



City of Hutto

Agenda

City Council Special Meeting

Wednesday, June 18, 2025 at 6:00 PM

City Council Chambers – 500 W. Live Oak Street

1. CALL SESSION TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

Please fill out required registration form before meeting. Public comment is limited to 3 minutes. City Council can not talk about any items not on the agenda per state law. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on June 18, 2025. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

4. RESOLUTIONS

4.1. Consideration and possible action on Resolution No. R-2025-150 canvassing the returns and declaring the results of the Runoff Election held June 7, 2025 for the purpose of electing Councilmember Place 3 and Councilmember Place 6. (Laura Hallmark)

5. PRESENTATIONS

5.1. Recognition of outgoing Councilmember Amberley Kolar.

5.2. Conduct Oath of Office for Councilmember Place 3 and Councilmember Place 6. (Judge Wilson)

6. BOARDS AND COMMISSIONS

6.1. Consideration and possible action regarding possible appointments, re-appointments and/or removals to City Boards, Commissions, Task Forces, Economic Development Corporations, Local Government Corporations and Tax Increment Reinvestment Zone Boards, and Area Government appointments.

7. OTHER BUSINESS

7.1. Discussion and possible action on a Resolution for the 2025/2026 budget year as a No New Revenue budget focusing on infrastructure. (Mayor Snyder/Councilmember Porterfield)

7.2. Discussion and possible action on adding Resolutions to the City of Hutto's website. (Mayor Snyder/Councilmember Porterfield)

7.3. Discussion and possible action regarding revisions to the Finance policy including but not limited to reimbursement on expenses. (Mayor Snyder/Councilmember Porterfield)

7.4. Discussion and possible action on a Resolution regarding an Economic Development policy focusing on road and water infrastructure, grocery store and other amenity items as may deemed to focus on. (Mayor Snyder/Councilmember Porterfield)

7.5. Discussion and possible action on Outside Agency Funding policy. (Mayor Snyder/Councilmember Porterfield)

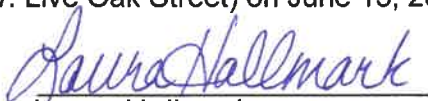
- 7.6. Discussion and possible action regarding the appointment of a Hutto City Charter Commission. (Mayor Snyder/Councilmember Porterfield)
- 7.7. Discussion and possible action on a joint meeting/workshop with the Hutto Ethics Commission to discuss proposed changes to Hutto's ethics policy and direction of the board. (Mayor Snyder/Councilmember Porterfield)
- 7.8. Discussion and possible action regarding status of Hutto's A-2 team and the continued operation of such. (Mayor Snyder/Councilmember Porterfield)
- 7.9. Discussion and possible action on revisions to the City of Hutto personnel policy including but not limited to, remote work, time off request policy, comp time, City Manager ability to change HR policies prior to City Council approval, employee promotions without City Council approval, requirements for City Hall's hours of operation, Virtual City Hall updates. (Mayor Snyder/Councilmember Porterfield)
- 7.10. Discussion and possible action on Personal Financial Disclosures Ordinance No. O-2023-024, including but not limited to revision on due dates of reports, posting of reports online and other matters. (Mayor Snyder/Councilmember Porterfield)
- 7.11. Discussion and possible action regarding revisions to the City Council protocols, including but not limited to: City Manager/City Council one-on-ones, cell phones in executive session, boards and commission revisions, Council and staff relationships, agenda posting deadlines, signing of Ordinances and Resolutions as they are approved followed by immediate release to the public. (Mayor Snyder/Councilmember Porterfield)
- 7.12. Discussion and possible action on a Resolution limiting the hiring of additional staff until the new budget is approved. (Mayor Snyder/Councilmember Porterfield)
- 7.13. Discussion and possible action on revisions to Ordinance No. O-2024-040 regarding changes to Section 2.05.046 Public access to statements; retention. (Mayor Snyder/Councilmember Porterfield)
- 7.14. Discussion and possible action regarding a policy on the use of electronic signatures like Docusign. (Mayor Snyder/Councilmember Porterfield)
- 7.15. Discussion and possible action regarding Hutto's water restriction policies. (Mayor Snyder/Councilmember Porterfield)
- 7.16. Discussion and possible action regarding the formation of the Efficiency and Accountability Commission. (Mayor Snyder/Councilmember Porterfield)
- 7.17. Discussion and possible action regarding the City of Hutto's policy on Early Voting and Election Day polling sites. (Mayor Snyder/Councilmember Porterfield)

8. ADJOURNMENT

9. CERTIFICATION

I certify that this notice of the June 18, 2025 Hutto City Council meeting was posted in accordance with the Texas Open Meetings Act on the City of Hutto website (huttotx.gov) and the City Hall bulletin board (500 W. Live Oak Street) on June 13, 2025 before 5:30 P.M.




Laura Hallmark

The City of Hutto is committed to complying with the Americans with Disabilities Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at CitySecretary@huttotx.gov or call (512) 759-4839 for assistance.

AGENDA ITEM REPORT

4.1.



To: City Council
Subject: Consideration and possible action on Resolution No. R-2025-150 canvassing the returns and declaring the results of the Runoff Election held June 7, 2025 for the purpose of electing Councilmember Place 3 and Councilmember Place 6. (Laura Hallmark)
Meeting: Wednesday, June 18, 2025
Department: City Secretary /
Staff Contact: Laura Hallmark

BACKGROUND INFORMATION:

On February 6, 2025, City Council ordered a General Election to be held on May 3, 2025, for the purpose of electing Mayor, Councilmember Place 3 and Councilmember Place 6. No candidate won the majority (50% +1) for Place 3 or Place 6, City Council ordered a Runoff Election to be held on June 7, 2025 at the Regular City Council meeting on May 15, 2025.

Council is required to canvass the returns and declare the results of the General Election. Per Election Code, only two members of Council are required to canvass the results of the election.

The attached resolution is for informational purposes. The final resolution for approval will be provided to City Council prior to the meeting once final tabulations have been received from Williamson County Elections Department.

SUMMARY OF REQUEST:

Approve the item as presented.

STAFF REVIEW:

FISCAL NOTES:

ATTACHMENTS:

1. Proposed R-2025-xxx Canvass of Runoff June 7, 2025 Election

RESOLUTION NO. R-2025-xxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS, CANVASSING THE RETURNS AND DECLARING THE RESULTS OF THE RUNOFF ELECTION HELD JUNE 7, 2025 FOR THE PURPOSE OF ELECTING COUNCILMEMBER PLACE 3 AND COUNCILMEMBER PLACE 6; PROVIDING PROPER NOTICE AND MEETING; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a Runoff Election was held in the City of Hutto, Texas on June 7, 2025, for the purpose of electing Councilmember Place 3 and Councilmember Place 6; and

WHEREAS, the Williamson County Elections Administrator, who conducted the election, has duly made the returns of the results thereof, and the returns have been duly delivered to this City Council; and

WHEREAS, a total of 1,337 ballots were cast at said election; and

WHEREAS, in accordance with Chapter 67 of the Texas Election Code, the City Council canvassed the election returns.

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

SECTION 1: The Council finds that all of the recitals contained in this Resolution are true and adopts them as findings of fact by this governing body; and

SECTION 2: That the City Council officially finds and determines the election was duly ordered, that proper notice of the election was duly given, that proper election officers were duly appointed prior to the election, the election was duly held, the City complied with the Federal Voting Rights Act, the Texas Election Code, and Texas Constitution and that the returns of the election have been made and delivered, and that the City Council has duly canvassed the returns, all in accordance with state law.

SECTION 3: That the City Council officially finds and determines that the following votes were cast by the resident qualified electors of the City who voted at the election for the purpose of selecting members to serve in City Council, Place 3:

COUNCILMEMBER PLACE 3	TOTAL VOTES	%
JIM MORRIS	746	55.88%
CORY DENENA	589	44.12%

It appearing that Jim Morris received a majority of all votes cast for the office of Councilmember Place 3. Jim Morris is hereby declared to be elected to the office to serve a term to expire in May 2028, after qualifying.

SECTION 4: That the City Council officially finds and determines that the following votes were cast by the resident qualified electors of the City who voted at the election for the purpose of selecting members to serve in City Council, Place 6 :

COUNCILMEMBER PLACE 6	TOTAL VOTES	%
AMBERLEY KOLAR	594	44.59%
AARON KING	738	55.41%

It appearing that Aaron King received a majority of all votes cast for the office of Councilmember Place 6. Aaron King is hereby declared to be elected to the office to serve a term to expire in May 2028, after qualifying.

SECTION 5: That the City Council hereby finds and declares that the City Secretary posted written notice of this date, hour, place, and subject of the meeting at which this Resolution was adopted, and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all in accordance with and as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended, and the Act.

SECTION 6: That this Resolution shall take effect and be in full force immediately upon passage.

PASSED, APPROVED, AND ADOPTED by the **CITY COUNCIL** of the **CITY OF HUTTO, TEXAS**, on the 18th day of June, 2025, on a vote of ___ **AYES**; ___ **NAYS**; and ___ **ABSTENTIONS**.

CITY OF HUTTO, TEXAS:

Mike Snyder, Mayor

ATTEST:

Laura Hallmark, City Secretary

DRAFT

ORDINANCE NO. O-2023-024

AN ORDINANCE OF THE CITY OF HUTTO, TEXAS, AMENDING ARTICLE 2.05, DIVISION 2 FINANCIAL DISCLOSURE AND STANDARDS OF CONDUCT, OF THE CODE OF ORDINANCES TO PROVIDE FOR THE FINANCIAL DISCLOSURE FORM TO BE FILED BY ELECTED AND APPOINTED OFFICIALS; AND PROVIDING FOR: FINDINGS OF FACT, ENACTMENT, REPEALER, SEVERABILITY, EFFECTIVE DATE, AND PROPER NOTICE & MEETING.

WHEREAS, the City of Hutto, Texas, (the “City”), is a home rule city operating pursuant to the laws of its Charter and of the State and Texas, by and through its duly elected City Council members; and

WHEREAS, the City Council finds certain amendments to the Code of Ordinances relating to Financial Disclosure are necessary to meeting changing conditions and are in the best interest of the City.

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

Section 1. Findings of Fact: The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

Section 2. Enactment: Chapter 2, Article 2.05, Sections 2.05.042, Financial Statement Required and 2.05.044, Form of Statement, of the Code of Ordinances of the City of Hutto, is hereby amended to read in accordance with **Attachment “A”** which is attached hereto and incorporated into this Ordinance for all intents and purposes. Underlined and italicized text shall be added, and struck-through and bracketed text shall be deleted as indicated in **Attachment “A”**.

Section 3. Enactment: The Financial Disclosure Form is hereby approved as **Attachment “B”**, incorporated, herein, for all purposes.

