospital, crisis stabilization unit or special care facility.

Do not submit application fee for ASC, ESRD, or FEMC facility.

Check for application fee shall be made payable to HHSC. Refer to Application Fee Schedule on the Application form. Do not mail check (fee) without application form accompanying the check. Where an application fee is required, it cannot be transferred to any other application package or inspection.

Fee submittal address: Refer to the application form, section 10, step 2.

Fee Schedule: The fee schedule depends on the scope of work. Refer to the application form, section 9. Please note that the application fee is separate from any inspection fee.



4.2 Submit Application Package

The Architect/Engineer of Record or the Facility Administrator/CEO or Designee Facility Staff Member shall submit one complete and accurate application package for each construction project, even where project has multiple phases. Where a facility expands the project scope, then submit a new application package for the new scope. Submitted project shall not add any new construction to an existing application, except for following:

- Addition of no more than 6 licensed beds at the end of a nursing department already under construction
- Renovation of only finishes to 20 patient rooms maximum
- Local officials permitting requirements
- Any other small construction addition is at the discretion of the ARU. Written description shall be submitted for discussion. Where acceptable by the ARU, submit revised functional program and application form.

Submit per Section 2 in this document, using the checklist to ensure all items are submitted at one time. Partial application package shall not be processed. For example, do not email the application form and functional program and then later submit contract construction drawings. Do not submit these instructional documents. Cost of submission shall be borne by applicant.

Where a licensed facility is relocating, the Facility's owner or architect shall submit an architectural review application package at least 90 days prior to opening.

4.3 ARU Reviews Application Package

ARU determines the completeness of information and where applicable the fee. Where the ARU determines that the project is more involved and requires a different type of application, then ARU shall submit written notification to the Architect/Engineer of Record and the Facility Administrator/CEO or Designee Facility Staff Member. Notice shall indicate missing items. For example, where a project was submitted as a minor application, which has multiple wall relocations, ARU shall issue written



notification requiring a major application, including signed and sealed contract construction documents and where applicable an application fee.

Incomplete application package shall be placed on hold and shall not be processed. ARU shall submit written notification to the Architect/Engineer of Record and the Facility Administrator/CEO or Designee Facility Staff Member. Incomplete application package shall be held at the ARU office for 30 calendar days of initial received date. After 30 calendar days, the incomplete application package and where applicable, the application fee shall be discarded. Application fee shall not be refunded nor transferred to any other application package or inspection. A new completed application package will need to be submitted to ARU again.

4.4 ARU Processes the Completed Application Package

Queue order: first complete application package, first processed. Incomplete form shall result in delays. Best practice is to submit application package 45 days before start of construction. ARU shall have the discretion to either approve or not approve the self-certification attestation.

Where self-certification is approved, then ARU shall issue Application Approval Letter to the Facility Administrator/CEO or Designee Facility Staff Member and the Architect/Engineer of Record, who is listed on the application form. Refer to Application Approval Letter instructions below.

Where self-certification is not approved, then the ARU's inspector shall conduct a plan review.

Where a plan review is requested, ARU determination is based on availability of staff when the ARU receives the completed application package. Plan review approval may average 3-6 months, depending on the size of the project and availability of ARU staff. Where the ARU is unable to conduct a plan review, it shall be processed via self-certification.

For either case concerning a plan review, Statement of Deficiencies shall be issued to the Architect/Engineer of Record, who is listed on the application form. The Architect/Engineer of Record shall address deficiencies that require further clarification and shall submit their plan of correction to the ARU's inspector who reviewed the contract construction documents. Back and forth written communication may occur until the ARU approves plan review's



statement of deficiencies. Then ARU shall issue Plan Review Approval Letter, refer to Plan Review Approval Letter instructions below.

4.5 Application Approval Letter/Plan Review Approval Letter Issued

ARU issues notice to start construction via Application Approval Correspondence or Plan Review Approval Correspondence. This letter shall assign an application number to the project and indicate the type of inspections required. In this correspondence, an inspection form, to be completed by applicant, shall be issued.

No person, partnership, association, corporation, or an state county or local government unit, or any division, board or agency thereof shall commence construction of any health care facility (new building, remodeling, renovations, additions, alterations, change of service(s), change of function, change of licensed bed or ESRD station, change of licensed facility or conversion of existing building) until completed application package (including self-certification attestation) has been submitted to and approved in writing by the ARU.

4.6 Construction Commences

Only after the ARU issues the Application Approval Letter or Plan Review Approval Letter, can construction begin, and an inspection request can be submitted. Refer to Inspection Instructions for further information of the architectural review process and inspections.



5. CANCELLATION of an APPLICATION

5.1 Cancellation of an Application by Applicant

If an applicant decides to cease operations of the project, either the application process or construction process, the Architect/Engineer of Record or the Facility Administrator/CEO or Designee Facility Staff Member, shall submit cancellation notice of a project via email to ApplicationARU@hhs.texas.gov. Notification shall include application number, where issued. No cancellations shall be honored via phone. Upon receipt of notice, ARU shall cancel the application number to that project. If the project resumes, a new application package shall be submitted, and the project shall meet the current licensing ruleset. Where an application fee was submitted, it is not refundable, nor can it be transferred to any other application package or an inspection.

5.2 Cancellation of an Application by the ARU

Where construction has not commenced within 365 days of issuing the application number, ARU shall request status documentation from the Facility Administrator/CEO or Designee Facility Staff Member and Architect/Engineer of Record, where applicable. ARU shall review the status documentation and shall either accept the justification or cancel the application. Where the justification is acceptable, the application shall remain active. Where the justification is denied, ARU shall cancel the application and issue notification. If the project resumes, a new application package shall be submitted, and the project shall meet the current licensing ruleset. Where an application fee was submitted, it is not refundable, nor can it be transferred to any other application package or an inspection. Where this affects Facility Licensing Unit's application, contact Facility Licensing Unit and follow their procedures.

6. CHANGE of CONTACTS or FACILITY ADDRESS

Where any change to a contact on the initial application form occurs (name, company, contact information, etc.), revise the original application form. Submit that modified application form, entering the application number on the top of the form to ApplicationARU@hhs.texas.gov. Subject line shall state "Change in Contact



for Application (enter application #)". ARU shall modify that information without issuing a notification. Where this affects Facility Licensing Unit's application, contact Facility Licensing Unit and follow their procedures. The ARU shall not forward information to Facility Licensing Unit; it is the responsibility of Facility Administrator/CEO or Designee Facility Staff Member.

7. INSTRUCTIONS for CLOSURE of APPLICATION

Refer to Project Closeout Instructions.

8. DEFINITIONS

- 8.1 ADDITIONAL CONSTRUCTION DESCRIPTION:** Brief description of the physical work that was added to the contract construction documents, after the initial application package submission. Where submitting the project closeout form, enter the brief description. It shall not be acceptable to reference the functional program or leave description blank. Where no additional physical work was added, enter "No Work Added".
- 8.2 ADDRESS:** Specific address with one designated suite number, where applicable, on a specific street in a specific city. The address listed shall be the licensed facility only. For an existing licensed facility, the address shall match the HHSC Facility License Certificate. For an initial facility, the address shall match the Fire Marshal and Certificate of Occupancy documents.
- 8.3 APPLICATION FEE:** The cost to process a Major or Fast Track Application Package for a General, Special, or Psychiatric Hospital, Crisis Stabilization Unit or Special Care Facility. A minor application package does not require an application fee, even where project is at a hospital or a special care facility. This application fee is based on the Application Fee Schedule in this document. Application fee is payable to HHSC via checks or money orders. Fees paid to the HHSC are nonrefundable. Enter application title on checks or money orders. Checks or money orders can be submitted by anyone.
- 8.4 APPLICATION FEE SCHEDULE:** The application fee (plan review fee) is based upon the estimated construction project costs which are the total expenditures required for a proposed project from initiation to completion, including at least all the items listed in the applicable Ruleset. No construction project shall be increased in size, scope, or cost unless the appropriate fees are submitted with the proposed changes.



<i>Major Application and Fast Track Application</i>	General Hospital	See fee schedule below
<i>Note: Fee based on Rules.</i>	Special Hospital	See fee schedule below
	Private Psychiatric Hospital	See fee schedule below
	Crisis Stabilization Units	See fee schedule below

<u>Cost of Construction:</u>	<u>Application Fee Required</u>
\$100,000 or less	\$300
\$100,001 to \$600,000	\$850
\$600,001 to \$2,000,000	\$2,000
\$2,000,001 to \$5,000,000	\$3,500
\$5,000,001 to \$10,000,000	\$4,000
\$10,000,001 and over	\$5,000

<i>Minor Application for</i>	General Hospital	No ARU application fee
	Special Hospital	No ARU application fee
	Private Psychiatric Hospital	No ARU application fee
	Crisis Stabilization Units	No ARU application fee

<i>Any Application Type for</i>	Ambulatory Surgical Centers	No ARU appl.fee
	End Stage Renal Disease Facilities	No ARU appl.fee
	Freestanding Emergency Medical Care	No appl.fee

<i>Major Application for</i>	Special Care Facility
<i>Note: Fee based on Rules. Minor applications do not require a fee.</i>	

<u>Cost of Construction:</u>	<u>Application Fee Required</u>
\$150,000 or less	\$200
\$150,001 to \$600,000	\$500
\$600,001 to \$2,000,000	\$850
\$2,000,001 to \$5,000,000	\$1,500
\$5,000,001 to \$10,000,000	\$2,000
\$10,000,001 and over	\$3,000

8.5 APPLICATION FEE INCREASE: Additional application fees may be required where the total of all project costs exceeds the original estimated project construction cost that was indicated on the application form, and the additional estimated project cost increases the fee beyond what was remitted with the application form. Remit only the additional amount, not the entire fee. Refer to Application Fee Schedule where computing the



application fee increase. Where submitting the project closeout form, check the box in front of Application Fee Increase. Enter additional fee amount based on this Application Fee Increase definition.

- 8.6 APPLICATION NUMBER:** Assigned number that references the project. This assigned number enables both the Stakeholder and the ARU to identify the application package and shall be on all documents and correspondence related to this application number. Application number shall be assigned after the ARU has received, reviewed and approved the application package or approved the plan review's plan of correction. When submitting the initial application form, enter N/A to the left of application number. Where submitting the revised application form, where applicable, enter the application number that was received on the application approval letter. Where submitting checks/money orders, enter application number on the checks/money orders.
- 8.7 APPLICATION TITLE:** Encompassing, overall descriptive title that describes the project submitted. For example: new ASC, new patient tower, operating room addition, 20-bed ICU wing, HH station added, finishes to emergency area. When submitting the application form and the project closeout form, enter an application title. Where submitting the revised application form, maintain the title on the initial application form. Any modifications from the initial application form may require a new application submittal. Where submitting fees, enter application title on the checks/money orders.
- 8.8 APPLICATION TYPE:** This is the type of application package to submit, based on the construction occurring. There are 3 types of applications: minor, major and fast track. Maintenance and routine repairs, see 8.27, shall not be submitted to the Department.
- 8.8.1 MINOR APPLICATION:** A small project in an existing facility, with a current facility license, that has no significant changes to physical facility. It may have significant changes to the mechanical, electrical, plumbing, or piped medical systems at the Department's discretion. It has no substantial change in functional operation. Minor application may have minor relocations of walls and windows. If a facility owner/operator believes that a proposed project is a minor project, the Architect/Engineer and/or the Facility Administrator/CEO or Designee Facility Staff Member shall provide documents listed on the application form, under submitting options. Where proposed project is not



applicable for minor application, the ARU shall notify the Architect/Engineer and/or the Facility Administrator/CEO or Designee Facility Staff Member to submit all documents associated with the major application package. Replacement of fixed radiological or surgical equipment require improvements to building systems that serve the equipment being replaced and operable nurse call, minimum one receptacle powered by normal branch and one receptacle powered by the critical branch and applicable certification of a new electrical system/receptacles or modified piped-in medical gas system. Replaced radiological equipment shall be space clearances per manufacturer's clearances.

Examples of Minor Application Package include, but not limited to:

- Replacing HVAC air handler unit
- Replacing elevator or adding new elevator to an existing shaft, that was designed for a future elevator
- Changing function of nursing unit, with minimal wall and medical gas modifications. For example: medical/surgical beds to rehab beds
- Generator replacement or upgrade
- Chiller replacement or upgrade
- Replacement of automatic transfer switches for essential electrical system
- Replacement or an addition of an ice machine
- Replacing large kitchen equipment, such as: walk-in refrigerator/freezer, pass through dishwasher, etc.
- Ceiling and floor finishes, which shall meet new construction requirements
- Replacement or addition of facility's service equipment such as electrical power distribution equipment, emergency power



distribution equipment, energy/utility management systems, and conveying systems

- Replacement or fixed radiological modalities, with or without perimeter walls of room being relocated
- Replacement or addition of surgical booms and surgical lights.
- Replacement or addition of facility's safety systems such as nurse call, fire alarm, fire sprinkler, sprinkler system, medical gas systems
- Changes in licensed station or bed designations, even where no architectural alterations occur
- Changes in configuration of administrative areas for entire units
- Changes in configuration of auxiliary work areas in patient care units
- Interior door replacement

8.8.2 MAJOR APPLICATION: Major remodeling, alterations, or any new ground up facilities. All remodeling or alterations which involve alterations to load bearing members or partitions or add patient care areas that were unoccupied or newly constructed spaces are considered as major remodeling and alterations.

Examples of Major Application Package include, but not limited to:

- Replacement of duct work in patient care areas
- Finishing a shelled space/room or modification of patient care areas
- New floor or floor extensions that add occupied floor area the patient care unit
- Changes in licensed station type with significant alterations of architectural spaces



- Changes involving alterations to load bearing members or load bearing walls
- Additions
- The reconfiguration of any space; the addition, relocation, or elimination of any door or window; the addition or elimination of load-bearing elements; and work involving movement of architectural walls
- Alteration, reconfiguration, extension or installation of new facility service equipment such as mechanical, electrical, fire protection, piped medical gas system, nurse call, or conveying equipment. The new facility's service equipment shall meet new construction requirements, but the architectural spaces are not required to meet new construction standards of these Rules unless determined by the ARU to be detrimental to health and safety.
- Full construction contract documents are issued.

8.8.3 FAST TRACK APPLICATION: Extremely large, initial hospitals or major additions to existing licensed hospitals may apply for a fast track application, which may allow construction to begin as soon as the first package has a plan review approval. Private Psychiatric Hospital/CSU, ASC, ESRD, FEMC, and Special Care Facility projects shall not be submitted for fast track.

Fast track application shall be at the discretion of the ARU, based on the initial hospital square footage or square footage added to existing hospital and associated project cost. Fast track application shall be requested in writing on facility letterhead, signed by hospital administration, with a brief written description and narrative of the proposed project, including project cost.



Where approved for fast track application, it shall be submitted in no more than three separate packages. Construction shall not begin until the ARU has reviewed and approved the first package of the application.

First Application Package shall include:

- Civil contract construction documents
- Preliminary architectural plans and a detailed site plan showing all adjacent streets, site work, under slab mechanical, electrical, and plumbing work, and related specifications
- Structural contract construction documents

Second package shall include architectural contract construction documents.

Third package shall include mechanical, plumbing, electrical, communications and equipment contract construction documents. Package three may be submitted with the second package.

8.9 ARCHITECTURAL REVIEW UNIT (ARU): Unit of the Texas Department of Health and Human Services, Regulatory Services Division, Health Care Quality Section. The ARU is responsible for approving Application Packages, conducting inspections and granting construction approval for use of healthcare space for a General and Special Hospital, Private Psychiatric Hospital and Crisis Stabilization Unit (Psych/CSU), Ambulatory Surgical Center (ASC), End Stage Renal Disease Facility (ESRD), Freestanding Emergency Medical Care Facility (FEMC), and Special Care Facility.

8.10 BRIEF CONSTRUCTION DESCRIPTION: Enter a brief description of the physical work to be performed for the project, it is not acceptable to state "Refer to functional program". It shall include items such as: if a facility receives/will be receiving Medicare, if facility is guest or host hospital, if facility is part of a multiple license, the construction type, if facility is fully or partially or non-sprinklered, the facility systems, and the types of healthcare services provided, and the facility's departments being affected.

8.11 CHANGE OF OWNERSHIP. Change of ownership shall have continuity of patient services. Where a change of ownership occurs, the department may



deem an on-site inspection necessary. Where an on-site inspection shall be required, the existing facility shall be inspected under the licensing rules which the building or sections of buildings were constructed, if the service level is not higher than the existing license and no renovations, except cosmetic, are constructed or installed. Change of a higher level of service shall require facility to meet current rules and shall require an architectural review application and inspection. Where any unapproved plan of corrections from previous projects or major violations have occurred at this facility, on-site inspection shall occur as part of the change of ownership. Open records request shall be permitted for verification any unapproved or unanswered plan of corrections from previous inspections. Every change of ownership shall submit a risk assessment, indicating any change in services or functions, 90 days before the change of ownership. Approval of risk assessment from the department shall be part of the change of ownership. Where existing license is voided, or facility is vacated, facility physical plant shall meet current rules to receive an initial license.

8.12 CONSTRUCTION: Addition construction involves erection that adds square footage to the existing facility's floor plan and shall be continuous to the existing facility. Function change shall modify the occupancy type or bed type or service type in a specific area of the existing facility by slight wall modifications. Initial construction is the erection of a greenfield facility, which will receive an initial license. Renovation construction involves significant planning and shall primarily change the floor plan in a specific area of the existing facility. Replacement of substantial equipment or facility system involves the installation of fire suppression or detection systems; fuel fired equipment; nurse call; medical gas; heating or ventilation or air conditioning systems, electrical system or any other significant systems. Replacement also includes large imaging modalities and other sizable equipment being replaced. The term construction shall not be construed to include the excavation or site preparation. When submitting the application form, check the box that relates to the overall project scope.

8.13 CONSTRUCTION COST (CONSTR.COST): Expense incurred for labor, material, equipment, financing, services, utilities and design services. Refer to Estimated Project Construction Costs. When submitting the application form, enter the estimated construction project cost on the underline provided, after the \$ ____.



8.14 CONTRACT CONSTRUCTION DOCUMENTS. Documents providing conditions of the contract and shall bear the signed seal and date by registered architect or professional engineer on every Architectural, Electrical, Mechanical, Plumbing, Equipment and Communications drawing. Specifications shall be included. The drawings and specifications shall indicate the project only, shade or hatch the non-affected areas. Where facility has one phase as the shell and another phase as the facility construction drawings, submit both together. Submit electronic construction drawings to ApplicationARU@hhs.texas.gov along with other required application documents.

8.15 DEPARTMENT: Texas Department of Health and Human Services.

8.16 ESTIMATED PROJECT CONSTRUCTION COSTS (Est. Const. Cost):

General, special and psychiatric hospitals/CSU and special care facilities are based upon the estimated construction project costs which are the total expenditures required for a proposed project from initiation to completion. When submitting the application form, enter estimated project construction cost. Where submitting the project closeout form, enter the total of all costs at the completion on the project. Estimated project construction cost includes at least the following:

- Expenditures for physical assets such as: site acquisition, soil tests and site preparation, construction and improvements required because of the project, facility, structure, or office space acquisition, renovation, fixed equipment, energy provisions and alternatives
- Expenditures for professional services including planning consultants, architectural fees, fees for cost estimation, legal fees, managerial fees, and feasibility study
- Expenditures or costs associated with financing, excluding long-term interest, but including financial advisor, fund-raising expenses
- lender's or investment banker's fee, interest on interim financing
- Expenditure allowances for contingencies including inflation, inaccurate estimates, unforeseen fluctuations in the money market, or other unforeseen expenditures
- Regarding purchases, donations, gifts, transfers, and other comparable arrangements whereby the acquisition shall be made for no consideration or at less than the fair market value, the project cost shall be determined by the fair market value of the item to be acquired because of the purchase, donation, gift, transfer, or other comparable arrangement.



8.17 FACILITY: Entity/structure that either has an existing license or will be receiving licensure for General and Special Hospital, Private Psychiatric Hospital and Crisis Stabilization Unit (Psych/CSU), Ambulatory Surgical Center (ASC), End Stage Renal Disease Facility (ESRD), Freestanding Emergency Medical Care Facility (FEMC), and Special Care Facility. The facility shall not contain spaces which do not support patient treatment; such as, beauty salons, banks, retail pharmacy, etc.

The facility is a discrete physical entity composed of various functions as described in the State Licensing Rules and are all contained within facility's physical boundary. The facility may be stacked but shall be contiguous. One cannot leave the licensed facility, traverse through another occupancy, and reenter into any part of that licensed facility. In a multi-tenant building, facility shall be confined to one suite number. Facility includes any structure attached to the facility's structure that covers area at ground level or at grade, including permanent projections from the upper floors and/or roof.

When submitting the application form, indicate facility by placing a check in the appropriate box. On the left-hand side of SF (Square Footage), enter the square footage of any new construction, any addition to the existing building, any function change, and/or any remodeling inside the existing building. For initial building construction and additions, the square footage shall be the total building area for all floors, including basements, penthouses, etc. For remodels, the square footage shall be the total building area included within the scope of work. For example, where a unit is being converted from medical/surgical unit to mental health unit, the square footage shall include the total building area of the unit not just the area of the rooms or spaces in which actual construction work occurs.

8.18 FACILITY NAME: The name as it appears on the Facility License Certificate or the Doing Business As (D/B/A) or Assumed Name. When submitting the application form, enter the facility's name. For existing facility, enter the name as it appears on the Facility License Certificate. Do not abbreviate. For initial facility, enter the name as it appears on the facility license application that was submitted to Facility Licensing Unit. This is the name that shall appear on the signage of the facility and should match advertisements.

