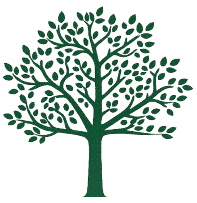


# Compliance, Governance & Operations Calendar

Version 4 - Last Update 7/12/2026

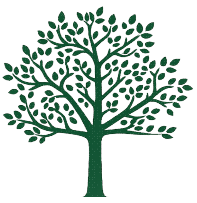


*The Mayor is responsible for keeping this calendar current. Council approval is not required for this calendar. For accuracy, employees, aldermen, and citizens should always rely on the version published on the website rather than printed copies, to ensure they are referencing the most up-to-date information.*



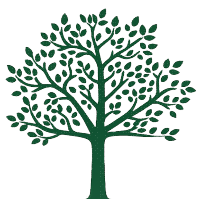
# City Of China Grove Compliance Calendar

| Month    | Category   | Activity                                                                                                                              | Responsible Parties                           | Reference                              |
|----------|------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------|
| January  | Police     | Annual Racial Profiling Report added to Council Agenda and report submitted to Mayor to create exhibit                                | Police Chief; City Secretary                  | CCP Art. 2A.156                        |
| January  | Governance | Review of prior year's MS4 and investment data                                                                                        | Mayor; Investment Officer; Permitting Officer | MS4, LGC §2256.023                     |
| January  | Compliance | Employee & Police Handbook staff review begins                                                                                        | Mayor; City Staff (includes Police employees) | Employee & Police Handbooks §6.9       |
| January  | Compliance | Preload Council calendar and training plan                                                                                            | City Secretary                                | Employee Handbook §6.9                 |
| January  | OCMI       | Financial Systems & Continuity Review<br>Verify continuity staffing and emergency backup access for financial systems.                | Mayor; City Secretary; Supporting Strategies  | Operational Continuity & Modernization |
| January  | Elections  | Candidate Filing Period Opens                                                                                                         | City Secretary                                | Texas Secretary of State calendars     |
| January  | Governance | January Council Meeting reviews and adopts annual Investment Policy and Investment Strategies (if unchanged, reaffirm by resolution). | Mayor; Investment Officer; City Council       | LGC §2256.005(e)                       |
| January  | Governance | Annual review of records retention schedule and destruction eligibility                                                               | City Secretary                                | Texas State Library                    |
| February | Police     | If not done in January, Annual Racial Profiling Report added to Council Agenda and report submitted to Mayor to create exhibit        | Police Chief; City Secretary                  | CCP Art. 2A.156                        |
| February | Elections  | Election Order & Ballot Preparation                                                                                                   | City Secretary                                | Texas Secretary of State calendars     |
| February | Elections  | Verify elected officials' required training status                                                                                    | City Secretary                                | Local Gov. Code                        |
| February | Compliance | FY-Q1 MS4, CY-Q4 Investment & Budget-to-Actual Reports to Council                                                                     | Mayor; Investment Officer; Permitting Officer | MS4 §11.5, LGC §2256.023               |
| February | Compliance | Staff complete Employee Handbook Acknowledgment Form                                                                                  | Mayor; City Staff (includes Police employees) |                                        |
| March    | Compliance | Submit Annual Financial Audit                                                                                                         | City Secretary                                | LGC §103.001                           |
| March    | Compliance | Tier II Chemical Inventory (if applicable)                                                                                            | Mayor                                         | Texas Health & Safety Code, EPCRA      |
| March    | Compliance | MS4 - Annual Report                                                                                                                   | Mayor; Permitting Officer                     | MS4                                    |
| March    | Compliance | Submit SECO Energy Report to State                                                                                                    | Mayor; City Secretary                         | THSC §388.005 (Due Mar 1)              |



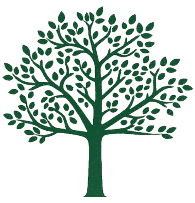
# City Of China Grove Compliance Calendar