Section 4. Repealer: All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

Section 5. Severability: Should any of the clauses, sentences, paragraphs, sections, or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

Section 6. Codification: The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City’s Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

Section 7. Passage: Pursuant to Section 3.13 of the Hutto City Charter, the Council determined that the first reading of this ordinance is sufficient for adequate consideration by an affirmative vote of four or more members of the City Council during the first reading and the requirement for reading this Ordinance on two separate dates with was dispensed with by the affirmative vote of four or more members of the City council; therefore, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon second reading.

Section 8. Effective Date: This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Hutto and the laws of the State of Texas.

Section 9. Proper Notice & Meeting: It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ and APPROVED on the first reading this the 4th day of April **2023**.

READ, PASSED, and ADOPTED on the second reading of this 20th day of April **2023** at a regular meeting of the City Council of Hutto, there being a quorum present.

THE CITY OF HUTTO, TEXAS

By: _____

Mike Snyder, Mayor

ATTEST:

By: _____

Angela Lewis, City Secretary

(SEAL)



Attachment "A"

Sec. 2.05.043. Filing dates; timeliness of filing.

...

(b) city official shall file the financial statement as required by this division by not later than April 30th of each year reflecting the city official's financial situation as of December 31st of the previous year and financial activity between January 1st and December 31st of the previous year. For the year 2022, the city official shall be given a sixty (60) day extension.

...

(d) A candidate for municipal office filled by election shall file the financial statement required by this division on the fifth day before the date of the election. For the year 2022, the candidate shall be given a sixty (60) day extension.

Sec. 2.05.042. Financial statement required.

(a) A city official or candidate for municipal office shall file a financial statement as required by this division.

(b) The statement must be filed with the city secretary.

(2) Sec. 2.05.044. Form of statement.

(a) The Financial Disclosure Form adopted by the City Council, as may be amended, shall be used for filing the financial statement required under this division.

(b) The city secretary shall deliver at least one copy of the form to each city official or candidate for municipal office filled by appointment who is required to file under this division not later than the 31st day before the deadline for filing the financial statement under section 2.05.043(b) or (c).

(c) The city secretary shall deliver a copy of the form to each candidate for municipal office filled by election who is required to file under this division not later than the 10th day before the deadline for filing the statement under section 2.05.043(d).

(d) The city secretary may choose one or more methods to deliver the form.

(Ordinance O-2023-024 adopted 4.20.2023)

Attachment “B”
Financial Disclosure Form

CITY OF HUTTO FINANCIAL DISCLOSURE FORM

COVER SHEET
PAGE 1

		TOTAL NUMBER OF PAGES FILED:	
		Filer ID	
1 NAME	TITLE; FIRST; MI		OFFICE USE ONLY
	----- NICKNAME; LAST; SUFFIX		
2 ADDRESS	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE		
	Date Hand-delivered or Date Postmarked		
	Receipt #	Amount \$	
3 TELEPHONE NUMBER	AREA CODE	PHONE NUMBER; EXTENSION	Date Processed
	()		Date Imaged
4 REASON FOR FILING STATEMENT	CANDIDATE _____ (INDICATE OFFICE)		
	ELECTED OFFICER _____ (INDICATE OFFICE)		
	OTHER _____ (INDICATE POSITION)		

5 Family members whose financial activity you are reporting (see instructions).

SPOUSE _____

DEPENDENT CHILD 1. _____

2. _____

3. _____

In Parts 1 through 17, you will disclose your financial activity during the preceding calendar year. In Parts 1 through 14 and 17, you are required to disclose not only your own financial activity, but also that of your spouse or a dependent child.

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

CITY OF HUTTO FINANCIAL DISCLOSURE FORM

COVER SHEET
PAGE 2

On this page, indicate any parts of City of Hutto Financial Disclosure Form that are not applicable to you. If you do not place a check in a box, then pages for that Part must be included in the report. ***If you place a check in a box, do NOT include pages for that Part in the report.***

6 PARTS NOT APPLICABLE TO FILER

- ☐ N/A Part 1A - Sources of Occupational Income
- ☐ N/A Part 1B - Retainers
- ☐ N/A Part 2 - Stock
- ☐ N/A Part 3 - Bonds, Notes & Other Commercial Paper
- ☐ N/A Part 4 - Mutual Funds
- ☐ N/A Part 5 - Income from Interest, Dividends, Royalties & Rents
- ☐ N/A Part 6 - Personal Notes and Lease Agreements
- ☐ N/A Part 7A - Interests in Real Property
- ☐ N/A Part 7B - Interests in Business Entities
- ☐ N/A Part 8 - Gifts
- ☐ N/A Part 9 - Trust Income
- ☐ N/A Part 10A - Blind Trusts
- ☐ N/A Part 10B - Trustee Statement
- ☐ N/A Part 11A - Ownership of Business Associations
- ☐ N/A Part 11B - Assets of Business Associations
- ☐ N/A Part 11C - Liabilities of Business Associations
- ☐ N/A Part 12 - Boards and Executive Positions
- ☐ N/A Part 13 - Expenses Accepted Under Honorarium Exception
- ☐ N/A Part 14 - Interest in Business in Common with Lobbyist
- ☐ N/A Part 15 - Fees Received for Services Rendered to a Lobbyist or Lobbyist's Employer
- ☐ N/A Part 16 - Benefits Derived from Functions Honoring Public Servant
- ☐ N/A Part 17 - Contracts with Governmental Entity
- ☐
- ☐
- ☐

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SOURCES OF OCCUPATIONAL INCOME

PART 1A

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 INFORMATION RELATES TO	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
2 EMPLOYMENT ☐ EMPLOYED BY ANOTHER	NAME AND ADDRESS OF EMPLOYER / POSITION HELD
 ☐ SELF-EMPLOYED	NATURE OF OCCUPATION
INFORMATION RELATES TO	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
EMPLOYMENT ☐ EMPLOYED BY ANOTHER	NAME AND ADDRESS OF EMPLOYER / POSITION HELD
 ☐ SELF-EMPLOYED	NATURE OF OCCUPATION
INFORMATION RELATES TO	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
EMPLOYMENT ☐ EMPLOYED BY ANOTHER	NAME AND ADDRESS OF EMPLOYER / POSITION HELD
 ☐ SELF-EMPLOYED	NATURE OF OCCUPATION

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Revised 1/1/2023

RETAINERS

PART 1B

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

This section concerns fees received as a retainer by you, your spouse, or a dependent child (or by a business in which you, your spouse, or a dependent child have a "substantial interest") for a claim on future services in case of need, rather than for services on a matter specified at the time of contracting for or receiving the fee. Report information here only if the value of the work actually performed during the calendar year did not equal or exceed the value of the retainer.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FEE RECEIVED FROM	NAME AND ADDRESS
2 FEE RECEIVED BY	NAME OF BUSINESS ☐ FILER OR FILER'S BUSINESS _____ ☐ SPOUSE OR SPOUSE'S BUSINESS _____ ☐ DEPENDENT CHILD _____ OR CHILD'S BUSINESS _____
3 FEE AMOUNT	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

FEE RECEIVED FROM	NAME AND ADDRESS
FEE RECEIVED BY	NAME OF BUSINESS ☐ FILER OR FILER'S BUSINESS _____ ☐ SPOUSE OR SPOUSE'S BUSINESS _____ ☐ DEPENDENT CHILD _____ OR CHILD'S BUSINESS _____
FEE AMOUNT	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

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Revised 1/1/2023

STOCK

PART 2

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

List each business entity in which you, your spouse, or a dependent child held or acquired stock during the calendar year and indicate the category of the number of shares held or acquired. If some or all of the stock was sold, also indicate the category of the amount of the net gain or loss realized from the sale. For more information,

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 BUSINESS ENTITY	NAME			
2 STOCK HELD OR ACQUIRED BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____	
3 NUMBER OF SHARES	☐ LESS THAN 100	☐ 100 TO 499	☐ 500 TO 999	☐ 1,000 TO 4,999
	☐ 5,000 TO 9,999	☐ 10,000 OR MORE		
4 IF SOLD	☐ NET GAIN	☐ LESS THAN \$9,440	☐ \$9,440 - \$18,889	☐ \$18,890 - \$47,219
	☐ NET LOSS	☐ \$47,220 OR MORE		

BUSINESS ENTITY	NAME			
STOCK HELD OR ACQUIRED BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____	
NUMBER OF SHARES	☐ LESS THAN 100	☐ 100 TO 499	☐ 500 TO 999	☐ 1,000 TO 4,999
	☐ 5,000 TO 9,999	☐ 10,000 OR MORE		
IF SOLD	☐ NET GAIN	☐ LESS THAN \$9,440	☐ \$9,440 - \$18,889	☐ \$18,890 - \$47,219
	☐ NET LOSS	☐ \$47,220 OR MORE		

BUSINESS ENTITY	NAME			
STOCK HELD OR ACQUIRED BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____	
NUMBER OF SHARES	☐ LESS THAN 100	☐ 100 TO 499	☐ 500 TO 999	☐ 1,000 TO 4,999
	☐ 5,000 TO 9,999	☐ 10,000 OR MORE		
IF SOLD	☐ NET GAIN	☐ LESS THAN \$9,440	☐ \$9,440 - \$18,889	☐ \$18,890 - \$47,219
	☐ NET LOSS	☐ \$47,220 OR MORE		

BUSINESS ENTITY	NAME			
STOCK HELD OR ACQUIRED BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____	
NUMBER OF SHARES	☐ LESS THAN 100	☐ 100 TO 499	☐ 500 TO 999	☐ 1,000 TO 4,999
	☐ 5,000 TO 9,999	☐ 10,000 OR MORE		
IF SOLD	☐ NET GAIN	☐ LESS THAN \$9,440	☐ \$9,440 - \$18,889	☐ \$18,890 - \$47,219
	☐ NET LOSS	☐ \$47,220 OR MORE		

BUSINESS ENTITY	NAME			
STOCK HELD OR ACQUIRED BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____	
NUMBER OF SHARES	☐ LESS THAN 100	☐ 100 TO 499	☐ 500 TO 999	☐ 1,000 TO 4,999
	☐ 5,000 TO 9,999	☐ 10,000 OR MORE		
IF SOLD	☐ NET GAIN	☐ LESS THAN \$9,440	☐ \$9,440 - \$18,889	☐ \$18,890 - \$47,219
	☐ NET LOSS	☐ \$47,220 OR MORE		

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BONDS, NOTES & OTHER COMMERCIAL PAPER

PART 3

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

List all bonds, notes, and other commercial paper held or acquired by you, your spouse, or a dependent child during the calendar year. If sold, indicate the category of the amount of the net gain or loss realized from the sale.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 DESCRIPTION OF INSTRUMENT	
2 HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
3 IF SOLD ☐ NET GAIN ☐ NET LOSS	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE
DESCRIPTION OF INSTRUMENT	
HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
IF SOLD ☐ NET GAIN ☐ NET LOSS	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE
DESCRIPTION OF INSTRUMENT	
HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
IF SOLD ☐ NET GAIN ☐ NET LOSS	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

