



Chad Mees, Mayor
Vickie Cooper, Mayor Pro-Tempore
Gayle Jones, Council Member
Jackie Ivicic, Council Member
Jesse Luna, Council Member
Tom Zimmer, Council Member

NOTICE AND AGENDA OF A CALLED MEETING OF THE CITY COUNCIL OF THE CITY OF BARTLETT, TEXAS

Notice is hereby given that the City Council of the City of Bartlett, Texas will hold a

Regular Called Meeting

6:00 PM

Monday, February 9th, 2026

Bartlett City Hall

140 W Clark Street, Bartlett, TX 76511

For citizen comments, please contact Brenda Kelley, City Secretary at (municipalcourt@bartlett-tx.us).

CALL TO ORDER, DECLARE A QUORUM, PLEDGE OF ALLEGIANCE, AND INVOCATION

CITIZENS COMMUNICATION

(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.)

BOARDS, COMMISSIONS, & COMMITTEES PRESENTATIONS, PROCLAMATION

Fire Department –
Teinert Memorial Library –
Bartlett City Cemetery –
Parks and Recreation –

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items the Council may act on with one single vote. Any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)

1. Receive monthly department reports:
 - a. Municipal Treasurer
 - b. City Secretary
 - c. Accounts Payables
 - d. Municipal Court
 - e. Development Services-Permits
 - f. Utility Billing
 - g. Public Works
 - h. Police Dept
 - i. City Administrators Report – December 2025 and January 2026

Approve minutes from the following meeting:

- a. 1/12/26 – Regular Meeting
- b. 1/30/26 – Special Meeting



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REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

1. Discuss, review, and take any necessary action on the approval the Department of Public Safety conviction software program for the Municipal Court of Bartlett Tx. There is no fee or charge.
2. Discuss, review, and take any necessary action on calling a General Election.
3. Discuss, review, and take any necessary action on calling a Special Election.
4. Discuss, review, and take any necessary action to consider the creation of City Secretary/Assistant City Administrator position.
5. Discuss, review and take any necessary action for the approval of the Bell County Election contract.
6. Discuss, review, and take any necessary action for the approval of the Williamson County Election contract.
7. Discuss, review, and take any necessary action for the position of Cemetery RFP Position.

FUTURE AGENDA ITEMS

ADJOURN

All items listed on the agenda are eligible for discussion and/or action. The City Council reserves the right to retire into executive session at any time during the course of this meeting to deliberate any of the matters listed, as authorized by Texas Government 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about gifts and donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development). All final deliberations and actions of the governing body shall be held in an open meeting as required by Texas Government Code 551.102.

Potential Notice of Quorum

The Planning and Zoning Commission may be present at this meeting.

I certify this agenda was posted, pursuant to Texas Government Code 551.043, at least 72 hours prior to the commencement of the meeting in accordance with the Texas Open Meetings Act.

Posted Tuesday, February 3rd, 2026, at or before 6:00 P.M.

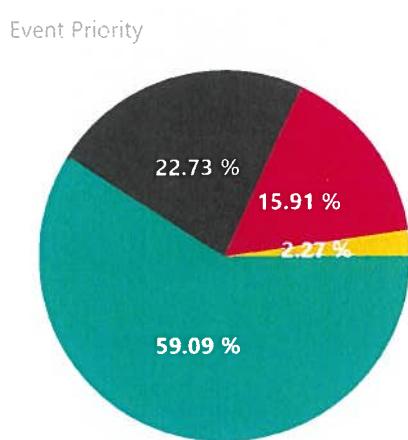
A handwritten signature in blue ink that reads "Brenda Kelley".
Posted by /s/ Brenda Kelley – City Clerk

Monthly Report - BAFD

Previous Month



Event Priority	Event Count
1	26
2	10
3	7
4	1
Total	44



Event Priority	Response Time	Start To Add Time	Add To Disp Time	Disp To En Rte Time	En Rte To Arv Time	Arv To Close Time
1	1212	72	28	583	629	6826
2	206	63	21	129	94	3131
3	609	78	38	306	603	1604
4		29	19			

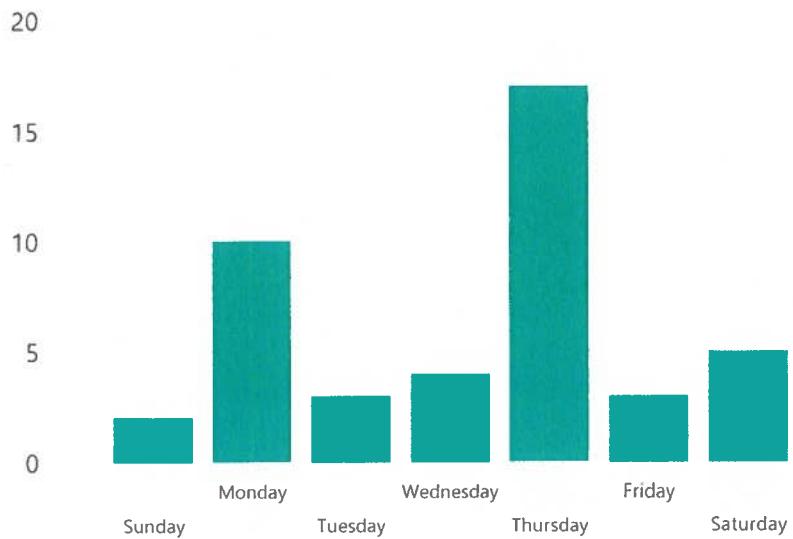
(Response times in seconds.)

Monthly Report - BAFD

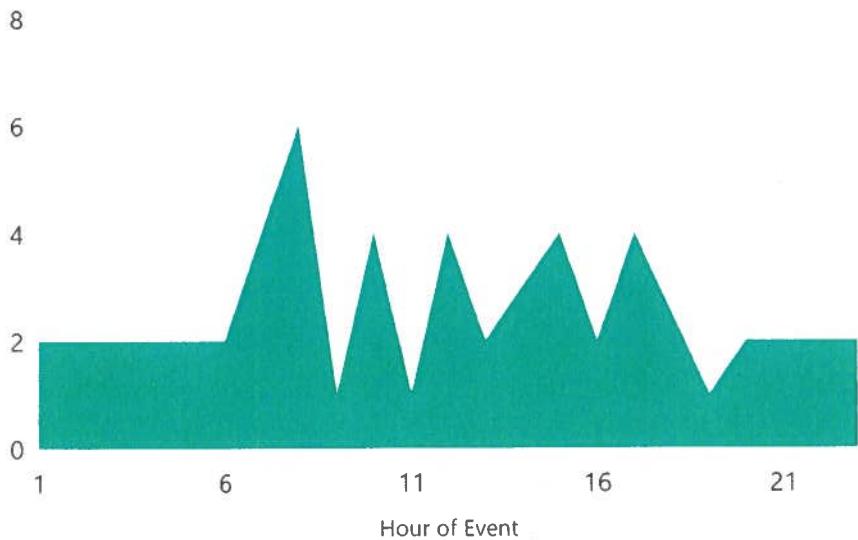
Previous Month



Event Counts by Day of Week



Event Counts by Hour of Day (24 hour)



Monthly Report - BAFD

Previous Month



Event Counts by Type

Event Type	Event Count
FALLS	6
BREATHING PROBLEMS	6
STRUCTURE FIRE	5
TRANSFER	5
ALARM	3
GRASS BRUSH WILDLAND	3
TRAFFIC/TRANSPORTATION ACCIDENTS	2
MUTUAL AID	2
HEMORRHAGE/LACERATIONS	2
ABDOMINAL PAIN/PROBLEMS	1
SICK PERSON	1
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	1
SPILL CONTROL	1
ADMIN DUTIES	1
UNCONSCIOUS/FAINTING (NEAR)	1
UNKNOWN STATUS (MAN DOWN)	1
ODOR OF OR GAS LEAK	1
DIABETIC PROBLEMS	1
STROKE	1
Total	44

Monthly Report - BAFD

Previous Month



Top 25 Event Locations

Event Location	Event Count
19185 HARBER RD BELL	2
305 W CLARK ST BART	2
229 W JACKSON ST BART	2
1018 ARNOLD DR BART: @BARTLETT STATE JAIL	2
1408 W PIETZSCH ST BART	2
30650 STATE HIGHWAY 95 BELL: @ST JOHN LUTHERAN CHURCH	2
1050 ARNOLD DR BART	1
1244 W JACKSON ST BART	1
1054 ARNOLD DR WLMN	1
412 N DALTON ST BART: @WILL O BELL NURSING HOME	1
12040 E TRAVIS RD BELL	1
404 ROBINSON ST BART: @BARTLETT ELEMENTARY SCHOOL	1
14780 PECAN SCHOOL RD BELL	1
412 N DALTON ST BART,32: @WILL O BELL NURSING HOME	1
449 N EVIE ST BART,449	1
255 STATE ST BART	1
135 W CLARK ST BART: @BARTLETT LIGHT PLANT	1
14162 FM 487 BELL	1
1275 CR 422 MILM	1
20960 KELSOVILLE RD BELL	1
430 S BOWIE ST BART	1
2115 CR 313 JARREL	1
145 N LUCY ST BART	1
9918 HAROLD CLARK RD BELL	1
412 N DALTON ST BART,29A: @WILL O BELL NURSING HOME	1
115 N BRUNE ST BART	1

Monthly Report - BAFD

Previous Month



409 N DALTON ST BART: @1 STOP FOOD MART	1
235 W UNION ST BART,B	1
412 N DALTON ST BART,20B: @WILL O BELL NURSING HOME	1
165 CR 402 MILM	1
1115 W JACKSON ST BART	1
412 N DALTON ST BART,10A: @WILL O BELL NURSING HOME	1
412 N DALTON ST BART,35A: @WILL O BELL NURSING HOME	1
14 E BROOK ST BART	1
232 W AISNE BART	1
800 W JACKSON ST BART	1
406 W CLARK ST BART	1
412 N DALTON ST BART,38: @WILL O BELL NURSING HOME	1
Total	44



City of Bartlett
Municipal Treasurer's Report
2/9/2026

Bank Balances		2/5/2026	1/7/2026	Change
Community Film Fund *2539	Community Development Fund	\$ 17,020.75	\$ 17,038.59	\$ (17.84)
Library Fund *0673		\$ 6,548.52	\$ 6,548.52	\$ -
Utility Deposits *1799		\$ 21,124.67	\$ 21,121.98	\$ 2.69
2021 Limited Tax Notes *2206		\$ 1,016.85	\$ 1,016.72	\$ 0.13
Police Dept Seizure Account *3313		\$ 3,350.42	\$ 3,350.42	\$ -
Cemetery Account *0070		\$ 19,430.69	\$ 19,328.22	\$ 102.47
General Fund Account *0089		\$ 598,584.74	\$ 549,072.84	\$ 49,511.90
Electric Fund *0118		\$ 2,693.51	\$ 2,693.17	\$ 0.34
Blue Santa Account *2167		\$ 1,719.92	\$ 1,719.92	\$ -
2013-2014 CDBG *2183		\$ 1.03	\$ 1.03	\$ -
2 TWDB Escrow *2458		\$ -	\$ -	\$ -
Bond Series 2012 Interest & Sinking Fund *2474		\$ 1,000.00	\$ 1,000.00	\$ -
Hotel Occupancy Tax Account *2562		\$ 3,800.98	\$ 3,686.64	\$ 114.34
Total Cash Balances-Cadence Bank		\$ 676,292.08	\$ 626,578.05	\$ 49,714.03

Debt Balances:	1/9/2025	Next Payment	Next Payment
\$1,375,000 General Obligation Refunding Bonds, Series 2012	\$ 225,000.00	\$ 112,688.75	2/28/2026
\$1,000,000 Limited Tax & Revenue Notes, Series 2021	\$ 705,000.00	\$ 170,957.25	2/28/2026
\$750,000 Tax Notes, Series 2024	\$ 750,000.00	\$ 38,289.06	2/28/2026
\$745,000 Combo Tax & Surplus Rev Cert of Oblig., Series 2024	\$ 745,000.00	\$ 29,446.75	2/28/2026
Public Property Finance Act Contract No.8014	\$ 500,000.00	\$ 60,240.69	3/25/2026
Total Debt Balances	\$ 2,925,000.00	\$ 411,622.50	

Other Items:
Audit engagement signed

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund		Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary								
License & Permits		1,145.00	2,602.30	(1,457.30)	8,285.52	31,240.13	26.52%	22,954.61
Miscellaneous		824.28	293.68	530.60	4,220.45	4,625.36	91.25%	404.91
Property Tax		65,182.48	73,509.61	(8,327.13)	487,348.29	882,468.34	55.23%	395,120.05
Sales Tax		14,878.05	11,662.00	3,216.05	50,141.96	140,000.00	35.82%	89,858.04
Business & Franchise		2,116.23	0.00	2,116.23	5,792.14	0.00	0.00%	(5,792.14)
Fines and Forfeitures		11,810.82	684.36	11,126.46	33,881.93	8,215.00	412.44%	(25,666.93)
Not Categorized		626.58	0.00	626.58	1,855.98	0.00	0.00%	(1,855.98)
Donations		0.00	0.00	0.00	100.00	0.00	0.00%	(100.00)
Rents		0.00	41.67	(41.67)	500.00	3,500.00	14.29%	3,000.00
Revenue Totals		96,583.44	88,793.62	7,789.82	592,126.27	1,070,048.83	55.34%	477,922.56
Expense Summary								
Personnel		131,688.56	73,033.80	58,654.76	372,971.79	876,742.37	42.54%	503,770.58
Not Categorized		0.00	0.00	0.00	0.00	(17,733.30)	0.00%	(17,733.30)
Other Sources		6,671.77	4,578.80	2,092.97	18,382.31	54,966.32	33.44%	36,584.01
Miscellaneous		33,101.41	16,395.60	16,705.81	69,661.38	196,800.00	35.40%	127,138.62
Contractual		9,790.48	10,901.43	(1,110.95)	24,857.98	130,864.18	19.00%	106,006.20
Supplies		1,029.79	2,998.85	(1,969.06)	9,335.02	36,000.00	25.93%	26,664.98
Repair & Maintenance		11,925.39	14,607.48	(2,682.09)	28,118.91	175,359.62	16.03%	147,240.71
Utilities		402.25	1,953.82	(1,551.57)	930.42	23,455.39	3.97%	22,524.97
Capital		1,238.68	3,656.49	(2,417.81)	2,477.36	43,895.45	5.64%	41,418.09
Expense Totals		195,848.33	128,126.27	67,722.06	526,735.17	1,520,350.03	34.65%	993,614.86

Financial Statement
As of January 31, 2026

01 - General Fund	Non-Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
01-00-6115 Pet Registration		85.00	0.00	85.00	439.65	0.00	0.00%	(439.65)
01-00-6801 Miscellaneous Revenue		0.00	0.00	0.00	60.00	0.00	0.00%	(60.00)
01-00-6901 Insurance Reimbursement		1,300.00	0.00	1,300.00	1,300.00	0.00	0.00%	(1,300.00)
Non-Departmental Totals		1,385.00	0.00	1,385.00	1,799.65	0.00	0.00%	(1,799.65)

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund	Non-Departmental	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01 - General Fund	Administration	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01-11-6003 I&S Property Tax		7,693.77	8,650.81	(957.04)	57,584.79	103,851.29	55.45%	46,266.50
01-11-6005 M&O Property Tax		57,488.71	64,858.80	(7,370.09)	429,763.50	778,617.05	55.20%	348,853.55
01-11-6021 Sales Tax		14,878.05	11,662.00	3,216.05	50,141.96	140,000.00	35.82%	89,858.04
01-11-6101 Building Permits		1,060.00	2,602.30	(1,542.30)	7,845.87	31,240.13	25.11%	23,394.26
01-11-6113 Franchise Fees		2,116.23	0.00	2,116.23	5,792.14	0.00	0.00%	(5,792.14)
01-11-6501 Interest Income		(327.86)	24.64	(352.50)	(165.33)	295.71	(55.91%)	461.04
01-11-6801 Miscellaneous- Copies & Faxes		(247.86)	46.22	(294.08)	2,575.78	554.65	464.40%	(2,021.13)
Administration Totals		<u>82,661.04</u>	<u>87,844.77</u>	<u>(5,183.73)</u>	<u>553,538.71</u>	<u>1,054,558.83</u>	<u>52.49%</u>	<u>501,020.12</u>

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund	Non-Departmental	Current Month Actual		Budget Variance		YTD Actual	Annual Budget	% Budget Used	Budget Remaining
		Current Month Actual	Month Budget	Current Budget	Month Budget				
01-12-6301 Court Fines Revenue		8,944.93	0.00	8,944.93	24,588.33	0.00	0.00	0.00%	(24,588.33)
01-12-6302 Municipal Court Building Security F		53.27	75.00	(21.73)	141.83	900.00	15.76	15.76%	758.17
01-12-6303 Municipal Court Service Fee Retair		2,863.53	441.49	2,422.04	8,263.74	5,300.00	155.92	155.92%	(2,963.74)
01-12-6304 Municipal Technology Fund		45.16	66.64	(21.48)	135.42	800.00	16.93	16.93%	664.58
01-12-6305 Municipal Jury Funds		7.53	1.25	6.28	21.76	15.00	145.07	145.07%	(6.76)
01-12-6306 Local Truancy Prevention and Dive		0.00	37.48	(37.48)	15.00	450.00	3.33	3.33%	435.00
01-12-6308 Omnibase Reimbursement Fee		(103.60)	0.00	(103.60)	(94.80)	0.00	0.00	0.00%	94.80
01-12-6309 Consolidated Security and Techno		626.58	0.00	626.58	1,855.98	0.00	0.00	0.00%	(1,855.98)
01-12-6351 Court Costs Collected		0.00	62.50	(62.50)	810.65	750.00	108.09	108.09%	(60.65)
Municipal Court Totals		<u>12,437.40</u>	<u>684.36</u>	<u>11,753.04</u>	<u>35,737.91</u>	<u>8,215.00</u>	<u>435.03</u>	<u>435.03%</u>	<u>(27,522.91)</u>

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund	Non-Departmental	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01 - General Fund	Police	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01-13-6851 Donations - Blue Santa		0.00	0.00	0.00	100.00	0.00	0.00%	(100.00)
Police Totals		0.00	0.00	0.00	100.00	0.00	0.00%	(100.00)

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund	Parks and Recreation	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01-15-6701 Gate & Rental		0.00	0.00	0.00	0.00	3,000.00	0.00%	3,000.00
01-15-6702 Concession		0.00	0.00	0.00	0.00	1,100.00	0.00%	1,100.00
01-15-6872 Land Lease		0.00	41.67	(41.67)	500.00	500.00	100.00%	0.00
Parks and Recreation Totals		0.00	41.67	(41.67)	500.00	4,600.00	10.87%	4,100.00

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund	Non-Departmental	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01 - General Fund	Baseball Complex	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01-20-6741 Cemetery Revenue		100.00	222.82	(122.82)	450.00	2,675.00	16.82%	2,225.00
Baseball Complex Totals		100.00	222.82	(122.82)	450.00	2,675.00	16.82%	2,225.00

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund	Non-Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Revenue Totals		96,583.44	88,793.62	7,789.82	592,126.27	1,070,048.83	55.34%	477,922.56