| Month | Category   | Activity                                                                                                                                                                                                       | Responsible Parties                           | Reference                              |
|-------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------|
| March | Governance | Annual street evaluation by City Engineer                                                                                                                                                                      | Mayor; AJL (engineers)                        | Employee Handbook §6.3                 |
| March | Governance | Council adopts Employee Handbook & Police Policy Manual updates (if applicable)<br>Confirm if any budget section updates require corresponding Mayor or Alderman handbook updates.                             | City Council                                  | City Practice                          |
| March | OCMI       | Annual Performance Review<br>Review outsourced financial services performance.<br>Evaluate staffing structure and continuity objectives.<br>Determine whether any changes are needed for the next fiscal year. | Mayor; City Council                           | Operational Continuity & Modernization |
| March | Police     | If not done in February, Annual Racial Profiling Report added to Council Agenda and report submitted to Mayor to create exhibit                                                                                | Police Chief; City Secretary                  | CCP Art. 2A.156                        |
| March | Police     | Annual Racial Profiling Report submitted to TCOLE deadline                                                                                                                                                     | Police Chief; City Secretary                  | CCP Art. 2A.156                        |
| April | Budget     | Budget Process — Mayor & Department Heads begin planning; review prior-year actuals; update templates; prepare Preliminary Draft Budget.                                                                       | Mayor; City Secretary                         | LGC Ch. 102 (Preparation)              |
| April | Elections  | Early Voting Administration                                                                                                                                                                                    | City Secretary                                | Texas Secretary of State calendars     |
| May   | Elections  | Election Day, canvass Results, Swearing-In of Elected Officials, and Selection of Mayor Pro Tem                                                                                                                | City Secretary; Council                       | Texas Secretary of State calendars     |
| May   | Budget     | Budget Process — Departments submit requests; Preliminary Draft assembled; salary tables prepared; Preliminary Draft Budget presented to Council at the May meeting (discussion                                | Mayor; City Secretary; Department Heads       | LGC Ch. 102 (Drafting)                 |
| May   | Compliance | FY-Q2 MS4, CY-Q1 Investment & Budget-to-Actual Reports to Council                                                                                                                                              | Mayor; Investment Officer; Permitting Officer | MS4 §11.5, LGC §2256.023               |
| May   | Governance | Mayor & Alderman Handbook review begins                                                                                                                                                                        | City Council                                  | City Practice                          |
| May   | Governance | Ordinance 2026-0702-2 - This Ordinance shall be reviewed annually in conjunction with updates to the Mayor's Handbook, Employee Handbook, and City financial and                                               | Mayor; City Secretary; City Council           | City Practice                          |



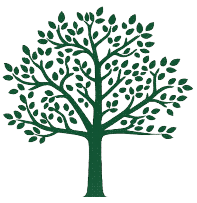
# City Of China Grove Compliance Calendar

| Month | Category      | Activity                                                                                                                                                                                                                                                          | Responsible Parties                                         | Reference                                    |
|-------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------|
| May   | Budget        | Prepare for June Council Meeting (1st Thu)-Mayor's Report states the prioritized street projects which will move forward in the budget process.                                                                                                                   | Mayor                                                       | City Practice                                |
| June  | Elections     | Runoff Election Administration (If Required)                                                                                                                                                                                                                      | City Secretary                                              | Texas Secretary of State calendars           |
| June  | Contracts     | Agenda Item to Review China Grove Fire & Rescue Agreement for possible changes requiring 90-day notice. It auto renews in November.                                                                                                                               | Mayor; City Secretary; City Council                         | City Practice                                |
| June  | Budget        | June Council Meeting (1st Thu)-Budget Discussion Possible Action.<br>Optional Council Workshop for continued budget review and                                                                                                                                    | City Council                                                | City Practice                                |
| June  | Budget        | Post June meetings – Mayor revises draft using Workshop Template; updates from Dept. Heads; numbers verified with City Secretary & Investment Officer; Updated Budget posted before July Meeting; Mayor files Proposed Budget with City Secretary (LGC §102.005). | Mayor; City Secretary; Investment Officer; Department Heads | LGC §102.005 (File Proposed Budget)          |
| June  | Cybersecurity | Review State Certified Cybersecurity & AI Training List (if using a vendor other than DIR)                                                                                                                                                                        | City Secretary                                              | Texas Cyber Command                          |
| June  | Governance    | Mid-Year Technology Security Review<br>User accounts, Passwords, MFA, Administrative access                                                                                                                                                                       | Mayor; City Secretary                                       | Cybersecurity Best Practice                  |
| July  | Election      | 2030 - Reauthorize 26-0702-1 Ordinance Calling Election for Reauthorization of the Street Maintenance Sales Tax.                                                                                                                                                  | Mayor; City Secretary; City Council                         | Chapter 327 of the Texas Tax Code            |
| July  | Election      | 2030 - Post Ordinance Calling for Reauthorization of Street Maintenance Sales Tax Approval, send Order of Election to Bexar County Election Admin. (August 17 deadline).                                                                                          | City Secretary                                              | Chapter 327 of the Texas Tax Code            |
| July  | Governance    | July Council Meeting-Council adopts Mayor & Alderman Handbook updates                                                                                                                                                                                             | City Council                                                | City Practice -quorum requirement 3 aldermen |
| July  | Budget        | July Council Meeting (1st Thu) – Budget discussion and possible action to authorize posting and filing of the Proposed Budget.                                                                                                                                    | City Council                                                | City Practice -quorum requirement 3 aldermen |