8.19 FACILITY CONTACT NAME AND INFORMATION: The facility contact name is either Administrator/CEO or the Designee Facility Staff Member



managing this project, who shall receive all correspondence from the ARU. Facility contact name shall be the same individual who signed the Self-Certification Attestation, which is a part of the application form. When submitting the application form, enter the facility's contact name, their work title and work email address. Enter facility's fax number. Where no fax machine exists, enter N/A. Enter person's office or direct phone number. Enter person's mobile phone number. Where there is no mobile number, enter N/A. All phone and fax numbers require the area code. Where the form only has one phone number to enter, enter the primary phone number that the facility contact can be reached.

Facility Address: For existing facility, enter the facility's physical address as it appears on the Facility License Certificate. Include the zip code, city and street address and suite number, where applicable. Forms will not be processed without zip code, city and street address and suite number. For initial facility, enter address as it appears/shall appear on the Fire Marshal & Certificate of Occupancy documents. This is where the facility is physically located. Where there is only an intersection when initially submitting the application form, then enter the intersections. When the physical address is determined, then revise and re-submit the application form. Where this step is not done, delay shall occur with the final architectural inspection form and the Facility License.

8.20 FACILITY TYPE: Either a General Hospital, Special Hospital, Private Psychiatric Hospital (Psych), Crisis Stabilization Unit (CSU), Ambulatory Surgical Center (ASC), End Stage Renal Disease Facility (ESRD), Freestanding Emergency Medical Care Facility (FEMC), or Special Care Facility (SCF).

8.21.1 AMBULATORY SURGERY CENTER (ASC): Facility that primarily provides surgical services (operative procedures) to patients who do not require overnight hospitalization or extensive recovery, convalescent time or observation. The planned total length of stay for an ASC patient shall not exceed 23 hours. Patient stays of greater than 23 hours shall be the result of an unanticipated medical condition and shall occur infrequently. The 23-hour period begins with the induction of anesthesia. Where a licensed facility closes or surrenders its license, then the initial licensing application shall have an architectural inspection and shall meet new construction requirements for the entire facility.



- 8.21.2 CRISIS STABILIZATION UNIT (CSU):** Facility that offers services and facilities, for a minimum of 2 and a maximum of 18 licensed beds that provides inpatient mental health services to individuals with a mental illness or with a substance use disorder for a maximum stay of 18 days. Where a licensed facility closes or surrenders its license, then the initial licensing application shall have an architectural inspection and shall meet new construction requirements for the entire facility
- 8.21.3 END STAGE RENAL DISEASE CENTER (ESRD):** Facility that provides dialysis treatment or dialysis training and support to individuals with end stage renal disease. End stage renal disease is that stage of renal impairment that appears irreversible and permanent and that requires a regular course of dialysis or kidney transplantation to maintain life (also known as chronic kidney disease stage V). Where a facility relocates or where a licensed facility closes or surrenders its license then applies for initial license, an architectural inspection is required and inspected under new construction requirements for the entire facility, unless notes otherwise in the amendments. For a change of ownership, an architectural inspection may be required. Contact the Architectural Review Unit.
- 8.21.4 END STAGE RENAL DISEASE HOME TRAINING FACILITY:** Facility that provides only dialysis training and support to individuals with end stage renal disease. End stage renal disease is that stage of renal impairment that appears irreversible and permanent and that requires a regular course of dialysis or kidney transplantation to maintain life (also known as chronic kidney disease stage V). Where a licensed facility closes or surrenders its license, then the initial licensing application shall have an architectural inspection and shall meet new construction requirements for the entire facility.
- 8.21.5 FREESTANDING EMERGENCY MEDICAL CARE FACILITY (FEMC):** Facility that provides emergency care to evaluate and stabilize a medical condition of a recent onset and severity, including severe pain, psychiatric disturbances, or symptoms of substance abuse, that would lead a prudent layperson possessing



an average knowledge of medicine and health to believe that the person's condition, sickness, or injury is of such a nature that failure to get immediate medical care could result in: (A) placing the person's health in serious jeopardy; (B) serious impairment to bodily functions; (C) serious dysfunction of a bodily organ or part; (D) serious disfigurement; or (E) in the case of a pregnant woman, serious jeopardy to the health of the woman or fetus.

All diagnostic imaging (X-Ray and CT Scan), lab and all auxiliary spaces shall be contained within the perimeter walls for the licensed FEMC and shall only be used for the emergency cases listed above. The patient shall be treated inside the licensed perimeter, except where being transferred to a higher level of care.

Where a licensed facility closes or surrenders its license, then the initial licensing application shall have an architectural inspection and shall meet new construction requirements for the entire facility

8.21.6 GENERAL HOSPITAL: Facility that (A) offers services, facilities, and minimum of 2 licensed beds for healthcare use for more than 24 hours for unrelated individuals requiring diagnosis, treatment, or care for illness, injury, deformity, abnormality, or pregnancy; and (B) regularly maintains, at a minimum, at the facility's contiguous licensed footprint, clinical laboratory services, diagnostic X-ray services, treatment facilities including surgery or obstetrical care or both, and other definitive medical or surgical treatment of similar extent and (C) has a medical staff in regular attendance; and (D) maintains records of the clinical work performed for each patient. Where a licensed facility closes or surrenders its license, then the initial licensing application shall have an architectural inspection and shall meet the rule set where those portions of the facility were built. During the final inspection for an initial license, the licensed beds and spaces shall meet the type of beds and spaces when the facility surrendered its license or closed. Where the licensed beds or any spaces are a different space where re-opening a closed facility, then those spaces/rooms shall meet new construction requirements.

8.21.7 PSYCHIATRIC HOSPITAL & CRISIS STABILIZATION UNIT (PSYCH/CSU): Facility that offers services and facilities, for a minimum of 2 licensed beds that provides inpatient mental health services to individuals with a mental illness or with a substance use



disorder except that, always, most of the individuals admitted are individuals with a mental illness. Such services include psychiatric assessment and diagnostic services, physician services, professional nursing services, and monitoring for patient safety provided in a restricted environment. Facility can either include or not include crisis stabilization services. During the final inspection for an initial license, the licensed beds and spaces shall meet the type of beds and spaces when the facility surrendered its license or closed. Where the licensed beds or any spaces are a different space when re-opening a closed facility, then those spaces/rooms shall meet new construction requirements.

8.21.8 SPECIAL CARE FACILITY: Facility that primarily provides a continuum of nursing or medical care or services primarily to persons with acquired immune deficiency syndrome or other terminal illnesses. The term includes a special residential care facility. Where a licensed facility closes or surrenders its license, then the initial licensing application shall have an architectural inspection and shall meet new construction requirements for the entire facility.

8.21.9 SPECIAL HOSPITAL: Facility that: (A) offers services and facilities, and minimum of 2 licensed beds for healthcare use for more than 24 hours for unrelated individuals requiring diagnosis, treatment, or care for illness, injury, deformity, abnormality, or pregnancy; and (B) regularly maintains, at a minimum, inside the confinements of the licensed footprint, clinical laboratory services, diagnostic X-ray services, treatment facilities, and other definitive medical or surgical treatment of similar extent and (C) has a medical staff in regular attendance; and (D) maintains records of the clinical work performed for each patient. Where a special hospital has all mental health/substance abuse licensed beds, it shall be licensed as a psychiatric hospital and meet applicable State licensing rules for psychiatric hospital.

8.22 FUNCTIONAL PROGRAM: Functional program shall be written on facility letterhead, signed by Administrator/CEO or the Designee Facility Staff Member managing this project. Where not on facility letterhead, Application Package shall not be reviewed until receipt of functional program on facility letterhead, signed by facility administration. Where



facility requests a plan review, state functional program. Functional program shall include:

- Purpose of project
- Functional relationships, number of patient stations, Hospital bed or ESRD station modifications
- Description of each function to be performed, approximate space needed for these functions, occupants of the various spaces, projected occupant load, types of equipment required, interrelationship of various functions and spaces, and any special design features
- Type of construction (existing or proposed) as stated per National Fire Protection Association 101, Life Safety Code
- Square footage of project. Construction type/occupancy and building system and number of stories
- Describe the clinical, diagnostic and/or treatment services being provided, which applies to all scopes and disciplines of the project that affect patient care directly or indirectly. Describe support areas, storage, medical gases, electrical, fire alarm, generator sizing, elevators, stairs, etc.
- Type and degree of security and patient safety required in any mental health department or licensed bed shall be determined by hospital administration and described in the hospital's functional program narrative, unless stated otherwise within FGI rules
- Minor Project shall have a description of the project that has sufficient information to determine that the Texas Rules and reference Codes are being satisfied, i.e., discuss changes to safety systems as needed, e.g., electrical, mechanical, medical gas, fire alarm, sprinkler systems, nurse call, also changes to architectural walls, and functional changes
- Departmental relationships, number of patient beds in each category, and other basic information relating to the fulfillment of the facility's objectives
- Description of each function to be performed, approximate space needed for these functions, occupants of the various spaces, projected occupant load, types of equipment required, interrelationship of various functions and spaces, and any special design features
- Energy conservation measures, included in building, mechanical and electrical designs



- Description of the type of asepsis control in diagnostic and treatment areas

8.23 INITIAL FACILITY: Facility, which does not hold a current, active state facility license number. A relocated facility shall meet new construction requirements.

8.24 LICENSED HOSPITAL BED OR ESRD STATION COUNT: Licensed hospital bed type includes medical/surgical beds; beds or bassinets in critical care units; intermediate care beds, universal care beds, continuing care nursery bassinets, antepartum beds, maternity beds (labor/delivery/recovery/postpartum, LDRP, and postpartum), pediatric beds (through age of eighteen), hospital based skilled nursing beds, rehabilitation beds, and mental health beds (including chemical dependency, which have the same design requirements as mental health beds). Labor/delivery/recovery, LDR, beds and newborn nursery bassinets or any type of pre-op or recovery station or any exam station is not a licensed bed.
For ESRD station types include in-center treatment; private in-center treatment (CMS refer to this as isolation); home peritoneal training; home hemodialysis training

8.25 LICENSE NUMBER: Facility License Certificate number that is issued by HHSC Facility Licensing Unit. When submitting an initial application form for an existing facility, enter the Facility License Certificate number. For an initial facility, enter N/A or the multiple locations Facility License number.

8.26 LIFE SAFETY OVERALL FLOOR PLAN: This provides the ARU a quick glance of the project submitted.

8.27 MAINTENANCE: Maintenance projects and routine repairs at a licensed Facility or its building systems or equipment shall not require a submission to the Division for approval if the project meets this section. The project shall not reduce the level of health and safety in an existing facility and shall not make the building less conforming than it was before the repair was undertaken and shall meet NFPA 101. Maintenance projects shall not be permitted to endanger or reduce the health and safety of the occupants.



Examples of maintenance work include, but not limited to:

- Painting of the exterior façade.
- Routine repairs or minor component replacements in a mechanical, electrical, plumbing, and fire protection system due to the failure or degraded performance. Replacement of air handler units, chillers, generators shall not be classified as a maintenance project. Replacement of a complete building system shall not be classified as a maintenance project.
- For an ESRD Facility, the replacement of closed loop water treatment system where the system is separate from the building system.
- Replacement of plumbing fixtures, where it is installed at the existing location. Faucets shall meet criteria for infection control. All faucets in patient care areas shall not discharge directly above and into the drain, i.e., water shall be directed away from the drain opening. All faucets in patient care areas shall not be permitted to have aerators. Replacement of tubs to showers shall not be classified as a maintenance project.
- Replacement of fixed non-medical equipment such as small kitchen equipment, main-frame computers and telecom equipment, laundry equipment.
- Replacement of movable equipment, such as portable X-ray, EEG and EKG equipment, exercise equipment, operating tables, centrifuges, examination and treatment tables, personal computers, furnishings, carts and other portable equipment.
- Replacement of an elevator's motor or its components.
- Landscape and irrigation.



8.28 MEDICARE NUMBER: A National Provider Identifier Number that is assigned by the Centers of Medicare & Medicaid Services (CMS). When submitting the application form for an existing facility, enter the CMS provider number, where applicable. Where the existing facility does not have a CMS provider number, then enter N/A. For an initial facility, enter CMS provider number where facility is a multiple location facility. For initial facility without CMS provider number, enter N/A.

8.29 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) CODES AND STANDARDS (NFPA): For a listing of all codes and standards referenced by NFPA 101 and NFPA 99, refer to chapter 2 in both publications. Refer to website for the editions that apply to a facility type.

8.30 NON-AMBULATORY PATIENTS: Patients who are not able to walk about and are unable to enter or leave a building unassisted under emergency conditions. It includes, but is not limited to, those persons who depend upon mechanical aids such as crutches, walkers and wheelchairs. Non-ambulatory patient applies to those entering or leaving the main entry doors to a facility.

8.31 PHASE(S): The phases of a construction project or change of function into several final construction inspections for any new construction, addition to the existing building, change of function (including licensed bed modification), or any remodeling inside the existing building.

For initial facility, phasing shall be acceptable if the first phase of the initial facility meets the minimum construction regulations.

For existing facility, all support spaces for the new or modified project shall exist for that department in the facility. Projects involving alterations or additions to existing buildings shall be programmed and phased so that on-site construction shall minimize disruptions of existing functions.

Where over 10 phases occur, then a feasibility conference shall be scheduled. When submitting the application form, enter the estimated number of phases to complete the entire project. Where phases are modified, revise and re-submit the corrected the application form.

8.32 PROFESSIONAL DESIGN FIRM NAME: Architectural and/or engineering firm, who is responsible for the project submitted to the ARU. When submitting the application form, enter the professional design firm's



name. Where a project is a maintenance or minor Application Package, there may not be a professional design firm. For this situation, enter N/A at the firm's name and leave the firm's contact name and their information blank.

8.33 PROFESSIONAL DESIGN FIRM CONTACT NAME AND

INFORMATION: The professional contact name is responsible for this project, which shall receive all correspondence from the ARU. The professional contact shall be a Registered Architect or Professional Engineer. When submitting the application form, enter the professional design team's contact name, their work title and work email address. Enter design firm's fax number. Where no fax machine exists, enter N/A. Enter person's office or direct phone number. Enter person's mobile phone number. Where there is no mobile number, enter N/A. All phone and fax numbers require the area code. Where form only has one phone number to enter, enter the primary phone number that the professional can be reached. Enter the Professional Design Firm's mailing address, including the zip code.

8.34 PROJECT: Organized undertaking to complete a specific set of predetermined objectives for the planning, environmental determination, design, construction, repair, improvement, expansion of a facility or the re-opening of a previously licensed facility.

8.35 PROJECT DESCRIPTION: Describes the overall inspection that the ARU inspector witnessed on a specific date.

8.36 SELF-CERTIFICATION: Self-Certification allows the facility representatives the option of using a self-certification review process where it is not feasible to wait for a full plan review process by the ARU staff. Signing the self-certification attests that the contract construction documents, or sketches comply with all requirements for state licensing rules and NFPA codes. At this time, self-certification review process is not limited to a specific project type or cost. All projects shall submit the self-certification attestation, which is part of the application form. It is upon the discretion of the ARU to approve self-certification process. Once the entire, fully completed Application Package is submitted, the ARU shall review it. If self-certification is approved, then an Application Approval Letter shall be issued to the Facility Administrator/CEO or the Designee Facility Staff Member and the Architect/Engineer of Record, where



entered on the application form. Where ARU deems denial of self-certification, a plan review of the contract construction documents shall be conducted in the chronological order in which the documents are received. ARU inspector shall notify the facility that a plan review shall be conducted. Construction may not begin until the Application Approval Letter or Plan Review Approval Letter is issued by the ARU.

8.37 SURGICAL SERVICES: Surgical procedure that is performed in an aseptic surgical field and penetrates the protective surfaces of a patient's body (e.g., subcutaneous tissue, mucous membranes, cornea). An invasive procedure is a surgical procedure performed by surgical specialists, including podiatrists and oral surgeons. This definition includes procedures recognized in the surgical section of Current Procedural Terminology (CPT) published by the American Medical Association and certain other invasive procedures. Invasive procedures are surgical and other invasive procedures as operative procedures in which skin or mucous membranes and connective tissue are incised, or an instrument is introduced through a natural body orifice. "Invasive procedure" is a broad term commonly used to describe procedures ranging from a simple injection to a major surgical procedure. The intent is to differentiate those procedures that carry a high risk of infection, either by exposure of a usually sterile body cavity to the external environment or by implantation of a foreign object(s) into a normally sterile environment. Procedures performed through orifices normally colonized with bacteria and percutaneous procedures that do not involve an incision deeper than skin would not be included in this definition. This definition replaces the definition 3.3.87 from NFPA 99: *Health Care Facilities Code*, 2018 edition.

Invasive procedures encompass a range of services, including:

- Requires entry into or opening of a sterile body cavity (i.e., cranium, chest, abdomen, pelvis, joint spaces)
- Involves insertion of an indwelling foreign body
- Includes excision and grafting of burns that cover more than 20 percent of total body area
- Does not begin as an open procedure but has a recognized measurable risk of requiring conversion to an open procedure
- Transesophageal echocardiography (TEE)
- Extensive multi-organ transplantation
- All procedures in the surgery section of the CPT



- Therapeutic or diagnostic invasive procedures that require fluoroscopic imaging (e.g., percutaneous transluminal angioplasty or interventional angioplasty and cardiac catheterization, interventional radiology, single-plane and bi-plane procedures, cardiac stenting, electrophysiology Lab (EP Lab) or implantation of devices). Invasive procedures (although minimally) involve placement of probes or catheters requiring entry into a body cavity through a needle or trocar.
- Eye surgery is a penetration of the protective surface of a cornea. It is an invasive surgical procedure performed on the eye or its adnexa, by an ophthalmologist, in a sterile environment to correct ophthalmic conditions to minimize or prevent further damage and/or lower the risk of infection. Because the eye is heavily supplied by nerves, some type of anesthesia (local, topical, moderate sedation, and/or general anesthesia) is used and the patient's cardiovascular status is monitored. This includes laser eye surgery, such as refractive keratoplasty, to reshape the cornea of the eye and any cataract surgery.

Invasive procedures exclude the following:

- The use of instruments such as otoscopes for examinations or very minor procedures such as drawing blood
- CT Scan, Ultrasound or MRI radiological procedures (organ biopsies, breast biopsies, cryoablation procedures, spine injections etc.) where the radiologist uses a scalpel to make a small nick in the skin for easier introduction of needle guide or needle
- Procedures performed through orifices normally colonized with bacteria and percutaneous procedures that do not involve an incision deeper than skin
- Non-invasive endoscopy
- Bronchoscopy
- Transthoracic echocardiograms (TTE)

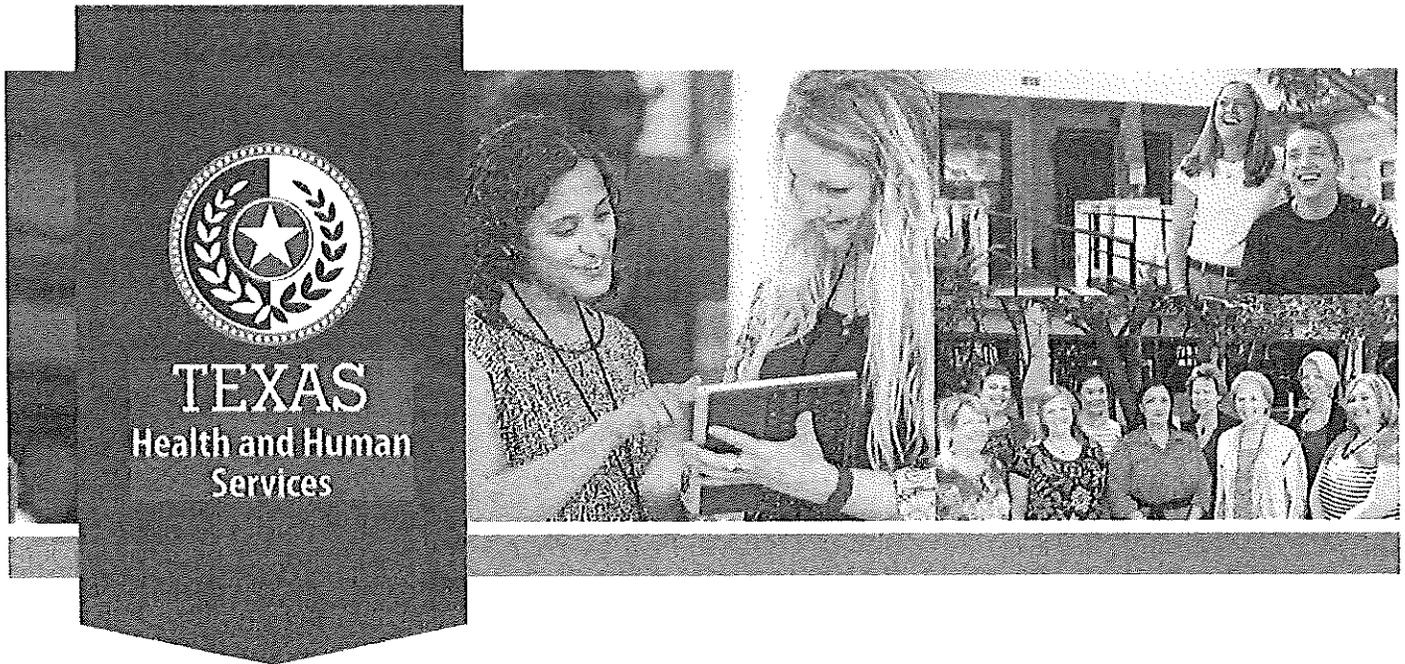
8.38 STATEMENT of DEFICIENCIES and PLAN OF CORRECTION,
SODPOC: A listing of deficiencies or omissions noted on plan reviews or inspection reports or life safety surveys, which require correction. These are cited deficiencies under State licensing rules and/or the NFPA 101 and NFPA 99 Codes or their referenced standards. Information identifying



TEXAS
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Services

Regulatory Services Division
Architectural Review Unit
512-834-6649

where the requirement appears in the State licensing rules follows each deficiency, e.g., section, subsection, and paragraph number. Where deficiencies are cited under the NFPA Standards, then the referenced section follows it. In the plan of correction, the facility surveyed states how it will correct the deficiencies identified by the ARU. This is a public record and can be requested via open records process.



