

**CITY OF INGLESIDE
REGULAR CITY COUNCIL MEETING
AGENDA
JUNE 23, 2026
6:30 PM**

Notice is hereby given that the Ingleside City Council will hold a Regular City Council Meeting on June 23, 2026, at 6:30 PM. The Meeting will be held in person at City Hall, 2671 San Angelo Street, Ingleside, Texas. Members of the public can view the meeting via live stream at <https://inglesidetx.gov/>.

With respect to any subject matter set forth below, the City Council may take action, unless otherwise expressly indicated with respect to any particular subject matter.

Opening Agenda

1. Call Meeting to Order.
2. Roll Call.
3. Invocation.
4. Pledge of Allegiance.

5. Citizen Comments and Reports.

Persons wishing to address the Council and who have registered using the Citizen Participation Form will have up to three minutes to speak. In accordance with the Open Meetings Act, Council may not discuss or take action on any item that has not been posted on the agenda. While civil public criticism is not prohibited; disorderly conduct or disturbance of the peace as prohibited by law shall be cause for the chair to terminate the offender's time to speak.

6. Staff Comments and Reports.

The Council may discuss any subject which is specifically listed under this item.

- a. Council Comments and Reports.
- b. Announcements of Community Interest and/or upcoming events.
- c. Report on State Highway 200 Proposed Project.

Presentation

7. Presentation by representatives of SAMCO Capital on the Types of Municipal Debt and Financing Related Considerations.

Consent Agenda

All consent agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of the items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

8. Discussion, consideration, and possible action on the Regular Meeting Minutes of June 09,

2026.

Regular Agenda

9. Discussion, consideration, and possible action to approve renewal of the Texas Health Benefits Plan for the period October 1, 2026, through September 30, 2027, and authorize the City Manager to execute all related documents.
10. Discussion, consideration, and possible action on the first reading of an Ordinance of the City council of the City of Ingleside, Texas, amending the Personnel Policies and Procedures, Section 2. Employee Responsibilities: Creating 2.U. Artificial Intelligence Systems by City Officials, Employees, and Contractors; providing definitions; establishing use limitations, disclosure requirements, and data-security safeguards; providing for enforcement; providing severability clause; providing an effective date; and publication.
11. Discussion, consideration, and possible action on authorizing staff to advertise and receive Requests for Qualifications (RFQ) to update the City of Ingleside Comprehensive Master Plan as budgeted in Fund 30 General Fund Current Capital Improvement Projects.

Closing Agenda

12. Items to consider for placement on future agendas.
13. Adjourn.


Special Accommodations

This facility is wheelchair accessible and there are special parking spaces near the main entrance. Request for accommodations or special services must be made 48 hours prior to this meeting. Please contact City Secretary's Office at (361) 776-2517 or Fax (361) 776-1027 or email citycouncilquestions@inglesidetx.gov for further information.

With respect to any subject matter listed on this agenda, the City Council may meet in Closed Executive Session, if and to the extent allowed by Chapter 551 of the Texas Government Code, including, but not limited to, any of the following sections of Chapter 551: Section 551.071 Consultations with Attorney, Section 551.072 Deliberation about Real Property, Section 551.073 Deliberation regarding Prospective Gift, Section 551.074 Personnel Matters, Section 551.087 Deliberation regarding Economic Development Negotiations, and Section 551.089 Deliberation regarding Security Devices Or Security Audits.

Certification

I, Jana Stork, certify that the above notice of this Regular Meeting of the City Council was posted on the City Hall bulletin board at 2671 San Angelo Street, Ingleside, Texas on June 17, 2026 by 5:45 p.m.



Jana Stork, City Secretary

This public notice was removed from the official posting board at the Ingleside City Hall on the following:

Date: _____

Time: _____

By: _____

City Secretary's Office
City of Ingleside, Texas

CITY COUNCIL AGENDA
Regular Meeting: June 23, 2026

AGENDA ITEM: 6.a

Council Comments and Reports.

SUBMITTED BY: Jana Stork, Director of Administrative Services/City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

City Council may discuss any subject under this item.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

For informational purposes only.

ATTACHMENTS:

None

CITY COUNCIL AGENDA
Regular Meeting: June 23, 2026

AGENDA ITEM: 6.b

Announcements of Community Interest and/or upcoming events.

SUBMITTED BY: Jana Stork, Director of Administrative Services/City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

1. City of Ingleside Planning & Zoning Commission Volunteers Needed
 2. City of Ingleside Street Advisory Group Volunteers Needed
 3. Ingleside Public Library Summer Reading Program, June through August
 4. Ingleside Public Library Crochet for Beginners, June 08, 2026 - July 27, 2026
 5. Ingleside Parks & Recreation Vendors Market, June 20, 2026
 6. Ingleside Public Library Summer Reading Entertainment, Bobby Cordell Magician, June 24, 2026
 7. Ingleside Public Library Animal Crossing Event, June 26, 2026
 8. Ingleside Parks & Recreation Stars & Stripes Parade, July 04, 2026
 9. Ingleside Parks & Recreation America's 250th Birthday Bash, July 04, 2026
 10. Ingleside Police Department Field Day, July 08, 2026
 11. Ingleside Public Library Summer Reading Entertainment, Matt Tardy Juggler, July 08, 2026
 12. Ingleside Public Library Pokémon TCG Trading, July 08, 2026
 13. Ingleside Parks & Recreation Summer Movie Series at the Pool, A Minecraft Movie, July 17, 2026
 14. Ingleside Public Library Tekken 7 Tournament, July 25, 2026
 15. Ingleside Parks & Recreation Summer Movie Series at the Pool, Zootopia 2, August 08, 2026
-

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

For informational purposes only.

ATTACHMENTS:

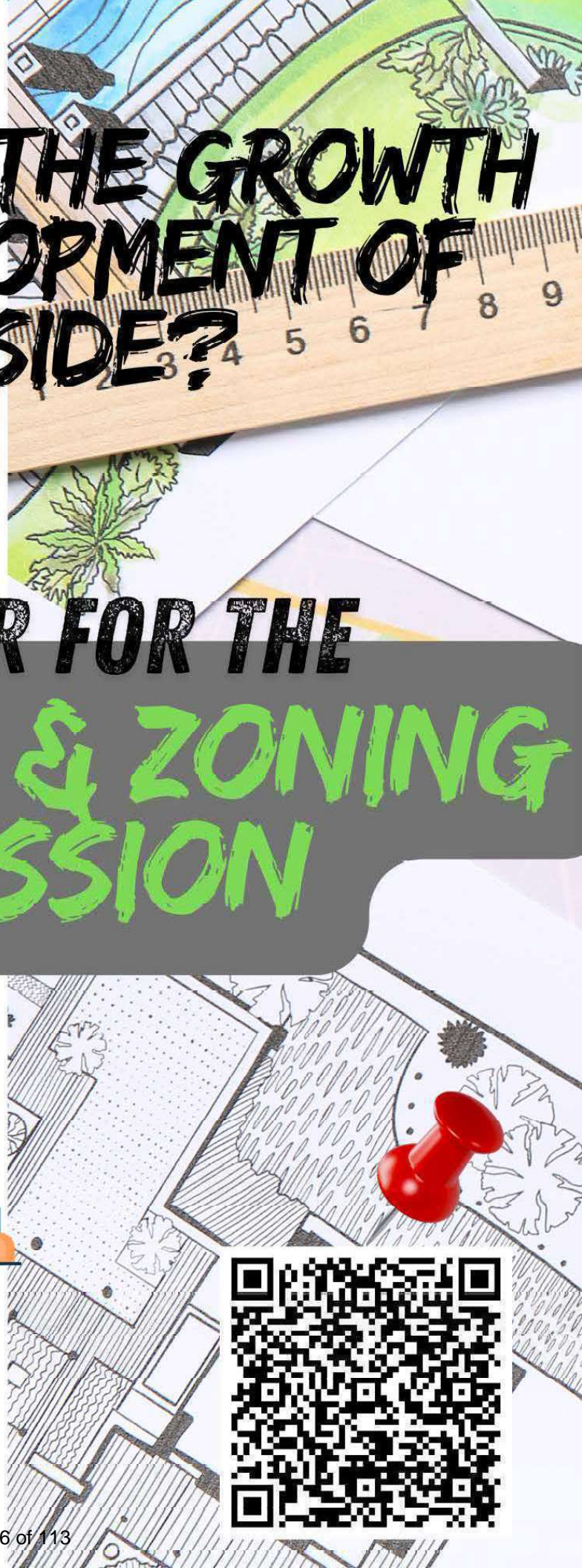
1. 2026, 06-23 Community Events

**CARE ABOUT THE GROWTH
AND DEVELOPMENT OF
INGLESIDE?**



VOLUNTEER FOR THE

**PLANNING & ZONING
COMMISSION**



CONTACT:

**CITY SECRETARY'S DEPARTMENT
CITYSECRETARY@INGLESIDETX.GOV**

361-776-2517



Want Better Streets?

VOLUNTEER FOR THE

**INGLESIDE
STREET
ADVISORY
GROUP**

CONTACT:

CITY SECRETARY'S DEPARTMENT

CITYSECRETARY@INGLESIDETX.GOV

361-776-2517



UNEARTH A STORY

INGLESIDE PUBLIC LIBRARY

FREE SUMMER READING PROGRAM 2026

PRE- K - 2nd GRADE

TUESDAYS - 10:00A-11:00A

Begins June 2nd, 2026

3rd - 6th GRADE

WEDNESDAYS - 10:00A-11:00A

Begins June 3rd, 2026

MR. KIPPY

THURSDAYS - 3:30P-4:30P

FRIDAYS - 8:30A - 9:30A

Registrations begin May 1st, 2026

Online or in the Library





SUMMER

MOVIE SERIES AT THE POOL

6 JUNE

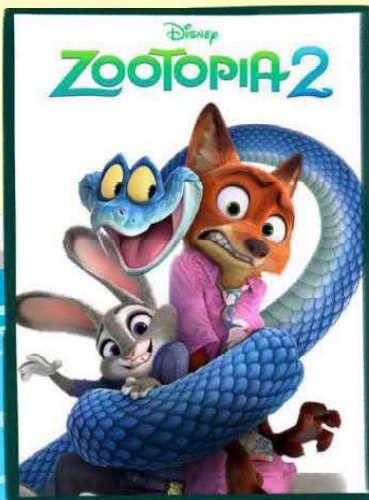


SUMMER BASH



JULY 17

8 AUGUST



BACK TO SCHOOL SPLASH



POOL DOORS OPEN AT 8:30PM - MOVIES WILL START AT SUNDOWN

CHARLES H. DOHERTY SWIMMING POOL | 2746 MUSTANG DR. INGLESIDE, TX

Ingleside Parks and Recreation

FREE CROCHET FOR BEGINNERS

SUMMER SCHEDULE

Monday

Beginning **Ending**
June 8th - July 27th
10:00a - 11:00a



Ingleside Public Library
Contact the Library at 361-776-5355 for information

Ingleside Parks and Recreation

VENDORS *Market*



SAT. JUNE 20TH

11AM-2PM

Save the date — your next favorite item is waiting!



N.O. Simmons Park - Basketball Pavillion
2867 Ave J, Ingleside, TX 78362



UNEARTH A STORY™



INGLESIDE PUBLIC LIBRARY'S SUMMER READING ENTERTAINMENT

STORYTIME WITH A.B. Wade



THURSDAY
JUNE 11th 2026
1:00p

BOBBY CORDELL MAGICIAN

WEDNESDAY
JUNE 24th 2026
1:00p



MATT TARDY JUGGLER



WEDNESDAY
JULY 8th 2026
1:00p

Humble Youth Center
2821 Main St, Ingleside, TX 78362



Welcome to
Animal Crossing

New Horizons



Ingleside Public Library invites you to share your Island and villagers with others!



June 26th
3:00pm - 4:00pm

Ingleside Parks and Recreation

STARS & STRIPES PARADE

Come celebrate with us! Join us for our 4th of July Parade and show off your best red, white, and blue! The celebration will end at Charles H. Doherty Municipal pool.

Parade line up at 10AM-11:15AM

July 4, 2026 / 11:30AM

*Parade starts at
N.O. Simmons Park*





America's

250th

Birthday Bash

AT THE POOL

Come celebrate the red, white, and blue with us at the pool! Enjoy free admission, free hot dogs, games, and swimming. Bring the whole family for an afternoon of patriotic fun!

JULY 4TH • 1-3PM

Join us after for our Stars & Stripes Parade!

Charles H. Doherty Swimming Pool
2746 Mustang Dr.
Ingleside, TX 78362

Ingleside Parks and Recreation





★★ 3RD ANNUAL ★★

INGLESIDE

POLICE DEPARTMENT

FIELD DAY!



JOIN US FOR A FUN-FILLED DAY OF GAMES, FOOD, AND COMMUNITY FELLOWSHIP!



WEDNESDAY
JULY 8, 2026



9:00 AM - 1:00 PM



N.O. SIMMONS PARK

**FREE
COMMUNITY
EVENT!**



FREE HOT DOGS!



BASKETBALL



VOLLEYBALL



SOCCER



TUG-OF-WAR



**FIELD DAY
GAMES**



**MEET YOUR
LOCAL OFFICERS**



DUNK TANK

DON'T MISS THE CROWD FAVORITE...

WATER GUN FINALE!

KIDS vs. INGLESIDE PD

BRING YOUR FAMILY, YOUR FRIENDS, AND YOUR COMPETITIVE SPIRIT AS WE SPEND THE DAY BUILDING RELATIONSHIPS, MAKING MEMORIES, AND HAVING FUN WITH THE OFFICERS WHO SERVE OUR COMMUNITY!



EVERYONE IS WELCOME!

WEAR CLOTHES THAT CAN GET WET!
BRING A WATER BOTTLE AND SUNSCREEN!



POKÉMON™

TCG Trading Event

Trade your Pokémon cards and in-game Pokémon with others at the Library.

You can also try out your deck in friendly matches.

Selling is not allowed on our property.



July 15th
12:00pm -
3:00pm





TOURNAMANT

**SIGN UP AT
INGLESIDE PUBLIC LIBRARY**

**STARTS IN JULY 25TH 2026
1:00PM - 4:00PM**

**FREE ADMISSION
16 AND UP ONLY**

DOUBLE ELIMINATION



CITY COUNCIL AGENDA

Regular Meeting: June 23, 2026

AGENDA ITEM: 6.c

Report on State Highway 200 Proposed Project.

SUBMITTED BY: Brenton Lewis, City Manager

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

A request was made by City Council to provide an update on the proposed State Highway 200 project that included the history of the proposed project and a current status of the proposed project. Staff has included documentation regarding the proposed project.

A review of the documentation indicates various key discussions on the proposed project as follows:

- March 08, 2011, Minutes - Mr. Michael explained that this project was actually started in the 1980's when Naval Station Ingleside (NSI) was originally being built in Ingleside. At that time TxDOT recognized the need to bypass the downtown Ingleside area and the school zones with State Highway 200. As the needs of NSI were downsized during their build-out process, so was the need for State Highway 200. Now that industry in this area has increased and NSI has been closed and expects to become an even larger industrial draw to the area, it is felt that State Highway 200 will be needed again. Currently there is more than 26,000 vehicles pass through the intersection of Highway 360 and F.M. 1069 (Main Street).
- April 26, 2011, Minutes - Texas Department of Transportation District Engineer, John Casey, stated he is working with the staff, engineers, county, and other entities as necessary to help get this project shovel ready. Mr. Casey stated he did not believe the State would have funds for construction of SH 200. Although he cannot guarantee funding, he can assist in promoting the concerns, needs, and anticipated relief this project will provide. City Manager Jim Gray stated it is anticipated that the construction costs will be about 12–14 Million Dollars depending on the economy at the time. We are hopeful that once Phase II of the NEPA process is completed, that Economic Development Agency (EDA) will assist with majority of the funding.
- July 26, 2011, Minutes - Before Council at this time, is a recommendation to approve the Advance Funding Agreement (AFA) offered by the Texas Department of Transportation. The AFA documents the City's responsibilities and commitments in order to receive funding assistance from TxDOT for the planning and ROW acquisition of this project. The budget for this phase of the project is \$1,500,000 which will be reimbursed by TxDOT in \$500,000 increments. The City will be responsible for any cost over runs. Mr. Gray indicated that Kiewit had offered to provide the working capital necessary for this

project in exchange for a 15 year extension of its Industrial District Agreement. That offer has been respectfully declined. As an alternative to the Kiewit offer, it was suggested to Council that the City use its own working capital to fund this project. It was recognized that completing this pace does not guarantee that Federal funding for the project will be available for actual construction. It was the recommendation of Staff that the AFA be approved by Council. Mayor Perkins made a motion to approve the AFA Agreement with the Texas Department of Transportation for Phase II of NEPA planning process for State Highway 200 also known as the Ingleside Industrial Corridor to be funded on an interim basis by the City's Capital Funds. The motion was seconded by Council Member Schack and unanimously approved.

- July 11, 2013, Minutes - Mr. Gray stated that there were different segments to getting approval for the State Highway 200, Industrial Corridor project. The city will receive some funding from the State for this project; the proposed timeline for this project is to begin in 2 years. A new water tower tank is the city's next big project.
- July 21, 2014, Minutes - IISD President Flores questioned what Stripes at SH 361 and FM 1069 was planning to do. Mr. Gray stated Stripes has purchased additional land for expansion of parking and possibly an expansion of their store. Depending on the SH 200 project, Stripes doesn't know if they will come back to request additional pumps or not. If they do decide they want additional tanks/pumps, it will require them going before Planning and Zoning as well as City Council for zoning items.
- March 10, 2015, Minutes - City Manager Jim Gray explained this is a Resolution written by State Representative J.M. Lozano's office in support of our State Highway 200 project wherein he is attempting to commit an additional \$5,000,000.00 to this project. Council Member Wilson questioned whether the turn lanes would be included in this proposal and Mr. Gray stated he would confirm that information. Council Member Kemp made a motion approving Resolution # 2015-03 in support of the funding and construction of the proposed 1.96 miles State Highway 200 in the City of Ingleside, Texas; and was seconded by Council Member Vaden. The motion was approved unanimously.
- March 10, 2015, Minutes - **Consideration and action of Amendment # 1 to the Advance Funding Agreement for SH 200.** City Manager Jim Gray stated that due to some unknown factors, there may be a need for the City to condemn some properties in order to move forward with the State Highway 200 project. The City is actively working with these property owners in an effort to reach a reasonable agreement; however, if we cannot, this is TxDOT authorization to allow the City to make that decision if required.
- April 14, 2015, Minutes - **Consideration and action regarding the possible purchase or condemnation of property in preparation for the State Highway 200 Project. The Council may meet in Closed Executive Session in accordance with Texas Government Codes Section 551.071 to "Consult with Attorney" and Section 551.072 regarding "Deliberations about Real Property."** Council Member Vaden made a motion to continue negotiations with limitations on the purchase of this property concurrent with moving forward with the condemnation while we continue to negotiate with the remaining two property owners for the completion of the Easement and ROW of the SH-200; and was seconded by Mayor Perkins. Council Member Vaden amended his motion to specify that Attorney McKibben will provide a report at the next Council Meeting on April 28, 2015 regarding the condemnation and negotiation process; and was seconded by Mayor Perkins. The motion was not approved with Mayor Perkins and

Council Members Tucker and Vaden voting aye; and Council Members Wilson, Kemp, and Robbins voting no.

- August 04, 2015, Minutes - Mr. Gray explained that requested changes by TxDOT to Phase I (Environmental Phase) is being reviewed by TxDOT again and should be completed soon. Phase II is the ROW acquisition phase and we are working with TxDOT to make sure that is followed according to their standards. At this time TxDOT has committed \$4,000,000 to the construction of this project and Cheniere has committed at least \$2,000,000 and possibly as much as \$4,000,000 pending their negotiations with the City of a 380 Agreement.
- September 29, 2015, Minutes - Mr. Don Morrow explained this is a City/State joint venture. It was originally discussed in the late 1980's. The R.O.W.'s to be acquired will allow for four 12ft lanes and two 10ft shoulders. Phase I will only consist of two 12 ft lanes and two 10 ft shoulders and the project will be expanded as the traffic demands increase. The purpose of SH-200 is to allow Commercial and Industrial traffic to be removed from the downtown area of Ingleside. Mr. Morrow provided historical data regarding this project and showed maps regarding the different proposed locations. He explained why the final proposal was chosen and which property owners this will affect. TxDOT expects the construction of Phase I to be \$9,350,000. He went over the project timelines and they expect to be able to let the contract sometime in March or April of 2016. The construction period would be eight to ten months from that date.
- January 22, 2020, Minutes - Council Member Diehl reminded the public that when the first Advance Funding Agreement (AFA) was signed in 2011, it was expected to be about 18 months before construction. it is now 2020 and dirt has not moved. Appreciate the attempt to get donations; however, this Resolution is a message to get things moving quickly.
- February 23, 2021, Minutes - Council Member Diehl, requested by the next City Council Meeting, authoritative answers on the danger and where we stand on losing the grants regarding Emory Bellard, which is a construction grant, and State Highway 200, which is a construction grant. Interim City Manager, Linnette Barker, commented that construction of both projects must be complete by September 2023, or the grants are gone. State Highway 200, TxDOT, has hired a consultant to start the process of obtaining the Right of Ways, and TxDOT thinks by late March 2021, some negotiations will be finalized. If they have to condemn, we lose the grant. There is a lot contingent on this grant. Interim City Manager, Linnette Barker, commented that it is very rare for a grant to be extended, and it would have to be TxDOT to apply for an extension.
- March 09, 2021, Minutes - Michele Goerke, of Grant Works, was in attendance via Zoom Meeting, explaining that grants regarding State Highway 200 and the Emory Bellard drainage, and the request of an extension for the grants. Michele Goerke, of Grant Works, commented that you may not ask for an extension until one year out, but the reasons should be for delays and/or COVID-19. The two grants are tied together. Interim City Manger, Linnette Barker, commented if the project terms are not met, the City could be responsible for the \$5,000,000.00, and the city has paid TxDOT, for the acquisition of the Right of Ways, in April 2020, \$591,445.00. Interim City Manager, Linnette Barker, commented she would send a copy of the grant to Council Members.
- June 22, 2021, Minutes - Mayor Parker, commented that if State Highway 200 is not completed, or not completed on time, the city would be responsible to pay the money of

the grant back, which was confirmed by Melanie Gavlik, Hanson Engineering. Council Member Schack, commented the city needs to get away from State Highway 200 drainage grants, and that Right of Ways had not been acquired.

