

**CITY OF INGLESIDE
REGULAR CITY COUNCIL MEETING
AGENDA
MAY 28, 2024
6:30 PM**

Notice is hereby given that the Ingleside City Council will hold a Regular City Council Meeting on May 28, 2024, 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. City of Ingleside monthly financial report as of April 2024.
- d. City of Ingleside expenditures paid over \$3,000.00 for the period of April 2024.
- e. Update on General Projects.
- f. Update on Garden Center.
- g. Update on Tennis Court and Lighting.

Presentations

7. Certificate of Congratulations to recognize the Ingleside High School BBQ Team the Mustang Smoke Show for becoming state champions.
8. Proclamation to recognize National Garden Week June 2-8, 2024 in the City of Ingleside.

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.

9. Deliberate and take appropriate action on the Regular Meeting Minutes of May 14, 2024 and Special Meeting Minutes of May 20, 2024.
10. Deliberate and take appropriate action on the second and final reading of an Ordinance amending the Fiscal & Budgetary Policy for the City of Ingleside, Texas.
11. Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside, San Patricio County, State of Texas authorizing and designating the official signatures of the City of Ingleside for banking and depository services.
12. Deliberate and take appropriate action on a Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives.
13. Deliberate and take action on the first and only reading of an Ordinance amending the Fiscal Year 2023-2024 Budget for the City of Ingleside, Texas, for the use of Council discretionary funds, for the donation from the Ingleside Chamber of Commerce, and for the Click It Or Ticket grant funds.

Public Hearing

The City Council shall call a public hearing on each item below in this section. Any person wishing to address the City Council on these items should please come forward when that public hearing is called.

Regular Agenda

14. Deliberate and take appropriate action on a Resolution appointing members to the Ingleside Development Corporation Board of Directors.
15. Deliberate and take appropriate action on a resolution for a final plat affecting the following property: Property ID#'s 1042948, 1042949, & 52731.
16. Deliberate and take appropriate action for a request to amend the development standards of the Cape Bay Planned Unit Development (PUD).
17. Deliberate and take appropriate action to obligate the remaining ARPA funds of \$36,973.42.
18. Deliberate and take appropriate action on awarding a contract with Able City to create a Comprehensive Master Plan.
19. Deliberate and take appropriate action on the purchase of software for the City of Ingleside

Development Services Division.

Executive Session

20. Closed Session

City Council will meet in Closed Session pursuant to the provisions of Chapter 551 of the Texas Government Code, in accordance with the authority contained in:

- A. Section 551.087 Deliberation regarding Economic Development Negotiation
- B. Section 551.071 Consultations with Attorney - To discuss Chapter 74 of the City Code of Ordinances related to Auto Wreckers and its current enforcement.

21. Open Session

City Council will reconvene in Open Session at which time action on the matter(s) discussed in Closed Session may be considered.

- A. Section 551.087 Deliberation regarding Economic Development Negotiation
- B. Section 551.071 Consultations with Attorney - To discuss Chapter 74 of the City Code of Ordinances related to Auto Wreckers and its current enforcement.

Closing Agenda

22. Items to consider for placement on future agendas.

23. 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, Ruby Beaven, 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 May 23, 2024 by 4:00 p.m.



Ruby Beaven, 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: May 28, 2024

AGENDA ITEM: 6.a

Council Comments and Reports.

SUBMITTED BY:

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

FISCAL ANALYSIS:

RECOMMENDATION:

ATTACHMENTS:

None

CITY COUNCIL AGENDA
Regular Meeting: May 28, 2024

AGENDA ITEM: 6.b

Announcements of Community Interest and/or upcoming events.

SUBMITTED BY: Ruby Beaven, City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

- A. Volunteers needed for Boards & Commissions
 - B. Ribbon Cutting May 31
 - C. Ingleside Smokin Jazz & BBQ Cookoff May 31 – June 1
 - D. Hometown Pride June 1
 - E. Touch A Truck June 1
 - F. Ingleside Community Clean Up June 8-15
 - G. Local Farmers Market June 29
 - H. Best of the Bay Fishing Tournament July 26-27
 - I. Ingleside Fire Rescue Golf Tournament July 27
-

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Information Only.

ATTACHMENTS:

1. 2024, 05-28 Community Events



Volunteers Needed!

Looking for an opportunity to serve your community?

You can find additional information like qualifications, duties, terms and an application at

<http://inglesidetx.gov/297/Boards-Commissions>.

Please email your completed application and/or questions to the City Secretary at citysecretary@inglesidetx.gov.



**Join the
Ingleside Chamber of Commerce
& Visitor Center
For a Ribbon Cutting**

**The Contreras Insurance Agency
Insurance Professionals
Located at**

**3038 Main Street
Ingleside, TX 78362**

**May 31st, 2024
10:30AM**





MAY 31ST & JUNE 1ST, 2024

Ingleside Smokin Jazz & BBQ COOKOFF

Sanctioned BBQ Cookoff
Music, Food Trucks, Craft Vendors
and more

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

FOR MORE INFORMATION 361-776-2906



Homelown Pride

**SATURDAY,
JUNE 01
6PM - 8PM**

- **Family Fun**
- **Touch a Truck**
- **Movie at the Pool**

NEW LOCATION:
Ingleside Pool parking lot

Ingleside Park and Recreation



!!!!!!

TOUCH A TRUCK

ATTENTION ALL VEHICLE OWNERS!

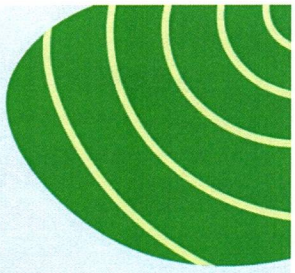
**DO YOU HAVE A STYLISH
RIDE TO SHOW OFF? WE
ARE CURRENTLY SEEKING
VEHICLES TO SHOWCASE
AT OUR 3RD ANNUAL
TOUCH A TRUCK
EXTRAVAGANZA, PART
OF OUR LOCAL
HOMETOWN PRIDE
CELEBRATION!**



JUNE 1, 2024 | 6PM

**VEHICLES
NEEDED**

**Ingleside Parks and Recreation
NEW LOCATION: INGLESIDE POOL PARKING LOT**



INGLESIDE COMMUNITY CLEAN UP

**LET'S TEAM
UP TO
CLEAN UP
INGLESIDE**

**CITY OF INGLESIDE
RESIDENTS MAY DROP OFF
UNWANTED ITEMS AT THE
CITY OF INGLESIDE PUBLIC
WORKS FACILITY**

WHAT'S NOT ACCEPTED?

- TIRES
- APPLIANCES CONTAINING FREON
(REFRIGERATORS, FREEZERS, A/C UNITS, ETC)
- OIL
- BATTERIES
- COMPRESSED GAS (O2 TANKS, ETC.)
- PAINT/OTHER HAZARDOUS CHEMICALS



FOR INGLESIDE RESIDENTS - A UTILITY BILL OR ID MUST BE PRESENTED

**June 8-15, 2024 | 8AM - 5PM
Public Works - 2525 8th St
Ingleside, TX 78362**



INGLESIDE PARKS AND RECREATION
PRESENTS:

LOCAL FARMERS MARKET

JUNE 29TH
SATURDAY

9:00AM - 12:00PM

VENDORS
WANTED

FREE REGISTRATION

N.O. SIMMONS
PARK

2867 AVE J. INGLESIDE TX

FOR MORE INFO
PLEASE CALL
361-776-3438

**IF YOU GROW, PRODUCE, OR MAKE IT BY HAND, THIS MARKET
OFFERS A PLATFORM FOR YOU TO SELL YOUR PRODUCTS!**





The Ingleside Chamber of Commerce is excited to announce our partnership with Best of the Bay. Together we will bring you a Saltwater Fishing Tournament you won't forget. Join us on July 26th and 27th at Cove Park Ingleside, TX.

The 2024 10th Annual Best of the Bay Fishing Tournament is dedicated to raising scholarship money to benefit the incoming senior class of local High Schools. The opportunities that we provide will help the seniors with the rigorous expenses of college. Through our scholarships we can help our youth further their education. With your help and participation, we can achieve these goals together. We look forward to seeing you and thanks again for your support.

The Ingleside Chamber, Best of the Bay and Fin Addict Angler Foundation presents Family Fishing Day at Cove Park. Register your kids for a day of fishing at Cove Park, it's Free! Fill out the form and email it to the chamber office: Inglesidetxchamber@gmail.com

Ingleside Fire Rescue

Golf Tournament



Get a team, grab your clubs and meet us for some fun at:

Sinton Municipal Golf Course

13698 Rob and Bessie Park Circle

Sinton, TX 78387

Date: July 27, 2024 – Sign up deadline is July 12th, 2024

Time: Be there by 7:30 a.m. – Tee time is @ 8:00 a.m.

\$280.00 Per Team (Green Fee Included)

Raffle Tickets will be sold during and after the Tournament

Awards & Raffle to be held following the tournament at:

Ingleside Volunteer Fire Department

2425 8th Street

Ingleside, TX 78362

**For more information on the tournament or to make a
donation please contact:**

Elisabeth Staton – (361) 676-2933,

Ruben Adame – (361) 537-3846 or

CITY COUNCIL AGENDA
Regular Meeting: May 28, 2024

AGENDA ITEM: 6.c

City of Ingleside monthly financial report as of April 2024.

SUBMITTED BY: Caron Vela, Director of Finance

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Monthly financial report ending April 30, 2024.

FISCAL ANALYSIS:

FY2024 See attachments for the month listed above: A.1; A.2; A.3; B.1; and C.1.

FY2024 The April 2024 Council Discretionary Funds account balance is \$157,687.00

RECOMMENDATION:

Information only.

ATTACHMENTS:

1. FINANCIALS 04 24



**Monthly Financial
Report to City Council
May 28, 2024**

**Finance Department
Submitted by: Caron Vela**

	Page
A.) Statement of Revenues and Expenditures through Mar 2024 (Preliminary)	
1.) Summary By Fund	A.1
2.) General Fund	A.2
3.) Utility Fund	A.3
 B.) Monthly Portfolio Report - March 30, 2024	 B.1
Total Value - Mar 30, 2024	\$ 65,115,286.34
Total Value - Feb 29, 2024	\$ 67,316,306.12
Net Change	\$ (2,201,019.78)
 C.) Cash Basis Sales Tax Collections through Apr 2024	 C.1
FYD - Total	\$ 2,450,570.65 (Gross 6 months 73.15%)
Budgeted - Total	\$ 3,350,000.00
Difference Budget vs. Received	899,429.35 26.85%
 D.) FY23 General Fund Tax Roll Collection through Apr 2024	
FYD - Total	\$ 10,476,801.00
Budgeted - Total	\$ 10,246,840.00
Difference Budget vs. Received	(229,961.00) -2.24%

10 -GENERAL FUND

58.3% OF YEAR COMPLETED

	PRIOR YEAR BUDGET	PRIOR YEAR ACTUAL	CURRENT BUDGET	CURRENT PERIOD	CURRENT YTD ACTUAL	PRIOR YEAR PO ADJUST.	YEAR TO DATE ENCUMBERED	BUDGET VARIANCE	% OF BUDGET
<u>10 -GENERAL FUND</u>									
TOTAL REVENUE	15,803,938.00	12,908,256.57	18,691,855.00	836,035.49	16,018,792.39	0.00	(820.20)	(2,673,882.81)	85.70
TOTAL EXPENDITURES	<u>14,657,563.00</u>	<u>6,127,730.79</u>	<u>18,449,685.00</u>	<u>1,128,838.78</u>	<u>9,072,856.74</u>	<u>0.00</u>	<u>2,054,628.16</u>	<u>7,322,200.10</u>	<u>49.18</u>
REVENUES OVER/ (UNDER) EXPENDITURES	1,146,375.00	6,780,525.78	242,170.00	(292,803.29)	6,945,935.65	0.00	(2,055,448.36)	4,648,317.29	2,868.21
<u>18 -COVE PARK TOURISM FUND</u>									
TOTAL REVENUE	25,360.00	8,686.96	25,000.00	0.00	11,164.67	0.00	0.00	(13,835.33)	44.66
TOTAL EXPENDITURES	<u>0.00</u>	<u>3,915.61</u>	<u>32,850.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>32,850.00</u>	<u>0.00</u>
REVENUES OVER/ (UNDER) EXPENDITURES	25,360.00	4,771.35	(7,850.00)	0.00	11,164.67	0.00	0.00	19,014.67	142.23-
<u>19 -HURRICANE EMERGENCY</u>									
TOTAL REVENUE	0.00	15,678.04	0.00	0.00	245,837.49	0.00	0.00	245,837.49	0.00
TOTAL EXPENDITURES	<u>0.00</u>	<u>7,125.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	8,553.04	0.00	0.00	245,837.49	0.00	0.00	245,837.49	0.00
<u>21 -HOTEL-MOTEL FUND</u>									
TOTAL REVENUE	253,240.00	150,305.77	300,000.00	23,235.86	135,501.29	0.00	0.00	(164,498.71)	45.17
TOTAL EXPENDITURES	<u>332,965.00</u>	<u>93,242.69</u>	<u>336,420.00</u>	<u>70,783.00</u>	<u>151,739.89</u>	<u>0.00</u>	<u>6,950.00</u>	<u>177,730.11</u>	<u>45.10</u>
REVENUES OVER/ (UNDER) EXPENDITURES	(79,725.00)	57,063.08	(36,420.00)	(47,547.14)	(16,238.60)	0.00	(6,950.00)	13,231.40	44.59
<u>23 -INGLESIDE DEVELOPMENT</u>									
TOTAL REVENUE	579,000.00	356,899.78	601,817.00	51,040.42	401,031.04	0.00	0.00	(200,785.96)	66.64
TOTAL EXPENDITURES	<u>581,365.00</u>	<u>54,339.89</u>	<u>580,500.00</u>	<u>13,075.98</u>	<u>59,578.17</u>	<u>0.00</u>	<u>0.00</u>	<u>520,921.83</u>	<u>10.26</u>
REVENUES OVER/ (UNDER) EXPENDITURES	(2,365.00)	302,559.89	21,317.00	37,964.44	341,452.87	0.00	0.00	320,135.87	1,601.79
<u>25 -GENERAL FUND GRANTS</u>									
TOTAL REVENUE	6,287.00	15,904.17	11,990.00	52,860.95	277,060.52	0.00	0.00	265,070.52	2,310.76
TOTAL EXPENDITURES	<u>1,906,287.00</u>	<u>287,520.34</u>	<u>11,990.00</u>	<u>466,731.18</u>	<u>3,169,922.43</u>	<u>0.00</u>	<u>1,322,358.40</u>	<u>(4,480,290.83)</u>	<u>6,438.05</u>
REVENUES OVER/ (UNDER) EXPENDITURES	(1,900,000.00)	(271,616.17)	0.00	(413,870.23)	(2,892,861.91)	0.00	(1,322,358.40)	(4,215,220.31)	0.00
<u>28 -INGLESIDE STREET MAINTENA</u>									
TOTAL REVENUE	2,311,000.00	347,014.09	530,000.00	47,433.66	374,944.92	0.00	0.00	(155,055.08)	70.74
TOTAL EXPENDITURES	<u>235,210.00</u>	<u>0.00</u>	<u>1,000,000.00</u>	<u>0.00</u>	<u>159,077.36</u>	<u>0.00</u>	<u>582,678.04</u>	<u>258,244.60</u>	<u>15.91</u>
REVENUES OVER/ (UNDER) EXPENDITURES	2,075,790.00	347,014.09	(470,000.00)	47,433.66	215,867.56	0.00	(582,678.04)	103,189.52	45.93-
<u>30 -CAPITAL PROJECTS FUND</u>									
TOTAL REVENUE	7,007,385.00	339,849.77	200,000.00	44,909.93	326,510.36	0.00	0.00	126,510.36	163.26
TOTAL EXPENDITURES	<u>11,000,890.00</u>	<u>4,079,333.11</u>	<u>10,128,825.00</u>	<u>193,857.93</u>	<u>768,485.45</u>	<u>0.00</u>	<u>3,962,186.73</u>	<u>5,398,152.82</u>	<u>7.59</u>
REVENUES OVER/ (UNDER) EXPENDITURES	(3,993,505.00)	(3,739,483.34)	(9,928,825.00)	(148,948.00)	(441,975.09)	0.00	(3,962,186.73)	5,524,663.18	4.45
<u>31 -STREET RECONSTRUCTION</u>									
TOTAL REVENUE	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
REVENUES OVER/ (UNDER) EXPENDITURES	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF INGLESIDE
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

10 -GENERAL FUND

58.3% OF YEAR COMPLETED

	PRIOR YEAR BUDGET	PRIOR YEAR ACTUAL	CURRENT BUDGET	CURRENT PERIOD	CURRENT YTD ACTUAL	PRIOR YEAR PO ADJUST.	YEAR TO DATE ENCUMBERED	BUDGET VARIANCE	% OF BUDGET
32 -ROLLING STOCK & EQUIPMENT									
TOTAL REVENUE	354,900.00	199,720.00	2,269,313.00	186,828.00	1,336,387.00	0.00	0.00	(932,926.00)	58.89
TOTAL EXPENDITURES	<u>71,692.00</u>	<u>0.00</u>	<u>1,498,517.00</u>	<u>0.00</u>	<u>2,700.00</u>	<u>0.00</u>	<u>309,987.92</u>	<u>1,185,829.08</u>	<u>0.18</u>
REVENUES OVER/(UNDER) EXPENDITURES	283,208.00	199,720.00	770,796.00	186,828.00	1,333,687.00	0.00	(309,987.92)	252,903.08	173.03
40 -DEBT SERVICE FUND									
TOTAL REVENUE	3,701,135.00	2,223,306.75	4,251,120.00	33,622.29	4,241,885.30	0.00	0.00	(9,234.70)	99.78
TOTAL EXPENDITURES	<u>3,672,476.00</u>	<u>1,903,606.86</u>	<u>4,273,250.00</u>	<u>0.00</u>	<u>3,648,942.48</u>	<u>0.00</u>	<u>0.00</u>	<u>624,307.52</u>	<u>85.39</u>
REVENUES OVER/(UNDER) EXPENDITURES	28,659.00	319,699.89	(22,130.00)	33,622.29	592,942.82	0.00	0.00	615,072.82	2,679.36-
50 -UTILITY FUND									
TOTAL REVENUE	5,344,100.00	3,227,878.87	6,131,040.00	541,793.02	3,978,076.95	0.00	0.00	(2,152,963.05)	64.88
TOTAL EXPENDITURES	<u>5,343,015.00</u>	<u>2,425,031.40</u>	<u>8,720,810.00</u>	<u>342,080.38</u>	<u>2,707,959.31</u>	<u>0.00</u>	<u>665,018.16</u>	<u>5,347,832.53</u>	<u>31.05</u>
REVENUES OVER/(UNDER) EXPENDITURES	1,085.00	802,847.47	(2,589,770.00)	199,712.64	1,270,117.64	0.00	(665,018.16)	3,194,869.48	49.04-
51 -UTILITIES CAPITAL IMPROV									
TOTAL REVENUE	1,908,195.00	53,295.40	200,000.00	27,438.25	190,734.20	0.00	0.00	(9,265.80)	95.37
TOTAL EXPENDITURES	<u>2,053,140.00</u>	<u>2,683,234.11</u>	<u>1,928,140.00</u>	<u>46,149.00</u>	<u>623,256.58</u>	<u>0.00</u>	<u>210.00</u>	<u>1,304,673.42</u>	<u>32.32</u>
REVENUES OVER/(UNDER) EXPENDITURES	(144,945.00)	(2,629,938.71)	(1,728,140.00)	(18,710.75)	(432,522.38)	0.00	(210.00)	1,295,407.62	25.03
52 -UTILITIES ROLLING STOCK									
TOTAL REVENUE	126,520.00	73,810.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>285,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>285,000.00</u>	<u>0.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	126,520.00	73,810.00	(285,000.00)	0.00	0.00	0.00	0.00	285,000.00	0.00
54 -UTILITY IMPACT FEES									
TOTAL REVENUE	<u>43,500.00</u>	<u>48,607.13</u>	<u>0.00</u>	<u>7,041.44</u>	<u>60,316.34</u>	<u>0.00</u>	<u>0.00</u>	<u>60,316.34</u>	<u>0.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	43,500.00	48,607.13	0.00	7,041.44	60,316.34	0.00	0.00	60,316.34	0.00
60 -ASSET SEIZURES & FORFEIT.									
80 -GENERAL FIXED ASSETS									
90 -POOLED CASH									
GRAND TOTAL REVENUES	37,465,060.00	19,969,213.30	33,212,135.00	1,852,239.31	27,598,242.47	0.00	(820.20)	(5,614,712.73)	83.10
GRAND TOTAL EXPENDITURES	<u>39,854,603.00</u>	<u>17,665,079.80</u>	<u>47,245,987.00</u>	<u>2,261,516.25</u>	<u>20,364,518.41</u>	<u>0.00</u>	<u>8,904,017.41</u>	<u>17,977,451.18</u>	<u>43.10</u>
REVENUES OVER/(UNDER) EXPENDITURES	(2,389,543.00)	2,304,133.50	(14,033,852.00)	(409,276.94)	7,233,724.06	0.00	(8,904,837.61)	12,362,738.45	51.54-

*** END OF REPORT ***

CITY OF INGLESIDE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

10 -GENERAL FUND

FINANCIAL SUMMARY

58.33% OF YEAR COMPLETED

ACCT#	ACCOUNT NAME	ANNUAL	CURRENT	Y-T-D ACTUAL	% OF BUDGET	FAVORABLE (UNFAVORABLE)	PRIOR YR Y-T-D
<u>REVENUE SUMMARY</u>							
	TAX REVENUES	13,430,890.00	293,706.25	12,321,651.57	91.74	1,109,238.43	9,502,337.85
	FRANCHISE FEES	1,254,100.00	121,939.66	828,987.15	66.10	425,112.85	732,333.57
	SERVICES	1,275,600.00	132,200.14	921,342.92	72.23	354,257.08	715,783.80
	FINES & FORFEITURES	372,700.00	71,465.21	271,374.83	72.81	101,325.17	346,037.98
	LICENSES & PERMITS	329,750.00	5,071.98	60,496.97	18.35	269,253.03	257,451.31
	OTHER REVENUE	1,058,815.00	120,819.25	925,770.95	87.43	133,044.05	610,557.06
	TRANSFERS FROM OTHER FUND	<u>970,000.00</u>	<u>90,833.00</u>	<u>689,168.00</u>	<u>71.05</u>	<u>280,832.00</u>	<u>743,755.00</u>
***	TOTAL REVENUES ***	18,691,855.00	836,035.49	16,018,792.39	85.70	2,673,062.61	12,908,256.57
		=====	=====	=====	=====	=====	=====

EXPENDITURE SUMMARY

	NON-DEPARTMENTAL	2,156,213.00	105,373.95	1,435,082.27	66.56	721,130.73	972,873.63
	MAYOR AND CITY COUNCIL	205,887.00	3,568.35	12,797.44	6.22	193,089.56	19,034.06
	CITY MANAGER	240,950.00	16,655.18	117,436.79	48.74	123,513.21	106,591.78
	CITY SECRETARY	331,490.00	27,683.86	178,962.25	53.99	152,527.75	125,665.18
	FINANCE	444,720.00	30,393.32	264,786.87	59.54	179,933.13	177,048.56
	CITY ATTORNEY	190,000.00	15,506.26	59,818.74	31.48	130,181.26	78,520.17
	MUNICIPAL COURT	329,990.00	19,237.56	160,730.95	48.71	169,259.05	137,989.30
	LIBRARY	379,990.00	30,670.01	210,050.12	55.28	169,939.88	182,363.77
	FIRE	393,185.00	28,493.27	204,705.44	52.06	188,479.56	160,967.66
	POLICE	4,146,100.00	281,517.32	2,117,621.87	51.08	2,028,478.13	1,817,525.44
	PARKS AND RECREATION	1,253,950.00	80,537.62	562,498.92	44.86	691,451.08	326,306.38
	STREETS	4,267,130.00	232,742.73	1,710,058.38	40.08	2,557,071.62	585,123.36
	DEVELOPMENT SERVICES	632,260.00	27,695.21	253,089.45	40.03	379,170.55	209,674.92
	ANIMAL CONTROL	329,140.00	26,288.08	189,230.26	57.49	139,909.74	113,407.90
	RECYCLING CENTER	165,120.00	4,898.60	35,599.35	21.56	129,520.65	34,231.88
	CODE ENFORCEMENT	353,340.00	11,931.21	98,171.79	27.78	255,168.21	105,480.77
	ECONOMIC DEVELOPMENT	205,280.00	19,406.10	114,584.81	55.82	90,695.19	78,937.29
	FACILITIES MAINTENANCE	291,910.00	14,787.35	105,496.04	36.14	186,413.96	1,894.32
	HUMAN RESOURCES	269,180.00	17,424.13	143,788.57	53.42	125,391.43	122,358.41
	EMERGENCY MANAGEMENT	49,330.00	2,978.27	24,253.75	49.17	25,076.25	23,368.56
	IT	614,520.00	20,178.49	300,027.93	48.82	314,492.07	165,586.82
	SANITATION	<u>1,200,000.00</u>	<u>110,871.91</u>	<u>774,064.75</u>	<u>64.51</u>	<u>425,935.25</u>	<u>582,780.63</u>

***	TOTAL EXPENDITURES ***	18,449,685.00	1,128,838.78	9,072,856.74	49.18	9,376,828.26	6,127,730.79
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CITY OF INGLESIDE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2024

50 -UTILITY FUND
FINANCIAL SUMMARY

58.33% OF YEAR COMPLETED

ACCT#	ACCOUNT NAME	ANNUAL	CURRENT	Y-T-D ACTUAL	% OF BUDGET	FAVORABLE (UNFAVORABLE)	PRIOR YR Y-T-D
<u>REVENUE SUMMARY</u>							
	TAX REVENUES	5,781,640.00	499,789.96	3,640,306.61	62.96	2,141,333.39	3,021,922.77
	OTHER REVENUE	<u>349,400.00</u>	<u>42,003.06</u>	<u>337,770.34</u>	<u>96.67</u>	<u>11,629.66</u>	<u>205,956.10</u>
***	TOTAL REVENUES ***	6,131,040.00	541,793.02	3,978,076.95	64.88	2,152,963.05	3,227,878.87
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
	NON-DEPARTMENTAL	4,472,750.00	87,189.75	674,817.19	15.09	3,797,932.81	741,258.28
	UTILITY BILLING OFFICE	301,340.00	19,837.36	174,002.86	57.74	127,337.14	135,337.10
	WATER	2,444,700.00	161,378.75	1,171,205.53	47.91	1,273,494.47	1,076,263.78
	WASTEWATER	<u>1,502,020.00</u>	<u>73,674.52</u>	<u>687,933.73</u>	<u>45.80</u>	<u>814,086.27</u>	<u>472,172.24</u>
***	TOTAL EXPENDITURES ***	8,720,810.00	342,080.38	2,707,959.31	31.05	6,012,850.69	2,425,031.40
		=====	=====	=====	=====	=====	=====
***	REVENUES OVER/(UNDER) EXPENDITURES (2,589,770.00)	199,712.64	1,270,117.64	49.04-	(3,859,887.64)	802,847.47	
		=====	=====	=====	=====	=====	=====