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MUTUAL FUNDS

PART 4

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

List each mutual fund and the number of shares in that mutual fund that you, your spouse, or a dependent child held or acquired during the calendar year and indicate the category of the number of shares of mutual funds held or acquired. If some or all of the shares of a mutual fund were sold, also indicate the category of the amount of the net gain or loss realized from the sale.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 MUTUAL FUND	NAME			
2 SHARES OF MUTUAL FUND HELD OR ACQUIRED BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____	
3 NUMBER OF SHARES OF MUTUAL FUND	☐ LESS THAN 100	☐ 100 TO 499	☐ 500 TO 999	☐ 1,000 TO 4,999
	☐ 5,000 TO 9,999	☐ 10,000 OR MORE		
4 IF SOLD	☐ NET GAIN			
	☐ NET LOSS			
	☐ LESS THAN \$9,440	☐ \$9,440 - \$18,889	☐ \$18,890 - \$47,219	☐ \$47,220 OR MORE
MUTUAL FUND	NAME			
SHARES OF MUTUAL FUND HELD OR ACQUIRED BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____	
NUMBER OF SHARES OF MUTUAL FUND	☐ LESS THAN 100	☐ 100 TO 499	☐ 500 TO 999	☐ 1,000 TO 4,999
	☐ 5,000 TO 9,999	☐ 10,000 OR MORE		
IF SOLD	☐ NET GAIN			
	☐ NET LOSS			
	☐ LESS THAN \$9,440	☐ \$9,440 - \$18,889	☐ \$18,890 - \$47,219	☐ \$47,220 OR MORE
MUTUAL FUND	NAME			
SHARES OF MUTUAL FUND HELD OR ACQUIRED BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____	
NUMBER OF SHARES OF MUTUAL FUND	☐ LESS THAN 100	☐ 100 TO 499	☐ 500 TO 999	☐ 1,000 TO 4,999
	☐ 5,000 TO 9,999	☐ 10,000 OR MORE		
IF SOLD	☐ NET GAIN			
	☐ NET LOSS			
	☐ LESS THAN \$9,440	☐ \$9,440 - \$18,889	☐ \$18,890 - \$47,219	☐ \$47,220 OR MORE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

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INCOME FROM INTEREST, DIVIDENDS, ROYALTIES & RENTS **PART 5**

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

List each source of income you, your spouse, or a dependent child received *in excess of \$940* that was derived from interest, dividends, royalties, and rents during the calendar year and indicate the category of the amount of the income.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 SOURCE OF INCOME ☐ Publicly held corporation	NAME AND ADDRESS
2 RECEIVED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
3 AMOUNT	☐ \$940-\$9,439 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

SOURCE OF INCOME ☐ Publicly held corporation	NAME AND ADDRESS
RECEIVED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
AMOUNT	☐ \$940-\$9,439 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

SOURCE OF INCOME ☐ Publicly held corporation	NAME AND ADDRESS
RECEIVED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
AMOUNT	☐ \$940-\$9,439 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

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Revised 1/1/2023

PERSONAL NOTES AND LEASE AGREEMENTS

PART 6

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

Identify each guarantor of a loan and each person or financial institution to whom you, your spouse, or a dependent child had a total financial liability of *more than \$1,890* in the form of a personal note or notes or lease agreement at any time during the calendar year and indicate the category of the amount of the liability.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

¹ PERSON OR INSTITUTION HOLDING NOTE OR LEASE AGREEMENT	
² LIABILITY OF	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
³ GUARANTOR	
⁴ AMOUNT	☐ \$1,890--\$9,439 ☐ \$9,440--\$18,889 ☐ \$18,890--\$47,219 ☐ \$47,220 OR MORE
PERSON OR INSTITUTION HOLDING NOTE OR LEASE AGREEMENT	
LIABILITY OF	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
GUARANTOR	
AMOUNT	☐ \$1,890--\$9,439 ☐ \$9,440--\$18,889 ☐ \$18,890--\$47,219 ☐ \$47,220 OR MORE
PERSON OR INSTITUTION HOLDING NOTE OR LEASE AGREEMENT	
LIABILITY OF	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
GUARANTOR	
AMOUNT	☐ \$1,890--\$9,439 ☐ \$9,440--\$18,889 ☐ \$18,890--\$47,219 ☐ \$47,220 OR MORE

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Revised 1/1/2023

INTERESTS IN REAL PROPERTY

PART 7A

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

Describe all beneficial interests in real property held or acquired by you, your spouse, or a dependent child during the calendar year. If the interest was sold, also indicate the category of the amount of the net gain or loss realized from the sale.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
2 STREET ADDRESS ☐ NOT AVAILABLE	STREET ADDRESS, INCLUDING CITY, COUNTY, AND STATE
3 DESCRIPTION ☐ LOTS ☐ ACRES	NUMBER OF LOTS OR ACRES AND NAME OF COUNTY WHERE LOCATED
4 NAMES OF PERSONS RETAINING AN INTEREST ☐ NOT APPLICABLE (SEVERED MINERAL INTEREST)	
5 IF SOLD ☐ NET GAIN ☐ NET LOSS	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
STREET ADDRESS ☐ NOT AVAILABLE	STREET ADDRESS, INCLUDING CITY, COUNTY, AND STATE
DESCRIPTION ☐ LOTS ☐ ACRES	NUMBER OF LOTS OR ACRES AND NAME OF COUNTY WHERE LOCATED
NAMES OF PERSONS RETAINING AN INTEREST ☐ NOT APPLICABLE (SEVERED MINERAL INTEREST)	
IF SOLD ☐ NET GAIN ☐ NET LOSS	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

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INTERESTS IN BUSINESS ENTITIES

PART 7B

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

Describe all beneficial interests in business entities held or acquired by you, your spouse, or a dependent child during the calendar year. If the interest was sold, also indicate the category of the amount of the net gain or loss realized from the sale.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
2 DESCRIPTION	NAME AND ADDRESS
3 IF SOLD ☐ NET GAIN ☐ NET LOSS	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE
HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
DESCRIPTION	NAME AND ADDRESS
IF SOLD ☐ NET GAIN ☐ NET LOSS	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE
HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
DESCRIPTION	NAME AND ADDRESS
IF SOLD ☐ NET GAIN ☐ NET LOSS	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

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GIFTS

PART 8

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

Identify any person or organization that has given a gift *worth more than \$470* to you, your spouse, or a dependent child, and describe the gift. The description of a gift of cash or a cash equivalent, such as a negotiable instrument or gift certificate, must include a statement of the value of the gift. Do not include: 1) expenditures required to be reported by a person required to be registered as a lobbyist under chapter 305 of the Government Code; 2) political contributions reported as required by law; or 3) gifts given by a person related to the recipient within the second degree by consanguinity or affinity.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

¹ DONOR	NAME AND ADDRESS
² RECIPIENT	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
³ DESCRIPTION OF GIFT	

DONOR	NAME AND ADDRESS
RECIPIENT	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
DESCRIPTION OF GIFT	

DONOR	NAME AND ADDRESS
RECIPIENT	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
DESCRIPTION OF GIFT	

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TRUST INCOME

PART 9

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

Identify each source of income received by you, your spouse, or a dependent child as beneficiary of a trust and indicate the category of the amount of income received. Also identify each asset of the trust from which the beneficiary received *more than \$940*, if the identity of the asset is known.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 SOURCE	NAME OF TRUST
2 BENEFICIARY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
3 INCOME	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE
4 ASSETS FROM WHICH OVER \$940 WAS RECEIVED ☐ UNKNOWN	

SOURCE	NAME OF TRUST
BENEFICIARY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
INCOME	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE
ASSETS FROM WHICH OVER \$940 WAS RECEIVED ☐ UNKNOWN	

SOURCE	NAME OF TRUST
BENEFICIARY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
INCOME	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE
ASSETS FROM WHICH OVER \$940 WAS RECEIVED ☐ UNKNOWN	

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BLIND TRUSTS

PART 10A

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

Identify each blind trust that complies with section 572.023(c) of the Government Code.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	NAME OF TRUST	
2	TRUSTEE	NAME AND ADDRESS
3	BENEFICIARY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
4	FAIR MARKET VALUE	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE
5	DATE CREATED	

	NAME OF TRUST	
	TRUSTEE	NAME AND ADDRESS
	BENEFICIARY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
	FAIR MARKET VALUE	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE
	DATE CREATED	

	NAME OF TRUST	
	TRUSTEE	NAME AND ADDRESS
	BENEFICIARY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
	FAIR MARKET VALUE	☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE
	DATE CREATED	

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TRUSTEE STATEMENT

PART 10B

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

An individual who is required to identify a blind trust on Part 10A of the Personal Financial Statement must submit a statement signed by the trustee of each blind trust listed on Part 10A. The portions of section 572.023 of the Government Code that relate to blind trusts are listed below.

1 NAME OF TRUST	
2 TRUSTEE NAME	
3 FILER ON WHOSE BEHALF STATEMENT IS BEING FILED	NAME
4 TRUSTEE STATEMENT	I affirm, under penalty of perjury, that I have not revealed any information to the beneficiary of this trust except information that may be disclosed under section 572.023 (b)(8) of the Government Code and that to the best of my knowledge, the trust complies with section 572.023 of the Government Code. _____ Trustee Signature

§ 572.023. Contents of Financial Statement in General

(b) The account of financial activity consists of:

(8) identification of the source and the category of the amount of all income received as beneficiary of a trust, other than a blind trust that complies with Subsection (c), and identification of each trust asset, if known to the beneficiary, from which income was received by the beneficiary in excess of \$500;

(14) identification of each blind trust that complies with Subsection (c), including:

(A) the category of the fair market value of the trust;

(B) the date the trust was created;

(C) the name and address of the trustee; and

(D) a statement signed by the trustee, under penalty of perjury, stating that:

(i) the trustee has not revealed any information to the individual, except information that may be disclosed under Subdivision (8); and

(ii) to the best of the trustee's knowledge, the trust complies with this section.

(c) For purposes of Subsections (b)(8) and (14), a blind trust is a trust as to which:

(1) the trustee:

(A) is a disinterested party;

(B) is not the individual;

(C) is not required to register as a lobbyist under Chapter 305;

(D) is not a public officer or public employee; and

(E) was not appointed to public office by the individual or by a public officer or public employee the individual supervises; and

(2) the trustee has complete discretion to manage the trust, including the power to dispose of and acquire trust assets without consulting or notifying the individual.

(d) If a blind trust under Subsection (c) is revoked while the individual is subject to this subchapter, the individual must file an amendment to the individual's most recent financial statement, disclosing the date of revocation and the previously unreported value by category of each asset and the income derived from each asset.