Inspection Instructions (ARU 22)

Revision 1/7/2020, 1/1/2021, 4/1/2022

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1. GENERAL INFORMATION

Scheduler Specialist:

InspectionARU@hhs.texas.gov

512-243-4831

Inspection Form, rules, ARU overall process, and FAQ's are located on the [Architectural Review Unit's website](#)¹

Architectural Review Unit (ARU) shall only inspect a project that has an approved application. Refer to webpage for overall Architectural Review Process as this document only covers the inspection process.

A final inspection is required for any person, facility or corporation modifying or erecting the physical plant for the following types of healthcare facilities, which are regulated by the Health and Human Services Commission, Architectural Review Unit (ARU). An intermediate construction inspection may be required by ARU.

- Ambulatory Surgical Centers (ASC)
- End Stage Renal Disease Facilities (ESRD)
- Freestanding Emergency Medical Care Facilities (FEMC)
- Hospitals (both General and Special)
- Private Psychiatric Hospitals and Crisis Stabilization Units (CSU)
- Special Care Facilities (SCF)

Final Architectural Inspection Form is issued by Architectural Review Unit upon approval of each phase of every final architectural inspection. This form must be obtained before the facility's space is approved for any patient use, including but not limited to patient treatment/care/diagnostic/procedure for the following:

- Construction of a facility for an initial license, including relocating a facility, re-opening a closed facility, or a conversion of a licensed or previously licensed healthcare facility to a different licensed designation.
- Renovation consisting of construction, additions, alterations, renovations, remodeling, equipment and finish upgrades, repairs, building system upgrades, removal of a function, demolition, change of service(s) in that room or area, or retrofitting a function, such as but not limited to changing of licensed bed

¹ <https://hhs.texas.gov/doing-business-hhs/provider-portals/health-care-facilities-regulation/architectural-review>

designations or end stage renal disease treatment and training station designations, or a change of invasive procedural services.

- Currently licensed facility stricken with a disaster and undergoing repairs.

Architectural Review's approved inspection is part of the requirements to receive an initial license approval from the Texas Health and Human Services Commission or to increase or decrease licensed hospital beds or end stage renal disease stations. Until the facility receives a new or modified license from the Facility Licensing Unit, only staff may occupy the newly constructed or renovated space or both, if allowed by their local jurisdiction. Under no circumstance shall patients occupy, be admitted, be transfer in, be provided any patient services, or procedures performed until the facility receives their new or modified facility license. Architectural Review Unit does not provide initial facility license nor modify an active facility license, including increasing or decreasing licensed hospital beds or end stage renal disease (ESRD) stations.

If your project does not involve an initial license or increasing or decreasing licensed hospital beds or ESRD stations, then upon receiving the Final Architectural Inspection Form from ARU at each phase of your project, services may be provided to patients, such as but not limited to services conducted in an operating room, catheterization lab, imaging room, dietary department, etc. A few weeks after an inspection, an Inspection Report will be sent to the Facility Administrator or CEO or Designee Facility Staff Member and where applicable, the Architect or Engineer who are listed on the Application Form. Architectural Review's final approval of this project is contingent upon receipt of all acceptable Plan of Corrections, where deficiencies are noted during any inspection, and final inspection required documents, and any other required documents required by the ARU inspector. Final Architectural Inspection Form does NOT close out your ARU application, your project.

ARU may conduct an inspection of a facility prior to the issuance of the renewal of a license when any Plan of Correction for a project does not have an approved response.

2. SUBMITTING INSPECTION REQUEST

Step 1: Email completed inspection form. Where an inspection fee is required, include a copy of it as an attachment.

InspectionARU@hhs.texas.gov

Subject line: Inspection Request for (enter Application #) for week of (enter week you are requesting an inspection)

Only submit one inspection form and where applicable, a copy of the check showing the fee amount, per each inspection week requested. The form shall be titled "Inspection Form". Where a fee is required, the .pdf of the check shall be titled "Inspection Fee, Check # (enter number of check)". The documents shall be in one email to the above-mentioned address. Do not email any instructional documents. The use of any other subject line may be deleted without processing. Delays shall occur with an incomplete inspection form or where applicable, missing inspection fee. ARU will only keep the incomplete application on file for 10 calendar days before it is discarded.

Step 2: Mail inspection form, and where applicable the check, directly to the Fiscal Department at either mailing address below. Do not mail any other documents to the below address (Fiscal Department). Do not mail inspection documents to Architectural Review Unit, no duplicates. Checks shall be made payable to HHSC.

USPS Mailing Address for Fee:

HHSC AR MC1470
PO Box 149055
Austin, TX 78714-9055

Overnight Mailing Address for Fee:

HHSC AR MC1470
4601 West Guadalupe Street
Austin, TX 78751

Step 3: If ARU requires further or revised documents, we will reach out to the contacts listed on your inspection form. After 10 business days of your submission and you have not received confirmation of your inspection week, please contact the Scheduler Specialist at 512-243-4831 or emailing InspectionARU@hhs.texas.gov. Completed inspection forms are processed in order received. You are not guaranteed the date on your inspection form since inspection dates are subject to availability. For further information, continue reading this document.

3. INSTRUCTIONS for COMPLETING INSPECTION FORM

Inspections cannot be scheduled until a completed application package has been received, reviewed, and approved by the Architectural Review Unit.

3.1 Prepare Inspection Form

Obtain the inspection form from the webpage mentioned on page 4 of this document. Only the inspection form, from the above website shall be processed. Any other inspection form or other method of requesting an inspection for your project shall not be honored. ARU inspectors do not schedule inspections. Only the Facility Administrator or CEO or Designee Facility Staff Member and where applicable, Architect or Engineer of Record shall complete and submit the inspection form. All other submissions, including by contractors, shall be voided.

Completely fill out the inspection form. An incomplete inspection form or where applicable a copy of the check for the inspection fee shall place the inspection process on hold. Where an incomplete form is submitted, an email shall be issued to the Facility Administrator or CEO or the Designee Facility Staff Member or where applicable, the Architect or Engineer of Record.

Combining multiple inspection requests on one form or combining inspection fees shall not be honored.

When the facility is a hospital or special care facility, then \$500 inspection fee is required and shall be accompanied with the inspection form. The process for this occurrence is to first email the inspection form and where applicable, a copy of the check showing the fee amount. If a fee is required, then mail both form and check together per submitting options in this document. Refer to the Inspection Fee schedule. Where an inspection fee is required, submit one inspection fee for each phase of the project, together with the inspection form. Combining fees shall not be honored. An escrow type account is not an option. Delays shall occur where the inspection form does not accompany the inspection fee, where applicable, or information is not completed on the inspection form or both.

3.2 Submit the Inspection Form

The Facility Administrator or CEO or Designee Facility Staff Member or where applicable, the Architect or Engineer of Record shall submit one complete and accurate inspection form for each phase of the project. All other submissions, including by contractors, will not be honored.

Follow the directions under submitting options in Section 2 this document. Until all items are received, and all information is provided on the inspection form, interaction may occur between ARU and the Facility Administrator or CEO or Designee Facility Staff Member or where applicable the Architect or Engineer of Record.

Submit the inspection form at least 45 calendar days before the requested inspection week. Inspections can be requested as soon as the application approval notification is issued by ARU. The requested date entered on the inspection request form is not a guaranteed date. November, December and January are typically backlogged due to increased volume at the end of the year and may require more notification of the inspection week you are requesting. Queue order: first completed documents, first processed.

3.3 ARU Reviews Inspection Form

ARU assesses the completeness of the information and where applicable, verifies the fee.

Incomplete inspection requests shall be placed on hold, delaying the process. ARU shall submit written notification to the Architect or Engineer of Record or the Facility Administrator or CEO or Designee Facility Staff Member of missing documents. ARU will only keep the incomplete application on file for 10 calendar days of its initial submission date before it is discarded.

3.4 ARU Schedules Inspection

Queue order: first completed form, first processed. Upon review and approval of the completed form, the request is processed, and the inspection week is scheduled, subject to availability. Scheduler will email, to the contact listed on the inspection form, the posted week for your inspection.

The requested date entered on the inspection request form is not a guaranteed date, but every attempt will be made to schedule your inspection within your requested week. No dates shall be posted without a completed inspection form. ARU does not retain a waiting

list however; you may check periodically for cancellations by emailing InspectionARU@hhs.texas.gov. Swapping project inspection dates for a different application number shall not be allowed. Backup inspections shall not be honored. ARU reserves the right to re-schedule the inspection at any time due to unforeseen circumstances and shall notify the primary contact, who is listed on the inspection form. No expedited inspections shall be processed.

Direct all calls or correspondence to the Scheduler Specialist.

3.5 Facility May Confirm the Inspection Week

After 10 business days of your inspection submission and you have not received confirmation of your inspection week, please contact the Scheduler Specialist at 512-243-4831 or emailing InspectionARU@hhs.texas.gov

3.6 ARU Inspector Provides the Date and Time of the Inspection

The ARU Inspector, who is assigned to the inspection, shall contact the primary contact person listed on the inspection form, at least five business days before the actual inspection date. Inspector shall provide exact date and time of inspection. Inspector will require all final inspection documents to be emailed to them before the final inspection of each phase. Where unable to provide any or all documents, ARU may require the inspection to be rescheduled. Inspector may request any or all Plan of Correction (POC) from previous inspections before scheduling your requested inspection. Where a POC is unanswered, inspection may be required to be rescheduled.

Projects shall be ready for inspection on the first day of the week that you requested. Inspections occur Monday through Friday; between 8:00 a.m. through 5:00 p.m. Inspections shall not occur on weekends, on Texas state holidays or the Thanksgiving and Christmas week. It is at that inspector's discretion to perform inspections before or after hours. A specific date and a specific time can be discussed when the inspector contacts the primary contact person; however, the inspector may not be able to accommodate your request.

3.7 An Inspection Occurs

There are three types of inspections: intermediate, final, and re-inspection.

Where an intermediate inspection is required by ARU, it shall be indicated on the Application Approval notification or Plan Review Approval notification issued by ARU. The intent of an intermediate inspection is to observe the rough-in systems. Ceiling tiles shall not be installed until after the intermediate inspection.

Final architectural inspection shall be required to verify that the project complies with state licensing regulations and NFPA codes and local building codes and to verify the project is constructed per the submitted contract construction documents. A final architectural inspection of each phase shall be one hundred percent completed, to the extent that all equipment is operating in accordance with specifications, all fixed furnishings are in place, and patients could be admitted and treated in all areas of the project immediately after a final architectural inspection for each phase.

Final inspection shall fail where the project is not finished or is missing any of the Final Inspection Documents, or multiple deficiencies are cited. Where the facility is not one hundred percent completed or testing of any building systems cannot be completed or both, the inspection fails, and a re-inspection is required. Where an inspection fails, re-submit the inspection form and where applicable, a new fee. Refer to the re-inspection directions in this document.

A few failed inspection examples are as follows, but are not the only cases:

- Canopies are not permanent
- Lay-in ceiling tiles which substitute for a monolithic ceiling are not gasketed and do not have hold down clips on all ceiling tiles
- Final inspection documents are not submitted in their entirety
- Required spaces or rooms are not constructed or not adjacent per code
- Essential Electrical System (EES) panel boards are not code complaint per NFPA 99
- Building systems, supplied by power from EES, are not connected to correct panel board or the system is not operational per NFPA. Where applicable, the permanent generator is not onsite during inspection.
- Any part of the fire alarm is not compliant. For example, the fire pulls are not within five feet of the facility's exit doors or the fire alarm control panel or fire alarm annunciator panel is not located inside the facility.
- Life safety deficiency or egress deficiency

During any inspection, a representative from the architectural and engineering design firm shall be present, where the application form lists design firm(s). Where representation

from the architectural and engineering design firm is not present at inspections, the ARU inspector may leave the site and the inspection fails. All qualified system personnel, including but not limited to electrician, fire alarm specialist, fire sprinkler specialist, medical gas alarm specialist, HVAC subcontractor and nurse call specialist; shall be on site to fix any minor deficiencies and aid in the testing. Where the above representatives are not present during the final inspection, an inspection may fail.

During any inspection, the submitted approved plans shall be onsite and transportation of them is the responsibility of the Architect or Engineer of Record or facility representative. For initial final inspections, the facility shall provide the exact name of facility, which was written on the Facility Licensing application. Before a final inspection for each phase of the project, the final inspection documents shall be submitted to the ARU inspector by electronic means. Missing required documents shall be emailed to ARU in one complete package and multiple emails from different time periods will not be reviewed. When the inspector, who inspected the facility, returns from the field, that inspector shall review the final inspection documents. When all final inspection documents or any other documentation requested by the inspector are acceptable, the inspector shall issue a Final Architectural Inspection Form to the primary contact person, who is listed on the application form. Missing required documents shall delay the facility's use of its spaces or facility.

During any inspection, an inspector can report any non-compliant code deficiencies under NFPA and State Licensing Rules, even if not specific to that project.

3.8 Approval of Occupancy

During each final inspection phase, where the inspector finds only a few minor deficiencies that do not jeopardize a patient's or occupants' health, safety and welfare; and upon receipt and acceptance of the final inspection required documents, the inspector issues the Final Architectural Inspection Form (FAIF). This issuance is at the inspector's discrepancy depending on the correction and completion of the deficiencies, including past inspection reports. FAIF may be withheld until receipt and approval of all POC. Architect or Engineer of Record or the Facility Administrator or CEO or the Designee Facility Staff Member shall provide the total number of phases. For example: Phase 3 of 8.

If your project does not involve an initial license or increasing or decreasing licensed hospital beds or ESRD stations, then upon receiving this form, services may be provided to patients for that phase of your project; such as but not limited to services conducted in an operating room, catheterization lab, imaging room, dietary department, etc.

If your project is applying for a new license, is currently a licensed facility that is moving to a new location, is a hospital multiple-location site adding another site to its existing license, or is currently a licensed facility with changes in licensed hospital beds or ESRD stations; the facility shall receive a new or modified license from the Facility Licensing Unit before the newly constructed or renovated space has patients admitted, transferred in, patient services provided, or procedures performed. Architectural Review Unit does not provide initial license nor modify a license, including increasing or decreasing licensed hospital beds or ESRD stations but is one of the steps in this process. Upon receiving the FAIF, email the FAIF to Facility Licensing Unit and contact them to continue with the licensing process.

3.9 Statement of Deficiencies (SOD) Report Issued

SOD report is issued by ARU where a facility is cited for alleged violations of specific codes, regulations, or building codes. Approval to occupy may occur before completion of SOD Report.

3.10 Responding to Statement of Deficiencies via Plan of Corrections (SOD/POC)

Where a facility is cited for alleged violations of specific codes, regulations, or building codes, a facility may select one of the below options:

- Accept the deficiencies stated on the SOD report and submit a plan of correction (POC)
- Record objections to the cited deficiencies on the SOD/POC report via convincing arguments and documented evidence that the deficiencies are invalid

The option to record objection pertains only to the opportunity to refute the accuracy of the findings. Facilities may not refute the professional judgment of the inspector regarding the level, extent, scope, or severity of the deficiency. Failure to submit an acceptable plan of correction may result in revocation of the facility's license. Submission of objections to cited deficiencies does not delay the time frames established for state licensure enforcement. The only acceptable procedure for avoiding state licensure enforcement action is to provide documented evidence of compliance with all Federal and State laws, codes, regulations, and building codes.

Rights of facility include:

- Explanation and objective evaluation of applicable State and Federal laws, rules, and building codes
- Explanation of the nature, scope, and estimated time schedule of the inspection to be conducted
- Information regarding the specific nature of any alleged violations of specific laws, rules, or building codes
- Identification of any records that were duplicated
- Information regarding the severity of any alleged violations of specific laws, rules, or building codes.
- Register a complaint against the ARU Inspector with the ARU Manager or the Health Care Quality Director for the HHSC Regulatory Services Division

When responding to SOD/POC report from an intermediate or final inspection, provide a descriptive plan of correction. Do not alter the format of SOD/POC since it is illegal to change any text other than your own response. Respond to each SOD by typing or writing legibly the POC under the "Plan of Correction", which is directly under each stated deficiency. Describe how the corrective action shall be accomplished. Provide a clear and concise description of work completed or the work to be done or corrected. Include methods and materials as appropriate. Entering "completed, done, corrected or finished" shall not be an acceptable response. Do not use company or personal names in the response. Refer to individuals by their title, such as facility manager. Refer to companies by their role, for example electrical contractor. Include, without using any personal names, which party shall be responsible for the POC, how the POC shall be implemented or how compliance shall be monitored. For each POC from a final inspection, enter specific date (mm/dd/yy) that the correction was or shall be made, in the blank next to the "Correction Date".

On the intermediate SOD/POC report under each deficiency, provide a descriptive corrective action. This report shall be signed and dated by either the Facility Administrator or CEO or Designee Facility Staff Member or where applicable, the Architect or Engineer of Record.

On the final SOD/POC report under each deficiency, provide a descriptive corrective action and a date by which the correction will be accomplished. This report shall be signed and dated by the healthcare Facility Administrator or CEO or the Designee Facility Staff Member. Where intermediate inspection's POC is not received and approved, the inspector may cancel the final inspection for that phase.

POC from an inspection report shall be in writing on that inspection report and shall be submitted to the ARU no later than 10 calendar days of receipt. Failure to respond may result in a re-inspection. You shall respond to all deficient items. When submitting any SOD/POC, submit one report per specific inspection date. Combining POC in one email shall not be honored. Referring to other reports shall not be honored.

3.11 ARU reviews POC

Once POC is received, ARU shall review it. Interaction may occur until the inspector approves POC. Upon ARU's approval of the POC, we shall submit written notification of acceptance. This process occurs for every inspection that received a POC/SOD report with deficiencies.

It is the responsibility of the Architect/Engineer of Record or the Facility Administrator/CEO or the Designee Facility Staff Member to notify all parties of how to correct the deficiency based on ARU's acceptance of the POC.

3.12 Project Closes Out

Refer to Project Closeout Instructions found on our webpage for next steps of the architectural review process.

4. CANCELLATION of INSPECTION

4.1 Cancellation of an Inspection by Applicant

If an applicant decides to cancel the inspection, the Facility Administrator or CEO or Designee Facility Staff Member or where applicable, the Architect or Engineer of Record shall submit written cancellation notice of a project via email to InspectionARU@hhs.texas.gov at least five business days (non-state holiday days) prior to the scheduled date of the inspection. If the application knows what week they want the request the next inspection, they shall submit a revised inspection form to InspectionARU@hhs.texas.gov

No cancellations shall be honored via phone call, via an inspector and from anyone other than the Facility Administrator or CEO or Designee Facility Staff Member or where applicable, the Architect or Engineer of Record`. Inspections shall not occur within the following two weeks of the cancelled inspection date since ARU has already scheduled inspections for those weeks.

4.2 Cancellation of an Inspection by ARU

Cancellation may occur by ARU where the facility cannot provide a previous unapproved POC or provide all the final required documents before the inspection is to occur. When this type of cancellation occurs, a revised inspection form shall be submitted to ARU. If the inspection request requires a fee, attach a copy of the original check in the email.

5. RE-INSPECTION

Depending upon the number and nature of the deficiencies cited during the final inspection, the inspector may require that a re-inspection be conducted to confirm correction of all deficiencies cited. The inspector may also require a re-inspection when it is determined by the inspector the project is not sufficiently complete to warrant a final inspection. At the inspection, faulty material, faulty workmanship or incomplete work can also be just cause for a re-inspection. An intermediate inspection may be re-inspected if the project is not far enough along to determine the building systems and space adjacencies.

The Facility Administrator or CEO or Designee Facility Staff Member or where applicable, the Architect or Engineer of Record shall submit an inspection form to re-scheduled.

6. NOTIFICATION of LARGE INSPECTION

The ARU Inspector may require more than 5 hours at a facility to conduct an inspection. For the situations mentioned below or other similar projects, contact the ARU Manager before scheduling an inspection.

- One phase of the requested inspection is larger than 50,000 square feet
- ASC constructs more than a combined 5 or more operating rooms and procedure rooms

7. INSTRUCTIONS for CLOSURE of APPLICATION

Refer to Project Closeout Instructions found on our webpage for next steps of the architectural review process.

8. FINAL INSPECTION DOCUMENTS – new construction or remodel, etc.

Refer to see Section 9 of this document for a list of required documents that a facility shall provide when it is re-opening with the same facility designation of when it closed.

During a final architectural inspection at each phase, provide the following applicable documents via email to the inspector before the scheduled inspection. Paper documents shall be provided at the site during a final architectural inspection.

8.1 FIRE MARSHAL APPROVAL

Where the local Fire Marshal authority deems the project or its phases required an inspection from their department, a signed and dated written approval for the project and where applicable, its phases shall be provided. The document shall be signed and dated by the local fire authority, or their representative, showing that the completed project has been inspected by the fire department and has no deficient items. Document shall contain specific project identifiers. Documentation shall have Fire Marshal Badge number.

Where a certificate of occupancy is part of the fire authority approval and is not a separate Fire Marshal Approval document, the proof of the inclusion, Fire Marshal approval and Certificate of Occupancy, falls on the facility or its representative.

