



Dear Prospective Candidate,

Thank you for your interest in serving the Brownwood community. Choosing to run for office is a significant decision, and I appreciate your willingness to consider this responsibility.

The enclosed materials from our City Secretary, Christi Wynn, outline the legal requirements for holding office and running a campaign. As you review them, please know that City staff and I are available to answer questions and provide general background information about City operations. You do not need to file an Open Records Request for routine information, and any materials provided to one candidate will be shared with all candidates to ensure a fair and transparent process.

City of Brownwood as an organization strives to live out our ISERVE core values (Integrity, Service, Excellence, Respect, Vision, and Empathy) in how we serve our residents, support one another, and work with elected officials. As a City Councilmember, you would help set the tone for this culture and the long-term direction of our community.

Your packet includes a Summary Budget for the current fiscal year. Municipal finance can be complex, so I encourage you to schedule a time to visit with me and our Finance Director, Melanie LaRose, if you would like a walkthrough of the City's budget structure, major funds, and current priorities.

I also invite you to attend Brownwood City Council meetings, held on the second and fourth Tuesdays of each month at 9:00 AM in the Council Chambers at City Hall. Observing a meeting is one of the best ways to see how policy decisions are made, how our ISERVE values show up in practice, and how the Council and staff partner together on behalf of our residents.

Additional resources, including the City Charter and A Guide to Becoming a Public Official from the Texas Municipal League, are provided to help you better understand the Council-Manager form of government and the responsibilities of public office in Brownwood. As a Home Rule City, the Council sets the vision and policy, and the City Manager and staff carry out that direction through day-to-day operations and long-term projects.

Our goal is to be a transformational, not just transactional, an organization that focuses on people, relationships, and Brownwood's future, not just processes. Your interest in this role is an important part of that ongoing story.

I hope your experience during this process is positive and informative. If you would like to visit further about the role of the City Council, the City's current priorities, or our ISERVE culture, please contact my office.

Sincerely,

**MARSHAL MCINTOSH** MBA CPM CPC

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