City of Bartlett
Financial Statement
As of January 31, 2026

2/5/2026 9:37 AM

01 - General Fund	Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
01-11-7011 Salaries and Wages		28,767.36	22,841.85	5,925.51	86,507.62	274,212.00	31.55%	187,704.38
01-11-7012 Council Stipends		275.00	228.24	46.76	825.00	2,740.00	30.11%	1,915.00
01-11-7020 I&S Debt		0.00	0.00	0.00	0.00	(17,733.30)	0.00%	(17,733.30)
01-11-7021 State Unemployment Taxes -SUI		0.00	12.57	(12.57)	20.74	151.00	13.74%	130.26
01-11-7022 Federal Payroll Taxes - FICA		2,342.95	1,747.40	595.55	6,760.07	20,977.22	32.23%	14,217.15
01-11-7031 Workers Comp		0.00	99.96	(99.96)	0.00	1,200.00	0.00%	1,200.00
01-11-7032 Health Insurance		27,020.40	2,658.51	24,361.89	78,097.29	31,915.00	244.70%	(46,182.29)
01-11-7033 Employee Retirement		2,410.30	1,098.62	1,311.68	7,451.47	13,188.83	56.50%	5,737.36
01-11-7111 Advertising and Legal Notices		0.00	416.50	(416.50)	1,027.27	5,000.00	20.55%	3,972.73
01-11-7200 Appraisal District Fees		0.00	558.33	(558.33)	3,017.00	6,700.00	45.03%	3,683.00
01-11-7652 Contract Services-Emergency		2,300.00	375.00	1,925.00	2,300.00	4,500.00	51.11%	2,200.00
01-11-7670 Physicals, 5P Screenings, etc.		0.00	24.15	(24.15)	139.00	290.00	47.93%	151.00
01-11-7951 Dues and Membership Fees		30.00	249.90	(219.90)	352.59	3,000.00	11.75%	2,647.41
01-11-8001 Cost of Elections		0.00	583.33	(583.33)	0.00	7,000.00	0.00%	7,000.00
01-11-8203 Liability Insurance - Errors and Or		5,961.86	3,916.67	2,045.19	27,527.44	47,000.00	58.57%	19,472.56
01-11-8204 Liability Insurance - General Liabil		0.00	333.20	(333.20)	0.00	4,000.00	0.00%	4,000.00
01-11-8401 Legal Expenses		0.00	4,165.00	(4,165.00)	2,914.50	50,000.00	5.83%	47,085.50
01-11-8402 Accounting Audit Expenses		0.00	1,666.00	(1,666.00)	0.00	20,000.00	0.00%	20,000.00
01-11-8501 Miscellaneous Expense		0.00	124.95	(124.95)	0.00	1,500.00	0.00%	1,500.00
01-11-8502 Bank Fees		513.84	0.00	513.84	3,650.12	0.00	0.00%	(3,650.12)
01-11-8507 Employee Relations and Appreciat		1,900.00	474.17	1,425.83	6,375.00	5,690.00	112.04%	(685.00)
01-11-8551 Office Supplies		1,015.73	583.10	432.63	2,482.85	7,000.00	35.47%	4,517.15
01-11-8701 Postage Fees & Subscriptions		26,373.71	1,249.50	25,124.21	29,423.89	15,000.00	196.16%	(14,423.89)
01-11-8851 Facility Maintenance		815.00	416.50	398.50	2,297.25	5,000.00	45.95%	2,702.75
01-11-8951 Software Maintenance Agreement:		5,920.48	7,746.90	(1,826.42)	15,370.98	93,000.00	16.53%	77,629.02
01-11-8953 Copier Service		0.00	208.25	(208.25)	0.00	2,500.00	0.00%	2,500.00
01-11-8954 Computer Hardware & Repairs		0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
01-11-9151 Telephone & Internet Services		180.87	749.70	(568.83)	180.87	9,000.00	2.01%	8,819.13
01-11-9201 Training and Education		0.00	310.70	(310.70)	500.00	3,730.00	13.40%	3,230.00
Administration Totals		105,827.50	52,880.67	52,946.83	277,220.95	617,060.75	44.93%	339,839.80

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund	Administration	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01 - General Fund	Municipal Court	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01-12-7004 Judge		0.00	209.91	(209.91)	0.00	2,520.00	0.00%	2,520.00
01-12-7011 Salaries and Wages		826.89	0.00	826.89	2,435.81	0.00	0.00%	(2,435.81)
01-12-7021 State Unemployment Taxes -SUI		0.00	3.75	(3.75)	11.27	45.00	25.04%	33.73
01-12-7022 Federal Payroll Taxes - FICA		63.27	33.32	29.95	186.38	400.00	46.60%	213.62
01-12-7801 Court Costs, Fines, & Fees		0.00	1,666.00	(1,666.00)	0.00	20,000.00	0.00%	20,000.00
01-12-8400 Prosecutor Expense		0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
Municipal Court Totals		<u>890.16</u>	<u>2,037.98</u>	<u>(1,147.82)</u>	<u>2,633.46</u>	<u>24,465.00</u>	<u>10.76%</u>	<u>21,831.54</u>

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund	Administration	Current	Current	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Budget Actual	Budget	% Used	Remaining
01 - General Fund	Police	Current	Current	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Budget	% Used	Remaining
01-13-7011 Salaries and Wages		47,305.36	32,607.70	14,697.66	135,960.03	391,449.00	34.73%
01-13-7021 State Unemployment Taxes - SUI		0.00	20.32	(20.32)	112.88	243.99	46.26%
01-13-7022 Federal Payroll Taxes - FICA		3,618.82	2,494.48	1,124.34	10,397.38	29,945.85	34.72%
01-13-7032 Health Insurance		7,169.04	5,317.03	1,852.01	21,507.12	63,830.00	33.69%
01-13-7033 Employee Retirement		5,428.39	2,282.53	3,145.86	15,875.29	27,401.43	57.94%
01-13-7111 Advertising and Legal Notices		0.00	0.00	99.00	0.00	0.00%	(99.00)
01-13-7120 Animal Control Officer and Relater		0.00	416.50	(416.50)	480.00	5,000.00	9.60%
01-13-7121 Code Enforcement Related Expenses		0.00	666.67	(666.67)	0.00	8,000.00	0.00%
01-13-7160 Community Development & Suppc		0.00	249.90	(249.90)	1,940.00	3,000.00	64.67%
01-13-7401 Capital Expenditures		1,238.68	3,655.49	(2,417.81)	2,477.36	43,895.45	5.64%
01-13-7451 Cellular Phones and Pagers		0.00	333.20	(333.20)	0.00	4,000.00	0.00%
01-13-7651 Contract Services-Regularly Schec		270.00	0.00	270.00	270.00	0.00	0.00%
01-13-7951 Dues and Membership Fees		0.00	83.30	(83.30)	0.00	1,000.00	0.00%
01-13-8030 Equipment Purchases		0.00	1,332.80	(1,332.80)	0.00	16,000.00	0.00%
01-13-8051 Equipment Maintenance		0.00	24.99	(24.99)	137.49	300.00	45.83%
01-13-8101 Fuel & Oil		1,045.58	833.00	212.58	3,082.30	10,000.00	30.82%
01-13-8551 Office Supplies		0.00	83.30	(83.30)	169.05	1,000.00	16.91%
01-13-8701 Postage Fees & Subscriptions		160.32	166.60	(6.28)	446.13	2,000.00	22.31%
01-13-8851 Facility Maintenance		65.00	83.30	(18.30)	297.25	1,000.00	29.73%
01-13-8951 Software Maintenance Agreement:		0.00	383.18	(383.18)	0.00	4,600.00	0.00%
01-13-9101 Operating Supplies - Not Office		14.06	416.50	(402.44)	2,640.33	5,000.00	52.81%
01-13-9151 Telephone & Internet Services		0.00	249.90	(249.90)	0.00	3,000.00	0.00%
01-13-9201 Training and Education		0.00	583.10	(583.10)	0.00	7,000.00	0.00%
01-13-9251 Travel Expense		0.00	83.33	(83.33)	0.00	1,000.00	0.00%
01-13-9301 Uniform Expense		0.00	416.50	(416.50)	3,168.58	5,000.00	63.37%
01-13-9352 Purchased Gas Power		145.58	166.60	(21.02)	471.81	2,000.00	23.59%
01-13-9401 Vehicle Maintenance		6,937.44	333.20	6,604.24	9,378.03	4,000.00	234.45%
Police Totals		73,398.27	53,284.42	20,113.85	208,910.03	639,665.72	32.66%
							430,755.69

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund	Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
01 - General Fund	Fire	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
01-14-8051 Equipment Maintenance		0.00	0.00	0.00	5,505.14	0.00	0.00%	(5,505.14)
01-14-8101 Fuel & Oil		99.00	0.00	99.00	1,183.91	0.00	0.00%	(1,183.91)
01-14-8451 Medical Supplies		0.00	0.00	0.00	196.86	0.00	0.00%	(196.86)
01-14-8851 Facility Maintenance		65.00	4,165.00	(4,100.00)	162.50	50,000.00	0.33%	49,837.50
01-14-9101 Operating Supplies - Not Office		0.00	0.00	0.00	16.50	0.00	0.00%	(16.50)
01-14-9401 Vehicle Maintenance		0.00	0.00	0.00	293.17	0.00	0.00%	(293.17)
Fire Totals		154.00	4,165.00	(4,001.00)	7,358.08	50,000.00	14.72%	42,641.92

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund	Administration	Current Month Actual		Current Month Budget		Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
		Current Month Actual	Current Month Budget	Budget Variance	YTD Actual					
01-15-7011 Salaries and Wages		0.00	1,476.07	(1,476.07)	0.00	17,720.00	0.00%	17,720.00		
01-15-7021 State Unemployment Taxes - SUI		0.00	31.99	(31.99)	0.00	384.12	0.00%	384.12		
01-15-7022 Federal Payroll Taxes - FICA		0.00	99.40	(99.40)	0.00	1,192.80	0.00%	1,192.80		
01-15-7501 Chemicals		0.00	0.00	0.00	606.85	0.00	0.00%	(606.85)		
01-15-8030 Equipment Purchases		0.00	125.00	(125.00)	54.00	1,500.00	3.60%	1,446.00		
01-15-8051 Equipment Maintenance		1,200.00	166.60	1,033.40	1,200.00	2,000.00	60.00%	800.00		
01-15-8851 Facility Maintenance		65.00	999.60	(934.60)	162.50	12,000.00	1.35%	11,837.50		
01-15-9101 Operating Supplies - Not Office		0.00	41.65	(41.65)	0.00	500.00	0.00%	500.00		
01-15-9201 Training and Education		0.00	83.30	(83.30)	0.00	1,000.00	0.00%	1,000.00		
Parks and Recreation Totals		<u>1,265.00</u>	<u>3,023.61</u>	<u>(1,758.61)</u>	<u>2,023.35</u>	<u>36,296.92</u>	<u>5.57%</u>	<u>34,273.57</u>		

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund	Administration	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01 - General Fund	Streets	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01-17-8854 Street Repair & Maintenance		1,068.37	7,308.60	(6,240.23)	3,600.56	87,738.34	4.10%	84,137.78
Streets Totals		1,068.37	7,308.60	(6,240.23)	3,600.56	87,738.34	4.10%	84,137.78

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund	Administration	Current		Budget		YTD Actual	Annual Budget	% Budget Used	Budget Remaining
		Month Actual	Month Budget	Variance	Budget Budget				
01 - General Fund	Library	Month Actual	Month Budget	Variance	Actual	Annual Budget	% Budget Used	Budget Remaining	
01-18-7011 Salaries and Wages		2,741.40	2,669.33	72.07	4,253.40	32,032.00	13.28%	27,778.60	
01-18-7021 State Unemployment Taxes -SUI		0.00	0.00	0.00	10.58	0.00	0.00%	(10.58)	
01-18-7022 Federal Payroll Taxes - FICA		209.71	204.20	5.51	325.37	2,450.45	13.28%	2,125.08	
01-18-7701 Books, Movies, Subscriptions		61.68	208.25	(146.57)	1,521.08	2,500.00	60.84%	978.92	
01-18-8051 Equipment Maintenance		0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00	
01-18-8701 Postage Fees & Subscriptions		0.00	25.00	(25.00)	279.36	300.00	93.12%	20.64	
01-18-8851 Facility Maintenance		565.00	5.05	559.95	818.81	60.64	1350.28%	(758.17)	
01-18-8951 Software Maintenance Agreement		0.00	172.02	(172.02)	0.00	2,064.18	0.00%	2,064.18	
01-18-8953 Copier Service		0.00	5.05	(5.05)	0.00	60.64	0.00%	60.64	
01-18-9151 Telephone & Internet Services		0.00	231.60	(231.60)	0.00	2,780.39	0.00%	2,780.39	
Library Totals		<u>3,577.79</u>	<u>3,537.17</u>	<u>40.62</u>	<u>7,208.60</u>	<u>42,448.30</u>	<u>16.98%</u>	<u>35,239.70</u>	

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund	Administration	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01 - General Fund	Baseball Complex	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01-20-7651 Contract Services		1,300.00	1,665.00	(366.00)	3,900.00	20,000.00	19.50%	16,100.00
01-20-9351 Purchased Water		75.80	222.82	(147.02)	277.74	2,675.00	10.38%	2,397.26
Baseball Complex Totals		1,375.80	1,883.82	(513.02)	4,177.74	22,675.00	18.42%	18,497.26

City of Bartlett
Financial Statement
As of January 31, 2026

01 - General Fund	Administration	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01 - General Fund	Water	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
01-80-7011 Salaries and Wages		5,712.40	0.00	5,712.40	9,321.30	0.00	0.00%	(9,321.30)
01-80-7021 State Unemployment Taxes -SUI		0.00	0.00	0.00	25.26	0.00	0.00%	(25.26)
01-80-7022 Federal Payroll Taxes - FICA		437.02	0.00	437.02	713.11	0.00	0.00%	(713.11)
01-80-7032 Health Insurance		1,477.83	0.00	1,477.83	2,463.05	0.00	0.00%	(2,463.05)
01-80-7033 Employee Retirement		654.19	0.00	654.19	1,079.68	0.00	0.00%	(1,079.68)
Water Totals		8,281.44	0.00	8,281.44	13,602.40	0.00	0.00%	(13,602.40)
Expense Totals		<u>195,848.33</u>	<u>128,126.27</u>	<u>67,722.06</u>	<u>526,735.17</u>	<u>1,520,350.03</u>	<u>34.65%</u>	<u>993,614.86</u>

City of Bartlett
Financial Statement
As of January 31, 2026

02 - Utilities Fund		Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary								
Miscellaneous		117,637.66	128,323.98	(10,686.32)	490,832.39	1,540,500.00	31.86%	1,049,667.61
Grant Income		42,900.00	0.00	42,900.00	248,007.70	0.00	0.00%	(248,007.70)
Business & Franchise		<u>103,396.56</u>	<u>123,283.41</u>	<u>(19,886.85)</u>	<u>459,631.47</u>	<u>1,479,992.95</u>	<u>31.06%</u>	<u>1,020,361.48</u>
Revenue Totals		<u><u>263,934.22</u></u>	<u><u>251,607.39</u></u>	<u><u>12,326.83</u></u>	<u><u>1,198,471.56</u></u>	<u><u>3,020,492.95</u></u>	<u><u>39.68%</u></u>	<u><u>1,822,021.39</u></u>
Expense Summary								
Contractual		43,232.81	34,153.66	9,079.15	481,147.24	410,000.00	117.35%	(71,147.24)
Utilities		20,404.53	18,575.90	1,828.63	67,506.58	223,000.00	30.27%	155,493.42
Personnel		112,365.00	69,634.09	42,730.91	332,067.40	894,511.06	37.12%	562,443.66
Other Sources		6,600.47	4,138.98	2,461.49	19,418.49	53,082.11	36.58%	33,663.62
Capital		0.00	13,142.53	(13,142.53)	0.00	157,738.35	0.00%	157,738.35
Repair & Maintenance		13,120.15	9,401.37	3,718.78	36,117.78	112,860.23	32.00%	76,742.45
Miscellaneous		73,240.85	50,106.22	23,134.63	232,218.15	601,500.00	38.61%	369,281.85
Supplies		11,622.27	5,622.75	5,999.52	81,315.96	67,500.00	120.47%	(13,815.96)
Grant Expense		<u>6,500.00</u>	<u>4,166.67</u>	<u>2,333.33</u>	<u>14,653.05</u>	<u>50,000.00</u>	<u>29.31%</u>	<u>35,346.95</u>
Expense Totals		<u><u>287,086.08</u></u>	<u><u>208,942.17</u></u>	<u><u>78,143.91</u></u>	<u><u>1,264,444.65</u></u>	<u><u>2,570,191.75</u></u>	<u><u>49.20%</u></u>	<u><u>1,305,747.10</u></u>

City of Bartlett
Financial Statement
As of January 31, 2026

02 - Utilities Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
02-00-6025 Returned Check Fees	70.00	0.00	70.00	175.00	0.00	0.00%	(175.00)
02-00-6404 Utility Connection - Disconnection	275.00	249.90	25.10	750.00	3,000.00	25.00%	2,250.00
02-00-6415 W/WWTP IMPRV LOAN REPAYMEN	5,510.48	0.00	5,510.48	21,956.57	0.00	0.00%	(21,956.57)
02-00-6751 Grant Proceeds	42,900.00	0.00	42,900.00	248,007.70	0.00	0.00%	(248,007.70)
Totals	48,755.48	249.90	48,505.58	270,889.27	3,000.00	9029.64%	(267,889.27)

City of Bartlett
Financial Statement
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02 - Utilities Fund	Electric	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
02 - Utilities Fund	Electric	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Budget	Actual	Budget	Used	Remaining
02-70-6431 Municipal Light & Power		103,396.56	123,283.41	(19,886.85)	459,631.47	1,479,992.95	31.06%	1,020,361.48
Electric Totals		103,396.56	123,283.41	(19,886.85)	459,631.47	1,479,992.95	31.06%	1,020,361.48

City of Bartlett
Financial Statement
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02 - Utilities Fund	Water	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
02-80-6401 Water		52,284.16	65,057.30	(12,773.14)	224,464.34	781,000.00	28.74%	556,535.66
02-80-6402 Utility Penalties		3,287.45	2,082.50	1,204.95	14,642.91	25,000.00	58.57%	10,357.09
02-80-6412 Water Tap Fees		2,000.00	0.00	2,000.00	6,000.00	0.00	0.00%	(6,000.00)
Water Totals		<u>57,571.61</u>	<u>67,139.80</u>	<u>(9,568.19)</u>	<u>245,107.25</u>	<u>806,000.00</u>	<u>30.41%</u>	<u>560,892.75</u>

City of Bartlett
Financial Statement
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		Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
02 - Utilities Fund	Sewer	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
02-81-6411 Wastewater		32,846.18	38,026.45	(5,180.27)	131,896.62	456,500.00	28.89%	324,603.38
02-81-6412 Sewer Tap Fees		0.00	833.33	(833.33)	4,000.00	10,000.00	40.00%	6,000.00
Sewer Totals		32,846.18	38,859.78	(6,013.60)	135,896.62	466,500.00	29.13%	330,603.38

City of Bartlett
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02 - Utilities Fund	Garbage	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
02-84-6421 Garbage Revenue		21,364.39	22,074.50	(710.11)	86,946.95	265,000.00	32.81%	178,053.05
Garbage Totals		21,364.39	22,074.50	(710.11)	86,946.95	265,000.00	32.81%	178,053.05
Revenue Totals		263,934.22	251,607.39	12,326.83	1,198,471.56	3,020,492.95	39.68%	1,822,021.39