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OWNERSHIP OF BUSINESS ASSOCIATIONS

PART 11A

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet and **DO NOT include this page in the report.**

Describe each corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association in which you, your spouse, or a dependent child held, acquired, or sold 5 percent or more of the outstanding ownership.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 BUSINESS ASSOCIATION	NAME AND ADDRESS		
2 BUSINESS TYPE	☐ Corporation ☐ Firm ☐ Partnership	☐ Limited Partnership ☐ Limited Liability Partnership ☐ Professional Corporation	☐ Professional Association ☐ Joint Venture ☐ Other _____
3 HELD, ACQUIRED, OR SOLD BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____
BUSINESS ASSOCIATION	NAME AND ADDRESS		
BUSINESS TYPE	☐ Corporation ☐ Firm ☐ Partnership	☐ Limited Partnership ☐ Limited Liability Partnership ☐ Professional Corporation	☐ Professional Association ☐ Joint Venture ☐ Other _____
HELD, ACQUIRED, OR SOLD BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____
BUSINESS ASSOCIATION	NAME AND ADDRESS		
BUSINESS TYPE	☐ Corporation ☐ Firm ☐ Partnership	☐ Limited Partnership ☐ Limited Liability Partnership ☐ Professional Corporation	☐ Professional Association ☐ Joint Venture ☐ Other _____
HELD, ACQUIRED, OR SOLD BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____
BUSINESS ASSOCIATION	NAME AND ADDRESS		
BUSINESS TYPE	☐ Corporation ☐ Firm ☐ Partnership	☐ Limited Partnership ☐ Limited Liability Partnership ☐ Professional Corporation	☐ Professional Association ☐ Joint Venture ☐ Other _____
HELD, ACQUIRED, OR SOLD BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____

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PART 11B

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

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PART 11C

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

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BOARDS AND EXECUTIVE POSITIONS

PART 12

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

List all boards of directors of which you, your spouse, or a dependent child are a member and all executive positions you, your spouse, or a dependent child hold in corporations, firms, partnerships, limited partnerships, limited liability partnerships, professional corporations, professional associations, joint ventures, other business associations, or proprietorships, stating the name of the organization and the position held.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

¹ ORGANIZATION			
² POSITION HELD			
³ POSITION HELD BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____
ORGANIZATION			
POSITION HELD			
POSITION HELD BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____
ORGANIZATION			
POSITION HELD			
POSITION HELD BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____
ORGANIZATION			
POSITION HELD			
POSITION HELD BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____
ORGANIZATION			
POSITION HELD			
POSITION HELD BY	☐ FILER	☐ SPOUSE	☐ DEPENDENT CHILD _____

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EXPENSES ACCEPTED UNDER HONORARIUM EXCEPTION

PART 13

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

Identify any person who provided you with necessary transportation, meals, or lodging, as permitted under section 36.07(b) of the Penal Code, in connection with a conference or similar event in which you rendered services, such as addressing an audience or participating in a seminar, that were more than perfunctory. Also provide the amount of the expenditures on transportation, meals, or lodging. You are not required to include items you have already reported as political contributions on a campaign finance report, or expenditures required to be reported by a lobbyist under the lobby law (chapter 305 of the Government Code).

¹ PROVIDER	NAME AND ADDRESS
² AMOUNT	
PROVIDER	NAME AND ADDRESS
AMOUNT	
PROVIDER	NAME AND ADDRESS
AMOUNT	
PROVIDER	NAME AND ADDRESS
AMOUNT	

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INTEREST IN BUSINESS IN COMMON WITH LOBBYIST

PART 14

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

Identify each corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association, other than a publicly-held corporation, in which you, your spouse, or a dependent child, and a person registered as a lobbyist under chapter 305 of the Government Code both have an interest.

1 BUSINESS ENTITY	NAME AND ADDRESS
2 INTEREST HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
BUSINESS ENTITY	NAME AND ADDRESS
INTEREST HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
BUSINESS ENTITY	NAME AND ADDRESS
INTEREST HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
BUSINESS ENTITY	NAME AND ADDRESS
INTEREST HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
BUSINESS ENTITY	NAME AND ADDRESS
INTEREST HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____

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FEES RECEIVED FOR SERVICES RENDERED TO A LOBBYIST OR LOBBYIST'S EMPLOYER

PART 15

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

Report any fee you received for providing services to or on behalf of a person required to be registered as a lobbyist under chapter 305 of the Government Code, or for providing services to or on behalf of a person you actually know directly compensates or reimburses a person required to be registered as a lobbyist. Report the name of each person or entity for which the services were provided, and indicate the category of the amount of each fee.

¹ PERSON OR ENTITY
FOR WHOM SERVICES
WERE PROVIDED

² FEE CATEGORY

☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

PERSON OR ENTITY
FOR WHOM SERVICES
WERE PROVIDED

FEE CATEGORY

☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

PERSON OR ENTITY
FOR WHOM SERVICES
WERE PROVIDED

FEE CATEGORY

☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

PERSON OR ENTITY
FOR WHOM SERVICES
WERE PROVIDED

FEE CATEGORY

☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

PERSON OR ENTITY
FOR WHOM SERVICES
WERE PROVIDED

FEE CATEGORY

☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

PERSON OR ENTITY
FOR WHOM SERVICES
WERE PROVIDED

FEE CATEGORY

☐ LESS THAN \$9,440 ☐ \$9,440 - \$18,889 ☐ \$18,890 - \$47,219 ☐ \$47,220 OR MORE

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BENEFITS DERIVED FROM FUNCTIONS HONORING PUBLIC SERVANT

PART 16

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and do NOT include this page in the report.**

Section 36.10 of the Penal Code provides that the gift prohibitions set out in section 36.08 of the Penal Code do not apply to a benefit derived from a function in honor or appreciation of a public servant required to file a statement under chapter 572 of the Government Code or title 15 of the Election Code if the benefit and the source of any benefit over \$50 in value are: 1) reported in the statement and 2) the benefit is used solely to defray expenses that accrue in the performance of duties or activities in connection with the office which are nonreimbursable by the state or a political subdivision. If such a benefit is received and is not reported by the public servant under title 15 of the Election Code, the benefit is reportable here.

¹ SOURCE OF BENEFIT	NAME AND ADDRESS
² BENEFIT	
SOURCE OF BENEFIT	NAME AND ADDRESS
BENEFIT	
SOURCE OF BENEFIT	NAME AND ADDRESS
BENEFIT	
SOURCE OF BENEFIT	NAME AND ADDRESS
BENEFIT	

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CONTRACTS TO SELL GOODS OR SERVICES TO A GOVERNMENTAL ENTITY OR GOVERNMENTAL ENTITY CONTRACTOR

PART 17

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet and **DO NOT include this page in the report.**

List the parties to all contracts in the amount of \$2,590 or more if the aggregate of good or services sold under all written contracts exceeds \$10,370 in which you, your spouse, or a dependent child, or any business entity of which you, your spouse, or a dependent child, independently or in conjunction with, has at least 50% ownership.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER PARTIES	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
2 GOVERNMENTAL PARTIES	NAME AND ADDRESS ☐ GOVERNMENTAL ENTITY ☐ CONTRACTOR FOR GOVERNMENTAL ENTITY _____
	NAME AND ADDRESS ☐ GOVERNMENTAL ENTITY ☐ CONTRACTOR FOR GOVERNMENTAL ENTITY _____
	NAME AND ADDRESS ☐ GOVERNMENTAL ENTITY ☐ CONTRACTOR FOR GOVERNMENTAL ENTITY _____
3 BUSINESS PARTIES	NAME AND ADDRESS
	NAME AND ADDRESS
	NAME AND ADDRESS

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PERSONAL FINANCIAL STATEMENT AFFIDAVIT

The law requires the personal financial statement to be verified. The verification page must have the signature of the individual required to file the personal financial statement, as well as the signature and stamp or seal of office of a notary public or other person authorized by law to administer oaths and affirmations. Without proper verification, the statement is not considered filed.

I swear, or affirm, under penalty of perjury, that this financial statement covers calendar year ending December 31, 202, and is true and correct and includes all information required to be reported by me under chapter 572 of the Government Code.

Signature of Filer

Please complete either option below:

(1) Affidavit

NOTARY STAMP / SEAL

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

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

Executed in _____ County, State of _____, on the _____ day of _____, 20_____.
(month) (year)

Signature of Registrant (Declarant)

EXHIBIT A



City Council Protocol Policy
Adopted May 19, 2022
Amended November 2, 2023
Amended November 16, 2023
Amended May 2, 2024
Amended June 20, 2024
Amended TBD, 2025

EXHIBIT A

1 Overview of Roles and Responsibilities

a) Role of the Mayor

The Mayor shall:

- 1) Act as the official head of the City for all ceremonial purposes.
- 2) Chair Council Meetings and Work Sessions of the City Council.
- 3) Vote on propositions that come before the City Council but shall have no power to veto.
- 4) When authorized by the City Council, sign all official documents such as ordinances, resolutions, conveyances, grant agreements, official plats, contracts, and bonds.
- 5) Recognize comments from citizens at public meetings.
- 6) Call for special meetings.
- 7) Select a substitute for City representation when Mayor cannot attend.
- 8) Make judgment calls on proclamations, special presentations, etc.
- 9) Recommend subcommittees as appropriate for Council approval.
- 10) Lead the Council into an effective, cohesive working team.
- 11) Work with City Manager or designee to prepare the Council agenda.
- 12) Perform such other duties consistent with this Charter or as may be imposed upon him or her by the City Council.

b) Role of Mayor Pro-Tem

The Mayor Pro-Tem shall be elected by the City Council at the first regular City Council Meeting following each regular City election or allowed by the Hutto City Charter. If the Mayor Pro-Tem position becomes vacant or the Mayor Pro-Tem is removed by forfeiture of office, the Mayor Pro-Tem shall be elected at the next regular City Council Meeting to fill the remainder of the term of the Mayor Pro-Tem.

The Mayor Pro-Tem shall:

- 1) Act as Mayor during the disability or absence of the Mayor, and in this capacity shall have the rights conferred upon the Mayor.

c) Role of a Council Member

All members of the City Council, including those serving as Mayor and Mayor Pro-Tem, have equal votes. No Council member has more power than any other Council member, and all should be treated with equal respect.

All Council members shall:

- 1) Fully participate in City Council Meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.