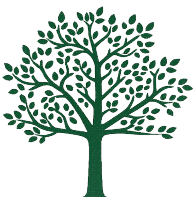
# City Of China Grove Compliance Calendar

| Month     | Category   | Activity                                                                                                                                                                                                      | Responsible Parties                           | Reference                                                                  |
|-----------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------|
| July      | Budget     | Optional Council Workshop for continued budget review and adjustments (commonly scheduled)- <b>Time for 30-Day posting rule.</b>                                                                              | City Council; Mayor; City Secretary           | City Practice-quorum requirement 4 aldermen                                |
| July      | Budget     | Post and file Final Proposed Budget online ( <b>30-day posting</b>                                                                                                                                            | Mayor; City Secretary                         | LGC §102.005                                                               |
| July      | Budget     | Submit Budget Public Hearing notice to Wilson County News (publish ≥17 days before August Council meeting).                                                                                                   | City Secretary (notice); Mayor (approval)     | LGC §102.006 (Budget Hearing notice)                                       |
| July      | Compliance | Assign annual Cybersecurity Awareness Training                                                                                                                                                                | City Secretary                                | Gov. Code Ch. 2063                                                         |
| July      | Compliance | Assign annual AI Awareness Training (required personnel only)                                                                                                                                                 | City Secretary                                | Gov. Code §2054.5191                                                       |
| August    | Compliance | FY-Q3 MS4, CY-Q2 Investment & Budget-to-Actual Reports to Council                                                                                                                                             | Mayor; Investment Officer; Permitting Officer | MS4 §11.5, LGC §2256.023                                                   |
| August    | Budget     | Budget Process — August Council Meeting (1st Thu): Hold Budget Public Hearing and adopt the Budget.<br>Council establishes Proposed Tax Rate                                                                  | City Council (vote)                           | LGC §102.006 (Hearing); §102.009(a) (Adoption) — 60% of full body required |
| August    | Budget     | Post Budget Adoption — Upload adopted Budget to website & remove Proposed Budget                                                                                                                              | City Secretary (posting); Mayor (oversight)   | City practice; LGC Ch. 102                                                 |
| August    | Tax        | Optional Council Workshop to review tax rate scenarios and worksheets                                                                                                                                         | City Council; City Secretary                  | Tax Code Ch. 26 (commonly scheduled)                                       |
| August    | Tax        | Tax Rate Process — Mid-August: Submit Tax Rate Public Hearing notice to Wilson County News (publish ≥17 days before September Council meeting).                                                               | City Secretary (notice)                       | Tax Code §26.05 (Notice)                                                   |
| August    | Tax        | Publish Wilson County News Notice of Tax Rate (publish ≥17 days before September Council meeting).                                                                                                            | Mayor; City Secretary                         | Tax Code §26.06                                                            |
| August    | Compliance | Verify Cybersecurity & AI training completion                                                                                                                                                                 | City Secretary                                | Texas Cyber Command                                                        |
| August    | Compliance | Submit annual Cybersecurity & AI Certification                                                                                                                                                                | City Secretary                                | Due Aug. 31                                                                |
| September | Election   | 2026 & 2030 - Notice of Election (Reauthorization of Street Maintenance Sales Tax) to Wilson County News and Bexar County Elections Admin (October 14 deadline)                                               | City Secretary                                | Chapter 327 of the Texas Tax Code                                          |
| September | Tax        | September Council Meeting (1st Thu): Hold Tax Rate Public Hearing and adopt the Tax Rate.<br>Quorum of 4 required; 3-to-1 vote carries (60%). If adopted rate exceeds voter-approval rate, election required. | City Council (vote)                           | Tax Code §26.05(c) (Adoption)                                              |