City of Bartlett

Financial Statement
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02 - Utilities Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
02-00-8505 Credit Card Fees -Paid	4,931.22	0.00	4,931.22	18,612.51	0.00	0.00%	(18,612.51)
02-00-9351 Purchased Water	(927.50)	0.00	(927.50)	(4,877.50)	0.00	0.00%	4,877.50
Totals	<u>4,003.72</u>	<u>0.00</u>	<u>4,003.72</u>	<u>13,735.01</u>	<u>0.00</u>	<u>0.00%</u>	<u>(13,735.01)</u>

City of Bartlett
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As of January 31, 2026

02 - Utilities Fund	Utility Billing	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
		Current	Budget	YTD	Annual	% Budget	Budget	
02-23-7011 Salaries and Wages		0.00	0.00	0.00	0.00	44,631.80	0.00%	44,631.80
02-23-7021 State Unemployment Taxes - SUI		0.00	0.00	0.00	0.00	14,270.01	0.00%	14,270.01
02-23-7022 Federal Payroll Taxes - FICA		0.00	0.00	0.00	0.00	3,414.33	0.00%	3,414.33
Utility Billing Totals		0.00	0.00	0.00	62,316.14	0.00%	62,316.14	62,316.14

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02 - Utilities Fund	Electric	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
02 - Utilities Fund	Electric	Month Actual	Month Budget	Variance	YTD Actual	Annual Budget	% Used	Budget Remaining
02-70-7011 Salaries and Wages		36,790.92	20,725.25	16,065.67	104,606.37	248,703.00	42.06%	144,096.63
02-70-7021 State Unemployment Taxes - SUI		0.00	20.33	(20.33)	0.00	244.00	0.00%	244.00
02-70-7022 Federal Payroll Taxes - FICA		2,814.50	1,585.48	1,229.02	8,002.37	19,025.78	42.06%	11,023.41
02-70-7032 Health Insurance		5,911.32	3,546.08	2,365.24	17,733.96	42,553.00	41.67%	24,819.04
02-70-7033 Employee Retirement		4,215.18	1,188.85	3,026.33	12,210.65	14,266.25	85.59%	2,055.60
02-70-7401 Capital Expenditures		0.00	7,311.53	(7,311.53)	0.00	87,738.35	0.00%	87,738.35
02-70-7651 Contract Services-Regularly Schec		5,000.00	4,165.00	835.00	5,000.00	50,000.00	10.00%	45,000.00
02-70-7652 Contract Services- Emergency		1,550.26	4,165.00	(2,614.74)	7,151.88	50,000.00	14.30%	42,848.12
02-70-7654 Engineering Services		3,005.75	833.33	2,172.42	89,654.75	10,000.00	896.55%	(79,654.75)
02-70-8101 Fuel and Oil		0.00	166.60	(166.60)	0.00	2,000.00	0.00%	2,000.00
02-70-8751 Purchased Power		29,864.04	46,231.50	(16,367.46)	167,495.09	555,000.00	30.18%	387,504.91
02-70-9101 Operating Supplies - Not Office		332.00	2,249.10	(1,917.10)	17,302.34	27,000.00	64.08%	9,697.66
02-70-9102 Tools & Non-Capital Equipment		0.00	41.65	(41.65)	0.00	500.00	0.00%	500.00
02-70-9201 Training and Education		0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
02-70-9301 Uniform Expense		0.00	166.60	(166.60)	0.00	2,000.00	0.00%	2,000.00
02-70-9322 TCOS		21,272.03	18,326.00	2,946.03	72,204.08	220,000.00	32.82%	147,795.92
02-70-9401 Vehicle Maintenance		5,196.18	833.00	4,363.18	5,994.06	10,000.00	59.94%	4,005.94
02-70-9501 Electric Meters		0.00	291.67	(291.67)	0.00	3,500.00	0.00%	3,500.00
02-70-9503 Lines, Poles, & Transformers		0.00	416.50	(416.50)	0.00	5,000.00	0.00%	5,000.00
Electric Totals		115,952.18	112,513.47	3,438.71	507,355.55	1,350,530.38	37.57%	843,174.83

City of Bartlett
Financial Statement
As of January 31, 2026

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02 - Utilities Fund		Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
02 - Utilities Fund	Water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
02-80-7011 Salaries and Wages		49,429.67	36,478.00	12,951.67	149,049.54	437,736.00	34.05%	288,686.46
02-80-7022 Federal Payroll Taxes - FICA		3,785.97	2,553.50	1,232.47	11,416.12	30,642.00	37.26%	19,225.88
02-80-7032 Health Insurance		10,344.81	7,092.25	3,252.56	31,034.43	85,107.00	36.47%	54,072.57
02-80-7033 Employee Retirement		5,673.10	0.00	5,673.10	17,432.45	0.00	0.00%	(17,432.45)
02-80-7401 Capital Expenditures		0.00	5,831.00	(5,831.00)	0.00	70,000.00	0.00%	70,000.00
02-80-7451 Cellular Phones & Pagers		60.00	249.90	(189.90)	180.00	3,000.00	6.00%	2,820.00
02-80-7501 Chemicals		0.00	0.00	0.00	756.03	0.00	0.00%	(756.03)
02-80-7651 Contract Services-Regularly Schec		3,732.96	4,165.00	(432.04)	15,695.78	50,000.00	31.39%	34,304.22
02-80-7652 Contract Services- Emergency		965.00	0.00	965.00	965.00	0.00	0.00%	(965.00)
02-80-7653 Water Tank Repair and Maintenan		254.94	0.00	254.94	254.94	0.00	0.00%	(254.94)
02-80-7654 Engineering Services		11,154.10	4,165.00	6,989.10	277,284.13	50,000.00	554.57%	(227,284.13)
02-80-7951 Dues and Membership Fees		2,085.00	0.00	2,085.00	2,085.00	0.00	0.00%	(2,085.00)
02-80-8051 Equipment Maintenance		0.00	67.49	(67.49)	1,553.63	810.23	191.75%	(743.40)
02-80-8101 Fuel and Oil		3,041.10	2,082.50	958.60	8,661.46	25,000.00	34.65%	16,338.54
02-80-8851 Facility Maintenance		65.00	212.41	(147.41)	7,597.82	2,550.00	297.95%	(5,047.82)
02-80-9101 Operating Supplies - Not Office		7,997.91	0.00	7,997.91	40,509.97	0.00	0.00%	(40,509.97)
02-80-9102 Tools & Non-Capital Equipment		0.00	416.50	(416.50)	0.00	5,000.00	0.00%	5,000.00
02-80-9201 Training and Education		0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
02-80-9301 Uniform Expense		504.00	166.60	337.40	3,692.53	2,000.00	184.63%	(1,692.53)
02-80-9401 Vehicle Maintenance		2,641.97	0.00	2,641.97	5,144.40	0.00	0.00%	(5,144.40)
02-80-9410 Meter Testing		1,465.00	0.00	1,465.00	3,613.75	0.00	0.00%	(3,613.75)
02-80-9451 Sample Analysis		75.00	166.60	(91.60)	987.00	2,000.00	49.35%	1,013.00
02-80-9471 Water System Fees		39,703.81	1,166.67	38,537.14	48,521.26	14,000.00	346.58%	(34,521.26)
02-80-9502 Wells, Lines, & Meters		0.00	3,332.00	(3,332.00)	387.50	40,000.00	0.97%	39,612.50
Water Totals		142,979.34	68,478.75	74,500.59	626,822.74	821,845.23	76.27%	195,022.49

City of Bartlett
Financial Statement
As of January 31, 2026

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02 - Utilities Fund	Sewer	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
02-81-7501 Chemicals		133.00	499.80	(366.80)	7,074.62	6,000.00	117.91%	(1,074.62)
02-81-7651 Contract Services- Regularly Sched		0.00	833.00	(833.00)	0.00	10,000.00	0.00%	10,000.00
02-81-7652 Contract Services- Emergency		0.00	833.00	(833.00)	4,620.48	10,000.00	46.20%	5,379.52
02-81-7654 Engineering Services		0.00	0.00	0.00	10,320.00	0.00	0.00%	(10,320.00)
02-81-8030 Equipment Purchases		2,655.36	0.00	2,655.36	10,775.38	0.00	0.00%	(10,775.38)
02-81-8051 Equipment Maintenance		105.96	333.20	(227.24)	1,017.09	4,000.00	25.43%	2,982.91
02-81-8101 Fuel and Oil		0.00	416.50	(416.50)	0.00	5,000.00	0.00%	5,000.00
02-81-8110 Grant Funded Expenses		6,500.00	2,500.00	4,000.00	14,653.05	30,000.00	48.84%	15,346.95
02-81-8111 Grant Programs - City's Portion		0.00	1,666.67	(1,666.67)	0.00	20,000.00	0.00%	20,000.00
02-81-8351 Equipment Rental		0.00	833.33	(833.33)	0.00	10,000.00	0.00%	10,000.00
02-81-8601 Permit Fees		975.00	2,000.00	(1,025.00)	10,855.00	24,000.00	45.23%	13,145.00
02-81-9101 Operating Supplies - Not Office		0.00	2,082.50	(2,082.50)	1,205.09	25,000.00	4.82%	23,794.91
02-81-9401 Vehicle Maintenance		350.00	1,249.50	(899.50)	1,893.13	15,000.00	12.62%	13,106.87
02-81-9451 Sample Analysis		538.00	541.45	(3.45)	2,274.80	6,500.00	35.00%	4,225.20
Sewer Totals		11,257.32	13,788.95	(2,531.63)	64,688.64	165,500.00	39.09%	100,811.36

City of Bartlett
Financial Statement
As of January 31, 2026

02 - Utilities Fund	Garbage	Current	Current	Budget	YTD	Annual	% Budget	Budget
		Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
02-84-7652 Contract Services-Solid Waste Col		12,893.52	14,161.00	(1,267.48)	51,842.71	170,000.00	30.50%	118,157.29
Garbage Totals		12,893.52	14,161.00	(1,267.48)	51,842.71	170,000.00	30.50%	118,157.29
Expense Totals		<u>287,086.08</u>	<u>208,942.17</u>	<u>78,143.91</u>	<u>1,264,444.65</u>	<u>2,570,191.75</u>	<u>49.20%</u>	<u>1,305,747.10</u>

City of Bartlett
Financial Statement
As of January 31, 2026

03 - Debt Service Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Miscellaneous	0.00	0.00	0.00	(6,692.00)	0.00	0.00%	6,692.00
Revenue Totals	0.00	0.00	0.00	(6,692.00)	0.00	0.00%	6,692.00

City of Bartlett
Financial Statement
As of January 31, 2026

04 - Hotel Occupancy Tax Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Business & Franchise	114.34	0.00	114.34	477.22	0.00	0.00%	(477.22)
Revenue Totals	114.34	0.00	114.34	477.22	0.00	0.00%	(477.22)

Transaction Report



Transaction Report for account *0089

Reported on Thu Feb 05 16:41:00 GMT 2026

Current Ledger \$617,037.35

Current Available \$601,283.43

Date	Description	Credit	Debit	Running Balance
02/05/2026	ACH Debit AMAZON BUSINESS 9049016352		327.53	594612.70
02/05/2026	ACH Credit Transaction MERCHANT BANKCD G592126793	1800.80		596413.50
02/05/2026	ACH Credit Transaction MERCHANT BANKCD G592126793		2171.24	598584.74
02/05/2026	DDA CHECK Fed Image Check		1200.00	597384.74
02/05/2026	DDA CHECK Fed Image Check	975.00		596409.74
02/05/2026	DDA CHECK Transfer Debit Real-Time Web		31.68	596378.06
02/05/2026	RT WEB TXFR DB Memo Deposit QUEST TELLER MEMO DEP 944	300.00		596078.06
02/05/2026	0000190008 Cash Deposit TELLER CASH DEP 944	821.79		596899.85
02/05/2026	Memo Deposit QUEST TELLER MEMO DEP 944		717.31	597617.16
02/05/2026	Cash Deposit TELLER CASH DEP 944		4564.25	602181.41
02/04/2026	0000190010 Cash Deposit TELLER CASH DEP 944	1129.72		603311.13
02/04/2026	DDA Check DDA CHECK	5282.40		594940.23
02/04/2026	ACH Credit Transaction TAX APPRAISAL DI 9732186317 201021 TAXES PAYA PPD	118955.52		600222.63

Transaction Report

Date	Description	Credit	Debit	Running Balance
02/04/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD	1671.68		481267.11
02/04/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCD	1255.25		479595.43
02/04/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 49603352886 DEPOSIT CCD	56.93		478340.18
02/04/2026	Account Information INTEREST RATE: 150000% YTD INTEREST EARNED: \$73.57	0.00		
02/03/2026	0000061030 DDA Check DDA CHECK	39703.81	478283.25	
02/03/2026	0000061041 DDA Check DDA CHECK	5280.00	517987.06	
02/03/2026	0000061047 DDA Check DDA CHECK	3183.43	523267.06	
02/03/2026	ACH Debit MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD	2472.36	526450.49	
02/03/2026	ACH Debit WEBFILE TAX PYMT 2146000311 902/8/1737139 DD CCD	1510.08	528922.85	
02/03/2026	ACH Debit MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCD	957.26	530432.93	
02/03/2026	0000061069 FED IMAGE CHECK FED IMAGE CHECK	254.94	531390.19	
02/03/2026	0000061023 FED IMAGE Check FED IMAGE CHECK	212.00	531645.13	
02/03/2026	ACH Debit MERCHANT BANKCD G592126793 49603352886 DEPOSIT CCD	197.31	531857.13	
02/03/2026	0000061034 DDA Check DDA CHECK	94.88	532054.44	
02/03/2026	Wire Transfer Outgoing NO STRINGS AUTOMATION 111900604 AMER NATL WACO REF: INVOICE # 102-2226; PR OBJECT NAME: WATER SYSTEM WELL PUMP #2 SIGN W MID: 260203152700AB14 IMAD: 20260203MMQFMPF1001168	15971.00	532149.32	
02/03/2026	Returned Deposited Item 341439106 RETURNED DEP ITEM	388.41	548120.32	

Transaction Report

Date	Description	Credit	Debit	Running Balance
02/03/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD	1784.38		546508.73
02/03/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCD	433.15		546724.35
02/03/2026	Account Information INTEREST RATE: 150000% YTD INTEREST EARNED: \$73.57	0.00		
02/02/2026	DDA Check DDA CHECK	25062.67		546291.20
02/02/2026	Fed Image Check FED IMAGE CHECK	2434.14		571353.87
02/02/2026	DDA Check DDA CHECK	2085.00		573788.01
02/02/2026	Fed Image Check FED IMAGE CHECK	1465.00		575873.01
02/02/2026	Fed Image Check FED IMAGE CHECK	965.00		577338.01
02/02/2026	DDA Check DDA CHECK	511.16		578303.01
02/02/2026	Fed Image Check FED IMAGE CHECK	504.00		578814.17
02/02/2026	Fed Image Check FED IMAGE CHECK	481.11		579318.17
02/02/2026	Fed Image Check FED IMAGE CHECK	465.76		579799.28
02/02/2026	Fed Image Check FED IMAGE CHECK	456.00		580265.04
02/02/2026	ACH Debit TEXAS SDU 1581115569 260300000738711 CHILDSUPP CCD	262.62		580721.04
02/02/2026	Fed Image Check FED IMAGE CHECK	224.82		580983.66
02/02/2026	Fed Image Check FED IMAGE CHECK	10.00		581208.48
02/02/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD	2651.77		581218.48
02/02/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD	1924.98		578566.71

Transaction Report

Date	Description	Credit	Debit	Running Balance
02/02/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496478438886 DEPOSIT CCD	575.46		576641.73
02/02/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD	480.60		576066.27
02/02/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496033552886 DEPOSIT CCD	41.40		575585.67
02/02/2026	Account Information INTEREST RATE: 150000% YTD INTEREST EARNED: \$73.57	0.00		
01/30/2026	IOD Interest Paid IOD INTEREST PAID	73.57		575544.27
01/30/2026	Over The Counter Check OVER COUNTER CHECK	1725.66		575470.70
01/30/2026	DDA Check DDA CHECK	1023.00		577196.36
01/30/2026	DDA Check DDA CHECK	605.73		578219.36
01/30/2026	DDA Check DDA CHECK	350.00		578825.09
01/30/2026	Fed Image Check FED IMAGE CHECK	145.58		579175.09
01/30/2026	DDA Check DDA CHECK	102.66		579320.67
01/30/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCD	2439.96		579423.33
01/30/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496478438886 DEPOSIT CCD	149.04		576983.37
01/30/2026	Account Information INTEREST RATE: 150000% YTD INTEREST EARNED: \$73.57	0.00		
01/29/2026	ACH Debit CITY OF BARLETT 1746000224 -SETT-CCACH DEP/PAY PPD	42122.21		576834.33
01/29/2026	ACH Debit IRS 3387702000 270642921146031 USATAXPYMT CCD	13199.41		618956.54
01/29/2026	DDA Check DDA CHECK	2300.00		632155.95
01/29/2026	Deposit DEPOSIT	2550.61		634455.95

Transaction Report

Date	Description	Credit	Debit	Running Balance
01/29/2026	29103302 Deposit DEPOSIT	1863.21		631905.34
01/29/2026	29103303 Deposit DEPOSIT	598.41		630042.13
01/29/2026	29103301 Deposit DEPOSIT	345.36		629443.72
01/29/2026	ACH Credit Transaction MERCHANT BANKCCD G592126793 496478438880 DEPOSIT CCD	955.00		629098.36
01/29/2026	ACH Credit Transaction MERCHANT BANKCCD G592126793 496478435886 DEPOSIT CCD	494.73		628143.36
01/29/2026	Account Information INTEREST RATE: 150000% YTD INTEREST EARNED: \$0.00	0.00		
01/28/2026	0000061035 Over The Counter Check OVER COUNTER CHECK	1550.26		627648.63
01/28/2026	ACH Credit Transaction MERCHANT BANKCCD G592126793 496478435886 DEPOSIT CCD	2672.28		629198.89
01/28/2026	ACH Credit Transaction MERCHANT BANKCCD G592126793 496478438880 DEPOSIT CCD	97.53		626526.61
01/28/2026	Account Information INTEREST RATE: 150000% YTD INTEREST EARNED: \$0.00	0.00		
01/27/2026	ACH Credit Transaction MERCHANT BANKCCD G592126793 496478435886 DEPOSIT CCD	1941.66		626429.08
01/27/2026	ACH Credit Transaction MERCHANT BANKCCD G592126793 496478438880 DEPOSIT CCD	893.15		624487.42
01/27/2026	Account Information INTEREST RATE: 150000% YTD INTEREST EARNED: \$0.00	0.00		
01/26/2026	ACH Debit TEXAS SDU 15B1115569 260230003985894 CHILDSUPP CCD	187.38		623594.27
01/26/2026	261488565 Returned Deposited Item RETURNED DEP ITEM	201.58		623781.65
01/26/2026	ACH Credit Transaction MERCHANT BANKCCD G592126793 496478435886 DEPOSIT CCD	586.34		623983.23
01/26/2026	ACH Credit Transaction MERCHANT BANKCCD G592126793 496478438880 DEPOSIT CCD	236.66		623396.89

Transaction Report

Date	Description	Credit	Debit	Running Balance
01/26/2026	Account Information INTEREST RATE: 150000% YTD INTEREST EARNED: \$0.00		0.00	
01/23/2026	0000061013 DDA Check DDA CHECK	22586.91	623160.23	
01/23/2026	Debit Adjustment VECTOR4 DEBIT ADJ	401.43	645747.14	
01/23/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCC	2635.22	646148.57	
01/23/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCC	1780.24	643513.35	
01/23/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 49603552886 DEPOSIT CCC	294.99	641733.11	
01/23/2026	Account Information INTEREST RATE: 150000% YTD INTEREST EARNED: \$0.00	0.00		
01/22/2026	22139793 Deposit DEPOSIT	39785.55	641438.12	
01/22/2026	22139778 Deposit DEPOSIT	18131.08	601652.57	
01/22/2026	22139770 Deposit DEPOSIT	6469.78	583521.49	
01/22/2026	22139775 Deposit DEPOSIT	1555.71	577051.71	
01/22/2026	22139776 Deposit DEPOSIT	1332.90	575496.00	
01/22/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496478438880 DEPOSIT CCC	923.50	574163.10	
01/22/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 496478435886 DEPOSIT CCC	345.69	573239.60	
01/22/2026	ACH Credit Transaction MERCHANT BANKCD G592126793 49603552886 DEPOSIT CCC	119.03	572893.91	
01/22/2026	Account Information INTEREST RATE: 150000% YTD INTEREST EARNED: \$0.00	0.00		
01/21/2026	0000061008 DDA Check DDA CHECK	633.91	572774.88	
01/21/2026	0000061006 DDA Check DDA CHECK	138.00	573408.79	



Chad Mees, MAYOR
Vickie Cooper, MAYOR PRO TEM
Gayle Jones, COUNCIL
Jesse Luna, COUNCIL
Jackie Ivicic, COUNCIL
Tom Zimmer, COUNCIL

CITY CLERK REPORT

January 2026

The month started with balancing the December bank statement.

