

**CITY OF INGLESIDE
REGULAR CHARTER REVIEW COMMISSION MEETING
MINUTES
SEPTEMBER 12, 2024**

Opening Agenda

1. Call Meeting to Order.

The Regular Charter Review Commission Meeting of the City of Ingleside was called to order by Chair Courtney Shane at 6:30 p.m. on September 12, 2024, at City Hall 2671 San Angelo Ave., Ingleside, TX and live video streaming.

2. Roll Call.

With Charter Review Commission Board Members present a quorum was established.

Board Members Present: Chair Courtney Shane, Ricardo Trevino, Jr., Robert Vana, and Cindy Wilson.

Absent: Co-Chair Tom Bell

3. Pledge of Allegiance.

Chair Shane led the Pledge of Allegiance to the U.S. flag.

4. Citizen Comments and Reports.

No Citizen Comments and Reports.

Regular Agenda

5. Deliberate and take appropriate action on the acceptance of the Regular Charter Review Commission Minutes of September 5, 2024.

Commission Member Wilson identified a couple of recommendations for amendments as follows:

1. To add the appropriate word in place of any pronouns removed to make a complete sentence.

Motion: Chair Shane made a motion to approve the acceptance of the Regular Charter Review Minutes of September 05, 2024 with recommended amendments. Board Secretary Trevino seconded the motion. Motion carried with all present voting in favor.

6. Deliberate and take appropriate action on the review of the following Articles in the City of Ingleside Home Rule Charter.

- 1. ARTICLE I. Form of Government and Boundaries**
- 2. ARTICLE II. Powers of the City**
- 3. ARTICLE III. City Council**
- 4. ARTICLE IV. Administrative Services**
- 5. ARTICLE V. Elections**
- 6. ARTICLE VI. Initiative, Referendum and Recall**
- 7. **ARTICLE VII. Municipal Finance**
- 8. ARTICLE VIII. Tax Administration**
- 9. ARTICLE IX. Public Utilities and Franchises**
- 10. ARTICLE X. Planning and Zoning**
- 11. ARTICLE XI. General Provisions**
- 12. ARTICLE XII. Transitional Provisions**

The Board deliberated on ARTICLE VII. Municipal Finance.

Section 7.01. Fiscal year.

The fiscal year of the City shall begin on the first day of October and end the last day of September. Such fiscal year shall also constitute the budget and accounting year.

Section 7.02. Submission of budget.

On or before the first regular Ceity Ceouncil meeting of August of each year, the City Manager shall submit to the City Council a proposed budget for the ensuing fiscal year and the budget message. The City Council shall review the proposed budget and make any appropriate changes prior to publishing the final budget.

(Ord. No. 1069, § II, Prop. 3, 12-11-12)

Section 7.03. Budget.

- A. *Budget Message:* A budget message explaining the budget both in fiscal terms and in terms of the work programs shall be submitted with the budget. It shall outline the proposed financial programs of the City for the ensuing fiscal year, the capital program, and capital projects for five fiscal years succeeding the budget year. It shall describe the important features of the budget and indicate any major changes from the current year in financial policies, expenditures, and revenues including the reasons for

such changes. It shall also summarize the City's debt position and contain such other material as the City Manager deems desirable.

- B. *Budget Scope*: The budget shall provide a complete financial plan of all City funds and activities and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or the City Council may require. The budget shall be so arranged as to show comparative figures for actual and budgeted income and expenditure for the preceding fiscal year; budgeted and estimated income and expenditure for the current fiscal year; actual income and expenditure of the current fiscal year up to the time of preparation of the budget; and estimated income and expenditures for the budgeted year shall not exceed the total of the estimated income and surplus.
- C. *Content*: The budget shall contain, in separate sections, the following:
1. A clear general summary of contents;
 2. A consolidated statement of ~~revenues-receipts~~ and expenditures of all funds, listed and itemized individually;
 3. An analysis and itemization of all estimated income of the City from surplus, miscellaneous income and taxes with miscellaneous income subclassified by source;
 4. Tax rates and collections for the preceding five years;
 5. An itemized statement of expenditures for pending and proposed new capital projects. Included shall be the amounts appropriated from the budget, the amounts to be raised by issuance of bonds, and the amount required for down payment;
 6. The amount required for ~~Interest and~~ sinking funds, for maturing ~~serial~~ bonds, and for interest on the City's debts;
 7. The total amount of the City's outstanding debts, with a schedule of maturity on bond issues in an attachment;
 8. A detailed estimate of the operating expenses of each department, office or agency;
 9. Statement of estimated net surplus or deficit for the ensuing fiscal year of each utility owned and operated by the City and a proposed method of its disposition. A subsidiary budget for each utility shall be included giving details of ~~revenues~~ ~~income~~ and expenditures;
 10. Such other information as is required by City Council or deemed desirable by the City Manager;
 11. A contingency line item of up to 10% of the ~~G~~general ~~F~~fund revenues may be included; and
 12. Such dedicated reserves as may be required.