8.2 BUILDING INSPECTOR APPROVAL

Where the local building authority deems the project requires an inspection from their department, a signed and dated Certificate of Occupancy (C.O.) for the project or its phases shall be provided and indicates their approval. This document shall provide specific identifiers for the project and its phases, and shall match the Fire Marshal document identifiers, such as name of facility and its address. Where either of the following conditions are met, the following documentations may substitute for a certificate of occupancy:

- Where the project occurs in a currently licensed facility and the local building authority issues a temporary certificate of occupancy, a certificate of compliance (CCO), a green tag, or any other document indicating approval from the local building authority may substitute for the C.O. A temporary certificate of occupancy (T.C.O.) shall not be allowed for a newly constructed facility, unless landscaping or other similar matters are documented by the local building authority on the T.C.O.

It is at the discretion of the Texas Health and Human Services Commission Architectural Review Unit to accept this substitution.

- In the absence of a local building authority, a signed, sealed, and dated document from the registered architect of record or professional engineer of record which indicates no exceptions to their design and the physical built environment appears to comply with the current International Building Code and this chapter and applicable State licensing rules may substitute for a C.O. The document shall provide specific identifiers for the project or its phases and name of the facility and its address.

8.3 FIRE ALARM SYSTEM CERTIFICATION OF INSTALLATION

Where a fire alarm system, including the components, are designed, installed, upgraded, or modified, an Office of the State Fire Marshal form FML-009 shall be provided for the project and where applicable, its phases. The document shall be signed and dated and shall provide specific identifiers for the project, such as name of facility and its address and project phases.

8.4 SPRINKLER APPROVAL DOCUMENT

Where an automatic sprinkler system, including the components, are designed, installed, upgraded, or modified, a signed and dated written approval document from a professional engineer of the sprinkler company for the project and where applicable, its phases shall be provided. Where design and hydraulic calculation is performed as part of the analyses, a professional engineer's approval is required. Other sprinkler systems inspections and tests require a professional engineer approval or responsible managing employee (RME) of the sprinkler system company. The document shall indicate that no exceptions are noted during the testing and field inspection the new or modified sprinkler system. The document shall indicate the new or upgraded portion of the automatic sprinkler system complies with the requirements of NFPA 13, Standard for the Installation of Sprinkler Systems, 2010 or 2002 (see note 2), and with the State Licensing Rules.

Where relocation of not more than twenty sprinkler heads or hydraulic calculations are not involved for the entire project, a signed, sealed, and dated document from the registered architect of record or professional engineer of record may substitute for the sprinkler approval document.

8.5 MEDICAL GAS CERTIFICATION

Where a medical gas system or vacuum system or both, including their components, is installed, upgraded, or modified, a signed and dated written approval certification for the piped-in medical gas system or vacuum system or both from a registered ASSE 6030 medical gas system verifier who certified the system shall be provided. The document shall indicate that no exceptions are noted upon inspection of the installed, upgraded, or modified piped-in medical gas system or vacuum system. The document shall also indicate the system appears to comply with NFPA 99: Health Care Facilities, 2012 or 2002 (see note 2), and with the State Licensing Rules. Provide a copy of the verifier's ASSE 6030 license number and the license's expiration date. A report of the verifier's finding during the system's testing shall be provided.

Where a medical gas system or vacuum system or both, including their components, is installed, upgraded, or modified, a signed and dated written document for the piped-in medical gas system or vacuum system or both from a registered ASSE 6010 medical gas system installer who installed the system shall be provided. The document shall indicate the installed, upgraded, or modified piped-in medical gas system or vacuum system or both was installed or modified from a qualified master plumber license or a journeyman plumber license with a medical gas piping installation endorsement issued by the Texas State Board of Plumbing Examiners. Provide a copy of the qualified master plumber license or a journeyman plumber ASSE 6010 license number and the license's expiration date.

8.6 FINISHES LETTER: FLAME-SPREAD, SMOKE DEVELOPMENT AND FLAME-RESISTANCE

A signed, sealed, and dated written document from a registered architect or licensed interior designer for the project and where applicable, its phases shall be provided. The document shall indicate that no exceptions are noted upon reviewing the Flame Spread Rating and the Smoke Development rating of any installed wall covering, ceiling surface, floor covering, and roof decking to the installed finishes complying with NFPA 101: Life Safety Code, (2012 or 2003, see note 2), and that draperies, curtains (including cubicle curtains), and other similar loosely hanging furnishings are flame-resistant as demonstrated by passing both the small and large-scale tests of NFPA 701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films, 2010 or 1999 (see note 2). Do not provide cut sheets of the materials installed, unless requested by ARU inspector.

Where the facility selected the finishes, and not a registered architect or licensed interior designer, provide all material safety data sheet (MSDS) of any installed wall covering, ceiling surface, floor covering, roof decking, draperies, curtains (including cubicle curtains), and other similar loosely hanging furnishings.

8.7 ELECTRICAL GROUNDING REPORT & RECEPTACLE TESTING

Where new electrical receptacles are installed at patient care areas and patient care support spaces, a signed and dated written approval document from the professional engineer or master electrician that indicated no exceptions are noted upon reviewing the grounding test and the grounding system appears to comply with NFPA 99: Health Care Facilities, 2012 or 2002 (see note 2). A grounding report shall be provided and include the impedance measurements made between a reference grounding point and the receptacle grounding contact in each patient care area. The grounding report shall include the testing values the comply with the requirements of NFPA 99: 6.3.3.

Impedance measurements shall be made on a minimum of 10% of all new receptacles between a reference grounding point and the receptacle grounding contact in each patient care area. At least one critical and one normal receptacle shall be tested at the head of all patient care beds or stations. Voltage measurements shall be made under no-fault conditions between a reference point and exposed fixed electrical equipment with conductive surface in a patient care vicinity such as fixed x-ray equipment.

Where the space was modified or renovated but no new electrical receptacles are installed, a written record that reports the findings while testing the existing electrical receptacle for grounding blade physical integrity, continuity, polarity, and retention force. The testing shall comply with NFPA 99: Health Care Facilities, 2012 or 2002 (see note 2).

8.8 SELECTIVE COORDINATION STUDY

A signed, sealed, and dated written approval document from the professional engineer of record that indicated no exceptions are noted upon reviewing the selective coordination report and the essential electrical system is properly coordinated for best possible continuity of service with the installed equipment. Provide the selective coordination study report which shall reflects the installation of essential electrical overcurrent devices comply with NFPA 99, 2012 or 2002, (see note 2). This section includes when upgrading the generator and installing automatic transfer switches and electrical panels.

Where a facility is not required to provide a permanent generator, a selective coordination study is still required since the normal power requires overcurrent protection.

8.9 OTHER DOCUMENTATION

Any other documentation or information as needed due to the type of project. Where ground fault testing is required, provide an acceptance letter from the professional engineer. Approval from other agencies shall be available on site at final inspection of each phase, such as boilers/pressure vessels; elevators; food service; generator NFPA 110 report; radiation shielding; approved accessibility letter from Registered Accessibility Specialist, and HVAC test and balance report.

Where CT scan equipment or X-ray equipment or other large radiological equipment is installed, provide the State Certification.

Where State licensing rules allows a facility to provide a portable generator, a contract between the generator company supplying the backup power and the facility shall be provided. The contract shall be dated and indicate both the facility's location and the location of where the generator is being dispensed.

8.10 Notes:

NOTE 1: Reference project application number on all documentation submittals.

NOTE 2: Reference the proper year for the edition of the NFPA codes being cited or used for the inspection. Hospital and ASC receiving CMS funds for compensation are inspected under NFPA 101, 2012 edition and NFPA 99, 2012 edition. All other health care facilities not receiving CMS funds for compensation are inspected under NFPA 101, 2003 edition and NFPA 99, 2002 edition.

9. FINAL INSPECTION DOCUMENTS – reopen

Refer to Section 8 of this document for a list of required when any modifications, upgrades, remodeling, addition, new construction, and other such construction methods are part of your project.

This section shall apply when a previous licensed facility is re-opened under the same facility designation and no modifications occurs.

During a final architectural inspection, provide the following applicable documents via email to the inspector before the scheduled inspection. Paper documents shall be provided at the site during a final architectural inspection.

9.1 FIRE MARSHAL APPROVAL

Recent signed and dated written Fire Marshall report by the local fire authority, or their representative, showing that the facility has been inspected by the fire department and has no deficient items. Document shall contain specific project identifiers. Documentation shall have Fire Marshal Badge number.

9.2 BUILDING INSPECTOR APPROVAL

Where the local building authority deems the re-opening of the facility requires an inspection from their department, a signed and dated Certificate of Occupancy (C.O.) or similar documentation shall be provided and indicates their approval. This document shall provide specific identifiers and shall match the Fire Marshal document identifiers, such as name of facility and its address.

9.3 FIRE ALARM ANNUAL INSPECTION

A recent signed and dated written fire alarm annual inspection report showing that the facility has been inspected and has corrected any deficient item. The document shall indicate the testing was conducted to comply with NFPA 70, National Electric Code, and NFPA 72, National Fire Alarm and Signaling Code.

9.4 FIRE SPRINKLER ANNUAL INSPECTION

Where a fire sprinkler system exists, a recent signed and dated written fire sprinkler annual inspection report showing that the facility has been inspected and has corrected

any deficient item. The document shall indicate the automatic sprinkler and standpipe systems is inspected and tested in accordance with NFPA 25, Standard for the Inspection, Testing, and Maintaining of Water-based Fire Protection Systems.

9.5 MEDICAL GAS CERTIFICATION

Where a medical gas system or vacuum system or both are installed, a recent signed and dated written approval certification for the piped-in medical gas system or vacuum system or both from a registered ASSE 6030 medical gas system verifier who certified the system shall be provided. The document shall indicate the system appears to comply with NFPA 99: Health Care Facilities, 2012 or 2002 (see note 2). Provide a copy of the verifier's ASSE 6030 license number and the license's expiration date. A report of the verifier's finding during the system's testing shall be provided.

9.6 FINISHES LETTER: FLAME-SPREAD, SMOKE DEVELOPMENT AND FLAME-RESISTANCE

Where any new finishes are added, provide a signed, sealed, and dated written document from a registered architect or licensed interior designer indicating that no exceptions are noted upon reviewing the Flame Spread Rating and the Smoke Development rating of any installed wall, ceiling, floor coverings, roof decking and roof meet the requirements of NFPA 101, (2012 or 2003, see note 2), and that draperies, curtains (including cubicle curtains), and other similar loosely hanging furnishings are flame-resistant as demonstrated by passing both the small and large-scale tests of NFPA 701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films, 2010 or 1999 (see note 2). Do not include cut sheets of the materials in the submittal; they will be discarded on site. Only the certification letter from the Architect is

Where the facility selected the finishes, and not a registered architect or licensed interior designer, provide all material safety data sheet (MSDS) of any installed wall covering, ceiling surface, floor covering, roof decking, draperies, curtains (including cubicle curtains), and other similar loosely hanging furnishings.

9.7 ELECTRICAL RECEPTACLE TESTING

Recent written record that reports the findings while testing the existing electrical receptacle for grounding blade physical integrity, continuity, polarity, and retention force. The testing shall comply with NFPA 99: Health Care Facilities, 2012 or 2002 (see note 2).

9.8 SELECTIVE COORDINATION STUDY

A signed, sealed, and dated written approval document from a professional engineer that indicated no exceptions are noted upon reviewing the selective coordination report and the essential electrical system is properly coordinated for best possible continuity of service with the installed equipment. Provide the selective coordination study report.

Where a facility is not required to provide a permanent generator, a selective coordination study is still required since the normal power requires overcurrent protection.

9.9 OTHER DOCUMENTATION

A signed, sealed, and dated written approval document from a professional engineer that indicated no exceptions are noted upon reviewing the HVAC test and balance report and the reports to appear that the air pressurization complies with current rules.

Where CT scan equipment or X-ray equipment or other large radiological equipment is installed, provide the State Certification.

Where State licensing rules allows a facility to provide a portable generator, a contract between the generator company supplying the backup power and the facility shall be provided. The contract shall be dated and indicate both the facility's location and the location of where the generator is being

9.10 Notes

NOTE 1: Reference project application number on all documentation.

NOTE 2: Reference the proper year for the edition of the NFPA codes being cited or used for the inspection. Hospital and ASC receiving CMS funds for compensation are inspected under NFPA 101, 2012 edition and NFPA 99, 2012 edition. All other health care facilities not receiving CMS funds for compensation are inspected under NFPA 101, 2003 edition and NFPA 99, 2002.

10. DEFINITIONS

10.1 APPLICATION NUMBER:

Assigned number that references your specific project. This assigned number enables both the Stakeholder and the ARU to identify the application package and shall be on all related documents and correspondence. Application number shall be assigned after the ARU has received, reviewed and approved the application package or approved the plan review's plan of correction.

10.2 APPLICATION TYPE:

This is the type of application package submitted, based on the construction occurring. There are 3 types of applications: minor, major and fast track. Refer to Application Instructions for further definitions.

10.3 ARCHITECTURAL REVIEW UNIT (ARU):

Unit of the Texas Department of Health and Human Services, Regulatory Services Division, Health Care Regulation Section. The ARU is responsible for approving architectural and physical plant application packages, conducting inspections and granting construction approval for use of healthcare space for a General Hospital, Special Hospital, Private Psychiatric Hospital, Crisis Stabilization Unit (CSU), Ambulatory Surgical Center (ASC), End Stage Renal Disease Facility (ESRD) including home training ESRD, Freestanding Emergency Medical Care Facility (FEMC), and Special Care Facility (SCF).

10.4 CONTACT NAME:

The primary person to contact for questions or concerns about an inspection request. This person also serves as the contact in an event of a cancellation or delay in the inspection time and/or date.

10.5 CONSTRUCTION:

Any addition that involves erection to add square footage to the existing facility's floor plan shall be contiguous to the existing facility. Function change shall modify the occupancy type or bed type or service type in a specific area of the existing facility by slight wall modifications. Initial construction is the erection of a greenfield facility, which

will receive an initial license. Renovation construction involves significant planning and shall primarily change the floor plan in a specific area of the existing facility. Replacement of substantial equipment or facility system involves the installation of fire suppression or detection systems; fuel fired equipment; nurse call; medical gas; heating or ventilation or air conditioning systems, electrical system or any other significant systems. Replacement also includes large imaging modalities and other sizable equipment being replaced. The term construction shall not be construed to include the excavation or site preparation.

10.6 DATE:

The date is the receipt of the initial email with attached inspection form by either the Facility Administrator/CEO or the Designee Facility Staff Member or the Architect/Engineer of Record.

10.7 FACILITY NAME:

The name as it appears on the Facility License Certificate or the Doing Business As (D/B/A) or Assumed Name. This is the name that shall appear on the signage of the facility and should match advertisements.

10.8 FACILITY CONTACT NAME AND INFORMATION:

The facility contact name is either Administrator/CEO or the Designee Facility Staff Member managing this project, who shall receive all correspondence from the ARU. Facility contact name shall be the same individual who signed the Self-Certification Attestation, which is a part of the application form.

For an existing facility, the facility's physical address is as it appears on the Facility License Certificate including the city and its zip code. For an initial facility, the facility's physical address is as it appears on the Fire Marshal & Certificate of Occupancy documents. Where the addresses do not match, delays shall occur with receiving the final architectural inspection form and the Facility License Certificate.

10.9 FACILITY:

The entity that either has an existing license or will be receiving licensure for a: General Hospital, Special Hospital, Private Psychiatric Hospital, Crisis Stabilization Unit (CSU), Ambulatory Surgical Center (ASC), End Stage Renal Disease Facility (ESRD) including home training ESRD, Freestanding Emergency Medical Care Facility (FEMC), or Special

Care Facility (SCF). The facility shall not contain spaces which do not support patient treatment; such as, beauty salons, banks, retail pharmacy, etc.

The facility is a discrete physical entity composed of various functions as described in the State Licensing Rules and are all contained within the Facility's physical boundary. The facility may be stacked but shall be contiguous. One cannot leave the licensed facility, traverse through another occupancy, and reenter into any part of that licensed facility. In a multi-tenant building, facility shall be confined to one suite number. Facility includes any attached structure that covers area at ground level/grade or below, including permanent projections from the upper floors and/or roof.

10.10 INITIAL FACILITY:

Facility, which does not hold a current, active state facility license number. A relocated facility shall meet new construction requirements.

10.11 INSPECTION FEE:

The cost to process any inspection for a General Hospital, Special Hospital, Private Psychiatric Hospital, Crisis Stabilization Unit (CSU), or Special Care Facility (SCF). This inspection fee is based on the Inspection Fee Schedule in this document. Inspection fee is payable to HHSC via checks or money orders. Checks or money orders can be submitted by anyone.

10.12 LICENSED HOSPITAL BED OR ESRD STATION COUNT:

Licensed hospital bed type includes medical/surgical beds; beds or bassinets in critical care units; intermediate care beds, universal care beds, continuing care nursery bassinets, antepartum beds, maternity beds (labor/delivery/recovery/postpartum, LDRP, and postpartum), pediatric beds (through age of eighteen), hospital based skilled nursing beds, rehabilitation beds, and mental health beds (including chemical dependency, which have the same design requirements as mental health beds). Labor/delivery/recovery, LDR, beds and newborn nursery bassinets or any type of pre-op or recovery station or any exam station is not a licensed bed.

ESRD station types include in-center treatment; private in-center treatment (CMS refer to this as isolation); home peritoneal training; and home hemodialysis training.

10.13 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) CODES AND STANDARDS (NFPA):

For a listing of all codes and standards referenced by NFPA 101 and NFPA 99, refer to chapter 2 in both publications. Refer to website for the editions that apply to a facility type.

10.14 OCCUPANCY APPROVAL:

Refer to Section 3.8 "Approval of Occupancy" for information.

10.15 PHASE(S):

The phases of a project into several final architectural inspections for any new construction, addition to the existing building, change of function (including licensed bed modification), any remodeling inside the existing building, or any other item mentioned in Section 1 of this document.

For an initial facility, phasing shall be acceptable if the first phase of the initial facility meets the minimum construction regulations.

For existing facility, all support spaces for the new or modified project shall exist for that department in the facility. Projects involving alterations or additions to existing buildings shall be programmed and phased so that on-site construction shall minimize disruptions of existing functions.

When a construction project must be divided into more than one phase, the below shall be maintained during the entire construction process:

- Access, exit access, and fire protection shall be maintained so that the safety of the occupants shall not be jeopardized during construction. The corridor can only be reduced no more than 24 inches or as required by local jurisdiction, whichever is more restrictive.
- Any smoke compartment that will be affected by the construction. Replacement smoke compartment shall be completely constructed before removing any portion of the existing smoke compartment.
- A noncombustible or limited combustible dust and vapor barrier shall be provided to separate areas undergoing demolition and construction from occupied areas.

Where a fire-retardant plastic material is used for temporary daily usage, it shall be removed at the end of each day.

- The air inside the construction area shall be protected by mechanical filtration that recirculates inside the space or is exhausted directly to the exterior.
- The area shall be properly ventilated and maintained. The area under construction shall have a negative air pressure differential to the adjoining areas and shall continue to operate if construction dust and odors are not present.
- Temporary sound barriers shall be provided where intense prolonged construction noises disturb patients or staff in the occupied portions of the building during patient treatment times.
- Where construction is done after hours or on weekends, the facility shall assure that all areas of construction are cleaned thoroughly, and a clean safe environment is provided before patients are treated.
- All fire safety protection and building systems shall be in place and working properly.
- HVAC ducts shall be protected from dust contamination continuously.

10.16 PROFESSIONAL DESIGN FIRM NAME:

Architectural and/or engineering firm, who is responsible for the project submitted to ARU.

10.17 PROFESSIONAL DESIGN FIRM CONTACT NAME AND INFORMATION:

The professional contact name is responsible for this project and shall receive all correspondence from ARU. The professional contact shall be a Registered Architect or Professional Engineer.

10.18 PROJECT:

Organized undertaking to complete a specific set of predetermined objectives for the planning, environmental determination, design, construction, repair, improvement, expansion of a facility or the re-opening of a previously licensed facility.

10.19 PROJECT DESCRIPTION:

On the FAIF, the project description is the phase of your project that was inspected by ARU.

10.20 STATEMENT OF DEFICIENCIES and PLAN of CORRECTIONS (SOD/POC) REPORT:

A listing of deficiencies or omissions noted on inspection reports, which require correction. These are cited deficiencies under State licensing rules and/or the NFPA 101 and NFPA 99 Codes or their referenced standards. Information identifying State Licensing Rules typically follows each deficiency, e.g., section, subsection, and paragraph number. Where deficiencies are cited under the NFPA Standards, then the referenced section typically follows it. The Plan of Correction (POC) states how the facility will correct the deficiencies identified by ARU. This is public records and can be requested via open records process.

Sweet Chic Boutique
117 East 2nd Street
Hallettsville, Tx 77964
September 2, 2025

Dear City of Hallettsville,

I am writing this letter requesting the closure of a small portion of Second Street on the north side of the courthouse in front of Sweet Chic Boutique. We are asking for the closure for a Fall Event that Sweet Chic Boutique would like to host in the parking lot. The date for the event is October 25, 2025. The time for the closure requested is 9:30a.m. – 2:00 p.m. We will need a barricade for each side of the street. Attached is a letter from Rainosek's giving permission to block the street in front of their store. Thank you for your attention.



Debi Bludau

Sweet Chic Boutique

September 2, 2025

I give permission to Sweet Chic Boutique to block off part of the street in front of Rainosek's True Value on October 25, 2025, from 9:30p.m. – 2:00 p.m.

Scott Rainosek

9-4-25

Festival of Lights Committee

September 4, 2025

Honorable Mayor and City Council Members
City of Hallettsville
Hallettsville, TX

Re: Request for Approval of Road Closures, Event Map, and Utility Support for Festival of Lights

Dear Mayor Summers and City Council Members,

The Festival of Lights (FOL) Committee is excited to announce the upcoming celebration of Christmas spirit and magic in Hallettsville and is requesting approval for road closures around the square, a map of the event, and access to electricity for participating vendors at the event.