Filed Sales Tax Report with the State Comptroller

Filing the OCA Report with the State for Court.

Reporting to DPS for the Citations and Convictions for Month.

(DPS is changing format and new contract in council meeting to be discussed and approved)

Municipal court took in \$22261.14 for the month. With me entering 62 new citations, 91 dispositions, 13 FTA's (Failure to Appear) and reported 37 to Omni-DPS. Court will be held on 2/24/26.

Open records 1 with compliance with ID.

Did agendas and packets for council meetings.

The PD was good enough to help with delivery of packets one week. Greatly appreciated.

The election packets are ready for pickup.

The Primary election will be held on March 3, 2026 for Congress, AG, and Representatives for the State.

The Council Election and School Board Election will be held on May 2, 2026 here at City Hall. We are working on the schedule for early voting with Bell County and Williamson County.

Brenda Kelley

**City of Bartlett
Municipal Court Council Report
From 1/1/2026 to 1/31/2026**

Violations by Type					
	Traffic	Penal	City Ordinance	Parking	Other
44		8	4	0	6
					Total 62
Financial					
State Fees	Court Costs	Fines	Tech Fund	Building Security	Total
\$8,395.62	\$4,822.16	\$8,944.93	\$45.16	\$53.27	\$22,261.14
Warrants					
Issued	Served	Closed			Total
11	0	2			13
FTAs/VPTAs					
FTAs	VPTAs				Total
8	5				13
Dispositions					
Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
51	0	2	32	6	91
Trials & Hearings					
Jury	Bench				Total
0	0				0
Omni/Scofflaw/Collection					
Omni	Scofflaw				Total
37	0				74
	Collections				
	37				

**City of Bartlett
Payment Listing Report
1/1/2026 to 1/31/2026**

[2/2/2026 9:10 AM]

Check #	Vendor	Invoice Number	Invoice Date	Invoice Description	Invoice Amount	Payment Amount	Check Date	Payment Type
	Card Service Center	#2146 AF Card	1/12/2026	#2146 AF Card: Credit Ca	290.48	290.48	1/13/2026	BankDraftEChec
	Card Service Center	#6361 MH Card	1/12/2026	#6361 MH Card: Credit C	14.06	14.06	1/13/2026	BankDraftEChec
	Card Service Center	#7878 JG Card	1/12/2026	#7878 JG Card: Credit Ca	836.39	836.39	1/13/2026	BankDraftEChec
	State Comptroller	DEC 2025 SALES T	1/5/2026	DECEMBER 2025 UB SALE	1,587.09	1,587.09	1/5/2026	BankDraftEChec
	WSC Energy	EW730798079212	1/1/2026	EW730798079212 PURCH	29,864.04	29,864.04	1/9/2026	BankDraftEChec
	Wex Bank-Exxon	NOV-DEC 2025	1/12/2026	WEX EXXON: ONLINE PAY	4,185.68	4,185.68	1/12/2026	BankDraftEChec
	Internal Revenue Servic	PY112026	1/1/2026	Social Security-Employee	3,444.40	3,444.40	1/5/2026	BankDraftEChec
	Internal Revenue Servic	PY112026	1/1/2026	Social Security-Employer	3,444.40	3,444.40	1/5/2026	BankDraftEChec
	Texas Child Support SD	PY112026	1/1/2026	Obligor: Gerardo Davalos	187.38	187.38	1/5/2026	BankDraftEChec
				Obligee:				
				Case #:				
				Pay Date: 1/1/2026				
				Medicare-Employer	805.55	805.55	1/5/2026	BankDraftEChec
				Federal Tax	4,593.96	4,593.96	1/5/2026	BankDraftEChec
				Obligor: James E Fletcher	262.62	262.62	1/5/2026	BankDraftEChec
				Obligee:				
				Case #:				
				Pay Date: 1/1/2026				
				Medicare-Employee	805.55	805.55	1/5/2026	BankDraftEChec
	Internal Revenue Servic	PY112026	1/1/2026	Social Security-Employee	3,721.17	3,721.17	1/14/2026	BankDraftEChec
	Internal Revenue Servic	PY1152026	1/15/2026	Social Security-Employer	3,721.17	3,721.17	1/14/2026	BankDraftEChec
	Internal Revenue Servic	PY1152026	1/15/2026	Medicare-Employee	870.28	870.28	1/14/2026	BankDraftEChec
	Internal Revenue Servic	PY1152026	1/15/2026	Federal Tax	5,028.72	5,028.72	1/14/2026	BankDraftEChec
	Texas Child Support SD	PY1152026	1/15/2026	Obligor: Gerardo Davalos	187.38	187.38	1/14/2026	BankDraftEChec
				Obligee:				
				Case #:				
				Pay Date: 1/15/2026				

City of Bartlett
Payment Listing Report
1/1/2026 to 1/31/2026

2/2/2026 9:10 AM

Check #	Vendor	Invoice Number	Invoice Date	Invoice Description	Invoice Amount	Payment Amount	Check Date	Payment Type
	Texas Child Support SD	PY1152026	1/15/2026	Obligor: James E Fletcher Obligee: Case #: Pay Date: 1/15/2026	262.62	262.62	1/14/2026	BankDraftEChec
	Internal Revenue Servic	PY1152026	1/15/2026	Medicare-Employee	870.28	870.28	1/14/2026	BankDraftEChec
	Internal Revenue Servic	PY11292026	1/29/2026	Social Security-Employee	3,475.73	3,475.73	1/28/2026	BankDraftEChec
	Texas Child Support SD	PY11292026	1/29/2026	Obligor: Gerardo Davalos Obligee: Case #: Pay Date: 1/29/2026	187.38	187.38	1/28/2026	BankDraftEChec
	Texas Child Support SD	PY11292026	1/29/2026	Obligor: James E Fletcher Obligee: Case #: Pay Date: 1/29/2026	262.62	262.62	1/28/2026	BankDraftEChec
	Internal Revenue Servic	PY11292026	1/29/2026	Social Security-Employee	3,475.73	3,475.73	1/28/2026	BankDraftEChec
	Internal Revenue Servic	PY11292026	1/29/2026	Medicare-Employee	812.90	812.90	1/28/2026	BankDraftEChec
	Internal Revenue Servic	PY11292026	1/29/2026	Federal Tax	4,622.15	4,622.15	1/28/2026	BankDraftEChec
	Internal Revenue Servic	PY11292026	1/29/2026	Medicare-Employee	812.90	812.90	1/28/2026	BankDraftEChec
60992	State Comptroller - Co	4TH QTR 2025	1/1/2026	4TH QTR 2025 COURT FE	16,813.88	16,813.88	1/9/2026	Check
60993	Bobby Lee Bartlett	563783	1/1/2026	#563783 CEMETERY MAJ	1,300.00	1,300.00	1/9/2026	Check
60994	CADENCE BANK	DEC & JANUARY	1/8/2026	DECEMBER & JANUARY P	1,238.68	1,238.68	1/9/2026	Check
60996	CENTEX SHIRT & EMBR	6930576	1/6/2026	#6930576 LOGO PRINTTN	504.00	504.00	1/9/2026	Check
60997	Chad Mees	January 2026 Stip	1/2/2026	January 2026 Stipend	225.00	225.00	1/9/2026	Check
60999	GAYLE JONES	January 2026 Stip	1/2/2026	January 2026 Stipend	10.00	10.00	1/9/2026	Check
61000	Jackie Ivicic	January 2026 Stip	1/2/2026	January 2026 Stipend	10.00	10.00	1/9/2026	Check
61001	Jarrell-Schwertner Wate	JANUARY 2026	1/1/2026	#610 CEMETERY WATER	75.80	75.80	1/9/2026	Check
61002	Jesse Luna	January 2026 Stip	1/2/2026	January 2026 Stipend	10.00	10.00	1/9/2026	Check
61006	OMNIBASE SERVICES O	4TH QTR 2025	1/5/2026	4TH QTR 2025 OMNIBAS	138.00	138.00	1/9/2026	Check
61009	Savannah Castelan	953581	1/8/2026	#953581 CLEANING CITY	250.00	250.00	1/9/2026	Check

**City of Bartlett
Payment Listing Report
1/1/2026 to 1/31/2026**

2/2/2026 9:10 AM

Check #	Vendor	Invoice Number	Invoice Date	Invoice Description	Invoice Amount	Payment Amount	Check Date	Payment Type
61009	Savannah Castelan	953582	1/8/2026	#953582 CLEANING LIBR	250.00	250.00	1/9/2026	Check
61011	TMLIRP- TEXAS MUNICI	1914 JANUARY 20	1/1/2026	#1914 JANUARY 2026	5,961.86	5,961.86	1/9/2026	Check
61012	Tom Zimmer	January 2026 Stip	1/2/2026	January 2026 Stipend	10.00	10.00	1/9/2026	Check
61013	TX Health Benefits Pool	PBARTLE12601	1/1/2026	PBARTLE1 / PBARTLE126	22,586.91	22,586.91	1/9/2026	Check
61014	Vickie Cooper	January 2026 Stip	1/2/2026	January 2026 Stipend	10.00	10.00	1/9/2026	Check
61016	Academy Paint & Body	26075966	1/1/2026	PAINT & BODY WORK ON	6,937.44	6,937.44	1/9/2026	Check
61017	AEP-AMERICAN ELECTR	169-21600931	1/5/2026	169-21600931 TCOS DEC	2,434.14	2,434.14	1/23/2026	Check
61018	Atmos Energy	JANUARY 2026	1/1/2026	4003502067 POLICE DEP	145.58	145.58	1/23/2026	Check
61020	BEC-Bartlett Electric Co	JANUARY 2026	1/7/2026	12059 JANUARY 2026 YA	1,725.66	1,725.66	1/23/2026	Check
61021	Brazos Electric Cooperat	RI 54103 001	1/8/2026	RI 54103 001 TCOS DECE	465.76	465.76	1/23/2026	Check
61023	DOCUMENT SOLUTIONS	40988952	1/7/2026	40988952 LIBRARY COPI	51.68	51.68	1/23/2026	Check
61023	DOCUMENT SOLUTIONS	40988953	1/7/2026	40988953 POLICE DEPT	160.32	160.32	1/23/2026	Check
61024	ETT - Electric Transmiss	374-21601007	1/5/2026	374-21601007 TCOS DEC	1,214.63	1,214.63	1/23/2026	Check
61026	First Responder Restora	2435-69	1/13/2026	135 W. Clark Emergency	2,300.00	2,300.00	1/23/2026	Check
61030	NO STRINGS ATTACHED	102-11226	1/12/2026	102-11226 Water System	39,703.81	39,703.81	1/23/2026	Check
61033	Panther Creek Transport	87290	1/10/2026	87290 SAND AND STAND	481.11	481.11	1/23/2026	Check
61034	Quadient Finance Usa,In	JANUARY 2026	1/1/2026	790044080406543 POS	94.88	94.88	1/23/2026	Check
61035	RENEGADE GROUP, LLC.	RWS500304	1/12/2026	#RWS550304 CONTRACT	1,550.26	1,550.26	1/23/2026	Check
61036	Schneider Engineering,	80755/80756	1/9/2026	#80755/80756 PROFSI	1,023.00	1,023.00	1/23/2026	Check
61037	Steglich Feed And Farm	JANUARY 2026	1/1/2026	JANUARY 2026 CREDIT C	88.83	88.83	1/23/2026	Check
61039	TNMP	76497	1/8/2026	#00012/76497/28795 TC	569.67	569.67	1/23/2026	Check
61041	True.org	7562e6dc-0003	1/10/2026	7562E6DC-0003 MICROS	5,280.00	5,280.00	1/23/2026	Check
61045	William Le	00010001	1/20/2026	Urgent website / email tr	350.00	350.00	1/23/2026	Check
61046	Xerox Corporation	024872674	1/1/2026	705067072 / 024872674	511.16	511.16	1/23/2026	Check
61048	Jurgensen Pump, LLC	11643	1/23/2026	11643WWTP LIFT STATIO	965.00	965.00	1/23/2026	Check

**City of Bartlett
Payment Listing Report
1/1/2026 to 1/31/2026**

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Check #	Vendor	Invoice Number	Invoice Date	Invoice Description	Invoice Amount	Payment Amount	Check Date	Payment Type
61049	Adrian Flores	GIFT CARDS 2025	1/20/2026	CHRISTMAS 2025 GIFT C	1,900.00	1,900.00	1/30/2026	Check
61050	Al Clawson Disposal, Inc	801183	1/10/2026	#801183 DEC AND JANU	12,893.52	12,893.52	1/30/2026	Check
61051	BARTLETT AUTO SERVIC	1040	1/12/2026	#1040 PREVENTIVE MAIN	124.49	124.49	1/30/2026	Check
61054	Bug Master Exterminati	119030	1/21/2026	#119030 / 150874 PEST	390.00	390.00	1/30/2026	Check
61056	City Of Garland	CINV000810	1/5/2026	#CINV000810 DECEMBER	226.63	226.63	1/30/2026	Check
61057	City Of Round Rock Envi	4-1225	1/9/2026	4-1225 WATER TESTING	75.00	75.00	1/30/2026	Check
61058	Core & Main	Y361304	1/9/2026	Y361304 SUPPLIES	864.73	864.73	1/30/2026	Check
61059	Cross Texas Transmissio	167090	1/5/2026	#167090 DECEMBER 2022	225.12	225.12	1/30/2026	Check
61061	DEANS AUTOMOTIVE	84884	1/9/2026	84884 REPAIRS ON 2013	1,911.75	1,911.75	1/30/2026	Check
61065	FERGUSON WATERWOR	STATEMENT	1/1/2026	55303 SUPPLIES ORDERE	648.93	648.93	1/30/2026	Check
61067	GEUS	25-12-12	1/2/2026	25-12-12 DECEMBER 2022	12.43	12.43	1/30/2026	Check
61069	GV ELECTRICAL SERVIC	1336	1/19/2026	PRISON WATER PUMP TR	254.94	254.94	1/30/2026	Check
61070	Houston County Electric	2025-35	1/1/2026	2025-35 TCOS DOCKET 5	67.02	67.02	1/30/2026	Check
61071	Langford Community Ma	6684	1/26/2026	#6684 Milestone #6: Pro	5,000.00	5,000.00	1/30/2026	Check
61072	Lockridge Mobile Mecha	000034	1/21/2026	#000034 REPAIRS ON 20	1,048.44	1,048.44	1/30/2026	Check
61074	Lonestar Maintenance &	B37995	1/1/2026	#B37995 BOTTLE RENT -	63.00	63.00	1/30/2026	Check
61076	MRB GROUP	71940	1/14/2026	#71940 Bartlett Safe Rou	1,182.75	1,182.75	1/30/2026	Check
61076	MRB GROUP	72015	1/15/2026	#72015 General Services	800.00	800.00	1/30/2026	Check
61076	MRB GROUP	72017	1/15/2026	#72017 Evie St & WWTP	1,282.00	1,282.00	1/30/2026	Check
61077	Primo Brands	06A0125962886	1/6/2026	0125962886 CITY HALL D	186.88	186.88	1/30/2026	Check
61078	Quill LLC	47254278	1/7/2026	8793857 / 47254278 / 18	119.67	119.67	1/30/2026	Check
61078	Quill LLC	47262856	1/7/2026	#8793857 / 47262856 /	262.15	262.15	1/30/2026	Check
61080	San Miguel Electric Coo	T091-2512	1/8/2026	#T091-2512 TCOS DECE	5.05	5.05	1/30/2026	Check
61081	Savannah Castelan	012326 - City Hall	1/23/2026	1/23/26 cleaned City Hall	250.00	250.00	1/30/2026	Check
61081	Savannah Castelan	012326 Library	1/23/2026	01/23/26 Cleaned - Librar	250.00	250.00	1/30/2026	Check

City of Bartlett
Payment Listing Report
1/1/2026 to 1/31/2026

2/27/2026 9:10 AM

Check #	Vendor	Invoice Number	Invoice Date	Invoice Description	Invoice Amount	Payment Amount	Check Date	Payment Type
61083	Techline, Inc	1389748-00	1/12/2026	#9414 - 1389748-00 PA	272.00	272.00	1/30/2026	Check
61084	Texas Crushed Stone Co	110145/110146	1/12/2026	#110145/#110146 WASH	587.26	587.26	1/30/2026	Check
61085	Thomson Reuters-West	853089047	1/1/2026	1000520025 / 85308904	24.18	24.18	1/30/2026	Check
61087	Utility Service Co, Inc	120111 / 640520	1/1/2026	640520 200000 PEDISPH	3,732.96	3,732.96	1/30/2026	Check
	Total				228,740.59	228,740.59		

**City of Bartlett
Municipal Court Council Report
From 1/1/2026 to 1/31/2026**

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Violations by Type

	Traffic	Penal	City Ordinance	Parking	Other	Total
44		8	4	0	6	62
Financial						
State Fees	Court Costs	Fines	Tech Fund	Building Security		Total
\$8,395.62	\$4,822.16	\$8,944.93	\$45.16	\$53.27		\$22,261.14

Warrants

	Issued	Served	Closed	Total
11		0	2	13
FTAs/VPTAs				
FTAs	VPTAs			
8	5			13

Dispositions

	Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
51		0	2	32	6	91

Trials & Hearings

	Jury	Bench	Appeal	Total
0	0	0	0	0
Omni/Scofflaw/Collection				
Omni	Scofflaw	Collections		Total
37	0	37		74