- July 13, 2021, Minutes - **Discussion, consideration, and action regarding State Highway 200.** Mayor Parker, commented this was on the agenda to give the City Manager to go to TxDOT to inquire about rescinding the contract for State Highway 200.
- September 14, 2021, Minutes - Robert Issassi, Area Engineer of the Sinton office for TxDOT, commented the State Highway 200 project has gone through environmental review and public involvement, and is currently in the ROW acquisition process, with initial offers made to property owners. Several property owners are getting their own appraisals. Negotiations are anticipated to be complete in November or December of 2021. TxDOT is in the process of refreshing plans, and scheduled to go to bid in August 2022, which could be sooner. The project include \$4 million being provided by the city, and would need to be executed prior to the bid date, which would be February-March 2022. This project is anticipated to take twelve months to construct, with construction to be started October 2022.
- August 23, 2022, Minutes - Paula Sales-Evans with Texas Department of Transportation (TxDot) addressed the Council and presented an update on the proposed State Highway 200 project. The presentation addressed the project history, background, and the project profile.
- January 28, 2025, Minutes — **Deliberate and take appropriate action on approving State Highway 200 Joint Use Agreement (JUA) between the City of Ingleside and the Texas Department of Transportation.** Item withdrawn from the agenda.

Staff met with TxDOT Commissioner Meade, various State Representatives, TxDOT, and local officials and were informed the City of Ingleside needed to commit a minimum of \$2,000,000 towards the proposed project for the project to proceed.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Report Only.

ATTACHMENTS:

1. State Hwy 200 Timeline v2
2. State Hwy 200 Map

State Highway 200 Timeline

Source	Item	Document
1/2/1980 Minutes- Book 5	Dr. C.H. Lewis requested consideration of traffic control on Hwy 1069. Item was passed, pending meeting with State Hwy Dept representative- No Action was taken.	The next item on the agenda under Old Business was the consideration of traffic control on Hwy. #1069. This request was by Dr. C.H. Lewis. This item was passed, pending meeting with representative of State Highway Department. No action was taken.
1/22/1980 Minutes- Book 5 pg. 48	A study was requested.	The next item on the agenda was to consider a Resolution requesting that the Texas Department of Highways and Public Transportation accept responsibility for FM #1069 and traffic signalization. Mr. Tanner reported that he had spoke with Mr. Spencer with the Highway Department and what they needed was a letter from the City requesting that a study be made of the problem on Hwy #1069. Councilman Bruce Shugart made a motion to authorize and direct the City Manager to write a letter to the Highway Department for a study and to table the adopting of a Resolution until after the study was made. Councilman Ollie Stewart seconded. Voting was as follows: Ayes- Mayor Pro tem Carolyn FitzSimmons, Councilman Earl Overton, Councilman Chuck Rittiman, Councilman Ollie Stewart, Councilman Bruce Shugart and Councilwoman Paula. Nays- None. Motion carried unanimously.
2/26/1980 Minutes- Book 5 pg. 54	Letter from State Dept of Highways and Public Transportation assuming maintenance of school zone	Mike Tanner read a letter that he had received from Roger Q. Spencer, from the State Department of Highways and Public Transportation stating that they could assume maintenance of the existing City owned school zone flashers and conduct a traffic study on F.M. 1069.
9/23/1980 Minutes- Book 5 pg. 82	School zone flashers	The next three items on the agenda was to consider executing agreement with State Department of Highways and Public Transportation concerning School Zone Flashers. Adopting ordinance for School Zone Flashers and adopting ordinance for Speed Zone on Highway #1069. These items were passed to the next regular agenda.
1981, 04-28 Minutes:	Maintenance Agreement with Texas Department of Highways and Public Transportation	Resolution - 264

State Highway 200 Timeline

<p>9/22/1981:</p>	<p>Granting permission for school crossing guards on 1069.</p>	<p>The next item on the agenda under New Business was the consideration to grant permission for P.T.O. to have school crossing guards at the crosswalk on Forth Street and Hwy #1069. Nancy Andrews was the spokesman for this matter. The City Attorney stated that the City Council could not give permission to stop traffic on Hwy# 1069. They would probably need to speak with someone with the Highway Dept. in Corpus Christi. Mr. House stated that he had contacted State Highway Department and District Engineers and they stated that they could see no problem as long as traffic was not tied up for a long period of time. Mayor Rittiman stated that on behalf of the Council P.T.O. had the Councils blessings.</p>
<p>6/8/1982 Minutes Book 5, pg. 167-169</p>	<p>**Leads into a discussion about the curve on State Hwy 1069 and getting the Texas Highway Department to improve the safety of the curve.</p>	<p>Item a under New Business was discussion concerning drafting a letter to Texas State Highway Department about safety at curve between the City Limits and Ingleside Cove. Councilmember Larry Davison said that in the last 5 years there had been 4 serious accidents that he was aware of. City Attorney Martin Haskett said they could get the information in Corpus Christi as to exactly how many accidents had occurred on this curve. Councilmember Davison said he thought it was worth their consideration to approach the Texas Highway Department and ask them if there was anything they could reasonably do to improve the safety of that curve. Martin Haskett told the Council that he thought it a good idea for them to write the letter, but unless there were 15 or 20 people killed every year, the Highway Department wouldn't spend any money to straighten the curve out. Motion was made by Councilmember Bennie Diegel to authorize the Mayor to be signatory to a drafted letter to the Highway Department expressing our concerns about that curve. Second was by Councilmember Carolyn FitzSimmons. Voting was as follows: Ayes: Mayor Raymond Perry; Councilmembers- Del Lewis, Bennie Diegel, Bruce Shugart, Larry Davison and Carolyn FitzSimmons. Noes: None. Motion carried unanimously.</p>
<p>8/24/1982: Establishing rate of Speed on HWY 1069 9/14/1982: First reading of Ordinance 10/12/1982: Third & Final reading of Ordinance</p>	<p>Ordinance regulating speed on 1069</p>	<p>ITEM NO. VI(a): First Reading of Ordinance regulating the speed of traffic in, along and upon the streets, alleys and ways of the City of Ingleside, Texas; establishing the rate of speed on FM Highway No. 1069; Prescribing penalties; Repealing Ordinances in conflict herewith; and providing for an effective date; and declaring an emergency.</p>

State Highway 200 Timeline

<p>5/26/1987 Minutes:</p>	<p>Downtown Ingleside Project Proposed roadway Improvements from Hwy 361 to Tiner Lane.</p>	<p>Item No. 9: Discussion and possible action concerning approval or plans and specifications for Downtown Ingleside Project Proposed Roadway Improvements from State Highway 361 to Tiner Lane.</p> <p>Fred Hayden with Maverick Engineering was present to answer any questions. Councilmember Mike Lokey moved to approve the plans and specifications for Downtown Ingleside Project Proposed Roadway Improvements from State Highway 361 to Tiner Lane with the exception request of the City Engineer. Councilmember Irma Govella-Luera seconded. Voting was as follows: Ayes - Councilmembers Floy McIntyre, Bill Dendy, Irma Govella-Luera, Mike Lokey, Roger Allen, Ed Williams and Mayor Roy Culver Jr. Nays - none. Motion carried unanimously.</p>
<p>Interlocal Agreement Contract w/ A&M</p>	<p>**Scope of Services for Assessing TRZ Value Capture Potential for the Ingleside Industrial HWY Corridor Texas Highway 200 Project</p>	<p>Document: Interlocal Cooperation Contract with A&M_140337</p>
<p>1989, 12-5 Item 4.a 1989, 12-12 Item B Minutes Pg.56 Book 7</p>	<p>**State Highway to connect to Homeport, aka. Naval Base</p>	<p>Item No. 4: Workshop to discuss the following:</p> <p>(a) Proposed locations for state highways in connection with Homeport.</p> <p>Mr. Rick Ewaniszyk, City Manager, Aransas Pass, was present to ask the Council to adopt a resolution such as Aransas Pass did which would be supporting a new state highway to the east of and in a northerly direction from Naval Station Ingleside be constructed prior to construction of a state highway to the west of Naval Station Ingleside, and that the easterly route be constructed on grade level to connect with State Highway 361, and be developed so that it connects with Avenue A. Mr. Richard Park voiced his support of the proposed "Easterly Route". Mr. N. O. Simmons voiced his disappointment in the City of Aransas Pass's support of the "Easterly Route". Councilmember Mike Haas advised he would like to see this item discussed at another meeting involving as many entities as possible.</p>

State Highway 200 Timeline

<p>2002, 05-14 Book 10 Minutes</p>	<p>Public Hearing for light installs on 1069 in front of Kiewit</p>	<p>Mayor Vaden closed the regular session at 7:12 p.m. and opened the Public Hearing regarding the proposed amendment to the 2001 Texas <i>Capital Fund</i> project to include the installation of a signal light and turn lanes on State Highway 1069 at the entrance to Kiewit Offshore Services, Ltd. site.</p> <p>City Manager Mike Rhea explained since the City is requesting an amendment to the original grant plan; we are required to hold this public hearing. The amendment would allow for a traffic light and a turn lane on Highway 1069 at the entrance into Kiewit Offshore Services, Ltd. site and an upgrade to the 12" pipe to allow for fire protection. It was questioned if this would back up any traffic coming from the Navy Base. Mr. Rhea stated that the plans would be approved by the Highway Department and they would take things of that nature into consideration.</p>
<p>2008, 05-13 Minutes Item 10- Book 11</p>	<p>**Ingleside Industrial Highway Corridor</p>	

State Highway 200 Timeline

		<p>10. Consideration and possible action to fund the initial study to begin the process of identifying and moving forward with the Ingleside Industrial Highway Corridor. This grant request would fund the feasibility, land surveying, detailed cost estimates, preliminary environmental studies, and coordination with the Texas Department of <i>Transportation</i>. The Ingleside Industrial Highway Corridor would connect State Highway 361 to F.M. 1069 looping around the South-West sector of the City of Ingleside.</p> <p>City Manager Jim Gray explained this is another grant opportunity through the Ingleside Local Redevelopment Authority (ILRA) that could help the area to complete the initial study needed to later request for an Industrial Highway on the south side of town to help relieve the traffic congestion in down-town Ingleside as well as keeping the large trucks out of the center of town. This idea originated in the 1980's and has been discussed several times over the years, but there has never been a funding source to initiate the process. The study itself will be approximately \$400,000.00 and therefore the 10% match could be as high as \$40,000.00. Again, it is unknown if the other entities of the ILRA will help with</p> <p>this matching portion and this could potentially be the responsibility of the City of Ingleside and would have to be funded from non-designated funds. Once the study is complete, the cost of the Corridor itself will be much higher and we will need to seek other options for funding as that approaches. The State and Federal Governments are setting aside additional funds for base closure affiliated costs and that will be the first place we consider for future funding of the corridor itself.</p> <p>Council Member Vaden made a motion to move forward with the grant request to fund the feasibility, land surveying, detailed cost estimates, preliminary environmental studies, and coordination with the Texas Department of Transportation for the purpose of an Ingleside Industrial Highway Corridor that would connect State Highway 361 to F.M. 1069 looping around the South-West sector of the City of Ingleside; and was seconded by Council Member Wilson. The motion was approved unanimously.</p>
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State Highway 200 Timeline

<p>2011-1-11 Minutes: Item 9 & 11 Book 12</p>	<p>contract amendment to extend deadline for completion of scope for Phase I</p>	<p>Mayor Perkins turned the meeting over to Ingleside Implementation Local Redevelopment Authority President, Council Member Diehl for agenda items # 9, 10, and 11.</p> <p>9. Consideration and action by the Ingleside Implementation Local Redevelopment Authority (LRA) authorizing the Grantee (The City Of Ingleside) to request a contract amendment with Naismith Engineering to extend the deadline from January 31, 2011 to March 31, 2011, to allow for completion of the scope of work for the Phase 1 Engineering Report of the Industrial Corridor.</p> <p>Council Member Diehl explained the current Special Grant ends January 31, 2011 and we still do not have the funding ready for Phase II of National Environmental Policy Act (NEPA) process, which will cost approximately \$1,000,000.00. We have had discussions with the Office of Economic Development (OEA) requesting a two-month extension at no additional cost to the OEA or to the LRA and they understand the need to keep the NEPA project going until the additional funding can be met. John Michael of Naismith Engineering stated he and the City staff have recently met with San Patricio County Judge, Terry Simpson and State Representative Todd Hunter in an effort to secure support. Judge Simpson has also sent letters to two State Representatives and Congressman requesting assistance. In March 2011 we will be applying for a construction grant because part of the NEPA Phase II process is to have a ready funding source for construction. The State has already recognized this corridor as State Highway 200. Some of the things we can use to support our construction grant will be that we are expecting 5,000 more jobs; this will open additional Industrial options for the area, will relieve the traffic to downtown Ingleside, and will increase State Sales taxes.</p> <p>Council Member Diehl made a motion authorizing the City to request a contract amendment with Naismith Engineering to extend the deadline from January 31, 2011 to March 31, 2011, to allow for completion of the scope of work for the Phase 1 Engineering Report of the Industrial Corridor at no cost and was seconded by Council Member Pierce. The motion was approved unanimously.</p> <p>11. Discussion and update by the Ingleside Implementation Local Redevelopment Authority (LRA) regarding the future of the LRA.</p> <p>Council Member Diehl stated this grant expires January 31, 2011. At this time the staff has inventoried the assets and begun transferring them over to the City of Ingleside. Administrative Assistant Juanita Lamas is scanning grant materials into the City's electronic archive system and is finishing any required reports as necessary. Even though there will be no staff after January 31, 2011, the LRA itself can continue in order to have an opportunity for Federal Grants.</p> <p>Ingleside Implementation Local Redevelopment Authority President, Council Member Diehl turned the Council Meeting back over to Mayor Perkins.</p>
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State Highway 200 Timeline

<p>2011, 03-08 Minutes: Item 7 Book 12</p>	<p>Public Hearing State Hwy 200</p>	<p>7. A Public Hearing regarding the Ingleside Industrial Highway Corridor – State Highway 200 to discuss the purpose and need for the corridor and allow for public comments.</p> <p>Mayor Perkins called the Public Hearing to order at 6:52 p.m.</p> <p>Project Manager John Michael of Naismith Engineering, Inc. is overseeing this project. The Project Team consists of Naismith Engineering staff: Jay Gardner, Scott Collins, Terra Duck, Anthony Gavlick, and Don Morrow along with Don Rodman of The Rodman Company and Bill Rightman and John Casey both representing Texas Department of Transportation (TxDOT). Phase I of this project has been funded by a grant from the Office of the Economic Adjustment (OEA) that was made available through the Ingleside Local Redevelopment Authority (ILRA). The Team is currently trying to finish up Phase I of this National Environmental Policy Act (NEPA) process which includes the identification of any environmental issues, holding public hearings to get input from the public, and choosing the best route for the project. As we are completing this process we are also looking for funding sources for Phase II of the process which will complete the NEPA study, engineering plans and specifications making it shovel ready.</p> <p>Mr. Michael explained that this project was actually started in the 1980's when Naval Station Ingleside (NSI) was originally being built in Ingleside. At that time TxDOT recognized the need to bypass the downtown Ingleside area and the school zones with State Highway 200. As the needs of NSI were downsized during their build-out process, so was the need for State Highway 200. Now that industry in this area has increased and NSI has been closed and expects to become an even larger industrial draw to the area, it is felt that State Highway 200 will be needed again. Currently there is more than 26,000 vehicles pass through the intersection of Highway 360 and F.M. 1069 (Main Street). The design of Highway 200 includes spurs to the Ingleside Independent School District (IISD) Football Stadium and the industrial areas. Other items discussed were the Environmental Constraints, Right of Way</p>
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State Highway 200 Timeline

		<p>Restrictions, Land Owners, Funding, NEPA process, Public Hearings, and the Time Line. If funding for Phase II is made available, it is planned to be complete in the Fall of 2011 and provided to TxDOT and other required State agencies for review.</p> <p>During Phase II, they will provide cost estimates to address all the issues found during Phase I to include any environmental issues as well as construction of the roadway itself. At that time they will address who is legally responsible for any item found not in compliance. At the conclusion of Phase II we should be "shovel ready" pending State approval and funding sources(s).</p> <p>Questions from the Council and Public were requested. Council Members Wilson and Diehl questioned who the land owners are and where the main environmental concerns exist and who will be responsible for the cleanup of those concerns. The land owners are IISD, Exxon, Welder Heirs, and some private land owned by members of the Mircovich family. The lands with environmental issues are believed to be with IISD and Exxon. We have been able to test the IISD property; however, Exxon has not allowed us to do any testing on their land as of this meeting so we do not know for sure what issues may or may not exist on that property. Phase I cannot be completed without that testing because Phase I requires all environmental concerns be identified. During Phase II we will assess the cost of the clean-up and who will be responsible. Ingleside Index Reporter, Allen Fisher questioned what industries or other businesses will be connected to the Corridor. At this time the known areas will be Kiewit, Helix, IISD, Live Oak Preserve, the property formerly known as NSI and is currently under contract for purchase by a developer, and any developer who purchases the Welder Heirs property. Councilmember Wilson questioned if Exxon and or IISD will have to provide their own clean-up or if the cost will be part of the building of the Corridor and therefore an increase to the taxpayers. Mr. Michael explained that during Phase II, that will be part of the process to confirm who is legally responsible for the preparation of the land.</p> <p>There being no additional questions, Mayor Perkins closed the Public Hearing at 7:30 p.m.</p>
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State Highway 200 Timeline

2011, 04-26 Minutes: Item 5 Book12	State Hwy 200 Funding options	<p>5. Discussion of the Ingleside Industrial Corridor, also known as State Highway 200, with regards to the funding options currently available.</p> <p>John Michael of Naismith Engineering explained that Phase I of the NEPA process for SH 200 is complete. It was funded through the Office of Economic Adjustment (OEA) via the Local Redevelopment Authority (LRA). Now there is a need for an additional \$1.5 Million Dollars to fund Phase II of the NEPA process to include construction design, specifications, and right-of-way acquisitions in order for this project to be “shovel ready” for construction. SH 200 was actually recognized back in the 1980s due to congestion and safety issues expected when driving through downtown Ingleside. These concerns have steadily increased as well as the need to transport large equipment through town, which often requires the blocking of traffic and movement of the stoplights. Currently over 26,000 cars/trucks go through the intersection of Hwy 361 and FM 1069 (Main Street) each day. The proposed corridor will be 1.9 miles long, four-lanes wide with shoulders, have turn lanes, and will allow 60 mph traffic. The main areas of concern are the old oil refinery and tank yards located on the Exxon and Ingleside ISD properties.</p> <p>Texas Department of Transportation District Engineer, John Casey, stated he is working with the staff, engineers, county, and other entities as necessary to help get this project shovel ready. Mr. Casey stated he did not believe the State would have funds for construction of SH 200. Although he cannot guarantee funding, he can assist in promoting the concerns, needs, and anticipated relief this project will provide.</p> <p>City Manager Jim Gray stated it is anticipated that the construction costs will be about 12-14 Million Dollars depending on the economy at the time. We are hopeful that once Phase II of the NEPA process is completed, that Economic Development Agency (EDA) will assist with majority of the funding.</p> <p>San Patricio County Judge, Terry Simpson stated once the NEPA process is complete, the County can assist with pass through funding for Federal and State Funds. This will probably still cost the County a couple of million dollars that will not be reimbursable.</p> <p>Mayor Perkins stated he and the City Manager have been meeting with different industry parties to help us fund the 1.5 Million Dollar. Council Member Diehl suggested that since this will assist the region, we may need to consider more regional partners.</p>
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State Highway 200 Timeline

<p>2011-7-12 Minutes: Item 6 Book 12</p>	<p>Finance option for Phase II</p>	<p>6. Discussion regarding finance option(s) for Phase II of the NEPA process for the Ingleside Industrial Corridor known as State Highway 200.</p> <p>City Manager Jim Gray stated he had hoped to have additional information from an Industrial Partner; however, it is not ready at this time. He suggested this item be removed until further notice.</p>
<p>2011, 07-26 Minutes: Item 11 Book 12</p>	<p>AFA Agreement</p>	<p>11. Discussion and possible action regarding an AFA Agreement with the State of Texas and other finance option(s) for Phase II of the NEPA process for the Ingleside Industrial Corridor known as State Highway 200.</p> <p>Mr. Gray provided the Council with a recap of the many issues related to the proposed Industrial Corridor. Before Council at this time, is a recommendation to approve the Advance Funding Agreement (AFA) offered by the Texas Department of Transportation. The AFA documents the City's responsibilities and commitments in order to receive funding assistance from TxDOT for the planning and ROW acquisition of this project. The budget for this phase of the project is \$1,500,000 which will be reimbursed by TxDOT in \$500,000 increments. The City will be responsible for any cost over runs. Mr. Gray indicated that Kiewit had offered to provide the working capital necessary for this project in exchange for a 15 year extension of its Industrial District Agreement. That offer has been respectfully declined. As an alternative to the Kiewit offer, it was suggested to Council that the City use its own working capital to fund this project. It was recognized that completing this phase does not guarantee that Federal funding for the project will be available for actual construction. It was the recommendation of Staff that the AFA be approved by Council.</p> <p>Council Members deliberated many of the pros and cons associated with this phase of the project as well as the terms of the AFA. Mayor Perkins made a motion to approve the AFA Agreement with the Texas Department of Transportation for Phase II of NEPA planning process for State Highway 200 also known as the Ingleside Industrial Corridor to be funded on an interim basis by the City's Capital Funds. The motion was seconded by Council Member Schack and unanimously approved.</p>
<p>2012, 02-28 Minutes: Item 15 Book 12</p>	<p>Staff Reports</p>	<p>Moving forward as we can with the State Highway 200 grant</p>