Portfolio Summary Dashboard

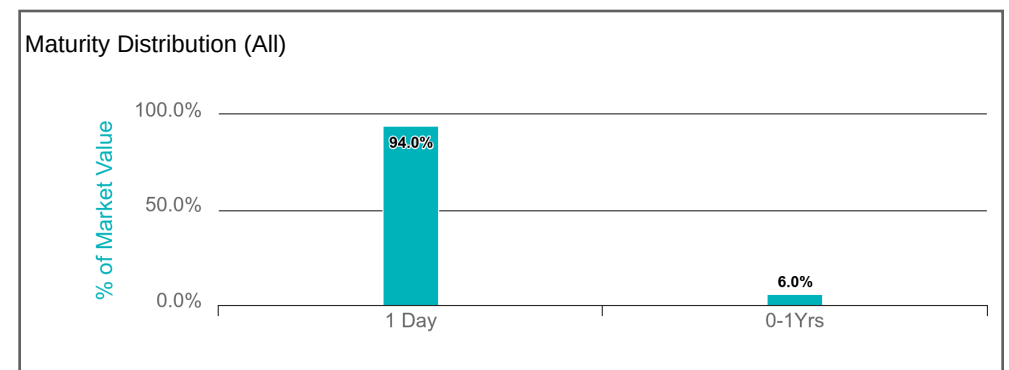
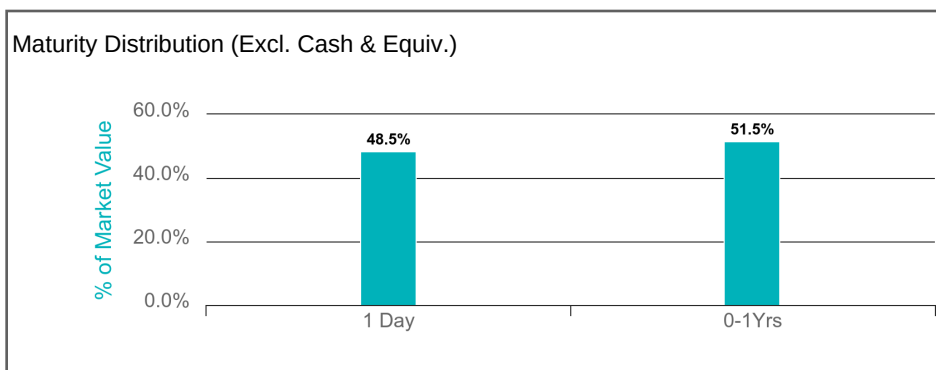
03/01/2024 - 03/31/2024

City of Ingleside (341943)

Dated: 05/20/2024

Portfolio Summary						
	CO 2020 TX WATER DEV BOARD, HOTEL-MOTEL, UTILITY	DEBT SERVICE, IMPACT FEES, UTILITY CAPITAL IMPROVEMENT	GENERAL, INGLESIDE DEVELOPMENT, Grand Total	GENERAL CAPITAL PROJECTS, INGLESIDE STREET MAINTENANCE	GENERAL FUND GRANTS, POOLED CASH	
Par Value	2,688,873.52 1,315,067.66 1,381,193.00	1,850,848.87 1,562,263.29 165,198.95	2,196,460.16 3,011,817.69 65,115,286.34	9,977,606.05 2,204,457.64	269,426.41 38,492,073.10	
Principal Cost	2,688,873.52 1,315,067.66 1,381,193.00	1,850,848.87 1,562,263.29 165,198.95	2,196,460.16 3,011,817.69 65,127,883.34	9,977,606.05 2,204,457.64	269,426.41 38,504,670.10	
Book Value	2,688,873.52 1,315,067.66 1,381,193.00	1,850,848.87 1,562,263.29 165,198.95	2,196,460.16 3,011,817.69 65,116,155.50	9,977,606.05 2,204,457.64	269,426.41 38,492,942.26	
Footnotes: 1,2,3 Continued on page 3						

Portfolio Characteristics						
	CO 2020 TX WATER DEV BOARD, HOTEL-MOTEL, UTILITY	DEBT SERVICE, IMPACT FEES, UTILITY CAPITAL IMPROVEMENT	GENERAL, INGLESIDE DEVELOPMENT, Grand Total	GENERAL CAPITAL PROJECTS, INGLESIDE STREET MAINTENANCE	GENERAL FUND GRANTS, POOLED CASH	
Weighted Average Maturity	0.000	0.000	0.000	0.000	0.000	0.000
	0.000	0.000	0.000	0.000	0.000	0.024
	0.000	0.000	0.014			
Portfolio Effective Duration	0.000	0.000	0.000	0.000	0.000	0.000
	0.000	0.000	0.000	0.000	0.000	0.024
	0.000	0.000	0.014			
Weighted Average Life	0.000	0.000	0.000	0.000	0.000	0.000
	0.000	0.000	0.000	0.000	0.000	0.024
	0.000	0.000	0.014			
Footnotes: 1,2,3 Continued on page 4						





Portfolio Summary Dashboard

03/01/2024 - 03/31/2024

City of Ingleside (341943)

Dated: 05/20/2024

Asset Allocation

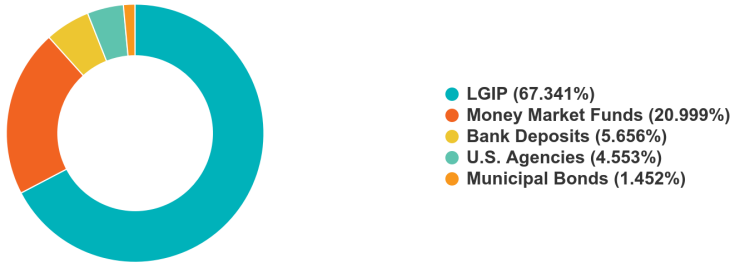


Chart calculated by: % of Market Value

Credit Quality



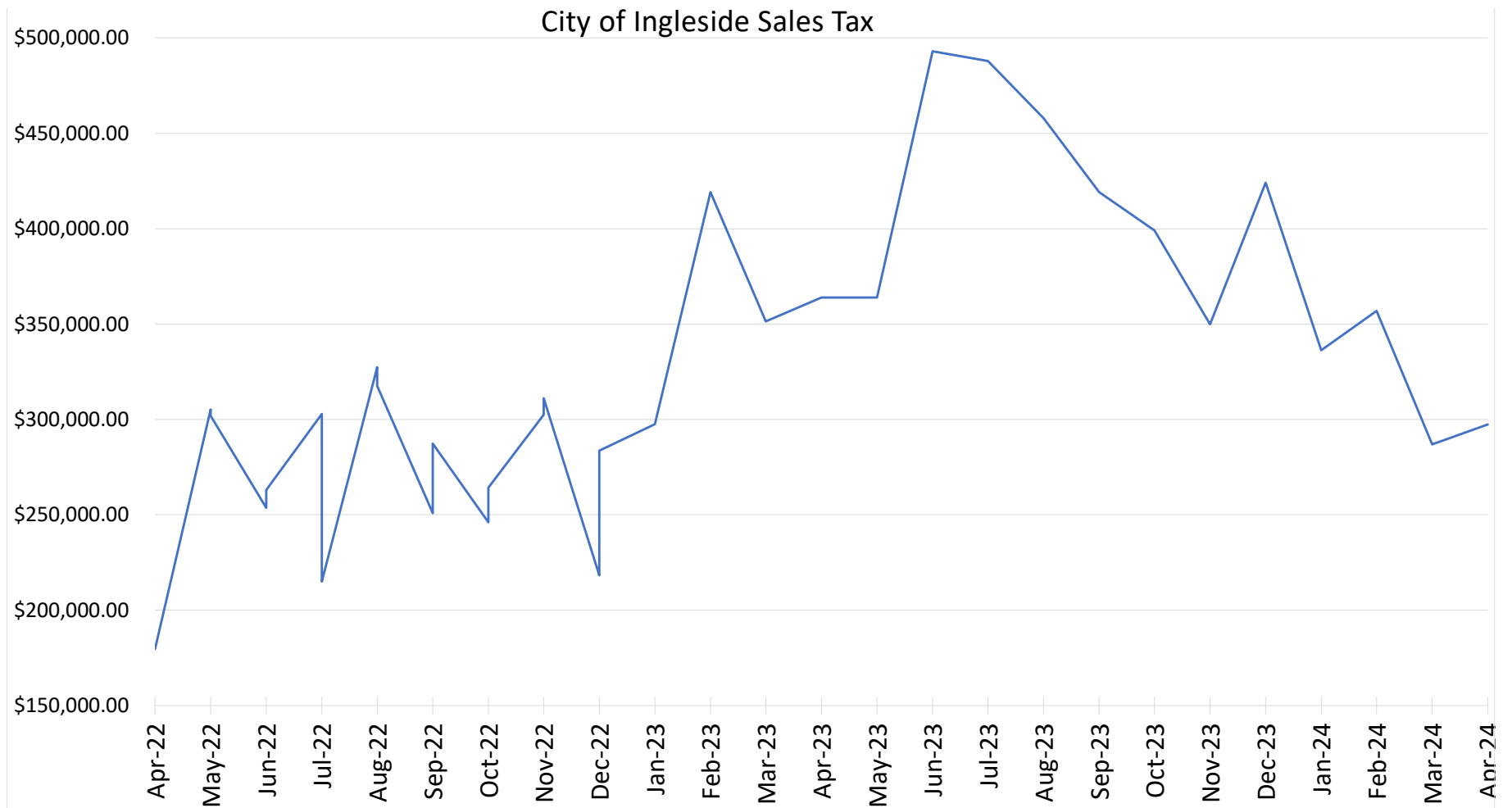
Chart calculated by: % of Market Value

Issuer Concentration

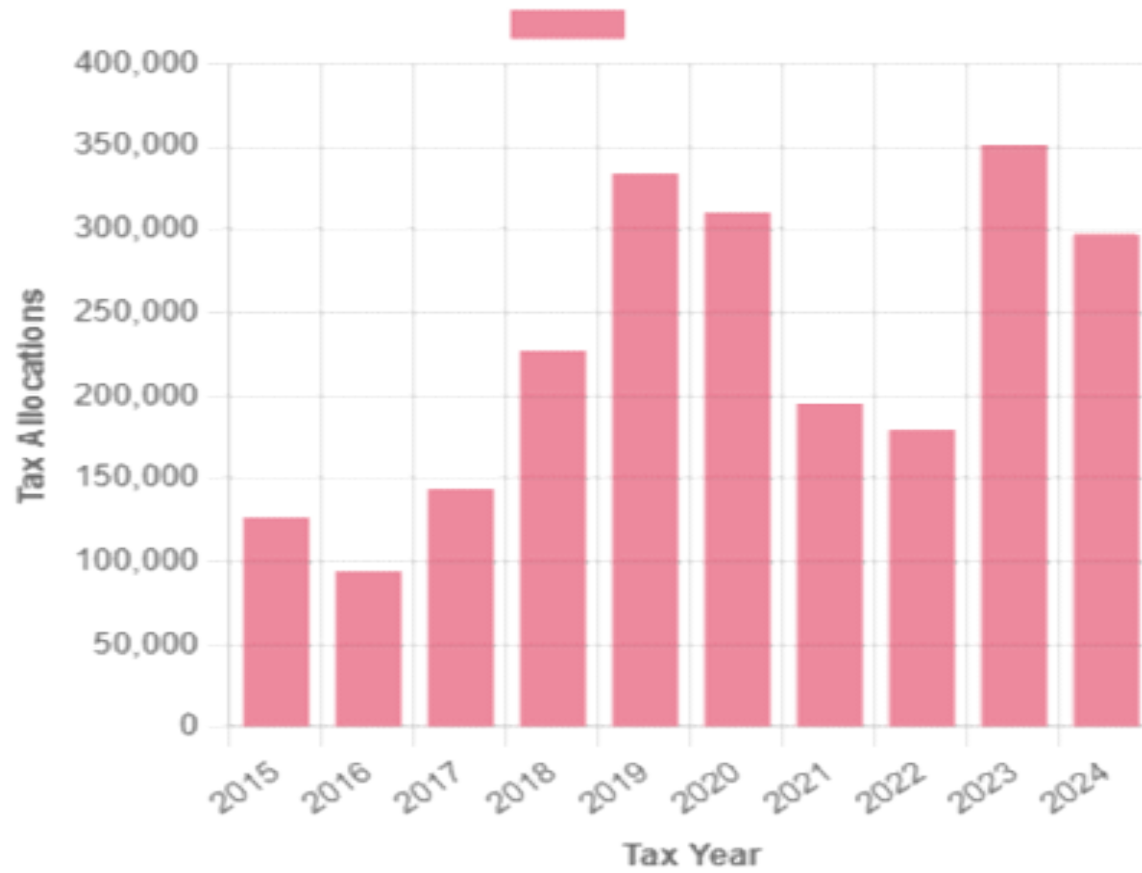
Issuer	Ending Current Units	Ending Book Value	% of Ending Book Value
TEX PRIME	43,820,645.82	43,820,645.82	67.296%
Invesco Government and Agency Fund	10,975,539.98	10,975,539.98	16.855%
Federal Home Loan Banks	3,000,000.00	3,000,000.00	4.607%
Morgan Stanley Institutional Liquidity Funds - Government Portfolio	2,688,873.52	2,688,873.52	4.129%
Frost Bank Public Fund Checking Account	1,889,538.90	1,889,538.90	2.902%
Frost Bank Account Analysis	1,790,688.12	1,790,688.12	2.750%
Carlstadt New Jersey	950,000.00	950,869.16	1.460%

Total	65,115,286.34	65,116,155.50	100.000%
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Footnotes: 2,4,5



April - Sales Tax Allocations by Year



CITY COUNCIL AGENDA
Regular Meeting: May 28, 2024

AGENDA ITEM: 6.d

City of Ingleside expenditures paid over \$3,000.00 for the period of April 2024.

SUBMITTED BY: Caron Vela, Director of Finance

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Purchases are in compliance with the purchase policy. Purchase orders have been approved by the appropriate officials.

FISCAL ANALYSIS:

City of Ingleside expenditures paid over \$3,000.00 from 04/01/2024-04/30/2024
Total A/P Check Amount: \$2,996,445.27

RECOMMENDATION:

Information only.

ATTACHMENTS:

1. OVER 3K REPORT 04012024-04302024

VENDOR SET: 01 Ingleside

BANK: PCOP POOLED CASH - OPERATING

DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00010	IRS							
I-T1 202404045315	FIT W/H	D	4/05/2024	18,040.23		000508		
I-T3 202404045315	FICA W/H	D	4/05/2024	27,489.32		000508		
I-T4 202404045315	MEDICARE W/H	D	4/05/2024	6,429.00		000508		51,958.55
00159	TML INTERGOVERNMENT							
I-PINGLES	TML HEALTH INSURANCE APR 24	D	4/01/2024	114,937.17		000511		114,937.17
00011	TEXAS MUNICIPAL RETIREMENT SYS							
I-TMRS MAR 24	TMRS MAR 24 EMPLOYER EXP	D	4/12/2024	35,904.74		000512		
I-TMRS MAR 24-2	TMRS MAR 24 EMPLOYEE	D	4/12/2024	21,525.62		000512		57,430.36
00464	TEXAS WORKFORCE COMMISSION							
I-2024Q1	UNEMPLOYMENT Q1 2024	D	4/12/2024	11,414.47		000513		11,414.47
00010	IRS							
I-T1 202404185320	FIT W/H	D	4/19/2024	17,186.41		000515		
I-T3 202404185320	FICA W/H	D	4/19/2024	27,367.72		000515		
I-T4 202404185320	MEDICARE W/H	D	4/19/2024	6,400.56		000515		50,954.69
00325	CARD SERVICE CENTER							
I-20240329 0744	MISC CARD CHARGES	D	4/18/2024	21,188.84		000518		21,188.84
05521	DELAURO, GENE							
I-20240330	LABOR & MILEAGE	R	4/04/2024	3,382.36		077797		3,382.36
03562	HYDROPRO SOLUTIONS, LLC							
I-IN102299	MASTER METERS	R	4/04/2024	264,370.50		077809		264,370.50
01614	KIEWIT OFFSHORE SERVICES, LTD.							
I-20240220	KIEWIT OFFSHORE SERVICES, LTD.	R	4/04/2024	52,462.54		077812		
I-202403285314	KIEWIT OFFSHORE SERVICES, LTD.	R	4/04/2024	55,122.55		077812		107,585.09
05483	PROGRESSIVE COMMERCIAL AQUATIC							
I-IA11045	POOL MOTOR	R	4/04/2024	675.00		077818		
I-IA11137	ACID FOR POOL	R	4/04/2024	3,995.00		077818		4,670.00
00054	SAN PATRICIO MUNICIPAL WATER D							
I-03302000 20240327	CALI WATER PURCHASES	R	4/04/2024	33,950.40		077827		
I-03302200 20240327	SUNRAY WATER PURCHASES	R	4/04/2024	49,769.28		077827		83,719.68

VENDOR SET: 01 Ingleside
BANK: PCOP POOLED CASH - OPERATING
DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05812	ABIP-SA PC							
I-108395	FY23 AUDIT FEES	R	4/11/2024	10,150.00		077878		10,150.00
03883	ALLIED BREATHING AIR, LLC							
I-20221241	PAST DUE INVOICES	R	4/11/2024	773.90		077879		
I-20230002	PAST DUE INVOICES	R	4/11/2024	570.30		077879		
I-20230245	PAST DUE INVOICES	R	4/11/2024	730.90		077879		
I-20230596	PAST DUE INVOICES	R	4/11/2024	470.07		077879		
I-20230958	PAST DUE INVOICES	R	4/11/2024	730.09		077879		
I-20231161	PAST DUE INVOICES	R	4/11/2024	716.74		077879		3,992.00
05800	BAY AREA DIESEL, LLC							
I-INV-2090	DOOR PARTS FOR #583	R	4/11/2024	271.88		077885		
I-INV-2178	#322 THROWING CODES	R	4/11/2024	7,023.77		077885		7,295.65
04638	FREESE AND NICHOLS, INC.							
I-0001367833	ING21605 DRAINAGE MP	R	4/11/2024	22,701.48		077901		22,701.48
03532	GEXA ENERGY, LP							
I-202403	ELECTRIC BILL FEB 24	R	4/11/2024	31,557.97		077904		31,557.97
05752	GMT SUPERIOR LUBE							
I-341	UNIT 1001 - CHECK ENGINE	R	4/11/2024	2,414.91		077906		
I-359	UNIT 238-IDLER PULLEY	R	4/11/2024	2,173.80		077906		4,588.71
05442	HELLAS CONSTRUCTION, INC.							
I-INV 30774 #14	FAITH PARK MULTI FIELDS	R	4/11/2024	135,081.01		077909		135,081.01
00344	INGLESIDE CHAMBER OF COMMERCE							
I-20240409	ROUND UP DAYS	R	4/11/2024	60,500.00		077911		60,500.00
02993	LOPEZ, JERRY DBA LAGUNA CRANE							
I-232463	LIFT REPAIR	R	4/11/2024	3,766.46		077913		3,766.46
05339	MEEDER PUBLIC FUNDS, INC.							
I-2403	QUARTERLY INVESTMENT SERV	R	4/11/2024	5,000.00		077918		5,000.00
05199	MOFFITT HOLDINGS, LLC.							
I-458555	FUEL	R	4/11/2024	4,155.09		077920		
I-458878	FUEL TANK REPAIR	R	4/11/2024	125.00		077920		4,280.09

VENDOR SET: 01 Ingleside
BANK: PCOP POOLED CASH - OPERATING
DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05481	SYSTEMSEVEN SERVICES, LLC							
I-INV61914	PHONE/INTERNET/FAX APR24	R	4/11/2024	4,177.56		077931		4,177.56
00286	UNIQUE EMPLOYMENT I LTD							
I-28412	TEMPS	R	4/11/2024	6,886.08		077939		
I-28452	TEMPS	R	4/11/2024	7,095.94		077939		13,982.02
05733	WILLIAMS SCOTSMAN, INC.							
I-9020444323	TRAILER RENTAL	R	4/11/2024	2,696.77		077942		
I-9020554278	MOBILE RENTAL - INSURANCE	R	4/11/2024	1,765.00		077942		4,461.77
01999	GRANT WORKS							
I-05	ARPA ADMIN SERVICES	R	4/15/2024	5,513.00		077947		5,513.00
04295	HANSON PROFESSIONAL SERVICES,							
I-ARIV1004722	18L0321 STORMWATER PRJ	R	4/15/2024	25,534.50		077948		25,534.50
03188	J.J. FOX CONSTRUCTION, INC.							
I-PAY APP #5	HOUGHTON PROJECT	R	4/15/2024	329,956.85		077949		
I-PAY APP #6	HOUGHTON PROJECT	R	4/15/2024	183,440.00		077949		513,396.85
05188	AT&T MOBILITY LLC							
I-287299413911040324	CELL & HOTSPOTS MAR 23	R	4/18/2024	3,230.55		077951		3,230.55
01125	COASTAL BEND BAYS & ESTUARIES							
I-INGLESIDE2024-1	ANNUAL SUPPORT	R	4/18/2024	5,000.00		077959		5,000.00
05521	DELAURO, GENE							
I-20240412	LABOR & MILEAGE	R	4/18/2024	3,232.36		077960		3,232.36
00778	FERGUSON ENTERPRISES, INC							
I-0072909	PARTS TO HAVE IN STOCK	R	4/18/2024	4,129.12		077965		4,129.12
01999	GRANT WORKS							
I-03	ARPA ADMIN SERVICES	R	4/18/2024	24,176.00		077968		24,176.00
05199	MOFFITT HOLDINGS, LLC.							
I-444312A	FUEL	R	4/18/2024	5.00		077973		
I-460381	FUEL	R	4/18/2024	3,141.12		077973		3,146.12

00126 STATE COMPTROLLER

VENDOR SET: 01 Ingleside
BANK: PCOP POOLED CASH - OPERATING
DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00344	INGLESIDE CHAMBER OF COMMERCE							
I-04032024	CONTRACT & MEMBERSHIP	R	4/18/2024	6,750.00		077985		6,750.00
01614	KIEWIT OFFSHORE SERVICES, LTD.							
I-FEB 2024	PROPERTY TAX ABATEMENT	R	4/18/2024	481,791.56		077986		481,791.56
00370	PVS DX INC.							
I-777000609-24	CL AND SO2 CONT	R	4/25/2024	2,946.90		078001		
I-DE77000377-24	CYLINDER RENTAL	R	4/25/2024	200.00		078001		3,146.90
04353	FHR F&A, LLC							
I-2023-380	PROPERTY TAX ABATEMENT 380	R	4/25/2024	85,385.16		078004		85,385.16
01092	TEXAS INDUSTRIES, INC.							
I-42083426	75 TONS LIMESTONE BASE	R	4/25/2024	3,235.80		078010		3,235.80
05180	MAX UNDERGROUND CONSTRUCTION,							
I-PAY APP #2	HULTGREEN A-Z PROJECT	R	4/25/2024	437,042.18		078011		437,042.18
03241	MCKIBBEN, MARTINEZ, JARVIS & W							
I-1047-030063M 3	1047-030063M SULLIVAN	R	4/25/2024	6,292.43		078012		
I-1047-030063M 4	1047-030063M SULLIVAN	R	4/25/2024	2,561.25		078012		8,853.68
04747	OSTARCH HILMY & MCCAULEY, PLLC							
I-200	MISC CHARGES MARCH 24	R	4/25/2024	11,400.00		078013		11,400.00
05726	PARKUSA - PARK ENVIRONMENTAL E							
I-9000148536	CONCRETE BOXES	R	4/25/2024	4,683.33		078014		4,683.33
05449	SAFEBUILT TEXAS, LLC							
I-327663	MARCH REVIEW/INSPECTIONS	R	4/25/2024	7,121.79		078015		7,121.79
00169	TRI COUNTY EMERGENCY MEDICAL S							
I-14427	AMBULANCE SUBSIDY	R	4/25/2024	20,292.60		078021		20,292.60
00008	TYLER TECHNOLOGIES, INC.							
I-025-440240	METER INTERFACE	R	4/25/2024	1,929.00		078022		
I-025-443221	METER INTERFACE	R	4/25/2024	250.00		078022		
I-025-446903	MASS METER SWAP	R	4/25/2024	7,140.00		078022		
I-025-447265	MMS METER TRAINING	R	4/25/2024	290.00		078022		
I-025-449880	MMS METER READ INTERFACE	R	4/25/2024	362.50		078022		

VENDOR SET: 01 Ingleside

BANK: PCOP POOLED CASH - OPERATING

DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00286	UNIQUE EMPLOYMENT I LTD							
I-28476	TEMPS	R	4/25/2024	6,909.70		078025		
I-28498	TEMPS	R	4/25/2024	6,950.87		078025		
I-28519	TEMPS	R	4/25/2024	6,975.00		078025		20,835.57
05379	WEX BANK							
I-96411706	FUEL PD AC CE	R	4/25/2024	7,519.73		078033		7,519.73
03936	XYLEM WATER SOLUTIONS U.S.A.,							
I-3556D16808	PUMP	R	4/25/2024	9,712.80		078034		9,712.80

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	46	2,688,561.19	0.00	2,688,561.19
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	6	307,884.08	0.00	307,884.08
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: PCOP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			52	2,996,445.27	0.00	2,996,445.27
BANK: PCOP	TOTALS:		52	2,996,445.27	0.00	2,996,445.27
REPORT TOTALS:			52	2,996,445.27	0.00	2,996,445.27

CITY COUNCIL AGENDA

Regular Meeting: May 28, 2024

AGENDA ITEM: 6.e

Update on General Projects.

SUBMITTED BY: Gary Paredez, Director of Infrastructure Services

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The City Council identified a total of 15 projects to be done throughout the City. Of the original projects from the project map, 3 of them are currently underway (Kenny Lane, Animal Control Facility, and Hultgreen) and two are pending (Wastewater Treatment Plant, Live Oak pavement Improvements-7 streets, and City Hall/Humble Parking Lots). The rest are completed. The streets of Munson and Pen oak are under seal coat construction and are currently at 50% until completion. The streets that are in the area of the schools will be left for last to try to minimize the interference with school traffic. See the attached list for project status.

FISCAL ANALYSIS:

The projects were funded by various sources of funds, including FY 2020 bond funds, FY 2021 bond funds, and grants and regular budget funds.

RECOMMENDATION:

N/A Information purposes only.

ATTACHMENTS:

1. Project List as of 5.22.2024
2. Texas Commission on Environmental Quality Permit No. WQ0010422001
3. 1st Recycling Pickup
4. Recycling-#1 Plastics
5. Animal Control Facility 5.10.2024
6. Hultgreen (1) 5.13.2024
7. Hultgreen (2) 5.13.2024
8. Munson Street
9. Pen Oak

Project Name	Project Status
1. Kenny Lane Roadway Improvement	Contractor is currently installing the waterline and fire hydrants.
2. Wastewater Treatment Plant	The final approval from TCEQ for the permit was issued May 10 th , 2024.
3. Recycle/Bulk Collection Facility	We recently had our 1 st cardboard pickup of 45,582lbs. We have 30 bales of plastic bottles, and we need 40 bales and a loading ramp to schedule a pick up. The loading ramp is scheduled to begin construction this week.
4. Live Oak Pavement Improvement- Timber Leaf Drive, Spring Park Drive, Lee Lane, Meadow Drive, Ridgewood Circle, Todd Circle, Live Oak Park Entrance A	Considering whether or not engineering is required for this project.
5. Animal Control Facility	Under construction: Contractor is working on the interior of the building. Plumbing is completed, electrical is being installed.
6. Hultgreen Improvement	The wastewater line installation is at approximately 90%. Road construction is at about 50%.
Faith Park Projects- a. Garden Center	Contract is finalized and awaiting contractors signature.
b. Faith Park Walking Trail	90% designed and coordinating with Hanson Professional Services on OPCC.
7. N.O. Simmons Playground Lighting	Currently under design.
8. West Main Street Parking Lot & City Hall Parking Lot	Currently coordinating with engineer on design. Proposal has been submitted by engineer for design.
9. Meter Installation	We have approximately 95% meters installed. Most of the meters left would be the 2" and above meters.
10. Seal Coat Street repairs	The 5 streets selected by the street committee and approved by the City Council include Big Oak Lane (from 1 st to 4 th), 3 rd Street (1069 to Ave K), Munson St, Blaschke, and Pen Oak. Currently, Pen Oak and Munson St are at 50% completion.