Event Details:

The Festival of Lights will take place on November 29, 2025, and the event timeline is as follows:

- **Vendor Setup and Operations:** 6:00 AM – 5:00 PM
- **Santa Visits & Children's Activities:** 12:00 PM – 4:00 PM
- **The Passion of Jesus Play:** 6:00 PM
- **Lighted Kiddie Parade:** Approximately 7:00 PM
- **Main Lighted Parade:** Immediately following the kiddie parade, wrapping up the evening festivities.

We have already communicated with the local businesses around the square to notify them of the planned road closures and event setup. We respectfully request the City's approval of the attached event map and road closure plans. The following roads will need to be closed from approximately 6:00 AM to **9:00 PM** on the day of the event:

- The Northeast entrance at the corner of N LaGrange and E Second Street
- The Southeast entrance at the corner of N LaGrange and E Third Street
- The Northwest entrance at the corner of N Main and E Second
- Closing the entrance to South Main off at E Fourth Street
- Closing the entrance to W Third Street at the entrance to N Front Street

Additionally, we request that the City of Hallettsville's utility department provide the necessary electricity hookups for the vendors that will require power for their operations throughout the day. Which will be placed on the City Hall side and to the Bounce Houses. We would appreciate the use of the cities' barricades, road closure signs and caution cones during the day of the event. We will need extra trash receptacles placed about the square and the city labor to empty once during the event and after. We also would like to request the waiver of the city alcohol permits fees and to allow utilizing making chalk on the streets for the vendors and to include cleaning up the chalk.

We sincerely appreciate your support and look forward to making this event a memorable one for the community. Should you have any questions or require further details, please do not hesitate to contact the FOL board at hallettsvillefol@yahoo.com.

Thank you for your consideration.

Sincerely,
Daphne Koerth
Festival of Lights Board President
(361)772-6944

Festival Of Lights Map

2025



2nd Street



Mingle & Jingle
12 pm - 8 pm

West side of courthouse

East side of courthouse

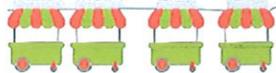
Santa & Mrs. Clause
In court house 12 noon - 4pm

South Door Entrance

West Door Exit

- 1
- 2
- 3
- 4
- 5
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- 8
- 9
- 10
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- 12
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- 30
- 31



3rd Street

3rd Street



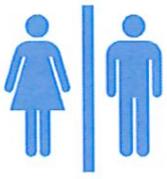
32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49



Keehan Building

1-1	1-4	1-7	1-10	1-13
1-2	1-5	1-8	1-11	1-14
1-3	1-6	1-9	1-12	1-15





Restrooms



**Food Vendor
Set up 7:30am
-8:45am
9am - 8pm**



Chamber



**Artisan Vendors
Setup- 6:45-8:45
9-5**



**Kiddy Zone
11-4**



**Parade Announcer
7pm**



**Nativity Play
6:00 PM**



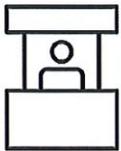
Total Artisan Vendors-~~4~~9



**Road closures
signs**



Total Food Vendors-8



**Mingle & jingle
Vendors**



Check in booth



**Tables/Chairs
mingle and jingle
12-8**

CHPT Sarah Kremling

Hallet Oak Gallery spoke on phone with Betty Edwards

Advanced Home Health Shelli Oppelt

Top Nails Top Nails

Lavaca County Office Supply Bob Potter

City Hall [Signature]

Crossroads Bank Allison Steffel

Kocian Building we will be rent

Hallettsville Hardware Patricia Blevitt

Hallettsville Florist and Gifts Shirley Mozisek

People's State Bank Colleen Guenawa

Ehler's [Signature]

Hair on the Square John Schiller

Team Retirement Solutions [Signature]

Schwartz and Schwartz Attorney at Law

El Vaquero David Hansen

Lavaca Drinkery Kathy House

Law Offices of Trent Nichols Trent Nichols

Sweet Chic Boutique Julianne Zisler

McCord's Tax Services Hensie McCord

Rainosek's True Value Barbara Rainosek

RESOLUTION NO. 018-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALLETTSVILLE, TEXAS, NOMINATING A DIRECTOR FOR THE LAVACA COUNTY CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS.

WHEREAS, the Lavaca County Central Appraisal District Board is presently composed of seven (7) members, six (6) elected members and the Lavaca County Tax Assessor Collector who serves as a non-voting member; and

WHEREAS, the Lavaca County Central Appraisal District Board is presently accepting nominees for selection as Appraisal District Directors for a two (2) year term beginning January 1, 2026 and ending December 31, 2027; and

WHEREAS, the deadline for submitting nominations to the Chief Appraiser is before October 15, 2025;

NOW, THEREFORE, BE IT RESOLVED, that the City of Hallettsville hereby nominates _____, for director of the Lavaca County Central Appraisal District as their representative.

Upon motion of _____, seconded by _____, and adopted by ____ members voting AYE, and ____ members voting NO, the above was passed by the City of Hallettsville, Lavaca County, Texas.

INTRODUCED, READ and PASSED, by the affirmative vote of the City Council of the City of Hallettsville this the 15th day of September, 2025.

Alice Jo Summers, Mayor

ATTEST:

Grace Ward, City Secretary

Eligibility

To be eligible to serve on a board of directors, an individual must be a resident of the appraisal district and must have resided in the appraisal district for at least two years immediately preceding the date of taking office. This residency requirement does not apply to a county TAC serving as a nonvoting director.

A person is ineligible to serve on the board of directors if the individual served as a member of the board of directors for all or part of five terms, unless they were a county assessor-collector at the time of service, or the appraisal district is established in a county with a population of less than 120,000.

A person who has appraised property for compensation for use in proceedings, represented property owners for compensation in proceedings in the appraisal district or was an appraisal district employee at any time within the preceding three years is ineligible to serve on the board of directors.

A person is ineligible to serve on the board of directors if the individual is related within the second degree of consanguinity (blood) or affinity (marriage) to the following:

- an appraiser who appraises property for use in a proceeding under the Tax Code; or
- a person who represents property owners for compensation in proceedings under the Tax Code in the appraisal district.

A director who continues to hold office knowing he or she is related in this manner to the above-named persons commits a Class B misdemeanor offense.

**CALCULATION OF VOTES TO SELECT SIX
LAVACA COUNTY CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS
2026-2027 TERM OF OFFICE**

<u>ENTITY</u>	<u>TAX LEVY - 2025</u>	<u>PERCENT</u>	<u>VOTES</u>
City of Hallettsville	\$911,906.00	1.64%	82
City of Moulton	\$535,183.00	0.96%	48
City of Shiner	\$831,428.00	1.49%	75
City of Yoakum	\$451,056.00	0.81%	41
Ezzell ISD	\$949,040.00	1.71%	85
Hallettsville ISD	\$9,430,114.00	16.95%	848
Moulton ISD	\$6,402,986.00	11.51%	576
Shiner ISD	\$5,723,561.00	10.29%	514
Sweet Home ISD	\$959,163.00	1.72%	86
Vysehrad ISD	\$499,622.00	0.90%	45
Weimer ISD	\$41,672.00	0.07%	4
Yoakum ISD	\$7,022,570.00	12.62%	631
Lavaca County	<u>\$21,867,004.00</u>	<u>39.31%</u>	<u>1966</u>
TOTALS	\$55,625,305.00	100%	5000

Calculated on 9/5/2025 - Supplement #4



Members
James Fenner - Chairman
Walt Hairell - Vice Chairman
Fred Hilscher - Secretary
Lonny Montgomery
Ronald Braeuer
Roddy Renger
Deborah Sevcik

The Appraisal District Board of Directors Role in the Property Tax System

The local property tax system follows the principle of checks and balances. An appraisal district board of directors hires the chief appraiser and sets the budget.

The directors have no authority to set values or appraisal methods. The chief appraiser carries out the appraisal district's legal duties, hires the staff, makes the appraisals and operates the appraisal office.

ORDINANCE NO. XXX-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HALLETTSVILLE, TEXAS, THAT AMENDS CHAPTER 10, ARTICLE 10.1000 GOLF CARTS IN REGARD TO USE OF GOLF CARTS ON STREETS AND ROADS IN THE CITY OF HALLETTSVILLE, TEXAS, WITH THE ADDITION OF UTILITY TASK VEHICLES AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Chapter 551.400 of the Texas Transportation Code allows the governing body of a municipality to set provisions relating to the use of golf carts within city limits by municipalities; and

WHEREAS, Chapter 551A of the Texas Transportation Code allows the governing body of a municipality to set provisions relating to the use of utility task vehicles within city limits by municipalities; and

WHEREAS, golf carts and/or utility task vehicles are not usually equipped with certain safety features required or typically found on automobiles or other motor vehicles; and

WHEREAS, the City has received requests from citizens desiring to use golf carts and/or utility task vehicles on streets and roads in the City; and

WHEREAS, the City Council of the City of Hallettsville, Texas, believes that it would be in the best interest of the City and its citizens to allow use of personally owned golf carts and/or utility task vehicles on streets and roads in the City for which the posted speed limit is not more than 35 miles per hour, provided that the golf cart and/or utility task vehicle and operator of the golf cart are in compliance with the provisions of this ordinance.

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

Section 1. That the foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

Section 2. All persons, firms, or corporations utilizing golf carts and/or utility task vehicles on the City Streets will do so as prescribed in the attached Exhibit A which is hereby made a part of Ordinance as if fully set forth herein.

Section 3. It shall be a violation of this Ordinance to utilize golf carts and/or utility task vehicles in any way violating the regulations in Exhibit A.

Section 4. The City Council, from time to time, by ordinance, may modify the traffic control code.

Section 5. If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid,

or unenforceable provision, a provision as similar in terms to the illegal, invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

Section 6. That all provisions of the ordinances of the City of Hallettsville in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City of Hallettsville not in conflict with the provisions of this ordinance shall remain in full force and effect.

Section 7. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as re-quired by Chapter 551, as amended, Texas Government Code.

Section 8. Effective Date. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the city's code and state law provide.

PASSED AND APPROVED this ___ day of _____, 2025.

ATTEST:

Alice Jo Summers
Mayor

Grace Ward
City Secretary

Exhibit A

ARTICLE 10.1000 GOLF CARTS & UTILITY TASK VEHICLES

§ 10.1001. Definitions.

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

Designated Intersection. The intersection of 77N and First St. and/or 90A and Main St.

Golf Cart. A motor vehicle designed by the manufacturer primarily for use on a golf course. Specifically excluded from this definition of golf carts are those motorized conveyances commonly referred to as all-terrain vehicles, off-road vehicles, four-wheelers, mules, gators, and any vehicles which have been altered to allow them to travel at a speed greater than 25 miles per hour.

Operator. The person driving and having physical control over a golf cart.

Owner. The person holding title to the golf cart.

Street. A public roadway of the City of Hallettsville, Texas, whether called a road, alley, avenue, highway, route, boulevard, street, or other description, that:

- (1) Has a posted speed limit of 35 miles per hour or less;
- (2) Provides for no more than two lanes of vehicular traffic per direction; or
- (3) Is not designated as part of either the state or federal highway system.

Utility task vehicle. A motor vehicle, as described and defined under Texas Transportation Code section 551A.001(6) as amended, which is a motor vehicle that is not a golf cart or lawn mower, is equipped with side-by-side seating for the use of the operator and a passenger, and is designed by the manufacturer primarily for utility work and not for recreational purposes.

- (1) Equipped with side-by-side seating for use of the operator and passenger;
- (2) Designed to propel itself with at least four tires in contact with the ground;
- (3) Designed by the manufacturer for use off a public highway; and
- (4) Designed by the manufacturer primarily for utility work and not for recreational purposes.

(Ordinance 602A-19 adopted 9/16/19)

§ 10.1002. Golf Cart & Utility Task Vehicle Operation Permitted for Recreational Use.

Provided that the golf cart and/or utility task vehicle is equipped as set out in section 10.1004 "required equipment ~~for golf carts~~," and provided that the golf cart and/or utility task vehicle is operated in accordance with all provisions set out in section 10.1005 "operational regulations," and except for those streets set out in section 10.1003 "streets where golf carts and utility task vehicles are not permitted," a golf cart and/or utility task vehicle may be operated on streets within the city, that have a posted speed limit of 35 miles per hour or less, that provide for no more than

two lanes of vehicular traffic per direction, and are not designated as part of either the state or federal highway system. The crossing of "streets where golf carts and/or utility task vehicles are not permitted" will only be permitted at designated intersections.
(Ordinance 602A-19 adopted 9/16/19)

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§ 10.1003. Streets Where Golf Carts are Not Permitted.

Golf carts are not permitted to be operated on any streets in the city, where the posted speed limit exceeds 35 miles per hour. Golf carts are not permitted to be operated on US Highway 90A, US Highway 77 North, or US Highway 77 South ~~any street designated as part of either the state or federal highway system~~.
(Ordinance 602A-19 adopted 9/16/19)

§ 10.1004. Required Equipment ~~for Golf Carts~~.

A golf cart and/or utility task vehicle must be equipped with the following minimum equipment:

- (1) Operational head lamps;
- (2) Operational tail lamps;
- (3) Side reflectors;
- (4) Operational parking brake;
- (5) Rear view mirror or mirrors;

(6) Seatbelts;

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(7) Slow moving vehicle sign having a reflective surface designed to be clearly visible in daylight or at night from the light of standard head lamps at a distance of at least 500 feet and mounted base down on the rear of the golf cart and/or utility task vehicle at a height from 3 to 5 feet above the road surface and maintained in a clean, reflective condition; and

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(8) Horn in good working condition that emits a sound audible under normal conditions at a distance of at least 200 feet.

(Ordinance 602A-19 adopted 9/16/19)

§ 10.1005. Operational Regulations.

(a) All operators ~~of golf carts~~ must be licensed to operate a motor vehicle and carry a valid driver's license;

(b) All golf cart and/or utility task vehicle operated under this section must display a golf cart license plate or off-highway vehicle license plate issued by the Texas Department of Motor Vehicles on the rear of the vehicle. CITIZENS CAN OBTAIN THIS LICENSE PLATE FROM THE LAVACA COUNTY TAX OFFICE AND IT IS A ONE TIME FEE OF \$10.

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(c) All owners of a golf cart and/or utility task vehicle must submit the "Self-Certification" form (Exhibit 1) to the Hallettsville Police Department at which time a permit will be issued for operation within the city limits of Hallettsville. The permit must be affixed to the center of the "Slow Moving Vehicle" triangle.

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- (b)(d) All operators ~~of golf carts~~ shall obey all traffic regulations applicable to vehicular traffic;
- (e)(c) Golf carts and/or utility task vehicles shall not be operated on sidewalks;
- (d)(f) The operator of a golf cart and/or utility task vehicle ~~operating the golf cart on a street~~ may cross a street where ~~golf cart~~ operation is prohibited at a designated intersection but otherwise may not operate a golf cart and/or utility task vehicle on any street where operation ~~of a golf cart~~ is prohibited;
- (e)(g) Golf carts and/or utility task vehicle may not pull trailers or other objects or people;
- (f)(h) The seating capacity of the golf cart and/or utility task vehicle as designed or designated by the manufacturer of the golf cart and/or utility task vehicle shall not be exceeded;
- (g)(i) The operator of the golf cart and/or utility task vehicle and all passengers ~~in the golf cart~~ shall be seated at all times while ~~the golf cart is~~ in motion;
- (h)(j) Golf cart and/or utility task vehicle passengers shall be restrained by a seat belt at all times while ~~the golf cart is~~ in motion;
- (i)(k) Operators of golf carts and/or utility task vehicle shall maintain financial responsibility as required for passenger vehicles by the provision of the Texas Transportation Code;
- (j)(l) Golf carts and/or utility task vehicle shall be parked in compliance with all state and city regulations;
- (k)(m) Golf carts and/or utility task vehicle shall not be operated when visibility is impaired due to:
- (1) Inclement weather or other conditions; or
 - (2) Insufficient light to clearly see persons or vehicles on the street at a distance of 500 feet.

(Ordinance 602A-19 adopted 9/16/19)

§ 10.1006. Golf Cart and/or Utility Task Vehicle Operation Permitted in Accordance with TxDMV.

A golf cart may also be operated in accordance with TxDMV for transportation to or from a golf course, during the daytime, and not more than two miles from the location where the golf cart is usually parked, on streets for which the posted speed limit is not more than 35 miles per hour. The crossing of “streets where golf carts are not permitted” will only be permitted at designated intersections.

(Ordinance 602A-19 adopted 9/16/19)

§ 10.1007. Penalty.

Any person violating any provision of this article within the city limits shall, upon conviction, be punished by fine not to exceed five hundred dollars (\$500.00). A person may be convicted of violations of more than one provision of this article for offenses occurring at the same time. Prosecution or conviction under this article shall not be a bar to other remedies of relief for violations of this article or other law.

(Ordinance 602A-19 adopted 9/16/19)

Legal Recommendation is to do Inspections + Permits Not Self Certifications

§ 10.1006. Permit Required.

(a) No person shall operate, cause to be operated or allow the operation of a golf cart and/or a utility task vehicle on any authorized public streets, parking areas and traffic ways unless a valid permit has been issued for the golf cart and/or a utility task vehicle or otherwise allowed by law.

(b) Application for a permit authorizing the operation of a golf cart and/or a utility task vehicle shall be made by a person who owns leases or otherwise uses a golf cart and/or a utility task vehicle. Such application shall be made in writing to the city's police department on a form designated for that purpose. On such application shall be set forth the following:

(1) The name, address, telephone number and state driver's license number, if applicable, of the permit holder;

(2) The street address where the golf cart and/or a utility task vehicle is kept, including the particular suite or apartment number, if applicable;

(3) The business name used for the premises where the golf cart and/or a utility task vehicle is kept, if applicable;

(4) The year, make, model, color, vehicle identification number or serial number if no vehicle identification number has been issued to the golf cart and/or a utility task vehicle, electric or gasoline; and

(5) The person(s) and location, designated by the city's chief of police, that inspected the golf cart and/or a utility task vehicle, including a certification by said inspector that the golf cart and/or a utility task vehicle complies with the requirements of this article before the issuance of a permit;

(c) The permit shall be permanently affixed on the left side of the golf cart and/or a utility task vehicle in such a manner that it is clearly visible from 50 feet. The permit must not be damaged, altered, obstructed, or otherwise made illegible. The permit holder shall apply for replacement permit and pay all applicable cost associated with the issuance and inspection of the golf cart and/or a utility task vehicle;

(d) The permit shall only be placed upon the golf cart and/or a utility task vehicle for which it was issued;

(e) A permit issued to a golf cart and/or a utility task vehicle shall become invalid if the golf cart and/or a utility task vehicle is altered in a manner that fails to comply with any requirement of this article;

(f) Permits/stickers are valid until the ownership transfers. The fee adopted in the city's fee schedule on file with the city secretary shall apply to inspection by the police department (includes permit/sticker).

(g) The permit holder shall notify the city's police department within ten working days if the golf cart and/or an off-highway vehicle transfers ownership or the address of the normal storage location has changed. The information shall be submitted on a form designated by the city's chief of police;

(h) Lost or stolen permit/stickers are the responsibility of the owner. A police report must be filed in the event of a lost or stolen permit/sticker. If no record can be found of a previous application, or the receipt of a permit/sticker, the city's chief of police may direct the applicant to reapply, and also resubmit any and all fees necessary before a replacement permit/sticker is issued;

(i) Any person who operates a golf cart and/or a utility task vehicle and fails to receive and properly display a city permit/sticker will be subject to all applicable state laws, in addition to being in violation of this article; and

(j) A permit may be revoked at any time by the city's chief of police, or his designee, if there is any evidence that the permit holder cannot safely operate a golf cart and/or a utility task vehicle on any authorized public streets, parking areas and traffic ways of the city in compliance with this article.

§ 10.1007. Permit cost.

The cost of the permit shall be \$50.00 annually.



City of Hallettsville Title VI Plan

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President Lyndon B Johnson signing the Civil Rights Act of 1964 (REPLACE PHOTO AND CAPTION AS NEEDED)

Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Several other federal legal authorities supplement Title VI by extending protections based on age, sex, and disability. In addition, the Civil Rights Restoration Act of 1987 clarified Title VI enforcement by mandating that Title VI requirements apply to *all* programs and activities of federal-aid recipients regardless of whether any particular program or activity involves federal funds. Taken together, these laws require recipients and subrecipients of federal funds to ensure all programs and services are delivered to the public without discrimination.

The City of Hallettsville, as a recipient of federal financial assistance, will ensure full compliance with Title VI of the Civil Rights Act of 1964; 49 C.F.R. Part 21 (Department of Transportation Regulations for the Implementation of Title VI of the Civil Rights Act of 1964); 49 C.F.R. Part 21; and related statutes and regulations. *The City of Hallettsville* acknowledges it is subject to and will comply with Federal Highway Administration Title VI Assurances.

This plan explains how *the City of Hallettsville* incorporates the requirements of Title VI and related legal authorities into its operations. The plan will be used as a reference for *the City of Hallettsville* and an

informational resource for the public. The plan will be updated *every 3 years* to reflect changes in Title VI compliance operations.

Discrimination under Title VI

It is the responsibility of every *the City of Hallettsville* employee to prevent, minimize, and eradicate any form of discrimination. There are two types of discrimination prohibited under Title VI and its related statutes: (1) disparate treatment that alleges similarly situated persons are treated differently because of their race, color, or national origin (*i.e.*, intentional discrimination); and (2) disparate impact/effects when a facially neutral policy, procedure, or practice results in different or inferior services or benefits to members of a protected group. The focus of disparate impact is on the consequences of a decision, policy, or practice rather than the intent.