EXHIBIT A

- 2) Prepare in advance of Council Meetings and be familiar with issues on the agenda. Stay focused and act efficiently during public meetings.
- 3) Represent the City at ceremonial functions at the request of the Mayor.
- 4) Be respectful of other people's time. Serve as a model of leadership and civility to the community.
- 5) Inspire public confidence in Hutto government.
- 6) Provide contact information to the City Manager's Office in case an emergency or urgent situation arises while a Council member is out of town.
- 7) Demonstrate honesty and integrity in every action and statement.
- 8) Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Council Protocol Policy.

d) Meeting Chair's Responsibilities

The Mayor will chair official meetings of the City Council, unless the Mayor Pro-Tem or another Council member is designated as Chair of a specific meeting. This individual maintains order, decorum, and the fair and equitable treatment of all speakers and keeps discussion and questions focused on the specific agenda item under consideration.

e) Parliamentary Authority

- 1) *Robert's Rules of Order*, 12th Edition 2021, shall be the parliamentary authority for City Council Meetings, until the 13th or other successive edition is designated by the City Council Rules and Procedures may be adopted that conflict with *Robert's Rules of Order* and shall take precedence.
- 2) When rules and procedures are silent on an issue, *Robert's Rules of Order* shall prevail.
- 3) When *Robert's Rules of Order* conflict with statutes, the Charter, ordinances, resolutions, or motions of the City Council, the latter shall prevail.

f) Process for Appointment to a City Board, Commission, Committee, EDC, LGC, TIRZ or Task Force

The City Council is responsible for making appointments to a City Board, Commission, Committee, EDC, LGC, TIRZ or Task Force. To promote a process that is efficient, transparent, and that allows input from the entire City Council, the following process shall be used to make appointments to a City Board, Commission, Committee, EDC, LGC, TIRZ or Task Force:

- 1) The City Secretary shall collect applications **and confirm receipt with each Applicant.**
- 2) After receipt of application, the City Secretary will verify that each applicant meets the qualifications for serving on the desired Board or Commission.
- 3) **After verification by the City Secretary, the list of applicants will be sent to the Hutto Ethics Review Commission for review to confirm eligibility**

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and identify any conflicts. If the applicant(s) meet eligibility requirements and no conflicts are found, the list of applicants will be sent to the City Council for consideration.

- 4) ~~The list of applicants and vacancies will be sent to the Nominating Committee for consideration. (Applications will be available in a drop box for review by the entire Council).~~

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- ~~5) The Nominating Committee will consist of three (3) Council Members who will serve for one year, beginning January 1st of each year, and the chair of the Board or Commission whose vacancy is being considered. Council Members with odd-numbered seats (1, 3, 5) will begin service in odd-numbered years, and Members with even-numbered seats (2, 4, 6) will begin service in even-numbered years. The Mayor does not serve on the Nominating Committee.~~
- ~~6) The Chair of each Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force, if applicable, will also participate in the Nominating Committee when considering appointments to their specific Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force.~~
- 7) The City Council will hold scheduled quarterly meetings to review applications and conduct interviews for all available open positions and all positions for which there are applicants. The Chair of each Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force, if applicable, will also participate in each quarterly meeting when considering appointments to their specific Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force.
- ~~8) The Nominating Committee will review applications, interview applicants, and present recommendations to the full City Council at the next Council Meeting held after the meeting. The Nominating Committee shall notify the City Secretary of the names for nominees ahead of the meeting where they will be presented for a vote of the entire Council. The City Secretary shall notify the other Council Members of the impending nominations before the meeting.~~
- 9) All Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force appointments must be confirmed by a vote of the City Council.
- 10) No person can be appointed to a City-created Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force unless that person has filled out and submitted an appropriate application to the City Secretary before the meeting at which they are appointed by the City Council. ~~A new application does not need to be submitted for a person being re-appointed to a position.~~
- 11) Appointments to the Economic Development Corporations, Local Government Corporations, and TIRZ Boards will follow the process as outlined in the Bylaws governing those organizations.
- 12) It is preferred, but not required, that appointees serve on only one Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force at a given time: ~~, but are not allowed to serve on more than two (2) Boards, Commissions, Committees, EDC, LGC, TIRZ, or Task Forces at a time.~~
- 13) For Boards or Commissions having alternate members, upon the removal or resignation of a regular member, the alternate with the longest tenure shall be given first preference when filling the vacancy.
- 14) Reappointments of existing members ~~only~~ require ~~written notice~~ a new application by the member and notice sent to the Chair of their respective Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force indicating their desire ~~Nominating Committee indicating they are interested and willing~~ to continue serving in their current appointment. The

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~~Nominating Committee~~ City Council, at the scheduled quarterly meetings for Boards and Commissions interviews will ~~not require a new application but may choose to interview the member prior to presenting the name to the City Council for reappointment.~~ treat the re-application of existing members of a City-created Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force as any other applicant at the time of the interview, given they meet the requirements for interview as outlined above.

- 15) The City Secretary's Office shall be responsible for orienting and swearing-in (if applicable) newly appointed members to Boards, Commissions, etc. This orientation shall include official notice of appointment, listing responsibilities, notifying the appointee of the days, times, frequency, and locations of meetings, and notifying the Chair of the appointment. This orientation shall be done as soon as practicable after the appointment is made.
- 16) The City Secretary's Office must keep City Council paperwork (spreadsheets, applications, etc) updated with all current information, including but not limited to: current members and their elected positions (Chair, Treasurer, etc), current members' contact information, any notes from City Council as directed for historical relevance, and all attendance records for each Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force.

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g) Process for Removal from a City Board, Commission, Committee, EDC, LGC, TIRZ or Task Force

The City Council is responsible for removing members from a City Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force. To promote a process that is efficient, transparent, and that allows input from the entire City Council, the following process shall be used to remove members from a City Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force:

- 1) Absences – Any City Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force member whose attendance falls below 75% within a rolling 12- month period or missing four consecutive meetings shall be **deemed ineligible to serve. ~~considered for removal.~~** The Chair shall provide written notice to the City Secretary of the dates and reasons, if known, of the member's absences. The City Secretary shall work with the City Manager or designee to add an item to the next regular City Council Meeting for discussion and possible action on the removal of the member. The City Secretary shall also notify the member of their non-compliance of the attendance requirement to allow them an opportunity to respond.
- 2) Other Removals – A Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force member serves at the pleasure of the City Council and may be removed in either of the following manners:
 - a) Upon the recommendation of any member of the City Council and the affirmative vote of four (4) or more members of the City Council.
 - b) The Board, Commission, EDC, LGC, TIRZ, or Task Force may, by majority vote, submit to the City Council a recommendation for one of their own members to be removed. The Chair shall forward this recommendation to the City Secretary, who shall work with the City Manager or designee to add an item to the next regular City Council Meeting for discussion and possible action on the recommendation for removal. The City Council may remove the member by the affirmative vote of four (4) or more members of the City Council.
- 3) Vacancies shall be filled in accordance with the appointment procedures for new members **as outlined above.**
- 4) These removal procedures do not apply to any Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force established by state or federal law, City Charter, or ordinance to the extent these procedures are in direct conflict with such other law.

h) Nomination and Voting Procedure for Positions not Subject to Nominating Committee Recommendations

For positions not subject to Nominating Committee recommendations, the City Council shall follow the procedure for nominations from the floor described below:

Commented [1]: Removing "Nominating Committee" so how should this be addressed?

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1) Nominations:

- a) The presiding officer will call for nominations from the City Council by stating, for example, "Nominations are now in order for the office of..."
- b) A Member need not be recognized by the presiding officer to make a nomination, unless the Member wishes to speak in the debate on it at the same time.
- c) No second is required.
- d) The presiding officer repeats each nomination until all nominations for the office have been made.
- e) Members of the City Council are not required to make a nomination, but no Member may nominate more than one person.
- f) All nominations are completed before voting takes place.

2) Voting:

- a) Votes can be cast for any person who is eligible for election, even if that person has not been nominated.
- b) When called upon by the presiding officer, every Member, in turn, will state the name of the person they are voting for.
- c) If no nominee receives at least four votes, the nominee with the lowest votes shall be dropped from consideration and voting will be repeated for the remaining nominees. This procedure will be followed until one nominee receives at least four votes.
- d) Once a nominee receives at least four votes, a motion may be accepted to appoint such nominee to the office or position.
- e) After the motion is seconded, discussion on the motion is entertained and then a formal vote to appoint the nominee is conducted.
- f) If the motion fails, the nomination process may be repeated until the office or position is filled.

i) Charge from the Mayor and Council.

- 1) The Mayor and Council shall adopt a "charge" for every appointed Board, Commission, or Committee.
- 2) The charge shall be recommended by the appropriate City staff liaison designated by the City Manager.
- 3) The charge by definition establishes the direction, boundaries, and intended accomplishments of a Board, Commission, or Committee and includes appropriate elements, such as the following:
 - a) General powers and duties
 - b) Vision and/or mission statements
 - c) Goals, responsibilities
 - d) Officers, members
 - e) Qualifications
 - f) Ethics and standards of performance
 - g) Training requirements

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- h) Timeline, schedule, reporting dates
 - i) Meeting requirements
 - j) Accountability to Mayor and Council
 - k) Accessibility and accountability to the public
 - l) Liaison with City staff
- 4) The charge shall be reviewed in required orientation and subsequent training.
 - 5) The City Secretary shall develop a template for committee charges from the Mayor and Council.
 - 6) This charge shall be reviewed annually by Council and staff and updated or modified as necessary.

2 Meetings

a) Agenda Development, Review, and Posting

The agenda of each City Council Meeting is prepared as a joint effort between the Mayor, City Manager or designee, and any other staff members designated by the City Manager.

The Mayor may consult with the City Manager or designee regarding proposed agenda items to be included in the agenda of a regular or special meeting of the Council. The review may be waived by the Mayor or other presiding officer. If not waived, the review should be an update regarding the agenda, recommended actions, and other developments. The review shall focus on the agenda and related written materials and shall not constitute a briefing. The review shall not be subject to the posting requirements of the Texas Open Meetings Act, unless attended by additional Council Members.

Any one member of the City Council may place items on the agenda by submitting them to the City Manager, or designee, or City Secretary ~~preferably by noon 5:00pm~~ on the Tuesday of the week prior to the Thursday Council Meeting, ~~but no later than the day of posting of the City Council Meeting~~. The request should state the nature of the item and include any supporting material. Once finalized, the proposed agenda and packet are placed into the designated City Council online file location on the Friday before the scheduled meeting date. Council members have until noon on the Monday before the scheduled meeting date to propose changes or corrections to the proposed agenda and packet, ~~but no new agenda items may be added~~. The agenda items placed by the members of the City Council are not subject to review by the Mayor, other Council Member, City Manager or designee, or other City staff member, nor is an agenda item subject to editing without the approval of the member of the Council who submitted it. The final agenda is posted on the City Hall Bulletin Board and on the City's website in accordance with the Texas Open Meetings Act (the "TOMA"). A link to the packet shall be emailed to all Council Members.

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b) Meeting Schedule

Regular meetings are held the first and third Thursdays of each month at 7:00 p.m., in the City Hall Council Chambers, 500 W. Live Oak Street, Hutto, Texas. Other meetings may arise on an as-needed basis, such as budget work sessions. A schedule of regular meetings is determined in December for the upcoming year. At times, scheduling conflicts will arise, and a regular meeting may be rescheduled to another day. Per the Hutto City Charter, any special meeting may be called by the Mayor or three (3) Council Members.

c) Work Sessions

Work Sessions have several purposes:

- 1) to discuss pending items for the Council agenda;
- 2) to discuss items that staff needs to bring to Council's attention;
- 3) to receive progress reports on current projects; and
- 4) to hear regular updates from members of appointed Boards, Commissions, or Task Forces.