TPDES PERMIT NO. WQ0010422001
[For TCEQ office use only - EPA I.D.
No. TX0020401]

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
P.O. Box 13087
Austin, Texas 78711-3087

This major amendment supersedes and
replaces TPDES Permit No.
WQ0010422001 issued on July 2, 2020.

PERMIT TO DISCHARGE WASTES
under provisions of
Section 402 of the Clean Water Act
and Chapter 26 of the Texas Water Code

City of Ingleside

whose mailing address is

P.O. Box 400
Ingleside, Texas 78362

is authorized to treat and discharge wastes from the City of Ingleside Wastewater Treatment
Facility, SIC Code 4952

located at 2525 8th Street, in the City of Ingleside, San Patricio County, Texas 78362

to an unnamed ditch, thence to an unnamed tributary, thence to Kinney Bayou (above tidal),
thence to Kinney Bayou (tidal), thence to Corpus Christi Bay in Segment No. 2481 of the Bays
and Estuaries

only according to effluent limitations, monitoring requirements, and other conditions set forth
in this permit, as well as the rules of the Texas Commission on Environmental Quality (TCEQ),
the laws of the State of Texas, and other orders of the TCEQ. The issuance of this permit does
not grant to the permittee the right to use private or public property for conveyance of
wastewater along the discharge route described in this permit. This includes, but is not limited
to, property belonging to any individual, partnership, corporation, or other entity. Neither does
this permit authorize any invasion of personal rights nor any violation of federal, state, or local
laws or regulations. It is the responsibility of the permittee to acquire property rights as may be
necessary to use the discharge route.

This permit shall expire at midnight, on **July 2, 2025**.

ISSUED DATE: May 3, 2024

A handwritten signature in cursive script, appearing to read "K. Keel".

For the Commission



1st Recycling pickup.
Over 45,000lbs of
flattened cardboard



#1 plastics, 24 bales

Animal Control Facility







Hultgreen



Munson Street



Pen Oak

CITY COUNCIL AGENDA
Regular Meeting: May 28, 2024

AGENDA ITEM: 6.f

Update on Garden Center.

SUBMITTED BY: Gary Paredez, Director of Infrastructure Services

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The City Council has approved staff to enter into a contract to completely remodel the Garden Center after the damage it sustained in hurricane Harvey. Three contractors were contacted and offered to bid on this remodel. One contractor, DGS Construction, was contacted and a phone message was left to which they never responded. A second contractor (HELLAS Construction) was also contacted about this project, and they were not interested. The third contractor, (Pro-Touch) who had bid on this project back in June 2022 was also contacted and offered the chance to bid on it. Pro-Touch, as a result, became the low bidder and a contract has been drawn up with them and has been reviewed by legal and approved. The contractor has stated the projected time to complete this project is approximately 90–120 days. The contract allows for 180 days to complete the project from Notice To Proceed.

FISCAL ANALYSIS:

The total bid for this project is \$323,650.00. Funding for this project is from the 2021 Bond.

RECOMMENDATION:

N/A Informational purposes only.

ATTACHMENTS:

1. Pro_Touch_Agreement_Garden_Center

AGREEMENT

THE STATE OF TEXAS

COUNTY OF SAN PATRICIO

This agreement made and entered into this ____ day of _____, 2024 by and between **Pro-Touch Contractors, Inc.**, hereinafter referred to as "Contractor" and the **CITY OF INGLESIDE, TEXAS**, a political subdivision of the State of Texas hereinafter referred to as "OWNER". WITNESSETH, that the Contractor and the OWNER for the considerations stated herein mutually agree as follows:

SECTION I SCOPE OF WORK

A. Interior

The Contractor will spray open cell foam at 6" depth throughout ceilings and walls. Batts won't properly seal metal buildings. Having the grid down will make it possible to ensure all areas are covered properly with foam. Inspect all framing and install 5/8" drywall in all areas and moisture resistant 5/8" in wet areas. Any framing in need of repair would require an assessment, and approval before repairing. Tape, float, and texture all drywall with a light splatter texture. Prime and paint in selected color. New ceiling grid and tile 2'x2'. Install new 2x4 LED lighting using existing whips. Install new water supply for fridge with cutoff.

Add two-ton mini splits in large room. Demo one of the old units, move the other unit and install duct work for part of the big room, bathroom, and kitchen area. Remove and dispose of all electrical. Install new 3 phase panel. Install all new interior electrical ran in cable to meet code. Includes exterior plugs at front and back door. New 2'x2' LED light in drop ceiling. New LED lights in bathroom and kitchen. LED wall packs on each side of building. Remove and dispose of all plumbing fixtures, install all new piping inside the building. Install all new fixtures, sinks, toilets, and urinal. Install new tankless water heater. Install two new bibs outside. Demo old floor out completely and dispose. Prime entire floor to help with moisture issues. Skim float entire floor. Install new VCT flooring in selected in stock color. Install new 4" cove base in selected colors.

B. Exterior

Remove and dispose of all metal siding and roofing. Replace all metal with new r panel in colors selected, all panels fastened with sealant between laps and color coordinated fasteners, and all fasteners installed in pattern to pass windstorm. Install color matched commercial grade box gutters and commercial box type down spouts. Remove and replace storm shutters (white in color). Remove and dispose of doors, install French commercial steel doors with all hardware. Knob, deadbolt, closer and window kit 18"x18". Remove and replace all windows with vinyl picture type windows, windstorm rated and low E glass. Remove and replace 36" commercial steel doors and hardware.

Faux stone veneer, frame as needed to support stone, framing now has too great of a span to support. Install the necessary vapor barrier and masonry base to attach stone to. Install stone in a random dry stack pattern in selected colors, necessary framing on interior to attach plywood for stone attachment and install wall flashing to cap off stone. All flashing included on re-sheeting of building. Price doesn't include any rotted structural framing that gets exposed upon demolition, any additional framing that may be needed to bring up to code would be accessed after demo is completed. Install additional purlins around the entire perimeter of the building for extra support of wall panels.

Perform and complete all work required for the project, namely, **INGLESIDE GARDEN CENTER**, and required supplemental work for the project, including windstorm certification, all in strict accordance with the Contract Documents, including all addenda thereto, as prepared by CITY OF INGLESIDE, acting and in these Contract Documents, referred to as the "OWNER".

C. Agreement Time

Substantial completion should be obtained within ONE HUNDRED EIGHTY (180) days from the date the Notice to Proceed is issued by the OWNER. It is understood and acknowledged by Contractor that in the reasonable calculation of calendar days within which to perform this Agreement, the OWNER has included, as a minimum, the following tasks in the performance period: scheduling, material submittal process; ordering, manufacturing (if applicable) and receipt of materials; time to obtain necessary permits; mobilization; and other incidental items necessary for Contractor to start on-site performance.

SECTION II THE CONTRACT PRICE

The OWNER will pay the Contractor for the performance of the Contract in current funds, for the total quantities of work performed at the prices stipulated on his/her proposal form for the sum not to exceed of **Three Hundred Twenty-Three Thousand, Six Hundred and Fifty Dollars and Zero Cents. (\$323,650.00)** for the several respective items of work completed subject to additions, deletions, and/or revisions as provided in the General Conditions of Agreement included in these Contract Documents. Payments for the work shall be in accordance with Article 7 of the General Conditions.

SECTION III CONTRACT

The Executed Contract Documents, which comprise the entire Agreement between OWNER and Contractor, are attached to this Agreement, made a part hereof and consist of the following:

- 1.This Agreement
- 2.Copy of Contractor's Proposal
- 3.General Conditions
- 4.Signed Performance Bond
5. Any modification, including Change Orders, duly delivered after execution of Agreement.

THIS AGREEMENT, together with the other documents enumerated in SECTION III, which said other documents are fully a part of the Contract as if hereto attached or herein repeated, forms the Contract. In case of conflicts with any provision of any other component part, the provision of the component part first enumerated in this SECTION III shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in six (6) original copies on the day and year first above written.

OWNER

City of Ingleside

By: _____

Name: _____

Title: _____

CONTRACTOR

Pro-Touch Contractors, Inc.

By: _____

Name: _____

Title: _____

ATTEST:

ATTEST:

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

CONTRACTOR'S CERTIFICATION

I, _____, certify that I am the _____ of the Corporation
Named as Contractor herein; that _____, who signed this
Agreement on behalf of Contractor was then _____ of said Corporation, that said
Agreement was duly signed for and on behalf of said Corporation by authority of its governing body
and is within the scope of its corporate powers.

CONTRACTOR

Pro-Touch Contractors, In.

By: _____

Business Address: _____

PERFORMANCE BOND

KNOW ALLMEN BY THESE PRESENTS: That _____, hereinafter called "Surety", of the City of _____, County of _____, and State of _____, as authorized under the laws of the State of Texas to act as surety on bonds for principals, are held and firmly bound unto the **CITY ON INGLESIDE**, hereinafter referred to as "OWNER", in the penal sum of **Three Hundred Twenty-Three Thousand, Six Hundred and Fifty Dollars and Zero Cents. (\$323,650.00)** for the payment whereof, **Pro-Touch Contractors, Inc.** hereinafter called "Principal", and Surety bind themselves, and their heirs, administrators, executors, successors, and assigns, jointly and severally by these presents:

WHEREAS, the **Principal** has entered into a certain written contract titled, **Ingleside City Hall** hereinafter called "Contract", with the OWNER, dated the ____ day of _____, 2024, to which Contract is hereby referred to and made a part hereof as if included herein in its entirety.

NOW, THEREFOR, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal shall faithfully perform said Contract and shall in all respects duly and faithfully observe and perform all and singular the covenants, conditions, and agreements in and by said Contract agreed and convened by the Principal, to be observed and performed, and according to the true intent and meaning of said Contract and the Contract documents, Specifications, and Drawings hereto annexed, then this obligation shall be void; otherwise to remain in full force and effect;

PROVIDED, HOWEVER, that this bond is executed pursuant to the provisions of Article 5160 of the Revised Civil Statutes of Texas, as emended, and all liabilities on this bond shall be determined in accordance with the provisions of said Article to the same extent as if included herein in its entirety.

SURETY, for value received, stipulates and agrees that no change, extension of time, alteration or addition to the terms of this Contract, or to the work performed thereunder, or the Contract documents, Specifications, and Drawings accompanying the same, shall in anyway affect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract, or the work performed thereunder.

IN WITNESS WHEREOF, the said Principal and Surety have caused this instrument to be executed in six (6) original copies, this ____ day of _____ 2024.

PRINCIPAL (CONTRACTOR)

SURETY

By: _____
Title: _____

By: _____
Title: _____

By: _____
Title: _____

By: _____
Title: _____

The name and address of the Resident Agent of Surety is:

CITY COUNCIL AGENDA
Regular Meeting: May 28, 2024

AGENDA ITEM: 6.g

Update on Tennis Court and Lighting.

SUBMITTED BY: Gary Paredez, Director of Infrastructure Services

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The City Council has directed staff to research what it would take to repair the lighting at the tennis courts at Live Oak Park. The school has also expressed an interest in participating in the maintenance of said courts, provided the City would set aside specific time for the school to use the courts. Staff is currently researching obtaining of quotes to resurface the play area. It has been brought to staff's attention that the light poles may have sustained damage during hurricane Harvey. Therefore, an inspector will need to assess whether there is actual damage to the pole structures.

FISCAL ANALYSIS:

N/A at this time.

RECOMMENDATION:

N/A Informational Purposes Only.

ATTACHMENTS:

None

CITY COUNCIL AGENDA
Regular Meeting: May 28, 2024

AGENDA ITEM: 7

Certificate of Congratulations to recognize the Ingleside High School BBQ Team the Mustang Smoke Show for becoming state champions.

SUBMITTED BY: Ruby Beaven, City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Certificate of Congratulations to recognize the Ingleside High School BBQ Team the Mustang Smoke Show for their hard work and dedication.

The team placed in the San Antonio Rodeo Jr Pitmaster Challenge on January 27, 2024, by earning 1st place for the brisket category, 2nd place for the chicken category, and 6th place for ribs, enabling the team to place 1st overall and win \$4,000 for each team member.

The team placed in the Texas High School BBQ State Championship Challenge on May 04, 2024, by earning 2nd place for the brisket category, 4th place for the chicken category, and 5th place for dessert, enabling the team to take Grand Champions and State Champs, winning \$7,000 each for the state championship;

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Information Only.

ATTACHMENTS:

1. Ingleside High School BBQ Team Certificate of Congratulations

CONGRATULATIONS

WHEREAS, the Ingleside High School BBQ Team the Mustang Smoke Show qualified as a competing team against other best High School BBQ Teams in Texas; and

WHEREAS, on January 27, 2024, the Ingleside High School BBQ Team the Mustang Smoke Show participated in the San Antonio Rodeo Jr Pitmaster Challenge competing in three categories: Chicken, Ribs, and Brisket.

WHEREAS, The Mustang Smoke Show earned 1st place for the brisket category, 2nd place for the chicken category, and 6th place for ribs, enabling the team to place 1st overall in the San Antonio Rodeo Jr Pitmaster Challenge; thereby, winning \$20,000 or \$4,000 for each team member; and

WHEREAS, on May 04, 2024, the Ingleside High School BBQ Team the Mustang Smoke Show participated in the Texas High School BBQ State Championship Challenge, against 98 other High School BBQ Teams, competing in five categories: Half Chicken, Ribs, Brisket, Pinto Beans, and Dessert.

WHEREAS, The Mustang Smoke Show earned 2nd place for the brisket category, 4th place for the chicken category, and 5th place for dessert, enabling the team to take Grand Champions and State Champs; thereby, winning \$7,000 each for the state championship; and

WHEREAS, the entire team consists of Logan McGrath, Ramon Triston, Gavin Rodriguez, Noah Rodriguez, and Brodie Daniel; as well as, Coaches Bo Daniel and RJ Alvarado. The Mustang Smoke Show displayed wonderful teamwork for the City of Ingleside, Texas, and our community; and

NOW, THEREFORE, I, Pedro Oscar Adame, Mayor of the City of Ingleside, Texas, by virtue of the authority vested in me, on behalf of the city government and all our residents, do hereby proclaim this Certificate of Congratulations along with best wishes to the Ingleside BBQ Team the Mustang Smoke Show for making their dream of becoming state champions a reality.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Ingleside to be affixed this 28th day of May 2024.

CITY OF INGLESIDE, TEXAS

Pedro Oscar Adame, Mayor

ATTEST:

Ruby Beaven, City Secretary

CITY COUNCIL AGENDA
Regular Meeting: May 28, 2024

AGENDA ITEM: 8

Proclamation to recognize National Garden Week June 2-8, 2024 in the City of Ingleside.

SUBMITTED BY: Ruby Beaven, City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The City of Ingleside would like to recognize National Garden Week June 2-8, 2024, to raise awareness of gardening and horticulture, and to encourage more people to take part in the healthy and productive activity of gardening.

National Gardening Week is a great time for young families and new gardeners to get involved and learn about gardening, and a great time for more experienced gardeners to spring back into life and find new skills and inspiration.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Information Only.

ATTACHMENTS:

1. National Garden Week Proclamation

PROCLAMATION

WHEREAS, Gardeners have a passion for nurturing the beauty and resources of the earth through the planting of seeds, the care of all plants and the riches of their efforts; and

WHEREAS, Gardeners seek to add beauty, splendor, fragrance and nutrition to our lives through the growing of herbs, vegetables, foliage and flowers; and

WHEREAS, Gardeners work to preserve our country's traditional spirit of independence and initiative through innovation and hard work; and

WHEREAS, Gardeners advocate the importance of all creatures, large and small, that share our world and their roles in a balanced and productive ecology; and

WHEREAS, Gardening furnishes a challenging and productive activity for our citizens, for those just learning as well as those having years of experience; and

WHEREAS, Gardening promotes a healthy lifestyle that last a lifetime, help reduce stress from other areas of our life, teaches that rewards can come from diligent efforts; and

WHEREAS, Gardening enables members of Garden Clubs across the nation and the world to make a world of difference in the communities where they reside and work;

NOW THEREFORE, I, Pedro Oscar Adame, Mayor of the City of Ingleside, Texas, in an effort to acknowledge the importance of Gardening and the numerous contributions of Gardeners, National Garden Clubs and in particular Ingleside Garden Club, do hereby proclaim the week of June 2-8, 2024, as

“National Garden Week”

in the City of Ingleside, Texas, and encourage citizens to plant and trim their gardens and yards to continue to improve the appearance of this community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Ingleside to be affixed this 28th day of May, 2024.

CITY OF INGLESIDE, TEXAS

Pedro Oscar Adame, Mayor

ATTEST:

Ruby Beaven, City Secretary

CITY COUNCIL AGENDA
Regular Meeting: May 28, 2024

AGENDA ITEM: 9

Deliberate and take appropriate action on the Regular Meeting Minutes of May 14, 2024 and Special Meeting Minutes of May 20, 2024.

SUBMITTED BY: Ruby Beaven, City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Please see the accompanying minutes:

Regular Meeting Minutes of May 14, 2024
Special Meeting Minutes of May 20, 2024

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Staff recommends approval of the meeting minutes, as presented.

ATTACHMENTS:

1. 2024, 05-14 Regular Meeting Minutes_DRAFT
2. 2024, 05-20 Special Council Meeting Minutes_DRAFT

**CITY OF INGLESIDE
REGULAR CITY COUNCIL MEETING
MINUTES
MAY 14, 2024**

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 May 14, 2024, 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: Steve Diehl, Stewart Wilson, David Pruitt, John Salinas, Mayor Pro-Tem Tracy Long, Julio Salinas, and Mayor Adame.

3. Invocation.

Council Member Pruitt 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, no address listed, addressed the Council to discuss city safety concerns. Sullivan spoke about a scenario about the Police Department doing their job incorrectly.

Barbara Gregg, 2809 Main St. addressed the Council to invite them to the BBQ event on May 31-June 01 at N.O. Simmons Park. In addition, mentioned to Council that judges were needed.

Martha Habluetzel, 3508 Ave A, addressed the Council on behalf of the Garden Club. Habluetzel stated the plant sale was a success, bringing in \$2,600, and gave thanks for support; spoke about the clean up on Ave A and Sunray Road and previously having Boy Scouts Troop 26 participate in the cleanup, but unfortunately the Troop has disbanded. Habluetzel gave an update on the success of the cardboard collection for the recycle center and requested to have two proclamations for National Garden Week June 2-8 and National Pollinator Week June 17-23.

Courtney Shane, 2181 Capehart, addressed the Council and congratulated Mayor Adame for re-election. In addition, spoke about the concern about stop signs on the sharp curve on Hultgreen and the request to have the stop signs removed.

6. Staff Comments and Reports.

a. Council Comments and Reports.

Mayor Adame recognized the Ingleside High School BBQ Team as State Champs and requested to have something on the next agenda.

Council Member Diehl recognized National Police Week.

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

No discussion was held on this item.

c. Update on upcoming Charter Review Commission.

City Manager Lewis gave a brief discussion on the upcoming Charter Commission.

d. Update on Community Clean-Up Event.

City Manager Lewis explained the city-wide Community Clean-Up Event will be held from June 8-15, 2024. City of Ingleside residents may drop off unwanted items at the City of Ingleside Public Works Yard excluding tires, appliances containing Freon, oil, batteries, compressed gas, paint and other hazardous materials.

Presentations

7. Code Compliance Workflow Presentation

Gene Delauro, Interim Building Official, addressed the Council and gave a brief presentation on Code Compliance Workflow. Delauro explained that Code Compliance Division is responsible for addressing nuisance and property standard violations to ensure a safe and healthy environment for the Ingleside community. The main goal of compliance is to resolve violations to reduce neighborhood deterioration and ensure property values. The presentation reviewed goals, primary codes, new software/community benefits, beautification, and liens. A Code Compliance Workflow chart was discussed in detail.

Consent Agenda

8. Deliberate and take appropriate action on the Regular Meeting Minutes of April 23, 2024.

Motion: Council Member Diehl made a motion to approve the consent agenda, as presented. Council Member Pruitt seconded the motion. Motion carried with all present voting in favor.

Public Hearing

No Public Hearing presented for this meeting.

Regular Agenda

9. **Deliberate and take appropriate action on a Resolution and Order of Canvassing the returns and declaring the results of the Saturday, May 4, 2024, General Election for the elected Office of Mayor, and three Council Members: Place 2, 4, and 6 for full two-year terms.; Providing other matters relating to the 2024 City of Ingleside General Election; and finding and determining that the meeting at which this Resolution is passed is open to the public as required by law.**

The following votes were cast in the May 4, 2024 General Election:

	Total
Absentee Voting	13
Early Voting	277
Election Day Voting	201
Total Ballots Cast	491
Registered Voters	5,473
Turnout Percentage	8.97%

The votes cast in the Mayor election are as follows:

	Total
Ricardo Trevino	88
Pedro Oscar Adame	401
Under Votes	2
Over Votes	0

The votes cast in the Council Member Place 2 election are as follows:

	Total
David Pruitt	398
Under Votes	93
Over Votes	0

The votes cast in the Council Member Place 4 election are as follows:

	Total
Tracy Long	392
Under Votes	99
Over Votes	0

The votes cast in the Council Member Place 6 election are as follows:

	Total
John J. Salinas	414
Under Votes	77
Over Votes	0

Motion: Council Member Diehl made a motion to approve Resolution 2024-17, a Resolution and Order of Canvassing the returns and declaring the results of the Saturday, May 4, 2024, General Election for the elected Office of Mayor, and three Council Members: Place 2, 4, and 6 for full two-year terms.; Providing other matters relating to the 2024 City of Ingleside General Election; and finding and determining that the meeting at which this Resolution is passed is open to the public as required by law. Council Member Wilson seconded the motion. Motion carried with all present voting in favor.

10. Presentation of Certificate of Election to newly-elected officials for Mayor, Council Member Place 2, Council Member Place 4, and Council Member Place 6.

Mayor Adame presented Certificate of Elections to Council Member Place 2 David Pruitt, Council Member Place 4 Tracy Long, and Council Member Place 6 John Salinas. Mayor Pro-Tem Long presented the Certificate of Election to Mayor Pedro Oscar Adame.

11. Administration of Statement of Officer and Oath of Office to newly elected officials for Mayor, Council Member Place 2, Council Member Place 4, and Council Member Place 6.

Judge Valerie Glover administered the Statement of Officer and Oath of Office to newly-elected officials Mayor Pedro Oscar Adame, Council Member Place 2 David Pruitt, Council Member Place 4 Tracy Long, and Council Member Place 6 John Salinas.

12. 15 Minute Recess.

Mayor Adame paused the meeting for a recess at 7:26 p.m.

Mayor Adame resumed the meeting from recess at 7:42 p.m.

13. Deliberate and take appropriate action in accordance with Section 3.05 of the City Charter regarding the appointment of a Mayor Pro-Tem.

Council Member Diehl recommended Council Member Tracy Long continue to serve as Mayor Pro-Tem.

Council Member Long stated he would accept the recommendation.

Motion: Council Member Diehl made a motion to appointment Council Member Long as Mayor Pro-Tem for the term of May 2024 – May 2025. Council Member Pruitt seconded the motion. Motion carried with all voting in favor.

14. Deliberate and take appropriate action on a resolution appointing/reappointing Members to the Board of Adjustment.

Motion: Mayor Adame made a motion to approve Resolution 2024-18, a resolution appointing/reappointing Members to the Board of Adjustment. Council Member Julio Salinas seconded the motion. Motion carried with all present voting in favor.

15. Deliberate and take appropriate action on the first reading of an Ordinance amending the Fiscal & Budgetary Policy for the City of Ingleside, Texas.

Motion: Mayor Pro-Tem Long made a motion to approve the first reading of an Ordinance amending the Fiscal & Budgetary Policy for the City of Ingleside, Texas. Mayor Adame seconded the motion. Motion carried with all present voting in favor.

16. Deliberate and take appropriate action on a first and only reading of an ordinance amending the fiscal year 2023-2024 budget for the City of Ingleside, Texas, for the General Fund, and the General Fund Capital Improvement Fund for various department operating budget and capital budget adjustments.

Mayor Adame requested to withdraw Item 16 from the agenda. There were no objections by Council and Mayor Adame stated that the item was withdrawn.

17. Deliberate and take appropriate action on a Resolution authorizing acceptance of a grant from the State of Texas, Department of Transportation for the FY2024 STEP Click It or Ticket program for the Ingleside Police Department for \$2,340.38 with a City cash match of \$594.60 for overtime and fringe benefits with funding available from the General Fund (Fund 25).

Motion: Council Member John Salinas made a motion to approve Resolution 2024-19, a Resolution authorizing acceptance of a grant from the State of Texas, Department of Transportation for the FY2024 STEP Click It or Ticket program for the Ingleside Police Department for \$2,340.38 with a City cash match of \$594.60 for overtime and fringe benefits with funding available from the General Fund (Fund 25). Council Member Pruitt seconded the motion. Motion carried with all present voting in favor.

18. Deliberate and take appropriate action on awarding a contract for roof replacements.

Council Member Wilson left the meeting at 7:58 p.m.

Motion: Council Member Diehl made a motion to approve awarding the contract to PMR Roofing in the amount of \$353,482.00 for roof replacements. Council Member John Salinas seconded the motion. Motion carried with all present voting in favor.

19. Deliberate and take appropriate action on awarding a contract with Able City to create a Comprehensive Master Plan.

Mayor Adame requested to withdraw Item 19 from the agenda. There were no objections by Council and Mayor Adame stated that the item was withdrawn.

20. Deliberate and take appropriate action on the City of Ingleside Parks & Recreation Event request for a Special Use Permit for “Hometown Pride Event” on June 1, 2024, as required by City Ordinance 2019-14/Ingleside City Code Section 50-3, for the use of Faith Park (parking lot).

Motion: Council Member Diehl made a motion to approve the City of Ingleside Parks & Recreation Event request for a Special Use Permit for “Hometown Pride Event” on June

1, 2024, as required by City Ordinance 2019-14/Ingleside City Code Section 50-3, for the use of Faith Park (parking lot). Council Member Julio Salinas seconded the motion. Motion carried with all present voting in favor.

Executive Session

No Executive Session presented for this meeting.

21. Items to consider for placement on future agendas.

Mayor Adame requested for an Executive Session on the next regular meeting.

Mayor Pro-Tem Long request for City Manager and Judge evaluations.

Council Member Pruitt request for costs for playground fall material for parks.