# City Of China Grove Compliance Calendar

| Month     | Category   | Activity                                                                                                                                                                                                                                                                    | Responsible Parties                                       | Reference                              |
|-----------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------|
| September | Tax        | Post-adoption filings: notify Bexar Appraisal District, County Clerk, update City website                                                                                                                                                                                   | Mayor; City Secretary                                     | Tax Code §26.09                        |
| September | Tax        | Post-Tax Rate Adoption — Upload Tax Rate to website; notify Bexar County and the Appraisal District; update internal systems.                                                                                                                                               | City Secretary (posting/notifications); Mayor (oversight) | City practice; Tax Code §26.05         |
| September | OCMI       | Annual Continuity Review<br>Verify critical procedures remain documented.<br>Confirm payroll, AP, banking, budget, and reporting functions have backup coverage.                                                                                                            | Mayor; City Secretary; Supporting St                      | Operational Continuity & Modernization |
| September | Compliance | Council adopts 5% Energy Reduction Goal for SECO                                                                                                                                                                                                                            | Mayor; City Council                                       | THSC §388.005                          |
| September | Technology | Review software licensing and vendor access before fiscal year end                                                                                                                                                                                                          | Mayor; City Secretary                                     | OCMI                                   |
| October   | OCMI       | Fiscal Year-End Financial Systems Access Review<br>Banking, QuickBooks, Vendor access, Financial permissions                                                                                                                                                                | Mayor; City Secretary; Supporting St                      | Operational Continuity & Modernization |
| October   | Compliance | Confirm posting of final adopted budget & tax rate online and provide copies to County Clerk, Appraisal District, and other required authorities                                                                                                                            | Mayor; City Secretary                                     | LGC §102.009; Tax Code §26.05          |
| October   | Compliance | Post-budget debrief with departments; compile lessons-learned summary for Mayor                                                                                                                                                                                             | Mayor; City Staff (includes Police employees)             | Employee Handbook §13.1                |
| October   | Finance    | Annual review of financial software user permissions                                                                                                                                                                                                                        | Mayor; Supporting Strategies                              | Internal Controls                      |
| November  | Election   | 2026 & 2030 - Post Election (Reauthorization of Street Maintenance Sales Tax) canvass the vote requires a minimum two council members to be present.                                                                                                                        | City Secretary                                            | Chapter 327 of the Texas Tax Code      |
| November  | Election   | 2026 & 2030 - Post Election (Reauthorization of Street Maintenance Sales Tax) send to Comptroller of Public Accounts the date of election, the ballot proposition, the total votes cast for and against and the number of votes by which the proposition passed (if passed) | City Secretary                                            | Chapter 327 of the Texas Tax Code      |
| November  | OCMI       | Annual Critical Function Review<br>Identify all single-point-of-failure positions.<br>Review succession and backup assignments.<br>Update continuity documentation.                                                                                                         | Mayor; City Secretary; Department Heads                   | Operational Continuity & Modernization |



# City Of China Grove Compliance Calendar

| Month    | Category   | Activity                                                                          | Responsible Parties                           | Reference                          |
|----------|------------|-----------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------|
| November | Compliance | FY-Q4 MS4, CY-Q3 Investment & Budget-to-Actual Reports to Council                 | Mayor; Investment Officer; Permitting Officer | MS4 §11.5, LGC §2256.023           |
| November | Compliance | Begin early planning for capital projects and upcoming grant cycles               | Mayor; City Staff (includes Police employees) | Employee Handbook §13.1            |
| November | Compliance | Update internal procedures, templates, and budget request forms for next cycle    | Mayor; City Secretary                         | Employee Handbook §13.1            |
| November | Records    | Review records eligible for destruction next calendar year                        | City Secretary                                | Records Retention Schedule         |
| December | Compliance | File and review all annual training records and acknowledgments                   | City Secretary                                | Employee Handbook App. I           |
| December | Compliance | Direct Report Annual Reviews                                                      | Mayor                                         | Mayor's Office Procedure           |
| December | Compliance | Ensure all filings and postings (Budget & Tax Rate) are archived and accessible   | Mayor; City Secretary                         | LGC §102.009; Tax Code §26.16      |
| December | Governance | Update annual compliance calendar for next year                                   | City Secretary                                | City Practice                      |
| December | Governance | January Council Meeting Agenda item: Investment Policy and Investment Strategies. | Mayor; Investment Officer; City Council       | LGC §2256.005(e)                   |
| December | Elections  | Post Candidate Filing Deadline Notice                                             | City Secretary                                | Texas Secretary of State calendars |