State Highway 200 Timeline

<p>2013, 02-12 Minutes: 2013, 02-22</p>		<p>6. Presentation by Naismith Engineers regarding the proposed State Highway 200 and the EDA Water Tower and Tank Improvement Grant.</p> <p>John Michael of Naismith Engineering stated that the EDA Water Tower and Tank Improvement Grant is still moving forward within the timelines originally specified. The RFPs for the ground storage tank have been advertised and the deadline is February 14, 2013. The elevated tower designs are being forwarded to Texas Water Development Board for review and approval before we advertise for RFPs. At this point, all schedules are being met.</p> <p>The State Highway 200 project is a slow process. We have done additional traffic counts, the noise testing, and risk assessments. This is all being prepared for a review by TxDOT and we expect a response back from them about 30-days after they receive that report. The next phase is the acquisition of the necessary ROW and Easements. The first of this will be Midstream Express Services property (formerly known as the Ingleside ISD property). Following that, we will be working with Exxon Mobile, Mircovich, and then the Welder property that is under contract with Pangea.</p> <p>There are no definite spurs at this time; however those are things we will be working on throughout this process. Typically a grant will only pay for the highway itself but not the spurs. The connection to Highway 361 is currently being considered as a stop light; however, there is enough room for a flyover if that is determined necessary in the future. Exxon Mobile will be completing their own environmental assessment of their property and share the results with us. The funding source for construction is still not known; however, the staff is working with the County, State, and Federal sources as we go through this process. If we continue with our current timeline and are able to get funding in a timely manner, we might be able to begin constructing sometime in 2015; at the earliest. Once construction begins, it will take about twelve months. The largest obstacle in the foreseeable future is receiving bids within the budgeted funds available.</p> <p>11. Consideration and action of an Agreement with Midstream Express Services, LLC for an easement for State Highway 200.</p> <p>Mayor Perkins made a motion authorizing the preparation of an Easement and Right of Way for roadway, drainage, and utility purposes, and signature on that agreement by the Mayor with Barbara Midstream being the Grantor and the City as the Grantee; and was seconded by Council Member Wilson. The motion was approved unanimously.</p> <p>Mr. Stewart Wilson questioned if the Easement/ROW would include enough space for a Rail Road Spur. City Manager Jim Gray stated it would not at this time.</p>
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State Highway 200 Timeline

<p>2013, 03-12 Minutes Item 6B Book 12</p>	<p>Executive Session</p>	<p>6. The City Council may meet in executive session pursuant to Sections 551.071 (Consultations with Attorney) and 551.087 (Deliberation Regarding Economic Development Negotiations) of the Texas Government Code regarding: A) the Wright Street Apartments as it concerns to an apartment complex; and B) the Midstream Express Services, LLC as it concerns State Highway 200.</p> <p>Mayor Perkins recessed the Regular Meeting to open the Executive Session at 6:32 p.m.</p> <p>Mayor Perkins closed the Executive Session and reopened the Regular Meeting at 6:45 p.m.</p>
<p>2013, 07-11 Minutes: Item 4.B.d. Book 13</p>	<p>Update</p>	<p>d) State Highway 200, Industrial Corridor</p> <p>Mr. Gray stated that there were different segments to getting approval for the State Highway 200, Industrial Corridor project. The city will receive some funding from the State for this project; the proposed timeline for this project is to begin in 2 years. A new water tower tank is the city's next big project.</p>
<p>2013, 12-10 Minutes: Item 24 Book 13</p>	<p>Financial Discussion</p>	<p>24. Receive and discuss the City's financial situation, including but not limited to its budget, revenues, expenses, assets and debts.</p> <p>Assistant City Manager/Finance Director Paul Baen provided an overview of the current finances and noted that in the December finances, the Council will see a check for the State Highway 200 project to the Engineers for approximately \$200,000 and the draws for the EDA Project Phase II should begin in early 2014. The sweep amount for the FY 2012/2013 is expected to be about \$815,000.</p>

State Highway 200 Timeline

2014, 07-21 Minutes: Item 4.A.d. Book 13	Update	<p>d) City - State Highway 200, Industrial Corridor</p> <p>City Manager Jim Gray explained that the City is still working with TxDOT regarding the environmental items. At this point we are starting to prepare for the ROW's with Wildcat, Exxon, and the Welder owners. We hope to have this completed within the next six months. We have begun looking at funding options with one of those options being a Tax Reinvestment Zone. Phase 3 will be the contracts and acquisitions and then Phase 4 will be the construction.</p> <p>IISD President Flores questioned what Stripes at SH 361 and FM 1069 was planning to do. Mr. Gray stated Stripes has purchased additional land for expansion of parking and possibly an expansion of their store. Depending on the SH 200 project, Stripes doesn't know if they will come back to request additional pumps or not. If they do decide they want additional tanks/pumps, it will require them going before Planning and Zoning as well as City Council for zoning items.</p>
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State Highway 200 Timeline

2015, 03-10 Minutes: Items 16 & 17 Book13 RES 2015- 03	Resolution Support of the Funding & Construction of Proposed 1.96 Mile St Hwy 200	<p>16. Consideration and action of a Resolution in support of the funding and construction of the proposed 1.96 miles State Highway 200 in the City of Ingleside, Texas.</p> <p>City Manager Jim Gray explained this is a Resolution written by State Representative J.M. Lozano's office in support of our State Highway 200 project wherein he is attempting to commit an additional \$5,000,000.00 to this project. Council Member Wilson questioned whether the turn lanes would be included in this proposal and Mr. Gray stated he would confirm that information.</p> <p>Council Member Kemp made a motion approving Resolution # 2015-03 in support of the funding and construction of the proposed 1.96 miles State Highway 200 in the City of Ingleside, Texas; and was seconded by Council Member Vaden. The motion was approved unanimously.</p> <p>17. Consideration and action of Amendment # 1 to the Advance Funding Agreement for SH 200.</p> <p>City Manager Jim Gray stated that due to some unknown factors, there may be a need for the City to condemn some properties in order to move forward with the State Highway 200 project. The City is actively working with these property owners in an effort to reach a reasonable agreement; however, if we cannot, this is TxDOT authorization to allow the City to make that decision if required.</p> <p>Council Member Kemp made a motion authorizing the Mayor to sign the Amendment # 1 to the Advance Funding Agreement for SH 200 and was seconded by Mayor Perkins. The motion was approved unanimously.</p>
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State Highway 200 Timeline

<p>2015, 04-14 Minutes: Item 6. Book13</p>	<p>Executive Session</p>	<p>6. Consideration and action regarding the possible purchase or condemnation of property in preparation for the State Highway 200 Project. The Council may meet in Closed Executive Session in accordance with Texas Government Codes Section 551.071 to “Consult with Attorney” and Section 551.072 regarding “Deliberations about Real Property.”</p> <p>Mayor Perkins recessed the Regular Meeting to go into Executive Session at 6:34 p.m.</p> <p>Mayor Perkins closed the Executive Session and reconvened the Regular Meeting at 7:38 p.m.</p> <p>Mayor Perkins made a motion to continue with negotiations and concurrently authorize the Attorney to proceed with condemnation of any properties necessary and was seconded by Council Member Vaden. The motion was not approved with Mayor Perkins and Council Members Tucker and Vaden voting aye; and Council Members Wilson, Kemp, and Robbins voting no.</p> <p>Council Member Vaden made a motion to continue negotiations with limitations on the purchase of this property concurrent with moving forward with the condemnation while we continue to negotiate with the remaining two property owners for the completion of the Easement and ROW of the SH-200; and was seconded by Mayor Perkins.</p> <p>Council Member Vaden amended his motion to specify that if not all four entities in question do not comply, that all Easements and ROW’s revert back to the current owner; and was seconded by Mayor Perkins. Council Member Vaden explained that his concern is that if we do not move forward, that industry may withdraw their support of this project. The main focus is to relieve the traffic from downtown Ingleside and help everyone, not just a few.</p>
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State Highway 200 Timeline

		<p>Mr. Troy Mircovich stated that he is speaking on behalf of his family members who own the land in question. He stated that questions have been asked of the City and its Attorney and the land owners are awaiting those answers before responding. Regarding the dollar figure in question, an offer is on the table from another entity and therefore the landowners believe it to be worth that much. The land owners are not trying to stop this project, they agree the need is there; but they want the answers to their questions before they can move forward. This project dissects their land that has been in their family for over 70 years and they want to know what will be done within that ROW.</p> <p>City Manager Jim Gray explained that the motion on the floor will allow the Attorney to begin the condemnation process and thereby get within the queue for a court date, while still attempting to negotiate with the remaining property owners. Then, when a court date is set, we can still bring back to Council for authorization to continue the condemnation process. It takes several months to get a court date. If we don't move forward with attempting to get a court date, then we are that much further away from condemnation if that becomes necessary. If the court sets a date and we feel the negotiations are moving forward, we can push the court date further back at that time, but we would still be in line for the next available court date instead of just starting that process.</p> <p>Council Member Vaden amended his motion to specify that Attorney McKibben will provide a report at the next Council Meeting on April 28, 2015 regarding the condemnation and negotiation process; and was seconded by Mayor Perkins. The motion was not approved with Mayor Perkins and Council Members Tucker and Vaden voting aye; and Council Members Wilson, Kemp, and Robbins voting no.</p> <p>Council Member Tucker made a motion to continue negotiations for two more weeks and Attorney McKibben to report back at the Council Meeting on April 28, 2015 and was seconded by Council Member Wilson. The motion was not approved with Council Members Wilson, Tucker, and Kemp voting aye; and Mayor Perkins and Council Members Robbins and Vaden voting no.</p> <p>Mr. Mircovich reiterated that the property owners are willing to work with the City as long as they get the answers to the questions they are asking. If the City can't answer those questions, then the property owners can't finalize any negotiations.</p> <p>No other motions were made and Mayor Perkins stated he will put this item on the next agenda for April 28, 2015.</p>
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State Highway 200 Timeline

<p>2015, 08-04 Minutes: Item 4B.c. Book 13</p>	<p>Update</p>	<p>c) State Highway 200, Industrial Corridor</p> <p>Mr. Gray explained that requested changes by TxDOT to Phase I (Environmental Phase) is being reviewed by TxDOT again and should be completed soon. Phase II is the ROW acquisition phase and we are working with TxDOT to make sure that is followed according to their standards. At this time TxDOT has committed \$4,000,000 to the construction of this project and Cheniere has committed at least \$2,000,000 and possibly as much as \$4,000,000 pending their negotiations with the City for a 380 Agreement.</p>
<p>2015, 09-29 Minutes: Item 12 Book 13</p>	<p>Public Hearing</p>	<p>12. Public Hearing to present the planned improvements for State Highway (SH) 200, from SH 361 to FM 1069 in San Patricio County, Texas, and to receive public comment.</p> <p>Mayor Perkins opened the Public Hearing at 7:06 p.m.</p> <p>Texas Department of Transportation staff present: Paula Sales-Evans, Christopher Amy, Mike Chaves, Gabriel Lopez, Michelle Khatib. Naismith Engineering staff present were: John Michael, Don Morrow Terald (Terry) Smith, Mary Kay Skoruppa, and Marcus Luna.</p> <p>Ms. Paula Sales-Evans read the required notices for the Public Hearing.</p> <p>Mr. John Michael provided an overview of the Public Hearing process; how to submit questions tonight and after the meeting, deadlines for the questions is October 9, 2015, tables in the back with additional R.O.W. information, the need for a Court Reporter, when the compiled data will be available for public review, and other general information.</p> <p>Mr. Don Morrow explained this is a City/State joint venture. It was originally discussed in the late 1980's. The R.O.W.'s to be acquired will allow for four 12ft lanes and two 10ft shoulders. Phase I will only consist of two 12ft lanes and two 10ft shoulders and the project will be expanded as the traffic demands increase. The purpose of SH-200 is to allow Commercial and Industrial traffic to be removed from the downtown area of Ingleside. Mr. Morrow provided historical data regarding this project and showed maps regarding the different proposed locations. He explained why the final proposal was chosen and which property owners this will affect. TxDOT expects the construction of Phase I to be \$9,350,000. He went over the projected timelines and they expect to be able to let the contract sometime in March or April of 2016. The construction period would be eight to ten months from that date.</p>

State Highway 200 Timeline

		<p>Mr. Terry Smith noted that the Environmental Assessment is available at City Hall in the City Secretary's office for anyone to review. The purpose of this project is to remove hazardous traffic and general traffic congestion from the center of Ingleside. He provided required statements involving no displacement of the public, no adverse effects, no historical property involved, minimizing the effect on habitats, any Wetlands to be approved by the Corp of Engineers, no impact on noise concerns do to no homes within the required footage, etc. Mr. Smith provided maps of the area depicting the route over the existing brownfield area and explained the sampling process and how areas would be mitigated if necessary. Everyone was encouraged to sign-in at the entrance if they haven't already done so and to complete a comment card in order to be heard during this Public Hearing.</p> <p>Mr. John Michael again went over the regulations for speaking at this public hearing and where and how to send any questions/comments following tonight's meeting. All mail must be post marked by October 9, 2015.</p> <p>There were no comment cards in the box and there were no requests to make comment.</p> <p>It was noted that the transcript by the Court Reporter of this meeting will be made available along with all of the question/comments cards following the October 9, 2015 deadline.</p> <p>Mayor Perkins closed the Public Hearing at 7:34 p.m.</p>
<p>2017, 04-25 Minutes Work Session Book 13</p>	<p>Item #26</p>	<p>The final SH-200 plans and specifications have been sent to TxDOT for review and hopefully final approval. Once these plans are approved, the final billing from Naismith/Hanson Professional Services can be presented and paid and the final reimbursement request can be submitted to TxDOT. Council Member Diehl questioned if there were any expenses TxDOT would not be reimbursing the City for and Finance Director Paul Baen stated there were other appraiser and legal fees outside the agreement that totaled about \$54,000.</p>

State Highway 200 Timeline

<p>2017, 06-27 Minutes Update Book 13</p>	<p>Update Item #13.</p>	<p>13. Discussion, consideration, and action regarding the City's various Capital Improvements Projects, the Impact Fees Analysis, the Utility Rate Analysis, State Highway 200, and review and consideration of engineering task orders and related billings.</p> <p>City Manager Melissa Byrne Vossmer stated that the Impact Fee Analysis and the Utility Rate Analysis are both still in process and the Utility Rate workshop is expected for a Special City Council Meeting the first week of July.</p> <p>Naismith/Hanson Engineering Representative John Michael stated the SH-200 PS&E is expected to be 100% complete by the end of next week (July 7, 2017). Once we have the letter from TxDOT of accepting the 100% PS&E, the final billing can be processed and the last reimbursement can be processed. He also noted that the negotiations with the Coach Emery Bellard Drainage is ongoing and he hopes to be able to bring some easements to Council for review soon.</p>
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State Highway 200 Timeline

2017, 07-25 Minutes Update Book 13	Update Item #14.	<p>14. Discussion, consideration and action regarding the City's various Capital Improvements Projects, the Impact Fees Analysis, the Utility Rate Analysis, and State Highway 200.</p> <p>Pete Ania and Eric Rivera of Naismith/Hanson Engineering Services provided an overview of the current projects:</p> <ul style="list-style-type: none">• The N.O. Simmons Pump House is complete except for a part that is on back order• We had the pre-bid conference for the Lighting of the ball fields at Live Oak Park; however, there were no contractors present• The concession stand at Live Oak baseball fields is still on hold due to the continued rain, but two-thirds of the materials are on site at this time• The new baseball fields at Live Oak park are having minor corrections made to the mounds and low spots as we continue through the punch list• We are working the Change Order # 2 with the Sidewalks• The Coach Emery Bellard drainage is still on hold pending meetings with property owners• The design work for the Avenue B drainage has been completed and we are now working on getting all of the necessary easements; once we have those, we will bring them to Council prior to moving forward with the project• The Lover's Lane drainage is scheduled to finish early September, pending wet weather• Staff is still looking at options for Tiner Lane• The specifications for the soccer fields has not started yet• The last of the SH-200 documents are completed and the city is processing the final reimbursement with TxDOT; we are now working on getting the land donated. <p>Council Member Underbrink questioned what the next step of SH-200 is. City Manager Melissa Byrne Vossmer explained that after we receive the final reimbursement from TxDOT that we will be attempting to get the land donated before entering into a new contract with TxDOT for the purchase of the land. If land is donated, the matching cost to the City is less.</p>
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State Highway 200 Timeline

<p>2017, 09-26 Minutes Item 13 Book 14</p>	<p>Discussion</p>	<p>13. Discussion, consideration, and action regarding the City’s various Capital Improvements Projects, the Impact Fees Analysis, The Utility Rate Analysis, and State Highway 200.</p> <p>Melissa Byrne Vossmer, City Manager, explained this was the monthly report. There has not been much activity from last report other than the concession slab elevation there was no other change. John Michael, Hanson Engineering, gave an update on all the projects.</p> <ul style="list-style-type: none"> - Westlake Drainage Improvements – they were just about finished and should have easements finished within the month. - Misc. Sidewalks and ADA Improvements – sidewalks were finished and there would be a walk thru next week - Misc. Streets Projects – streets were done but they were still lacking Chandler Place ROW or private. It is ready to go but they needed this ROW. - Emory Bellard Outfall – They were waiting on easements and were confident, the City would get them. - NO Simmons Park – This project is complete. - Live Oak Park – Baseball Fields – They are going thru the punch list with Garrett Construction. Eric with Hanson Engineering met with them today but the subcontractor was not present. - Ave B – This project is ready to be go for bids.
<p>2019, 01-08 Minutes Book 14</p>	<p>Item #20</p>	<p>20. Consideration and action of Task Order 2018-001 Amendment 1 with Hanson Professional Services, Inc. regarding the State Highway 200 and Emory Bellard Outfall Projects in an amount not to exceed \$45,000.</p> <p>City Manager, David Huseman explained Task Order 2018-01 was originally approved for an amount not to exceed \$5,000 for Hanson Professional Services, Inc. to assist the City with the EDA grant application. Since that time, there were numerous changes and collaboration with CCREDC as well as area industry partners to gather information and data for the \$5M EDA Grant. At this time, the staff is recommending the increase from \$5,000 to not to exceed \$45,000 for this Task Order 2018-01 Amendment 1.</p> <p>Council Member Schack made a motion to approve Task Order 2018-001 Amendment 1 with Hanson Professional Services, Inc. regarding the State Highway 200 and Emory Bellard Outfall Projects in an amount not to exceed \$45,000; and was seconded by Council Member Perkins. The motion was approved unanimously.</p>

State Highway 200 Timeline

<p>2020, 01-22 Minutes: Item 16 Book 14 RES 2020-04</p>	<p>Resolution Auth CM to work w/ Tx Dot regarding State Hwy 200</p>	<p>16. Discussion, consideration, and action a Resolution of the City of Ingleside, Texas authorizing the City Manager to work with the Texas Department of Transportation (TxDOT) regarding State Highway – 200.</p> <p>Council Member Diehl reminded the public that when the first Advance Funding Agreement (AFA) was signed in 2011, it was expected to be about 18 months before construction. It is now 2020 and dirt has not moved. Appreciate the attempt to get donations; however, this Resolution is a message to get things moving quickly.</p> <p>Council Member Fahrenthold made a motion to approve Resolution # 2020-04 of the City of Ingleside, Texas authorizing the City Manager to work with the Texas Department of Transportation (TxDOT) regarding State Highway – 200; and was seconded by Council Member Wilson. The motion was approved unanimously.</p>
<p>2020, 03-25 Minutes: Item 10.a. Book 14</p>	<p>Updates</p>	<p>10. STAFF UPDATES</p> <p>a.) Finance expenditures over \$3,000 dollars.</p> <p>No questions were asked. Council Member Diehl stated that at the last meeting they spoke about the fund balance, truly unencumbered. He referred to Linnette Barker, Finance Director. She stated she started to prepare a document that lists projects that are ongoing but not necessarily be funded in this fiscal budget. For example, Highway 200, there is money in that budget earmarked for State Highway 200 but the expense portion is not there. She is preparing a sheet listing here is what the project should cost, and what is budgeted. It is a work in progress. Council Member Diehl applauded what the Finance Director is doing.</p>

State Highway 200 Timeline

<p>2020, 06-10 Minutes: Item 15.c. Book 14</p>	<p>Update</p>	<p>c) Project Status Update</p> <p>Interim City Manager, Sarah West, updated City Council Members with ongoing projects, including State Highway 200 Bypass. There was a conference call with TxDOT, where TxDOT informed they are still working to get a work authorization to their contractor so the contractor can update the property descriptions and appraisals for the Right of Way acquisitions. They expect to have the work authorization executed by early July, and the property descriptions and appraisals completed in early November. Once this is complete, they can begin making offers to the property owners. TxDOT's target date for construction start is the middle of 2022. Actual completion time is estimated between 18 to 24 months. The Houghton Subdivision project is at the 60% plan stage. There are significant overages in the budget. The consultant is reviewing to cut some back. The Avenue A roadway reconstruction project is moving forward. There will be a public meeting and pre-construction meeting in the next few weeks. Council Member, Steve Diehl, asked about an update on the Animal Control Facility project. We received eight RFQ submittals that are being reviewed. Council Member, Steve Diehl, asked how we are receiving RFQ's when there has not been a location chosen. Interim City Manager, Sarah West, stated she did not believe location choices have been brought to council. Council Member, Steve Diehl made a request that staff and present the pros and cons of each location option.</p>
<p>ORD 2020-12</p>	<p>Designating a Payment Method to the TXDot for the right of way & Authorizing CM to Execute an Agreement</p>	<p>Ordinance 2020-12</p>
<p>2021, 02-23 Minutes Item 19 Book 15</p>	<p>Reports</p>	<p>Council Member Diehl, requested by the next City Council Meeting, authoritative answers on the danger and where we stand on losing the grants regarding Emory Bellard, which is a construction grant, and State Highway 200, which is a construction grant. Interim City Manager, Linnette Barker, commented that construction of both projects must be complete by September 2023, or the grants are gone. State Highway 200, TxDOT, has hired a consultant to start the process of obtaining the Right of Ways, and TxDOT thinks by late March 2021, some negotiations will be finalized. If they have to condemn, we lose the grant. There is a lot contingent on this grant. Interim City Manager, Linnette Barker, commented that it is very rare for a grant to be extended, and it would have to be TxDOT to apply for an extension.</p>