Prohibited forms of discrimination may include, but not be limited to, the following:

- The denial of services, financial aid, or other benefits provided under a program;
- Distinctions in the quality, quantity, or manner in which a benefit is provided;
- Segregation or separation of persons in any part of the program;
- Restriction in the enjoyment of any advantages, privileges, or other benefits provided to others;
- Differing standards or requirements for participation;
- Methods of administration that directly or indirectly, or through contractual relationships would defeat or impair the accomplishment of effective nondiscrimination; or
- Discrimination in any activities or services related to a highway, infrastructure or facility built or repaired in whole or in part with federal funds.

The City of Hallettsville efforts to prevent such discrimination must address, but not be limited to, how a program or activity:

- Impacts the public;
- Provides accessibility;
- Provides equal access to benefits;
- Encourages participation;
- Provides services equitably;
- Initiates contracting and training opportunities;
- Investigates complaints;

- Allocates funding; and
- Prioritizes projects.

Authorities

The authorities applicable to *the City of Hallettsville* Title VI/Nondiscrimination Program include:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. §2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- **49 CFR Part 21** (entitled *Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of The Civil Rights Act of 1964*);
- **23 CFR Part 200** (FHWA's Title VI/Nondiscrimination Regulation);
- **28 CFR Part 50.3** (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964); and,
- **Texas Administrative Code §9.4**, Civil Rights – Title VI Compliance

Title VI Policy Statement

It is the policy of *the City of Hallettsville* that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of *the City of Hallettsville* as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of *the City of Hallettsville*, including its contractors and anyone who acts on behalf of *the City of Hallettsville*. This policy also applies to the operations of any department or agency to which *the City of Hallettsville* extends federal financial assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

The nondiscrimination statement signed by *the City of Hallettsville, Mayor Alice Jo Summers*, is included as **Attachment 1**.

Standard DOT Assurances

The U.S. DOT requires that federal financial assistance be provided on the condition that the recipient provides an assurance that its programs and activities will be conducted in compliance with Title VI of the Civil Rights Act of 1964. The requirement is located at 49 CFR 21.7(a). To support the implementation of this requirement, the U.S. DOT provided an assurances agreement in U.S. DOT Order 1050.2A that federal fund recipients and subrecipients must sign as a condition of receiving federal financial assistance.

The assurances agreement provides specific non-discrimination language, *the City of Hallettsville*, is required to include in bid solicitations or requests for proposal, contracts, and real estate agreements. *The City of Hallettsville* is committed to ensuring the necessary language is used as prescribed in the assurances agreement.

In accordance with this requirement, *the City of Hallettsville* has signed the U.S. DOT Standard Title VI/Non-Discrimination Assurances. The document is attached as **Attachment 2**.

Organization and Staffing

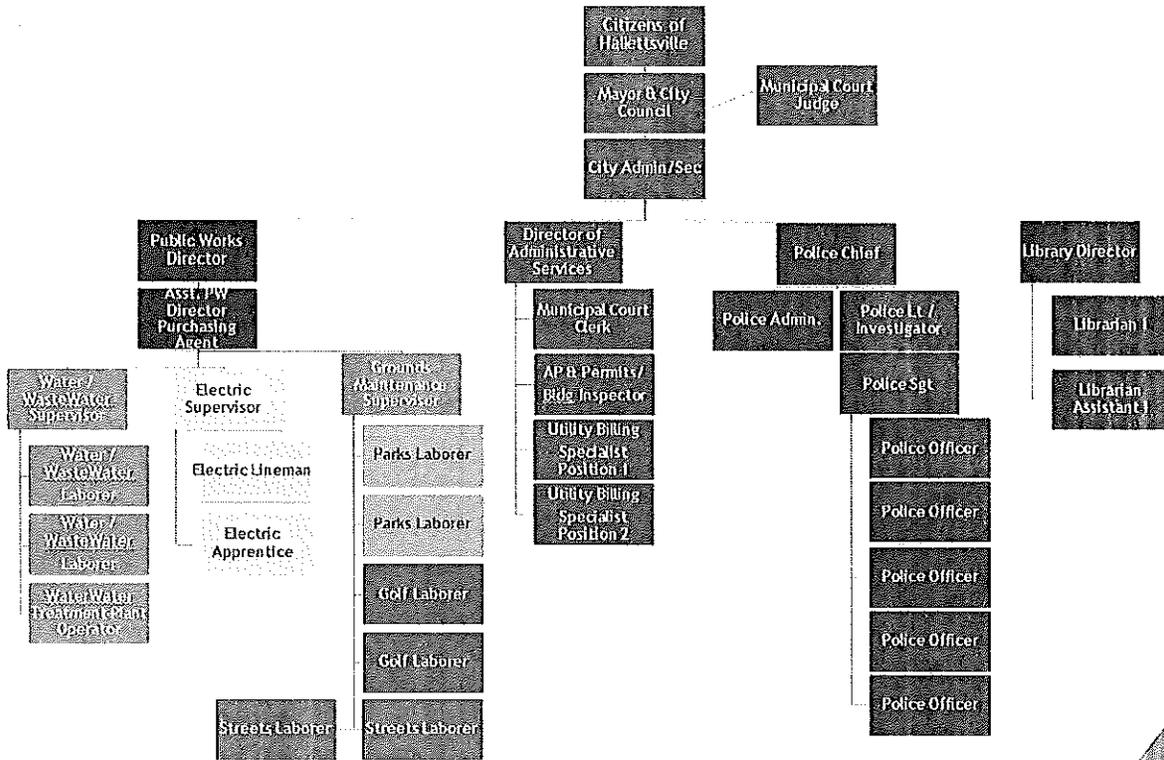
The Mayor is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all agency employees, contractors, and agents pursuant to 23 C.F.R. Part 200 and 49 C.F.R. Part 21.

The City of Hallettsville has assigned *the Mayor, Alice Jo Summers*, to perform the duties of the Title VI Coordinator and ensure implementation of the agency's Title VI program. The position of Mayor is located within *Governing Body, the top elected official*.

The Title VI Coordinator is responsible for:

- Maintaining and updating the Title VI plan on the agency's behalf;
- Ensuring relevant agency staff receive necessary Title VI training;
- Ensuring prompt processing of Title VI complaints and referral to Texas Department of Transportation;
- Developing procedures for the collection and analysis of statistical data;
- Developing a program to conduct Title VI reviews of program areas; and
- Developing Title VI information for dissemination internally and externally;

City of Hallettsville



Primary Program Area Descriptions & Review Procedures

The *City of Hallettsville* engages in the following program areas:

Program Area and General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
<p>Right of Way: Issues public right of way permits for construction, transportation, business, and other activities.</p> <p>Coordinates relocation of citizens whose property has been acquired for a right of way.</p>	<p>Public right of way permits and relocations should not create unfair burdens.</p> <p>Collecting demographic data from property owners who may be subject to right of way activities.</p> <p>Ensuring property owners impacted by right of way activities are made aware of their right to be free from discrimination on the basis of race, color, or national origin under Title IV of the Civil Rights Act of 1964.</p>	<p>Reviewing permits and relocations to ensure nondiscrimination.</p> <p>Ensure demographic data is part of necessary right of way templates or forms.</p> <p>Ensure Title IV notice is consistently provided to property owners impacted by right of way activities.</p>
<p>Contracting: Develops and manages contracts and contracting opportunities, including specifications, bidding process, and contract execution.</p>	<p>Maintaining an open and fair bidding process for all contracts.</p> <p>Ensure Title VI Assurances appendices are included in contracts as specified within the assurances document.</p>	<p>Reviewing contracts for necessary Title VI language.</p> <p>Reviewing any available data on contract recipients to ensure nondiscrimination in contracting.</p> <p>Reviewing bidding procedures to ensure nondiscrimination and equal opportunity.</p>
<p>Planning: Short-term and long-term planning of transportation projects</p>	<p>Ensuring comprehensive public participation to ensure all stakeholders have a chance to voice their opinions.</p> <p>Collecting demographic data from public engagement activities regarding demographics of public participants. Providing language access as needed.</p>	<p>Review planning decisions to ensure nondiscrimination.</p> <p>Reviewing public engagement activities periodically to determine whether engagement opportunities were offered to all communities. Documenting language access requests.</p>

Public Engagement:
Coordinates public engagement activities for planning and project development, as well as relationship-building engagement activities.

Comprehensive public participation to ensure all stakeholders have an opportunity to voice their opinions.

Collecting demographic data from public engagement activities regarding demographics of public participants.

Providing language access as needed.

Disseminating Title VI information to the public to ensure they are aware of their rights to be free from discrimination.

Reviewing public engagement activities periodically to determine whether engagement opportunities were offered to all communities.

Reviewing public engagement activities periodically to determine whether engagement opportunities were offered to all communities.

Documenting language access requests.

Maintenance:
Services roadways and right of ways, including, but not limited to, providing:
Repair
Signage
Drainage
Snow and ice removal

Ensuring no communities are subject to a disparate lack of maintenance services based on a protected class.

Reviewing resources provided to the community and determining whether any protected class communities have disproportionately benefited or been harmed by the delivery of maintenance services.

Data Collection and Analysis

Program Area	Type of Data Collected & Process for Collecting	Purpose for Collecting the Data)
Right of Way	Collecting demographic data from property owners who may be subject to right of way activities by including inputs for demographic data on the field title report form.	Ensuring right of way activities do not disproportionately affect individuals or groups based on a protected class status.

Contracting	Identifying contractors who are a: Disadvantaged Business Enterprise (DBE) Historically Underutilized Business (HUB) Small Business Enterprise (SBE)	Ensuring equal opportunity in contracting to all individuals and groups.
Planning	Reviewing data from the U.S. Census Bureau and other credible sources to determine demographic make-up of the local community.	Ensuring project impacts do not disproportionately impact any individuals or groups based on a protected class status.
Public Engagement	Reviewing data from the U.S. Census Bureau and other credible sources to determine demographic make-up of the local community. Providing demographic questionnaires to public engagement participants and including demographic questions in public surveys.	Ensuring communications and interactions with the public sufficiently reach all local demographics.
Maintenance	Reviewing maintenance activities by geography and demographic makeup of communities receiving the maintenance services	Ensuring no communities are subject to a disparate lack of maintenance services based on a protected class.

Potential sources of data and analysis tools include:

- Census Data
- American Community Survey
- School Districts
- Forms or Surveys from the public
- MPO Committees (e.g., Citizen Advisory Committees)
- Field Observations

Title VI Complaint Procedures

Scope of Title VI Complaints

No person or groups of persons shall, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by *the City of Hallettsville*, and its contractors on the grounds of race, color, or national origin.

The scope of Title VI covers all internal and external activities of *the City of Hallettsville*.

The following types of actions are prohibited under Title VI protections (See [49 C.F.R. 21.5](#)):

- Excluding individuals or groups from participation in programs or activities
- Denying program services or benefits to individuals or groups

- Providing a different service or benefit or providing them in a manner different from what is provided to others
- Denying an opportunity to participate as a member of a planning, advisory or similar body that is an integral part of the program
- Retaliation for making a complaint or otherwise participating in any manner in an investigation or proceeding related to Title VI of the Civil Rights Act of 1964

How to File a Formal Title VI Complaint

Any person(s) or organization(s) believing they have been discriminated against on the basis of the protected classes stated above by *the City of Hallettsville* or its contractors may file a Title VI complaint.

Discrimination complaints **must be received no more than 180 days after the alleged incident** unless the time for filing is extended by the processing agency.

Complaints should be in writing and signed and may be filed by mail, fax, in person, or e-mail. A complaint should contain the following information:

- A written explanation of the alleged discriminatory actions;
- The complainant's contact information, including, if available: full name, postal address, phone number, and email address;
- The basis of the complaint (e.g., race, color, national origin, etc.);
- The names of specific persons and respondents (e.g., agencies/organizations) alleged to have discriminated;
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is on-going.

Complainants are encouraged to submit complaints directly to the Texas Department of Transportation (TxDOT).

Complaints can also be filed by completing and submitting *the City of Hallettsville's* Title VI Complaint Form available at <https://cityofhallettsville.org/administration/> or by sending an email or letter with the necessary information to:

City of Hallettsville

Mailing Address:
101 N Main Street
Hallettsville, TX 77964

Email: CityAdmin@CityofHallettsville.org

Phone: 361-798-3681

If necessary, the complainant may call the phone number above and provide the allegations by telephone. The Title VI Coordinator will transcribe the allegations of the complaint as provided over the telephone and send a written complaint to the complainant for correction and signature.

Complaints can also be filed directly with the following agencies:

Federal Highway Administration

U.S. Department of Transportation Office of Civil Rights

HCR-20, Room E81-320

1200 New Jersey Avenue, SE

Washington, DC 20590

Email: CivilRights.FHWA@dot.gov

Texas Department of Transportation

Civil Rights Division

Attn: Title VI Program Manager

125 E. 11th Street Austin, Texas 78701

After submitting a complaint, the complainant will receive correspondence informing them of the status of the complaint within ten (10) business days from *the City of Hallettsville* or other agency receiving the complaint.

Complaints received by *the City of Hallettsville's* Title VI Coordinator are forwarded to the TxDOT Office of Civil Rights (OCR). TxDOT OCR will forward the complaint to the FHWA Texas Division Office, along with a preliminary processing recommendation. The FHWA Texas Division Office will forward the complaint to FHWA Headquarters Office of Civil Rights (HCR).

FHWA HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints. There are four potential outcomes for processing complaints:

- **Accept:** if a complaint is timely filed, contains sufficient information to support a claim under Title VI, and concerns matters under the FHWA's jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Texas Division Office a written notice that it has accepted the complaint for investigation.
- **Preliminary review:** if it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.
- **Procedural Dismissal:** if a complaint is not timely filed, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and FHWA Texas Division Office a written notice that it is dismissing the complaint.
- **Referral\Dismissal:** if the complaint is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

Complaints are not investigated by *the City of Hallettsville*. FHWA HCR is responsible for investigating all complaints. FHWA HCR may also delegate the investigation to TxDOT OCR, who would then conduct all data requests, interviews, and analysis and create a Report of Investigation (ROI). TxDOT OCR will have sixty (60) business days from the date the investigation is delegated to prepare the ROI and send it to HCR. HCR will review the ROI and compose a Letter of Finding based on the ROI.

For further information about the FHWA investigation process and potential complaint outcomes, please visit the [Questions and Answers for Complaints Alleging Violations of Title VI of the Civil Rights Act of 1964](#).

Complaint Log

The City of Hallettsville maintains a complaint log to document all activity related to the complaint. Information captured includes:

- Complainant's name, and if provided, race, color, and national origin;
- Respondent's name;
- Basis(es) of the discrimination complaint;
- Allegation(s)/Issue(s) surrounding the discrimination complaint;
- Date the discrimination complaint was filed;

- Date the investigation was complete;
- Disposition;
- Disposition date; and
- Other pertinent information.

Notice of Rights

In accordance with 23 CFR 200.9(a)(12), *the City of Hallettsville* is required to develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English. Notice of *the City of Hallettsville* Title VI policies and procedures are listed in many places such as *ONLINE*.

Notification to Beneficiaries

The City of Hallettsville website is continuously updated to ensure Title VI information is readily accessible to the public. The website informs the public of their rights under Title VI and provides information on how to file a complaint. Title VI information available on *the City of Hallettsville Web site* includes:

- Title VI Nondiscrimination Plan
- Title VI Nondiscrimination Appendices
- Title VI Nondiscrimination Policy
- Title VI Nondiscrimination Assurances
- Title VI Discrimination Complaint Procedure
- Title VI Discrimination Complaint Form
- *The City of Hallettsville* Language Assistance Plan

Public Involvement

It is the goal of *the City of Hallettsville* to provide continuous, effective and transparent access to all stakeholders. *The City of Hallettsville* strives to inform all stakeholders about proposed plans and projects and seeks input when appropriate. *The City of Hallettsville* utilizes the following methods to communicate information regarding upcoming activities and opportunities for public and stakeholder participation in the planning process:

- *MAILINGS*

- *EMAIL BLASTS*
- *ONLINE ENGAGEMENT PLATFORMS*
- *MEDIA RELEASES*
- *NOTICES PUBLISHED IN THE TEXAS REGISTER*
- *VISUALIZATION PRESENTATIONS/TECHNIQUES*
- *LOCAL COMMUNITY PUBLIC MEETINGS*
- *CITY OF HALLETTSVILLE WEB SITE*

Traditionally underserved communities can find it more difficult to engage with decision making entities due to scheduling conflicts, lack of transportation to public involvement events, language barriers, lack of childcare, etc. Genuine public involvement takes place at all levels and so the City of Hallettsville aims to identify communities that may be affected by a project in order to plan appropriately and effectively for the potentially impacted groups. Sources of data used were listed above in the Data Gathering section. *The City of Hallettsville* specifically uses the following sources to identify minority and populations with limited English proficiency.

- *US CENSUS TABLE P9 – HISPANIC OR LATINO AND NOT HISPANIC OR LATINO BY RACE*
- *ACS TABLE B16001 – LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER*

The City of Hallettsville will use the following techniques to ensure that all members of the community have the opportunity to participate in the decision-making process:

- *HOLDING MEETINGS AT DIFFERENT TIMES OR ON THE WEEKEND*
- *HOLDING MEETINGS AT LOCATIONS IN NEIGHBORHOOD LIKE SCHOOLS OR PARKS*
- *PROVIDING VIRTUAL OPTIONS*
- *TRANSLATING DOCUMENTS INTO LANGUAGES OTHER THAN ENGLISH*
- *HOLDING EVENTS ACCESSIBLE BY PUBLIC TRANSPORTATION*

Language Assistance and Limited English Proficiency

Individuals with Limited English Proficiency (LEP) are those who do not speak English as their primary language and have a limited ability to read, write, speak, or understand English as a result of their national origin. Under Title VI, these individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

Per USDOT LEP guidance, as outlined on FHWA's Civil Rights website, recipients of federal funds are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors.

- (1) **Number or proportion of LEP persons eligible to be served or likely to be encountered by the program:** The greater the number or proportion of LEP persons served or encountered, the more likely language services are needed. For the assessment to be accurate it must also include all communities that are eligible for services or are likely directly affected by the district's programs or activities, not only those that live next to a project.
- (2) **Frequency with which LEP individuals come in contact with the program:** Consider how frequently encounters with LEP individuals may occur. Encounters with LEP individuals are documented by the district Title VI liaison in quarterly reports to the Civil Rights Division. Additionally, consider events or work projects in the next year, which may increase the frequency with which LEP encounters may occur.
- (3) **Nature and importance of the program, activity, or service provided by the program to people's lives:** Some consideration should be given to TxDOT policies, programs, events and projects planned for the next year but generally the nature and importance of LEP encounters should be considered on a project-by-project basis.
- (4) **Resources available to the grantee/recipient or agency, and costs:** TxDOT has both internal and external resources available to assist with translation and interpretation services.

A general four-factor analysis will help anticipate and prepare for what may be needed; however meaningful four-factor analysis can only occur on a project-by-project basis. When preparing to publish a document, launch a campaign, hold a public meeting, etc., a focused four-factor analysis should be conducted to determine what type of language assistance is needed.

DOT Programs Language Access Plan

Grantee: City of Hallettsville
 Community Population: 2,553
 Census Date: C16001

Language	Label (Grouping)	Hallettsville city, Texas Estimate	Percent
Spanish	Speak English less than "very well"	77	3.00%
Indo-European	Speak English less than "very well"	4	0.20%
Tagalog	Speak English less than "very well"	1	0.00%

Program activities to be accessible to LEP persons.

Public Notices regarding DOT Programs. Verbal/Oral translation of vital documents on request. Public Notice regarding DOT Programs application, grievance procedures, complaint procedures, answers to complaints, and program requirements.

Resources available.

Translation services: For Spanish language, arrangements will be made by contacting Saul Rangel at the Hallettsville Police Department at 361-798-3683.

Interpreter services: Services provided for the Spanish language; arrangements will be made by contacting Saul Rangel at the Hallettsville Police Department at 361-798-3683.

Other resources: Vital documents (application materials, loan applications, homeowner consent forms, verification of disability, construction inspection form) will be available in English and in Spanish upon request.

Language Assistance to be provided.

Translation/Interpreter (oral and/or written) arrangements will be made by contacting Saul Rangel at the Hallettsville Police Department at 361-798-3683.

Training for Staff Translators/Interpreters

Gabriel Sanchez will fill in for Saul Rangel during absences. Both employees will be trained on the Program documentation and Requirements once every three years.

Through attrition, new employees that are fluent in the desired languages will be identified and trained. If at any time the City Staff cannot fill this role, the City will contract this need.

Review & Update of Language Access Plan.

The City of Hallettsville's Language Access plan will be reviewed and updated at minimum once every three years. If at any time during that time frame the need for additional languages arise, the City will find Translators/Interpreters.

Training

The City of Hallettsville will ensure that its staff understand Title VI of the Civil Rights Act of 1964 and how it may apply to their work. The following options are available for providing training:

Review of the City of Hallettsville Title VI Plan

- Attendance at any available Title VI trainings provided by the Texas Department of Transportation, U.S. Department of Transportation or its applicable operating administrations, or the U.S. Department of Justice.
- Viewing the video [Understanding and Abiding by Title VI of the Civil Rights Act of 1964](#) produced by the U.S. Department of Justice

The City of Hallettsville will maintain records indicating that staff have received sufficient training on a periodic basis.



POLICE DEPARTMENT
CITY OF HALLETTSVILLE
104 EAST FOURTH STREET, HALLETTSVILLE, TEXAS 77964
PHONE: (361) 798-3683 FAX: (361) 798-9969



Date: August 27, 2025

Grace Ward, City Administrator

Subject: Request for Approval to Join the TIPS Purchasing Cooperative

I am writing to respectfully request approval for the City of Hallettsville to enter into an inter-local agreement with The Inter-local Purchasing System (TIPS) Purchasing Cooperative.

TIPS is a well-established national purchasing cooperative that provides access to competitively procured contracts and vendors across a wide range of goods and services. By becoming a member, we would significantly expand our procurement options, increase efficiency in the purchasing process, and create additional opportunities to save taxpayer dollars.