DEPOSITS

Payment Date: No date entered
 Post Date: 1/1/2026 - 1/31/2026

DEPOSITS

Payment Type	Payment Items	Amount Paid
Utility Payment	765	\$226,524.63
Permit Payment	13	\$3,060.00
Court Payment	95	\$22,261.14
General Deposit	15	\$129,190.69
Utility Deposit	4	\$850.00

Payment Method	Payments	Amount Paid
Credit Card	353	\$89,048.74
Check	326	\$123,302.05
Cash	182	\$46,639.00
Change	145	(\$1,750.72)
Other	6	\$124,836.36
Cash Total		\$44,888.28

Utility Payment		
02-1301 AR Enterprise /Utility Billing	6 Yard X 2	\$360.00
02-1301 AR Enterprise /Utility Billing	Disconnect Fee	\$50.00
02-1301 AR Enterprise /Utility Billing	Dumpster 2 Yards	\$58.10
02-1301 AR Enterprise /Utility Billing	Dumpster 3 Yards	\$400.00
02-1301 AR Enterprise /Utility Billing	Dumpster 4 Yard	\$375.45
02-1301 AR Enterprise /Utility Billing	Dumpster 6 Yard	\$130.00
02-1301 AR Enterprise /Utility Billing	Dumpster 8 Yd X2	\$310.00
02-1301 AR Enterprise /Utility Billing	Dumpster Miscellaneous	\$2,186.45
02-1301 AR Enterprise /Utility Billing	Electric Commercial	\$18,862.50
02-1301 AR Enterprise /Utility Billing	Electric Residential	\$88,814.41
02-1301 AR Enterprise /Utility Billing	Electric Vapor Light	\$205.16
02-1301 AR Enterprise /Utility Billing	Garbage Residential	\$17,994.45
02-1301 AR Enterprise /Utility Billing	Penalty	\$3,476.25
02-1301 AR Enterprise /Utility Billing	SALES TAX	\$1,534.75
02-1301 AR Enterprise /Utility Billing	Sewer Commercial	\$3,362.30
02-1301 AR Enterprise /Utility Billing	Sewer Commercial Prison	\$10,874.15
02-1301 AR Enterprise /Utility Billing	Sewer Residential	\$18,304.81
02-1301 AR Enterprise /Utility Billing	Unapplied Credit	\$940.44
02-2003 Unearned Revenue	Water Commercial	\$17,196.35
02-1301 AR Enterprise /Utility Billing	Water Residential	\$35,621.77
02-1301 AR Enterprise /Utility Billing	Water/Wwtp Improvement Loan R	\$5,467.29
	Total	\$226,524.63

Permit Payment		
01-11-6101 Building Permits	Commercial Admin Fee	\$40.00
01-11-6101 Building Permits	Residential Admin Fee	\$240.00
01-11-6101 Building Permits	Residential Demo Post Inspection	\$55.00
01-11-6101 Building Permits	Residential Demo Pre-inspection	\$55.00
01-11-6101 Building Permits	Residential Final Inspection	\$55.00

01-11-6101 Building Permits	Residential Inspection Fee	\$55	\$110.00
01-11-6101 Building Permits	Residential Plan Amendment		\$75.00
01-11-6101 Building Permits	Residential Plan Review		\$375.00
01-11-6101 Building Permits	Residential Re-Inspection		\$55.00
02-80-6412 Water Tap Fees	Residential Water Tap		\$2,000.00
	Total		\$3,060.00

Court Payment

01-12-6303 Municipal Court Service Fee Retained	Administrative Fee	\$49.00	
01-12-6303 Municipal Court Service Fee Retained	Arrest Fee	\$362.03	
01-12-6303 Municipal Court Service Fee Retained	Child Safety - School Crossing Zone	\$716.27	
01-2200 Collections	Collections Fee	\$1,364.22	
01-12-6309 Consolidated Security and Technology Fund	Consolidated Security and Technol	\$626.57	
01-12-6303 Municipal Court Service Fee Retained	DSC - Administrative Fee	\$310.00	
01-12-6303 Municipal Court Service Fee Retained	Indigent Defense Fund	\$1.36	
01-2020 State Fees	Indigent Defense Fund	\$12.26	
01-12-6303 Municipal Court Service Fee Retained	Judicial Support Fee	\$4.08	
01-2020 State Fees	Judicial Support Fee	\$36.79	
01-12-6303 Municipal Court Service Fee Retained	Juror Reimbursement Fee	\$2.74	
01-2020 State Fees	Juror Reimbursement Fee	\$24.52	
01-12-6303 Municipal Court Service Fee Retained	Local Traffic Fee	\$193.31	
01-12-6303 Municipal Court Service Fee Retained	Local Youth Diversion Fund	\$377.01	
01-12-6303 Municipal Court Service Fee Retained	Moving Violation Fee	\$0.06	
01-2020 State Fees	Moving Violation Fee	\$0.61	
01-12-6302 Municipal Court Building Security Fund	Municipal Court Building Security F	\$53.27	
01-12-6304 Municipal Technology Fund	Municipal Court Technology Fund	\$20.00	
01-12-6305 Municipal Jury Funds	Municipal Jury Fund	\$7.53	
01-12-6301 Court Fines Revenue	Non-Traffic Fine	\$1,516.00	
01-12-6308 Omnibase Reimbursement Fee	Omnibase Reimbursement Fee	\$34.40	
01-2020 State Fees	Omnibase Reimbursement Fee	\$51.60	
01-2020 State Fees	OmniBase/FTA Fee	\$501.15	
01-2020 State Fees	OmniBase/FTA Fee - OmniBase	\$6.00	
01-12-6303 Municipal Court Service Fee Retained	State Consolidated Fee	\$511.39	
01-2020 State Fees	State Consolidated Fee	\$4,602.53	
01-12-6303 Municipal Court Service Fee Retained	State Traffic	\$131.70	
01-2020 State Fees	State Traffic	\$3,083.88	
01-12-6304 Municipal Technology Fund	Technology Fund Fee	\$25.16	
01-12-6301 Court Fines Revenue	Traffic Fine	\$7,428.93	
01-2020 State Fees	Truancy Prevention & Diversion Fu	\$2.19	
01-12-6303 Municipal Court Service Fee Retained	Warrant Fee	\$204.58	
	Total		\$22,261.14

General Deposit

02-00-6751 Grant Proceeds	ARPA TXDOT REIMBURSEMENT - A	\$42,900.00	
01-20-6741 Cemetery Revenue	Cemetery - Cemetery	\$100.00	
01-11-6113 Franchise Fees	Franchise Fee - Franchise Fees	\$2,094.36	
04-60-7777 Hotel Occupancy Tax	HOTEL OCCUPANCY TAX - HOTEL O	\$114.34	

01-00-6901 Insurance Reimbursement	Insurance Reimbursement - Insurai	\$1,300.00
01-00-6115 Pet Registration	Pet Registration - Pet Registration I	\$25.00
01-00-6115 Pet Registration	Pet Registration - Pet Registration-I	\$45.00
01-00-6115 Pet Registration	Pet Registration - Pet Registration-	\$15.00
01-11-6113 Franchise Fees	Right of Way Fees - Right of Way Fe	\$21.87
01-11-6003 I&S Property Tax	Taxes - I&S Property Tax	\$7,693.77
01-11-6005 M&O Property Tax	Taxes - M&O Property Tax	\$57,488.71
01-11-6021 Sales Tax	Taxes - Sales Tax	\$16,465.14
02-00-9351 Purchased Water	Water Purchase - Water Purchase (\$927.50
	Total	\$129,190.69

Utility Deposit

02-2005 Utility Customer Deposits	COMMERCIAL	\$250.00
02-2005 Utility Customer Deposits	Residential	\$600.00
	Total	\$850.00

General Ledger Totals

	Debit	Credit
01-00-6115 Pet Registration		\$85.00
01-00-6901 Insurance Reimbursement		\$1,300.00
01-1000 Consolidated Cash Equity	\$111,586.84	
01-1020 Cemetery Bank Account	\$100.00	
01-11-6003 I&S Property Tax		\$7,693.77
01-11-6005 M&O Property Tax		\$57,488.71
01-11-6021 Sales Tax		\$16,465.14
01-11-6101 Building Permits		\$1,060.00
01-11-6113 Franchise Fees		\$2,116.23
01-12-6301 Court Fines Revenue		\$8,944.93
01-12-6302 Municipal Court Building Security Fund		\$53.27
01-12-6303 Municipal Court Service Fee Retained		\$2,863.53
01-12-6304 Municipal Technology Fund		\$45.16
01-12-6305 Municipal Jury Funds		\$7.53
01-12-6308 Omnibase Reimbursement Fee		\$34.40
01-12-6309 Consolidated Security and Technology Fund		\$626.58
01-2020 State Fees		\$8,321.52
01-20-6741 Cemetery Revenue		\$100.00
01-2200 Collections		\$1,364.22
01-2240 Credit Card Fee		\$3,116.85
02-00-6751 Grant Proceeds		\$42,900.00
02-00-9351 Purchased Water		\$927.50
02-1000 Consolidated Cash Equity	\$273,202.13	
02-1301 AR Enterprise /Utility Billing		\$225,584.19
02-2003 Unearned Revenue		\$940.44
02-2005 Utility Customer Deposits		\$850.00
02-80-6412 Water Tap Fees		\$2,000.00
04-1000 Consolidated Cash Equity	\$114.34	
04-60-7777 Hotel Occupancy Tax		\$114.34
99-1000 Consolidated Cash	\$384,788.97	

99-2999 Due To Other Funds		\$384,788.97
Totals	\$769,792.28	\$769,792.28



CHAD MEES, MAYOR
VICKIE COOPER, PRO TEMPORE
JACKIE IVICIC, COUNCILMAN
JESSE LUNA, COUNCILMAN
GAYLE JONES, COUNCILMAN
TOM ZIMMER, COUNCILMAN

Date 2/02/2026

Monthly Report: Development Services Department As of 1/31/2026

All building permits are subject to abide by City of Bartlett developmental zonings and building ordinances accordingly.

Permits Received/Issued	Residential	Commercial
<i>New Permits Applications Received</i>	6	
<i>Permits Issued</i>	4	1
<i>Plan Reviews Denied</i>	3	
Plan Review Failures		
<i>Uncertified Plans</i>		
<i>Site Maps</i>		
<i>Incomplete Information</i>	3	
<i>Other</i>		
<i>Demolition Permits Issued</i>		
<i>Permit Renewal</i>		

Total: \$3060.00



*CHAD MEES, MAYOR
VICKIE COOPER, MAYOR PRO TEM
GAYLE JONES, COUNCILMAN
JESSE LUNA, COUNCILMAN
JACKIE IVICIC, COUNCILMAN
THOMAS ZIMMER, COUNCILMAN*

Date: February 1, 2025

Report: Monthly Utilities Report

Report Dates: January 1 through January 30, 2025

Credit Card	\$66,229.60
Checks	\$116,796.59
Cash	\$45,545.00
ACH	\$288.74
Showing a Refund (did not happen)	\$850.00
Total	<u>\$228,004.50</u>

Paper Bills	770
Number of Active Accounts	648
New Residents	10
Payment Plan Households	3

PUBLIC WORKS REPORT		Jan. 2026
RE READS		9
REACTIVATE		
LOW/NO WATER PRESSURE		1
FLUSH FIRE HYDRANTS		
METER EXCHANGE		5
METER SET		23
METER PULL		15
WATER TAP		
STREET REPAIR		9
REPLACE CULVERT		2
WATER LINE REPAIR		22
METER REPAIR		4
READ METERS		10
UTILITY TAP BUILD OUT		
TOTAL		95
ELECTRIC WORKS REPORT		Jan. 2026
POWER OUTAGE		1
LOW HANGING POWER LINE		4
LIMB ON LINE		2
ELECTRIC LINE DOWN		
STREET LIGHT MAINTENANCE		15
ELECTRIC METER REPAIR		
METER SET		12
METER PULL		15
CONNECTS		
TRIM TREES		10
METER EXCHANGE		18
REMOVE LIMBS ON PREMISE		6
LEANING POLE		2
SET NEW POLE		
TOTAL		90
SEWER REPORT		Jan. 2026
SEWER OVERFLOW		
SEWER LINE REPAIR		8
SEWER JET		10
SEWER TAP		
TOTAL		18

GENERAL	Jan. 2026
BRUSH	8
LIMBS	8
DEAD ANIMAL PICKUP	
MOWING	10
Weedeating, Misc	10
STREET REPAIR	15
Abatements	
Locates	10
Vairious items for City	7
TOTAL	62
TOTAL WORK ORDERS	290
Public Works	215
Electric Crew	75
Storm outage	1
Old Utility Building Fire	1

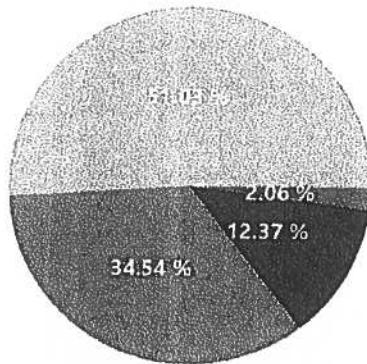
Monthly Report - BAPD

Previous Month



Event Priority	Event Count
1	4
2	24
3	67
4	99
Total	194

Event Priority



- 1
- 2
- 3
- 4

Event Priority	Response Time	Start To Add Time	Add To Disp Time	Disp To En Rte Time	En Rte To Arv Time	Arv To Close Time
1	808	80	440	15	793	10624
2	128	45	58	43	241	1253
3	37	111	31	17	174	1872
4	0	3	75			1116

(Response times in seconds.)

Monthly Report - BAPD

Previous Month



BUILDING CHECK	1
BURG BLDG COMMERCIAL/RESIDENTIAL	1
SICK PERSON	1
UNCONSCIOUS/FAINTING (NEAR)	1
UNKNOWN STATUS (MAN DOWN)	1
ODOR OF OR GAS LEAK	1
DIABETIC PROBLEMS	1
AREA CHECK	1
STROKE	1
ALARM	1
Total	194



Chad Mees, Mayor
Vickie Cooper, Mayor Pro-Tempore
Gayle Jones, Council Member
Jackie Ivicic, Council Member
Jesse Luna, Council Member
Tom Zimmer, Council Member

NOTICE AND AGENDA OF A CALLED MEETING OF THE CITY COUNCIL OF THE CITY OF BARTLETT, TEXAS

Notice is hereby given that the City Council of the City of Bartlett, Texas will hold a

Regular Called Meeting

6:00 PM

Monday, January 12th, 2026

Bartlett City Hall

140 W Clark Street, Bartlett, TX 76511

For citizen comments, please contact Brenda Kelley, City Secretary at (municipalcourt@bartlett-tx.us).

CALL TO ORDER, DECLARE A QUORUM, PLEDGE OF ALLEGIANCE, AND INVOCATION

Call to order at 6:06pm

MPT Cooper was absent

CM Luna was absent

Quorum declared

CITIZENS COMMUNICATION

(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.)

No one signed up to speak

BOARDS, COMMISSIONS, & COMMITTEES PRESENTATIONS, PROCLAMATION

Fire Department – As presented in packet

Teinert Memorial Library – Library Coordinator Jennifer Campbell presented report.

Bartlett City Cemetery – CM Jones presented report.

Parks and Recreation - Nothing to report

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items the Council may act on with one single vote. Any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)

1. Receive monthly department reports:
 - a. Municipal Treasurer
 - b. City Secretary –Accounts Payables-Accounts Receivable
 - c. Municipal Court
 - d. Development Services-Permits
 - e. Utility Billing
 - f. Public Works (Tabled)
 - g. Police Dept

2. Approve minutes from the following meeting:
 - a. 12-08-2025– Regular Meeting
 - b. 12-08-2025 – Planning and Zoning Meeting
 - c. 12-22-2025 – Regular Meeting



Chad Mees, Mayor
Vickie Cooper, Mayor Pro-Tempore
Gayle Jones, Council Member
Jackie Ivicic, Council Member
Jesse Luna, Council Member
Tom Zimmer, Council Member

CM Ivicic made the motion to approve consent agenda as presented.

CM Zimmer seconded the motion

Motion passed 3-0

PUBLIC HEARINGS / ORDINANCES

REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

1. Discuss, review, and take any necessary action to possibly accept Cemetery Maintenance Submittal of Qualifications (SOQ's)

Tabled

2. Discuss, review, and take any necessary action on Teinert Memorial Library Performance Plan.

Tabled

FUTURE AGENDA ITEMS

ADJOURN

CM Ivicic made the motion to adjourn the meeting.

CM Jones seconded the motion.

Motion passed 3-0

Meeting adjourned at 7:02pm

MINUTES APPROVED:

X

Chad Mees
Mayor

Date

ATTEST:



**Chad Mees, Mayor
Vickie Cooper, Mayor Pro-Tempore
Gayle Jones, Council Member
Jackie Ivicic, Council Member
Jesse Luna, Council Member
Tom Zimmer, Council Member**

X

Brenda Kelley
City Clerk

Date



Chad Mees, Mayor
Vickie Cooper, Mayor Pro-Tempore
Gayle Jones, Council Member
Jackie Ivicic, Council Member
Jesse Luna, Council Member
Tom Zimmer, Council Member

NOTICE AND AGENDA OF A CALLED MEETING OF THE CITY COUNCIL OF THE CITY OF BARTLETT, TEXAS

Notice is hereby given that the City Council of the City of Bartlett, Texas will hold a

Special Called Meeting

6:00 PM

Friday, January 30th, 2026

Bartlett City Hall

140 W Clark Street, Bartlett, TX 76511

For citizen comments, please contact Brenda Kelley, City Secretary at (municipalcourt@bartlett-tx.us).

CALL TO ORDER, DECLARE A QUORUM, PLEDGE OF ALLEGIANCE, AND INVOCATION

Open at 6:36pm

Quorum declared

CM Ivicic was absent

CITIZENS COMMUNICATION

(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.)

No one signed up to speak

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items the Council may act on with one single vote. Any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)

1. Receive monthly department reports:
 - a. Monthly Report from City Administrator

Tabled

SPECIAL AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

1. Discuss, review, and take any necessary action to consider the Audit Engagement Agreement.
MPT Cooper made the motion to approve the Audit Engagement Agreement with Don Allman.
CM Jones seconded the motion
Motion passes 4-0
2. Discuss, review, and take any necessary action to consider Crossroads Administrative Utility Services Agreement.
MPT Cooper made the motion to approve the Crossroads Administrative Utility Services Agreement.
CM Zimmer seconded the motion
Motion passed 4-0



**Chad Mees, Mayor
Vickie Cooper, Mayor Pro-Tempore
Gayle Jones, Council Member
Jackie Ivicic, Council Member
Jesse Luna, Council Member
Tom Zimmer, Council Member**

FUTURE AGENDA ITEMS

ADJOURN

MPT Cooper made the motion to adjourn the meeting

CM Luna seconded the motion

Motion passed 4-0

Meeting adjourned at 6:57pm

MINUTES APPROVED:

X

Chad Mees
Mayor

Date

ATTEST:

X

Brenda Kelley
City Clerk

Date

INTERLOCAL COOPERATION CONTRACT

I. CONTRACTING PARTIES AND AUTHORITY

The Department of Public Safety (DPS) and the Municipal Court of
Bartlett Texas, Bell/Williamson County [City or County] are contracting under the authority of Texas
Government Code Chapter 791 (the Interlocal Cooperation Act).

DPS certifies that it has the authority to contract for the Texas Conviction Reporting (TXCR) application
by the authority granted in Tex. Transp. Code Chapter 543, Subchapter C.