Overall, the purpose of the work session is for Council and staff to meet and discuss various items in an informal manner where questions may be asked of each other and in-depth discussion can take place. Official action on City business is allowed to take place during Work Sessions in the same manner as action is taken by City Council during regular or special meetings.

Work sessions are typically held at 6:00 p.m. on the day of the Council Meeting but may be held on other days and at times as determined by the City Council. All Work Session agendas are posted in compliance with the TOMA and are always open to the public.

Work Sessions are attended by all members of the City Council, the City Manager, Assistant City Manager or designee(s), and the City Secretary. Depending on the agenda items, the City Attorney, Department Directors, other staff members, consultants, board members, etc. may be invited.

d) Emergency Meetings

Special rules allow for posting notice of emergency meetings and for supplementing a posted notice with emergency items. These rules affect the timing and content of the notice, but not its physical location. Section 551.045 of the Texas Government Code provides:

- 1) In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added as an item to the agenda for a meeting for which notice has been posted is sufficient if it is posted for at least one hour before the meeting is convened.

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- 2) An emergency or urgent public necessity exists only if immediate action is required of a governmental body because of:
 - a) An imminent threat to public health and safety; or
 - b) A reasonably unforeseeable situation.
- 3) The governmental body shall clearly identify the emergency or urgent public necessity in the notice or supplemental notice.
- 4) A person who is designated or authorized to post notice of a meeting by a governmental body shall post the notice stating the governmental body's reason for the emergency or urgent public necessity.
- 5) The sudden relocation of a larger number of residents from the area of a declared disaster to a governmental body's jurisdiction is considered a reasonably unforeseen situation for a reasonable period immediately following the relocation. Notice of an emergency meeting or supplemental notice of an emergency item added to the agenda of a meeting to address a situation described by this subsection must be given to the members of the news media as provided by Section 551.047 of the Texas Government Code not later than one hour before the meeting is convened.

The public notice of an emergency meeting must be posted at least one hour before the meeting is scheduled to begin. A government body may decide to consider an emergency item during a previously scheduled meeting instead of calling a new emergency meeting. The governmental body must post notice of the subject added as an item to the agenda at least one hour before the meeting begins.

In addition to posting the public notice of an emergency meeting or supplementing a notice with an emergency item, the governmental body must give special notice of the emergency meeting or emergency item to the news media who have previously

(1) filed a request with the governmental body, and (2) agreed to reimburse the governmental body for providing the special notice. The notice to members of the news media is to be given by telephone, facsimile transmission, or electronic mail at least one hour before the meeting is convened.

Because Section 551.045 of the Texas Government Code provides for a one-hour notice only for emergency meetings or for adding emergency items to the agenda, a governmental body adding non-emergency items to its meeting agenda must satisfy the general notice period of Section 551.043 or Section 551.044 of the Texas Government Code, as applicable, regarding the subject of that item.

The public notice of an emergency meeting or emergency item must "clearly identify" the emergency or urgent public necessity for calling the meeting or for adding the item to the agenda of a previously scheduled meeting. The Act defines "emergency" for purposes of emergency meetings and emergency items under Texas Government Code Section 551.045(b).

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A governmental body's determination that an emergency exists is subject to judicial review. The existence of an emergency depends on the facts in a given case.

e) Public Comments

The City Council encourages and solicits public input on all matters both in and out of City Council Meetings. Members of the public wishing to make general announcements, or address a topic that is not included on the agenda, must do so under the "Public Comments" agenda item at the beginning of the meeting.

At each regular meeting, the Council will set aside time at the beginning of a meeting to afford the public an opportunity to speak to the City Council regarding matters of concern or interest to the public regarding City affairs. Members of the public wishing to address the City Council speak in person or by telephone must fill out the required sign-in form. The required sign-in form will be provided at the meeting location and online. Sign-in forms provided at the meeting location must be turned in to the City Secretary prior to the meeting being convened and online forms must be completed at least fifteen (15) minutes before the meeting. Written Public Comments received prior to the meeting will have the individual's name recorded in the official meeting minutes.

Public Comment about non-agenda items. Members of the public signing up to speak about non-agenda items shall, when recognized by the presiding officer, have three (3) minutes to speak regarding non-agenda items. Comments on non-agenda items shall not be used by citizens as an additional comment period for agenda items. The presiding officer shall not be obligated to recognize a speaker for a second comment regarding non-agenda items.

Public Comment About Agenda Items. Members of the public signing up to speak about agenda items shall, when recognized by the presiding officer, have three (3) minutes to speak regarding each agenda item the speaker has signed up for when the agenda item is up for consideration. Alternatively, the speaker may choose to give their comments on specific agenda items at the beginning of the meeting during Public Comment. Speakers may express their opinions or viewpoints on an issue, but are not permitted to participate in the debate on an issue. The time limit for Public Comments about agenda items may be extended to answer questions from members of the City Council.

Members of the public wishing to read a letter from another member of the public will be allowed only three (3) minutes to read the letter and address their own comments.

Members of the public who are present may designate their time to another speaker with a limit of two designations or a total time of nine (9) minutes per speaker.

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Members of the public addressing the Council through a translator or needing additional time due to a disability shall be allowed six (6) minutes. The City Secretary is the designated timekeeper.

Any person, including persons in the audience, who acts in an inappropriate or disruptive manner may be asked to leave the City Council Chambers or may be removed as allowed by law.

Signs will be permitted in the City Council Chambers or in any other room in which the City Council is meeting as long as the sign does not disrupt the meeting by blocking either the video camera(s) or other in person attendees' views. Signs may not be used to disrupt the meeting to ensure the meeting can proceed in a timely and orderly manner. Exhibits, displays, and visual aids used in connection with presentations to the City Council are permitted.

Once Public Comment has been received, the City Council may proceed to other business.

The audience and the viewers are reminded that the comments of the speakers reflect the speaker's positions or opinions.

City Council Members' responses to any comment made by a speaker during Public Comment are restricted by law. The Council and its members are prohibited from discussing or acting upon any matter that was not listed under the action item portion of the agenda and not included on the posted notice, other than to provide statements of fact or to request that an item be put on a future agenda for discussion and/or possible action. A lack of a response from Council Members does not indicate agreement or approval of the comments.

However, the City Manager or designee, City Attorney, and City staff are not prohibited by law or City policy from responding as is deemed appropriate to comments made in the Public Comment portion of this meeting.

The Mayor or person chairing the City Council Meeting may read this policy prior to the commencement of the Public Comments portion of the meeting.

f) City Council Comments

City Council Comments shall be limited to items of community interest as defined by the TOMA and requests to place subjects on the agenda for a future meeting. The City Council may not prohibit public criticism of the governmental body, including criticism of any act, omission, policy, procedure, program, or service. This subsection does not apply to public criticism that is otherwise prohibited by law.

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g) Public Hearings

The staff member that is responsible for the public hearing will make a brief presentation on the item, and the Mayor will open the hearing for Public Comment. Individuals may sign up to speak by completing a Public Comment Card and submitting it to the City Secretary. Each speaker will have three (3) minutes to speak. The Mayor will close the public hearing when Public Comment has concluded.

h) Video and Streaming of Meetings

City Council Meetings are held at 500 West Live Oak Street, Hutto, Texas 78634, except for some work sessions and those meetings or portions of meetings conducted in Executive Session, are web streamed live, made available on the local Community Access Channel, and archived on the City's website. Videos and audio are archived on the City's website for up to five (5) years for the sole purpose of being able to rebroadcast the meetings on the Community Access Channel and the web. Both forms of broadcasted meetings are for the viewing by Hutto citizens and are not the permanent record of City Council proceedings.

i) Proclamations

The Mayor issues proclamations as a way to give special recognition by the City to an individual, event, issue, etc. All requests for proclamations must go through the City Secretary's Office and be approved by the Mayor. Proclamations may be presented at a City Council Meeting (or other meetings as approved by the Mayor) or prepared and mailed to the requester. If the proclamation is to be presented at a City Council Meeting, there must be a representative at the meeting to receive the document or arrangements made to provide the proclamation to the representative.

j) Executive Session

Where possible, documents to be discussed in Executive Session will be made available to City Council Members before the meeting at which the Executive Session is held. Executive Sessions will be audio recorded as allowed by the TOMA.

k) Texas Open Meetings Act

Every meeting of the City Council and a Board, Commission, Committee, EDC, LGC, or TIRZ must be conducted in accordance with Chapter 551 of the Texas Government Code, commonly referred to as the TOMA (the "Texas Open Meetings Act" or the "Act"). City Task Forces are exempt from this requirement. The Act is based on the notion that public officials should discuss and vote on public business under public scrutiny, so that the public will have the opportunity to know what their public officials are doing. The Act contains criminal penalties for violations.

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To help educate government officials on the Act requirements, each elected or appointed member of a governing body must take at least one hour of training in the TOMA. The training must be completed no later than ninety (90) days after the member takes the oath of office or assumes the responsibilities of the office.

The Attorney General's Office allows the requirement to be met in at least two ways:

- 1) A video is available to view online on the Attorney General's webpage concerning open government; and
- 2) Certification of other entities, such as the Texas Municipal League, to provide the training.

The training needs to be conducted in coordination with the City Secretary who is responsible for certifying that all elected and appointed officials are in compliance with the requirements under the TOMA.

1) Format of Meetings

The City Council, City Boards, Commissions, Committees, EDC, LGCs, TIRZs, or Task Forces will follow *Robert's Rules of Order* in conducting public meetings. The presiding officer will use the following guidelines when addressing each agenda item:

- 1) Announce the item. The presiding officer should clearly announce the item number and read the entire item as listed on the agenda.
- 2) Receive a Report. The staff or Council Member who was responsible for adding the item to the agenda should provide background information or a report, so the governmental body has a clear understanding of the item. Council Members will be allowed to ask questions and receive answers if further clarification on the item is needed, but deliberation of the item should be reserved until after motions are made.
- 3) Receive Citizen Input. If any citizens have signed up to speak on the item, they should be given an opportunity to speak. They may speak either before or after the staff report is given.
- 4) Make Motions. The presiding officer will accept any motions and allow for discussions on the motion. The presiding officer will repeat the motion (with any amendments) and ask for discussion on the motion. Each Council Member will be given an opportunity to speak, and no Member shall speak a second time unless all other Council Members have been given an opportunity to speak, unless otherwise allowed by *Robert's Rules of Order*. No Council Member shall speak more than twice on an agenda item, which rule may be suspended as circumstances require. The time for each council member to speak on an item shall be limited to five (5) minutes for each opportunity to speak.
- 5) Voting. Once discussion is complete, the president officer shall call for a vote. The vote will be recorded by the City Secretary and will be announced by the presiding officer.