State Highway 200 Timeline

<p>2021, 03-09 Minutes Item 14 Book 15</p>	<p>Discussion</p>	<p>14. Discussion, consideration, and action regarding Grant Works.</p> <p>Michele Goerke, of Grant Works, was in attendance via Zoom Meeting, explaining the grants regarding State Highway 200 and the Emory Bellard drainage, and the request of an extension for the grants. Michele Goerke, of Grant Works, commented that you may not ask for an extension until one year out, but the reasons should be for delays and/or COVID-19. The two grants are tied together. Interim City Manager, Linnette Barker, commented if the project terms are not met, the City could be responsible for the \$5,000,000.00, and the city has paid TxDOT, for the acquisition of the Right of Ways, in April 2020, \$591,445.00. Interim City Manager, Linnette Barker, commented she would send a copy of the grant to Council Members.</p>
<p>2021, 03-23 Minutes Item 25 Book 15</p>	<p>Staff Reports</p>	<p>City Manager, Linnette Barker, commented that regarding State Highway 200, TxDOT had commented that there were talks regarding heavy-haul by prior management that delayed TxDOT proceeding, and TxDOT was not involved with the talks.</p>
<p>2021, 06-22 Minutes Item 11 Book 15</p>	<p>Discussion</p>	<p>11. Discussion, consideration, and action regarding Houghton EDA & CDBG/GLO Grants.</p> <p>Linnette Barker, City Manager, commented Hanson Engineering has come up with an addition plan, which is not ideal, or the amount of drainage that Emory Bellard would have provided, and EDA and GLO grants will look at. Melanie Gavlik, of Hanson Engineering, presented various project options. Direction from City Council would be needed to proceed.</p> <p>Mayor Parker, commented that if State Highway 200 is not completed, or not completed on time, the city would be responsible to pay the money of the grant back, which was confirmed by Melanie Gavlik, Hanson Engineering.</p> <p>Council Member Schack, commented the city needs to get away from State Highway 200 drainage grants, and that Right of Ways had not been acquired.</p> <p>Linnette Barker, City Manager, commented the GLO Grant is not part of the EDA Grant. The EDA Grant is tied to State Highway 200, and the GLO Grant, which is tied to the Houghton subdivision, Hurricane Harvey damage.</p>

State Highway 200 Timeline

2021, 07-13 Minutes Item 11 Book 15 2021, 07-13 Item 19. Discussion	Budget	<p>Dawn Tarr, Director of Finance, presented the general capital fund, with \$8.8 million set aside for the Houghton project, \$440,000.00 available for parks and streets, \$78,000.00 obligated for Public Works equipment, and \$977,000.00 obligated for street projects, leaving a balance of \$600,000.00; The debt fund, after adding in ad valorem taxes and paying bond payments, the estimated balance is \$484,000.00. The grant fund has \$4 million, which is for State Highway 200. The enterprise fund has 25% resolution of \$857,000.00, \$1.5 million set aside for the wastewater treatment plant, leaving a balance of \$3.2 million. The enterprise capital fund, the Texas Water Development loan of \$2.5 million for the wastewater treatment plant, the 2021 \$2 million street bond, \$600,000.00 for the water readers, \$100,000.00 for the water tower, leaving an estimated fund balance of \$165,000.00; The impact fees are comprised of \$409,000.00 in water fees and \$956,000.00 in sewer fees.</p> <p>19. Discussion, consideration, and action regarding State Highway 200.</p> <p>Mayor Parker, commented this was on the agenda to give the City Manager to go to TxDOT to inquire about rescinding the contract for State Highway 200.</p> <p>Council Member Diehl, commented money has been spent on engineering and \$591,445.06 on right of way access, and cautioned about raising red flags. TxDOT has requested to give additional time for an update.</p> <p>Council Member Schack, commented he is not for cancelling State Highway 200, as it would affect future light industrial development, and the traffic impact on the city.</p> <p>Mayor Parker, commented that it is unknown if the involved grants will be extended, as it has been a slow process.</p> <p>There was further discussion between Council Members.</p> <p>Council Member Pruitt, commented to be careful with TxDOT, and State Highway 200 is being built for industrial.</p> <p>Council Member Tucker, commented State Highway 200 is important for the city.</p>
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State Highway 200 Timeline

<p>2021, 09-14 Minutes: Item 6 Book 15</p>	<p>Presentation</p>	<p><u>Presentations:</u></p> <p>6. Presentation by TxDOT regarding an update on State Highway 200.</p> <p>Robert Issassi, Area Engineer of the Sinton office for TxDOT, commented the State Highway 200 project has gone through environmental review and public involvement, and is currently in the ROW acquisition process, with initial offers made to property owners. Several property owners are getting their own appraisals. Negotiations are anticipated to be complete in November or December of 2021. TxDOT is in the process of refreshing plans, and scheduled to go to bid in August 2022, which could be sooner. The project includes \$4 million being provided by the city, and would need to be executed prior to the bid date, which would be February-March 2022. This project is anticipated to take twelve months to construct, with construction to be started October 2022.</p> <p>Council Member Diehl, inquired if anyone with TxDOT had watched any of the City Council Meetings. Paula Sales Evans and Michelle Khatib of TxDOT, commented they had attended meetings in the past. Council Member Diehl, commented that the \$4 million would need to be paid prior to the bid, and the city would be obligated, which was confirmed by Paula Sales Evans of TxDOT. Council Member Diehl, commented the project must be completed for the grant, by September 28, 2023. Council Member Diehl, commented some citizens have said they will not benefit by State Highway 200. Council Member Diehl, commented if Ingleside could not get a grant extension, would TxDOT still build State Highway 200. Council Member Diehl, commented that the City Manager, Linnette Barker, confirmed that there is no guarantee that an extension will be granted in regards to the grant. Paula Sales Evans, commented there was some coordination regarding the city receiving a grant from TxDOT regarding the paperwork might work, but not actively involved. Paula Sales Evans commented there were some changes regarding potential development that put the project in a hiatus. Council Member Diehl, inquired if any modifications were made to the plan regarding heavy haul. Paula Sales Evans, heard rumors regarding heavy haul, would have tripled the cost of the project. The last she heard, pre-pandemic, was the rumor of heavy haul was put to rest, with the project back to its original form. Council Member Diehl, inquired if the closed-door discussions regarding heavy haul, slowed down the project. Paula Sales Evans, commented it slowed down the decision if the city was going to pursue the right of way acquisitions. Council Member Diehl, commented the project was in three phases, not to proceed to the next phase until one phase is completed.</p>
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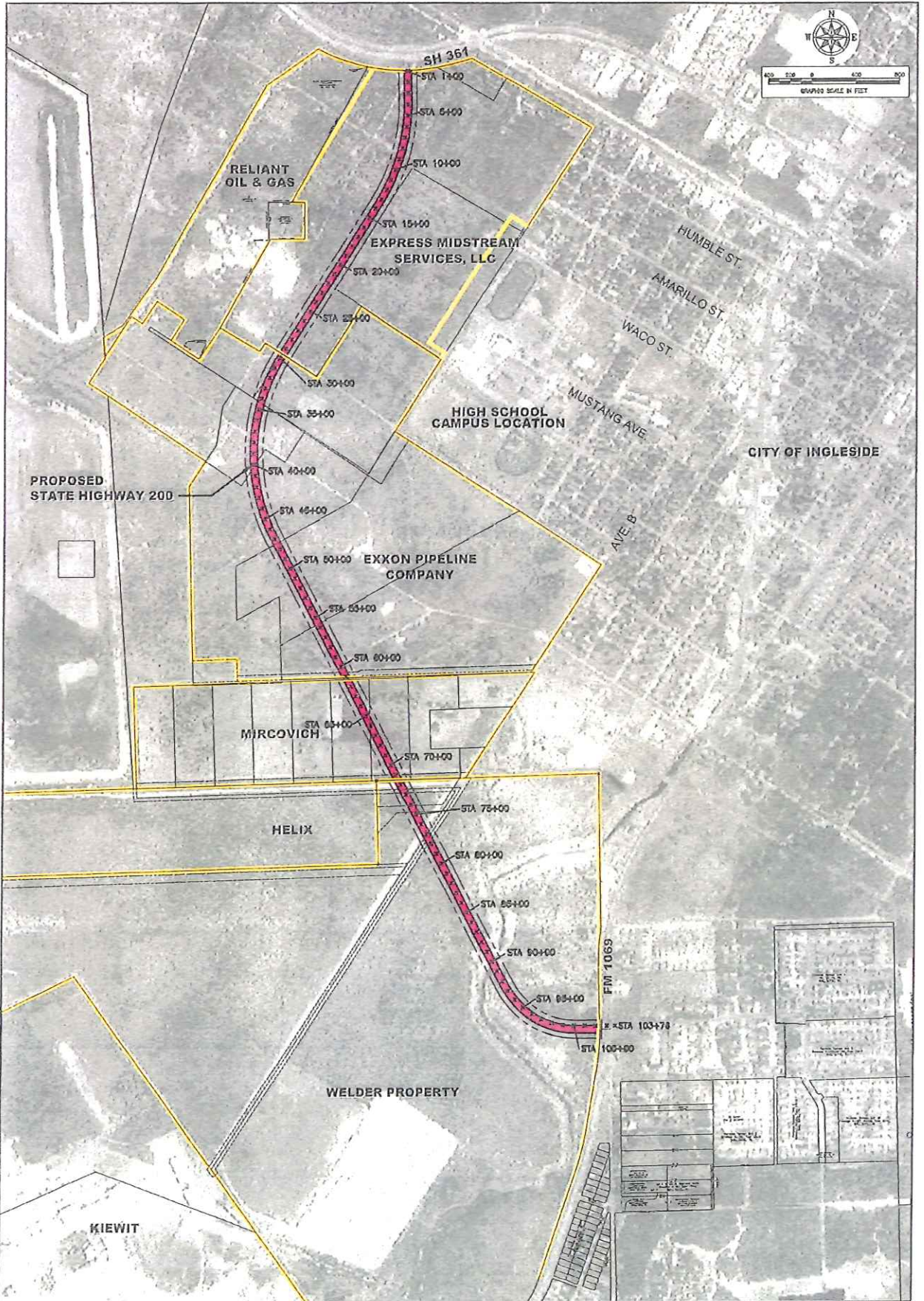
State Highway 200 Timeline

		<p>Council Member Diehl, inquired how much power can TxDOT give regarding the grant extension. Paula Sales Evans, commented TxDOT doesn't have direct relationships with EDA, but would work with the city any way they could. Michele Goerke, of GrantWorks, commented that EDA does not give many grant extensions. Council Member Diehl, commented he would not put \$4 million at risks for the citizens, and talked to approximately 30 citizens regarding this project. Council Member Diehl, inquired if TxDOT would complete the project without Ingleside input. Paula Sales Evans, commented the project would be delayed in the absence of local contribution. Council Member Diehl, inquired once the project is completed, who is responsible for the maintenance. Paula Sales Evans, commented TxDOT would be responsible for maintenance.</p> <p>Council Member Tucker, commented that 30 people out of 9,900 is a small number. Council Member Tucker, commented that when State Highway 200 is complete, there will be industry built to generate taxes for the city. Council Member Diehl, inquired if Council Member Tucker was willing to gamble \$4 million of the citizens money. Mayor Pro tem Schack, commented he would not use the word gamble, commercial development will come, and he is willing to invest in State Highway 200, asked TxDOT to work with GrantWorks, as people do listen to TxDOT. Council Member Diehl, inquired of Mayor Pro tem Schack, if the city does not get the grant extension, where will the money come from. City Manager, Linnette Barker, commented the city has \$4 million set aside for the project, anticipating reimbursement by the grant. Council Member Salinas, commented it would add road front, generating taxes, and a worthy investment. City Manager, Linnette Barker, commented we should hold off as long as we can to ask for a grant extension for a better timeline. Michele Goerke of GrantWorks confirmed this. Paula Sales Evans, of TxDOT, commented regarding the agreement with TxDOT, TxDOT would be coming to the city in February-March 2022.</p> <p>Council Member Diehl, commented to not bank on the grant extension, and asked for TxDOT's help in anything that could be expedited, and appreciated the meeting.</p> <p>Oscar Adame, 2747 Avenue E, made a citizen comment regarding money that was put aside for State Highway 200.</p> <p>City Manager, Linnette Barker, commented there is \$4 million, sitting in the grant fund allocated for this project.</p>
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State Highway 200 Timeline

<p>2022, 08-23 Minutes: Item 15 Book 15</p>	<p>Presentation</p>	<p>15. Deliberate and take appropriate action on proposed State Highway 200 project. Presentation from Texas Department of Transportation representatives.</p> <p>Paula Sales-Evans with Texas Department of Transportation (TxDot) addressed the Council and presented an update on the proposed State Highway 200 project. The presentation addressed the project history, background, and the project profile.</p> <p>Discussion was held among the Council, City Manager Lewis, and Paula Sales-Evans.</p> <p>No Action Taken.</p>
<p>2025, 01-28 Minutes: Item 21</p>	<p>Withdrawn</p>	<p>21. Deliberate and take appropriate action on approving State Highway 200 Joint Use Agreement (JUA) between the City of Ingleside and the Texas Department of Transportation.</p> <p>Item withdrawn from the agenda.</p>

RES 449? Dept of Highways and Public Transport Number 85500



99



EXHIBIT 2
 PROPERTY BOUNDARY MAP
 PROPOSED
 STATE HIGHWAY 200
 INGLESIDE, TEXAS



CITY COUNCIL AGENDA
Regular Meeting: June 23, 2026

AGENDA ITEM: 7

Presentation by representatives of SAMCO Capital on the Types of Municipal Debt and Financing Related Considerations.

SUBMITTED BY: Luis Rios, Director of Finance

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Per Council request, SAMCO Capital representatives will make a presentation on the various debt tools that are available to cities, state statutes as they relate to debt issuance, and the procedures for a bond election. The presentation will include General Obligation Bonds (GOs), Revenue Bonds, Certificates of Obligations (COs), and Tax Notes.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Information Purposes Only.

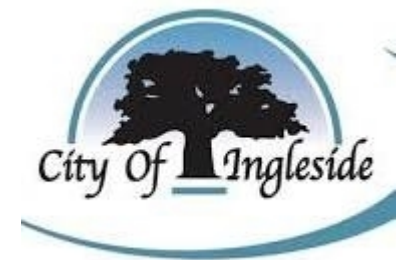
ATTACHMENTS:

1. Bonds 101

CITY OF INGLESIDE, TEXAS

Overview of Types of Municipal Debt and Financing Related Considerations

April 27, 2026



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Types of Municipal Debt

Relevant Parties to a Municipal Debt Issuance

Relevant Party	Responsibility
City Council	Elected officials responsible for setting policy and making decisions in consultation with the City Staff and advisors to meet the needs and expectations of the citizens of the City
City Staff	City Manager, Director of Finance and City Engineer, etc. responsible for managing the operations of the City and executing the will of the City Council
Financial Advisor	<ul style="list-style-type: none"> • Works for the City and maintains a fiduciary duty to the City and no other party; • Creates a plan of finance and serve throughout the year on an as needed consultative basis; • Coordinates the issuance of municipal debt
Bond Counsel* _____ * <i>Not the same as the City Attorney</i>	<ul style="list-style-type: none"> • Special attorney who works for the City and coordinates all legal documents pertaining to a bond election and debt issuance process • Oversees the approval process of Attorney General of the State of Texas approval of debt issuances
Underwriter/Purchaser	Investment bank who purchases the City's debt and sells the debt to investors either through a negotiated or competitive offering
Paying Agent/Registrar	Firm who receives the City's semi-annual debt payment and is responsible for distributing the payment to individual bond holders
Rating Agency	S&P/Moody's/Fitch – Independent rating agency who determines the underlying credit worthiness of the City to create a comparison of the credit worthiness of the City's debt against all other similar credits in the U.S. to be relied upon by bond investors



Types of Municipal Debt

General Obligation Bonds

- Authorized by a successful bond election or multiple bond elections for multiple projects
- If voters turn down a bond election the City is prohibited from issuing COs for the same project for 3 years
- Secured by ad valorem tax levy
- Typically used for general improvements in the City (street improvements, drainage improvements, municipal facilities, rolling stock, etc.)
- NOT typically used to fund enterprise fund improvements (i.e. utility system improvements)
 - Main reason for not seeking voter approval for a utility system improvement (as an example) is that utility system improvements are often necessary or in many cases mandatory and IF voters turned down the project at an election, the City may be forced (by TCEQ administrative order or otherwise) to proceed with a financing to make such improvements to the System
- Bond Elections alone carry an added cost (renting election machines, legal fees for drafting election ordinance, etc.) typically around \$15,000 - \$30,000 regardless of election success
- Lead time for issuing General Obligation Bonds (once approved by the voters) is roughly 60 days

Types of Municipal Debt

Revenue Bonds

- No election required
- Ad valorem taxes are NOT allowed in repayment of the Bonds
- Would only be allowed for making improvements to enterprise that is responsible for repayment
- Often carry a higher cost of borrowing due to weaker security of the bonds (utility system revenues/sales tax revenues versus ad valorem taxes)
- Stricter bond covenants that can make revenue bonds much more difficult to issue requiring higher utility rates as a result.
 - A typical covenant would require prior year's net revenues (i.e. revenues of the system less operating expenses) of 1.25X the average debt service of all utility system debt outstanding (including the issuance of the Bonds)
 - Debt Service Reserve Fund must be created and funded over the course of 60 months in an amount equal to the average annual debt service of the revenue bonds
- Lead Time for issuing Revenue Bonds is roughly 60 days

Types of Municipal Debt

Certificates of Obligation

- No election required, but voters retain the right of referendum
- City Council must adopt a Notice of Intent (“NOI”) Resolution and publish the notice in its paper of record for two consecutive weeks, as well as the City’s website so citizens are aware of the upcoming financing
 - Notice of Intention includes the maximum amount of debt to be borrowed (financing can always be less but never more than the amount set in the NOI), the purposes of the financing and the Council meeting date that CO’s will be considered for sale
- Subject to petition by the registered voters of the City
 - If a petition is submitted with 5% of the qualified voters contesting the issuance of the COs then the issuance of COs is paused until a bond election can be called and held. Only after a successful election could the COs be sold
- Sale can only proceed once 45 days has elapsed since the publication of the Notice and no valid petition has been filed with the City
- Ad valorem taxes and utility system revenues may be pledged in repayment of the Obligations depending on which fund(s) supports the project
- Allows the City to finance multiple projects with multiple sources of repayment together to create economies of scale and reduce issuance costs
- Lead time for issuance is roughly 90 days
- Cities may no longer issue COs, to be repaid from the I&S portion of the tax rate, for certain municipal facilities



Types of Municipal Debt

Pros and Cons of Certificates of Obligation

Pros:

- Less costly than issuing general obligation bonds (no election cost);
- Cheaper (lower interest rate) than issuing revenue bonds and less restrictive bond covenants;
- Quicker process than having a bond election and issuing GO Bonds;
- Fund multiple projects at one-time
 - i.e. can fund general fund projects and utility system projects together rather than issue two separate bonds and incurring twice the cost

Cons:

- Less perceived input from the voters
 - Voters are made aware of the City's intention to sell debt and retain the right of referendum
 - Very low threshold (5% of qualified voters) to stop a CO issuance and force an election
- Potential public perception that you are circumventing the voters
 - Elected officials are tasked with directing the City based upon their insight of the various issues facing the city

Types of Municipal Debt

Timing Considerations for Revenue Bonds and Self-Supported COs

- Municipal debt (COs and Revenue Bonds) to be repaid from revenue sources other than property tax levy can be issued throughout the year;
- Important to note that analysis must be performed that shows the supporting fund will generate sufficient revenues to repay the debt;
- Analysis should include assumptions for rate increases (implemented or planned) that will generate sufficient revenues.



Types of Municipal Debt

Tax Notes

- No election required
- Not subject to referendum by the citizens
- Maximum maturity of 7 years
- Used primarily for financing assets with a shorter useful life
- Quickest process to issue debt and have the funds deposited into the City's accounts
- Typically, a cheaper borrowing alternative to Lease Purchase Agreements
- Can be used to finance improvements repaid from any lawfully available source (Enterprise Funds, Ad Valorem Taxes, EDC, etc.)
- Lead time is roughly 30-60 days



Timing and Other Considerations

Timing Considerations for Ad Valorem Tax Supported Debt

- Ad valorem tax supported debt (GO Bonds, Tax Notes or COs) to be repaid from the City's ad valorem tax levy are generally sold AFTER the City receives its certified taxable assessed values from the appraisal districts (late July of each year) but BEFORE to adopting the tax rate for the upcoming year;
- The debt is therefore sold in August or September and included in the next year's 'Truth-in-Taxation' worksheet so that the tax rate levied by the City is sufficient to begin repaying the new debt;
- The first principal and/or interest payment is scheduled for February of the following year so that property tax revenues are available to make the debt payment;
- Bond elections may be held on the uniform election dates (May and November) of each calendar year; and
- City Council must call the Bond Election no sooner than 90 days and no later than 78 days to the election day (generally mid-February and mid-August, respectively).

Other Considerations

- IRS dictates that 85% of tax-exempt debt proceeds should be spent within 3 years of the financing, so the City should only finance projects that it expects to complete within 36 months of receiving proceeds.
 - Relative to the IRS spend down requirements, the City can seek voter authorization for funds that will be issued over more than 3 years as the authorization will not be interpreted to go 'stale' if the plan of finance that is communicated as part of the bond election references the intention to issue the debt over some different length of time.



Timing and Other Considerations

Bond Election Planning

- City can create a volunteer Citizen Advisory Committee to review and understand the current and future needs of the City as it grows/ages;
- Citizen Advisory Committee to work with City staff, Engineers, Architects, Legal Counsel and Financial Advisors to understand capital improvement needs and determine a priority of projects;
 - The benefit of this approach is creating ‘citizen buy-in’ where the committee has determined a list of projects they are supportive of and thereby become advocates of a Bond Proposal and furthering the chance of a successful bond election;
- Citizen Committee can also form a Political Action Committee (“PAC”) and advocate for the approval of a bond election whereas City Staff and Council members cannot.