Joining TIPS would not incur any cost to the City, and would enable us to take advantage of volume discounts and time-saving procurement methods, which align with our ongoing efforts to ensure fiscal responsibility and operational efficiency.

I believe this partnership would be a valuable resource for our city departments and respectfully request that the necessary steps be taken to move forward with executing the inter-local agreement.

Thank you for your time and consideration. Please let me know if you need any additional information or documentation to support this request.

R. Schlauch

Chief of Police

**AN INTERLOCAL AGREEMENT Between
Region 8 Education Service Center and a
TEXAS PUBLIC ENTITY OR LOCAL GOVERNMENT
(School, College, University, State, City, County, or Other Political Subdivision)**

CITY OF HALLETTSVILLE, TEXAS
TEXAS PUBLIC ENTITY NAME

Control Number (TIPS will Assign)
Schools enter County-District Number

Region 8 Education Service Center
Pittsburg, Texas

225 - 950
County-District Number

Texas Education Code §8.002 permits regional education service centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university operations. Authority for an Interlocal agreement to provide such services is granted under Texas Government Code § 791 *et seq* as amended. Cooperative Purchasing Services under this agreement are extended to all Texas State, City or County Government Agencies, or any other legally eligible Local Government Entity as defined in the Texas Government Code § 791.003.

This Interlocal Agreement (hereinafter the "Agreement") is effective OCTOBER 01, 2025 and shall be automatically renewed unless either party gives sixty (60) days prior written notice of non-renewal. This Agreement may be terminated without cause by either party upon (60) days prior written notice, or may also be determined for cause at any time upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

Statement of Services to be Performed:

Region 8 Education Service Center, by this Agreement, agrees to provide cooperative purchasing services to the above-named public entity through a Program known as The Interlocal Purchasing System (TIPS) Program.

The purpose of the TIPS Program shall be to improve procurement process efficiencies and assist in achieving best value for participating School District, University, College, Community College, City, County or Other Public Agencies through cooperative purchasing.

Roles of the TIPS Purchasing Cooperative:

- ✓ Provide for the organizational structure of the program.
- ✓ Provide staff for efficient operation of the program.
- ✓ Promote marketing of the TIPS Program.
- ✓ Coordinate the Competitively Bid Process for all Vendor Awarded Contracts.
- ✓ Provide members with procedures for placing orders through TIPS PO System.
- ✓ Maintain filing system for Due Diligence Documentation.
- ✓ Collect fees from vendors to support the costs of operations of TIPS.

Role of the Public Entity:

- ✓ Commit to participate in the program by an authorized signature on membership forms.
- ✓ Designate a Primary Contact and Secondary Contact for entity.

- ✓ Commit to purchase products and services from TIPS Vendors when in the best interest of the entity.
- ✓ Submit Purchase Orders and/or Vendor Contracts through the TIPS PO System by emailing the pdf document to tipspo@tips-usa.com.
- ✓ Accept shipments of products ordered from Awarded Vendors.
- ✓ Process Payments to Awarded Vendors in a timely manner.

General Provisions:

The Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.

This Agreement shall be governed by the law of the State of Texas and venue shall be in the county in which the administrative offices of RESC 8 are located which is Camp County, Texas.

This Agreement contains the entire agreement of the Parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.

If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.

The Parties to this Agreement expressly acknowledge and agree that all monies paid pursuant to this Agreement shall be paid from legally appropriated and budgeted available funds for the current fiscal year of each such entity.

No jointly owned property shall be created by this agreement and, therefore, no provision to dispose of jointly held property is required.

Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to nonbinding mediation. The site of the mediation shall be in Camp County, Texas or a site mutually agreed by the parties. The selection of the mediator shall be mutually agreed. The cost of mediation shall be shared equally.

No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

This Agreement may be negotiated and transmitted between the Parties by electronic means and the terms and conditions agreed to are binding upon the Parties.

Authorization:

Region 8 Education Service Center and The Interlocal Purchasing System (TIPS) Program have entered

into an Agreement to provide cooperative purchasing opportunities to public agencies. This Agreement was approved by the governing boards of the respective parties at meetings that were posted and held in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551. (If required by the entity.)

The individuals signing below are authorized to do so by the respective parties to this Agreement.

Member Entity:

Purchasing Cooperative Lead Agency:

CITY OF HALLETTSVILLE, TEXAS
Entity or District Name

Region 8 Education Service Center

By: _____
Authorized Signature

By: _____
Authorized Signature

Print Name: GRACE WARD

Dr. David Fitts
Title: Executive Director Region 8 ESC

Title: CITY ADMINISTRATOR

OCTOBER 01, 2025
Date

Date

Public Entity Contact Information

CHERYL SOMMER
Primary Purchasing Person Name

Fax Number

101 N. MAIN
Street Address

csommer@cityofhallettsville.org
Primary Person Email Address

HALLETTSVILLE, TEXAS 77964
City, State Zip

GRACE WARD
Secondary Person Name

361-798-3683
Telephone Number

cityadmin@cityofhallettsville.org
Secondary Person Email Address

The state of Texas requires an Interlocal Agreement be approved by the respective entities governing board. You may email completed Interlocal Agreement to tips@tips-usa.com.



MEMBERSHIP
B E N E F I T S

ABOUT TIPS

Purchasing Cooperative

TIPS is a national purchasing cooperative offering competitively solicited contracts to education government and nonprofit agencies, saving them both time and money. TIPS provides a proven, streamlined process that eliminates the purchasing stress for Members.



www.tips-usa.com

866-839-8477



PURCHASING COOPERATIVE

"Purchasing Made Personal"

TIPS MEMBERS

are able to save time and money without the delay and expense because TIPS completes the competitive bid process for you

BENEFITS

Full-Line Contract Solutions

- Choose the products & services desired

Leveraging Relationships

- Select the Vendor desired to purchase from & work with
- TIPS is always available to assist in the process & confirm pricing

Quality Pricing

- Avoid low-bids and low-quality awards.
- Receive national volume, ceiling-based, discounted pricing
- Submit your own RFQ and specs through our Member Portal in one easy step



TIPS is the purchasing cooperative of Region 8 Education Service Center, the **Lead Public Agency**.



TIPS has the **legislative authority** to establish contracts for government and education agencies **nationwide**.



Membership is **FREE** with no purchasing obligation or liability. Members gain immediate access to our competitively procured contracts with **quality vendors**.

WHO CAN JOIN

The benefits of using TIPS are available to Education, Government and Non-Profit Agencies



www.tips-usa.com

Texas Authority

Texas Education Code §8.002 permits regional education service centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university operations. Authority for such services is granted under Texas Government Code §§ 791.001 *et seq* as amended. Cooperative Purchasing Services are extended to all Texas State, City and County Government Agencies.

cityadmin@cityofhallettsville.org

From: csommer@cityofhallettsville.org
Sent: Friday, September 5, 2025 2:01 PM
To: cityadmin@cityofhallettsville.org
Cc: emikush@cityofhallettsville.org; pwdirector@cityofhallettsville.org;
ocervenka@cityofhallettsville.org
Subject: City Council Agenda Item

Grace,

Could you please add the purchase of 2 loads of utility poles to the Council Agenda for the Sept. 15th meeting?

30 class 3 – 40' poles \$528.74 each = \$15,862.20

15 class 3 – 45' poles \$636.65 each = \$9,549.75

5 class 2 – 50' poles \$871.88 each = \$4,359.40

Total \$29,771.35

Thank you,

Cheryl Sommer
City of Hallettsville
Phone 361-798-2201
Fax 361-798-5324
csommer@cityofhallettsville.org

ELECTRIC ACTIVITY REPORT FOR AUGUST, 2025

Read and Leave On: 316 S. Ridge, 110 Lay, 703 Kroschel #9, 103 S. LaGrange, 401 Walnut, 210 Mulberry #B & #C, 110 River, 409 N. LaGrange, 211 US Hwy 77 S. #6, 1134 Donna Dr. #704, 103 Village Dr. #27, 206 Crawford, 700 E. Fifth, 703 Kroschel #2D, 106 Ford, 404 E. Bowie #A, 601 E. Fourth, 701 E. Third, and 101 E. Fourth

Turn On: 202 E. Second upstairs, 814 S. Promenade, 102 Buster, 402 E. Crockett, 206 Edna, 901 S. Glendale, 211 US. Hwy 77 S. #3, 507 S. Texana, and 121 Hessler

Cut offs for Non-Payment and turn back on. Per List

Re-Reads: 1169 CR 1, 507 N. Ridge, 305 N. Dowling, and 510 Walnut

Turn Offs and Finals: 415 Sabine, 121 Hessler, 109 S. Main, and 508 Deval #A

Door Hangers: 1134 Donna Dr. #201, 301 S. Pecan #16, 201 River, 507 S. Texana, 118 Moore, 816 S. Promenade, 814 S. Promenade, 901 S. Glendale, 163 CR 200, 106 Rogers, and 905 S. Main

Repaired Street Lights: 610 E. Fifth, 104 N. LaGrange, 903 Donna Dr., 314 S. Dowling, 411 E. Bowie, 501 E. Bowie, 800 N. Ridge, and 403 Jerry

Change out electric meters: None

Trimmed and chipped limbs: Willis St., Donna Dr., Kahn St., Sabine St., and S. Promenade

Non-read electric meters: 206 Kroschel, 111 Hackberry, 305 Hackberry, 104 Devall, 402 Devall, 606 Kroschel, 500 Kahn, 401 Walnut, 108 Milam, 310 Kessler, 500 S. Main, 400 S. Dowling, 310 S. Dowling, 104 Ford, 100 S. Market #B, 900 E. Third, and 406 S. Ridge

Read Book 15 Electric meters.

Read meters with the vehicle read.

Pulled in URD line at McDonalds.

Repaired burned up jumper and broken neutral on the west side of town due to electrical outage.

John Paul Koerth installed standoffs and risers at McDonald's URD pole.

Made trip to City of Yoakum to borrow bucket truck to finish URD for McDonald's.

Made up elbows and terminators for McDonald's electric.

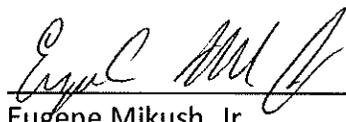
Left at 3:30 a.m. to take little bucket to LCRA for them to make repairs.

Ordered tool port valve block for little bucket.

City of Yoakum came and borrowed our digger truck, their truck was down.

Welded onto broken bolt on mower to spindle to remove.

Had rear tires replaced on large bucket truck.
Trimmed limbs on Donna Dr. after outage.
Installed banner brackets and banners on required poles.
Emptied trash can for 405 N. Ridge.
Disconnected and reconnected power for 111 E. Second.
Set anchor and sidewalk guy on Willis St.
Installed crossarm and hardware to make a B-1 pole into a B-7 pole with an E3-4 guy.
Drained power steering system on little bucket.
Patched injection kill system to keep small bucket running.
Removed wire and hardware from pole on Willis St.
Removed pole from Willis St. for TxDot bridge project.
Pulled pole at Migl's on Cemetery Rd.



Eugene Mikush, Jr.
Electric Supervisor

August 2025, REPORT FOR WATER & WASTEWATER DEPT.

Checked the water well sites and recorded the water pumped and the chlorine used at the well sites daily.

Checked and recorded the chlorine residual in the distribution system daily.

Flushed dead end water mains monthly.

Collected monthly water samples from the distribution system and drove them to the lab in Victoria for testing.

Took full chlorine bottles to the water well sites and brought the empty bottles back to the Wastewater Treatment Plant.

Got the re-reads and non-read meters for the month.

Made several cross-connection inspections.

Cut off and turned on customer services for leaks, repairs, and non-payments.

Performed various line locates as requested.

Checked various water meters and replaced registers and MXU's per work orders.

Helped at Wastewater Treatment Plant as need.

Help Electric Department pull wire at McDonald's.

Change out ¾" cutoff and meter box at 120 Hessler.

Turn water on at Expo Center.

Install AC unit in control room at WWTP.

Sidewalk meeting for 77N/N LaGrange St.

Help contactor turn water off on S Glendale and Church St.

Check leak at 102 Buster, customer leak. Spoke with customer.

Work on West Well Booster Pumps.

Repair 2 ½" leaks on #2 and #9 fairways.

Turn on 2" water meter at McDonald's.

Work on 4" well pump piping at Golf Course.

Talk with customer at 210 Edna about water pressure.

Replace 2" valve and 2" water meter at Glenn's Meat Market.

Cut water off at 511 Moore, customer leak.

Check water meter at 607 N Dowling.

Talk with contractor at 1628 N Texana about water meters/valve realignment.

Replace valve box lid at N Glendale and Page St.

Repair 2" leak on Soledad.

Turn water on at 511 Moore.

LNRA meeting at City Hall.

Final out water at 1624 N Texana.

Traffic control for Street Department to spray along the highway.

Pickup drying beds at WWTP.

Locate water meter at 111 E 2nd St.

Meeting with Texas Elite Therapy about new construction/new utilities.

Check sink hole on S. Main.

Install faucet on hydrant by City Hall for pressure washing the square.

Repair 6" sewer service line at 314 S Main.

Check for leak on meter box at 104 N Ridge.

Interview at City Hall for water/wastewater.

Meet with Lester Construction to get quote for sewer line extension project on Judy/Fifth St.

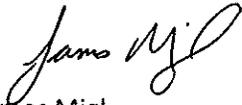
Flush hydrant in front of TDECU, complaint about water.

Change out ¾" water meter and MXU at 111 E Second St.

Repair 1" leak and 2" leak on S. Glendale, that was hit by contractor.

Change out MXU at 423 S Ridge.
Go over high usage with customer at Outback RV Park.
Meet with Mercer to go over work that will be done at WWTP.

Respectfully,

A handwritten signature in black ink, appearing to read "James Migl". The signature is fluid and cursive, with the first name "James" written in a larger, more prominent script than the last name "Migl".

James Migl
Water Wastewater Supervisor

MONTHLY REPORT

AUGUST 2025

WASTEWATER TREATMENT PLANT

Complete DMR monthly report to TCEQ

Clean bar screen daily am/pm.

Check blowers daily keep on rotation, lubricate, clean filters on regular schedule.

Take grab samples of effluent, test for levels of CL₂, PH. and D.O. daily.

Check daily flow of plant

Clean plant, weirs and supernater two to three times weekly

Inspect lift stations, clean floats and wash.

Wash Clarifiers, Weirs

Fill drying beds with sludge and rake and haul in roll-off when dry.

Level drying beds with layer of sand when needed.

Check Chlorine bottles daily and replace when empty.

Order Chlorine bottles when supply is low for wastewater and water.

Take effluent composite samples weekly to B-environment for test of BOD and TSS.

Take effluent grab sample to Victoria twice per month to test for E-Coli

Average flow for the month of AUGUST was 203000 gallons per day.

Take water samples to lab for water department



Robert Stratmann
Wastewater Treatment Plant Opr.

AUGUST, 2025, ACTIVITY REPORT FOR STREET DEPT.

- **Cut and removed trees and limbs and disposed of:**

Picked up several limbs around town from the high winds.
Cut down trees in the Golf Course and hauled to the Transfer Station.
Cut two large pine trees down in the Memorial Cemetery and hauled to the Transfer Station.
Cut trees in the Golf Course and hauled to the Transfer Station.
Pushed brush up at the Transfer Station.
Cut down and trimmed trees in the Park and hauled to the Transfer Station.
Trimmed trees blocking signs around town.
Picked up limbs around town from the winds.
Cut up a large limb on Rogers St. and hauled off.

- **Picked up dead animals and disposed of:**

Picked up dead deer on E. Fourth and disposed of.
Picked up dead deer on US Hwy 77 South and disposed of.
Picked up dead cat on N. Texana St. and disposed of.
Picked up dead deer on US Hwy 77 South and disposed of.
Picked up a dead deer and a racoon on W. Fairwinds and disposed of.
Picked up dead cat and kitten on N. Ridge and disposed of.

- **Help other Departments:**

Worked on water leak in the Park.
Helped Water Dept dig out and repair the sinkhole on St. Main St.
Picked up two loads of limbs for the Electric Dept. on Willis St. and hauled to the Transfer Station.

- **Patched Pot Holes and repaired dug up areas from leaks and taps:**

Patched pot holes around town.
Filled in a washout in the ditch at Pepsi with limestone and premix.
Patched three large bad spots on the street at 103 Village Dr.
Patched holes on Ford St.
Put out ice rock on Kahn St. due to oil bleeding through.
Patched pothole on S. Promenade.
Patched potholes on Alma St.
Patched all potholes between S. Glendale and S. Texana.

- **Other work performed:**

Helped repair water leak at the Golf Course.
Worked on lawn mower for the Park Dept.
Cleaned drop inlets around town.
Cleaned drop inlets around town.
Looked for a short in the Park lawn mower.
Located bad wire on the lawn mower and replaced.

Picked up dead bollard on the square and remove bolts.
Leveled out dirt at 1424 E. Cemetery Rd. from making a sewer tap.
Worked on lawn mower at the Park.
Sprayed herbicide on the south side of town for weeds.
Sprayed herbicide on the curbs on the south side of town.
Sprayed herbicide at the Pole Yard for weeds.
Repaired sign on Mulberry St. that was damaged.
Cleaned drop inlets around town.
Sprayed herbicide on the curbs on the west side of town.
Restacked the sand and limestone piles.
Sprayed N. Texana from Fourth to Walmart with herbicide for weeds.
Sprayed herbicide on the volleyball court to kill weeds.
Finished spraying the curbs on the west side of town with herbicide.
Repaired the basketball backboard at the Basketball Court.
Washed Blue Bell, the Ford Flatbed and the Loader.
Check out the sink hole on S. Main St. and put traffic cones out.
Start Equipment and let it run.
Pulled battery out of the skid steer and have tested. Put back in the following day.
Check out the Post Office trim around the door that was reported on.
Put new door handle on the Ford Flatbed.
Sprayed curbing on the east side with herbicide.
Pushed brush up at the Transfer Station.
Sprayed herbicide on the curbs on the east side to kill weeds.
Replaced the trim and painted at the Post Office.
Finished spraying herbicide on the south and east side of town.

Thank you,



Clint Taylor
Grounds Maintenance Supervisor

Standard Duties

Daily, Weekly, or Bi-Weekly

Mowing:	Trash Pick up: (# of cans)
Park	Square (12)
Basketball	Park (6)
FM 957	Little League (15)
American Legion	Basketball (1)
Park creek	Soccer (4)
77N Ditch	Pavilions (4)
Chamber	Garden Center & Youth Center (4)
Ridge Well	Golf Course (7)
Industrial	Total= 53 cans
Soccer	
Parking Lot	Restrooms:
Little League	Park
West Well	Little League
West Tower	Airport
Y-Intersection	
Library	Mowing cont.:
Golf Course	Alma Gary Lift Station
Public Works	Work Force
Fire Station	Waste Water Plant
Memorial	Airport (Last mowing 4/2/2025)
Jr. High	Voskamp Lift Station

Other:

- Monthly Inspections, equipment repairs and maintenance. Repairs made to Kubota 326, and both 1211s.
- White dump truck to Jansky's for repairs
- Continually pick up limbs from high winds- large limbs at Memorial Cemetery and Masonic Lodge and Park- to transfer station
- Cut down and haul off 13 dead trees at park, memorial cemetery, and golf course. Pines-6, Oaks-6, pecan-1
- Clean pavilions for events.
- Prep Tennis court for tournament
- Repair various irrigation issues on Golf Course.
- Prep course for 2 golf tournaments.
- Water and weed park flower beds.
- Replace ballasts, Library-3, PD-2, City Hall-2. Replace bulbs at city hall.
- Replace A/c filters at PD, PO, Library, and Garden Center.
- Clean rocks and roots from Library yard after sidewalk project to be able to mow .
- SIGNS- Cleaned 979 signs throughout town. Complete with the exception of construction areas on small part of S. Glendale, and Second St. at HHS.