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- 6) The City Attorney (or another person designated by the City Council) shall serve as parliamentarian for City Council Meetings and shall ensure *Robert's Rules of Order* are followed.

m) Use of Digital Media During the Meeting

The City Council should limit the use of digital media except in cases where they are being notified of something of a personal nature or are being forwarded information by city staff regarding an item under consideration. The use of such messaging contrary to the authorized uses as outlined above could constitute a violation of the TOMA.

n) Violations of Protocols

Any Council Member may be disciplined for violation of this Protocol Policy, or if a Council Member acts in a manner that, including but not limited to bullying, cyberbullying, harassment, and sexual harassment, causes embarrassment or disgrace to the City of Hutto.

For discipline to be considered, an item shall be placed on a City Council agenda by at least two (2) Members of the City Council for discussion in Executive Session unless a Council Member requests the item to be heard in Open Session.

Such action may only take place after discussion of the offense in Executive Session unless the Member for whom discipline is being considered requests the discussion to be held in Open Session. The offending Member shall be present to answer any questions asked by Members of the City Council or make other statements as he or she may desire. If the offending Member refuses to attend the Executive Session but has not requested the item to be held in Open Session, the remaining Members of the City Council may proceed in their presence.

After discussion in Executive Session (or Open Session as allowed above), the City Council may choose to discipline the offending Member as follows, and if required by law, shall be made publicly in Open Session in accordance with the TOMA:

- 1) No Action. The City Council chooses to take no action.
- 2) Private Censure. The City Council may choose to leave their comments to the offending Member left in the confines of Executive Session.
- 3) Assignments. Temporary removal from Committee or Liaison assignments for a specified period of time by a supermajority vote.
- 4) Public Censure. The City Council may choose to publicly censure the offending Member through a resolution passed by a supermajority vote and entered into the public record.

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3 Financial Matters

a) Budget

The budget is the City's financial plan that presents the services to be provided to the community over the coming year and the funds necessary to perform these services. Hutto operates under a fiscal year that begins on October 1st and ends on September 30th. In early spring, staff begins the process of estimating anticipated revenues, identifying and evaluating potential expenditures, and preparing a recommended budget. Special budget workshops will be scheduled with the Council throughout the summer, as needed, for the City Manager or designee to present the recommended budget on or before August 15th of each fiscal year. Public hearings are typically held on the budget in August, with the Council considering the budget at a September Council Meeting. For more information, please reference the City of Hutto Fiscal and Budgetary Policy.

b) Training and Education

There are training opportunities for Council Members offered by various organizations such as the Texas Municipal League and the National League of Cities. During the budget process, City Council Members are asked to submit a training plan for the upcoming year. The City Manager's Office will assist any Council Member with registration, travel arrangements, and forms that are required by the Finance Department.

c) Travel and Reimbursement

City Council Members shall follow the City's Travel and Reimbursement Policy that is outlined in the City of Hutto Employee Manual.

d) Council Campaign Disclosures

Generally, candidates and officeholders are required to file reports of contributions and expenditures by January 15th and July 15th of each year. The reports filed on these dates are known as semi-annual reports. These reports must be filed even if there is no activity to report for the period covered.

(<https://www.ethics.state.tx.us/data/forms/coh/coh.pdf>).

An "Appointment of a Campaign Treasurer by a Candidate Form" (Form CTA) must be filed with City Secretary before accepting contributions or making expenditures (<https://www.ethics.state.tx.us/data/forms/coh/cta.pdf>). It is recommended that this form be filed at the time the candidate's application is filed. A candidate that does not intend to accept more than \$940.00 (or other amount designated by the Texas Ethics Commission) in sign contributions or make more than \$940.00 (or other amount designated by the Texas Ethics Commission) in political expenditures should sign page 2 of the form declaring "Modified Reporting"; thereby, eliminating

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the election reporting requirements of January 15th and July 15th. More information regarding campaign financial disclosures can be found at www.ethics.state.tx.us/resources/cf/.

4 Ethics

a) Conflicts of Interest

- 1) No City official or appointee shall intentionally or knowingly disclose any confidential information gained by reason of said official's or appointee's position concerning the property, operations, policies, or affairs of the City, or use such confidential information for the pecuniary gain of said official or appointee, or others.
- 2) No City official or appointee shall intentionally or knowingly use one's official position or City-owned facilities, equipment, or supplies for the pecuniary gain or advantage of said official or appointee, or use City-owned vehicles, printing facilities, postage facilities, or long-distance telephone service for personal reasons, for pecuniary gain or advantage, or in any political campaign.
- 3) Except as otherwise specifically authorized by ordinance, no City official or appointee shall intentionally or knowingly appear before the body of which the official is a member while representing himself, or any other person, group, association, interest, or business entity.
- 4) No City official or appointee shall intentionally or knowingly represent directly or indirectly any private person, group, or interest other than himself or a family member before any department, agency, commission, or board of the City for economic benefit or pecuniary gain.
- 5) No City official or appointee shall vote on or participate in any decision-making process if the official or appointee has a direct financial interest in the outcome of the matter under consideration. No City official or appointee shall vote on or participate in any decision-making process on any matter concerning real property or a business entity if the City official or appointee has a substantial interest in the business entity or real property.
- 6) None of the foregoing shall be construed to prohibit any City official or appointee from representing his interest in his owner-occupied homestead before the council, board, commission, or any department except for the body of which the official or appointee is a member.
- 7) In any action or proceeding in the Municipal Court of the City which was instituted by a City official or appointee in the course of official duties, no City official shall knowingly represent anyone other than himself or a family

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member. If a Council Member elects to have a trial in Municipal Court, the City Council, without the participation of the affected Council Member, shall appoint a special judge to preside over the trial.

- 8) No City official or appointee shall act as a surety for any person or business entity that has any contract with the City, or on any bond required by the City for any City official or appointee.

b) Disclosure of Interest

- 1) If any City official or appointee has a substantial interest in any real property or a business entity involved in any decision pending before the body of which the City official or appointee is a member, the City official or appointee shall not vote or otherwise participate in the consideration of the matter.
- 2) In the case of a City official or appointee, the City official or appointee shall publicly disclose, verbally or in writing, the nature and extent of such interest to the body on which the City official or appointee serves prior to any discussion or determination of the matter to be considered or immediately upon discovery of the conflict of interest. The statement of disclosure shall be included in the official minutes of the body.

c) Financial Disclosure

- 1) No later than April 30th of each year, each City official shall file a sworn Financial Disclosure Statement with the City Secretary reflecting the financial situation of the City official as of December 31st of the previous year. Notwithstanding any other term or provision of these Council Protocols, as used in this section:
 - a) The term “family member” shall include only the City official and the spouse and the minor children of the City official.
 - b) The term “substantial interest” shall include only the interests of the City official and the spouse and minor children of the City official.
- 2) A newly appointed City official shall file a sworn Financial Disclosure Statement with the City Secretary within thirty (30) days from the date the position with the City is assumed. Said statement shall reflect the financial situation as of the date of employment or appointment and for the previous twelve (12) months.
- 3) Each person required to file a Financial Disclosure Statement shall do so on the form approved by the City Council and supplied by the City Secretary.
- 4) The City Secretary shall maintain all Financial Disclosure Statements required to be filed herein as public records and retain them for the period required by the Public Information Act.

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- 5) Pursuant to Ordinance 2023-060, the City Council established procedures for the City Secretary to make Financial Disclosure Statements available to the public. The procedures are currently set forth in Article 2.05.046 “Public Access to Statements; Retention” of the Hutto City Code of Ordinances. The procedures include requiring the City Secretary to maintain the statements in a manner accessible to the public; redacting certain personal information of the official before review by the public; and keeping a log of those members of the public who review and/or inspect the financial statements of City Council Members.

d) Gifts

No City official or appointee shall intentionally or knowingly solicit or accept any contribution, gift, or economic benefit with actual or constructive knowledge that same is:

- 1) Offered or given with the intent to influence the judgment or discretion of such official or appointee; or
- 2) Given in consideration of the favorable exercise of such official's or appointee's judgment or discretion in the past.

5 Communications

a) Correspondence To/From Council

The City Secretary receives and processes the City Council's incoming mail. All mail to the Mayor and Council Members is reviewed and placed in the mailboxes located in the Council Executive Conference Room. All invitations are scanned and sent to the Council Members via email for action, and the City Secretary will take care of confirming the Members' attendance at an event and, if necessary, schedule the event on their calendar and post a potential quorum notice in accordance with the TOMA.

All mail to the Mayor is opened and reviewed as to priority for a response, copies needed for city staff and/or City Council, notation of upcoming events, etc. All important letters addressed to the Mayor are copied to the Mayor and an original is kept in the official files in the City Secretary's Office.

All needed responses to letters are coordinated between the Mayor, City Manager or designee, and City Secretary.

b) Media Relations

The media frequently contacts Council Members for information and quotes. The Mayor may issue statements on behalf of the City only after having consulted with the City Communications Department and jointly developed a statement. Any

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comment made by the Mayor that has not been reviewed by the City Communications Department shall not be considered a representation of the official City position on the communication. If the media contacts an individual Council Member, the Council Member should be clear that any comments represent their own personal viewpoint and not that of the City.

Below are three things to remember when dealing with the press:

- 1) Never go “off the record”;
- 2) Choose words carefully and cautiously; and
- 3) Remember the media lives by tight deadlines.

All official City statements that will be sent out as a press release will go through the City Manager’s Office for distribution. The Public Information Officer maintains up-to-date contact information for all local media outlets. In order to ensure that all media outlets are treated fairly, all news releases should be submitted to the Public Information Officer for review and distribution.

c) Social Media

Individuals are encouraged to positively promote the City and share information on their own social media websites, as allowed by law. However, City Council Members along with Board, Commission, Committee, EDC, LGC, TIRZ, or Task Force Members should exercise caution when commenting or responding to other posts. Only factual information should be provided to City-related topics as personal views may not reflect that of the entire Council, Board, or City. In addition, unless authorized by state law, you should carefully check to ensure that no other Council Members or Board or Commission Members have responded on the same discussion thread to avoid a possible violation of the TOMA.

In general, responses should be referred to and handled by the City’s Public Information Officer (the “PIO”). In certain circumstances, the City Manager or designee, PIO, and/or Mayor may determine that it is appropriate for someone else to respond directly.

The Mayor and Council should treat each other with dignity and respect in all social media posts. Disagreements on policy are allowed, but personal attacks are not allowed.

The Mayor and Council shall have a disclaimer on all social media platforms that are used in their capacity as elected officials that their posted information does not represent the official position of the City or other Council Members. Social media platforms include, but are not limited to, Instagram, Facebook, Snapchat, TikTok, X, and YouTube.

The Mayor and Council should utilize the Official City of Hutto Council Online Message Board for comments relating to City business.

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d) Public Information Act

Texas Government Code, Chapter 552, known as the Texas Public Information Act, requires that most City records, including those in the possession of Council Members, be open to the public for inspection.