- D. *Public Notice and Hearing:* The City ~~Council~~ Secretary shall post notices and hearings on ~~in~~ the City Hall bulletin board office, City Website, and publish in the official newspaper a general summary of the proposed budget and a notice stating:
1. The times and places where copies of the message and budget are available for inspection by the public; and the budget must be posted on the City website.
 2. The time and place for a public hearing on the budget.
- E. *City Council Action:*
1. The City Council shall hold two public hearings on the budget as submitted at the time and place so advertised or at another time and place with proper notification. Such hearings shall be held in accordance with the Constitution of the State of Texas, general laws of the State, this charter, and ordinances of the City, in the order named. All interested persons shall be given an opportunity to be heard, either for or against any item of the proposed budget.
 2. At the next regular or special called meeting, but not less than seven days after the public hearings the City Council may adopt the budget with or without amendment.
 3. The City Council shall adopt the budget by ordinance after ~~on~~ two public hearings. Adoption of the budget will require an affirmative vote of a majority of the entire City Council. Adoption of the budget shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed.
- F. *Failure to Adopt:* If the City Council fails to adopt for the budget by the twenty-fifth day of September, the amounts appropriated for operation during the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items in it prorated accordingly, until such time as the City Council adopts a budget for the ensuing fiscal year. The levy of property tax normally approved as part of the budget adoption will be set such that the tax receipts for the budget year shall equal the tax ~~receipts~~ revenues of the current fiscal year.

Section 7.04. Amendments after adoption.

- A. *Supplemental Appropriations:* If during the fiscal year the City Manager certifies that there are available for appropriation revenues in excess of those estimated in the budget, the City Council may carry the excess into the next fiscal year or by ordinance may make supplemental appropriations to retire indebtedness or to fund emergency appropriations as described in Section 7.04B.
- B. *Emergency Appropriations:* At any time in any fiscal year, the City Council may, pursuant to this section, make emergency appropriations to meet a pressing need for public expenditure, for other than regular or recurring requirements, affecting life,

health, property, or the public peace. Such appropriations may require emergency notes, which may be renewed from time to time, but the emergency notes and renewals of any fiscal year shall be paid not later than the last day of the fiscal year in which the emergency appropriation was made.

- C. *Reduction of Appropriations:* If at any time during the fiscal year it appears probable to the City Manager that the revenues available will be insufficient to meet the amount appropriated, ~~he/she~~ the City Manager shall report to the City Council without delay, indicating the estimated amount of deficit, any remedial action taken ~~by him/her~~ and ~~his/her~~ recommendations as to any other steps to be taken. The City Council shall then take such further action that it deems necessary to prevent or minimize any deficit.
- D. *Transfer of Appropriations:* At any time during the fiscal year the City Manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency. The City Council may require their approval of these transfers within departments above a limit established by the City Council. Upon written request by the City Manager, the City Council may by ordinance transfer part or all of any unencumbered appropriation balance from one department, office or agency to another. Any monies borrowed from one department can not pass the term of that City Council.
- E. *Limitations:* No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance.
- F. *Effective Date:* The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption of the ordinance.

Section 7.05. Capital ~~p~~Program.

The City Manager shall submit a five-year capital program as an attachment to the annual budget. The capital program shall include the proposed program by the ~~planning and zoning commission and comments by the~~ City Manager. The program as submitted shall include:

1. A clear general summary of its contents;
2. A list of all capital improvements which are proposed to be undertaken during the five fiscal years succeeding the budget year, with appropriate supporting information as to the necessity for such improvements;
3. Cost estimates, method of financing and recommended time schedules for each improvement; and
4. The estimated ~~initial~~ annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

Section 7.06. Public records.

Copies of the budget and the capital program as adopted shall be public records and shall be made available, **for review at the Office of the City Secretary**, to the public upon request, **posted on the City website and where required by law.**

Section 7.07. Lapse of appropriations.

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if **five three** years pass without any disbursement from or encumbrance of the appropriation. Any funds not expended, disbursed or encumbered shall be deemed excess funds and shall be appropriated by the City Council.

ARTICLE VII. Municipal Finance to reconvene at the next regular scheduled meeting starting with Section 7.08 Borrowing.

No Action Taken.

Closing Agenda

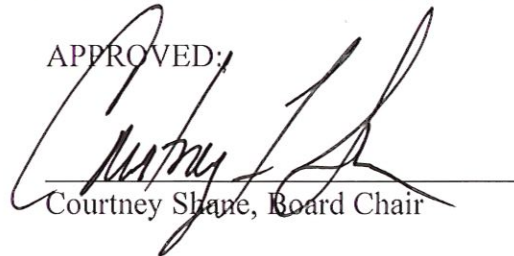
7. Items to consider for placement on future agendas.

No items recommended for placement on future agendas.

8. Adjourn.

Chair Shane adjourned the Regular Charter Review Commission Meeting at 7:57 p.m.

APPROVED:



Courtney Shane, Board Chair

ATTEST:



Ricardo Trevino, Jr., Board Secretary