Council Member Diehl requested for a comprehensive update on the Audit.

Council Member Diehl requested for a comprehensive update on the Garden Center.

22. Adjourn Regular Meeting.

Mayor Adame adjourned the regular meeting of the City of Ingleside at 8:08 p.m

APPROVED:

Pedro Oscar Adame, Mayor

ATTEST:

Ruby Beaven, City Secretary

**CITY OF INGLESIDE
SPECIAL CITY COUNCIL MEETING
MINUTES
MAY 20, 2024**

OPENING AGENDA

1. CALL MEETING TO ORDER.

The Special Council Meeting of the City of Ingleside was called to order by Mayor Adame at 7:00 p.m. on May 20, 2024, 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: Steve Diehl, Stewart Wilson, David Pruitt, John Salinas, Mayor Pro-Tem Tracy Long, and Mayor Adame

Council Members Absent: Julio Salinas

3. INVOCATION.

Council Member Pruitt led the invocation.

4. PLEDGE OF ALLEGIANCE.

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

5. CITIZEN COMMENTS AND REPORTS.

No citizen comments and reports received.

REGULAR AGENDA

6. DELIBERATE AND TAKE APPROPRIATE ACTION TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A WINDSTORM POLICY AGREEMENT TO BE EFFECTIVE MAY 26, 2024 AND ENDING MAY 25, 2025.

City Manager Lewis addressed the Council about the windstorm renewal policy and indicated there would be a \$36,000 savings from last year with the same carriers.

Belinda Wallace with Victor was available via Zoom and answered Council questions.

City Council expressed a concern to authorize Ms. Wallace to look into a possible six month extension option to push the renewal date out from hurricane season.

Motion: Mayor Adame made a motion to authorize the City Manager to enter into a windstorm policy agreement to be effective May 26, 2024 and ending May 25, 2025. Council Member John Salinas seconded the motion. Motion carried with all present voting in favor.

7. DELIBERATE AND TAKE APPROPRIATE ACTION TO AMEND THE SPECIAL PARKS PERMIT FOR "SMOKIN' TIRES & LIGHTIN' FIRES BARBECUE COOK-OFF" ON MAY 31ST AND JUNE 1ST, 2024.

Discussion was held among the Council, City Manager and Barbara Gregg regarding the Relaxation of Noise Ordinance Standards and complaints with past events.

Motion: Council Member Diehl made a motion to approve the amendment to include the Sale and/or Consumption of Intoxicating Beverages for the Special Parks Permit for "Smokin' Tires & Lightin' Fires Barbecue Cook-Off" on May 31st and June 1st, 2024. Council Member Wilson seconded the motion. Motion carried with all present voting in favor.

CLOSING AGENDA

8. ITEMS TO CONSIDER FOR PLACEMENT ON FUTURE AGENDAS.

Mayor Adame requested for an agenda item on speed bumps for the city; and installing signs and enforcement for the Mooney, Morgan, and Kenny Lane areas.

Council Member Diehl requested for an update on the City recruitment process.

Council Member Diehl requested for Staff to look into 18 wheelers parking in the turning lane in front of Whataburger during the lunch hour.

Mayor and Council requested to review the language in the current Noise Ordinance Standards regarding special use permitting and noise levels.

9. ADJOURN.

Mayor Adame adjourned the special meeting of the City of Ingleside at 7:29 p.m

APPROVED:

Pedro Oscar Adame, Mayor

ATTEST:

Ruby Beaven, City Secretary

CITY COUNCIL AGENDA
Regular Meeting: May 28, 2024

AGENDA ITEM: 10

Deliberate and take appropriate action on the second and final reading of an Ordinance amending the Fiscal & Budgetary Policy for the City of Ingleside, Texas.

SUBMITTED BY: Caron Vela, Director of Finance

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The current Fiscal & Budgetary Policy was adopted with Resolution #2017-18 in July 2017. Since then, the granting agencies are requiring specific language in the policy concerning grant funds, including the processing of grant reimbursements and advance payments for expenditures and ensuring the vendor invoices meet grant standards and are in the grant budget prior to processing payment by the city. These policy changes will assist the city to comply with grant agency guidelines for future grant funds.

FISCAL ANALYSIS:

RECOMMENDATION:

Staff recommendation is to approve the ordinance to adopt the attached Fiscal & Budgetary Policy.

ATTACHMENTS:

1. Ord 2024-XXA.1 AMENDING FISCAL&BUDGETARY POLICY (v2)
2. Ord 2024-XXA.2 Attachment A_Fiscal and Budgetary Policy 20240514 Draft (V2)

ORDINANCE NO. 2024-__

**AN ORDINANCE AMENDING THE FISCAL & BUDGETARY POLICY
FOR THE CITY OF INGLESIDE, TEXAS.**

BE IT ORDAINED BY THE CITY COUNCIL OF INGLESIDE, TEXAS:

WHEREAS, the City of Ingleside, Texas, is committed to financial management through integrity, prudent stewardship, planning, accountability, full disclosure and communication; and

WHEREAS, the broad purpose of the Fiscal & Budgetary Policy is to enable the City to achieve and maintain a long-term stable and positive financial condition, and provide guidelines for the day-to-day planning and operations of the City's financial affairs; and

BE IT ORDAINED by the City Council of the City of Ingleside that the Fiscal & Budgetary Policy be amended as shown on Attachment A to include language required by federal and state agencies for the processing of grant funds awarded and received by the City.

THAT all Ordinance or parts of Ordinances and any Resolutions in conflict with this Ordinance are repealed to the extent of such conflict only.

THAT if for any reason any section, paragraph, subdivision, clause, phrase, word or provision of this ordinance shall be held invalid or unconstitutional by final judgement of a court of competent jurisdiction, it shall not affect any other section, paragraph, subdivision, clause, phrase, word or provision of this ordinance, for it is the definite intent of this City Council that every section, paragraph, subdivision, clause, phrase, word or provision hereof be given full force and effect for its purpose.

THAT this Ordinance shall not be codified, but shall become effective on and after adoption and publication as required by law.

PASSED, APPROVED AND ADOPTED this _____ day of _____ 2024.

CITY OF INGLESIDE, TEXAS

Pedro Oscar Adame, Mayor

ATTEST:

Ruby Beaven, City Secretary

First Reading: 05/14/2024

Second Reading: 05/28/2024

City of Ingleside

Fiscal & Budgetary Policy

Statements

July 5, 2017

Proposed Amendment May 2024

Amendment Prepared by:

Brenton B. Lewis, City Manager

Caron S. Vela, Director of Finance

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REFERENCE TRACKING:

Original Adoption by Resolution #2017-18 on July 5, 2017

Modifications:

Date	Section	Comments (authority)
5/2024	XII Other Funding Alternatives	Required for grant funding.

City of Ingleside

Fiscal and Budgetary Policy

Statutory Authorization: The following document provides a framework for fiscal stewardship of the City. It operates within the confines of 1) federal and state law, 2) city charter, and 3) city code of ordinances. Any conflict herein will be subordinate to those legal authorities.

Governance: The City Manager serves as the Chief Financial Officer (CFO) of the City and appoints a Director of Finance/Treasurer or similar position to oversee the administration of these policies.

I. PURPOSE

The City of Ingleside is committed to transparent financial management through integrity, prudent stewardship, planning, accountability, full disclosure, and communication. The broad purpose of the Fiscal and Budgetary Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition and provide guidelines for the day-to-day planning and operations of the City's financial affairs.

The scope of this policy generally spans areas of accounting and financial reporting, both operating and capital budgeting, revenue management, investment and asset management, debt management and forecasting, and a system of internal controls. This is done in order to:

- A. Demonstrate to the citizens of Ingleside, the investment community, and the bond rating agencies that the City is committed to a strong fiscal operation;**
- B. Provide precedents for future policy-makers and financial managers on common financial goals and strategies;**
- C. Fairly present and fully disclose the financial position of the City in conformity to generally accepted accounting principles (GAAP);**
- D. Demonstrate compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code and other legal mandates; and**
- E. Ensure full transparency in the governance of public funds entrusted to the City Council and City staff to manage and protect.**

These policies will be reviewed and updated annually as part of the budget preparation process.

A. Funds Governed

All monies under the control of the City of Ingleside shall be governed by these policies. The budgeted funds for the City of Ingleside include:

Governmental Funds: General Fund which accounts for all financial resources except those required to be accounted for in another fund, and include basic governmental services, such as Public Safety, Public Works, and Cultural and Recreational functions among others.

Special Revenue Funds (SRF): Account for specific revenues that are legally restricted for specified purposes. The City currently budgets Hotel Occupancy Tax, Economic Development, Grants, Asset Seizures, Street Maintenance, and the Street Reconstruction Fund as SRF type funds.

Debt Service Fund: Is used to account for the payment of general long-term debt principal and interest.

Capital Project Funds (CIP): Account for the acquisition or construction of major capital facilities other than those financed by enterprise activities. A variety of project funds will be created based on the nature of the projects and the sources of funding. The CIP program (Section VI) includes specific dedicated accounts such as the Rolling Stock and Street Reconstruction Fund.

Proprietary and Enterprise Funds: Account for the City's "business like" activities including the Utility Fund, Utility Capital Fund and Utility Impact Fees.

The City can use sub-ledger 'accounts' as a basis for tracking restricted funds where administratively feasible. The sub-ledgers may include:

- Court: Fees, State Court Cost Fees, Building Security Fees, Court Technology Fees, City Judicial Fees, and Juvenile Case Management Fees
- Police: School Crossing Guard, LEOSE, CAPCO, Bulletproof Vest
- Development Services: Escrow accounts

B. Basis of Accounting and Basis of Budgeting

Generally Accepted Accounting Principles (GAAP) are the rules established by the Governmental Accounting Standards Board. The City follows these standards in the annual financial reports on or by the designated effective reporting date.

The City accounts and budgets for all Governmental Funds using the modified accrual basis of accounting. This basis means that revenue is recognized in the accounting period in which it becomes available and measurable, while expenditures are recognized in the accounting period in which they are incurred. Because the appropriated budget is used as the basis for control and

comparison of budgeted and actual amounts, the basis for preparing the budget is the same as the basis of accounting. Exceptions to the modified accrual basis of accounting include:

- Encumbrances are treated as expenditures in the year they are encumbered, not when expended; per City Charter, appropriations lapse at year end, other than capital expenditures.
- Grants are considered revenue received.
- Principal and interest on long-term debt are recognized when paid.

General government funds include the general fund, special revenue funds, debt service fund and general capital project funds.

Proprietary Funds, including the Utility Fund are accounted for and budgeted using the full-accrual basis of accounting. Under this method, revenues are recognized when they are earned and measurable, while expenses are recognized when they are incurred regardless of timing or related cash flows. The basis for preparing the budget is the same as the basis of accounting except for the following:

- Principal payments on long-term debt and capital outlay, budgeted expenses.
- Depreciation is not budgeted;(in lieu of depreciation, the city provides for rolling stock replacement reserves to provide funding for equipment acquisition and replacement at the departmental level.
- Non-budgeted accruals such as compensated absences are included as part of committed fund balances.

Year-end comparisons of budget to actual will appear in the financial statements of the City, at a minimum for those funds identified as major governmental funds in the audit process.

II. OPERATING BUDGET

Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The “operating budget” is the City’s annual financial operating plan. The annual budget includes all funds of the City including the operating departments of the general fund, proprietary funds, debt service funds, special revenue funds, and capital improvement funds.

A. Comprehensive/Strategic Planning

The Ingleside “Comprehensive Plan” is the City’s comprehensive plan to preserve, promote and protect public health and general welfare, prevent overcrowding, ensure adequate transportation, availability of necessary utilities and services, and conserve and protect the City’s many resources. The City’s budget is the Annual Operating Plan element of the Comprehensive Plan.

The Comprehensive Plan is founded on strategic objectives or "policy areas" that are reviewed at least every five years. Funding of City programs should be based upon the objectives set forth in the Master Plan.

The City Charter and the Comprehensive Master Plan describe the budget process as an integral planning tool, suggesting the City plan for both five and one year time horizons. They recommend the budget be focused on these areas and significantly in consonance with the goals and objectives outlined in the comprehensive plan.

B. Preparation

The Charter (Section 7.02) requires “On or before the first regular city council 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 adopting the final budget.” The budget shall provide "a complete financial plan for all City funds and activities for the ensuing fiscal year. It shall contain all items and contents required by State law. The total of proposed expenditures shall not exceed the total of estimated income plus any accumulated surplus. The City Council shall, after holding public hearings as required by State law and the Charter, adopt the budget by ordinance no later than the 25th day of September. If it fails to adopt the budget by September 30th, the shall be the prior year operational budget implemented on a month to month basis until such time as a new budget is adopted.

C. Proposed Budget

A proposed budget shall be prepared by the City Manager with the participation of all City Department Heads that is within the provisions of the Charter and in consonance with the guidance contained in the Comprehensive Master Plan.

1. Elements. The budget shall include the following basic segments for review and evaluation:

- Budget Message
- A consolidated summary statement of receipts and expenditure of all funds, listed and itemized individually by department and agency.
- General Fund
- Utility Fund
- Capital Improvement Funds
- Hotel Occupancy Fund
- Debt Service Fund & Investments
- Water & Sewer Impact Fee Fund
- An analysis and itemization of all estimated income of the City from surplus, miscellaneous income and taxes with miscellaneous income sub-classified by source;
- Tax rates and collections for the preceding five years;

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;

- The amount required for sinking funds, for maturing serial bonds, and for interest on the City's debts;
- The total amount of the City's outstanding debts, with a schedule of maturity on bond issues in an attachment;
- 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 income and expenditures;
- Such other information as is required by City Council or deemed desirable by the City Manager;
- A contingency line item of up to 10% of the general fund revenues may be included; and
- Such dedicated reserves as may be required.

2. Review: The budget review process will include provisions for City Council participation, including sufficient time to address policy and fiscal issues, and citizen input through the use of public hearings.

3. Distribution: A copy of the proposed budget will be filed with the City Secretary at the time it is submitted to the City Council. A copy will also be available at City Hall and the Public Library for citizen review. It will also be posted on the city website as required.

4. Notifications: Public notifications, distribution, including the language incorporated and the methods by which the public gains access to the budget will be governed by state law in effect at that time. State laws affecting the budget and the tax rate include provisions from both the Local Government Code, as well as the Tax Code.

D. Adoption

Prior to finalization of the budget appropriations, the City Council will hold at least two public hearings, and subsequently adopt the final budget as amended by Ordinance. The budget will be effective for the fiscal year beginning October 1st.

At the City Manager's discretion, the Annual Operating Plan document may be submitted to the Government Finance Officers Association (GFOA) for evaluation and consideration for the Distinguished Budget Presentation Award.

E. Balanced Budget

The goal of the City is to balance the operating budget with current revenues, whereby, current revenues would match and fund on-going expenditures/expenses. Excess balances in the operating funds from previous years could be used for non-recurring (one-time only) expenditures/expenses or for capital outlay based upon the recommendation of the City Manager and determination by the Council.

F. Planning

The budget process will be coordinated so that major policy issues are identified prior to the budget approval date. This will allow City Council adequate time for consideration of appropriate decisions and analysis of financial impacts. A budget calendar will be submitted by the City Manager outlining the major steps in the process and the opportunities for City Council review and citizen input.

Outstanding encumbrances will expire if not spent in encumbered year and will have to be re-appropriated.

G. Reporting

Summary financial reports will be presented to the City Council on a monthly basis. These reports will be in a format appropriate to enable the City Council to understand the overall budget and financial status. Monthly reports will also be provided as needed which contain updates on the status of projects and related financial goals set forth in the budget and if determined necessary, may also include appropriate budget amendment recommendations.

H. Control and Accountability

Each Department Head appointed by the City Manager, is responsible for the administration of his/her departmental budget. This includes accomplishing the Goals and Objectives adopted as part of the budget and monitoring of their portion of the budget for compliance with spending limitations. The City Manager may transfer any unencumbered funds within a departmental budget category (, operations and maintenance or capital) and shall report such transfers to the Council in writing in a timely manner. All other transfers of appropriation or budget amendments require City Council approval as outlined in Section I.

I. Budget Amendments

The Charter (Section 7.04) provides a method for budget amendments and emergency appropriations. The City Council may authorize, through a majority vote, an emergency expenditure as an amendment to the original budget. This may be done in cases of grave public necessity or to meet an unusual and unforeseen condition that was not known at the time the budget was adopted. In practice, this has been interpreted to include revenue-related expenses within the enterprise funds and timing differences on capital improvement projects. The following criteria will be used in evaluation of budget amendments:

- Is the request necessary?
- Why was the item not budgeted in the normal budget process?
- Why can't a transfer be done within the budget to remedy the condition?

The City Manager must certify availability of revenues or funding sources prior to adoption of an expenditure appropriation. The City will amend the budget at year end, if needed, for revenue based expenditures that exceeded budgeted amounts due to increased revenue and recognize any grant funded expenditures for grants received after the budget was adopted or last amended. The City Council may also amend the budget, if necessary, as part of the Mid-Year Review process for any capital project timing adjustments from the prior year, as well as, any other known adjustments needed and approved at that time.

J. Contingency Appropriations

The budget may include contingency appropriations within designated operating department budgets. These funds are used to offset expenditures for unexpected maintenance or other unanticipated expenses that might occur during the year. Per charter, the Council may establish up to 10% of revenues as a contingency reserve.

K. Manager's Contingency Account

The budget may also include a set amount of contingency appropriations within the Administration Budget to be spent at the discretion of the City Manager. These funds may be used to offset expenditures for unexpected purchases and other unanticipated expenses that might occur during the year. The specific amount of contingency funds included in the budget shall be set by the City Council through the adoption of the annual budget.

III. REVENUE MANAGEMENT

A. Characteristics

The City will strive for the following optimum characteristics in its revenue system:

1. Simplicity: The City, where possible and without sacrificing accuracy, will strive to keep the revenue system simple in order to reduce compliance costs for the taxpayer or service recipient.

2. Certainty: A knowledge and understanding of revenue sources increases the reliability of the revenue system. The City will enact consistent collection policies to provide assurances that the revenue base will materialize according to budget. One time and unscheduled revenues available for appropriation from time to time based upon City Manager's requests to Council will not be utilized to fund on-going operations.

3. Equity: The City will make every effort to maintain equity in its revenue system, i.e., the City should seek to minimize or eliminate all forms of subsidization between entities, funds, services, utilities, and customer classes.

4. Revenue Adequacy: The City should require there be a balance in the revenue system, i.e., the revenue base will have the characteristics of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay

5. Realistic and Conservative Estimates: Revenues will be estimated realistically, and conservatively, taking into account the volatile nature of various revenue streams.

6. Administration: The benefits of a revenue source should exceed the cost of levying and collecting that revenue.

7. Diversification and Stability: A diversified revenue system with a stable source of income is preferred. This will help offset instabilities in revenue sources with large fluctuations due to the economy (sales tax) and variations in the weather (water sales). When a revenue source becomes significant, it shall be evaluated to determine the best roll for that source in the City's ongoing plans.

B. Other Considerations

The following considerations and issues should guide the City in its revenue policies concerning specific sources of funds:

1. Cost/Benefit of Incentives for Economic Development: The City will use caution in the analysis of any incentives that are used to encourage development. A cost/benefit (fiscal impact) analysis will be performed as part of the evaluation.

2. Non-Recurring Revenues: One-time or non-recurring revenues should not be used to finance current ongoing operations. Non-recurring revenues should be used only for non-recurring expenditures and not for budget balancing purposes.

3. Property Tax Revenues: All real and business personal property located within the City will be valued at 100% of the fair market value for any given year based on the current appraisal supplied by the San Patricio County Appraisal District. Conservative budgeted revenue estimates result in a projected ninety-eight percent (98%) budgeted collection rate for current ad valorem taxes. Two percent (2%) of the current ad valorem taxes will be projected as the budget for delinquent ad valorem tax collection. For budgeting purposes, the City will forecast the current year's effective tax rate at the current collection rate of 100%, unless directed otherwise. Industry is 40 – 50 % of tax roll and therefore mandates different considerations, depending upon the tax incentives granted to individual organizations. When deemed appropriate, the city may maintain a reserve for Interest and Sinking debt service obligations.

4. Interest Income: Interest earned from investments will be distributed to the funds based on their allocated investments, unless otherwise required by statute or determined by the City Council.

5. User-Based Fees and Service Charges: The City Council will determine how much of the cost of a service should be recovered by fees and charges. A fee can be driven by a cost-recovery approach, such that a service is identified into one of the following categories:

- **Partial Cost Recovery** – only a stated portion of the direct costs of services will be recovered from fees. These are for such services as library, parks, public safety and other services where a general benefit ensues to the citizenry as a whole and specific users cannot be easily ascertained or charged.
- **Direct Cost Recovery** – applies to all direct costs (operating and personnel) in the exchange for a service that is directly beneficial to a particular user. Such services as recreation classes, sports leagues, copying costs, etc. These services gain the benefit of building, facility, and capital use as well as overhead support that are not expected to be captured in a fee.

- Full Cost Recovery – applies to all direct operating costs, as well as administrative and capital overhead in the course of providing a service that is uniquely identifiable to a customer who exclusively benefits from that service. Those services would entail all utility programs, and related services. Full cost would capture debt burden, capital costs, overhead fees, as well as personnel and operating expenses.
- The Council, may determine the appropriate level of recovery applicable to unique situations.
- The City will review fees and charges no less than once every three years to ensure that fees provide adequate coverage for the cost of services.

6. Enterprise Fund Rates: The City has undertaken a long-term plan to review and adopt utility rates as needed to generate revenues required to cover operating expenses, meet the legal requirements of all applicable bond covenants, debt service, and provide for an adequate level of working capital for cash flows. Enterprise rates will consider transfers to other funds as follows:

- General and Administrative Charges – Administrative costs should be charged to all funds for services of general overhead, such as administration, finance, customer billing, legal and other costs as appropriate. These charges will be determined through an indirect cost allocation following accepted practices and procedures.
- b) In-Lieu-of-Franchise-Fee. This transfer, targeted between 2% and 4% of operating revenues, is consistent with the franchise rates charged to investor-owned utilities that have been franchised to operate within the City.
- c) In-Lieu-of-Ad Valorem-Taxes. A payment in lieu of taxes (PILOT) will be determined and budgeted as if any city operated utilities were owned and operated by a private investor.

7. Intergovernmental Revenues: All potential grants will be examined for matching requirements and must be approved by the City Manager prior to making application for the grant. It must be clearly understood that operational requirements (on-going costs) set up as a result of a grant program could be discontinued once the term and conditions of the program have been completed. The department filing the grant application will submit the application to the City Manager for review and submission to the City Council when matching funds or unbudgeted expenses are required. As part of the review the Finance Department will evaluate the grant to ensure that the grant is set up appropriately for reimbursement or award, depending on the nature of the grant.

8. Revenue Monitoring: Revenues, as they are received, will be regularly compared to budgeted revenues and variances in excess of 5% should be investigated.

- Revenues will be monitored by Fund. It is understood that many of the City's revenues are seasonal in nature or are reported to the City on a quarterly basis.
- Enterprise Fund revenues will be tracked on a monthly basis for comparison purposes.
- A revenue variance in excess of 5% will be placed on the City Council agenda to discuss the status of the revenue. All revenues will continue to be included in the financial reports presented to Council monthly.

IV. SALES TAX

The voters in the City of Ingleside have approved a 2% sales and use tax on taxable items sold within the City. 75% of the Sales Tax collections are designated for the General Fund, 12.5% is designated for the Ingleside Development Corp (IDC) and used for economic development purposes, and 12.5% is designated for maintenance of City streets.

As part of the annual budget process, sales tax collections are analyzed and budgeted at approximately 90% of recurring sales tax collections during the previous year.

When there are significant industrial projects constructed within the City, there can be large, one time spikes in the taxes collected by the City. Because of the nature of these collections, it is not practical to budget for these unusual, one-time cash flows. In addition, these collections should not be budgeted or utilized for use towards the City's recurring obligational expenses. It shall be the City's practice to allow these receipts to accumulate and contribute towards the net surplus of the General Fund, IDC Fund and the Street Maintenance Fund.

From time to time, the City Manager will make recommendations to the City Council for the use of the accumulated monies.

V. EXPENDITURE POLICIES

A. Appropriations

Budget appropriations are at the department level for all funds. The Charter (Section 7.04(D)) provides that any transfer of appropriation between funds must be approved by the City Council. The City Manager, without City Council approval, is authorized to transfer unencumbered appropriations within departments.

B. Purchasing

All purchases of goods or services by the City will be made in accordance with state law and the following guidelines. All purchasing decisions shall be made in accordance with the Annual Budget as approved by the City Council. The purchase of items not included in the Annual Budget of less than \$25,000 requires approval from the City Manager. The purchase of items not included in the Annual or Capital Budgets in excess of \$25,000 require the approval of the City Council. All contracts greater than or equal to \$25,000 shall be approved by the City Council. Emergency purchases in excess of \$15,000 will be limited to incidents that threaten public health, safety or damage to persons or property or in those situations in which inaction shall present a substantial financial loss to the City. All emergency purchases shall be submitted to the City Council for ratification. The following shows a summary of approval requirements for purchases.

APPROVAL REQUIREMENTS FOR PURCHASES:

1. The City Manager shall determine the purchasing authority limits of each Department Heads and other employees on a case-by-case basis; however, under no circumstances shall that authority exceed \$2,000 ~~\$500~~ per department.
2. Department Heads shall determine the purchasing authority of subordinate employees on a case-by-case basis; however, under no circumstances shall that authority exceed \$2,000 ~~\$500~~. The delegation of purchasing authority shall be made in writing and approved by the City Manager.

C. Prompt Payment

All invoices approved for payment by the proper City authorities shall be paid within thirty (30) calendar days of receipt of goods or services or invoice date, whichever is later in accordance with State law. The City will take advantage of all purchase discounts, when possible.

D. Risk Management

The City will pursue every opportunity to provide for the public's and City employees' safety and to manage its risks. The goal shall be to minimize the risk of loss of resources through liability claims with an emphasis on safety programs.

VI. BUDGET CONTINGENCY PLAN

This policy is designed to establish general guidelines for managing revenue shortfalls resulting from local and national economic downturns or other issues that adversely affect the City's revenue streams of all funds. This is also intended to address unexpected expenditures.

A. Immediate Action

Once a budgetary shortfall is projected, the City Manager will take the necessary actions to offset any revenue shortfall with a reduction in current expenses. The City Manager may:

- Freeze all new hire and vacant positions except those deemed to be a necessity by the City Manager;
- Review all planned capital expenditures; and/or
- Delay all "non-essential" spending or equipment replacement purchases.

B. Further Action

If the above actions are insufficient to offset the revenue deficit and the shortfall continues to increase, the City Manager will further reduce operating expenses to balance the variance. Any resulting service level reductions, including workforce reductions, will be brought to the City Council for direction and determination.

VII. CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET

The City's goal is to maintain City facilities and infrastructure in order to provide excellent services to the customers within the community, meet growth related needs, and comply with all state and federal regulations.

A. Preparation

The City annually updates and adopts a five-year Capital Improvement Program (CIP) schedule as part of the operating budget adoption process. The plan is reviewed and adjusted annually as needed, and year one is intended to be adopted as a part of the current year's budget. The capital budget will include all capital projects, capital resources, and estimated operational impacts.