“Public Records” are broadly defined under the Act to include “the portion of all documents, writings, letters, memoranda, or other written materials which contain public information.” “Public information” includes “all information collected, assembled, or maintained by or for governmental bodies pursuant to law or ordinance or in connection with the transaction of official business.”

Certain information is specifically excluded from the requirements of the Texas Public Information Act. While the list of exempt materials is too long to recite here, it includes such items as working papers being used to draft ordinances or resolutions; certain personnel records; information that would, if released, give an advantage to bidders; documents protected because of attorney-client relationships; and documents related to pending or ongoing litigation.

Despite the narrow exemptions established in the law, the effect is to require that most of the written material used or produced by Council Members be made available upon request to the news media and other members of the public. If it is felt that certain records are exempt from the requirements of the law, and there has been no previous determination that particular types of records are exempt, the City Secretary’s Office will request an opinion from the Attorney General’s Office, within the deadlines provided by the Texas Public Information Act.

If an Attorney General’s Opinion is requested, and the Opinion subsequently holds that the information is public, and the City official has not released it, Section 552.324(b) of Texas Government Code requires that a suit by a governmental body be brought no later than the 30th calendar day after the governmental body receives the decision it seeks to challenge. The City shall not appeal an Attorney General ruling without first receiving the consent of the City Council.

The City of Hutto has designated the City Manager or designee as the PIO with regard to the Public Information Act. Therefore, all requests made under the Public Information Act shall be directed to the City Manager or designee.

Requests by Council Members in their Official Capacity

An official of the City who, in an official capacity, requests information held by the City does not act as a member of the public in doing so. Thus, the exceptions requiring public disclosure under the Act do not control the right of access of an official of the City to information maintained by the City. Accordingly, information may be released to City officials requesting the information in their official capacity in

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compliance with the following policy:

- 1) Requests for information from a City official must be submitted to the City Secretary and the City Manager or designee in writing.
- 2) The City Secretary shall promptly provide notice of the request to the remaining Members of the Council.
- 3) As soon as possible, but no later than ten (10) business days from the receipt of the request, the City Secretary will respond to the request from the City official with either copies of the requested information, notice that the information is available for inspection, or notice that the request will be added to the next City Council agenda for consideration and direction.
- 4) Information provided in response to a request by a Member of the Council will be made available to all Members of the Council, unless they waive their right to receive the specific material.
- 5) Members of the Council will not be charged for information sought in their official capacity.
- 6) Information that is protected by confidentiality laws and/or common law privacy laws that has no relationship to the transaction of official business, such as individuals' dates of birth, social security numbers, and personal financial information, will be redacted prior to release.
- 7) The City Secretary will mark all information provided in response to a request from a Member of the Council as "Confidential – For Official Eyes Only."

For more information regarding the Public Information Act, please refer to the City of Hutto Public Information Policy – Ordinance No. 2020-022.

e) Communication with City Staff

The City Council or its Members shall deal with City officers and City employees who are subject to the direction and supervision of the City Manager or designee solely through the City Manager or designee, and neither the City Council nor its Members shall give orders to any such officer or employee, either publicly or privately, except as otherwise provided in the Hutto City Charter.

- 1) Information requests
 - a) The Mayor and Council Members may request information from City staff, especially while following up to Council's directives and concerns expressed by constituents, so long as such inquiries are not attempts to "deal with" or to "give orders" to City staff and, therefore, are consistent with the Charter.
 - 1) These requests may relate to securing information or determining the status of work assigned in response to Council directives.
 - 2) Such requests shall not be considered "management directives," but, simply, legitimate information requests allowed by the Charter.
 - 3) City staff members shall inform the City Manager or designee of any such contacts.
 - 4) If the City Manager or designee or City staff members have questions

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about the propriety of providing the information requested, they shall direct their concerns to the Mayor and Council for their decision, rather than decline to provide it.

2) Communication with City Staff

- a) The City Manager or designee shall assist the Mayor and Council Members in developing and implementing methods for facilitating communication and interaction with City staff members, especially department directors.
 - 1) This may include scheduling presentations by department directors and their staff to the Mayor and Council.
 - 2) Such presentations shall be duly posted and may be scheduled before regular Council business meetings.
 - 3) Department presentations may be combined with staff reports, constituent requests, and queries about the status of projects and responses to Council directives.
- b) The Mayor and Council Members may interact freely and communicate with City staff members at town hall meetings, budget hearings, workshops, and committee meetings.
- c) City staff members shall make every effort to facilitate cooperative efforts with the Mayor and Council Members to meet the needs of constituents.

6 General Policies and Documents

a) Technology and Equipment Use & Electronic Communications and Systems Access Use

City-Issued Smart Phones

The City implemented the electronic distribution of agendas, reports, budget documents, etc. In order to access and use such documents, a City-issued electronic smartphone will be provided for each Council Member. City-issued electronic smartphones are for official City business only; personal use is prohibited.

The City does not pay for any accessories for any of the smartphones, such as cases, styluses, screen covers, personal applications, etc.

When Council Members complete their term of office, all City-issued equipment shall be returned to the City Manager or designee.

E-mail Account

Each Council Member is assigned an individual City e-mail address with the huttotx.gov domain. E-mails to the entire Council can be sent to citycouncil@huttotx.gov. The City's e-mail system shall be used for the

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communication and exchange of information related to City business. City e-mail may not be used for personal or political purposes.

Council Members can access their e-mail from their computer, phone, iPad, etc. through a web-based client; IT staff will assist with the set-up.

There should be no expectation of privacy when using City e-mail.

Please note, Council Members are subject to the City's Technology and Equipment Use Policy.

b) Political Activity

Council members have the right to endorse candidates for all Council seats or other elected offices. However, to mention endorsements during Council Meetings or at other official city meetings may violate Texas election laws.

c) City Charter

The City of Hutto Charter is a written document that establishes the basic governmental structure, form of government, corporate boundaries, and municipal powers. In this respect, it is similar to a state or national constitution. As such, amendments to the City Charter require an election and approval of the citizens of Hutto. The copy of the Charter can be retrieved at www.huttotx.gov or in the City Secretary's Office.

d) Code of Ordinances

The City Code of Ordinances is the compilation of the local laws that have been adopted and codified by the City Council. The City Code covers a wide range of areas, including taxes, court, environmental regulations, alcoholic beverages, business regulations, etc. Amendments to the City Code must be adopted by the City Council. A copy of the Code of Ordinances can be found at www.huttotx.gov or in the City Secretary's Office.

e) Council Liaison Duties

The City Council may choose to designate a City Council Member or the Mayor as a liaison between the City Council and a Board, Commission, or Task Force. Appointments are made by vote of the Council.

Council Liaison duties and expectations for the Board, Commission, or Task Force to which they are assigned are as follows:

- 1) Liaisons should attend the meetings of the Board, Commission, or Task Force whenever possible, but have no voting authority. Interactions should be limited to an advisory role.

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- 2) Liaisons are encouraged to become subject matter experts in the area to which they are assigned, becoming a resource to the other Members of Council.
- 3) The Liaison may also meet with the chair as well as the staff members assigned to support the Board, Commission, or Task Force. These meetings should focus on helping to coordinate the work, get items on City Council agendas, or otherwise be their advocate to the rest of Council.
- 4) Liaisons may report to other Council Members on activities, updates, or concerns of their assigned Board, Commission, or Task Force that would be beneficial for the other Members of Council to know about. These reports should be given during Council Comments at a City Council Meeting or on the Official City of Hutto Council Online Message Board.

ORDINANCE NO. O-2024-040

AN ORDINANCE OF THE CITY OF HUTTO, TEXAS, AMENDING ARTICLE 2.05 “STANDARDS OF CONDUCT AND FINANCIAL DISCLOSURE,” DIVISION 2 “FINANCIAL DISCLOSURE AND STANDARDS OF CONDUCT,” SECTION 2.05.046 “PUBLIC ACCESS TO STATEMENTS; RETENTION” OF THE CODE OF ORDINANCES; PROVIDING FOR FINDINGS OF FACT, ENACTMENT, REPEALER, SEVERABILITY, EFFECTIVE DATE, AND PROPER NOTICE AND MEETING.

WHEREAS, although not required by state law, the City Council has adopted a requirement in its Code of Ordinances that City Council Members file a Financial Disclosure Form annually; and

WHEREAS, the City Council has found that an amendment is necessary for dissemination of the Financial Disclosure Forms to the public by deleting subsection (b); and

WHEREAS, the City finds that this ordinance was passed and approved at a meeting of the City Council of the City of Hutto held in strict compliance with the Texas Open Meetings Act at which a quorum of the City Council Members were present and voting; and

WHEREAS, the City Council has determined that all prerequisites to the adoption of this Ordinance have been met.

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

SECTION 1. Findings of Fact. The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

SECTION 2. Enactment. The City Council of Hutto hereby amends Article 2.05 “Standards of Conduct and Financial Disclosure,” Division 2 “Financial Disclosure and Standards of Conduct,” Section 2.05.046 “Public Access to Statements; Retention” and its codification in the Code of Ordinances to read as follows:

Section 2.05.046 Public access to statements; retention.

- (a) Financial statements filed under this division are public records and shall be made available to the public in accordance with the Public Information Act. The city secretary shall maintain the statements in separate alphabetical files and in a manner that is accessible to the public during regular office hours. The address, phone number(s), and family member(s) shall be redacted before a financial statement is provided pursuant to a Public Information Act request. The term “family member” shall mean the candidate’s spouse, minor child, or adult child who lives in the candidate’s home.

~~(b) The city secretary shall maintain a written and/or electronic log of those individuals who review or inspect financial statements of council members. No copies shall be made of the financial statements nor shall individuals be allowed to take photographs of the financial statements. The city secretary shall adopt such other reasonable internal procedures related to dissemination of financial statements in accordance with this section of the code.~~

(c) The city secretary shall destroy any financial statements filed by the official or candidate after the second anniversary of the date the person ceases to be an official or candidate.

SECTION 3. Repealer. All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

SECTION 4. Severability. Should any of the clauses, sentences, paragraphs, sections, or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

SECTION 5. Codification. The City Secretary is hereby directed to record and publish the attached rules, regulations, and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

SECTION 6. Passage. Pursuant to Section 3.13 of the Hutto City Charter, the Council determined that the first reading of this ordinance is sufficient for adequate consideration by an affirmative vote of four or more members of the City Council during the first reading and the requirement for reading this Ordinance on two separate dates with was dispensed with by the affirmative vote of four or more members of the City council; therefore, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon second reading.

SECTION 7. Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Hutto and the laws of the State of Texas.

SECTION 8. Proper Notice and Meeting. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED AND APPROVED by the **CITY COUNCIL** of the **CITY OF HUTTO, TEXAS**, on the 11th day of July, 2024 on vote of 7 AYES; 0 NAYS; _____ ABSTENTIONS.

CITY OF HUTTO, TEXAS

By: 
Mike Snyder, Mayor

ATTEST:

By: 
Laura Hallmark, City Secretary

(SEAL)