II. BACKGROUND AND PURPOSE

DPS is legislatively required to apply all court-reported convictions to a driver record within seven days
of the final disposition of conviction. Texas courts send more than 180,000 conviction records monthly.
To secure personally identifiable information (PII) of drivers who are convicted in Texas courts, DPS
developed a secure web-based application for Texas courts to submit electronic convictions onto a Texas
driver's record and eliminate mailed or unsecured upload of conviction records.

Furthermore, DPS and Federal Motor Carrier Safety Administration's (FMCSA) common goal is to ensure
and improve public safety by reducing crashes, injuries, and fatalities involving Commercial Motor
Vehicles (CMV). One of the components of this effort is the appropriate and timely reporting of moving
violation convictions for Commercial Driver License (CDL) holders and operators of CMVs. For DPS to be
successful in its endeavor to bolster the foundation and support the priorities of the CDL program, it
must have the proper tools to accomplish these goals.

III. STATEMENT OF SERVICES

DPS responsibilities are as follows.

- Provide access to the TXCR over the internet from a publicly accessible site based on
authorized access granted by DPS to Court reporting personnel.
- Ensure the TXCR site is secure and meets Criminal Justice Information System (CJIS)
security requirements as defined by the Federal Bureau of Investigation (FBI).
- Allow submission of convictions individually using a web-form that matches the bulk file
format for ease of entry. Bulk file format will be provided to Court.
- TXCR will validate conviction data prior to inclusion to the driver's record and if data
cannot be validated, will reject the submission with an opportunity for Court to correct
and resubmit.
- Provide historical reports for Court to assist with timely reporting, reducing rejects and
ensuring accuracy of conviction reporting.
- Provide training to Court, and include training materials and procedures on the TXCR
site for 24/7 access by Court.
- TXCR Contractor will assist Court users by providing a toll-free telephone number and
email, Monday through Friday from 7:00am to 8:00pm, except holidays.

Court responsibilities are as follows.

- Do not share the TXCR site information with unauthorized persons.
- Have only two authorized court personnel with access to TXCR, unless additional personnel are authorized by DPS based on business need.
- Authorized users must use Multi-Factor Authentication (MFA) to access TXCR and will be required to download an application to a cell phone to receive the MFA code before access is granted.
- Must use TXCR to upload individual convictions using a web-form or bulk upload of convictions in a pre-defined format approved by DPS. Paper forms will not be accepted.
- Must notify DPS immediately upon termination or resignation of an authorized user to allow DPS disable the account and prevent unauthorized use of TXCR.
- Submit conviction reports to TXCR within seven days from the date of conviction in compliance with Tex. Transp. Code Chapter 543, Section 543.203.

IV. CONTRACT AMOUNT AND BASIS FOR CALCULATING COSTS

DPS will provide TXCR to Court at no cost.

V. TERM OF CONTRACT AND AMENDMENTS

This contract is effective on the date of execution and will not expire except upon written request of either party with 30 calendar days' written notice. This contract may only be amended by mutual written agreement of the parties.

Any alterations, additions, or deletions to the terms of the Contract that are required by changes in federal or state law or regulations are automatically incorporated into the contract without written amendment hereto, and shall become effective on the date designated by such law or by regulation.

VI. GENERAL TERMS AND NOTICE

This Contract is governed by and construed under and in accordance with the laws of the State of Texas. The Court understands and agrees that it will comply with all local, state, and federal laws in the performance of this Contract, including administrative rules adopted by DPS.

The respective party will provide any required notice as noted in this section. Either party may change its information by giving the other party written notice and the effective date of the change.

Court	Department of Public Safety
Attn.: Brenda Kelley	Enforcement & Compliance Service Attn: Conviction Reporting 5805 North Lamar Blvd., Bldg A
Address: PO BOX H Bartlett Tx 76511	Austin, Texas 78752-0001 (512) 424-5809 [fax]
Address: 140 W. Clark St Bartlett Tx 76511	Data.Submission@dps.texas.gov
Fax: 254-527-4280	(512) 424-2031
Email: municipalcourt@bartlett-tx.us	
Phone: 254-527-3219	

VII. CERTIFICATIONS

The parties certify that (1) the contract is authorized by the governing body of each party; and (2) the purpose, terms, rights, and duties of the parties are stated within the Contract.

The undersigned signatories have full authority to enter into this Contract on behalf of the respective Parties.

Court Authorized Signatory	Department of Public Safety
Signature and Title	Signature of Driver License Division Chief or Designee
Date:	Date:

*An additional page may be attached if more than one signature is required to execute this Contract on behalf of the Court. Each signature block must contain the person's title and date.



Bell County

The Office of Elections Administration

Dr. Desi Roberts, Elections Administrator

550 E. 2nd Ave
P.O. Box 1629
Belton, Texas 76513
254 933 5774
Fax 254 933 6754
Elections@BellCounty.Texas.gov
Voter Registration@BellCounty.Texas.gov

CONTRACT ELECTION SERVICES FOR MAY 2, 2026 (CITY AND SCHOOLS) ELECTIONS

THIS Contract for Election Services is between the Bell County Elections Administrator and political subdivisions, namely () located entirely or partially inside the boundaries of the Bell County Elections Department. This is a General Service Contract that can be customized with specific details if both parties agree to certain required election services. This Contract is made pursuant to Texas Election Code Sections 31.092 and 281.002 and Texas Education Code Section 11.0581 for an election to be held on May 2, 2026, and administered by the specific political subdivision with requested services from **Dr. Desi Roberts, Bell County Elections Administrator**. This Contract supersedes any prior contracts or agreements for election services between the Participating Authority and the Bell County Elections Department. Participating Authorities who desire to utilize Bell County Elections Services shall return this contract-signed application for the Political Subdivision Election outlining specific requests **on or before February 3, 2026**. Send all documents to jeannette.compean@bellcounty.texas.gov and desi.roberts@bellcounty.texas.gov. Throughout this period, open accessibility and communication shall be maintained.

RECITALS

WHEREAS, each Participating Authority holding an election on May 2, 2026;

WHEREAS, Bell County owns an electronic voting system, the Election System and Software (ES&S) EVS 6110 voting system, which includes the DS200 precinct scanner, and the ExpressVote ballot marking device and has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122 as amended, and is compliant with the accessibility requirements for persons with disabilities set forth by Texas Election Code Section 61.012. The Participating Authorities desire to use Bell County's electronic voting system, to compensate Bell County for such use, and to share in certain other expenses connected with the elections in accordance with the applicable provisions of Chapters 31 and 281 of the Texas Election Code, and Health and Safety Code, respectively as amended, and

NOW THEREFORE, in consideration of the mutual covenants, agreements, and benefits to the parties, IT IS AGREED as follows:

I. ADMINISTRATION

The Participating Authorities agree to hold their respective Elections with the services requested from the Bell County Elections Department, in accordance with applicable provisions of the Texas Election Code and this Contract. The Participating Authorities coordinate, supervise, and operate all aspects of administering the Election. The Elections Administrator's services may include voting equipment rental, ballot/equipment programming (*if contracted*), supplies, repairs, and technical support. The List of Registered Voters will be provided at no cost.

It is understood that other political subdivisions and districts may wish to participate in the use of Bell County's electronic voting system, and it is agreed that the Elections Administrator may enter into other contracts for election services for those purposes, on terms and conditions generally similar to those outlined in this Contract. The Elections Administrator will provide voter registration checks and similar support to the polling sites.

Pursuant to Chapter 271 of the Texas Election Code, it authorizes any two or more entities in the same county to enter into a joint election agreement. Therefore, the school district may have a joint election agreement with a city or other authorized partner that is only partially contained within the district. Hence, the Elections Administrator will evaluate each political subdivision or district's request for service and, if necessary, provide the department's limitations on fulfilling services or operations, if applicable.



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Fax 254.933.6754

Elections@BellCounty.Texas.gov

Voter.Registration@BellCounty.Texas.gov

II. LEGAL DOCUMENTS

Each Participating Authority shall be responsible for preparing, adopting, and publishing all required election orders, resolutions, notices, and other pertinent documents required by the Texas Election Code and/or the Participating Authority's governing body, charter, or ordinances. All timelines and deadlines outlined in the *Election Law Calendar* will be enforced. Additionally, each entity acknowledges the Elections Administrator's established timeframe as a condition for participation.

Preparation of the necessary materials for notices and the official ballot language shall be the responsibility of each Participating Authority, including providing the text in English and Spanish. Each Participating Authority shall give a copy of its respective election orders and notices to the Elections Administrator. The Elections Administrator will proceed with programming or other requirements without Participating Authorities who fail to meet established deadlines.

III. NONPERFORMANCE

The Elections Administrator will inform each Participating Authority of any concerns or deficiencies in their obligations under this Contract. The Elections Administrator may set a reasonable period to cure or obtain adequate assurance that any such issues or deficiencies will be promptly addressed and corrected.

The Participating Authority's failure to cure problems or deficiencies related to its obligations, duties, and responsibilities per all terms and conditions of this Agreement will be considered in any future contracts with the Elections Administrator. Any Participating Authority failing to perform will reimburse the Elections Administrator for additional costs and expenses to Bell County, including all costs associated with interference in conducting the election.

IV. VOTING LOCATIONS

The Participating Authority is responsible for all aspects of its voting location. Voting locations shall comply with the accessibility requirements established by Election Code Section 43.034 and the Americans with Disabilities Act (ADA).

V. ELECTION JUDGES, CLERKS, AND OTHER ELECTION PERSONNEL

The Elections Administrator may provide election training for election workers. The Participating Authority will take the necessary steps to ensure that all election judges appointed for the Election are eligible to serve and meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code.

The Elections Administrator may employ other personnel necessary to support the election, including part-time help, who will be compensated at the hourly rate set by Bell County in accordance with Election Code Sections 32.091, 32.092, 83.052, and 87.005, and reimbursed by the Participating Authorities.

Per Sec. 31.098 of the Texas Election Code, the Elections Administrator is authorized to contract with third persons for election services and supplies. The Elections Administrator will pay the actual cost of such third-person services and supplies and will be reimbursed by the Participating Authorities.

VI. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

The Elections Administrator shall arrange with the Participating Authority for all contracted voting equipment, including, but not limited to, Bell County's electronic voting system and voter registration lists. The Elections Administrator will conduct internal testing of the electronic equipment; this test shall not replace the requirement outlined by Chapters 128 and 129 of the Texas Election Code.



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The Elections Administrator may agree to conduct internal equipment testing and programming and to receive reimbursement for ordering election programs for Participating Authorities. The Participating Authority shall conduct the Public Logic and Accuracy testing outlined in the Texas Election Code with assistance from the Elections Administrator.

VII. EARLY VOTING

The Participating Authorities are responsible for all aspects of conducting Early Voting in accordance with the Texas Election Code. The Elections Administrator may receive applications for Early Voting ballots to be voted by mail per Chapters 31 and 86 of the Texas Election Code. Any requests for Early Voting ballots to be voted by mail will be forwarded to the Participating Authorities immediately for processing.

VIII. EARLY VOTING BALLOT BOARD

The Participating Authorities shall be responsible for all aspects of the Early Voting Ballot Board (EVBB) to process Absentee and Provisional Ballots.

IX. CENTRAL COUNTING STATION AND ELECTION RETURNS

The Elections Administrator will not establish or operate a central counting station; therefore, participating Authorities will be responsible for tabulating and accumulating vote totals.

X. PARTICIPATING AUTHORITIES WITH TERRITORY OUTSIDE BELL COUNTY

Bell County Elections will consider conducting elections in territories outside of Bell County on a case-by-case basis.

XI. RUNOFF ELECTIONS

Each Participating Authority shall have the option of extending the terms of this Contract through its runoff election, if applicable. In the event of such a runoff election, the terms of this Contract shall automatically extend unless the Participating Authority notifies the Elections Administrator in writing within three business days of the original election.

XII. ELECTION EXPENSES AND ALLOCATION OF COSTS

Charges. In consideration of the election services provided hereunder by the Elections Administrator, the Participating Authorities will be charged a share of the election service costs, excluding the voting equipment lease.

- a) **Election Costs.** Each Participating Authority's share of election costs will be a pro-rata share of the total of all costs incurred by the Elections Administrator in connection with the services of elections of other entities held at the same time as the election, i.e., (*Technicians, hot spot devices, equipment delivery, printing supplies, etc.*).
- b) Each Participating Authority will be responsible for its specific contracted expenses (*equipment rentals or any other negotiated service*)
- c) Lease of Voting Equipment. Per Texas Election Code Section 123.032(d), the Bell County Commissioners Court has established the following prices for leasing county-owned voting equipment:
 - \$20.00 per day ExpressVote Ballot Marking Device
 - \$20.00 per day DS200 Precinct Scanner
 - \$20.00 per day Electronic pollbook.

The Elections Administrator shall deposit all funds payable under this Contract into the appropriate fund(s) within the Bell County treasury in accordance with Election Code Section 31.100.



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XIII. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

Any Participating Authority may withdraw from this Contract for Election service should it cancel its election in accordance with Sections 2.051 - 2.053 of the Texas Election Code. Election services are contingent only on a direct contract with the Elections Administrator.

XIV. RECORDS OF THE ELECTION

The Participating Authority shall designate a general custodian of the voted ballots and all records of the Election as authorized by Section 281.010 of the Texas Election Code.

XV. RECOUNTS OR CONTESTED ELECTION

The Elections Administrator agrees to provide advisory services to each Participating Authority as necessary to conduct a proper recount.

XVI. MISCELLANEOUS PROVISIONS

1. The Elections Administrator shall file copies of this document with the Bell County Treasurer and the Bell County Auditor in accordance with Section 31.099 of the Texas Election Code.
2. Nothing in this Contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this Contract or a violation of the Texas Election Code.
3. This Contract shall be designed in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Bell County, Texas.
4. If one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof. This Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
5. All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and any other entities with local jurisdiction.
6. The waiver by any party of a breach of any provision of this Contract shall not operate as or be construed as a waiver of any subsequent breach.
7. Any amendments to this Contract shall be of no effect unless in writing and signed by all parties hereto.
8. Participating Authority agrees to act in good faith in the performance of this agreement and shall immediately contact and notify the Elections Administrator of any potential problems or issues relevant to the subject matter of this Contract.
9. The Elections Administrator will host a May election planning meeting for all participating entities in February 2026.



Bell County

The Office of Elections Administration

Dr. Desi Roberts, Elections Administrator

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Voter.Registration@BellCounty.Texas.gov

XVII. COST ESTIMATES AND DEPOSIT OF FUNDS

The Elections Administrator will attach an itemized invoice to this Contract based on the expenses directly attributable to the services the Elections Administrator provides.

XVIII. SIGNATURE PAGE

WITNESS BY MY HAND THIS THE DAY OF _____, 2026.

ELECTIONS ADMINISTRATOR:

Dr. Desi Roberts, Elections Administrator

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 2026.

PARTICIPATING AUTHORITY: Name of Participating Authority: _____

(By)Printed Name: _____

Signature/Title: _____



Bell County

The Office of Elections Administration

Dr. Desi Roberts, Elections Administrator

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P O Box 1629
Belton, Texas 76513
254.933.5774
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Elections@BellCounty.Texas.gov
Voter Registration@BellCounty.Texas.gov

TO: Participating Entities
FROM: Bell County Elections Administrator
RE: Estimated cost for May 2, 2026, Uniform Elections
DATE: 12.17.2025

ITEMIZED EXPENSES

Description	Unit Price	Amount
Administrative Fee	10%	\$
Poll Presiding and Alternate Judges		
Poll Workers (Clerks)		
Technicians (if requested)	5 x (\$15 avg((OT)). x 20 Hrs.	\$ 1500.00 (CS)
Polling Site Rental	N/A	\$ 00
Public L&A Test legal notice publication	N/A	\$ 00
Equipment Delivery	4 x \$30 avg. X 8 hours	\$ 960.00 (CS)
ELECTION EQUIPMENT		
Use of DS850 tabulating equipment as per TEC Sec.'s 214.044, 215.002		
Hot Spot Cards (\$50 x ePolbooks)	\$ 50.00 each	\$ TBD
ELECTION PROGRAMMING (for 625 election equipment)		
Candidate/Responses @ \$8.40		
ExpressVote ENG Candidates / Yes-No @ \$10.75		
ExpressVote ENG Contest/Issues @ \$17.85		
ExpressVote SPA Candidates / Yes-No @ \$10.75		
ExpressVote SPA Contest/Issues @ \$17.85		
Media Burn: Flashcards @ 5.00 each (250)	\$ 7000.00	TBD
ExpressVote ENG/SPA Props/Amends @ \$42.10		
Use of DS200 (without programming)	\$ 20.00 each (per day)()	
Use of Electronic Poll Books (without programming)	\$ 20.00 each (per day)()	
Use of ExpressVote (without programming)	\$ 20.00 each (per day)()	
Technical Support (2 days) (ES&S) for Central Count Station		
BALLOTS		
Official Election Day Ballots - Absentee	\$ 0.26 ()	TBD
Official Election Day Ballots - Election Day	\$ 0.26 ()	TBD
Official Election Day Ballots - Coding	\$ 0.26 ()	TBD
Official Election Day Ballots - Sample	\$ 0.26 ()	TBD
Official Election Day Ballots - Test	\$ 0.26 ()	TBD
Printing Supplies (Outsource)	\$ 300.00	\$ 300.00 (CS)
Ballot Card Stock (0.1050 per)	EV: ED:	TBD
Flat Fee for Supply Kits (EV: 7, ED: 42) \$25	\$	TBD
Elections Sites Supply Kits (EV: \$70 x # of sites & ED: \$70 x # of sites)	\$	TBD
Postage for Ballot By Mail	00	\$ 00
Shipping & Handling	\$ 700.00	\$ 700.00 (CS)
	Amount Due	\$ TBD

CS: Cost Sharing with all Entities; TBD: To be determined (quantity based on ballot requirement)

**THE STATE OF TEXAS
COUNTY OF WILLIAMSON**

JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES

This Election Agreement and Contract for Election Services ("Contract") is made by and between the Williamson County Elections Administrator ("Elections Administrator") and political subdivisions ("Participating Authority" or "Participating Authorities") located entirely or partially inside the boundaries of Williamson County. The complete list of Participating Authorities will be available after the final day to cancel an election as prescribed by the Secretary of State's election calendar and will be listed as **Attachment A**.

This Contract is made pursuant to Texas Election Code Sections 31.092 and 271.002 and Texas Education Code Section 11.0581 for an election to be held on the election date of May 2, 2026, and administered by Bridgette Escobedo, Williamson County Elections Administrator. This Contract supersedes any and all prior contracts and agreements to conduct an election between a Participating Authority and the Elections Administrator.