Priorities for Capital Improvements should consider:

- Needed capital improvements should be identified through system models, repair and maintenance records and growth demands. The ongoing operational costs of an improvement shall be considered as part of the budgeting process.
- Economic development projects that have capital infrastructure needs should be reviewed and approved for funding by the City to be included in the CIP process or subsequent amendment.
- A team approach will be used to prioritize CIP projects, whereby City staff from all operational areas provide input and ideas relating to each project and its effect on operations.
- Citizen involvement and participation may be solicited in formulating the capital budget through public hearings and other forums.

In cases where CIP requirements vary, such as impact fees (with 10-year planning windows and a specialty review process), the City will abide by those requirements.

B. Control

All capital project expenditures must be appropriated in the annual budget. Availability of resources must be confirmed before any CIP contract is presented to the City Council for approval.

C. Financing Programs

Where applicable, assessments, impact fees, pro rata charges, or other fees should be used to fund capital projects which have a primary benefit to specific identifiable property owners. Recognizing that long-term debt is usually a more expensive financing method, alternative-financing sources will be explored before debt is issued. See Sections X and XI. Short-term financing including Capital Leasing and other tax-supported obligations can be used to fund vehicles, computers, and other operating equipment if the impact to the tax rate is minimal.

VII. ROLLING STOCK

It is the goal of the City of Ingleside to budget for equipment replacement and facility renovation with monies for these types of expenditures within the annual operating budget of each department and functional area and to accumulate these funds for use when needed. These monies shall be for capital items having a cost in excess of \$5,000 per unit. These monies shall be transferred each year into a capital fund on a departmental basis and shall be considered appropriated. As a part of the annual budgeting process, each department shall prepare a five-year summary of expected needs. The amount of annual depreciation, as well as debt service, will be taken into consideration in determining the amount of the annual allocations.

VIII. CAPITAL MAINTENANCE AND REPLACEMENT

The City recognizes that deferred maintenance increases future capital costs. Therefore, a portion of all individual funds with infrastructure should be budgeted each year to maintain the original quality within each system.

A. Infrastructure Maintenance

On-going maintenance costs are included as operating or capital expense within the departmental operating budgets. These costs are generally considered system repairs and are not capitalized for accounting purposes. They include such items as street seal coat, water line

repairs and other general system maintenance. Staff will prepare a street maintenance budget for Council's consideration during the budget process.

B. Internal Service Funds

The City may utilize internal service funds to maintain and replace existing assets. Assessments are to be made to the "using" department for the use of current equipment and items to be purchased during the year. In this way, suitable funds should be accumulated during the year and available for the purchase of operational assets with minimal issuance of debt. A systematic methodology will guide the calculation of the department charges.

IX. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

A. Accounting

The City is solely responsible for the recording and reporting of its financial affairs, both internally and externally. The City Manager is the City's Chief Financial Officer and is responsible for establishing the structure for the City's Chart of Accounts and for assuring that procedures are in place to properly record financial transactions and report the City's financial position.

B. Audit of Accounts

In accordance with the City Charter, an independent audit of the City's accounts will be performed every year. The auditor may be recommended by the City Manager but is retained by and is accountable directly to the City Council.

C. Internal Reporting

The Finance Department will prepare monthly internal financial reports, sufficient to plan, monitor and control the City's financial affairs.

D. External Reporting

The Finance Department will be responsible for preparing the annual financial report by March 30 of each year, or as timely after year end as possible.

X. ASSET MANAGEMENT

A. Cash Management and Investments

The City must comply with the requirements of the Public Funds Investment Act (PFIA), Section 2256 of the Texas Local Government Code. A separate Investment Policy will be reviewed annually by the City Council and applies to all financial cash and investments held by the City.

1. Statement of Cash Management Philosophy: The City shall maintain a comprehensive cash management program to include the effective collection of all

accounts receivable, the prompt deposit of receipts to the City's depository, the prompt payment of obligations, and the prudent investment of idle funds in accordance with this policy.

- Cash handling procedures will be coordinated through the Finance Department and all personnel handling cash, checks, or customer payments will be required to take applicable training. Such training will cover PCI compliance and red flag rules as applicable.
- Financial Procedures will outline that bank reconciliations will be performed monthly immediately after statements are processed by the bank; discrepancies will be researched and corrected immediately.

2. Objectives: The City's investment program will be conducted to accomplish the following, listed in priority order:

- Safety of the principal invested,
- Liquidity and availability of cash to pay obligations when due,
- Receive the highest possible rate of return (yield) consistent with the City's investment policy.

3. **Safekeeping and Custody:** Investments may only be purchased directly by the City or through brokers/dealers who meet the criteria detailed in the investment policy, which also addresses internal controls related to investments. All funds and investments shall be held in safekeeping by the City's depository.

4. Standard of Care and Reporting: Investment will be made with judgment and care, always considering the safety of principal to be invested and the probable income to be derived. The City Manager is responsible for the overall management of the City's investment program and ensures all investments are made in compliance with the investment policy. An investment report, providing both summary and detailed information, will be presented to the City Council quarterly.

B. Fixed Assets & Inventory

These assets will be reasonably safeguarded and properly accounted for, and prudently insured when required by law.

1. Capitalization Criteria: Capitalization is defined as the point at which an item gets recorded as an asset instead of expense. For purposes of budgeting and accounting classification assets meeting all of the following criteria must be capitalized:

- The asset is owned by the City.
- The expected useful life of the asset must be longer than one year or extend the life of an identifiable existing asset by more than one year.
- The original cost of the asset must be at least \$5,000.
- The asset must be tangible.
- On-going repairs and general maintenance are not capitalized.

2. New Purchases: All costs associated with bringing the asset into working order should be capitalized as part of the asset cost. This may include start-up costs, engineering, or consultant type fees as part of the asset cost once the decision or commitment to purchase the asset is made. The cost of land acquired should include all related costs associated with its purchase. The land will be recorded as a non-depreciable asset while improvements will be considered depreciable.

3. Improvements and Replacement: Improvements will be capitalized when they extend the original life of an asset or when they make the asset more valuable than it was originally. The replacement of an asset's components will normally be expensed unless they are a significant nature and meet all the capitalization criteria.

4. Contributed Capital: Infrastructure assets received from developers or as a result of annexation or other dedications will be recorded as equity contributions when they are received and depreciated the same as city funded assets. The City will not accept dedications from homeowners' association or other similar property owners without full review and consideration of the ongoing maintenance costs of those assets. All contributions and dedications to the City will be presented to the City Council for approval.

5. Distributions Systems: All costs associated with public domain assets, such as streets and utility distribution lines will be capitalized in accordance with the capitalization policy. Costs should include engineering, construction and other related costs including right-of-way acquisition.

6. Reporting and Inventory: The Finance department will maintain the permanent records of the City's fixed assets, including description, cost, department of responsibility, date of acquisition, depreciation and expected useful life. Periodically, random sampling at the department level will be performed to inventory fixed assets assigned to that department. Responsibility for safeguarding the City's cash and fixed assets lies with the department supervisor or manager whose department has been assigned the assets.

7. Inventory and Control: The Finance department maintains an inventory with descriptions, dates and amounts and has the authority to conduct periodic inventory audits of any city assets, including equipment, cash or other city owned property. Assets assigned to individuals such as cars, computers, and phones must be itemized and returned to city control upon replacement or termination.

8. Disposal: City assets may be disposed of if they are considered: too costly to repair, obsolete, or no longer functional. For any items with a residual value, the City will dispose of assets through public auction or sealed bid, either directly or through a cooperative effort. If an asset originally cost less than \$5,000, the manager may dispose of it through auction. If an asset costs more than \$5,000 or is being disposed of through a sealed bid, the City Council must approve the disposal.

XI. DEBT MANAGEMENT

The City of Ingleside recognizes that the primary purpose of capital facilities is to provide services to the community. Using debt financing to meet the capital needs of the community must be evaluated according to efficiency and equity. Efficiency must be evaluated to determine the highest rate of return for a given investment of resources. Equity is resolved by determining who should pay for the cost of capital improvements.

In meeting demand for additional services, the City will strive to balance the needs between debt financing and “pay as you go” methods. The City realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects on the City’s long-range financial condition. Conversely, too little debt implies that current population is paying an exaggerated portion of long-lived assets.

The City will issue debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens, or the utility system expansion and upgrades and to allow it to fulfill its various purposes as a city.

A. Usage of Debt

Long-term debt financing will be considered for non-continuous capital improvements from which future citizens will be benefited. Alternatives for financing will be explored prior to debt issuance and include, but are not limited to:

- Grants
- Use of Reserve Funds
- Use of Current Revenues
- Contributions from developers and others
- • Leases
- • Impact Fees

When the City utilizes long-term financing, it will ensure that the debt is soundly financed by conservatively projecting revenue sources that will be used to pay the debt. It will not finance the improvement over a period greater than the useful life of the improvement and it will determine that the cost benefit of the improvement, including interest costs, is positive to the community.

The City may utilize the benefits of short-term debt financing to purchase operating equipment provided the debt doesn’t extend past the useful life of the asset, and the potential impact to the tax rate is within policy guidelines.

B. Types of Debt

1. General Obligation Bonds (GO's): Original issue General Obligation bonds must be authorized by a vote of the citizens of Ingleside. They are used only to fund the capital assets of the general government and are not to be used to fund the operating needs of the City. The full faith and credit of the City as well as the City's ad valorem taxing authority back general obligation bonds within limits of state law for taxing authority. Conditions for issuance of general obligation debt include:

- When the project will have a significant impact on the tax rate,
- When the project may be controversial even though it is routine in nature, or
- When the project falls outside the normal bounds of projects the City has typically done.

As needed, the City will prepare Bond Propositions and the City Council will approve any election items and will set election dates in accordance with state law. The Finance Department will track all authorized propositions, the related debt issues and projects for those authorizations, and all remaining amounts approved but unissued.

2. Revenue Bonds: Revenue bonds may be issued to provide for the capital needs of any activities where the capital requirements are necessary for the continuation or expansion of a service. The improved activity shall produce a revenue stream to fund the debt service requirements of the necessary improvement to provide service expansion. The final maturity of the obligation should not exceed the useful life of the asset(s) to be funded by the bond issuance and will generally be limited to no more than twenty (20) years.

3. Certificates of Obligation, Contract Obligations (CO's): Certificates of obligation or contract obligations may be used to fund capital requirements that are not otherwise covered either by general obligation or revenue bonds. Debt service for CO's may be paid either from general revenues (tax-supported) or supported by a specific revenue stream(s) or a combination of both provided the I&S tax provides an alternate security for the repayment of COs as required by State law. Typically, the City may issue CO's when the following conditions are met:

- When the proposed debt will have minimal impact on future effective property tax rates,
- When the projects to be funded are within the normal bounds of city capital requirements, such as for roads, parks, various infrastructure, and City facilities,
- When the average life of the obligation does not exceed the useful life of the asset(s) to be funded by the issuance, and
- Certificates of obligation will be used with prudent care and judgment by the City Council. Notice of Intent to Issue COs will conform to state law requirements.

4. Self-supporting General Obligation Debt: Refers to general obligation debt issued for a specific purpose and repaid through dedicated revenues other than ad valorem taxes; however, the I&S tax is still pledged by law. The annual debt requirements are not included in the property tax calculation.

5. Internal borrowing between funds: The City can authorize use of existing long-term reserves as “loans” between funds. The borrowing fund will repay the loan at a rate consistent with current market conditions. The loan will be repaid within 18 months. The loan will be considered an investment of working capital reserves by the lending fund.

6. Tax Notes: In accordance with Chapter 1431 of the Texas Local Government Code the City may authorize the issuance of Tax Notes for construction of public works, the acquisition of land, buildings, equipment, machinery, and related professional services and operating expenses. The maximum term of such notes shall be 7 years except for operating expenses which shall have a maximum term of 1 year.

C. Method of Sale

The City will use a competitive bidding process in the sale of bonds unless conditions in the bond market or the nature of the issuance warrant a negotiated sale. In such situations, the City will publicly present the reasons for the negotiated sale. The City will rely on the recommendation of the financial advisor in the selection process of the underwriter or direct purchaser.

D. Disclosure & Federal Requirements

Full disclosure of operating costs along with capital costs will be made to the bond rating agencies and other users of financial information for an anticipated bond issuance. The City staff, with assistance of the financial advisor and bond counsel, will prepare the necessary materials for presentation to the rating agencies and will aid in the production of the Preliminary Official Statements. The City will take responsibility for the accuracy of all financial information released.

The City will maintain procedures to comply with its continuing disclosure requirements, through the MSRB “EMMA” program, as well as any arbitrage rebate and other Federal requirements.

The City can contract with an external service provider to assist with continuing disclosure requirements as well as rebate calculations due to the expertise required, the complexity of the law or calculation, and the magnitude of risk for non-compliance.

F. Debt Structuring

The City will issue bonds with the final maturity not to exceed the useful life of the asset acquired. Market factors, such as the effects of tax-exempt designations, the cost of early redemption options and the like, will be given consideration during the structuring of long-term debt instruments. Efforts will be made to minimize the effect of large deferrals or ‘balloon note’ type structures.

G. I&S Accounting

Although not required by City Charter a separate “account” for the City’s interest and sinking fund will be maintained, referred to as the General Fund Debt Service account.

H. Reimbursement Resolutions

The City will utilize reimbursement resolutions as a tool to manage its debt issues, due to arbitrage requirements and project timing (but not market driven reasons). In so doing, the City uses its capital reserve "cash" to delay bond, note and CO issues until such time when issuance is favorable and beneficial to the City. The City Council may authorize a reimbursement resolution for General Capital projects that have a direct impact on the City's ad valorem tax rate when the bonds, notes and COs will be issued within the term of the existing City Council.

I. Subject Matter Experts and Advisors

The City will select a financial bond advisor to assist with the issuance and monitoring of debt activities. The financial advisor will recommend other parties to use as bond counsel, rating agencies, paying agents, escrow agents and others involved in a transaction. The City will designate the financial advisor in such a manner to allow investors and underwriting firms to participate in a bond transaction, in accordance with the federal municipal advisor rule.

XII. OTHER FUNDING ALTERNATIVES

When at all possible, the City will research alternative funding opportunities prior to issuing debt or increasing user-related fees.

A. Grants

All potential grants will be examined for any matching requirements and the source of those requirements identified. A grant funding worksheet that clearly identifies funding sources, outcomes and other relevant information will be approved by the City Manager prior to any grant application being submitted. It must be clearly understood that any resulting operation

requirements of the grant could be discontinued once the term and conditions of the project have been terminated. The City Council must authorize acceptance of any grant funding.

1. CASH MANAGEMENT AND DISBURSEMENT - TIMELY EXPENDITURES

The City shall make timely payments to vendors and minimize the time between transferring funds from the State Treasury and disbursement of funds to vendors in compliance with the terms and conditions of the federal contract, grant, regulation, or statute.

To ensure vendor compliance, invoices/pay applications/pay estimates will be reviewed for accuracy for such items but not limited to change order approvals, outstanding lien/payments to subcontractors, labor standards, and verification of work completed as invoiced prior to disbursement or request for funds from State Agency. The City shall notify a vendor of an error in an invoice submitted for payment by the vendor.

The City Manager and Finance Director authorize payments and issues of checks. Two signatures are required on each check, from the following list, the Mayor, two Council members, City Manager, City Secretary, and Finance Director. The Assistant Finance Director is responsible for reconciling the monthly bank statements.

2. Grant Invoice Processing

The City's Finance Department will review each invoice for allowability of costs as stated in 2 CFR 200 Subpart E – Cost Principles. That review process includes:

- Invoices are received by the Finance Department.
- The invoice and expenditures listed are evaluated against 2 CFR 2002 Subpart E and the relevant Grant Agreement and grant scope of work to determine whether they are allowable.
- If available, the City's Finance Department consults with any relevant grant administration consultants under contract to further review allowability.
- Once reviewed and deemed eligible, the invoice is presented to City Council for review and approval.
- Once approved by City Council, the invoice is submitted as a payment request to the relevant granting agency.

3. Advance Payment Procedures

All advanced payments using federal grant funds will be disbursed within five (5) business days from the date of the transfer of funds in accordance with 2 CFR 200.305(b), and in accordance with the provisions in the contract with the vendor.

Advance payments of federal grant funds will be deposited and maintained in a separate insured account. The City will maintain advance payments of federal awards in interest-bearing accounts, unless one or more of the following apply: City receives less than \$120,000 in Federal awards per year; the City is not expected to earn interest in excess of \$500 per year on Federal cash balances, or the depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources. (2 CFR 200.302(b)(6) and 200.305).

4. Procedures for Grant Payments

- (a) Invoice is received and, if necessary, a request for payment is prepared by the grant consultant and proper signatures obtained from Mayor, City Manager, Finance Director as authorized in original grant approval. The Finance Director's office reviews the invoice and compares it to the grant budget.
- (b) The invoice must be approved by a city official involved in the grant implementation or the mayor. Approval is acknowledged by initiating the original invoice or through Council action.
- (c) Once grant funds are received and invoice approval acknowledged by signature on the original invoice, a demand check is entered into the system by the Finance Director's office, then printed and disbursed by the Finance Department. Two of the following signatures appear on the approved checks: Mayor, City Council Member, City Manager, City Secretary, or Finance Director. Checks are then disbursed to the appropriate vendors. The Finance Director is responsible for ensuring that checks are signed and disbursed within the grant mandated timeline in the state contract.
- (d) Copies of the request for payment, invoice, canceled check copy and bank statement showing receipt of grant money is retained in the grant file in the Finance Director's office.

B. Use of Reserve Funds

The City may authorize the use of reserve funds to potentially delay or eliminate a proposed bond issuance. This may occur due to higher than anticipated fund balances in prior years, thus eliminating or reducing the need for debt proceeds, or postpone a bond issuance until market conditions are more beneficial or timing of the related capital improvements does not correspond with the planned bond sale. Reserve funds used in this manner can be replenished upon issuance of the proposed debt provided a reimbursement resolution is promptly adopted.

C. Developer Contributions

The City will require developers who negatively impact the City's utility capital plans to offset those impacts.

D. Leases

The City may authorize the use of lease financing for certain operating equipment when it is determined that the cost benefit of such an arrangement is advantageous to the City.

E. Impact Fees

The City will impose impact fees as allowable under state law for both water and wastewater services. These fees will be calculated in accordance with statute and reviewed at least every five years. All fees collected will fund projects identified within the Fee study and as required by state laws.

XIII. FINANCIAL CONDITIONS AND RESERVES

The City of Ingleside will strive to maintain budgeted minimum reserves in the ending working capital/fund balances. The minimum reserve will provide a secure, healthy financial base for the City in the event of a natural disaster or other emergency. The reserve will allow for the stability of City operations should revenues fall short of budgeted projections and provide available resources to implement budgeted expenditures without regard to actual timing of cash flows into the City.

A. Operational Coverage

The City's goal is to maintain operations coverage of 1.00-1.25, such that operating revenues will at least equal or exceed current operating expenditures. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques.

B. Operating Reserves

Operating Reserves are generally considered as the Unassigned Portion of Fund Balance for Governmental Funds. GASB #54 outlines the categories of Fund Balance and the appropriate definitions.

- 1. Non-Spendable Fund Balances: Amounts of the City's fund balance that are:**
 - Not a spendable form including inventory and prepaid items,
 - Cannot be converted to cash within the current period including long-term portion of loans receivable and non-financial assets held for resale, or
 - Required to be maintained intact pursuant to legal or contractual requirements including an endowment or permanent fund.
- 2. Restricted Fund Balances:** Amounts of the City's fund balance that reflect resources that are subject to externally enforceable legal restrictions including those imposed by:
 - Creditors (through debt covenants),
 - Grantors,
 - Contributors
 - Other government's legislation or regulations.
- 3. Restricted special revenue funds/accounts:** Include Public Safety & Courts, Hotel Occupancy (Bed Tax). Other restricted funds include all capital bond funds, impact fee funds, and the General Debt Service Fund.
- 4. Committed Fund Balances:** The amounts of the City's fund balance that represent resources that are constrained by limitations of the City Council and that remain binding unless removed, modified, or rescinded by the City Council prior to the last day of the fiscal year for which the commitment is made. Assigned Fund Balances are those amounts of the City's fund balance that reflect the government's intended use of resources. This would include any future appropriation amounts of fund balance. The City Council has authorized the City Manager as the official authorized to assign fund balance to a specific purpose but retains the power of final appropriation of those funds.

- 5. Unassigned Fund Balance:** Amounts of the City's fund balance that are excess of what can properly be classified in one of the previous four categories. These funds are available for any purpose. Unassigned fund balance shall be held to mitigate financial risk that can occur from unforeseen revenues fluctuations and unanticipated expenditures and provide cash flow for the City's general operations. Annual amounts may vary pending tolerable risk associated with volatility of the economy or exposure to natural risks. Fund unassigned balance should be used only for emergencies, major capital purchases or non-recurring expenditures that cannot be provided by savings in the current year.

The City Council has set the General Fund and Utility Fund undesignated fund balance goals at 25% of the City's prior year audited fund expenditure. If the City draws the fund balance below the 25% the City will develop a plan to build back to the goal within two years. Reserve requirements will be calculated as part of the annual budget process.

C. Liabilities and Receivables

Procedures will be followed to maximize discounts and reduce penalties offered by creditors. Current liabilities will be paid within 30 days of receiving the invoice. Accounts Receivable procedures will target collection for a maximum of 30 days of service.

Receivables that are protected by liens on properties will be aggressively pursued through county and state filing methods. Similarly, payments due from utility system customers will also be aggressively pursued, including cut-off procedures for delinquent accounts.

D. Capital Project Funds

Every effort will be made for all monies within the Capital Project Funds to be expended within thirty-six (36) months of receipt. The fund balance will be invested, and income generated will offset increases in construction costs or other costs associated with the project. Capital project funds are intended to be expended totally and may include internal costs of labor and equipment determined to be meet the requirements of a capital asset.

E. General Debt Service Funds

Revenues within this fund are stable, based on property tax revenues. Balances are maintained to meet contingencies and to make certain that the next year's debt service payments may be met in a timely manner. The City will maintain a balance in the Debt Service Funds equal to not less than ten percent of the principal and interest payments on outstanding debt for each fiscal year. These funds can only be appropriated by City Council.

F. Investment of Reserve Funds

The reserve funds will be invested in accordance with the City's investment policy. Existing non-cash investment would be exempt through retirement of the investment.

XIV. INTERNAL CONTROLS

A. Written Procedures

Wherever possible, written procedures will be established and maintained by the City Manager for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.

The City Manager designates the Finance Director to have access to any city records in order to perform duties of safekeeping and control of assets.

To ensure proper controls, the City will maintain a transition policy, coordinated through its Human Resources and Information Technology departments. This policy covers safety-sensitive positions that have been assigned duties related to the management of city assets.

Within the Finance Department and areas with significant cash handling, all prudent measures will be taken to ensure proper segregation of duties, within the confines of staffing resources. Finance will work with customer departments, as well as the external audit team, to develop compensating controls and actions in areas where separation is limited.

B. Department Head Responsibility

Each Department Head is responsible for ensuring that good internal controls are followed throughout their department, that all Management directives are implemented and that all independent auditor internal control recommendations are addressed. Departments will develop and periodically update written internal control procedures.

CITY COUNCIL AGENDA
Regular Meeting: May 28, 2024

AGENDA ITEM: 11

Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside, San Patricio County, State of Texas authorizing and designating the official signatures of the City of Ingleside for banking and depository services.

SUBMITTED BY: Ruby Beaven, City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Every year after elections, changes for authorizing and designating the official signature of the City of Ingleside for banking and depository services have to be made.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Staff recommends the approval of the Resolution authorizing and designating signatories for City of Ingleside banking services.

ATTACHMENTS:

1. Res - 2024-XX Designating Authorized Signatures

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INGLESIDE, SAN PATRICIO COUNTY, STATE OF TEXAS AUTHORIZING AND DESIGNATING THE OFFICIAL SIGNATURES OF THE CITY OF INGLESIDE FOR BANKING AND DEPOSITORY SERVICES.

WHEREAS, the City of Ingleside, Texas, maintains bank accounts at the City's Depository Bank for the disbursement of funds in order to conduct business of the City, and;

WHEREAS, the City Council is responsible for designating authorized signatories for checks drawn on the City's bank accounts, and;

WHEREAS, in the event that an authorized signatory of the City changes (elections, illness, resignations, etc.), the City will notify the Depository Bank of the change and make appropriate revisions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ingleside, that the following are designated as the individuals authorized to sign the disbursements, on all fund accounts, on behalf of the City of Ingleside. Any two (2) of the following named officers of the City of Ingleside, whose actual signatures are shown below are required and that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of an Agent or Agents signing the same.

Pedro Oscar Adame, Mayor

Tracy Long, Mayor Pro-Tem

David Pruitt, Council Member

Caron Vela, Finance Director

Brenton B. Lewis, City Manager

Ruby Beaven, City Secretary

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against any of the Entity's accounts with the Financial Institution bearing the signature or signatures of Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as

to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any two (2) of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above names Agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

FURTHER RESOLVED, that the authority hereby conferred upon the above-named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

I, further certify that the above-named persons names occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of the Entity; that they are in full force and effect and have not been modified in any manner whatsoever.

PASSED AND APPROVED this 28th day of May, 2024 by 00 (ayes) to 00 (nays) with 00 abstentions by a vote of the City Council of the City of Ingleside, Texas.

APPROVED:

Pedro Oscar Adame, Mayor

ATTEST:

Ruby Beaven, City Secretary

CITY COUNCIL AGENDA
Regular Meeting: May 28, 2024

AGENDA ITEM: 12

Deliberate and take appropriate action on a Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives.

SUBMITTED BY: Caron Vela, Director of Finance

APPROVED FOR AGENDA: Ruby Beaven, City Secretary

BACKGROUND:

The Designating of Authorized Representatives should be updated whenever personnel changes occur.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Staff recommends the approval of the Resolution, as presented.

ATTACHMENTS:

1. 2024-05-28-TexPool-AuthorizedSignatures



Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives

WHEREAS, the City of Ingleside, #78155,
("Participant") is a local government or state agency of the State of Texas and is empowered to delegate to the public funds investment pools the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pools ("TexPool/TexPool Prime"), public funds investment pools, were created on behalf of entities whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That Participant shall enter into a Participation Agreement to establish an account in its name in TexPool/TexPool Prime, for the purpose of transmitting local funds for investment in TexPool/TexPool Prime.
- B. That the individuals, whose signatures appear in this Resolution, are authorized representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool/TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

Authorized Representatives of the Participant

These individuals will be issued P.I.N. numbers to transact business via telephone with a Participant Service Representative.