Timing and Other Considerations

Bond Election/Project Financing Planning

1. City develops list of capital improvement plan (“CIP”) along with estimated costs and identifies revenue stream of support (i.e. water tower cost \$5MM and supported by the W&S utility)
2. City creates a citizen committee to meet on a regular interval to learn about the capital improvement needs of the City*. Outside consultants (engineers, architects, rate consultants, financial advisors, etc.) to participate as needed. **(see next slide)**

** City Council participation is recommended to ensure everyone is working in the same direction as the citizen committee’s ultimate recommendation should not come as a surprise when it is made to the Council*

3. Citizen committee ultimately determines its own priority of projects which considers the estimated financial impact (tax rate and utility rate increases, for instance) to accomplish the plan to be brought to the voters through a bond election and/or use of revenues bonds/certificates of obligation. **(see next slide)**
4. City council approves the ‘plan’ (either formally or informally) and provides City staff and consultants feedback to proceed with some combination of calling a bond election, issuing certificates of Obligations or issuing revenue bonds to accomplish the agreed upon plan of finance.
5. Bond election called for one of the two uniform election dates (May or November), if recommended, or otherwise establish the plan of finance to fund the project(s) as determined through the planning process.



Timing and Other Considerations

Establishing and Prioritizing the Capital Improvement Plan and Financings

Often the Citizen Advisory Committee and City Council work to first identify all needed capital improvements over some time horizon (1, 5, 10 or 20 years for example).

1. Engineers, architects and City staff assist in establishing the priority for each project based upon growth projections, utilization projections, and status of current assets' need for replacement to establish a baseline.
2. Financial advisor can then map out a plan of finance from the established baseline to model the projected impact of the projects for the Committee and Council's review and input.
3. Re-prioritization of projects can occur based upon the viability of the modeled financial impact and additional financial modeling can be undertaken iteratively until there is a consensus established among parties.

End Result: Capital Improvement Plan and Plan of Finance for Council to rely upon and guide a bond election and/or begin a debt financing program to achieve the goals of the CIP.

The process works to ensure that all parties agree to the established priority of projects and plan of finance that results in tax rates and utility rates that all parties are comfortable with.

Timing and Other Considerations

Example of Bond Election Process Timing (November 2026)

Date of Action	Action Taken
May 2026	Create Citizen Advisory Committee
Weekly, Bi-Weekly, etc.	Committee to meet, review CIP and consult with various parties
July 2026	Committee makes recommendation to City Council
August 5 - 17, 2026	Call Bond Election (adopted by Ordinance)
November 3, 2026	Bond Election Date
July __, 2027	2027 Certified Values received from appraisal districts
September __, 2027	Issue Bonds
September __, 2027	Set Tax Rate
October __, 2027	Bonds Close; Funds available to the City for Construction
January 31, 2028	Taxes Due
February 1, 2028	First payment on debt
July 31, 2030	Project Completion Deadline (~3 Years from receipt of proceeds)



CITY COUNCIL AGENDA
Regular Meeting: June 23, 2026

AGENDA ITEM: 8

Discussion, consideration, and possible action on the Regular Meeting Minutes of June 09, 2026.

SUBMITTED BY: Jana Stork, Director of Administrative Services/City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Please see the accompanying Regular City Council Meeting Minutes of June 09, 2026.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Staff recommends Council approve the Minutes, as presented.

ATTACHMENTS:

1. 2026, 06-09 Regular Meeting Minutes_DRAFT

**CITY OF INGLESIDE
REGULAR CITY COUNCIL MEETING
MINUTES
JUNE 09, 2026**

Opening Agenda

1. Call regular meeting to order.

The Regular Council Meeting of the City of Ingleside was called to order by Mayor Adame at 6:30 p.m. on June 09, 2026, at City Hall 2671 San Angelo Ave., Ingleside, TX and live video streaming.

2. Roll Call.

With Council Members present a quorum was established.

Council Members Present: James Steward, Steve Diehl, Mayor Pro-Tem Salinas, Linda Timmerman, Jessie Velasquez, and Mayor Adame.

Council Members Absent: Victor Polanco Jr.

3. Invocation.

Council Member Timmerman led the invocation.

4. Pledge of Allegiance.

Mayor Adame led the Pledge of Allegiance to the U.S. flag.

5. Citizen Comments and Reports.

Chuck Sullivan, 2627 Hwy 361, addressed the Council.

6. Staff Comments and Reports.

a. Council Comments and Reports.

Mayor Adame commented about the City working with the citizens about mowing properties and any trees around the city needing brush pick up.

Council Member Velasquez requested an update on the Welcome Sign, and City Manager Lewis stated that it had an electrical fire.

Council Member Diehl commented about the drainage issue brought to his attention from a business owner on West Main, and to encourage City staff to work with neighboring cities.

b. Announcements of Community Interest and/or upcoming events.

No discussion was held on this item.

c. Report on November 01, 2025, Hailstorm Damage to City of Ingleside Buildings.

Discussion was held between Council Members, City Manager Lewis, and City Secretary Stork about the detail listing of buildings, look at other possibilities of fixing the buildings, the total cost of damages, and being insured with Texas Windstorm Insurance Association.

d. Report on proposed Live Oak soccer fields as budgeted in the FY 2025-2026 Budget Fund 57 CO 2024 – Capital Bond in the amount of \$1,500,000.

Discussion was held between Council Members, City Manager Lewis, and Texas Coast Youth Soccer League President Gerald Crain about the proposed Live Oak soccer fields, placing the fields next to the tennis courts, bringing in tournaments, parking, the possibility of a sports complex, lighting requirements, and the minimum of fields that the league is needing to ensure all ages are able to play.

Presentations

7. Proclamation recognizing Lemonade Day Coastal Bend.

Mayor Adame presented a proclamation to United Corpus Christi Chamber Foundation and proclaimed the day of July 11, 2026, as Lemonade Day in the City of Ingleside.

Consent Agenda

8. Deliberate and take appropriate action on the Regular Meeting Minutes of May 26, 2026.

Motion: Mayor Pro-Tem Salinas made a motion to approve the Consent Agenda as presented. Council Member Timmerman seconded the motion. Motion carried with all present voting in favor.

Regular Agenda

9. Deliberate and take appropriate action on a Resolution appointing members to the Ingleside Development Corporation (IDC) Board of Directors.

Proposed Resolution 2026-19.

Discussion was held between Council Members and City Manager Lewis about the volunteer application form needing to have a requirement changed, and the recommendations from the Board of Directors.

Motion: Mayor Adame made a motion to approve Resolution 2026-19, a Resolution appointing members to the Ingleside Development Corporation (IDC) Board of Directors. Council Member Steward seconded the motion. Motion carried with all present voting in favor.

10. Deliberate and take appropriate action for the City Council to authorize the City Manager to advertise for Request For Qualifications (RFQ) for engineering for the maintenance of two of the City of Ingleside water towers located at N.O. Simmons Park and 973 FM HWY 1069.

Discussion was held between Council Members and City Manager Lewis about the two elevated water tanks needing maintenance, previous Council action for three (3) water towers, the Wastewater Treatment Plant project not allowing the water tower at Public Works Yard be operable by TCEQ required standards, water rates not being sufficient to cover costs of the maintenance, and to look at the impact if the tank is out of service for a certain amount of time.

Motion: Mayor Pro-Tem Salinas made a motion to authorize the City Manager to advertise for Request For Qualifications (RFQ) for engineering for the maintenance of two of the City of Ingleside water towers located at N.O. Simmons Park and 973 FM HWY 1069. Council Member Diehl seconded the motion. Motion carried with all present voting in favor.

11. Discussion and possible action regarding proposals received in response to the City's Request for Proposals for Alternative Water Supplies, including selection of a respondent for the development of an alternative groundwater supply project and authorization for the City Manager to negotiate an agreement for future City Council consideration.

Discussion was held between Council Members, City Manager Lewis, and Seven Seas Representatives Rosana Ramirez and Terry Arnold about Seven Seas being the only proposal submitted by the deadline, operational turnkey project, test wells, revenue of fifteen (15) to thirty (30) years cost breakdown, inflation, 5.0 MGD, and Memorandum of Understandings with surrounding cities.

Further discussion was held about maintenance costs, permitting process for the project, the benefits to the citizens, having qualified staff, and looking out for the citizens of the community.

Motion: Council Member Steward made a motion to select Seven Seas Water Group and to authorize the City Manager to begin negotiations and bring back to the City Council for consideration. Council Member Timmerman seconded the motion. Motion carried with all present voting in favor.

Closing Agenda

12. Items to consider for placement on future agendas.

Mayor Adame requested that the ordinance regarding the firefighters be on the next regular City Council meeting.

Council Member Diehl requested that a presentation on the State Statutes of bond issuances, and the procedures for a bond election.

13. Adjourn Regular Meeting.

Mayor Adame adjourned the regular meeting of the City of Ingleside at 8:35 p.m.

APPROVED:

Pedro Oscar Adame, Mayor

ATTEST:

Jana Stork, City Secretary

CITY COUNCIL AGENDA Regular Meeting: June 23, 2026

AGENDA ITEM: 9

Discussion, consideration, and possible action to approve renewal of the Texas Health Benefits Plan for the period October 1, 2026, through September 30, 2027, and authorize the City Manager to execute all related documents.

SUBMITTED BY: Leticia Mejia, Director of Human Resources

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The City participates in the Texas Health Benefits Pool, which provides health insurance coverage through a shared-risk model serving more than 30,000 covered lives across Texas. As part of the annual renewal process, the Pool has presented its proposed rates and benefit enhancements for the 2026–2027 plan year.

The proposed renewal includes a rate adjustment that is higher than those experienced in recent years. According to the Pool, healthcare costs across Texas and the nation continue to rise at levels not seen in decades. These increases are being driven by higher utilization of healthcare services and significant increases in hospital and health system charges.

The Texas Health Benefits Pool was established to help local governments manage these market pressures by spreading risk across a large membership base. Through the Pool's shared-risk structure, high-cost claims that could significantly impact the budget of an individual city are absorbed across the broader membership, providing greater financial stability and predictability for participating entities.

For the 2026–2027 plan year, the Pool has also introduced several program enhancements designed to expand access to care, improve value for members, and support the long-term health and wellness of covered employees and their dependents. These enhancements are intended to preserve the core benefits employees rely upon while encouraging participation in programs that may help moderate long-term healthcare cost trends for all Pool members.

What's New for 26/27

- **New Plan Design Options:** To give you more flexibility in a challenging cost environment, TXHB is introducing new plan designs that can help manage costs while maintaining access to quality care.
- **Green Imaging:** MRIs, CT scans, and other imaging services can represent significant out-of-pocket costs for your employees. Green Imaging makes it easy to find low- to no-cost options nearby — with no sacrifice in quality.

- **TAP Telehealth:** TAP, or Text A Physician, is a simpler, faster way to connect with care. TAP lets covered employees text a physician anytime — no app, no registration, no cost.
- **HDHP Virtual Care Enhancement:** High-Deductible Health Plan participants will now receive 100% coverage for virtual visits through TAP Telehealth, with no deductible requirement.
- **New Voluntary Benefits:** TXHB now offers integrated supplemental products — Critical Illness, Accident, and Hospital Indemnity Insurance — that help employees fill the gap in the event of a serious illness or injury. Because these plans are integrated with your health benefits, the claims process is simple and reimbursement is fast.

Medical									
Collective Plans									
Plan	Benefit Percent	In Net Ded	Out Net Ded	In Net OOP	Office Visit	Rates	Current	New	Incr
Collective III Copay-1K-3K ER-DAW1&2	80/50	\$1000	\$2000	\$3000	\$30	EE Only-54:	\$850.96	\$1,004.14	
						EE + Spouse-2:	\$2,114.88	\$2,495.58	
						EE + Child(ren)-12:	\$1,483.56	\$1,750.62	
						EE + Family-3:	\$2,476.46	\$2,922.24	
Collective III Copay-3K-6K ER-DAW1&2	80/50	\$3000	\$6000	\$6000	\$30	EE Only-1:	\$711.58	\$839.66	
						EE + Spouse-6:	\$1,768.46	\$2,086.78	
						EE + Child(ren)-7:	\$1,240.54	\$1,463.84	
						EE + Family-8:	\$2,070.82	\$2,443.56	
						Total Enrolled	93		

What's Staying for 26/27

- **TXHB Well Program:** Members continue to have access to free biometric screenings through Circle Wellness, plus the opportunity to earn \$150 by completing select preventive and wellness activities.
- **Lantern Surgical Care:** Lantern's network of high-performing surgeons accepts reduced reimbursement in exchange for faster payment and no prior authorization. TXHB passes those savings directly to members — and in most cases, members pay \$0 for scheduled procedures through Lantern.
- **Twin Health:** The pilot program has reached its 300-member capacity, and we have paused new enrollments while we evaluate long-term value. Current participants are not affected and may continue the program uninterrupted.

Shannon Caldwell, representative of the Texas Health Benefits Pool, will be present at the meeting to provide additional information regarding the renewal and answer any questions Council may have.

FISCAL ANALYSIS:

Approval of the renewal will authorize continued participation in the Texas Health Benefits Pool for the 2026–2027 plan year. The proposed premium increase has been incorporated into the City's budget planning process and will impact employee health insurance expenditures for the upcoming fiscal year.

RECOMMENDATION:

Staff recommendation is to authorize the City Manager to execute the renewal of the Texas Health Benefits Plan for October 1, 2026, through September 30, 2027, on behalf of the City of Ingleside.

ATTACHMENTS:

- 1. Ingleside_PINGLES0_Letter2026-2027
- 2. Ingleside_PINGLES0_Renewal2026-2027
- 3. Ingleside_PINGLES0_Options PY 2026-27_2026.06.09

May 26, 2026

City of Ingleside
2671 San Angelo
Ingleside, TX 78362

Dear Leticia Mejia,

Each year, this letter is one we approach with genuine care – because we understand what it represents for you, and for the employees who count on you every day.

We appreciate your trust in TX Health Benefits Pool to provide your employees with high-quality benefits, and we don't take it lightly. The Board of Trustees who guide this organization bring deep public sector experience and understand firsthand the challenges Texas cities and local governments face every day. That shared experience shapes everything we do.

We want to be straightforward about this renewal - the rate adjustment you'll see is more significant than in recent years, and you deserve a clear explanation- not simply a number without context.

Healthcare costs across Texas — and the nation — are rising at levels we have not seen in a *generation*. Driven by higher utilization of care and steep increases in hospital and health systems charges, no health plan is immune to these pressures.

This is also precisely the moment TX Health Benefits Pool was made for. With 30,000+ covered lives across our Pool, a single high-cost claim that could destabilize a small city's budget is absorbed and shared across our entire membership. That is the promise at the core of this Pool— and it is holding.

For the 26/27 plan year, we've developed a focused set of enhancements aimed at expanding access, delivering greater value, and supporting the long-term wellbeing of your workforce - while preserving the core benefits your employees rely on. The more you can support adoption of these programs, the greater the impact on long-term cost trends for every member of the Pool.

BOARD OF TRUSTEES

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City Manager, City of Jacksboro

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Thad Smith, Region 16

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Glen Metcalf, Appointee

City Manager, Retired

Jay Stokes, Appointee

City Manager, City of Deer Park

Mike Slye, Appointee

City Manager, Retired

Mike Stelly, Appointee

Chief of Police, City of West Orange

Dr. Lew White, Appointee

Mayor, City of Lockhart

Stephen Haynes, Appointee

Mayor, City of Brownwood

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Let's Talk

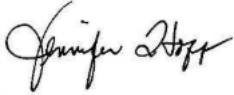
Your Account Executive, **Victor Diaz**, will reach out to schedule your renewal planning conversation. Given the current cost environment, this is an important year to explore all options — plan design, voluntary benefits, member engagement strategies, and more. The right combination of choices can make a meaningful difference in your long-term cost trajectory, and Victor is here to help you find it.

Open enrollment is scheduled for **08/03/2026 - 08/14/2026**. We offer easy self-service and phone enrollment options to make the process simple for your employees. To ensure a smooth transition, please provide your renewal decision at least 90 days before your anniversary date of **10/01/2026**.

For renewal questions, please contact **Victor Diaz** at **512-719-6793** or **Victor.Diaz@txhb.gov**.

Thank you for the trust you place in us. We look forward to serving you and your employees again this year.

Sincerely,



Jennifer Hoff
Executive Director

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Renewal Notice and Benefit Verification Form

Ingleside

Original

Plan Year 10/01/2026 - 09/30/2027 (12 Months)

IMPORTANT NOTICE: A signed renewal is required by the due date in your cover letter. If TX Health Benefits Pool does not receive the fully executed renewal notice by the indicated due date, you will no longer have an option to change benefits which will result in renewal of the benefit plans listed below at the new rates and the current employer contributions.

Medical

Collective Plans

Plan	Benefit Percent	In Net Ded	Out Net Ded	In Net OOP	Office Visit	Rates	Current	New
Collective III Copay-1K-3K ER-DAW1&2	80/50	\$1000	\$2000	\$3000	\$30	EE Only:	\$850.96	\$1,004.14
						EE + Spouse:	\$2,114.88	\$2,495.58
						EE + Child(ren):	\$1,483.56	\$1,750.62
						EE + Family:	\$2,476.46	\$2,922.24
Collective III Copay-3K-6K ER-DAW1&2	80/50	\$3000	\$6000	\$6000	\$30	EE Only:	\$711.58	\$839.66
						EE + Spouse:	\$1,768.46	\$2,086.78
						EE + Child(ren):	\$1,240.54	\$1,463.84
						EE + Family:	\$2,070.82	\$2,443.56

In Network Deductible applies towards In Network OOP.

Medical and Dental Plan Accumulators will be based on Calendar Year.

Monthly Employer Contribution Amounts

TX Health Benefits Pool requires 75% employer contribution toward employee medical – Minimum employer contribution is \$629.76.

Please enter your monthly employer contribution amounts for active employees here, in dollars or percentages:

Plan	EE Only:		EE+Spouse*:		EE+Child(ren)*:		EE+Family*:	
	Amount	% of Rate**	Amount	% of Rate**	Amount	% of Rate**	Amount	% of Rate**
Collective III Copay-1K-3K ER-DAW1&2	\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %	
Collective III Copay-3K-6K ER-DAW1&2	\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %	

*If entering contributions in dollars, the dependent tier(s) **must** include the EE Only amount paid by employer in addition to any employer paid amounts for dependents. Percentages for dependent tier(s) will apply to the dependent tier amount less the EE Only amount.

**NOTE: If a contribution percentage is provided, it will be rounded up to the nearest penny.

Are there different contributions based on other factors (ex: hourly vs salary, department or location based)? If so, please explain here:

Dental

Rates	Current (Dental III)	New (Dental III)
EE Only:	\$40.66	\$40.66
EE + Spouse:	\$83.46	\$83.46
EE + Child(ren):	\$87.74	\$87.74
EE + Family:	\$124.80	\$124.80

Please enter your monthly employer contribution amounts for active employees here, in dollars or percentages:

EE Only:		EE+Spouse*:		EE+Child(ren)*:		EE+Family*:	
Amount	% of Rate**	Amount	% of Rate**	Amount	% of Rate**	Amount	% of Rate**
\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %	

*If entering contributions in dollars, the dependent tier(s) **must** include the EE Only amount paid by employer in addition to any employer paid amounts for dependents. Percentages for dependent tier(s) will apply to the dependent tier amount less the EE Only amount.

**NOTE: If a contribution percentage is provided, it will be rounded up to the nearest penny.

Vision

<u>Rates</u>	<u>Current (Standard)</u>	<u>New (Standard)</u>
EE Only:	\$5.58	\$5.58
EE + Spouse:	\$10.60	\$10.60
EE + Child(ren):	\$11.16	\$11.16
EE + Family:	\$14.22	\$14.22

Please enter your monthly employer contribution amounts for active employees here, in dollars or percentages:

<u>EE Only:</u>		<u>EE+Spouse*:</u>		<u>EE+Child(ren)*:</u>		<u>EE+Family*:</u>	
Amount	% of Rate**	Amount	% of Rate**	Amount	% of Rate**	Amount	% of Rate**
\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %		\$ _____ or _____ %	

*If entering contributions in dollars, the dependent tier(s) **must** include the EE Only amount paid by employer in addition to any employer paid amounts for dependents. Percentages for dependent tier(s) will apply to the dependent tier amount less the EE Only amount.

****NOTE:** If a contribution percentage is provided, it will be rounded up to the nearest penny.

Basic Life and AD&D

	<u>Current Rate (Plan 22)</u>	<u>New Rate (Plan 22)</u>
Life:	\$0.178	\$0.17
AD&D:	\$0.040	\$0.03

Note: Plan requires 100% Participation and is 100% EMPLOYER paid.

Additional Employee Life and AD&D

<u>Age of Employee</u>	<u>Current Rate per \$1000</u>	<u>New Rate per \$1000</u>
Under 30	0.041	0.05
30 - 34	0.052	0.06
35 - 39	0.091	0.09
40 - 44	0.129	0.13
45 - 49	0.198	0.20
50 - 54	0.332	0.33
55 - 59	0.595	0.60
60 - 64	0.913	0.91
65 - 69	1.513	1.52
70 and over	2.431	2.43

Note: Plan is EMPLOYEE paid.

Dependent Life

<u>Current Rate (Plan 3)</u>	<u>New Rate (Plan 3)</u>
\$2.76 per dependent unit	\$2.76 per dependent unit

Note: Plan is EMPLOYEE paid.

LTD

<u>Current Rate</u>	<u>New Rate</u>		
\$0.376	\$0.38		
Benefit: 66 2/3%	Maximum Benefit: \$4000 month	Benefit Period: To Age 65	Elimination Period: 90 days

Note: Plan requires 100% Participation and is 100% EMPLOYER paid.

STD

<u>Current Rate</u>	<u>New Rate</u>		
\$0.320	\$0.32		
Benefit: 66 2/3%	Maximum Benefit: \$1000 week	Benefit Period: 13 weeks	Elimination Period: 7th day accident/7th day sickness

Note: Plan requires 100% Participation and is 100% EMPLOYER paid.