RECITALS

WHEREAS each Participating Authority listed above plans to hold an election on May 2, 2026;

WHEREAS, Williamson County owns an electronic voting system, the Election System and Software (ES&S) EVS 6300 Voting System, which includes the DS200 and DS300 precinct scanners, the DS850 central scanner and the ExpressVote ballot marking device and has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122 as amended and is compliant with the accessibility requirements for persons with disabilities set forth by Texas Election Code Section 61.012. The Participating Authority's desire to use Williamson County's electronic voting system, to compensate Williamson County for such use, and to share in certain other expenses connected with elections, in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code, as amended; and

NOW THEREFORE, in consideration of the mutual covenants, agreements, and benefits to the parties, **IT IS AGREED**, as follows:

I. ADMINISTRATION

The Participating Authorities agree to hold an election on May 2, 2026, ("Election") with Williamson County and each other in accordance with Chapter 271 of the Texas Election Code and this Contract. The Elections Administrator shall coordinate, supervise, and handle all aspects of administering the Election as provided in this Contract. Each Participating Authority agrees to pay the Elections Administrator for equipment, programming, election personnel, supplies, services, and administrative costs as provided in this Contract. The Elections Administrator shall serve as the Election Officer for the Election; however, each Participating Authority shall remain responsible for the decisions and actions of its officers necessary for the lawful conduct of its election. The Elections Administrator shall provide advisory services in connection with decisions to be made and actions to be taken by the officers of each Participating Authority as necessary.

It is understood that other political subdivisions and districts may wish to participate in the use of Williamson County's electronic voting system and polling places, and it is agreed that the Elections Administrator may enter into other contracts for election services for those purposes, on terms and conditions generally similar to those set forth in this Contract. In such cases, costs shall be pro-rated among the participants according to Section XII of this Contract.

II. LEGAL DOCUMENTS

Each Participating Authority shall be responsible for the preparation, adoption, and publication of all required election orders, resolutions, notices, and any other pertinent documents required by the Texas Election Code and/or the Participating Authority's governing body, charter, or ordinances, except that the

Elections Administrator shall be responsible for the preparation and publication of all voting equipment testing notices that are required by the Texas Election Code. Election orders should include language that would not necessitate amending the order if any of the Early Voting and/or Election Day polling places change.

Preparation of the necessary materials for notices and the official ballot language shall be the responsibility of each Participating Authority, including providing the text in English and Spanish. Each Participating Authority shall provide a copy of their respective election orders and notices to the Elections Administrator.

In the event the boundaries of the Participating Authority have changed since the last election conducted by Williamson County with the Participating Authority, the Participating Authority shall provide the Elections Administrator with a map of the adopted boundary change in a Shapefile (.shp) format, and if possible, include a spreadsheet listing the addresses (street names and address number ranges) included within the Participating Authority's current boundaries. When adopting boundary changes, Participating Authorities are encouraged to conform to whole census block boundaries included in the latest TIGER file published by the United States Census Bureau. This map and district boundary listing provided to the Elections Administrator shall include any of the Participating Authority's districts used to elect members to the governing body as well as the external boundaries of the Participating Authority. By law, this notice and map must be provided to the Elections Administrator not later than 30 days after the date the boundary change is adopted (Sec. 42.0615, Election Code). In any event, this notice and map must be provided not later than 90 days prior to the date of the election contracted, or the Elections Administrator reserves the right to unilaterally withdraw from this Contract or modify the services contracted for at his or her discretion. The Participating Authority recognizes and agrees that failure to provide an accurate boundary map in a timely fashion can make it impossible for the Elections Administrator to provide both in-person early and Election Day voting and early voting by mail services necessary to conduct the contracted election, and the Participating Authority assumes all responsibilities to perform these duties upon failure to deliver the boundary map in accordance with this paragraph.

III. NONPERFORMANCE

The Elections Administrator will inform each Participating Authority of any problems or deficiencies in their respective performance of obligations under this Contract, including but not limited to non-adherence to deadlines for requests for information of each Participating Authority by the Elections Administrator, and may set a reasonable period of time to cure or obtain adequate assurance that any such problems or deficiencies will be timely addressed and corrected. **The Participating Authority's failure to cure problems or deficiencies related to its obligations, duties, and responsibilities in accordance with all terms and conditions of this Contract will be considered in any future contracts with Elections Administrator or Williamson County, and any Participating Authority failing to perform will reimburse Elections Administrator for any additional costs and expenses incurred by Williamson County, including all costs associated with interference of conducting the Election.**

IV. VOTING LOCATIONS

The Elections Administrator shall select and arrange for the use of and payment for all Election Day voting locations. Voting locations shall be compliant with the accessibility requirements established by the Texas Election Code Section 43.034 and the Americans with Disabilities Act (ADA). The proposed Election Day voting locations are listed in **Attachment B** of this Contract and may be amended. In the event a voting location is not available or appropriate, the Elections Administrator will arrange for use of an alternate location. The Elections Administrator shall notify the Participating Authorities of any changes from the locations listed in **Attachment B**.

If polling places for the May 2, 2026 Election are different from the polling place(s) used by a Participating Authority in its most recent election, the Participating Authority agrees to post a notice no later than May 2, 2026 at the entrance to any previous polling places in the jurisdiction stating that the polling location has changed and listing the Participating Authority's polling place names and addresses in effect for the May 2, 2026 Election. This notice shall be written in both the English and Spanish languages.

V. ELECTION JUDGES, CLERKS, AND OTHER ELECTION PERSONNEL

The Elections Administrator will recruit all election workers.

The Elections Administrator will take the necessary steps to ensure that all election judges appointed for the Election are eligible to serve and meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code and meet any requirements to serve as an election worker set forth by the Williamson County Commissioners Court.

The Elections Administrator shall arrange for the training and compensation of all election judges, clerks, and election personnel. The Elections Administrator shall arrange for the date, time, and place for the presiding election judges to pick up their election supplies. As set forth in Sec. 32.009 of the Texas Election Code, each presiding election judge and alternate presiding judge shall be given written notice of their appointment. The notice from the Elections Administrator will include the polling location and the number of election clerks the presiding judge may appoint.

Each election judge and clerk will receive compensation for actual time working at a polling place and time spent preparing the polling place prior to the Election at the hourly rate established by Williamson County pursuant to Texas Election Code Section 32.091. The election judge, or his/her designee, will receive an additional sum of \$25.00 for picking up the election supplies prior to Election Day and for returning the supplies and equipment to the central counting station after the polls close.

The compensation rates established by Williamson County are:

Early Voting – Early Voting Deputy Clerk (\$17 an hour), Clerks (\$15 an hour)

Election Day – Presiding Judge (\$17 an hour), Alternate Judge (\$15 an hour), Clerk (\$15 an hour)

Election judges and clerks who attend voting equipment and procedures training shall be compensated at the hourly rates listed above.

The Elections Administrator may employ other personnel as necessary for the proper administration of the Election, including such part-time temporary help as is necessary to prepare for the Election, to ensure the timely delivery of supplies during Early Voting and on Election Day, for the efficient tabulation of ballots at the central counting station, and for the post-election processes conducted by warehouse personnel. Part-time personnel working in support of the Early Voting Ballot Board and/or central counting station on Election Night will be compensated at the hourly rate set by Williamson County in accordance with Texas Election Code Sections 87.005, 127.004, and 127.006.

In accordance with Sec. 31.098 of the Texas Election Code, the Elections Administrator is authorized to contract with third persons for election services and supplies. The actual cost of such third-person services and supplies will be paid by the Elections Administrator and reimbursed by the Participating Authorities.

It is agreed by all parties that at all times and for all purposes hereunder, all election judges, clerks, and all other personnel involved in this Election are independent contractors and are not employees or agents of Williamson County. No statement contained in this Contract shall be construed so as to find any judge, clerk, or any other election personnel an employee or agent of the Williamson County, and no election personnel shall be entitled to the rights, privileges, or benefits of Williamson County employees except as otherwise stated herein, nor shall any election personnel hold himself out as an employee or agent of the Williamson County, unless considered a county employee as determined by the Williamson County Human Resources Department. It is further agreed by all parties that at all times and for all purposes hereunder, all election judges, clerks, and all other personnel involved in this Election are independent contractors and are not employees or agents of a Participating Authority. No statement contained in this Contract shall be construed so as to find any judge, clerk, or any other election personnel an employee or agent of a Participating Authority, and no election personnel shall be entitled to the rights, privileges, or benefits of a Participating Authority employee except as otherwise stated herein, nor shall any election personnel hold

himself out as an employee or agent of a Participating Authority, unless considered an employee of the Participating Authority as determined by the governing body of said Participating Authority.

VI. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

The Elections Administrator, subject to approval of the Williamson County Election Board, shall arrange for all election supplies and voting equipment including, but not limited to, Williamson County's electronic voting system and equipment, official ballots, sample ballots, voter registration lists, and all forms, signs, maps and other materials used by the election judges at the voting locations. The Elections Administrator shall be responsible for conducting all required testing of the electronic equipment, as required by Chapters 127 and 129 of the Texas Election Code.

Participants shall share voting equipment and supplies to the extent possible. A single ballot containing all the offices or propositions stating measures to be voted on at a particular polling place may be used in an election. A voter may not be permitted to select a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap. The Elections Administrator shall provide the necessary voter registration information, maps, instructions, and other information needed to enable the election judges in the voting locations that have more than one ballot style to conduct a proper election.

Each Participating Authority shall furnish the Elections Administrator with a list of candidates and/or propositions showing the order and the exact manner in which the candidate names and/or proposition(s) are to appear on the official ballot (including titles of offices and text in both English and Spanish languages). The Participating Authorities are required to submit these ballot details in a format or template requested by the Williamson County Elections Office. Each Participating Authority shall be responsible for proofreading and approving the ballot insofar as it pertains to that authority's candidates and/or propositions. Each Participating Authority shall also be responsible for proofing and approving the audio recording of the ballot insofar as it pertains to that authority's candidates and/or propositions. The approvals must be finalized with the Elections Office within five (5) calendar days of receipt of the proofs, or the provided proofs shall be considered approved.

In the event a Participating Authority identifies an error after approval of their respective ballot proof(s), and any programming and/or audio files require changes, the Participating Authority approving the original ballot and audio proof will be responsible for the full cost of reprogramming, if required. This will include the cost of reprogramming ballot language and/or audio files for other Participating Authorities as necessary due to software limitations.

Pursuant to Texas Election Code Section 43.007, Early Voting by Personal Appearance and/or the use of Vote Centers on Election Day shall be conducted exclusively on Williamson County's EVS 6300 Voting System. Provisional ballots will be cast on the EVS 6300 Voting System.

The Elections Administrator shall be responsible for the programming, preparation, testing, and delivery of the voting system equipment for the Election as required by the Texas Election Code.

The Elections Administrator shall conduct criminal background checks for relevant election officials, staff, and temporary workers upon hiring as required by Texas Election Code 129.051(g).

VII. EARLY VOTING

The Participating Authorities agree to conduct Early Voting and to appoint the Election Administrator as the Early Voting Clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. Each Participating Authority agrees to appoint the Elections Administrator's permanent county employees as Deputy Early Voting clerks. The Participating Authorities further agree that the Elections Administrator may appoint other Deputy Early Voting clerks to assist in the conduct of Early Voting as necessary, and that these additional Deputy Early Voting clerks shall be compensated at an hourly rate set by Williamson County pursuant to Section 83.052 of the Texas Election Code. Deputy Early Voting clerks who are

permanent employees of the Williamson County Elections Administrator may be paid from the election services contract fund for contractual duties performed outside of normal business hours (Sec. 31.100(e), Texas Election Code).

Early Voting by personal appearance will be held at the locations, dates, and times listed in **Attachment C** of this document and may be amended. In the event a voting location is not available or appropriate, the Elections Administrator will arrange for use of an alternate location. The Elections Administrator shall notify the Participating Authorities of any changes from the locations listed in **Attachment C**. Any Williamson County qualified voter of the Election may vote early by personal appearance at any one of the Early Voting locations.

As Early Voting Clerk, the Elections Administrator shall receive applications for Early Voting ballots to be voted by mail in accordance with Chapters 31 and 86 of the Texas Election Code. Any requests for Early Voting ballots to be voted by mail received by the Participating Authorities shall be forwarded immediately by fax (512-943-1634) or courier to the Elections Administrator for processing. The address of the Early Voting Clerk is as follows:

<u>Mailing Address:</u>	<u>Physical Location:</u>
Early Voting Clerk Williamson County Elections Office PO Box 209 Georgetown, TX 78627	Early Voting Clerk Inner Loop Annex 301 SE Inner Loop, Suite 104 Georgetown, TX 78626

In accordance with Section 87.121(g) of the Texas Election Code, after the first day of Early Voting, the Elections Administrator shall post on the Williamson County Elections Office webpage, the Early Voting turnout by Early Voting polling location by day and a cumulative final Early Voting turnout report following the close of Early Voting.

VIII. EARLY VOTING BALLOT BOARD

The Williamson County Election Board shall appoint members to an Early Voting Ballot Board (EVBB) to process Early Voting results from the Election. The Elections Administrator, as chair of the Election Board, shall determine the number of EVBB members required to efficiently process the Early Voting ballots.

IX. CENTRAL COUNTING STATION AND ELECTION RETURNS

The Elections Administrator will take the necessary steps for establishing and operating the central counting station to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code and of this Contract.

The Counting Station Manager or an approved representative shall deliver timely cumulative reports of the Election results as precincts report to the central counting station and are tabulated. The Counting Station Manager shall be responsible for releasing unofficial cumulative totals and precinct returns from the Election to the participants, candidates, press, and general public by distribution of electronic copies at the central counting station and by posting to the Williamson County Elections Office webpage. To ensure the accuracy of reported election returns, results printed on the tapes produced by Williamson County's voting equipment will not be released to the Participating Authorities at any individual polling locations.

The Elections Administrator will prepare the unofficial canvass reports that are necessary for compliance with Texas Election Code Section 67.004, after all precincts have been counted and will deliver a copy of the unofficial canvass to each Participating Authority as soon as possible after all returns have been tabulated. Each Participating Authority shall be responsible for the official canvass of its respective election(s). The official canvass of the Election shall not take place before May 2, 2026, and no later than May 12, 2026, as per the Texas Election Code.

The Elections Administrator will prepare the electronic precinct-by-precinct results reports for uploading to

the Secretary of State as required by Section 67.017 of the Texas Election Code. Each Participating Authority agrees to upload these reports.

The Elections Administrator shall be responsible for conducting the post-election manual recount required by Section 127.201 of the Texas Election Code unless a waiver is granted by the Secretary of State. Notification and copies of the recount, if waiver is denied, will be provided to each Participating Authority and the Secretary of State's Office.

X. PARTICIPATING AUTHORITIES WITH TERRITORY OUTSIDE WILLIAMSON COUNTY

The Elections Administrator will consider conducting elections in territories outside of Williamson County on a case- by -case basis; provided, however, the Elections Administrator shall administer only the Williamson County portion of the elections held by the Participating Authorities.

XI. RUNOFF ELECTIONS

Each Participating Authority shall have the option of extending the terms of this Contract through its runoff election, if applicable. In the event of such runoff election, the terms of this Contract shall automatically extend unless the Participating Authority notifies the Elections Administrator in writing within three (3) business days of the original election.

Each Participating Authority shall reserve the right to reduce the number of Early Voting locations and/or Election Day voting locations in a runoff election. If necessary, any voting changes made by a Participating Authority between the original election and the runoff election shall be submitted by such Participating Authority making the change to the United States Department of Justice for the preclearance required by the Federal Voting Rights Act of 1965, as amended.

Each Participating Authority agrees to order any runoff election(s) at its meeting for canvassing the votes from the May 2, 2026, Election and to conduct its drawing for ballot positions at or immediately following such meeting in order to expedite preparations for its runoff election.

Each Participating Authority eligible to hold runoff elections after the May 2, 2026, Election agrees that the date of a necessary runoff election shall be held in accordance with the Texas Election Code.

XII. ELECTION EXPENSES AND ALLOCATION OF COSTS

Charges. In consideration for the election services provided hereunder by the Elections Administrator, the Participating Authorities will be charged a share of election costs, a staffing agency fee for election workers, an administrative fee, and for the lease of voting equipment.

1. **Share of Election Costs.** Each Participating Authority's share of election costs will be (i) a base fee of \$1,000.00, (ii) plus a pro rata share of the total of all costs incurred by the Elections Administrator in connection with the administration of elections of other entities held at the same time as the Election. The sum of the base charges from all Participating Authorities will be subtracted from the total of all costs before allocating the remaining costs to each Participating Authority. Each Participating Authority's share of the remaining (allocated) costs will be determined as follows: The number of registered voters in each individual Participating Authority will be divided by the number of all registered voters of all Participating Authorities to determine each entity's pro rata share expressed as a percentage, which will then be multiplied against each of the allocated costs (remaining costs after base charges are subtracted) as itemized on the final Total Cost report/invoice submitted to each Participating Authority after the Election. The end result will be a charge to the Participating Authority of \$1,000.00 plus the Participating Authority's allocated share of county-wide election costs not covered by the sum of all base fees received.
2. Each Participating Authority's share of the staffing agency fee for election workers will be determined on a pro rata basis. The staffing agency fee is based on a markup cost percentage of

27% of the gross wages of election workers not classified as employees of Williamson County.

3. Lease of Voting Equipment. Per Texas Election Code Section 123.032(d), the Williamson County Commissioners Court has established the following prices for leasing county-owned voting equipment:
 - \$250.00 per ExpressVote Ballot Marking Device;
 - \$400.00 per DS200/DS300 Precinct Scanner;
 - \$6,000.00 per DS850 Central Count scanner to cover the duration of the Election;
 - \$250.00 per electronic pollbook;
 - \$250.00 per BOD.

The Participating Authority's share of voting equipment costs will be determined on a pro rata basis. Leasing cost will be calculated once for the Early Voting period and once for Election Day. If the County acquires additional equipment, different voting equipment, or upgrades existing equipment during the term of this Contract, the charge for the use of the equipment may be reset by the Williamson County Commissioners Court.

4. Administrative Fee. Each Participating Authority agrees to pay the Williamson County Elections Administrator an administrative fee equal to ten percent (10%) of its total billable costs, less the staffing agency fee, in accordance with Section 31.100(d) of the Texas Election Code.

The Elections Administrator shall deposit all funds payable under this Contract into the appropriate fund(s) within the Williamson County treasury in accordance with Election Code Section 31.100.

XIII. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

Any Participating Authority may withdraw from this Contract and the Election should it cancel its election in accordance with Sections 2.051 - 2.053 of the Texas Election Code. Participating Authority is fully liable for any expenses incurred by Williamson County on behalf of Participating Authority plus an administrative fee of ten percent (10%) of such expenses. Any monies deposited with Williamson County by Participating Authority shall be refunded, minus the aforementioned expenses and administrative fee if applicable.

XIV. RECORDS OF THE ELECTION

The Elections Administrator is hereby appointed general custodian of the voted ballots and all records of the Election as authorized by Section 271.010 of the Texas Election Code.

Access to the election records shall be available to each Participating Authority as well as to the public in accordance with applicable provisions of the Texas Election Code and the Texas Public Information Act. The election records shall be stored at the offices of the Elections Administrator or at an alternate facility used for storage of County records. The Elections Administrator shall ensure that the records are maintained in an orderly manner so that the records are clearly identifiable and retrievable.

Records of the Election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the election are involved in any pending election contest, investigation, litigation, or open records request, the Elections Administrator shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of each Participating Authority to bring to the attention of the Elections Administrator any notice of pending election contest, investigation, litigation or open records request which may be filed with the Participating Authority.

XV. RECOUNTS OR CONTESTED ELECTION

A recount may be obtained as provided by Title 13 of the Texas Election Code. By signing this document, the presiding officer of the contracting Participating Authority agrees that any recount shall take place at the offices of the Elections Administrator or at a location of the Elections Administrator's choosing, and that

the Elections Administrator shall serve as Recount Supervisor and the Participating Authority's official or employee who performs the duties of a secretary under the Texas Election Code shall serve as Recount Coordinator.