1.		3 6 1 7 7 6 2 5 1 7
	Signature	Telephone Number
	Brenton B. Lewis	3 6 1 7 7 6 1 0 2 7
	Printed Name	Fax Number
	City Manager	blewis@inglesidetx.gov
	Title	Email
2.		3 6 1 7 7 6 2 5 1 7
	Signature	Telephone Number
	Caron S. Vela	3 6 1 7 7 6 1 0 2 7
	Printed Name	Fax Number
	Director of Finance	cvela@inglesidetx.gov
	Title	Email
3.		3 6 1 7 7 6 2 5 1 7
	Signature	Telephone Number
	Priscilla Solis	3 6 1 7 7 6 1 0 2 7
	Printed Name	Fax Number
	Assistant Director of Finance	psolis@inglesidetx.gov
	Title	Email
4.		
	Signature	Telephone Number
	Printed Name	Fax Number
	Title	Email

Authorized Representatives of the Participant (continued)

5.	Signature Printed Name Title	Telephone Number Fax Number Email
6.	Signature Printed Name Title	Telephone Number Fax Number Email

List the name of the Authorized Representative provided above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Caron S. Vela
Printed Name

In addition and at the option of the Participant, additional authorized representative(s) can be designated to perform inquiry only of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

1.	Printed Name Telephone Number	Title Fax Number	Email
2.	Printed Name Telephone Number	Title Fax Number	Email
3.	Printed Name Telephone Number	Title Fax Number	Email
4.	Printed Name Telephone Number	Title Fax Number	Email
5.	Printed Name Telephone Number	Title Fax Number	Email
6.	Printed Name Telephone Number	Title Fax Number	Email

Authorized Representatives of the Participant (continued)

- C. That this resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool/TexPool Prime receives a copy of any such amendment or revocation.

This resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the

2 8 day of May, 2 0 2 4.

Document is to be signed by a Board Officer, Mayor or County Judge and attested by a Board Officer, City Secretary or County Clerk.

City of Ingleside

Name of Participant

SIGNED:

Signature

Brenton B. Lewis

Printed Name

City Manager

Title

ATTEST:

Signature

Ruby Beaven

Printed Name

City Secretary

Title

Delivery Instructions

Please return this document to **TexPool Participant Services:**

Email: texpool@dstsystems.com

Fax: 866-839-3291

CITY COUNCIL AGENDA

Regular Meeting: May 28, 2024

AGENDA ITEM: 13

Deliberate and take action on the first and only reading of an Ordinance amending the Fiscal Year 2023-2024 Budget for the City of Ingleside, Texas, for the use of Council discretionary funds, for the donation from the Ingleside Chamber of Commerce, and for the Click It Or Ticket grant funds.

SUBMITTED BY: Caron Vela, Director of Finance

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

On April 9, 2024, City Council recommended utilizing the Council Discretionary Funds, not to exceed \$42,000, for the digital sign at the Humble Station Community Center. The budget balance of the Council Discretionary Funds will be \$115,687 after this budget amendment. Also, on April 9, 2024, the Ingleside Chamber of Commerce donated \$200 to the City for the Animal Control Department.

On May 14, 2024, the City Council accepted the Click It Or Ticket Grant in the amount of \$2,340.38.

FISCAL ANALYSIS:

Fund 10 General Fund

Council Discretionary Funds 10-501-581 Decrease \$42,000

Office Supplies-City Sec. 10-500-735 Increase \$42,000

[To amend the FY2024 budget as shown above to transfer City Council Discretionary Funds to the General Fund Non-Department Equipment and to appropriate said funds for signage.]

Fund 10 General Fund

Revenue and Expense

Donations-Animal Control 10-4593 Increase \$200

Donation Exp-A/C 10-515-590 Increase \$200

[To amend the FY2024 budget as shown above to allocate the funds from the Ingleside Chamber of Commerce donation to the Animal Control Department.]

Fund 25 General Fund Grants

Revenue and Expense

PD Step-COIT Grant 25-4508 Increase \$2,341

OT-Click It or Ticket 25-509-190 Increase \$2,341

[To amend the FY2024 budget as shown above to budget the revenue and expense for the Click

It or Ticket Grant.]

RECOMMENDATION:

Staff recommends approving the ordinance to amend the fiscal year 2023-2024 Budget as presented.

ATTACHMENTS:

1. 2024-05-28 ORDINANCE NO FY2023-XX BUDGET AMENDMENT-VARIOUS FUNDS

ORDINANCE NO. 2024-XX

AN ORDINANCE AMENDING THE FISCAL YEAR 2023-2024 BUDGET FOR THE CITY OF INGLESIDE, TEXAS, FOR THE USE OF COUNCIL DISCRETIONARY FUNDS, FOR THE DONATION FROM THE INGLESIDE CHAMBER OF COMMERCE, AND FOR THE CLICK IT OR TICKET GRANT FUNDS.

BE IT ORDAINED BY THE CITY COUNCIL OF INGLESIDE, TEXAS:

WHEREAS, it was unforeseen when the budget was adopted that there would be a need for funding for these expenditures this fiscal year.

BE IT ORDAINED by the City Council of the City of Ingleside that the Fiscal Year 2023-2024 budget be amended as shown as follows:

**CITY OF INGLESIDE
DEPARTMENT REVENUES AND EXPENSES
BUDGET AMENDMENT**

Account Name:	Fund-Dept-Acct Number:	Budget Increase	Budget Decrease
Fund 10	General Fund		
Expenses			
Council Discretionary Funds	10-501-581		<u>42,000</u>
Office Supplies-City Sec.	10-500-735	<u>42,000</u>	

[To amend the FY2024 budget as shown above to transfer City Council Discretionary Funds to the General Fund Non-Department Equipment and to appropriate said funds for signage.]

Fund 10	General Fund		
Revenue and Expense			
Donations-Animal Control	10-4593	<u>200</u>	
Donation Exp-A/C	10-515-590	<u>200</u>	

[To amend the FY2024 budget as shown above to allocate the funds from the Ingleside Chamber of Commerce donation to the Animal Control Department.]

Fund 25 General Fund Grants

Revenue and Expense

PD Step-COIT Grant	25-4508	<u>2,341</u>
OT-Click It or Ticket	25-509-190	<u>2,341</u>

[To amend the FY2024 budget as shown above to budget the revenue and expense for the Click It or Ticket Grant.]

THAT all Ordinance or parts of Ordinances in conflict with this Ordinance are repealed to the extent of such conflict only.

THAT if for any reason any section, paragraph, subdivision, clause, phrase, word or provision of this ordinance shall be held invalid or unconstitutional by final judgement of a court of competent jurisdiction, it shall not affect any other section, paragraph, subdivision, clause, phrase, word or provision of this ordinance, for it is the definite intent of this City Council that every section, paragraph, subdivision, clause, phrase, word or provision hereof be given full force and effect for its purpose.

THAT this Ordinance shall not be codified but shall become effective on and after adoption and publication as required by law.

PASSED, APPROVED AND ADOPTED this 28th day of May 2024.

CITY OF INGLESIDE, TEXAS

Pedro Oscar Adame, Mayor

ATTEST:

Ruby Beaven, City Secretary

CITY COUNCIL AGENDA
Regular Meeting: May 28, 2024

AGENDA ITEM: 14

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

SUBMITTED BY: Jodi Carr, Director of Economic Development

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

On April 14, 2024, the IDC Board of Directors unanimously voted to nominate Steve Edlin to fill Position 1. On May 9, 2024, the IDC Board unanimously voted to reappoint Towanda Martin for Position 2 and Amanda Torres for Position 3. On May 9, 2024, the IDC unanimously voted to nominate Amy Polasek to fill Position 4. Terms are for two years and end on May 20, 2026.

FISCAL ANALYSIS:

RECOMMENDATION:

The Ingleside Development Corporation requests approval of the Resolution as presented.

ATTACHMENTS:

1. Board Member Resolution 2024 (v2)

RESOLUTION NO. 2024-____

A RESOLUTION OF THE CITY COUNCIL OF INGLESIDE, SAN PARTICIO COUNTY, TEXAS, APPOINTING MEMBERS TO THE INGLESIDE DEVELOPMENT CORPORATION (4-B) BOARD OF DIRECTORS.

WHEREAS, the Ingleside Development Corporation was created by the voters of the City of Ingleside by an election on May 6, 2000; and

WHEREAS, the Articles of Incorporation passed and approved by the City Council with Resolution # 744 on May 23, 2000, allows for seven (7) residents of the city of Ingleside to serve on the Board of Directors for the Ingleside Development Corporation (4-B) with three (3) members expiring on September 30 of odd years and four (4) members expiring on September 30 of even years; and

WHEREAS, the Articles of Incorporation amended by Resolution # 1018 on May 24, 2011, changed the expiration month from September to May of the respective years and kept the terms of two years with no term limits; and

WHEREAS, Cindy Wilson, Paul Baen, and Alana Seaman were appointed to serve in terms that expire May 30, 2025; and

WHEREAS, Teresa Flores, Towanda Martin, Amanda Torres, and Belinda Lamas were appointed to serve in terms that expire May 30, 2024; and

WHEREAS, Towanda Martin, Amanda Torres, Steve Edlin, and Amy Polasek are willing and eligible to serve as members of the Ingleside Development Corporation Board of Directors; and are each willing to fill a new term that expires May 30, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INGLESIDE, TEXAS, THAT:

- Section 1: The matter and facts recited in the preamble hereof are found and determined to be true and correct.
- Section 2: Steve Edlin is appointed to serve as a member on the Board of Directors of the Ingleside Development Corporation, Position 1, with the term ending on May 30, 2026.
- Section 3: Towanda Martin is appointed to serve as a member on the Board of Directors of the Ingleside Development Corporation, Position 2, with the term ending on May 30, 2026.
- Section 4: Amanda Torres is appointed to serve as a member on the Board of Directors of the Ingleside Development Corporation, Position 3, with the term ending on May 30, 2026.
- Section 5: Amy Polasek is appointed to serve as a member on the Board of Directors of the Ingleside Development Corporation, Position 4, with the term ending on May 30, 2026.

PASSED AND APPROVED this 23rd day of May 2024, by 00 (ayes) to 00 (nays) with 00 abstentions by a vote of the City Council of the City of Ingleside, Texas.

CITY OF INGLESIDE, TEXAS

Pedro Oscar Adame, Mayor

ATTEST:

Ruby Beaven, City Secretary

CITY COUNCIL AGENDA

Regular Meeting: May 28, 2024

AGENDA ITEM: 15

Deliberate and take appropriate action on a resolution for a final plat affecting the following property: Property ID#'s 1042948, 1042949, & 52731.

SUBMITTED BY: Gene Delauro, Interim Building Official

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The original Cape Bay Subdivision Phase I final plat was approved by the City Council in February 2021. Recordation of the plat was conditioned on City acceptance of all required public improvements (streets, utilities, etc.).

A redesign of the lots, streets, and utilities was necessitated due to inaccurate elevations of subsurface oil and gas pipelines. Urban Engineering proposed vacating the previously approved plat to preserve easements across the pipeline corridor and the City Council approved the vacating plat on October 24, 2023. Urban Engineering submitted a revised preliminary plat for the Cape Bay Subdivision and the preliminary plat received approval by City Council on January 23, 2024.

The Engineer submitted the final plat for Phase I of the Cape Bay subdivision on March 11, 2024. Staff comments were generated, and revisions were received from the Engineer on April 17, 2024. A second round of staff comments were generated, and the Engineer provided responses on May 1, 2024. The final plat of Cape Bay Subdivision Phase I meets the requirements of the Engineers proposed development standards and all State and City requirements.

FISCAL ANALYSIS:

None.

RECOMMENDATION:

The Planning & Zoning Commission met on May 20, 2024, and recommended approval of the final plat for the Cape Bay Subdivision Phase I subject to City Council approval of the proposed amended development standards. Staff recommends approval of the final plat conditioned on City Council approval of the proposed amended development standards.

ATTACHMENTS:

1. Voting Record - Cape Bay Phase I Final Plat
2. #653-APPLICATION
3. #653-Resolution

**PLANNING & ZONING VOTING RECORD
& ATTENDANCE RECORD**

DATE: 5/20/2024

NO. 653

			DESCRIPTION
THIS APPLICATION ___ REQUIRES <u>X</u> DOES NOT REQUIRE A SUPER MAJORITY VOTE BY CITY COUNCIL.	P R E S E N T O R A B S E N T	V O T E	CONSIDERATION AND POSSIBLE ACTION CONCERNING AN APPLICATION FILED BY URBAN ENGINEERING FOR A FINAL PLAT FOR PHASE I OF THE FOLLOWING PROPERTY: PROPERTY ID#'S 1042948, 1042949, & 52731 CAPE BAY.
ALAN BEAUBIEN (Place #1 - 12/31/23) 1 ST Term	A	-	<u>NOTES</u> Speaking For: Trey Summers, a representative of the developer, was present to answer any questions. Tracy Long, 1840 Fourth Street, spoke in support of the plat and the overall project as a benefit to Ingleside.
JACOB LOPEZ (Place #1 - 12/31/23) 1 ST Term	P	Y	Speaking Against: There was no one speaking against.
CONNOR BROWN (Place # 3 - 12/31/23) 1 ST Term	P	Y	
BOBBY DENDY (Place #4 - 12/31/24) 2 ND Term	P	Y	There were no calls or letters of objection.
BRENDA RICHARDSON (Place # 5 - 12/31/24) 2 ND Term (Chairman)	P	Y	Board member Bobby Dendy made a motion to recommend approval of the request to City Council which was seconded by Board Member Gerard Gutierrez. The motion was passed by 5 for, 1 against, and 0 abstaining.
GERARD GUTIERREZ (Place #6 - 12/31/24) 1 ST Term	P	Y	 Chairman
CYNTHIA WILSON (Place #7 - 12/31/24) 1 ST Term	P	N	<u>5-21-2024</u> Date



PO Drawer 400 • 2665 San Angelo • Ingleside, TX 78362
Phone: 361-776-3815 - building@inglesidetx.gov

PRELIMINARY, VACATING, AND/OR FINAL PLAT/REPLAT OF PROPERTY

Date Filed: _____

Receipt #: _____

In accordance with the Planning and Zoning Subdivision Ordinance, Chapter 54, Article III, application for preliminary and/or final plat/replat is requested on the property below:

Applicant Name: Urban Engineering, Ray Bridges, P.E.
Address: 2004 N. Commerce St., Victoria, Texas 77901
Phone #: 361-578-9836
Email Address: rbridges@urbanvictoria.com
Property owner name (if different): Leon Summers, III, Cape Bay L.P.
Address: 1301 Antelope, Corpus Christi, Texas 78401
Phone #: 361-877-0772
Email Address: tsummers@hoganhomestexas.com

Legal description of property to be platted:

Lot: _____ Blk: _____ Subdivision: Partially Vacated Plat of Cape Bay Subdivision Phase 1
Lot Size: 18.81 acres Ft X _____ Ft Street name facing location: 6th Street

New legal description of property if approved: Cape Bay Subdivision Phase 1

Lot: _____ Blk: _____ Subdivision: _____

I CERTIFY THAT THE ABOVE ANSWERS ARE TRUE AND CORRECT. I ALSO UNDERSTAND THAT ATTENDANCE IS MANDATORY, EITHER BY MYSELF OR A REPRESENTATIVE, AT BOTH PLANNING & ZONING AND THE CITY COUNCIL, FOR THIS REQUEST TO BE CONSIDERED. I ALSO UNDERSTAND THAT FAILURE TO ATTEND WILL RESULT IN TERMINATION OF PROCESS AND RE-APPLICATION WILL BE REQUIRED.

Planning & Zoning Public Hearing: _____ Time: 6:00 pm

City Council Public Hearing: _____ Time: 6:30 pm

Signature of Applicant: [Signature] Date: 03/06/24

Signature of Owner: [Signature] Date: 03/06/24

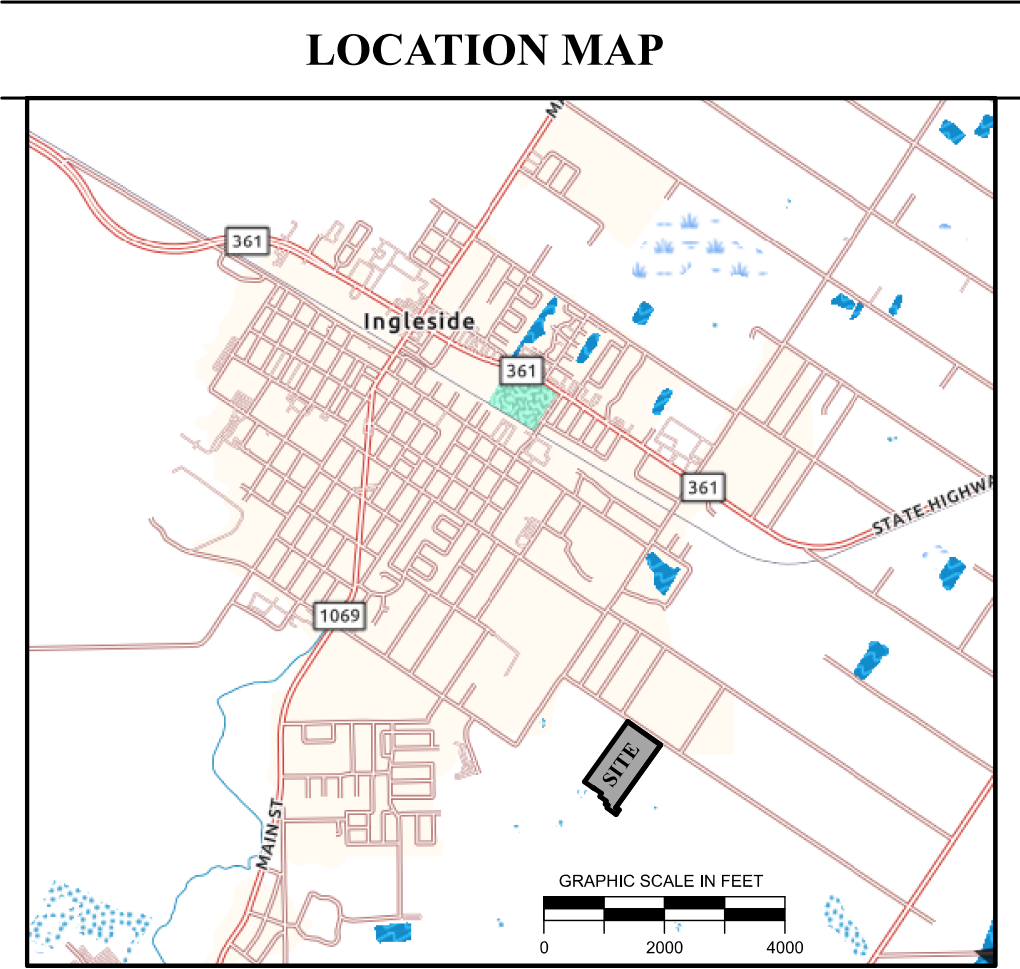
Accepted by the Building Department on _____ By: _____

The preliminary plat must:

- (1) Describe the subdivision by metes and bounds;
- (2) Locate the subdivision with respect to a corner of the survey or tract or an original corner of the original survey of which it is a part;
- (3) Show the boundary lines of the area to be subdivided with accurate distance and angles;
- (4) State and describe the location and dimensions of each proposed lot, block, building line setback, street, alley, park, easement, and other part of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the street, alley, park, or other part;
- (5) Contain the certification of the surveyor responsible for surveying the subdivision area, attesting to its accuracy;
- (6) Contain the certification of the engineer responsible for the preparation of the plat and supporting data, attesting to its accuracy;
- (7) Be drawn to scale at one inch equals 100 feet and state the scale;
- (8) Show the locations, dimensions and names of existing streets and any blocks, lots, alleys, building lines and natural watercourses and other natural features and any other significant information on all sides for a distance of not less than 200 feet from the area proposed to be subdivided;
- (9) Show the boundary lines of adjoining property;
- (10) Show the locations, dimensions and names of existing, adjoining streets and alleys and the line of departure of each street from another;
- (11) State the proposed names of streets in the subdivision, which names must conform to the names of existing streets of which they may be or become extensions, and may not otherwise duplicate or conflict with the recognized name of any other street;
- (12) Show the locations of onsite, existing sewers, water and gas mains and other public utilities;
- (13) Show a general plan for stormwater drainage sufficiently detailed to indicate the locations of drainage ditches or structures and the direction of flow;
- (14) Show the boundaries of each existing zoning district in the area being platted and state any proposed changes in zoning for which application will be made;
- (15) Show the lines of departure of each street from another;
- (16) State the proposed name of the subdivision, which shall not have the same spelling as or be pronounced similar to the name of any other subdivision located within the city or its extraterritorial jurisdiction;
- (17) State the name, residence and business addresses and telephone numbers of the subdividers, owners, engineer and surveyor;
- (18) Be accompanied by a copy of all private covenants and restrictions applicable to the land; and
- (19) Be accompanied by a copy of any existing plat covering the land sought to be subdivided.

The final plat must:

- (1) Contain all information and meet the requirements stated under section 54-106 for preliminary plats. However, such information, where possible, shall be more detailed and specific.
- (2) Be in conformity with the preliminary plat as approved by the commission and the council, and meet all the conditions of such preliminary plat.
- (3) Describe the street lighting plan and specify the location and type of all street lighting proposed.
- (4) Show all lots and blocks designated by numbers or by letters.
- (5) Show the radii, areas or chords, points of tangency and central angles for all curvilinear streets and the radii for rounded corners.
- (6) State the locations and descriptions of all survey monuments.
- (7) Contain the acknowledgment of all owners and lienholders to the plat, including dedication to public use of all streets, alleys, parks, easements and other areas or facilities dedicated or granted to the public.
- (8) Be accompanied by detailed plans and specifications of and for construction of all public improvements including, but not limited to, plats, sketches, and other satisfactory written descriptions, showing such features as roadways, cross sections and longitudinal slope of drainage, full description of proposed pavement or street improvements, its grade and slope, dimensions and specifications concerning public utilities to be installed showing proposed position on the ground, specifications of materials and construction, and profile maps of all sanitary and storm sewers showing both ground surface and flow line, and any other pertinent information of a similar nature.
- (9) Show the locations of all offsite and onsite existing sewers, water and gas mains and other public utilities to which the developer proposes to connect in order to provide service to the subdivision.
- (10) Set forth detailed cost estimates for the construction of all public improvements.



PLANNING AND ZONING COMMISSION

CERTIFICATE OF APPROVAL

THE STATE OF TEXAS

COUNTY OF SAN PATRICIO

THE FINAL PLAT OF THE HEREIN DESCRIBED PROPERTY WAS APPROVED ON BEHALF OF THE CITY OF INGLESIDE, SAN PATRICIO COUNTY, TEXAS BY THE PLANNING AND ZONING COMMISSION.

CHAIRPERSON

DATE

SECRETARY

DATE

CITY COUNCIL

CERTIFICATE OF APPROVAL

THE STATE OF TEXAS

COUNTY OF SAN PATRICIO

THE FINAL PLAT OF THE HEREIN DESCRIBED PROPERTY WAS APPROVED ON BEHALF OF THE CITY OF INGLESIDE, SAN PATRICIO COUNTY, TEXAS BY THE CITY COUNCIL.

THIS DAY OF , 2024 ,

MAYOR

CITY SECRETARY

FINAL PLAT

CAPE BAY SUBDIVISION - PHASE 1

BEING A 18.70 ACRE TRACT OF LAND SITUATED IN THE CITY OF INGLESIDE, SAN PATRICIO COUNTY, TEXAS, OUT OF THE EDMUND ST. JOHN SURVEY, ABSTRACT NO. 250, THE ROBERT S. WILLIAMSON SURVEY, ABSTRACT NO. 283, AND THE WILLIAM MCDONOUGH SURVEY, ABSTRACT NO. 184, SAN PATRICIO COUNTY, TEXAS, AND BEING TRACTS II, & III DESCRIBED BY WARRANTY DEED DATED NOVEMBER 5, 2021 CONVEYED FROM 4LA- ATX. LLC TO CAPE BAY, L.P. AS RECORDED IN INSTRUMENT NO. 716831 OF THE OFFICIAL PUBLIC RECORDS, SAN PATRICIO COUNTY, TEXAS.

LIEN HOLDER'S ACKNOWLEDGEMENT

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE), PROSPERITY BANK, OWNER(S) AND HOLDER(S) OF A LIEN AGAINST THE PROPERTY SHOWN ON THIS PLAT, DO HEREBY IN ALL THINGS SUBORDINATE MY(OUR) INTEREST IN SAID PROPERTY TO THE PURPOSES AND EFFECTS OF SAID PLAT AND THE DEDICATIONS AND RESTRICTIONS SHOWN HEREIN TO SAID PLAT. FURTHER I(WE) HEREBY CONFIRM THAT I(WE) ARE THE PRESENT OWNER(S) OF SAID LIEN AND HAVE NOT ASSIGNED THE SAME NOR ANY PART THEREOF.

ROYCE MORAN
REGIONAL PRESIDENT
PROSPERITY BANK
1205 N. NARARRO ST.
VICTORIA, TX 77901

THE STATE OF TEXAS
COUNTY OF VICTORIA

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED ROYCE MORAN, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT SUCH PERSON EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATIONS THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE DAY OF , 2024 .

NOTARY PUBLIC, STATE OF TEXAS

THE STATE OF TEXAS
COUNTY OF SAN PATRICIO

I(WE), CAPE BAY, LP, OWNER, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN HEREON. THAT I HAVE HAD SAID PROPERTY SURVEYED AS SHOWN FOR THE PURPOSES OF DESCRIPTION AND DEDICATION. ALL UTILITY EASEMENTS AND RIGHTS-OF-WAY ARE DEDICATED TO THE PUBLIC FOR THE OPERATION AND MAINTENANCE OF PUBLIC STREETS AND UTILITIES.

THIS DAY OF , 2024

LEON PAUL SUMMERS, III
1301 ANTELOPE ST.
CORPUS CHRISTI, TEXAS 78401

THE STATE OF STATE
COUNTY OF

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED LEON PAUL SUMMERS, III, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT SUCH PERSON EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATIONS THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE DAY OF , 2024 .

NOTARY PUBLIC, STATE OF TEXAS

COUNTY CLERK

CERTIFICATE OF APPROVAL

THE STATE OF TEXAS

COUNTY OF SAN PATRICIO

I, , CLERK OF THE COUNTY COURT IN AND FOR SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT DATED THE DAY OF , 2024 , WITH ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE THE DAY OF , 2024 , AT O'CLOCK ____ M, AND DULY RECORDED THE DAY OF , 2024 , AT O'CLOCK ____ M, IN THE MAP RECORDS OF SAID COUNTY IN ENVELOPE: TUBE: INSTRUMENT NUMBER:

WITNESS MY HAND AND SEAL OF THE COUNTY COURT IN AND FOR SAID COUNTY AT OFFICE IN CORPUS CHRISTI, TEXAS, THE DAY AND YEAR LAST WRITTEN.

DEPUTY

HEATHER B. MARKS
COUNTY CLERK

TERRY T. RUDDICK, R.P.L.S.
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 4943

URBAN SURVEYING, INC.
FIRM NO. 10021100
2004 N. COMMERCE ST.
VICTORIA, TX 77901
(361) 578-9837

GENERAL NOTES

1. THIS PLAT IS CONTAINED WITHIN THE CITY OF INGLESIDE CORPORATE LIMITS.

2. ZONING: PLANNED UNIT DEVELOPMENT (PUD)

3. BUILDING LINES : AS SHOWN

4. STATISTICAL DATA :
A) GROSS AREA - 18.70 ACRES
B) GROSS LOTS - 87
C) RESIDENTIAL LOTS - 82
D) PRIVATE PARK/OPEN SPACE - LOTS A, B, C & E - 35,406 SF ARE NON-BUILDABLE AND ARE RETAINED FOR PRIVATE USE.
E) DEDICATION FOR PUBLIC RIGHT-OF-WAY- 3.310 AC
F) LOT D, BLK 1 DEDICATED FOR PUBLIC LIFT STATION - 0.1547 AC

5. ALL CORNERS ARE MARKED WITH A SET 5/8" DIAMETER STEEL ROD WITH YELLOW PLASTIC CAP MARKED "URBAN SURVEYING, INC" UNLESS OTHERWISE NOTED.