Pre-65 Retiree Medical

Yes - Rates Same as Active

Note: Pre-65 Retiree rates will be Direct Billed to the EMPLOYER.

Pre-65 Retiree Dental

Yes - Rates Same as Active

Note: Pre-65 Retiree rates will be Direct Billed to the EMPLOYER.

Pre-65 Retiree Vision

Yes - Rates Same as Active

Note: Pre-65 Retiree rates will be Direct Billed to the EMPLOYER.

COBRA Eligibility and Administration (Continuation of Coverage)

COBRA Eligible? Yes

COBRA Administration through TX Health Benefits Pool Yes

NOTE: Employer will be charged a flat monthly fee of \$80 per month regardless of how many members are utilizing COBRA, as well as \$10 per month for each member who elects COBRA.

Benefit Waiting Period

1st of mo after date of hire

Required Annual Eligibility and Enrollment Information

Please provide the following information:

- 1. Will you allow Employee Self Service (ESS) via TXHB Online for Open Enrollment and Qualifying Life Events? No Yes
- 2. Our records indicate that Employer Member DOES NOT currently have an Ordinance or Resolution authorizing the offering of Elected Official Benefit Coverage. Please contact your Account Executive/Account Manager if this needs to be updated.

Signature Section

The undersigned employer hereby acknowledges that for an employee to receive coverage, TX Health Benefits Pool must receive enrollment information within thirty-one (31) days of the date of hire or by the coverage effective date, whichever is later. If an enrollment is not submitted within this timeline, the employee cannot be added to the Plan until the next Open Enrollment period or a qualifying event occurs.

Employer Member Additional Acknowledgements and Agreements

- 1. Employer Member acknowledges and agrees that its signature on this Renewal Notice and Benefit Verification Form indicates its binding selections for renewal services through TX Health Benefits Pool.
2. Employer Member acknowledges that certain benefit service selections require completion and execution of additional forms and agreements and agrees that it will work with all due diligence and in good faith to complete, execute, and return all necessary forms and agreements to TX Health Benefits Pool prior to the beginning of the Group's open enrollment.
3. Employer Member acknowledges that TX Health Benefits Pool will only allow open enrollment for renewal services in good faith and without receiving all necessary signed benefit service forms and agreements if:
A. A signed Renewal Notice and Benefit Verification Form with all necessary Employer Member selections and information has been received; and
B. Employer Member has in good faith attempted but failed to approve and return the applicable benefit service forms and agreements timely.
4. Employer Member certifies that it has adopted an Employee Flexible Benefits Plan under Section 125 of the Internal Revenue Code. This Plan is offered to all eligible employees who are qualified by employment status.
5. Employer Member certifies that it will provide notice of the creditable status of the coverage it offers to new enrollees prior to the effective date of their coverage, as required by the Medicare Modernization Act.
6. TX Health Benefits requires groups to enroll 100% of their benefit eligible employees. This is also known as the 100% Participation Rule. Employers may have employees that wish to waive Medical coverage through TX Health Benefits Pool, however, waivers may only be granted for the reasons enumerated in your Plan Book.
7. By executing this renewal and/or agreeing to the Terms of Use within the SIMON platform, the Employer Member represents and warrants that any individual performing duties in SIMON has full authority to bind the Employer Member to such Terms of Use. The Employer Member agrees that it is responsible for all actions taken within the SIMON platform by individuals accessing the system under its account credentials.

Please sign by the due date and return this completed form via email to your Account Executive/Account Manager or marketing@txhb.gov.

746003647
Tax ID Number
Authorized Signature
Date
Printed Name
Title

The rates are based on census information five months prior to plan year. If the census changes by more than 10%, TX Health Benefits Pool reserves the right to revise rates due to census change and underwriting impact.

Rates are subject to change due to intervening events such as action taken by the TX Health Benefits Pool Board of Trustees, legislation passed during the plan year, or other events affecting benefits.

Supplemental benefits cannot be accessed without accessing the TX Health Benefits Pool Medical Benefit Plan.

YOUR RENEWAL QUOTE INCLUDES PROPRIETARY INFORMATION THAT SHOULD NOT BE SHARED WITH OTHER COMPETITORS OR USED TO CIRCUMVENT THE REQUIREMENTS OF TEXAS COMPETITIVE BIDDING LAWS. IN THE EVENT YOU RECEIVE A RENEWAL QUOTE AND LATER DECIDE TO ISSUE AN RFP, THE RENEWAL QUOTE MAY NOT BE SHARED WITH ANY OTHER COMPETITORS AS DOING SO WOULD DISADVANTAGE TX HEALTH BENEFITS POOL IN THE COMPETITIVE PROCESS. TX HEALTH BENEFITS POOL ALSO RESERVES THE RIGHT TO REVISE PREVIOUSLY ISSUED RATES IN RESPONSE TO YOUR RFP.



MEDICAL COST PROJECTION

6/11/2026 9:23 AM

Ingleside - PINGLESO

06/11/26

MEMBER OPTION

18% Increase

Current Plan

	2026-2026 Current Rates	2026-2027 New Rates
	Collective III Copay-3K-6K ER	Collective III Copay-3K-6K ER
	80% / 50%	80% / 50%
	PPO (copay)	PPO (copay)
	\$3,000 In Ded	\$3,000 In Ded
	\$6,000 Out Ded	\$6,000 Out Ded
	\$6,000 In OOP	\$6,000 In OOP
	\$0 Tela Health Copay	\$0 Tela Health Copay
	\$30 OV/\$60 SP/\$75 UC/\$500 ER Copay	\$30 OV/\$60 SP/\$75 UC/\$500 ER Copay
	DAW1&2 Rx Plan	DAW1&2 Rx Plan
EE	\$711.58	\$839.66
EE + Spouse	\$1,768.46	\$2,086.78
EE + Child(ren)	\$1,240.54	\$1,463.84
EE + Family	\$2,070.82	\$2,443.56

New Plan Options

2026-2027

EE
EE + Spouse
EE + Child(ren)
EE + Family

Option 1
13.59% Increase
Copay-3K-7K ER+NL
80% / 50%
PPO (copay/DPC)
\$3,000 In Ded
\$6,000 Out Ded
\$7,000 In OOP
\$0 Tela Health Copay
\$50 OV/\$75 SP/\$N/A UC/\$500 ER Copay
DAW1&2 Rx Plan

\$808.26
\$2,008.74
\$1,409.10
\$2,352.18

Option 1

Please sign & date option chosen:

Signature / Date

THIS DOES NOT COMPLETE THE RERATE PROCESS. YOU WILL NEED TO SIGN THE MEMBER OPTION AND RETURN TO YOUR MARKETING CONTACT BY 06/19/2026

THEN A NEW RERATE NOTICE WILL BE GENERATED AND MAILED TO YOU. THE RERATE SHEET MUST BE SIGNED AND RECEIVED IN AUSTIN BY 07/01/2026 FOR THE NEW BENEFITS AND RATES TO BE EFFECTIVE FOR 10/01/2026

The information contained in this option includes proprietary information that should not be shared with other competitors or used to circumvent the requirements of Texas Competitive Bidding laws.

CITY COUNCIL AGENDA
Regular Meeting: June 23, 2026

AGENDA ITEM: 10

Discussion, consideration, and possible action on the first reading of an Ordinance of the City council of the City of Ingleside, Texas, amending the Personnel Policies and Procedures, Section 2. Employee Responsibilities: Creating 2.U. Artificial Intelligence Systems by City Officials, Employees, and Contractors; providing definitions; establishing use limitations, disclosure requirements, and data-security safeguards; providing for enforcement; providing severability clause; providing an effective date; and publication.

SUBMITTED BY: Tommy Saucedo, Information Technology Director

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

With the expansion of AI-powered tools, and security incidents associated with these tools, the City of Ingleside Information Technology (IT) department has identified a need for a policy outlining acceptable use of AI-powered tools. There is currently no AI policy in place. City staff have conducted extensive security and industry research to draft a policy that details acceptable and unacceptable use of AI-powered tools within the city. Based on this work, city staff have drafted a proposed AI Acceptable use Policy.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Staff recommends the adoption of the City of Ingleside AI Acceptable Use Policy.

ATTACHMENTS:

1. ORD 2026-XX-AI_Policy_DRAFT
2. ORD 2026-XX_AI_Policy_Attachment A_Section 2_DRAFT

ORDINANCE 2026-___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF INGLESIDE, TEXAS, AMENDING THE PERSONNEL POLICIES AND PROCEDURES, SECTION 2. EMPLOYEE RESPONSIBILITIES: CREATING 2.U. ARTIFICIAL INTELLIGENCE SYSTEMS BY CITY OFFICIALS, EMPLOYEES, AND CONTRACTORS; PROVIDING DEFINITIONS; ESTABLISHING USE LIMITATIONS, DISCLOSURE REQUIREMENTS, AND DATA-SECURITY SAFEGUARDS; PROVIDING FOR ENFORCEMENT; PROVIDING SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PUBLICATION.

WHEREAS, The City Council of Ingleside Employee Policy and Procedural Manual was adopted in February 2018; and

WHEREAS, the City of Ingleside realizes that updates and refinements to our standardized Employee Policy and Procedural Manual are an ongoing and necessary practice; and

WHEREAS, the City Council finds that the City should amend the current citywide Employee Policy and Procedural Manual to more effectively meet vital City needs; and

WHEREAS, the City Council wishes to amend the Employee Policy and Procedural Manual to amend Section 2. Employee Responsibilities.

NOW THEREFORE BE IT ORDERED BY THE CITY COUNCIL FOR THE CITY OF INGLESIDE THAT:

Section 1. **Amendment:** The City of Ingleside hereby amends the Employee Policy and Procedural Manual, Section 2. Employee Responsibilities as attached hereto as **Attachment A**, and as otherwise described is hereby amended to read with new matter being indicated by underscoring and deleted matter by interlineations.

Section 2. **Effective Date:** As provided by Article III, Section 3.11.0 of the Charter of the City of Ingleside, this ordinance shall be effective upon adoption and, in addition, if any penalty, fine or forfeiture is imposed by this ordinance, this ordinance shall be effective only after publication of this ordinance in its entirety or in summary form once in the official newspaper of the City of Ingleside.

Section 3. **Reading:** As provided by Article III, Section 3.11.B of the Charter of the City of Ingleside, this ordinance or the caption of is shall be read at two city council meetings with at least two weeks elapsing between each reading.

Section 4. **Severance:** If any part of this ordinance is invalid or void or is declared to be so, then said part shall be severed from the balance of this ordinance and said invalidity shall not affect the balance of this ordinance, the balance of the

ordinance to be read as if said invalid or void portion thereof were not included.

Section 5. Publication: If and as required by Article III, Section 3.11.0 of the Charter of the City of Ingleside, the caption of this ordinance shall be published one time in the official newspaper of the City of Ingleside, San Patricio County, Texas.

PASSED AND APPROVED this ___ day of _____ 2026 by ___ (ayes) to ___ (nays) with ___ abstentions by a vote of the City Council of the City of Ingleside, Texas.

CITY COUNCIL VOTE AS RECORDED:

Mayor Pedro Oscar Adame	Yes	No	Abstain
Mayor Pro-Tem Julio Salinas	Yes	No	Abstain
Council Member Steve Diehl	Yes	No	Abstain
Council Member James Steward	Yes	No	Abstain
Council Member Victor Polanco	Yes	No	Abstain
Council Member Linda Timmerman	Yes	No	Abstain
Council Member Jessie Velasquez	Yes	No	Abstain

CITY OF INGLESIDE, TEXAS

Pedro Oscar Adame, Mayor

ATTEST:

Jana Stork, City Secretary

First Reading: _____

Second Reading: _____

SECTION 2. EMPLOYEE RESPONSIBILITIES

2.A. GENERAL EMPLOYEE RESPONSIBILITIES

The city is a public tax-supported organization. Its employees must adhere to high standards of public service that emphasize professionalism, courtesy and avoidance of even the appearance of illegal or unethical conduct.

Employees are required to give a full day's work, to carry out efficiently the work items assigned as their responsibility, to maintain honest conduct, and to do their part in maintaining good relationships with the public, their supervisors, city officials and their fellow employees.

2.B. DRESS, APPEARANCE, AND UNIFORMS

Employees must, at all times, dress appropriately and professionally and present a clean and neat appearance while at work and while representing the City or conducting City business. The City allows business casual dress in the work place year-round, in accordance with this policy. This policy applies to all employees except those who are required to wear uniforms or city issued shirts. Department directors and supervisors are responsible for enforcing this policy in their respective departments in order to maintain acceptable dress and appearance.

Professional business attire or a required uniform shall be worn when an employee's Department Director determines a need to present a more formal professional appearance for meetings or special events. Attire for personnel scheduled to attend City Council meetings, receptions, and similar functions should wear clean and presentable attire that is typical for the job function (i.e. suits or dresses for the Administration office, a polo with the City logo and slacks for Parks & Recreation), unless otherwise directed by the City Manager.

Employees must remember that they are professional 100% of the time and are dressing for business, not for pleasure. All clothing must be clean, not wrinkled and in good repair and appropriate to the work setting. Attire must always reflect a professional business attitude and presence. Provocative, suggestive articles or other inappropriate dress are not allowed in the workplace. When there is a question on whether or not an item of clothing is prohibited, employees should err in favor of being conservative and assume that it is not acceptable attire.

The City Manager may designate a specific day in which casual attire may be worn. However, it is at the City Manager's discretion and the attire worn on "casual days" should still reflect an appropriate professional appearance. Department directors may occasionally allow employees to wear casual attire if a specific work assignment dictates that casual attire is appropriate or to ensure the safety of an employee.

2.B.1. Standards for Business Casual Work Attire

- ◆ Cut, Ripped, or Stained Jeans, T-shirts and athletic shoes are not acceptable during normal work hours unless a special day is declared by the City Manager or as specifically approved by the appropriate Department Director as work assignment dictates.

- ◆ Sweatshirts, sweat pants of any type are not acceptable unless a special casual wear or festive occasion is declared by the City Manager.
- ◆ Shorts shall not be worn unless they are part of a City department's approved uniform and worn with a shirt that identifies them as an employee of a particular City department or division or approved by the department director as special circumstances warrant.
- ◆ Women: Camisoles or tank tops are required to be worn under low cut blouses/tops. Clothing, with thin or spaghetti straps or less than 1 inch shoulder strap tops, need to be worn with an acceptable jacket. Skirts and dresses shall be worn no shorter than 2 inches above the top of the knee. Ankle length and Capri dress slacks are appropriate. Dress shoes or dress sandals are appropriate. No more than 3 earrings in each ear may be worn, provided the earrings are not unprofessional in appearance.
- ◆ Men: Knit shirts with collar, banded collar shirts, short sleeve or long sleeve dress shirts without a tie are acceptable. All shirts are to be tucked in unless specifically designed to be worn outside trousers. Dress shoes, boots or loafers are acceptable footwear. Other forms of acceptable footwear may be approved by an employee's supervisor as work assignments dictate.
- ◆ No more than 3 earrings in each ear may be worn, provided the earrings are not unprofessional in appearance.

2.B.2. Examples of Inappropriate Attire.

- ◆ Provocative or revealing attire including low cut, bare backs, midriffs, body-hugging, see-through garments, tube tops or excessively loose or tight fabrics;
- ◆ Clothing with unclear or obscene messages or that endorses alcohol, tobacco products, drugs, pornography, or offensive material of any kind;
- ◆ Un-pressed, soiled, ripped and tattered clothing;
- ◆ Visible tattoos, intentional scarring and branding deemed offensive by management **shall not be** displayed while on duty or in a city uniform. Employees shall cover all tattoo(s)/branding(s) deemed offensive by wearing a long-sleeved uniform shirt or blouse or a patch that shall cover all tattoo (s) and branding(s);
- ◆ Nose rings, eyebrow rings, tongue studs, lip piercings, gauge piercings, or similar type facial jewelry; visible body studs.
- ◆ Flip Flops, sandals, or any beach appropriate shoes, including open-toed shoes where work assignment dictates the use of close-toed shoes, or bare feet.

2.B.3. Jewelry. All jewelry worn by employees must be appropriate so it does not detract from a professional appearance or conflict with department uniform guidelines.

2.B.4. Hair and Facial Hair. Hair styles and hair colors must be appropriate to the employee's position and of natural hues, and extremes of any type are unacceptable. For example, green hair, Mohawk style haircuts, and severely spiked hair are not allowed. The length of hair must not pose a safety hazard for employees working around machinery and moving objects. Hair, including facial hair, must be clean and neatly groomed at all times.

2.B.5. Perfume and Cologne. While at work, employees should minimize the use of scented

aftershave, colognes, perfumes, and lotions as these products may impact the health of chemically-sensitive customers and other employees.

2.B.6. Personal Hygiene. All employees must maintain a clean, presentable appearance. Personal hygiene includes a regular bath/shower, use of deodorant, and appropriate oral hygiene.

2.B.7. Uniforms. The City supplies many Police, Parks and Recreation, and Public Works personnel with uniforms appropriate for the respective employees' positions. Employees in jobs that require a uniform will be told how and where the uniforms can be obtained. The City will provide replacement uniforms as necessary. City-owned or authorized uniforms may not be worn outside of work, for personal use, or by any third party, unless separately authorized by the employee's Department Director.

Employees who are provided with uniforms are required to wear their uniforms when on duty and keep them in good, clean and serviceable condition. An employee must wear his or her entire uniform when on duty; no part of the uniform shall be worn by itself.

When an employee's employment terminates, that employee must return his or her uniforms and any other City equipment that remains in the employee's possession. The City reserves the right to deduct from the employee's final paycheck the total cost of lost or damaged City property and unreturned uniforms. Employees will be required to sign an authorization form at time of employment to allow the City to deduct for these purposes.

2.B.8. Employee Purchasing of City Logo Clothing. Employees who work primarily in offices are not eligible to receive uniforms. However, employees are permitted to purchase City logo apparel at their own expense and at the City's contract price from selected vendors. Employees may wear apparel with City logos during work time in accordance with this section.

2.B.9. Exceptions. Employees having a conflict with any aspect of this policy, based on cultural or religious traditions or medical reasons, may request an exemption. The employee must place the request in writing to his or her Department Director. The Department Director and the Human Resources Director shall review the request and determine whether an exception will be granted. Final determination will be placed in the personnel file.

2.B.10. Enforcement. Employees and supervisors are responsible for ensuring compliance with the City's dress code standards. In all cases, the employee's supervisor (or Department Director or City Manager, as applicable) will make the determination as to acceptable dress, appearance and grooming. Employees should direct questions about appropriate appearance or dress to your supervisor, Department Director, or the Human Resources Department.

Department Directors shall specify requirements for uniforms and other work attire. Departments may impose special dress and grooming requirements necessary for employee safety, including use of appropriate personal protective equipment, shoes and clothing.

Supervisors are responsible for ensuring that employees know, understand and adhere to this policy as well as any department specific dress policy. Department Directors and supervisors shall counsel employees' whose dress, personal hygiene or grooming is inappropriate.

Each employee is expected to adhere to the clothing, uniform and personal appearance guidelines set forth in this policy. Each employee must use good judgment and common sense in selecting clothing that fits with the function of his/her position, while also promoting a professional image. In order to avoid bringing discredit to the City, employees shall exercise caution in their conduct when wearing uniforms or other apparel bearing the name or logo of the City of Ingleside.

Employees in violation of this policy may be sent home. Under such circumstances, non-exempt employees will not be paid for work time missed, and exempt employees will be required to make up the work time missed. Employees whose grooming or personal appearance violate this policy may be disciplined, up to and including termination of employment.

A Department Director, with approval of the City Manager, may make departmental exceptions to this policy when deemed necessary for business reasons or implement a more restrictive dress and appearance policy.

2.C. TIMELINESS AND ATTENDANCE.

Employees are to be punctual in reporting for work, keeping appointments, and meeting schedules for completion of work in accordance with the City's **Section 6. Attendance, Work Schedule, Time Reporting, and Overtime Policy.**

An employee who expects to be late for or absent from work must report the expected tardiness or absence to his or her supervisor **not later than 15 minutes after the time the employee is scheduled to begin work**, and preferably prior to the start of the workday, unless emergency conditions exist. (It is preferable, and may be required in some departments, for an employee who will be late or absent to contact his or her supervisor or department head four hours prior to the employee's scheduled time to begin work unless emergency conditions exist.) See also the City's **Section 8. Leave Time** Policy of these policies for matters involving planned absences.

Failure to report within the required period can be considered justification for disallowing paid sick leave or vacation for an absence. Unless otherwise approved by the supervisor, employees are expected to call on each day of absence. Where the nature of the absence necessitates an extended period of time off, longer reporting intervals may be approved by the supervisor. Frequent tardiness or unexcused absence is not permissible and is grounds for disciplinary action up to and including termination.

2.D. USE OF CITY PROPERTY, VEHICLES, AND EQUIPMENT

The City attempts to provide employees with adequate tools, equipment, vehicles and facilities for the job being performed, and the City requires all employees to observe safe work practices and lawful, careful, and courteous operation of vehicles and equipment. Any required safety equipment provided by the City must be used at all times.

From time to time, the City may issue various types of equipment or other property to employees, e.g., credit cards, keys, tools, security passes, manuals, written materials, uniforms, cell phones, computers, and computer-related equipment. Employees are responsible for items formally issued to them by the City, as well as for items otherwise in their possession or control or used by them in the performance of their duties. At the time of issuance, employees may be required to sign

certain forms or other documentation evidencing their receipt of property and/or equipment and authorizing a payroll deduction for the cost of lost, damaged, or unreturned items. In addition to payroll deductions, the City may take any other action it deems appropriate or necessary to recover and/or protect its property up to and including criminal charges.

Employees must notify their supervisor immediately if any vehicle, equipment, machinery, tools, etc., appear to be damaged or defective, or are in need of repair. The appropriate supervisor can answer questions about an employee's responsibility for maintenance and care of equipment used on the job. The improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of equipment, will result in disciplinary action.

2.D.1. Personal Use Prohibited. City property, materials, supplies, tools, equipment or vehicles may not be removed from the premises without prior written approval by the City Manager, or the Department Director, and may not be used for the personal benefit of an employee.