In the event of a contested election, the expenses of a new election ordered by a court of competent jurisdiction or Participating Authority will be paid for and by the Participating Authority in accordance with Section 221.014 of the Texas Election Code.

The Elections Administrator agrees to provide advisory services to each Participating Authority as necessary to conduct a proper recount.

XVI. MISCELLANEOUS PROVISIONS

1. The Elections Administrator shall file copies of this document with the Williamson County Treasurer and the Williamson County Auditor in accordance with Section 31.099 of the Texas Election Code.
2. Nothing in this Contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this Contract or a violation of the Texas Election Code.
3. This Contract shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Williamson County, Texas.
4. In the event that one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
5. All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and any other entities with local jurisdiction.
6. The waiver by any party of a breach of any provision of this Contract shall not operate as or be construed as a waiver of any subsequent breach.
7. Any amendments of this Contract shall be of no effect unless in writing and signed by all parties hereto.
8. Participating Authority agrees to act in good faith in the performance of this Contract and shall immediately contact and notify the Elections Administrator of any potential problems or issues relevant to the subject matter of this Contract.
9. In the event that any legal action or a recount is filed concerning a Participating Authority's election under any provision of state or federal law, Participating Authority shall choose and provide, at its own expense, legal counsel for Williamson County, and its Elections Administrator or staff if named as a party, witness, or if other discovery or examination of ballots is ordered. Additionally, Participating Authority shall reimburse Williamson County, and its Elections Administrator, the actual costs of any recount or litigation expense and additional election personnel as necessary to complete tasks not otherwise covered under this contract but which are directly related to any recount, contest or other legal action.
10. It is understood that to the extent space is available, that other districts or political subdivisions may wish to participate in the use of Williamson County's election equipment and voting places, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes and that in such event there may be an adjustment of the pro-rata share to be paid to Williamson County by the Participating Authorities

XVII. COST ESTIMATES AND DEPOSIT OF FUNDS

The total *estimated* cost for the May 2, 2026, Election is \$543,000.00 and is based partly on the itemized costs of the May 2, 2026, joint general special election. After the final determination has been made of whom the Participating Authorities will be and the Contracts are fully executed, the Elections Administrator shall provide each Participating Authority with an official cost estimate. Each Participating Authority's percent share of the estimated total cost is based on the number of registered voters and further described in Section XII.1. of this Contract. Each Participating Authority agrees to pay the Williamson County Elections Administrator a deposit of 50% of the *estimated obligation* no later than thirty (30) days after receiving the official cost estimate. As soon as reasonably possible after the election, the Elections Administrator will submit an itemized invoice to each Participating Authority based on the actual expenses (supported by documentation such as time sheets, compensation forms, and invoices) directly attributable to the services provided by the Elections Administrator. The exact amount of each Participating Authority's obligation under the terms of this Contract shall be calculated after the election (or runoff election, if applicable); and, if the amount of an Authority's total obligation exceeds the amount deposited, the Participating Authority shall pay to the Elections Administrator the balance due within thirty (30) days after the receipt of the final invoice from the Elections Administrator. However, if the amount of the Participating Authority's total obligation is less than the amount deposited, the Elections Administrator shall refund to the Participating Authority the excess amount paid within thirty (30) days after the final costs are calculated.

The Participating Authority agrees that it shall provide ballot details as required in Section VI above to the Elections Office not later than the 69th day (Monday, February 23, 2026) before the election. It is understood that if the ballot details are not provided to the Elections Office by the 63rd day before the election (March 1, 2026) that the Elections Office may impose a penalty fee of \$1000.00 assessed to the total cost. It is also understood that if the ballot details are not provided to the Elections Office by the 56th day before Election Day (Saturday, March 7, 2026), this contract will be declared null and void and it will be the responsibility of the political entity to conduct a separate election.

XVIII. SIGNATURE PAGE

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 20____.

ELECTIONS ADMINISTRATOR:

Bridgette Escobedo, Elections Administrator
Williamson County, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 20____.

PARTICIPATING AUTHORITY:

Name of Participating Authority: _____

By: _____

Printed Name: _____

Official Capacity: _____

ATTACHMENT A

**(To be provided after the final day to cancel an
election as prescribed by the Texas Secretary of
State's Election Law Calendar)**

[List of Participating Authorities](#)

ATTACHMENT B

Election Day Voting Locations

ATTACHMENT C

Early Voting Schedule with Voting Locations

Early Voting by personal appearance will be conducted beginning on Monday, April 20, 2026, and ending on Tuesday, April 28, 2026, at:

(La votación anticipada por presentación personal se llevará a cabo a partir del lunes 20 de abril de 2026 y finalizará el martes 28 de abril 2026 en:)

Main Location:

(ubicación principal)

Georgetown Annex, HR 108, 100 Wilco Way, Georgetown, TX 78626

Dates and Times for Full-Time Locations:

(Fechas y horarios para las localidades de tiempo completo)

Monday, April 20, 2026 through Saturday, April 25, 2026 <i>(lunes, 20 de abril de 2026 -Sabado, 25 de abril de 2026)</i>	8:00am-6:00pm 8:00am-6:00pm
No voting Tuesday, April 21 st <i>Sin votación martes, abril 21st</i>	

Sunday, April 26, 2026 <i>(domingo, 26 abril de 2026)</i>	No Voting <i>sin votación</i>
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Monday, April 27, 2026 through Tuesday, April 28, 2026 <i>(lunes, 27 de abril de 2026 -martes, 28 de abril de 2026)</i>	7:00am-7:00pm 7:00am-7:00pm
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Jim's Affordable Lawn and Tree Service



107 S Meadow Dr.
Little-River Academy, TX 76554
(254)493-8491
jimsaffordablelawnCare@gmail.com

Date: 01/29/2026

To:

City of Bartlett Cemetery
Bartlett, TX 76511

Subject: *Transmittal Letter for Contract Proposal – Cemetery Grounds Maintenance Services*

Dear City of Bartlett,

On behalf of Jim's Affordable Lawn and Tree Service, I am pleased to submit our contract proposal for providing lawncare and grounds maintenance services for the City of Bartlett Cemetery.

Our team is committed to delivering professional, reliable, and affordable lawncare solutions to help maintain the dignity and beauty of the cemetery grounds. With years of experience in lawn and tree maintenance, we have developed the skills and equipment necessary to ensure the property remains well-manicured, safe, and welcoming to the community year-round.

Enclosed, you will find our proposal package, including:

- A detailed scope of services and pricing structure;
- References from previous clients; and
- A summary of our company's qualifications and maintenance approach.

We appreciate the opportunity to be considered for this project and look forward to the possibility of working with the City of Bartlett to maintain the cemetery's high standards. Please feel free to contact me at 254-493-8491 or jimsaffordablelawnCare@gmail.com if you have any questions or require additional information.

Thank you for your time and consideration.

Sincerely,
James Bodiford
Owner
Jim's Affordable Lawn and Tree Service

Lawn and Grounds Maintenance Services Agreement

1. Scope of Services

Contractor agrees to provide routine lawn and grounds maintenance services for properties designated by the Client. Services shall include, but are not limited to:

- Mowing
- Weed eating
- Blowing
- Tree trimming
- Brush haul-off
- Trash pickup
- Cleaning and maintaining landscaped beds
- General upkeep to ensure the grounds remain clean, orderly, and well-maintained

All services shall be performed in a professional and timely manner.

2. Term of Agreement

The term of this Agreement shall be for **twelve (12) months**, beginning on the effective date listed above, unless terminated earlier in accordance with this Agreement.

3. Compensation and Payment Terms

- Monthly service fee: **\$1,800.00**
- Total contract amount: **\$21,600.00**
- Payment of **\$1,800.00** is due on the **1st day of each month**
- Services shall be billed to the **City of Bartlett**

No additional services outside the scope of this Agreement shall be performed without prior approval from the Client.

4. Experience and Qualifications

Contractor has over ten (10) years of experience in lawn and grounds maintenance services and provides services to numerous local clients throughout the area. Contractor represents that all services will be performed with skill, care, and professionalism consistent with industry standards.

5. Responsibilities of Contractor

Contractor shall furnish all labor, equipment, and tools necessary to perform the services outlined in this Agreement, unless otherwise agreed upon in writing.

6. Termination

Either party may terminate this Agreement with reasonable written notice to the other party.

7. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements, whether written or oral. Any modifications must be made in writing and signed by both parties.

8. Signatures

Jim's Affordable Lawn and Tree Service

Owner: James Bodiford



CITY OF BARTLETT

140 W. Clark Street,
Bartlett, TX 76511

Job Position: City Secretary / Assistant City Administrator

Department: Administration

Compensation: \$67,000

Reports to: City Administrator

Full/Part Time: Full-Time

Job Class: Employee

FSLA Designation: Exempt

Description

The Assistant City Administrator supports the City Administrator in the management and coordination of daily municipal operations. This position assists in implementing City Council policies, overseeing departmental activities, advancing strategic initiatives, and ensuring efficient delivery of public services. The Assistant City Administrator acts as a key supporting advisor, project manager, and administrative leader within the organization.

Posted pay range is the starting salary. Pay rate offered is based on experience.

Examples of Duties

- Serves as the City's Public Information Officer for Public Information Act matters; coordinates timely responses to requests.
- Serves as Records Management Officer; develops, implements, and maintains the City's records retention schedule.
- Oversees departmental and citywide compliance with records retention, archiving, and disposition procedures.
- Serves as Election Administrator for City elections in accordance with the Texas Election Code.
- Coordinates with the County Elections Administrator on election operations, contracts, notices, ballot proofing, and candidate filings.

- Provides election-related information to candidates, voters, and the public.
- Provides administrative and project support to the Executive Director of Management Services, Mayor, City Council, City Administrator's Office, and Boards/Commissions.
- Oversees Administration-related website content, including elections and Council information.
- Administers oaths, notarizes City documents, and ensures proper execution of contracts and legal instruments.
- Receives petitions, initiatives, referendums, recalls, and candidate filings; verifies documents as required by law
- Assist in planning, directing, coordination, and implementation of operations of the city departments to ensure alignment with organizational goals and compliance with policies, regulations, and state law.
- Provide guidance and support to department heads, helping resolve operational challenges and improve performance.
- Assist in developing and executing citywide strategic plans, special projects, and administrative initiatives.
- Oversee or support the development of city policies, procedures, and internal management practices.
- Serve as Acting City Administrator when designated by Mayor or City Administrator.
- Assist with the preparation, presentation, and management of the annual operating and capital budgets.
- Review departmental budget submissions and monitor budget performance throughout the fiscal year.
- Analyze financial data, program costs, and operational efficiencies to support informed decision-making.
- Prepare staff reports, agenda items, presentations, and recommendations for the City Administrator and City Council.
- Represent the City at meetings, public events, and regional collaborations as assigned.
- Work with community stakeholders, residents, and local organizations to address concerns and strengthen city services.
- Ensure City operations comply with federal, state, and local laws, including the Texas Local Government Code, personnel laws, and procurement regulations.
- Support management of contracts, grants, and interlocal agreements.
- Help coordinate audits, reporting requirements, and regulatory submissions.
- Assist with personnel management, recruitment, performance evaluations, and employee development programs.
- Support the maintenance of a strong organizational culture focused on accountability, service, and professionalism.
- Help address employee concerns and coordinate internal communications.
- Lead or assist with complex projects such as infrastructure planning, economic development initiatives, policy updates, and technology improvements.
- Oversee timelines, budgets, deliverables, and interdepartmental coordination.

Experience and Training

- Bachelor's degree in Public Administration, Business Administration, Political Science, or a related field.
- Experience in municipal government or public administration.
- Strong knowledge of local government operations, budgeting, personnel administration, and state/local regulatory requirements.
- Excellent communication, analytical, and leadership skills.
- Ability to manage multiple projects, meet deadlines, and work effectively with diverse stakeholders.

Preferred Qualifications

- Master's degree in Public Administration (MPA) or related field.
- Texas municipal experience or familiarity with Texas statutes and municipal practices.
- Experience working in small or rapidly growing communities.
- Certification such as ICMA-CM or eligibility to pursue it.

Certificates and Licenses Required

- Valid driver's license.

Job Hours

- Salaried

Compensation

- Starting \$62,000 a year, to be reviewed during annual evaluations with appropriate salary increases

Probationary Period

- This position requires a six-month probationary period to demonstrate the abilities and aptitudes to perform the duties of the job before permanent employment.

How to Apply

- **Contact:**
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ORDER OF GENERAL ELECTION FOR MUNICIPALITIES ORDEN DE ELECCIÓN GENERAL PARA MUNICIPOS

An election is hereby ordered to be held on 05 /02 /2026 for the purpose of voting on:

(Por la presente se ordena celebrar una elección el 05 / 02 / 2026 con el propósito de votar sobre.)

List Offices/Propositions/Measures on the ballot (Enúmere los puestos/proposiciones/medidas oficiales en la boleta)

Early voting by personal appearance will be conducted each weekday at:
(La votación adelantada en persona se llevará a cabo de lunes a viernes en:)

The Main Early Voting Location (*sitio principal de votación adelantada*)

Location (sitio)	Hours (horas)
140 W. Clark St, Bartlett, Texas 76511	4/20/26 to 4/28/26 Hours pending - Williamson Co

Branch Early Voting Locations (*sucursal sitios de votación adelantada*)

Location (sitio)	Hours (horas)
140 W. Clark St, Bartlett, Texas 76511	4/20/26 to 4/28/26 Hours pending

Early voting by personal appearance will be conducted each weekend at:
(La votación adelantada en persona se llevará a cabo en el fin de semana en:)

The Main Early Voting Location (*sitio principal de votación adelantada*)

Location (sitio)	Hours (horas)
140 W. Clark St, Bartlett Texas 76511	4/20/26 to 4/28/26 Hours pending

Branch Early Voting Locations (sucursal sitios de votación adelantada)

Location (sitio)	Hours (horas)

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

Address (Dirección)

City (Ciudad) Zip Code (Código Postal)

Telephone Number (Número de teléfono)

Email Address (Dirección de Correo Electrónico)

Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

____ / ____ / ____.
(date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

____ / ____ / ____.
(date)(fecha)

Issued this _____ day of _____, 20 _____.
(day) (month) (year)

(Emitida este día _____ de _____, 20 _____.)
(día) (mes) (año)

Signature of Mayor (Firma del Alcalde)

Signature of Councilperson
(Firma del Concejal)

Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.

Nota de Instrucción: Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.

ORDER OF GENERAL ELECTION FOR MUNICIPALITIES *ORDEN DE ELECCIÓN GENERAL PARA MUNICIPOS*

An election is hereby ordered to be held on 05 / 02 / 2026 for the purpose of voting on:

(Por la presente se ordena celebrar una elección el 05 / 02 / 2026 con el propósito de votar sobre.)

List Offices/Propositions/Measures on the ballot (*Enúmere los puestos/proposiciones/medidas oficiales en la boleta*)

Early voting by personal appearance will be conducted each weekday at:
(La votación adelantada en persona se llevará a cabo de lunes a viernes en:)

The Main Early Voting Location (*sitio principal de votación adelantada*)

Location (sitio)	Hours (horas)
140 W. Clark St. Bartlett Texas 76511	4/20/26 to 4/28/26 Hours Pending Bell County

Branch Early Voting Locations (*sucursal sitios de votación adelantada*)

Location (sitio)	Branch Early Voting Locations (Sede para el voto temprano)
Hours (horas)	Hours Pending
Townhall - 140 W. Clark St, Bartlett Texas 76511	

Early voting by personal appearance will be conducted each weekend at:
(La votación adelantada en persona se llevará a cabo en el fin de semana en:)

The Main Early Voting Location (*sitio principal de votación adelantada*)

Location (sitio) Hours (horas)

Branch Early Voting Locations (*sucursal sitios de votación adelantada*)

Location (sitio)	Hours (horas)

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

Address (Dirección)

City (Ciudad) Zip Code (Código Postal)

Telephone Number (Número de teléfono)

Email Address (Dirección de Correo Electrónico)

Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

____ / ____ / ____.
(date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

____ / ____ / ____.
(date)(fecha)

Issued this _____ day of _____, 20 _____.
(day) (month) (year)

(Emitida este día _____ de _____, 20 _____.)
(día) (mes) (año)

Signature of Mayor (Firma del Alcalde)

Signature of Councilperson
(Firma del Concejal)

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ORDER OF SPECIAL ELECTION FOR MUNICIPALITIES (ORDEN DE ELECCIÓN ESPECIAL PARA MUNICIPIOS)

An election is hereby ordered to be held on 05 / 02 /2026 for the purpose of voting on

(Por la presente se ordena celebrar una elección el 05 /02 /2026 con el propósito de votar sobre.)

Applications for a place on the ballot shall be filed by: 02 /13 /2026 at 5:00 p.m.
A deadline is required to be stated in the order for a special election.

A deadline is required to be stated in the order for a special election.
(Solicitudes para un lugar en la boleta serán presentadas por: 02 /13 /2026 a las 5:00 p.m.)
(De acuerdo con la orden de elección especial se requiere una fecha límite)

List Offices/Propositions/Measures on the ballot (Enúmere los puestos/proposiciones/medidas oficiales en la boleta)

City Council - Place 1

Early voting by personal appearance will be conducted each weekday at:

(La votación adelantada en persona se llevará a cabo de lunes a viernes en:)

The Main Early Voting Location (*sitio principal de votación adelantada*)

Location (*sitio*)

Hours (horas)

140 W. Clark St. Bartlett Tx 76511 4/20/26 to 4/28/26 Hours pending - Bell County

Branch Early Voting Locations (*sucursal sitios de votación adelantada*)

Location (*sitio*)

Hours (horas)

Early voting by personal appearance will be conducted each weekend at:

(La votación adelantada en persona se llevará a cabo en el fin de semana en:)

The Main Early Voting Location (*sitio principal de votación adelantada*)

Location (*sitio*)

Hours (horas)

140 W. Clark St, Bartlett, Tx 76511 4/20/26 to 4/28/26 Hours pending - Bell County

Branch Early Voting Locations (*sucursal sitios de votación adelantada*)

Location (sitio)

Hours (horas)

140 W. Clark St, Bartlett, Tx 76511	4/20/26 to 4/28/26 Hours pending - Bell County

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

Address (Dirección)

City (Ciudad)

Zip Code (Código Postal)

Telephone Number (Número de teléfono)

Email Address (Dirección de Correo Electrónico)

Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

____ / ____ / ____
(date)(fecha)

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(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

____ / ____ / ____
(date)(fecha)

Issued this _____ day of _____, 20 _____.
(day) (month) (year)

(Emitida este día _____ de _____, 20 _____.)
(día) (mes) (año)

Signature of Mayor (Firma del Alcalde)

Signature of Councilperson
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Location (sitio)	Hours (horas)
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Location (sitio)	Hours (horas)
140 W. Clark St, Bartlett Tx 76511	4/20/26 to 4/28/26 Hours pending - Williamson Ct

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Location (sitio)	Hours (horas)
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Branch Early Voting Locations (*sucursal sitios de votación adelantada*)

Location (sitio)	Hours (horas)
140 W. Clark St, Bartlett, Tx 76511	4/20/26 to 4/28/26 Hours pending - Williamson C
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Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

Address (Dirección)

City (Ciudad)

Zip Code (Código Postal)

Telephone Number (Número de teléfono)

Email Address (Dirección de Correo Electrónico)

Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

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