P.Kristek

HALLETTSVILLE POLICE DEPARTMENT

Arrests - By Officer

08\01\2025
thru 08\31\2025

Officer	Arrests	Male	Female	White	Black	Indian	Asian	Unknown
HENGST, KYLE	1	1	0	0	1	0	0	0
HILL, SGT. CHRISTOPHER	1	1	0	1	0	0	0	0
JOHNSON, RODERICK	1	1	0	1	0	0	0	0
MONTANTES,	3	3	0	3	0	0	0	0
YANCEY, HARRISON	4	4	0	2	2	0	0	0
Total	10	10	0	7	3	0	0	0

HALLETTSVILLE POLICE DEPARTMENT

Arrests - By Violation

08\01\2025
thru 08\31\2025

Violation	# of Offenses
ASSAULT CAUSES BODILY INJURY (M-A)	1
DRIVING WHILE INTOXICATED 2ND	1
DRIVING WHILE LICENSE INVALID W/PREV CONV	1
DRIVING WHILE LICENSE INVALID W/PREV CONV/SUSP/W/O FIN RESP	1
DUTY ON STRIKING STRUCTURE, FIXTURE /HWY LANDSCAPE >=\$200	1
EVADING ARREST/DETENTION W/VEHICLE	2
POSS CS PG 1/1-B >= 4G < 200G	1
PUBLIC INTOXICATION	1
RESIST ARREST SEARCH OR TRANSPORT MA	2
VIOL CITY CODE-RECREATIONAL VEH-PERMANENT RESIDENCE	1
Total Violations	12
Total Arrests	10

HALLETTVILLE POLICE DEPARTMENT

Calls - By Type

08\01\2025
thru 08\31\2025

Type	Description	# Of Calls
1176	ABANDONED VEHICLE	2
1164	ACCIDENT	6
61	ALARM CALL (BUSINESS OR RESIDENCE)	3
49	ALCOHOL RELATED INCIDENT(CONSUME/POSSESS/FURNISH/UNDER INFL.)	2
89	ANIMAL BITE (DOMESTIC)	1
24	ANIMAL CALL-DOMESTIC	12
79	ANIMAL CALL-NON DOMESTIC	1
1	ASSAULT	2
3	BURGLARY	1
53	BURGLARY OF MOTOR VEHICLE	1
142	CITY ORDINANCE VIOLATION	6
62	CIVIL/DOMESTIC RELATED	7
6	CLOSE PATROL/HOUSEWATCH	1
21	CRIMINAL MISCHIEF	1
129	CT WARNING ISSUED	1
56	DISTURBANCE	6
112	DOCUMENTATION OF INFORMATION	12
38	DRUG RELATED	1
65	ESCORT REQUEST	7
39	EVADING ARREST/DETENTION	1
1188	HIT AND RUN	1
1200	JOIC INFORMATION	4
52	JUVENILE RELATED INCIDENT	2
26	MISCELLANEOUS INFORMATION	6
1180	MOTORIST ASSIST	2
120	MTR VEH STOP - WARNING	216
119	MTR VEH STOP-CITATION	59
1166	NURSING HOME RESIDENT INCIDENT	2
67	OPEN DOOR/WINDOW	1
1167	OPEN RECORDS REQUEST	10
23	OTHER AGENCY ASSIST	16
73	PROPERTY CHECK	2
50	PROPERTY LOST/FOUND/RECOVERED	2
22	PUBLIC ASSIST	1
126	PUBLIC INFORMATION REQUEST	3
31	RECKLESS DRIVER/DRIVING	5
1143	REPEATER CHECK	25
90	SCHOOL RELATED INCIDENT	2
1144	SCHOOL WALK THRU/CAMPUS CHECK	13
118	SEX OFFENDER REGISTRATION	3
46	SUSPICIOUS ACTIVITY/PERSON	5
4	THEFT	3
55	TRAFFIC HAZARD	4
84	UNAUTHORIZED USE OF MV	2
25	VEHICLE UNLOCK	1
71	WARRANT CLEARED WITH COURT	6
66	WARRANT-ATTEMPT TO SERVE	27
42	WELFARE CONCERN	9

Type	Description	# Of Calls
	Total	506

HALLETTSVILLE POLICE DEPARTMENT

Calls - By Officer

08\01\2025
thru 08\31\2025

Badge No - Officer	# Of Responses	Initial Unit	Secondary Unit
506 - HENGST, KYLE	100	99	1
HENSLEY,	22	22	0
502 - HILL, SGT. CHRISTOPHER	29	23	6
504 - JOHNSON, RODERICK	47	47	0
507 - MONTANTES,	154	148	5
501 - RANGEL, SAUL	13	10	3
Reporting, Citizen	1	0	1
505 - SIERRA, GEORGE	98	97	1
508 - YANCEY, HARRISON	67	60	7
Total Officer Responses:	531	Total Calls: 506	Secondary 24

Warnings Issued August 2025

Rangel	0
Hill	13
Johnson	5
Sierra	41
Hengst	29
Montantes	83
Yancey	45
Total:	216

P E R I O D I C F E E R E P O R T

Report for fees collected: Posted 8/01/2025 - 8/31/2025

1	10.00	AF	ADMINISTRATIVE FEE
57	260.19	AR	ARREST FEE
1	4.00	CC	CREDIT CARD FEE
6	120.00	AF2	\$20 Administrative Fee
1	25.00	CS2	CHILD SAFETY FEE
1	.73	CTF	COURT TECHNOLOGY FUND
14	140.00	DSC	DSC ADMIN FEE
1	.36	IDF	Indigent Defense Fee
31	91.01	TFC	TFC
1	.36	TPF	TRUANCY PREVENTION FUND
30	5,184.16	FINE	FINE
1	.11	JFCI	JUDICIAL SUPPORT FEE-CITY
58	5.48	LMJF	Local Municipal Jury Fund
1	.55	MCBS	MUNICIPAL COURT BUILDING SEC.
1	.73	SJRF	STATE JURY FEE
1	10.00	TP-L	TIME PAYMENT PLAN - LOCAL
1	12.50	TP-S	TIME PAYMENT PLAN - STATE
13	132.83	TPRF	Time Payment Reimbursement Fee
4	840.00	ADMIN	DEF/SP EXPNS FEE/FINE
1	7.27	CCC04	CONSOLIDATED COURT COST
61	3,401.14	CCC20	CCC 2020
1	.98	JFCT2	JUDICIAL SUPPORT FEE STATE
59	219.41	LMCTF	Local Court Technology Fund
59	274.28	LTPDF	Local Truancy Prevention Fund
1	50.00	LYDAF	LOCAL YOUTH DIV ADMIN FEE
31	1,516.78	STF19	STATE TRAFFIC FEE
17	1,762.11	COLAGY	COLLECTION AGENCY FEE 30%
59	268.79	LMCBSF	Local Building Security Fund
31	3,187.00	TITLE7	TITLE 7 TRANS CODE FINES
3	34.84	TLFTA1	OMNI BASE STATE
12	66.90	TLFTA2	OMNI FEE
12	44.60	TLFTA3	LOCAL OMNI BASE FEE
1	2.50	TP-L-C	TIME PAYMENT FEE - J EFFICIENCY
13	574.10	WRNTFE	WARRANT FEE
TOTAL:			18,248.71

Beginning Date.....: 08/01/2025
Ending Date.....: 08/31/2025
by Citation date

Agency.....: All
Officer.....: All

Type of Offense.....: All

Special Flag.....:

Entered By.....: All

Sort By.....: Officer Badge

Total by Race/Sex.....: No

POLICE DEPARTMENT

502 HILL, CHRISTOPHER

Totals for Officer

Number of Citations for Officer.....:	5
Number of Violations for Officer.....:	5
Number of Citations to Juveniles.....:	0
Number of Citations to Minors.....:	2

504 JOHNSON, RODERICK C

Totals for Officer

Number of Citations for Officer.....:	3
Number of Violations for Officer.....:	3
Number of Citations to Juveniles.....:	0
Number of Citations to Minors.....:	1

505 SIERRA, GEORGE

Totals for Officer

Number of Citations for Officer.....:	1
Number of Violations for Officer.....:	1
Number of Citations to Juveniles.....:	0
Number of Citations to Minors.....:	0

506 HENGST, KYLE

Totals for Officer

Number of Citations for Officer.....:	40
Number of Violations for Officer.....:	45
Number of Citations to Juveniles.....:	0
Number of Citations to Minors.....:	7

507 MONTANTES, OSCAR

Totals for Officer

Number of Citations for Officer.....:	11
Number of Violations for Officer.....:	14
Number of Citations to Juveniles.....:	0
Number of Citations to Minors.....:	3

508 YANCEY, HARRISON

Totals for Officer

Number of Citations for Officer.....:	2
Number of Violations for Officer.....:	2
Number of Citations to Juveniles.....:	0
Number of Citations to Minors.....:	0

Totals for Agency

Number of Citations for Agency.....:	62
Number of Violations for Agency.....:	70
Number of Citations to Juveniles.....:	0
Number of Citations to Minors.....:	13

Grand Totals

Total Number of Citations.....:	62
Total Number of Violations.....:	70
Total Number of Citations Juveniles.:	0
Total Number of Citations Minors.....:	13



REPORT TO CITY COUNCIL



Report prepared by: Breana Kristek

Date: September 15, 2025

Subject: Library Report

This report was generated on September 3, 2025 and includes Library statistics for August 1, 2025 - August 31, 2025.

Material Circulation Statistics:

Adult Collections: **1,196**

Youth Collections: **794**

Film: **148**

E-Content: **488**

Total Circulation: 2,626

Computer Use Statistics:

Computers Available: **13**

Total Sessions: **94**

Average Session Length: **1.5 hours**

Total Session Length: **127 hours**

Money saved through patrons using Library services this month: **\$66,808.45**

Revenue: \$408.55

Copies: **\$156.25**

Fines: **\$118.80**

Replacement books: **\$132.00**

Replacement library cards: **\$1.50**

Total Library Visitors: **1,006**

Average per day: **60**

Website Visitors: **896**

Google Business Profile Views: **130**

Google Business Profile Interactions: **156**

Calls Made: **36**

Direction Requests: **62**

Website Clicks: **58**

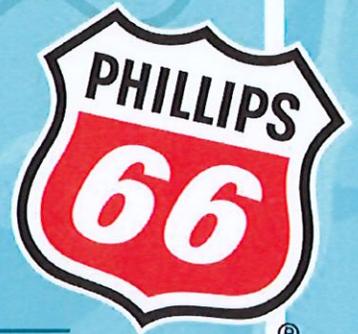
FRENCH SIPSON MEMORIAL LIBRARY

195
total
attendees

End of
Summer Reading

SPLASH BASH

8 | AUGUST
1:00 PM - 4:00 PM
FRIDAY



LAVACA SWIMMING POOL
105 E PARK ST. HALLETTSVILLE, TX

food
trucks

train
rides

caricature
artists

photo
booth

balloon
twisters



AFTER HOURS

Fall for your Library

an adult reading challenge

CLUB

registration begins September 9th

REGISTRATION REQUIRED FOR ALL WEDNESDAY CLASSES

OCTOBER

TUE	WED	THU	FRI
7 Seed Swap & Plant Prop. 9-12 1-5:30	1 Entry Rug Painting 5:30 pm	2 Convince Me Book Club 5:30 pm	3 Convince Me Book Club 5:30 pm
14 Acrylic Bookmark Decorating 5:30 pm	8 Bleach Art 5:30 pm	9 Convince Me Book Club 5:30 pm	10 Convince Me Book Club 5:30 pm
21 Bad Art Night 5:30 pm	15 Acrylic Bookmark Decorating 5:30 pm	16 Convince Me Book Club 5:30 pm	17 Convince Me Book Club 5:30 pm
28 Game Night: Book Cover Bingo 5:30 pm	22 Bad Art Night 5:30 pm	23 Convince Me Book Club 5:30 pm	24 Convince Me Book Club 5:30 pm

NOVEMBER

TUE	WED	THU	FRI
4 Tote Bag Monogramming 5:30 pm	5 Tote Bag Monogramming 5:30 pm	6 Convince Me Book Club 5:30 pm	7 Convince Me Book Club 5:30 pm
11 Book Box Decoupage 5:30 pm	12 Book Box Decoupage 5:30 pm	13 Convince Me Book Club 5:30 pm	14 Convince Me Book Club 5:30 pm
18 Hot Cocoa & Collage 5:30 pm	19 Hot Cocoa & Collage 5:30 pm	20 Convince Me Book Club 5:30 pm	21 LAST DAY TO CHECK READING LOGS!
25 Convince Me Book Club 5:30 pm	26 Convince Me Book Club 5:30 pm	27 Convince Me Book Club 5:30 pm	28 Convince Me Book Club 5:30 pm



FRIENCH SIMPSON
MEMORIAL LIBRARY

OCT.

9th

23rd

NOV.

6th

20th



CONVINCE ME BOOK CLUB

EVERY OTHER THURSDAY AT 5:30 PM

Let's influence each other!

Join us every other Thursday, starting **October 9th** to talk about whatever book you're reading at the time. Convince us to read it, or to take it off our TBR. You don't have to be finished with the book yet, you don't even have to like the main character, come for the discussion, we want to hear why! Meet people in the community that share a love of reading and books, catch up with your favorite librarians, and have some lively chats! _____

A detailed botanical illustration border surrounds the text. It includes various plants such as purple flowers, white star-shaped flowers, green leaves, cinnamon sticks, a carrot, and a large yellow and purple mushroom.

fall
Seed Swap
and
Plant Prop.
OCTOBER 28, 2025

9 am - 12 pm

+

1 pm - 5:30 pm

- ✔ **FREE** and open to the public.
- ✔ First-come, first-serve.
- ✔ Seeds, seedlings, and propagation starts welcome!
- ✔ Donations welcome through the month of September.

FRENCH SIMPSON
MEMORIAL LIBRARY 
705 E. 4th Street
Hallettsville, Texas

The Sign:

FRIENCH SIMPSON
MEMORIAL LIBRARY

I'D FINANCE A
COLD FRONT
RIGHT NOW AT
17%

FRIENCH SIMPSON
MEMORIAL LIBRARY

I PUT THE
"NO"
IN I'LL LET YOU
KNOW

FRIENCH SIMPSON
MEMORIAL LIBRARY

TIRED OF NOT
BEING BORN INTO
GENERATIONAL
WEALTH

FRIENCH SIMPSON
MEMORIAL LIBRARY

WHEN IT'S
NIGHTTIME I
JUST BE DRIVING
BY FAITH

FRIENCH SIMPSON
MEMORIAL LIBRARY

I M STARTING TO
THINK WE'RE NOT
ALL IN THIS
TOGETHER

FRIENCH SIMPSON
MEMORIAL LIBRARY

LORD,
WHATEVER YOU'RE
COOKING OUT HERE:

IT'S DONE

FRIENCH SIMPSON
MEMORIAL LIBRARY

PARENTS, DON'T
FORGET YOU
HAVE KIDS TO
PICK UP TODAY

FRIENCH SIMPSON
MEMORIAL LIBRARY

SO I CAN'T
GET MY GLASSES
PRESCRIPTION
IN MY WINDSHIELD?

FRIENCH SIMPSON
MEMORIAL LIBRARY

I'VE BEEN ON
MY LAST STRAW
FOR LIKE
300 STRAWS NOW

FRIENCH SIMPSON
MEMORIAL LIBRARY

AUGUST REALLY
DOING 70 IN A
SCHOOL ZONE

FRIENCH SIMPSON
MEMORIAL LIBRARY

IT'S GONNA BE
SO WEIRD
SEEING SWIFT ON
THE BACK OF
HIS JERSEY

FRIENCH SIMPSON
MEMORIAL LIBRARY

ONE DRYER SHEET
OR TWO?

#OverheardInTheFSMLibrary

“...all I’m saying is: thank God my kids can fight their way out of a plastic bag.”

#overheardintheFSMLibrary



“I did some Buddhist meditation and it sent me an alien to my house...I haven’t been able to think straight for days”

#overheardintheFSMLibrary



“Hey, are you busy this weekend?”
“Well...that depends on the information you’re about to give me.”

#overheardintheFSMLibrary



City Council Meeting – September 15, 2025
Administrative Report for August 2025
Submitted by: Grace Ward City Secretary/Administrator

Sales & Use Taxes –10.8% over 2024 YTD

Sales & Use Taxes		
Payment Month	2024	2025
Jan	\$66,411.77	\$69,382.27
Feb	\$68,190.27	\$90,630.24
Mar	\$51,067.43	\$56,210.67
Apr	\$53,798.77	\$53,116.19
May	\$66,604.49	\$68,550.17
Jun	\$57,407.80	\$61,367.25
Jul	\$54,439.57	\$66,683.56
Aug	\$68,938.35	\$73,498.45
Sept	\$92,912.61	
Oct	\$57,231.89	
Nov	\$34,211.08	
Dec	\$61,461.55	
	\$732,675.58	\$539,438.80

Monthly Investment Report

MONTHLY INVESTMENT REPORT	END OF August			
FUND	START BALANCE	END BALANCE	NET CHANGE	YTD CHANGE
Water & Light Fund	\$ 6,110,518.83	\$ 6,314,318.44	\$ 203,799.61	637,179.43
General Fund	\$ 2,345,715.13	\$ 2,309,455.90	\$ (36,259.23)	(400,789.73)
TOTAL OPERATING	\$ 8,456,233.96	\$ 8,623,774.34	\$ 167,540.38	\$ 236,389.70
Minimum unassigned balance	83.6%	85.3%	1.66%	-0.8%
Vol Firemens Pension	\$ 39,258.19	\$ 39,406.82	\$ 148.63	\$ 1,079.80
City Fire Truck Fund	\$ 66,783.20	\$ 67,029.04	\$ 245.84	\$ 11,803.73
Library Advisory Board	\$ 103,636.15	\$ 103,637.55	\$ 1.40	\$ 103,637.55
Library Endowment Fund	\$ 161,408.81	\$ 161,999.64	\$ 590.83	\$(103,537.20)
Library Pepper Memorial	\$ 20,627.19	\$ 20,702.69	\$ 75.50	\$ 600.64
Library Expansion Fund	\$ 23,915.11	\$ 24,002.65	\$ 87.54	\$ 696.38
Hotel / Motel Tax	\$ 174,282.73	\$ 183,619.37	\$ 9,336.64	\$ 33,150.06
Capital Improvements	\$ 416,470.88	\$ 417,995.34	\$ 1,524.46	\$ 12,127.31
Drug Confiscation Fund	\$ 0.07	\$ 0.07	\$ -	\$ -
TOTAL OTHER FUNDS	\$ 1,006,382.33	\$ 1,018,393.17	\$ 12,010.84	\$ 59,558.27
TOTAL CITY FUNDS INVESTED	\$ 9,462,616.29	\$ 9,642,167.51	\$ 179,551.22	\$ 295,947.97
Debt Project	\$ 5,747,403.49	\$ 5,768,440.45	\$ 21,036.96	\$(152,887.46)
Debt Services	\$ 42,685.54	\$ 44,423.96	\$ 1,738.42	\$(261,288.07)
TOTAL DEBT FUNDS	\$ 5,790,089.03	\$ 5,812,864.41	\$ 22,775.38	\$(414,175.53)
4A Manufacturing	\$ 1,390,616.78	\$ 1,425,191.40	\$ 34,574.62	15,927.20
4B Business	\$ 1,196,301.79	\$ 1,206,312.42	\$ 10,010.63	152,385.52
TOTAL EDC	\$ 2,586,918.57	\$ 2,631,503.82	\$ 44,585.25	\$ 168,312.72
INVESTMENT VEHICLES	Balance	Interest Rate%		
TexPool	\$ 822,593.64	4.31%		
Lone Star	\$ 12,553,889.07	4.31%		
Certificates of Deposit	\$ 4,267,069.52	4.64%		
Average Rate of all Investments	(average)	4.39%		

This report is created in compliance with the City Investment Policy and the Public Funds Investment Act.

Permits Issued

Construction	
Residential	6
Glen's Packing – 200 E First	Water Heater
McDonald's – 1628 N Texana	"Arch" Sign
Regency Health – 106 Kahn	Gas Line Repair

Fire	
HISD JR High	Temp CO For Locker Rooms

Gas	
Regency Health – 106 Kahn	Yearly Inspection

Grants

Agency	Grant Program	Project Description	Status	Funding \$ Match
GLO	Mit	Citywide Drainage	Donna/Kahn – Complete except for 2 Low Spots Ridge/N Market 95% Complete Construction S Glendale - In Process Paving Second - In Process	\$9,882,441.87 \$99,882.63
GLO	Resilient Communities	Comprehensive Plan Update & Zoning	50% Complete	\$300,000.00 \$0
GLO	Mit-MOD	New Well at Ridge	Out for Re-Bid	\$1,397,600.00 \$0
TDA	CDBG	Mulberry/S Pecan/5th St. Waterline Replacement	Eng In Process Environ est comp 09/01	\$500,000.00 \$25,000.00
TDHCA	HOME	2024-2027 RSP	Out for Construction Bid 905 S Main 310 N Rogers 901 S Glendale	
TDEM	GRG	Project #1 Breaker Replacement in the Sub	TDEM Submitted to DOE Will NOT Scale Project	\$165,897.52 \$192,806.23
TDEM	GRG	Project #3 Vegetation Control 10,668 feet	TDEM Submitted to DOE Will Scale Project	\$127,946.05 \$63,222.70
TxDOT	TA	School Safety Sidewalk Connector Project	Full Application Submitted	\$2,476,000.00 \$0
GLO	DRRP	Drainage on S Russell	Pre-Application Submitted	\$2,000,000
TDA	CDBG	2025-2026 Program	Pre-Application Submitted	\$750,000.00 \$37,500.00
TPW	Local Parks Program	City Park OverHaul	Postponed until 2026	1:1

Capital Projects

Year	Department	Project Description	Status
2024	Electric	HC90 Reconductor, Phase Balancing	Complete

2025	Police	Copier	Complete
2025	Police	LPR	Grant Denied
2025	Golf/WasteWater	Tractor / Trimax Mower	Complete
2025	Police	Carport	Complete
2025	City Hall	Standing Desks	Complete
2025	Public Works	Copier	Complete
2025	Fire	Siren Tower	Getting materials ordered
2025	Library	Roof & Gutters	Design Phase
2025	Park	AC – YouthCenter	Complete
2025	Electric	Pole Replacement	Budgeted
2025	Water	Fence for Ridge Well	Budgeted in case bids come in over grant funding
2025	Electric	Possible Engineering for Breaker Replacement & Vegetation Control	Awaiting DOE approval, \$ is allocated in Reserves for both as part of the 5 year Improvement Plan
2025	Electric	New Connections	Residential Simmons Lane – Not Started Commercial Church of God – In Progress Domino’s – Materials In Texas Elite Therapy – Not Started New Business FM2314 – Not Started
2025	Electric & Water	TxDOT Utility Conflicts	Water 2 Hydrants – FM957 Electric 1 Pole – FM957 1 Pole – 77N

August Meetings, Submissions, etc.

4	TDS Contract Meeting City Council Meeting
5	TxDOT FM957 & 77N Sidewalk Utility Conflict Meeting
11	Dept Head Meeting
12	Monthly Grant Meetings TxDOT FM957 & 77N Sidewalk Utility Conflict Meeting Council Meeting
13	Meet with EDC Admin
14	Met with Lester Contracting Met with GCRPS
15	TxDOT cut off all further TCLs Measure Property for a MH Replacement
18	LNRA Meeting Council Meeting
19	Meet with Mike Jansky on Street easement abandonment Bid Opening – Water Well
21	Met with Texas Elite Therapy
27	Chamber Music Friendly City Certification P&Z Meeting GCRPC Meeting
29	TxDOT Meeting with Businesses for Lights at Wal-Mart & 77S