2.D.2. Use of City Vehicles. City-owned or leased vehicles may be used only for official City business. City-owned or leased vehicles may be driven only by authorized City employees.

If an employee drives a personal vehicle, or a City-owned, rented or leased vehicle on the job or while carrying out City-related business, the employee must comply with the following:

- ◆ Drivers must have a valid State of Texas driver's license appropriate for the vehicle operated, must maintain a satisfactory driving record, and must inform their supervisor of any change in status.
- ◆ Drivers must obey all traffic rules and regulations prescribed by law and use every reasonable safety measure to prevent accidents. No one under the age of 18 may operate a City vehicle. Wearing of seat belts is mandatory.
- ◆ Always observe all posted laws and speed limits.
- ◆ Always wear seat belts when the vehicle is in operation.
- ◆ No passengers other than City employees or others on City business may ride in a City vehicle unless otherwise approved in advance by the Department Director in writing.
- ◆ No personal use of City-provided vehicles is allowed.
- ◆ All maintenance and use records for City vehicles must be completed as directed by the employee's supervisor. City vehicles must be kept clean; dispose of trash and put away tools daily.
- ◆ Report any broken, missing, or worn parts, tires, etc., or any needed maintenance of City vehicles to the appropriate supervisor immediately.
- ◆ All drivers must be eligible for coverage under the City's insurance policy.
- ◆ Drivers covered by Department of Transportation (DOT) regulations must comply with the DOT regulations at all times.
- ◆ AT NO TIME MAY AN EMPLOYEE UNDER THE INFLUENCE OF ALCOHOL OR A PRESENCE IN THE SYSTEM OF ILLEGAL DRUGS DRIVE

A CITY VEHICLE OR A PERSONAL VEHICLE WHILE CONDUCTING CITY BUSINESS.

- ◆ EMPLOYEES INVOLVED IN AN ACCIDENT WHILE OPERATING A CITY VEHICLE, OR WHILE OPERATING A PERSONAL VEHICLE ON CITY BUSINESS, MUST IMMEDIATELY NOTIFY THE POLICE AND HIS/HER SUPERVISOR, DEPARTMENT DIRECTOR, AND/OR CITY MANAGER. IN CASES WHERE AN ACCIDENT INVOLVES A POLICE VEHICLE, THE POLICE DEPARTMENT WILL REQUEST THE COUNTY, SHERIFF, OR TEXAS DEPARTMENT OF PUBLIC SAFETY TO CONDUCT AN INVESTIGATION OF THE ACCIDENT AND FILE AN OFFICIAL ACCIDENT REPORT WITH THE CITY MANAGER. THE EMPLOYEE SHALL **NOT** LEAVE THE SCENE OF THE ACCIDENT UNLESS REQUIRED TO DO SO BECAUSE OF INJURY. THE EMPLOYEE MAY LEAVE THE SCENE AFTER THE POLICE INVESTIGATION IS COMPLETE OR IF THE POLICE DIRECT HIM/HER TO MOVE THE VEHICLE. ACCIDENT REPORTS, ALONG WITH ANY LAW ENFORCEMENT REPORT, MUST BE FILED BY THE EMPLOYEE WITH THE DEPARTMENT DIRECTOR AND THE CITY SECRETARY. IN ADDITION, THE EMPLOYEE IS REQUIRED TO PROVIDE A WRITTEN STATEMENT TO HIS/HER SUPERVISOR WITHIN TWENTY-FOUR (24) HOURS DETAILING THE INCIDENT AND INCLUDING WHETHER ANY CITATIONS WERE ISSUED.

2.D.3. Vehicle Allowance. An employee may be given a monthly allowance for consistently using such employee's own vehicle for City business if the use is deemed necessary by the City Manager. The amount of the allowance shall be determined by the City Manager.

2.D.4. Take Home Vehicles. A City vehicle may be assigned to a position or employee when it is more economical than payment of a car allowance or mileage reimbursement. Any employee residing outside the City limits or more than thirty (30) miles from his or her main job site shall be required to have written permission within his or her personnel file and signed by his or her supervisor, Department Director, and the Human Resource Manager and City Manager specifying the reason and circumstances.

To be eligible for assignment of a take-home vehicle, an employee must be subject to emergency call back during off duty hours to locations other than the employee's normal work station. No personal use of a take-home vehicle is permitted except to commute to and from home or work. A City vehicle is not to be used for personal business such as going to the bank, grocery store, etc., without prior written approval of the City Manager or department director. No alcoholic beverages or illegal drugs are allowed in City vehicles. No passengers (other than City employees) may be transported in take-home vehicles except as required by official duties.

If approved by the City Manager, use of a City owned vehicle may be included within a contract of employment and may be exempt from this policy.

The City's vehicles are classified as either "exempt" or "non-exempt" as prescribed by law. Most pickups, vans and automobiles are classified as "non-exempt" vehicles. Employees to whom a "non-exempt" vehicle is assigned for take-home may incur a federal income tax liability

for the benefit of commuting to and from work in a City vehicle. Police vehicles used by employees on call 24-hours are normally exempt from the benefit tax liability.

2.D.5. Driver's License Check. The City shall periodically check the driving record of a City employee who drives as part of the job duties to determine that the necessary qualifications are maintained as a City driver.

2.D.6. Public Perception. City employees must be aware of the fact that their actions while driving or in the vicinity of City vehicles are being observed by the public. Employees' irresponsible behavior and use of poor judgement reflects directly on the City and will not be tolerated. City employees must be courteous to other drivers and pedestrians.

2.D.7. Personal Property. All employees shall be solely responsible for their personal property at all times.

2.D.8. Cell Phone/Electronic Device Use Policy. Cell phone use is prohibited while driving a City vehicle. Traffic citations received for cell phone violation while driving a city vehicle or performing work for the City during working hours could be cause for disciplinary action, up to and including termination.

2.D.9. Violations of This Policy. The above is not a complete and exhaustive list of vehicle use policies. Violations of any of the specific items listed, as well as the improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of a vehicle, may result in loss of driving privilege or disciplinary action, up to and including dismissal.

2.E. OUTSIDE EMPLOYMENT

2.E.1. Written Authorization Required. City employees may engage in outside employment provided they receive prior written approval from their Department Director, and the City Manager and received by the Human Resource Department to be placed in the personnel file. Authorized outside employment may be subject to review in the event of schedule changes or interference with City duties.

2.E.2. Outside Jobs Coordinated Through Police Department. Police officers authorized to work part-time jobs coordinated by and through the City's Police Department must perform the outside employment in accordance with applicable Police Department procedures and still require written approval from their Department Director, the Human Resources Director, and the City Manager and placed in the personnel file.

2.E.3. Prohibited Activities. Employees will not be permitted to engage in outside employment (including self-employment) or other activities that might discredit the City, result in a conflict of interest or a potential conflict of interest, or adversely affect the employee's job performance. City employees may not use City property, equipment, facilities, personnel or telephones for outside business activities or for personal gain, unless Memorandum of Understanding (MOU) is approved.

2.E.4. Workers' Compensation Coverage. Employees are not covered by the City's workers' compensation insurance while working for another employer. The only exception is when working events in the City limits of Ingleside and they are injured in the line of duty. (Example: working the tourist events with Ingleside Chamber of Commerce.)

2.E.5. Outside Employment While on Leave Prohibited. Approval for outside employment as set out in this policy does **not** authorize an employee on FMLA leave, sick leave, disability leave, workers' compensation leave, administrative leave, or an unpaid leave of absence, or on restricted or light duty, to engage in any outside employment. Any exceptions must be expressly authorized in writing by the Department Director, the Human Resources Director, and by the City Manager and placed with the appropriate personnel, confidential medical, or confidential worker's compensation file.

2.E.6. Outside Employment Prohibited During Normal Working Hours. Employees are prohibited from conducting outside employment activities during normal working hours unless on approved leave.

2.F. EMPLOYEE SAFETY

The City is interested in all employees' safety and well-being. Accordingly, the City has developed safety rules and regulations. Each and every employee is required to comply with all safety rules and to exercise caution in all work activities. From time to time employees will be updated and reviewed on safety procedures in an effort to increase awareness of the importance of safety on the job. Employees can prevent accidents and injuries by following the safety rules of your job, by remaining alert and by THINKING SAFETY at all times. If an employee sees something that the employee believes is an unsafe act or an unsafe condition, the employee should immediately report it to a supervisor or to management.

2.F.1. Safety Rules. The following safety rules apply at all times, and some specific job descriptions may contain additional operational safety guidelines. Each employee must be familiar with such rules and apply them at all times.

- ◆ Use prescribed protective equipment such as eye protection, hearing protection, hard hats, safety shoes or boots, gloves, shields, etc., when those items are appropriate to the task being performed and/or when required by your supervisor or Department Director.
- ◆ Smoke only during designated times in authorized outside areas as approved by employee supervisor.
- ◆ Walk, do not run. Wipe spills and pick up fallen objects and debris. Keep floor surfaces clear of hazards and other obstacles, electric cords, etc. For your comfort and safety, wear shoes with non-slip soles, and in good condition. Do not wear sandals, sneakers, moccasins or tennis shoes on any job site where feet could be injured. Employees working in departments that require steel toe boots must wear them at all times.
- ◆ To avoid back injuries, use correct lifting methods. Get additional help with heavy (or difficult to handle) objects.
- ◆ Be aware of sharp tools. Use safety devices where provided, and do not alter or remove

- them in any way. Report hazards to management immediately.
- ◆ Material Data Sheets (MDS Sheets) - Employees will be shown the location of the City's Material Data Sheets. MDS sheets provide valuable information about various chemicals and other agents that may be encountered in the work. MDS explain possible reactions to exposure, and steps for employees should take if it occurs. Review this information from time to time.
 - ◆ Fire - Be alert for causes and report smoke, heat or unusual odors immediately. Alert other people in the area to the possibility of danger in order to evacuate, if necessary. Try to verify the location and call 911. Use proper portable extinguishers for small fires.
 - ◆ Do not put fingers, hands, feet or clothing in moving machinery.
 - ◆ Do not carry items in a manner that obscures vision.
 - ◆ Do not block access to fire extinguishers.
 - ◆ Do not touch open or loose electrical circuits.
 - ◆ Report unusual vibrations, smells, or noises coming from equipment.
 - ◆ Do not wear rings or jewelry that may affect the operation of machinery.
 - ◆ Do not perform maintenance or repairs on running equipment.
 - ◆ Do not remove or alter warning tags or safety devices.
 - ◆ Never leave nails or spikes protruding from planks or boards.
 - ◆ Perform routine maintenance at all scheduled intervals.
 - ◆ Do not use compressed air for cleaning clothing or floors.

Employees who violate these safety standards or who cause or worsen hazardous or dangerous situations may be subject to immediate disciplinary action, up to and including termination of employment.

2.F.2. Accident Reporting. All accidents and injuries, however slight or seemingly inconsequential, **must immediately be reported** to the appropriate supervisor, manager, or the Human Resources Department. Failure to report any accident or injury within 24 hours of its occurrence may lead to disciplinary action, up to and including termination of employment. Such reports are necessary so that the City can remain in compliance with applicable laws and begin workers' compensation benefit procedures where appropriate.

2.F.3. Accidents Involving City Equipment or Vehicles. Any employee involved in an accident while operating City equipment or vehicles shall report the accident immediately to the supervisor and to the proper law enforcement agency. The employee must immediately complete an accident report, no matter how minor the damage is to the vehicle, and submit the report to the supervisor and to the Human Resource Department. The employee must submit to a drug screen immediately.

Any employee involved in any type of accident involving City equipment may be disciplined if, upon investigation, it is determined that the employee was negligent or through carelessness or recklessness contributed to the cause of the accident.

2.G. POLITICAL ACTIVITY

City employees will not be appointed or retained on the basis of their political support or activities. City employees are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies. No City employee is prohibited from becoming a candidate for public office. However, City employees may not:

- ◆ Publicly endorse or campaign in any manner for any person seeking a City public office. This provision is not intended to prevent a city employee from displaying a candidate's sign on their personal property.
- ◆ Use the employee's position or office to coerce political support from employees or citizens.
- ◆ Use the employee's official authority or influence to interfere with or affect the result of a campaign issue, an election or nomination for public office.
- ◆ Make, solicit or receive any contribution to the campaign funds of any candidate, directly or indirectly through an organization or association, for the City Council, or take any part in the management, affairs or political campaign of any such candidate; provided nothing herein shall infringe upon the rights of an employee to seek office himself/herself, express his or her opinions, and to cast his or her vote.
- ◆ Use working hours or City property to be in any way concerned with soliciting or receiving any subscription, contribution or political service to circulate petitions or campaign literature on behalf of an election issue or candidate for public office in any jurisdiction.
- ◆ Contribute money, labor, time or other valuable thing to any person for City election purposes, except as permitted by law.
- ◆ Hold an appointive or elective office of public trust where service would constitute a direct conflict of interest with City employment, e.g., City of Ingleside City Council, Ingleside ISD, and San Patricio County. **Upon being elected to such an office, an employee must immediately resign or will be dismissed upon failure to do so.**

2.H. CONFLICTS OF INTEREST/SOLICITATION AND ACCEPTANCE OF GIFTS

2.H.1. **Conflicts of Interest.** No employee of the City may:

- ◆ Have any financial or other interest, as defined by Chapter 171 of the Texas Local Government Code, in any proposed or existing contract, purchase, work, sale or service to, for, with or by the City;
- ◆ Use City employment, authority, or influence in any manner for personal betterment, financial or otherwise, or for the betterment of any member of the employee's family up to second degree of relationship, either by blood or marriage;
- ◆ Have any financial interest, as defined by Chapter 171 of the Texas Local Government Code, in the sale to the City of any land, materials, supplies or services;
- ◆ Have discussions or participate in decisions of any City agency, board, commission or instrumentality if the employee has any personal economic interest or is employed, directly or indirectly, by the person or entity that is the subject of the discussion or decision;
- ◆ Accept other employment or engage in outside activities incompatible with the performance of duties and responsibilities as a City employee or that might impair

- independent judgement in the performance of duties to the City;
- ◆ Use any confidential information for personal gain or release any confidential information; or
- ◆ Accept remuneration or provide services for compensation, directly or indirectly, to a person or organization requesting an approval, investigation, or determination from the City.

(Legal reference: V.T.C.A., Local Government Code, Section 171; V.T.C.A. Penal Code, Chapter 36).

2.H.2. Solicitation and Acceptance of Gift.

- ◆ Solicitation of funds or anything of value for any purpose whatsoever shall be permitted of or by City employees on the job only with the express approval of the City Manager or designee, provided that this approval will not be allowed for personal benefit of the employee. No employee may be required to make any contribution nor may an employee be penalized in any way concerning employment according to the employee's response to a solicitation.
- ◆ No employee shall accept or solicit any money property, service, or other thing of value from a person, business entity or other organization regulated by, contracting with, or having any other business relationship with the City department of which the employee is a member. However, this section shall not be interpreted to include any pen, pencil, calendar, cap, or similarly valued item distributed by any such business or organization for advertising purposes.
- ◆ If a person presents a gift to a City employee as a reward for service or as an act of expressing appreciation, then the employee shall report the gift (other than the minimal gifts listed in the paragraph above) in writing to the supervisor and the City Manager.
- ◆ No employee shall accept or solicit any money, property, service or other thing of value in excess of \$50.00 for the benefit of the City, or any employee, or department of the City.

Violations of this policy may result in disciplinary action. Employees should direct questions regarding the prohibitions imposed by this policy to your Department Director, the Human Resources Director, or the City Manager's office.

2.I. COMMUNICATIONS.

2.I.1. Staff to City Council, Public, and Media. Communication with the public and the media about city issues or problems is the responsibility of the City Manager. Employees shall refer members of the news media to the City Manager if a question is non-routine, controversial, or outside the scope of the employee's normal duties, and are to notify the City Manager of scheduled interviews with the news media.

2.I.2. Internal Communications. From time to time, an employee may be given work instructions from or asked questions by a city employee or official outside the normal chain of

command. In such cases, it is the employee's responsibility to notify his or her immediate supervisor promptly about the instruction or question, its purpose, the relevant facts of the situation, and the employee's response to the direction or question. Supervisors are responsible for reporting these incidents promptly through the chain of command to the city manager in those instances where there could be adverse consequences.

Timeliness generally means not later than the beginning of the next shift. However, a determination of timeliness will be based on the nature of the instruction, request, or question; any potential adverse consequences of the employee's response; and/or the time frame during which an amended response could alter potentially adverse consequences.

2.I.3. Requests for Council Action. An employee, may request that a city related matter be considered by the City Council by submitting the item in writing to his or her supervisor. Final decisions as to what is to be brought forward to the Council from the staff are determined by the city manager.

2.J. PURCHASING

Purchases by City employees will be made only as authorized by the City Manager or the City Council and must be made in accordance with state purchasing laws as they apply to cities and the Finance Department's Purchasing Policy.

2.K. ARRESTS, CONFINEMENTS, AND INDICTMENTS

2.K.1. Policy. City employees are subject to disciplinary action and/or job restrictions for violations of law. This policy applies to acts prohibited by law that result in charges being filed, arrest, confinement, indictment, and/or conviction of the employee, as well as to acts prohibited by law not resulting in charges filed, arrest, confinement, or indictment.

2.K.2. Procedure.

- ◆ **Employee Notice of Felony and Misdemeanor Charges.** Employees must immediately notify their supervisor and/or Department Director within twenty-four (24) hours if they are convicted of any misdemeanor or felony. Employees who do not drive as a part of their job duties with the City are not required to report minor traffic violations. Employees who drive city vehicles must report any suspensions of their license and any minor traffic violations. Failure to report these events in a timely manner may result in disciplinary action including possible immediate termination.
- ◆ **Employee Status after Alleged Violation of Law.** At the time the employee's department is made aware of an employee's conviction, arrest or conduct constituting an offense, the Department Director shall consult with the Human Resources Director to determine available options which may include, but are not limited to:
 - a.) allowing the employee to return to regular duty with pay;
 - b.) allowing the employee to return to restricted duty with pay;
 - c.) placing the employee on paid administrative leave;
 - d.) placing the employee on unpaid administrative leave; or

e.) terminating the employee.

- ◆ **Employee Status after Adjudication.** Once the indictment or information is dismissed or fully adjudicated without trial, and if tried, until the trial and appeal (if any) are commuted and all related administrative matters are completed, the Department Director will determine, in conjunction with Human Resources Director the status of the employee. An employee on administrative leave may, in the City's sole discretion, be reinstated to the position held before being placed on administrative leave (if available), if the indictment or information is dismissed, the employee is acquitted, or the conviction is reversed on appeal.
- ◆ **Disciplinary Action:** Disciplinary action may be pursued concurrently or in place of the above options or imposed at a later date. Multiple violations of law or confinements within a prescribed time period may also result in disciplinary action.
- ◆ **Violations of Law Discovered through Criminal History Check:** The City may conduct criminal history checks on existing employees at any time during their employment, for any reason. Conduct constituting an offense, arrest or conviction that is discovered and never reported or disclosed may result in disciplinary action, up to and including termination.
- ◆ **Other Policies:** This policy should not be construed to limit disciplinary action that may be taken in accordance with other Personnel Policies and Procedures, department policies, or other city-wide policies.

2.L. TELEPHONE CONTACT

2.L.1. Contact Number Required. All supervisory personnel and service personnel must have a telephone number at which they can be reached during off-duty hours. This can be a cell phone or a land line telephone.

All employees must immediately notify supervision and Human Resource Department of any change in phone number(s), and provide a phone number for a secondary contact, i.e., spouse, parent.

2.L.2. Employee Use of City Telephones. Telephones are to be used for city business. It is understood that occasionally personal calls are necessary; however, use of telephones for local personal calls is permitted only if the number and length of calls are kept to a minimum.

City employees and officials may not place personal long distance telephone calls on city telephone equipment.

2.L.3. Employee Use of Personal Cell Phones. While in the workplace during work hours, employees are expected to focus on work. Personal cell phones and other electronic device use should be kept to a minimum and at no time may interfere with an employee's work.

It is reasonable that on occasion employees may need to check on family members, schedule medical appointments, and other matters of that nature during the workplace—it is preferable that this be done on scheduled work breaks and lunch hours whenever possible.

Rooted or "jailbroken" devices will not be permitted to connect to City infrastructure. By jailbreaking a

phone, the user is altering the phone operating system in a way unsupported by the device manufacturer (e.g., Apple), usually to install unsupported software which can open security holes.

2.L.4. Employee Use of City-Provided Cell Phones. City-issued cell phones are to be used for city business only. Department Directors and other personnel deemed by the City Manager to make and receive an inordinate amount of phone calls for City business shall be issued a city-issued cell phone. Employees that have been issued a City-issued cell phone for their use shall not forward calls to any personal owned devices

If the city furnishes a city official or employee with cellular telephone service, any metered usage by the official or employee for personal calls must be paid personally by the official or employee on a monthly basis.

2.M. GENERAL COMPUTING AND OFFICE POLICY.

2.M.1. Internet Use. Internet use should be kept to a minimum, and the Internet should only be utilized for matters that assist the employee in performing his or her work—to the extent that any Internet use does not assist the employee in performance of his or her duties, that use is not allowed.

2.M.2. User ID. When an employee receives a user ID (the combination of user name and password) to access the network, the employee hereby agrees and understands that he or she is solely responsible for all actions taken when that ID is used.

Employees also agree that:

- (a) Securing or utilizing a user ID under false pretenses is a punishable disciplinary offense.
- (b) Unauthorized sharing of an employee's user ID with any other person is prohibited. In the event that an employee does share a user ID with another person, the employee will be solely responsible for the actions of that person.
- (c) Unauthorized deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- (d) Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is a violation regardless of system location and/or time duration.
- (e) Unauthorized removal of any City property is prohibited.

2.N. GENERAL E-MAIL & VOICE MAIL POLICY

You hereby agree and understand that the City's e-mail, Internet access, and voice mail systems are for city business use. As such, you hereby agree and understand that the City may monitor e-mail, Internet access and voice mail systems at will, including the full content of any messages or communications therein, without further disclosure to you. You hereby warrant that you understand that whenever you send electronic mail, your account information is encoded in each mail message. You are, therefore, responsible for all electronic mail originating from your user account. Further:

2.N.1 All employees shall use only their city-assigned email address during the performance of their

assigned job duties. No private or “ghost” accounts shall be used, except by the network administrator as part of their function (e.g., account names like “Webmaster,” “Postmaster,” “root,” etc.) and special investigations. All request for exceptions to this policy must be approved by the IT Department and City Manager.