FSR - FOUND 5/8" DIAMETER STEEL ROD
SSR - SET 5/8" DIAMETER STEEL ROD

6. ABBREVIATIONS:
AC - ACRES
BL - BUILDING SETBACK LINE
ROW - RIGHT-OF-WAY
SF - SQUARE FEET
UE - UTILITY EASEMENT
DE - DRAINAGE EASEMENT

7. ACCORDING TO THE APPROXIMATE SCALE OF THE FLOOD INSURANCE RATE MAP (FIRM) COMMUNITY PANEL NO. 48409C 0605 E, EFFECTIVE DATE NOVEMBER 4, 2016, THE PROPERTY SHOWN ON THIS PLAT IS LOCATED IN ZONE X.

CURVE DATA

CURVE	RADIUS	TANGENT	DELTA	ARC LENGTH	CHORD BEARING AND LENGTH
C1	425.00'	12.61'	03°23'57"	25.21'	N 17°47'50" E 25.21'
C2	425.00'	25.81'	06°57'06"	51.57'	N 29°37'48" E 51.53'
C3	400.00'	24.20'	06°55'26"	48.34'	N 29°38'38" E 48.31'
C4	375.00'	22.58'	06°53'32"	45.11'	N 29°39'35" E 45.08'
C5	15.00'	15.00'	90°00'00"	23.56'	N 78°06'21" E 21.21'
C6	15.00'	15.00'	90°00'00"	23.56'	N 11°53'39" W 21.21'
C7	65.00'	65.00'	90°00'00"	102.10'	N 78°06'21" E 91.92'
C8	40.00'	40.00'	90°00'00"	62.83'	N 78°06'21" E 56.57'
C9	15.00'	15.00'	90°00'00"	23.56'	N 78°06'21" E 21.21'
C10	15.00'	15.00'	90°00'00"	23.56'	N 78°06'21" E 21.21'
C11	15.00'	15.03'	90°06'34"	23.59'	N 11°56'56" W 21.23'
C12	15.00'	14.97'	89°53'26"	23.53'	S 78°03'04" W 21.19'
C13	15.00'	15.00'	90°00'00"	23.56'	N 11°53'39" W 21.21'
C14	15.00'	15.00'	90°00'00"	23.56'	N 11°53'39" W 21.21'
C15	40.00'	40.00'	90°00'00"	62.83'	N 11°53'39" W 56.57'
C16	65.00'	65.00'	90°00'00"	102.10'	N 11°53'39" W 91.92'
C17	15.00'	15.00'	90°00'00"	23.56'	N 78°06'21" E 21.21'
C18	15.00'	15.00'	90°00'00"	23.56'	N 11°53'39" W 21.21'
C19	425.00'	50.71'	13°36'32"	100.95'	N 26°18'05" E 100.71'
C20	400.00'	59.81'	17°00'29"	118.74'	N 24°36'07" E 118.30'
C21	375.00'	56.07'	17°00'29"	111.32'	N 24°36'07" E 110.91'

LINE DATA

LINE	BEARING	DISTANCE
L1	N 16°05'52" E	50.58'
L2	N 73°54'08" W	50.00'
L3	N 16°05'52" E	26.86'
L4	N 22°39'53" E	55.93'
L5	N 64°17'34" W	50.00'
L6	S 16°05'52" W	26.86'

PRIVATE PARK / OPEN SPACE

LOT	BLOCK	AC	SF
A	1	0.2079	9,056
B	2	0.2064	8,991
C	3	0.1825	7,950
E	1	0.2160	9,409
TOTAL REQ'D		0.8128	35,406
		0.5647	24,600

SURVEYOR



URBAN SURVEYING INC.
2004 N. Commerce St.
Phone: (361) 578-9837

PLAT PREPARED BY

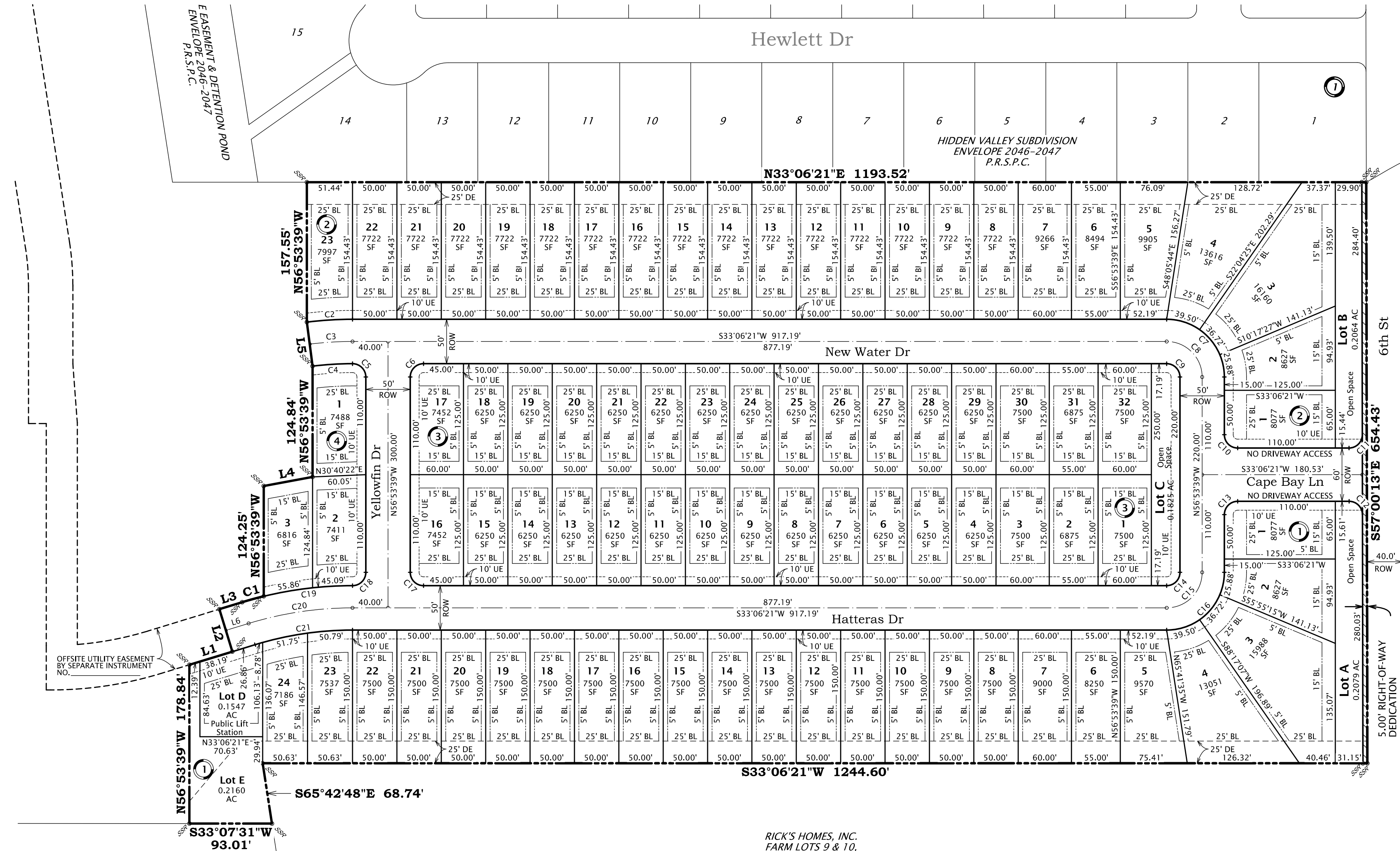


URBAN
engineering
2004 N. Commerce, Victoria, Texas 77901 · 361.578.9836
urbanvictoria.com · TREF# F-160

JOB NUMBER:	E24772.01	DATE:	05/07/24	PG 1 OF 2
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CAPE BAY SUBDIVISION - PHASE 1

BEING A 18.70 ACRE TRACT OF LAND SITUATED IN THE CITY OF INGLESIDE, SAN PATRICIO COUNTY, TEXAS, OUT OF THE EDMUND ST. JOHN SURVEY, ABSTRACT NO. 250, THE ROBERT S. WILLIAMSON SURVEY, ABSTRACT NO. 283, AND THE WILLIAM MCDONOUGH SURVEY, ABSTRACT NO. 184, SAN PATRICIO COUNTY, TEXAS, AND BEING TRACTS II, & III DESCRIBED BY WARRANTY DEED DATED NOVEMBER 5, 2021 CONVEYED FROM 4LA- ATX. LLC TO CAPE BAY, L.P. AS RECORDED IN INSTRUMENT NO. 716831 OF THE OFFICIAL PUBLIC RECORDS, SAN PATRICIO COUNTY, TEXAS.



FIELDNOTE
POINT OF BEGINNING

DAGGER ISLAND PARTNERS, LTD.
REMAINDER OF A
CALLED 1225.97 ACRES
INSTRUMENT NO. 529811
OFFICIAL PUBLIC RECORDS,
SAN PATRICIO COUNTY, TEXAS
MAR. 25, 2004

RICK'S HOMES, INC.
FARM LOTS 9 & 10,
LANDBLOCK "K"
INSTRUMENT NO. 697475
OFFICIAL PUBLIC RECORDS,
SAN PATRICIO COUNTY, TEXAS
MAR. 26, 2020

SURVEYOR
usi
URBAN SURVEYING INC.
2004 N. Commerce St. Victoria, Texas 77901
Phone: (361) 578-9837 FIRM # 10021100

PLAT PREPARED BY
URBAN
engineering
2004 N. Commerce, Victoria, Texas 77901 · 361.578.9836
urbanvictoria.com · TREF# F-160

JOB NUMBER: E24772.01 DATE: 05/07/24 PG 2 OF 2

RESOLUTION NO. 2024-____

**A RESOLUTION FOR A FINAL PLAT AFFECTING THE FOLLOWING PROPERTY:
PROPERTY ID#'S 1042948, 1042949, & 52731**

WHEREAS, application was made for the final plat request for the real property hereinafter described; and

WHEREAS, notices have been given and published and public hearing held, all on the question of said final plat, as required by law; and

WHEREAS, the Planning and Zoning Commission met and held a Public Hearing on May 20, 2024, wherein the final plat was approved by 5 for, 1 against, and 0 abstaining, and after hearing and considering the application, the comprehensive master plan of the city, the future development of the city as a whole, and other relevant factors, the City Council is of the opinion and finds that it is in the best interest of the public health, safety, and welfare of the city to allow the replat of this property;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INGLESIDE, COUNTY OF SAN PATRICIO, STATE OF TEXAS:

Approve the final plat to be known as:

CAPE BAY PHASE I

PASSED, RESOLVED, APPROVED, AND ADOPTED this 28th day of May, 2024, by ____ (ayes) to ____ (nays) with ____ abstentions by a vote of the City Council of the City of Ingleside, Texas.

CITY OF INGLESIDE, TEXAS

Pedro Oscar Adame, Mayor

ATTEST:

Ruby Beaven, City secretary

CITY COUNCIL AGENDA

Regular Meeting: May 28, 2024

AGENDA ITEM: 16

Deliberate and take appropriate action for a request to amend the development standards of the Cape Bay Planned Unit Development (PUD).

SUBMITTED BY: Gene Delauro, Interim Building Official

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The Development Standards for the Cape Bay PUD were approved (Ordinance #2020-001) by the City Council on January 8, 2020. The Ordinance and approved standards, and the Developer's proposed standards are attached for reference. For comparison purposes, below are notable standards previously approved, followed by the proposed amendments.

1. Approved Standard - Streets - 50' Right-of-way with 30' of pavement and minimum sidewalk standards will be exceeded with hiking trails and sidewalks throughout the development.

Proposed Amendment - Streets – 50' Right-of-way with 28' street section and a 5' minimum sidewalk shall be provided for connectivity along the minimum of one side of all street sections throughout the development.

2. Approved Standard - Residential Lots - Mixture of 6,600 sq ft lots with 60' width and 5,400 sq ft lots with 45' width.

Proposed Amendment - Residential Lots - 6,000 sq ft lots with minimum 50' wide lots

3. Approved Standard - Park - Developer shall provide linear hike and bike trail throughout the development as well as several acres of park land dedication. There is approximately 12 +/- acres of park, and open space that will be utilized as linear hike and bike trails and developed public park land.

Proposed Amendment - Park – The Owner (Developer) shall dedicate a portion of the property to be either public parkland, private park land or cash in lieu, at the Owner's (Developer) discretion the subdivision shall provide a 5' concrete linear sidewalk system for connectivity throughout the development as well as the minimum acres of park land dedication or cash in lieu.

4. Approved Standard – Cape Bay Subdivision will have access points on Achievement Boulevard, Avenue A and 6th Street.

Proposed Amendment – Cape Bay Subdivision will have access points on Achievement Boulevard and 6th Street. No street construction is proposed from the Cape Bay subdivision to the intersection of Avenue A & 8th Street.

5. Approved Standard – A Traffic Impact Analysis (TIA) will be conducted to determine any potential off-site improvements that may be required.

Proposed Amendment – No TIA is proposed.

6. Approved Standard – Additional plans, including general parks plan, conceptual plan, landscaping exhibits and or architectural plans shall be provided as an attachment to the PUD as required and shall be submitted prior to the final plat of each phase of the subdivision. The approved attachments and exhibits included a Preliminary Concept Plan and Phasing, Preliminary Use Plan, Preliminary Walking Trail Plan, Fencing Plan, Landscaping and Park Plan and Entry Monumentation.

Proposed Amendment - A Preliminary Plan and Sidewalk Plan were submitted as exhibits to the proposed amended conditions.

The construction plans previously submitted include providing and installing a one-hundred-kilowatt emergency backup generator at the proposed lift station. The proposed construction drawings do not include a backup generator, only a means of connection for a backup generator to be provided by others. The City of Ingleside is required, under TCEQ standards, to provide backup emergency power to operate the lift station in the event of power loss.

FISCAL ANALYSIS:

None.

RECOMMENDATION:

The Planning & Zoning Commission met on January 15, 2024, conducted a public hearing, and deliberated on the request. The Commission voted 4-0 to recommend approval of the amended PUD development standards to the City Council.

ATTACHMENTS:

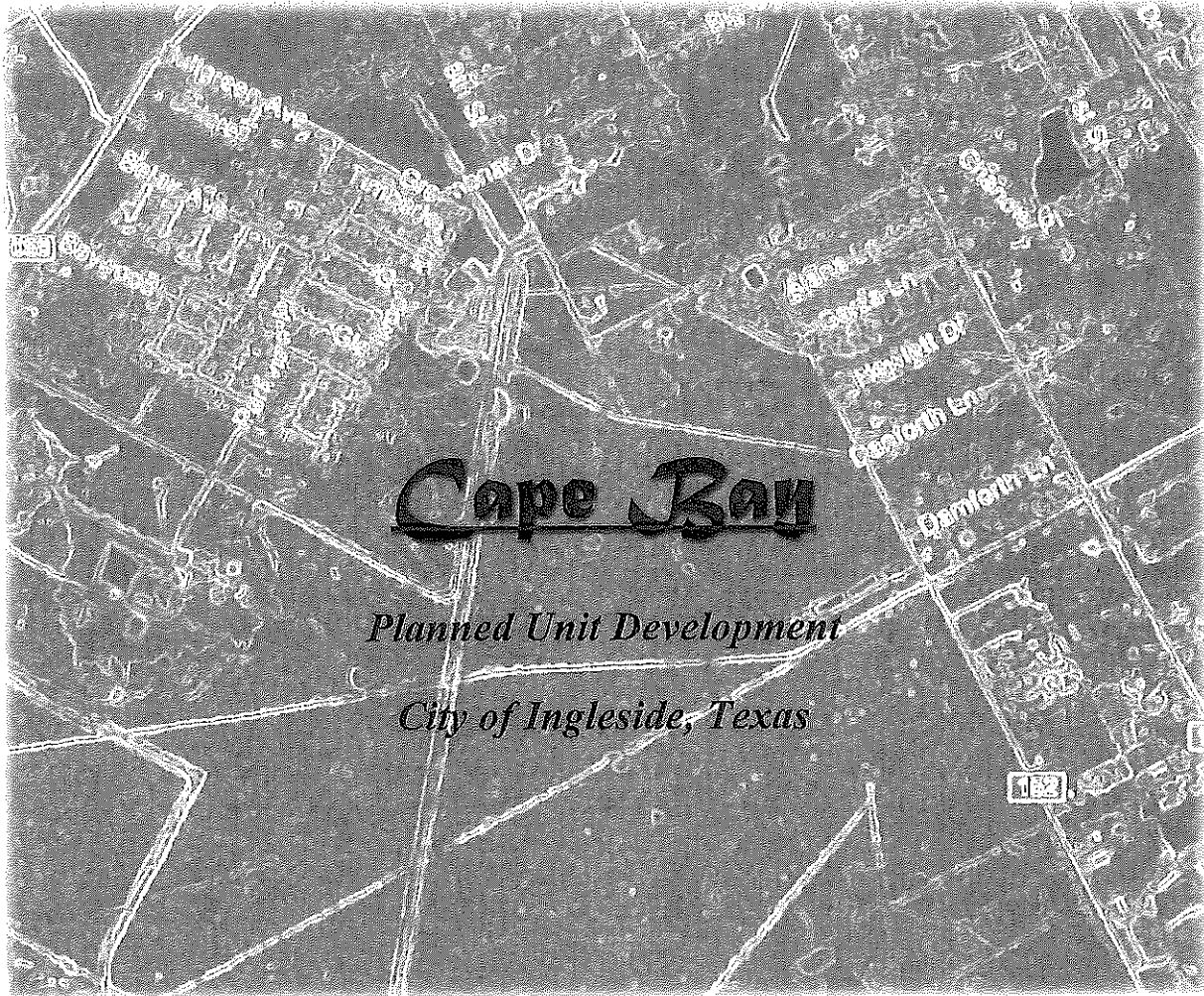
1. #349 - SIGNED VOTING RECORD
2. CAPE BAY PUD ARGUEMENT - Approved 2020, 01-08 (Ord. 2020-01)
3. 2024.1.22 Developer Summary of Differences For Council
4. Cape Bay REVISED PUD Development Standards_01.11.24

**PLANNING & ZONING VOTING RECORD
& ATTENDANCE RECORD**

DATE: 1/15/2024

NO. 649

			DESCRIPTION
THIS APPLICATION ___ REQUIRES <u>X</u> DOES NOT REQUIRE A SUPER MAJORITY VOTE BY CITY COUNCIL.	P R E S E N T O R A B S E N T	V O T E	PUBLIC HEARING CONCERNING AN APPLICATION FILED BY URBAN ENGINEERING, TO AMEND THE CONDITIONS OF THE PLANNED UNIT DEVELOPMENT (ORDINANCE 2020-001) AND PRELIMINARY PLAT THE FOLLOWING PROPERTY: PROPERTY ID#'S 1042948, 1042949, & 52731 CAPE BAY PHASE I.
ALAN BEAUBIEN (Place #1 - 12/31/23) 1 ST Term	P	Y	<u>NOTES</u> Speaking For: Trey Summers, Hogan Homes, 1301 Antelope, Corpus Christi, TX 78401.
VACANT (Place #2 - 12/31/23) 2 ND Term (Vice - Chairman)	P	Y	Speaking Against: There was no one speaking against.
CONNOR BROWN (Place # 3 - 12/31/23) 1 ST Term	P	Y	There were no calls or letters of objection.
BOBBY DENDY (Place #4 - 12/31/24) 2 ND Term	A	-	Board member Gerard Gutierrez made a motion to recommend approval of the request to replat to City Council which was seconded by Board Member Connor Brown. The motion was passed unanimously by all members present.
BRENDA RICHARDSON (Place # 5 - 12/31/24) 2 ND Term (Chairman)	P	Y	<u>Brenda J. Richardson</u> Chairman
GERARD GUTIERREZ (Place #6 - 12/31/24) 1 ST Term	P	Y	<u>1-15-2024</u> Date
CYNTHIA WILSON (Place #7 - 12/31/24) 1 ST Term	A	-	



November 12, 2019

A. Purpose of the Planned Unit Development (PUD)

As stated in Chapter 78, Division 14, Section 78-305 of the City of Ingleside's ("City") Code of Ordinances, "It is the intent of this section to provide for greater flexibility in the design of residential buildings, houses, yards, courtyards, streets, and pedestrian and automobile circulation within a development than would otherwise be possible through the application of existing rules and regulations of this chapter and the platting ordinance. It is further the intent of this section to provide for maximum choice in the types of environment and living units available to the public, an integration of open space and recreation areas with residential development, a pattern of development which preserves trees, outstanding natural topography, and geologic features, a creative approach to the use of land and related physical development, an efficient use of land resulting in small networks of utilities and streets and thereby lower housing and maintenance costs, without material, adverse impact on public costs, and an environment of stable character in harmony with surrounding development. The planned unit development concept is created to provide the flexibility necessary to establish a mixed-use development that stands out from other developments."

B. Summary of the Cape Bay Subdivision

The Cape Bay Subdivision is a proposed quality, mixed use community of Single-Family Residential, Multi-Family Residential. The track is approximately 85± acres and located 0.31 mile southeast of the intersection of 6th Street and Avenue A (the "Property"). The property is currently undeveloped open space land and is currently zoned Single-Family Residential District (R-1), according to the City's official zoning map which permits a 6,000 lot.

Surrounding Land Uses and zoning:

North- Residential and open space; zoned R-1

South-Undeveloped open space; zoned M and I

East-Undeveloped open space; zoned R-1

West- Pipeline Easement and drainage canal and Elementary School; zoned R-1

Any area not specifically stated or defined in this PUD shall comply with the City Code of Ordinances.

C. In accordance to the Code of Ordinance Sec. 78-308 PUD requirements

(1) This Planned Unit Development (PUD) will include a mix of Single-Family, and Multi-Family Residential Uses and shall provide the community with attainable housing for current and future residents of Ingleside. With a current median income of \$60,781 the cost of a home in the attainable housing range in Ingleside would be approximately \$180,000- \$265,000 in Ingleside. According to the Urban Land Institute defines "attainable housing" as nonsubsidized, for-sale housing that is affordable to households with incomes between 80 and 120 percent of the area median income (AMI).

(2) Residential Streets- The single-family lots shall consist of 50' right-of-ways with 30' of pavement and minimum sidewalk standards will be exceeded with hiking trails and sidewalks throughout the development.

Collector Street- The collector street shall consist of 60' right-of-ways with of 40' of pavement and minimum sidewalk standards will be exceeded with hiking trails and sidewalks throughout the development.

Residential Parking- A minimum of 2 off street parking spaces for each residential unit will be provided in accordance with Div. 3, Article V, Chapter 78 of the Code of Ordinances. [See Attached Preliminary Concept and Phasing Plan Exhibit] Any on street parking shall comply with Division 2 Sec. 62-64 of the Code of ordinances.

Water and Wastewater Services- shall be provided as required by the City to service the Cape Bay Subdivision.

- (3) Cape Bay shall provide adequate fencing and screening along the main entrance and perimeter of the subdivision. The fencing and screening shall meet the requirements of the Code of Ordinances Division 3, Article XI, Chapter 18.
- (4) A landscape buffer shall be located along the entrance wall and contain a variety of native plants to complement the entry sign and other features. [See Exhibit]
- (5) The Cape Bay Subdivision provides several areas of greenspace along with linear trails that may connect to future developments, creating pedestrian connectivity.
- (6) The Cape Bay Subdivision shall provide an appropriate visible triangle for ingress and egress for accesses to the development.
- (7) The Cape Bay Subdivision shall provide detention systems and drainage systems throughout the subdivision to handle all storm water and surface water run-off.
- (8) The Cape Bay Subdivision shall ensure that the development uses all safety measures as required by city code to protect the neighboring properties during the construction of the development.

D. Conformance with Comprehensive Plan

The Cape Bay Subdivision shall comply with intent of the Ingleside Comprehensive Plan Resolution # 2016-01. The Future Land Use Plan and Future Land Use Map identify the subject property as General Residential. The Comprehensive Plan identifies uses for single family with large yards and smaller single family for starters homes and retirees.

E. Conformance with Criteria for Approval

The Cape Bay Subdivision complies with the criteria set forth in the Compliance Criteria Section of the Code of Ordinances Section 78-309.

F. The Plan in the Context of the Area

The Cape Bay Subdivision is an 85± acre PUD mixed use community consisting of single-family and multi-family residential uses, located in the central sector in the City of Ingleside, San Patricio County, Texas. The surrounding land uses are undeveloped properties, elementary school, pipeline easements and single-family residences.

G. Land Uses

The proposed development program is set forth below and adheres to the intent and purpose of the Future Land Use Plan (FLUP). Based on minimum lot sizes and the provisions of the Agreement, a Planned Unit Development (PUD) designation is necessary and appropriate for the Property.

a. Residential -

- Single-Family Residential 1 (SF1): 7,800 square foot lot with a minimum 60-foot wide lot. [60x130]



- Single-Family Residential 2 (SF2): 4,950 square foot lot with a minimum 45-foot wide lot. [45x110]



b. Mixed Multi-Family (MMF) –

- Apartment- a maximum density of twenty-six (26) units per acre.



- Duplexes- a maximum density of eight (8) units per acre.



- Townhouses- a maximum density of twenty (20) units per acre.



- c. Park Land, Public and Private- As shown on the MDP and PUD exhibits, the Owner shall dedicate a portion of the Property to be either open space, public parkland, or private parkland, at the Owner's discretion. The Cape Bay Subdivision shall provide linear hike and bike trails throughout and the development as well as several acres of park land dedication. There is approximately 12+ acres of park and opens space that will be utilized as linear hike and bike trails and developed public park land that will satisfy the park land dedication and development requirements according to Chapter 54, Article IV, Division 4, Section 54-151 Parks.



H. Vehicular Circulation Plan

Area traffic is an important consideration in the development of the Property. As reflected on the preliminary plan, see attached plan. Cape Bay Subdivision will have access points on Achievement Blvd., Avenue A, and 8th Street. All streets within the property will be designed in accordance with the Code of Ordinances to provide for adequate flow into, out of and through the development.

- a. Required Improvements - Traffic Impact Analysis will be conducted to determine any

potential off-site improvements that may be required. All streets will meet the requirements of Chapter 54, Division 4, Article IV, Section 54-146 of the Code of Ordinances.

I. Development Standards

The development standards set forth will identify the density and dimensions of the permitted lot sizes within each district.

- a. Single-Family Density-Approximately 72± acres will be designated single-family residential.

Lot Area, Lot Width, Lot Depth, Setbacks, Building Heights, Impervious Cover

Lot Size and Dimensions				Yard Setbacks					Misc. Requirements	
Lot Type	Area SF (min.)	Width Ft. (min.)	Depth Ft. (min.)	Front Ft. (min)	Side Ft.	Side (Corner Lot) Ft.	Rear Ft.	Minimum Off-Street Parking	Maximum Height Ft.	Maximum Imperv. Cover
SF1	6,600	60	130	20	5-10 ³	15	20	2	50	65%
SF2	5,400	45	110	20	5	10	20	2	35	75%

¹Cul-de-Sac lots may be less than minimum lot depth but shall not be less than the required minimum lot square footage.

²Lots located on a cul-de-sac shall be measured at the building setback line.