Email received from a citizen(s) should be handled with the same seriousness as any other form of citizen contact. Employees should always maintain professional decorum in their response, seek approval from supervisors where appropriate, and reply to messages promptly.

2.N.2. Forgery (or attempted forgery) of electronic mail messages is prohibited. Unauthorized attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.

2.N.3. Sending harassing, obscene and/or other threatening email to another user is prohibited.

2.O. NETWORK AND SOFTWARE SECURITY POLICY

It is the responsibility of every employee to operate all City telecommunications, computer(s), mobile computer tablets (MCT) or other electronic equipment in such a way as to minimize the risk of unauthorized access to, or loss of. Any City resource by any other party, to ensure that the City resources are not misused by any other person, and to act to protect the Confidentiality, Integrity, and Availability of the data and resources of the City. As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

2.O.1. Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.

2.O.2. Each person authorized to access the City of Ingleside’s computer and network resources must do so using a unique username and password by the IT Department. Employees shall not share their account information or permit other employees to login using their credentials. Electronic communications authored by the employee must clearly originate from the user’s unique account.

2.O.3. , Destroying, altering, or otherwise interfering with the integrity of the computer-base information or network resources without authorization or the evasion of the physical limitations of the remote system/local, is prohibited.

2.O.4. Password for each City employee who uses computer(s), mobile computer tablets (MCT) and electronic devices must have a unique password.

2.O.5. Seeking to gain unauthorized access to information resources. Using any computer or network resources under false pretenses. Decryption of system or user passwords is prohibited.

2.O.6. Unauthorized transmission of company trade secrets, confidential information or privileged communications and copying of system files is strictly prohibited.

2.O.7. The City is committed to preventing copyright infringement. It is the policy of the City of

Ingleside to respect all computer software copyright and to adhere to the terms of all software licenses to which the City is a party of. The City is subject to all copyright laws pertaining to the use of copyrighted software and documentation. Unless expressly authorized by the software licensor/developer, the City of Ingleside does not have the right to make copies of the software except for backups or archival purposes.

2.O.8. Intentional attempts to "crash" Network systems or programs are punishable disciplinary offenses.

2.O.9. No employee or other person(s) shall install or move any network device onto the City communications network under any circumstances whatsoever. Only members of the IT Department are permitted access to such equipment.

2.O.10. The attempts to secure a higher level of privilege on Network systems are punishable disciplinary offenses.

2.O.11. All employees shall immediately report any unauthorized access or unauthorized access attempt(s). The willful introduction of viruses, spyware infection", and/or other disruptive/destructive programs into the organization network or into external networks are prohibited. Must contact their supervisor and IT Department as soon as possible.

2.O.12 The City employees shall not duplicate, copy, or reproduce any software purchased by and/or licensed to the City, or any related documentation without prior written approval from the IT Department or City Manager. City Employees shall not give City-purchased or licensed software to any non-employee(s), including, but not limited to clients, contractors, customers, and vendors.

2.O.13. Software developed by employees on City time, or on City-owned equipment, or for City projects, shall be the property of the City. Such software is for the exclusive use of the City, its officers, agents, and employees. Such software may not be sold, transferred, or given to any person without the prior written approval of the City Manager or designee.

2.P. ELECTRONIC DEVICES AND UNACCEPTABLE USE

Employees will use company-owned assets, namely laptops, computers, mobile computer tablets (MCT), cell phones, and their peripherals, solely for the delivery of quality assignments and tasks exclusively for City of Ingleside employees. Failure to comply with this policy will subject the employee to disciplinary action or up to termination. You hereby agree:

2.P.1. To take care of it in a professional manner.

2.P.2. Employees may not install any software on City owned electronic devices that are not provided to them by the IT Department.

2.P.3. Gaming software is an inappropriate use of City equipment and shall not be tolerated. Games discovered during audits shall be eliminated and employee user(s) may be subject to disciplinary action.

2.P.4. Employees must be aware that the conduct of City business, or use of City data on any

personally owned device, may expose that device and the employee to legal obligations with respect to Public Information Act (PIA).

2.P.5. No employee shall connect to any website that contains improper material (Exception: sanctioned Ingleside Police Department employees performing assigned investigative work). The City reserves the right to block employee(s) access to such websites.

2.P.6. All of the equipment will be returned in good condition upon termination of your employment by either party, regardless of cause.

2.P.7. Streaming radio/music/video: An extensive amount of bandwidth is used to access these sites is not permitted unless being conducted for official City business.

2.P.8. That while provided equipment in your custody, you are responsible for negligent or malicious damage. any violation of any of these provisions may result in disciplinary action by the City against you up to and including immediate termination.

2.P.9. Technology services monitor internet access. Accessing internet websites that are deemed unacceptable under this policy will result in disciplinary action.

2.Q. SOCIAL MEDIA POLICY

An employee's use of social media, both on and off duty, must not interfere with or conflict with the employee's duties or job performance, reflect negatively on the City or violate any City policy. The intent of these standards is to regulate the creation and distribution of information concerning the City, its employees, and citizens through electronic media, including but not limited to online forums, instant messaging, and internet social media and blogging sites. This policy is designed to protect the City's reputation and ensure that an employee's communications not only reflect positively on the employee as an individual, but also on the City.

The term "social media" encompasses: TIK TOK, Twitter and tweeting, Facebook, LinkedIn, Instagram, Snapchat, blogs, and other online journals and diaries; bulletin boards and chat rooms, microblogging, and all other social networking sites, instant messaging, and the posting of video on YouTube and similar media.

2.Q.1. Use of City's Internet. Use of the City's Internet is a privilege and City employees must use it responsibly and ethically. The City may monitor an employee's access, use, and postings to the City's Internet to: ensure compliance with internal policies; support the performance of internal investigations; assist management of information systems; and for all other lawful purposes. The City expects all employees to follow the guidelines below when posting information on the City's social media sites.

2.Q.2. Internet access is a privilege. Unauthorized use of the internet will result in the loss of access for the user and, depending on the seriousness of the infraction, may result in disciplinary action or up to termination.

2.Q.3. Other City Policies. This policy should be read and interpreted in conjunction with other City policies, including but not limited to, policies prohibiting harassment, discrimination,

offensive conduct or inappropriate behavior. Violations of the Social Media Policy may lead to disciplinary action. The City provides an effective system for employee complaints “off-line” through the “Grievance” policy without resorting to social media.

2.R. EMPLOYEE GUIDELINES: USE OF CITY’S SOCIAL MEDIA ON WORK TIME

Any blogging or posting of information on the Internet or other City social media sites must comply with the City’s guidelines, regardless of where the blogging or posting is done.

2.R.1. Blogging or posting information of a personal nature on the Internet or other City social media sites is prohibited during work hours. Employees are not permitted to engage in social networking of a personal nature while using any of the City’s electronic social media sites.

2.R.2. Employees must obtain written authorization from the Department Manager to update or post on social media sites on behalf of the City, and all content must be approved prior to posting. All of the employee’s time spent updating or posting on City social media sites as part of the employee’s job duties is compensable time that must be reported and counted in the calculation of overtime.

2.R.3. No use of social media on work time and on City equipment on City-operated networks is considered private or confidential, even if password protected or otherwise restricted. The City reserves the rights to access, intercept, monitor, and review all information accessed, posted, sent, stored, printed, or received through its communications systems or equipment at any time.

2.R.4. Never disclose any confidential information concerning another employee of the City in a blog or other posting to the Internet. Posting of confidential information may violate state law and subject the user to criminal penalty. All requests for City documents must be processed through the Public Information Act.

2.R.5. Employees must abide by all federal and state laws and policies of the City with regard to information sent through the City’s Internet.

2.R.6. Individual supervisors do not have the authority to make exceptions to these guidelines based on needs of the department.

2.R.7. To protect City of Ingleside’s sensitive information and critical infrastructure from potential threats, the download or use of TikTok is prohibited on any city-issued device. This includes all city-issued cell phones, laptops, tablets, desktop computers, and other devices capable of internet connectivity.

2.S. EMPLOYEE GUIDELINES: USE OF PERSONAL SOCIAL MEDIA WHILE NOT ON WORK TIME

The City recognizes that many City employees utilize social media when not at work. The City requires that employees be aware of guidelines regarding posting of work-related information on personal social media sites, and they are listed below:

2.S.1. If the employee’s social networking includes any information related to the City, the employee must make it clear to the readers that the views expressed are the employee’s alone and not reflective of the views of the City.

2.S.2. Employees are encouraged to act responsibly on and off duty, and to exercise good judgment when using social media. Recognize that postings on your social media site, even if done off premises and while off duty, could have an adverse effect on the City’s legitimate business interests.

2.S.3. Respect the City and co-workers. Do not put anything on your personal social media site that may defame, embarrass, insult, demean, or damage the reputation of the City or any of its employees.

2.S.4. Do not put anything on your personal social media site that may constitute a violation of the City’s harassment policy. Do not post any pornographic pictures of any type that could identify you as an employee of the City. Be mindful that the City’s harassment policy covers both work and non-work time, including postings on social media sites.

2.S.5. Do not post pictures of yourself or others on your personal social media site containing images of City uniforms or insignia, City logos, City equipment or City work sites without supervisor approval.

2.S.6. Do not post information on your personal social media site that could adversely impact the City and/or an employee of the City including harassing or discriminatory posts.

2.S.7. Do not fail to remove postings violating this policy when directed to do so, even when placed by others on your social media site.

2.T. ESTABLISHING ACCOUNTS WITH OTHER ONLINE SERVICES

2.T.1. Employees who need to establish an account with an on-line service via the Internet must use a different password than their city password.

2.T.2. All City-owned Internet resources are to be used only in the pursuit of appropriate city business interest.

2.T.3. Do not allow anyone access to your PC via the Internet. Webex applications enable a vendor to take control of your PC through the Internet. Typically, you access a web site, and then join a meeting with the vendor. At that time the vendor can take full control of your PC. This type of access is not permitted without prior consent from the IT Department.

2.T.4. No employee, contractor, or third party may install any device of software intended to monitor, capture, or eavesdrop upon, any portion of data traversing the City Network.

2.U. ARTIFICIAL INTELLIGENCE SYSTEMS

The City prioritizes privacy, accuracy, and public trust. Use requires human oversight and the use of approved tools only.

2.U.1 Definitions

- **TRAIGA:** Texas Responsible Artificial Intelligence Governance Act (HB 149, effective January 1, 2026). Requires disclosure of governmental AI interactions and prohibits certain harmful uses of AI
- **Generative AI:** Tools that create content from prompts (ChatGPT, Copilot, Gemini, Grok, etc.).
- **Public Records:** Subject to the Texas Public Information Act.
- **PII / PHI / CJIS:** Personally Identifiable Information, Protected Health Information, Criminal Justice Information Services data.

2.U.2 City approved list of Artificial Intelligence (AI) Systems and best practices to protect City data while supporting productivity, while aligning with TRAIGA, the Texas Public Information Act, and IT policies.

- **TRAIGA Disclosure Notice** When using approved AI tools for any public or interactive citizen-facing purpose, ensure clear disclosure that the user is interacting with an AI system, per TRAIGA requirements effective January 1, 2026.

2.U.3 Applies to all City Officials, City employees, contractors, and volunteers using Generative AI for non-electric utility work.

2.U.4 AI tools continue to evolve. Quarterly reviews, per the AI Policy Quarterly Update Program, will be maintained by IT and Human Resources to address new risks, laws, and capabilities.

2.U.5 Best Practices

(a) Use Approved Tools Only. The City has reviewed these tools for security and compliance. Always follow the data control steps below to reduce training data risk. Verify latest settings periodically.

(a)(1) Microsoft Copilot Recommended: Copilot for M365 Enterprise (Gov/GCC). For free version: Settings → Data Controls → Turn off “Chat history & training”.

- Any tool outside this list requires prior IT approval at IT@inglesidetx.gov

(b) Review and Verify Outputs. Always check for accuracy, bias, and tone before use.

(c) Disclose AI Use (TRAIGA Requirement). For any public-facing or interactive AI system (chatbots, auto-responders, public tools), clearly and conspicuously disclose to the user before or at the time of interaction that they are engaging with an AI system. This meets TRAIGA governmental entity obligations effective January 1, 2026.

(d) Respect Intellectual Property. Verify rights before publishing AI-generated content.

(e) Use for Productivity: Drafting emails/reports, meeting notes, training content, brainstorming.

2.U.6 Restrictions

(a) Don't Input Sensitive Data: No PII, PHI, or CJIS into any AI tool

(b) Don't Rely on AI Alone: Human review required before publishing or acting on outputs.

(c) Don't Use for Final Decisions: No standalone AI decisions on employment, funding, or public services.

(d) Don't Use Built-in AI Features Without Review: Report new embedded AI in software to IT@inglesidetx.gov before use.

(e) Don't Deploy AI Code Without Review: IT review required for production use.

(f) Don't Use Personal Accounts: Use City-managed accounts only.

(g) **Don't Forget Public Records:** AI inputs and outputs are public records under Texas law. Retain per retention schedules.

2.U.7 Risk Levels

- **Low Risk:** Internal drafting and brainstorming.
- **Mid Risk:** Public content – requires human review and TRAIGA disclosure where interactive.
- **High Risk:** Any use that could affect residents, public services, employment decisions, or involves regulated data requires prior City Manager approval.

2.U.8 Training and Support

- **HB 3512 (Active):** Annual AI awareness training is required for employees and officials who use computers for at least 25% of their duties. Training must use a DIR-certified program. IT tracks completion and supports annual compliance certification.
- **KnowBe4 / Platform:** Use the City's approved platform. Complete training as assigned.
- **Support:** Questions? Contact IT@inglesidtx.gov

2.U.9 Compliance

(a) The IT Department verifies compliance through audits and reports

(b) Exceptions require City Manager approval.

(c) Violations of this Policy may result in disciplinary action up to and including termination and may trigger regulatory reporting where required.

2.U.10 Incident Reporting

Any suspected or actual unauthorized AI use, data exposure, or TRAIGA violation must be reported immediately to IT@inglesidtx.gov or the IT Service Desk and will be handled in accordance with the City's Incident Response procedures.

2.U.11 Responsibilities

- **Employees/Contractors/Volunteers:** Follow this Policy, use only approved tools, and never input sensitive data.
- **Managers:** Ensure team compliance and completion of required training.
- **IT / Human Resources:** Maintain the Policy, Guidelines, approved-tools list, and conduct quarterly reviews.

CITY COUNCIL AGENDA

Regular Meeting: June 23, 2026

AGENDA ITEM: 11

Discussion, consideration, and possible action on authorizing staff to advertise and receive Requests for Qualifications (RFQ) to update the City of Ingleside Comprehensive Master Plan as budgeted in Fund 30 General Fund Current Capital Improvement Projects.

SUBMITTED BY: Bernard Rodriguez, Director of Development Services

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Attached is a copy of the City's Request for Qualifications ("RFQ") for Consulting Services to update the City of Ingleside's Comprehensive Master Plan. These professional services are being solicited to assist the City of Ingleside with updating its existing Comprehensive Master Plan, adopted on January 16, 2016.

The consulting services will include conducting background, statistics, and projections for the City, soliciting community and City leadership input through public workshops, identifying development opportunities and constraints that shape future land use potential, preparation of a new Future Land Use map, providing a framework for future action to discuss community goals, guiding principles and policies and action agenda identifying strategic areas where the City and public/private partners may focus their energy and efforts.

The Consultant shall present a draft plan to City staff, the Planning & Zoning Commission and City Council for comment and shall amend or clarify the plan as requested. The Consultant will prepare and deliver three (3) bound paper copies and one (1) electronic version of the final Comprehensive Master Plan.

FISCAL ANALYSIS:

The update to the Comprehensive Plan has been budgeted in Fund 30 General Fund Current Capital Projects in the amount of \$300,000.

RECOMMENDATION:

Staff recommends approval to solicit Requests for Qualifications to update the City of Ingleside Comprehensive Master Plan.

ATTACHMENTS:

1. 6-2026 RFQ Comprehensive Plan

Request for Qualifications (RFQ) for Consulting Services Comprehensive Master Plan Update - Cover Letter

___/___/2026

Dear:

Attached is a copy of the City's Request for Qualifications ("RFQ") for Consulting Services to update the City of Ingleside's Comprehensive Master Plan. These services are being solicited to assist the City of Ingleside with updating its existing Comprehensive Master Plan, adopted on January 16, 2016.

The consulting services include conducting background, statistics and projections for the City, soliciting community and City leadership input through public workshops, identifying development opportunities and constraints that shape future land use potential, preparation of a new Future Land Use map, providing a framework for future action to discuss community goals, guiding principles and policies and action agenda identifying strategic areas where the City and public /private partners may focus their energy and efforts. The Consultant shall present a draft plan to City staff, the Planning & Zoning Commission and City Council for comment and shall amend or clarify the plan as requested. The Consultant will prepare and deliver three (3) bound paper copies and one (1) electronic version of the final Comprehensive Master Plan.

The submission requirements for this SOQ are also included on the attached Request for Qualifications (RFQ) form. Please submit a Statement of Qualifications ("SOQ") to:

**City of Ingleside
Attn: City Secretary
PO Drawer 400
2671 San Angelo Avenue
Ingleside, TX 78362**

The deadline for submission of SOQs is _____, at 2:00 pm local time (CDT). It is the responsibility of the submitting entity to ensure that the SOQ is received in a timely manner. SOQs received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting provider. The City of Ingleside reserves the right to negotiate with any and all service providers submitting timely SOQs.

The City of Ingleside is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and Labor Surplus Area firms are encouraged to submit SOQs.

Sincerely,

Brenton Lewis
City Manager
City of Ingleside

RFQ for Consulting Services

The City of Ingleside is seeking well-qualified Planning Consultants(s) to assist the City of Ingleside. The following outlines this request for qualifications.

1. Statement of Qualifications

The City of Ingleside is seeking qualified professional consulting service providers, experienced in developing Comprehensive Master Plans for local governments in accordance with prevailing industry standards. Please provide the following as it relates to your qualifications:

- A brief history of the service provider, including general background, knowledge, and experience.
- Related recent experience in the development of Comprehensive Master Plans in accordance with industry standards.
- A description of work performance and experience with similar projects including a list of references from past local government clients, with information describing the relevancy of the previous performance.
- Describe which specific parts of the Scope of Work the service provider proposes to perform.
- Describe the capacity to perform the Scope of Work activities as well as resumes of all employees who may be assigned to provide services if your firm is selected, identifying current employees and proposed hires; and
- A statement substantiating the resources of the service provider and the ability to carry out the scope of work requested within the proposed timeline.

2. Evaluation Criteria - The proposal received will be evaluated and ranked according to the following criteria and using the rating sheet enclosed:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	60
Work Performance	25
Capacity to Perform	15
Total	100

3. Submission Requirements

- A copy of your current **certificate of insurance** for professional liability.
- **Statement of Conflicts of Interest** (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note that City of Ingleside may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
- **System for Award Management**. Service provider and its Principals, may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the service provider as well as the its principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Enclose a print out of the search results that includes the record date.

- **Form CIQ**, (enclosed). Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is included in the RFQ and must be submitted with the response.
 - **Form 1295**, (enclosed). Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the City of Ingleside will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by awarded vendor at time of signed contract submission. Form 1295 is included in this RFQ for your information.
4. Deadline for Submission – Qualifications must be received no later than _____, 2:00 p.m. local time (CDT) to be considered at which time the SOQs are to be publicly opened and read. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Qualifications received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm. Submittals shall be in .pdf format via thumb drive and 3 three hard copies. Proposals shall be submitted to the following address:

City of Ingleside
 Attn: City Secretary
 PO Drawer 400
 2671 San Angelo Avenue
 Ingleside, TX 78362

Any questions or requests for clarification must be submitted in writing via EMAIL to the address above at least 3 business days prior to the deadline. City of Ingleside may, if appropriate, circulate the question and answer to all service providers submitted proposals.

SCOPE OF SERVICES

The Consultant shall provide the following scope of services:

1. The Consultant shall research and provide relevant background, statistics, and projections for the City of Ingleside.
2. The Consultant shall solicit community input by conducting public workshops designed to understand the needs, desires, and concerns of the community. Additional input shall be solicited from elected City Officials, the City Leadership Team, and relevant City Advisory Board members.
3. The Consultant shall prepare a plan identifying development opportunities and constraints that shape future land use potential. The report shall contain a new revised Future Land Use Map.
4. The plan shall provide a framework for future action to discuss community goals, guiding principles and policies and action agenda identifying strategic areas where the City and public /private partners should focus their energy and efforts.
5. The Consultant shall present a draft Comprehensive Master Plan to City staff, the Planning & Zoning Commission and City Council for comment. The Consultant shall amend or clarify the plan as requested. After all final revisions have been made, the Consultant will prepare and deliver three (3) bound paper copies and one (1) electronic version of the final Comprehensive Master Plan.

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondents will be required to show the ability to provide the services described herein. Respondents shall then provide a detailed description of how they meet the requirement, describing their knowledge and experience, as well as providing discrete examples of previous work where applicable.

Insert System for Award Management (SAM) record search for company name and company principal

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

 Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

 Signature of vendor doing business with the governmental entity

 Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

(To be completed by awarded vendor)

CERTIFICATE OF INTERESTED PARTIES		FORM 1295																			
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY																			
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.		Must file online at www.ethics.state.tx.us/File																			
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.																					
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.																					
4	Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)																		
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Controlling</td> <td style="width: 50%; padding: 2px;">Intermediary</td> </tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </table>	Controlling	Intermediary																
Controlling	Intermediary																				
5 Check only if there is NO Interested Party. <input type="checkbox"/>																					
6 UNSWORN DECLARATION My name is _____, and my date of birth is _____. My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country). I declare under penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20____. (month) (year)																					
_____ Signature of authorized agent of contracting business entity (Declarant)																					
ADD ADDITIONAL PAGES AS NECESSARY																					