³The side yard setback shall have a 10-foot setback on one side and the adjoining lot shall have a 5-foot setback to maintain a 15-foot separation between houses.

- b. Mixed Multi-Family Density- Will consist of approximately 26 units per acre.

Lot Area, Lot Width, Lot Depth, Setbacks, Building Heights, Impervious Cover

Lot Size and Dimensions				Yard Setbacks				Misc. Requirements	
Lot Type	Area SF (min.)	Width Ft. (min.)	Depth Ft. (min.)	Front Ft. (min)	Side Ft.	Rear Ft.	Minimum Parking	Maximum Height Ft.	Max Imperv. Cover
APT	10,000	100	100	25	10	10	2/unit	60	70%
DUP	7,000	50	100	20	10	10	2/unit	35	75%
TH	5,500	50	110	20	5	10	2/unit	40	60%

J. Preliminary Concept and Phasing Plan

A Preliminary Plan has been submitted for this Property and project. Additional plans, including a

General Parks Plan, Conceptual Plan, landscaping exhibits, and/or architectural plans shall be provided as attachment to this PUD as required and shall be submitted prior to final plat of each phase of the subdivision.

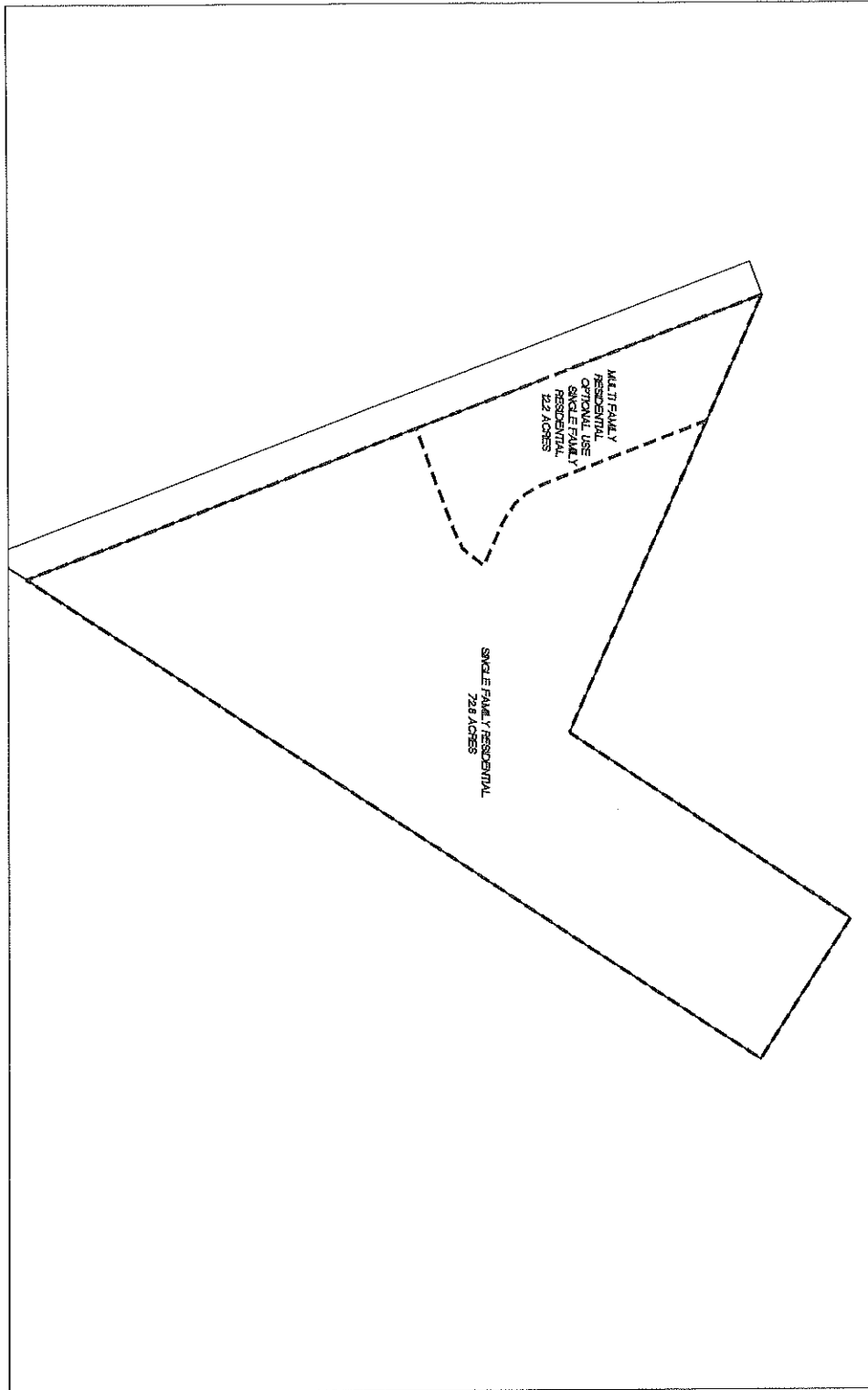
K. Changes in the Planned Unit Development (PUD)

The intent of the Cape Bay Subdivision is to develop in accordance with the approved Development Plan, the Agreement, and the recorded final plats. The City Manager or his/her designee may permit the applicant to make minor amendments to the Conceptual Plan without the necessity of amending the ordinance that established the PUD. If the proposed amendments change and/or impact the nature or purposes of the approved PUD, whether individually or cumulatively, the City Manager may deny the request for approval of the modifications and provide the applicant with the opportunity to revise the proposed amendments to bring them into compliance with the PUD. Minor amendments shall only be as follows:

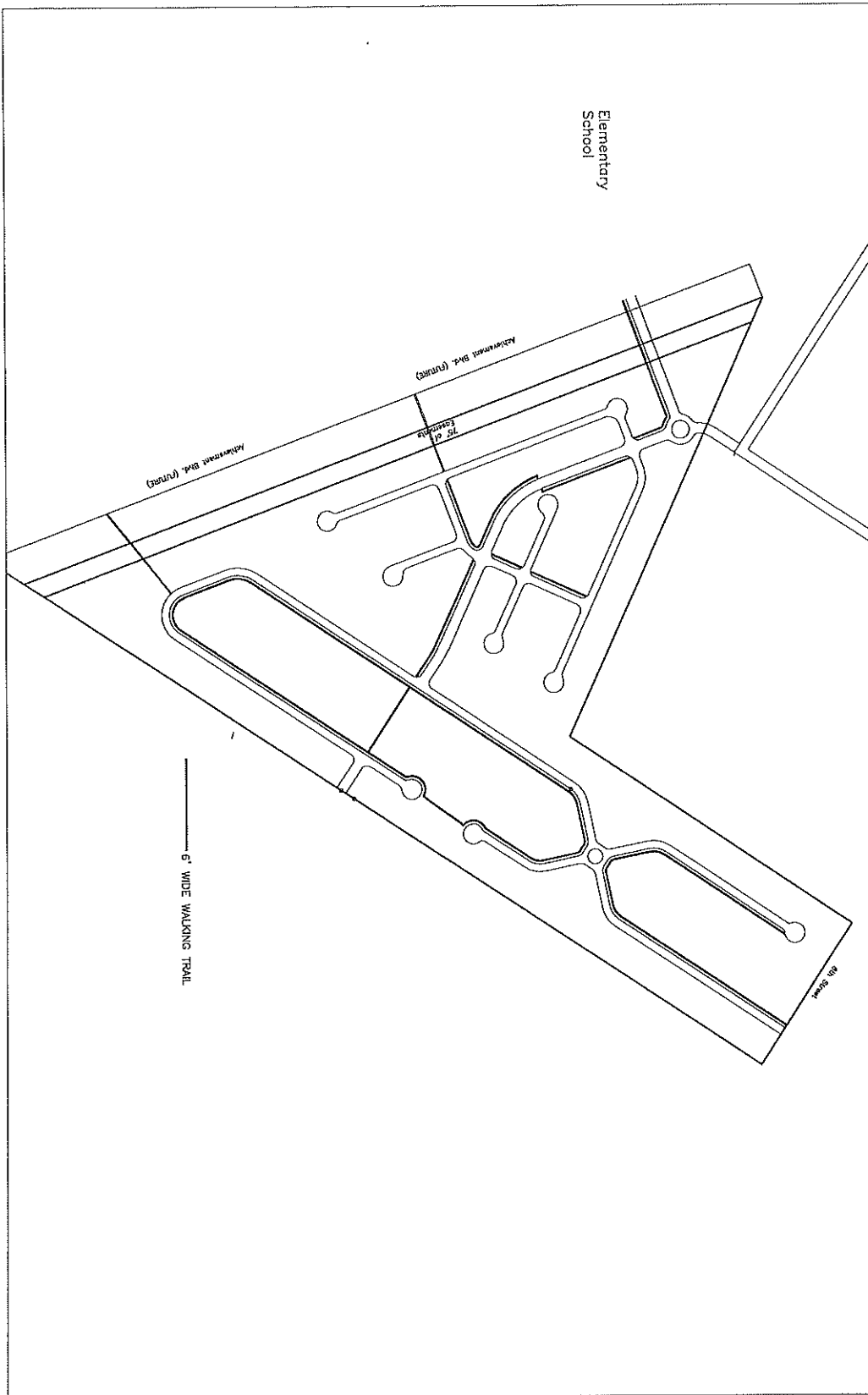
1. Corrections in spelling, distances and other labeling that do not affect the overall development concept;
2. Changes in building position or layout that are less than ten feet or ten percent (10%) of the total building project or area;
3. Changes in proposed property lines provided that the original total project acreage is not exceeded, and the area of any base zoning district is not changed by more than five percent (5%); and
4. Changes in parking layouts if the number of required spaces and general original design are maintained;

ATTACHMENTS:

- A- Preliminary Concept Plan and Phasing
- B- Preliminary Use Plan
- C- Preliminary Walking Trail Plan
- D- Fencing Plan
- E- Landscape and Park Plan
- F- Entry Monumentation



SHEET EXHIBIT A OF 9		CAPE BAY SUBDIVISION PRELIMINARY USE PLAN CITY OF INGLESIDE, TEXAS		 DON MCCRARY & ASSOCIATES, INC. ENGINEERS & SURVEYORS 393 BAYVIEW SAN ANTONIO, TEXAS 78216-2802 (210) 249-2551				<table border="1"> <tr> <td>No.</td> <td>DATE</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		No.	DATE										
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SHEET EXHIBIT C OF 0		CAPE BAY SUBDIVISION PRELIMINARY WALKING TRAIL PLAN CITY OF INGLESIDE, TEXAS		 DON McCRARY & ASSOCIATES, INC. ENGINEERS & SURVEYORS 325 INDEPENDENT SAN ANTONIO, TEXAS 78210-2002 (210) 349-2651				DATE: _____ BY: _____	
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Each residential lot shall have a 6' wood fence on the rear and each side of the property boundary.



Exhibit D- Residential lot fencing

A 12 acres of parkland developed for the young and young at heart.



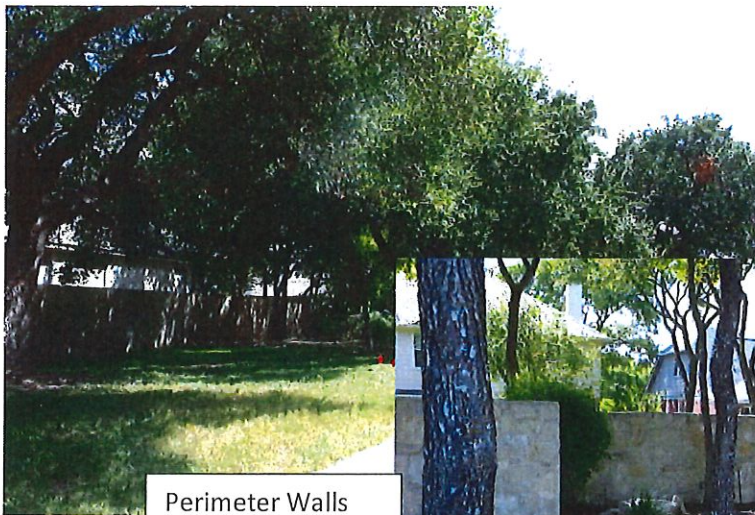
Also proposed, are several linear feet of hike and bike trails that connect to the many pocket parks scattered through the subdivision.



Exhibit E- Parks and Landscape Plan



Signage for primary and secondary Entrance



Perimeter Walls and Landscape



Exhibit F- Entry perimeter wall, landscape and entry signs

To the Honorable Mayor and Ingleside City Council,

Subject: Summary of Differences Between Existing and Proposed Amended Planned Unit Development (PUD) for Cape Bay Subdivision

This letter outlines the key differences between the current Planned Unit Development (PUD) and the proposed amendments for the Cape Bay Subdivision. These changes are intended to align with the City of Ingleside's Code of Ordinances, ensuring any modifications are processed through the appropriate public hearing schedules and review processes.

1. Acreage Adjustment: The original PUD documented the development as encompassing over 85 acres. The revised PUD reflects the actual size as 81.38 acres, correcting a previous discrepancy.

2. Connectivity and Dedications: The development maintains its three (3) original points of connection via Avenue A, Achievement Blvd., and 6th Street. Despite the vacation of the previously approved Final Plat, necessary right-of-way (ROW) easements for connectivity have been preserved. The amendment introduces detailed proposals for residential and collector sections of ROW, specifying 28 feet of pavement in accordance with the City's Standard Residential Street Section and allows for a 5-foot sidewalk on one side at a minimum. Exhibit B of the Revised PUD document is provided to demonstrate future sidewalk connectivity.

3. Entryways and Landscaping: The requirement for appropriate fencing, screening, and landscaping at the main entry remains, with the addition of a neighborhood monument sign. Unlike the existing PUD, which included promotional photos, the amended PUD does not provide images but commits to meeting or exceeding the City's minimum standards.

4. Water and Wastewater Services: The amendment specifies the construction of an area lift station to service both Cape Bay and Hidden Valley Subdivisions. In addition, the design includes the capacity for an extra wet well, providing scalability for future expansion. Final plats will formally dedicate easements for lift station access and maintenance.

5. Single Family Residential: Development within single-family residential areas will comply with all SF-1 requirements of the Code, without necessitating variances. This section remains largely unchanged, with no visual representations provided.

6. Multiple Family Residential: The proposed PUD allows for multiple family residential development, anticipated to be townhouse-style, within a 1.56-acre tract. This development will conform to all relevant Code requirements, although specific density details are pending.

7. Parkland Dedication: The revised PUD for the Cape Bay Subdivision introduces a significantly improved approach to parkland dedication, addressing the shortcomings of the original plan and emphasizing a collaborative yet developer-led strategy.

In the original PUD, the commitment to over 12 acres of parkland, while well-intentioned, proved impractical. The designated area was encumbered by multiple easements, including pipeline and electrical easements, along with drainage and access restrictions. This not only limited the usable space but also hindered the development of functional and accessible parkland, ultimately diminishing the intended community benefit.

The amended PUD presents a more viable and strategic option. By incorporating the possibility of a cash in lieu payment alongside the traditional land dedication, we open the door to a more effective use of resources. This approach allows for a collaborative effort between the City and the developer, ensuring that the final outcome is both beneficial to the community and feasible in terms of development.

This revised strategy puts the decision-making primarily in the hands of the developer, guided by a clear understanding of the project's needs and potential. The approximate 268 total single-family units proposes approximately 1.85 acres of parkland dedication. With the final amount to be adjusted based on the multi-family residential density, the developer retains the flexibility to determine the most suitable form of dedication through land development or a monetary contribution in accordance with Chapter 54, Article IV, Division 4, Section 54-151 Parks.

8. Preliminary Concept and Phasing Plan: The updated PUD shifts the focus towards a detailed Preliminary Plat for Phase 1, which includes 84 single-family residential lots and three (3) common lots. This change from the original PUD's

broader planning approach allows for immediate and specific development efforts. Future development phases are set to follow a structured process, each requiring its own Preliminary and Final Plat submissions for approval by the Planning and Zoning Commission and City Council. This ensures that subsequent phases can be adapted based on evolving market demands and community feedback. Additionally, the plan includes an off-site easement for a lift station, critical for supporting the wastewater infrastructure. This revised planning approach maintains a balance between specific, actionable development in the short term and flexible, responsive planning for future phases.

9. Public Process for Changes: Any modifications to the proposed PUD will undergo the City's established public review process, ensuring transparency and community involvement.

This summary captures the essence of the revisions proposed for the Cape Bay Subdivision's PUD. These changes reflect our commitment to transparency, adherence to municipal codes, and responsiveness to community needs and market dynamics.

Sincerely,

A handwritten signature in black ink, appearing to read "Trey Summers III".

Trey Summers

Manager

Cape Bay Development, LLC

Development Standards

Residential Planned Unit Development District with Single-Family Residential (R-1) uses and Multiple-Family Residential (M) uses

Cape Bay Subdivision

The Development depicted in Exhibit "A" shall be in accordance with the City of Ingleside Subdivision Ordinance and Zoning Ordinance as amended, and shall be subject to the following requirements and conditions.

A. Purpose of the Planned Unit Development (PUD)

As stated in Chapter 78, Division 14, Section 78-305 of the City of Ingleside's ("City") Code of Ordinances, "It is the intent of this section to provide for greater flexibility in the design of residential buildings, houses, yards, courtyards, streets, and pedestrian and automobile circulation within a development than would otherwise be possible through the application of existing rules and regulations of this chapter and the platting ordinance. It is further the intent of this section to provide for maximum choice in the types of environment and living units available to the public, an integration of open space and recreation areas with residential development, a pattern of development which preserves trees, outstanding natural topography, and geologic features, a creative approach to the use of land and related physical development, an efficient use of land resulting in small networks of utilities and streets and thereby lower housing and maintenance costs, without material, adverse impact on public costs, and an environment of stable character in harmony with surrounding development. The planned unit development concept is created to provide the flexibility necessary to establish a mixed-use development that stands out from other developments."

B. Summary of Cape Bay Subdivision

The Cape Bay Subdivision is a proposed quality, community of Single-Family Residential, Multi-Family Residential. The track is approximately 81+ acres and located 0.31 mile southeast of the intersection of 6th Street and Avenue A (the "Property").

Surrounding Land Uses and Zoning:

North: Residential and open space; zoned R-1

South: Undeveloped open space; zoned M and I

East: Undeveloped open space; zoned R-1 (Hidden Valley Subdivision)

West: Pipeline Easement and drainage canal and Elementary School; zoned R-1

Any area not specifically stated or defined in this PUD shall comply with the City Code of Ordinances.

C. In accordance to the Code of Ordinance Sec. 78-308 PUD requirements

This Residential Planned Unit Development (PUD) may include a mix of Single-Family Residential (R-1), and Multi-Family Residential (M) Uses.

Development of PUD as designated on Exhibit "A", the Preliminary Plan for Cape Bay Subdivision, comprising approximately 81.38± acres, shall be in compliance with all the regulations applicable to Single-Family Residential (R-1) uses and Multiple-Family Residential (M) uses contained in the City's zoning as amended, except as otherwise provided and/or limited herein.

1. Residential Streets- The single-family lots shall consist of 50' right-of-ways with 28' of the stand street section and a 5' minimum sidewalk standards shall be provided for connectivity along a minimum of one-side of all street sections throughout the development in accordance with the sidewalk plan contained in Exhibit "B".
2. Residential Parking- A minimum of 2 off street parking spaces for each residential unit will be provided in accordance with Div. 3, Article V, Chapter 78 of the Code of Ordinances. Any on street parking shall comply with Division 2 Sec. 62-64 of the Code of ordinances.
3. Water and Wastewater Services- shall be provided as required by the City to service the Cape Bay Subdivision. An area lift station will be constructed to service Cape Bay and provide service to Hidden Valley Subdivision. There will be capacity for an additional wet well to tie in.
4. Cape Bay shall provide adequate fencing and screening along the main entrance and perimeter of the subdivision. The fencing and screening shall meet the requirements of the Code of Ordinances Division 3, Article XI, Chapter 18.
5. A landscape common area owned and maintained by the HOA will be located along the entrance of 6th Street. This area will contain sod and plantings to complement the entry.
6. The Cape Bay Subdivision shall provide detention systems and drainage systems throughout the subdivision to handle all storm water and surface water run-off.
7. Common Area Requirements. The following requirements shall apply to the common areas/open space to be located on the Property.
 - a. Common Area Maintenance. The common areas shall be owned and maintained by the homeowner's association established pursuant to Chapter 209 of the Texas Property Code.
 - b. No Habitable Structures. Habitable structures shall be prohibited within the common areas with the exception of a community clubhouse.
 - c. Common Areas may be used as greenspace and to provide for a private park

D. Conformance with Comprehensive Plan

The Cape Bay Subdivision shall comply with intent of the Ingleside Comprehensive Plan Resolution # 2016-01. The Future Land Use Plan and Future Land Use Map identify the

subject property as General Residential (GR) and Multiple Family Residential (MFR).

E. Conformance with Criteria for Approval

The Cape Bay Subdivision complies with the criteria set forth in the Compliance Criteria Section of the Code of Ordinances Section 78-309.

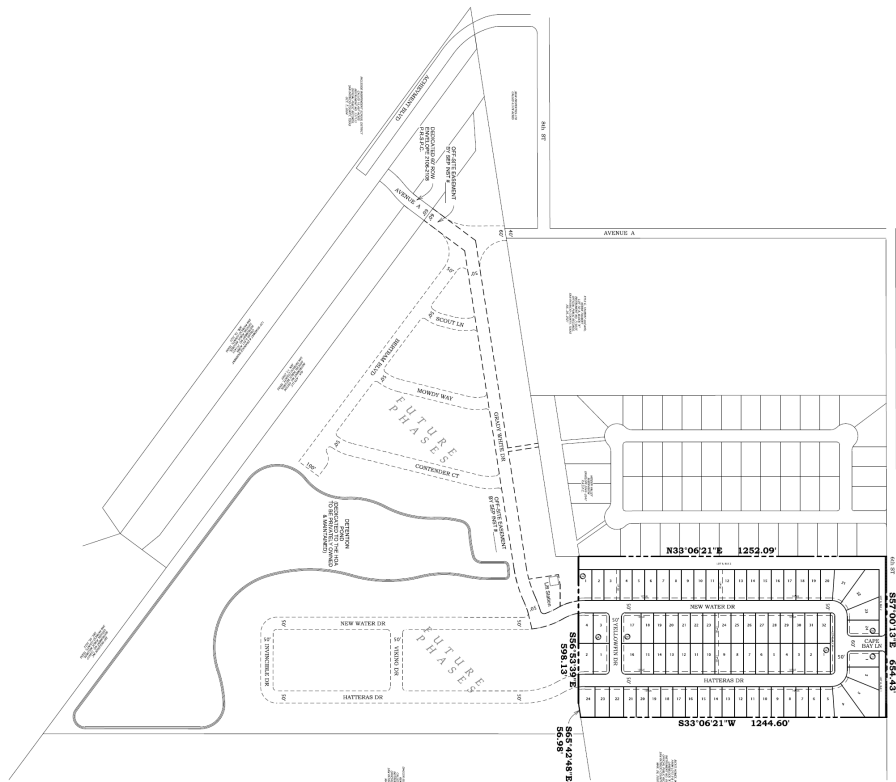
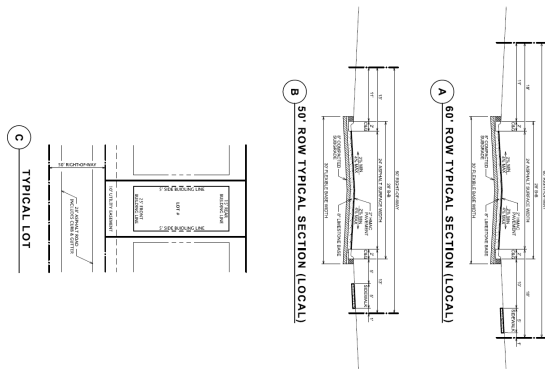
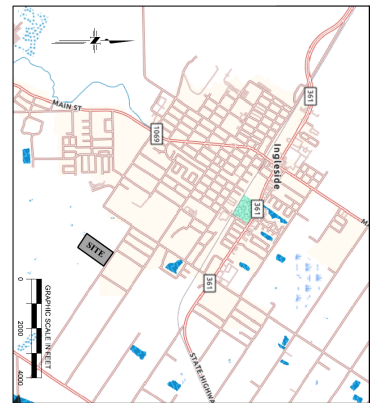
F. Land Use

The proposed development program is set forth below and adheres to the intent and purpose of the Future Land Use Plan (FLUP). Based on minimum lot sizes and the provisions of the Agreement, a Planned Unit Development (PUD) designation is necessary and appropriate for the Property.

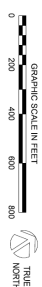
1. Residential - Single-Family Residential 1 (SF1) complies with the new standards: 6,000 square foot lot with a minimum 50-foot wide lot and any Multiple Family Residential (M) within the property will comply with minimum standards.
2. Park Land, Public and Private- The Owner shall dedicate a portion of the Property to be either public parkland, private parkland or cash in lieu, at the Owner's discretion. The Cape Bay Subdivision shall provide a 5' concrete linear sidewalk system for connectivity throughout the development as well as the minimum acres of park land dedication or cash in lieu. This shall be utilized to meet or exceed the park land dedication and development requirements according to Chapter 54, Article IV, Division 4, Section 54-151 Parks.

Exhibit "A"

Preliminary Plan



OVERALL



ENGINEER'S CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS

1. THAT, TO THE BEST OF MY ABILITY, I FORGOTTEN THIS SMOKE/VOLCAN IN ACCORDANCE WITH THE GENERAL PLANS OF THE CITY OF INGLEWOOD, CALIFORNIA, AND THE ORDINANCES GOVERNING THE SUPERVISION OF THE CONSTRUCTION OF SUCH PROJECTS, EXCEPT WHERE A VIOLATION IS INDICATED IN WRITING, AND THE REASON FOR WHICH ARE CLEARLY STATED.
2. THAT ALL LOTS MEET THE APPROPRIATE LOT SIZE REQUIREMENTS AS ESTABLISHED BY THE ZONING ORDINANCE FOR THE CITY OF INGLEWOOD.
3. THAT ALL EXISTING UTILITY LINES ARE ADEQUATE TO SERVE THE SUBDIVISION.

11

RAY M. BRIDGES, P.E., R.P.T.S.
PROFESSIONAL ENGINEER
TEXAS REGISTRATION NO. 66789
URBAN ENGINEERING
TRIP NO. P-160
2604 N. COMMERCE ST.
VICTORIA, TEXAS 77901
PHONE: (361) 576-0926



GENERAL NOTES

1. ZONING: RESIDENTIAL PLANNED (R1) DEVELOP
2. ACREAGE/LOTS: 1.00/1
3. FRONT: 25 FEET
4. SIDE: 5 FEET
5. DEPT: 15 FEET
6. STATISTICAL DATA:
 - A) GROSS AREA: 16,811 ACRES
 - B) DEVELOPED AREA: 134 ACRES
 - C) OFFICE/RESIDENTIAL: 2.6 ACRES
 - D) RESIDENTIAL LOTS: 64 LOTS
 - E) COMMERCIAL LOTS: 3 LOTS

OWNER/DEVELOPER

LEON SUMMERS, III
1361 ANTELOPE ST.
CORPUS CHRISTI, TEXAS 78401

PRELIMINARY PLAT

Cape Bay Subdivision - Phase 1

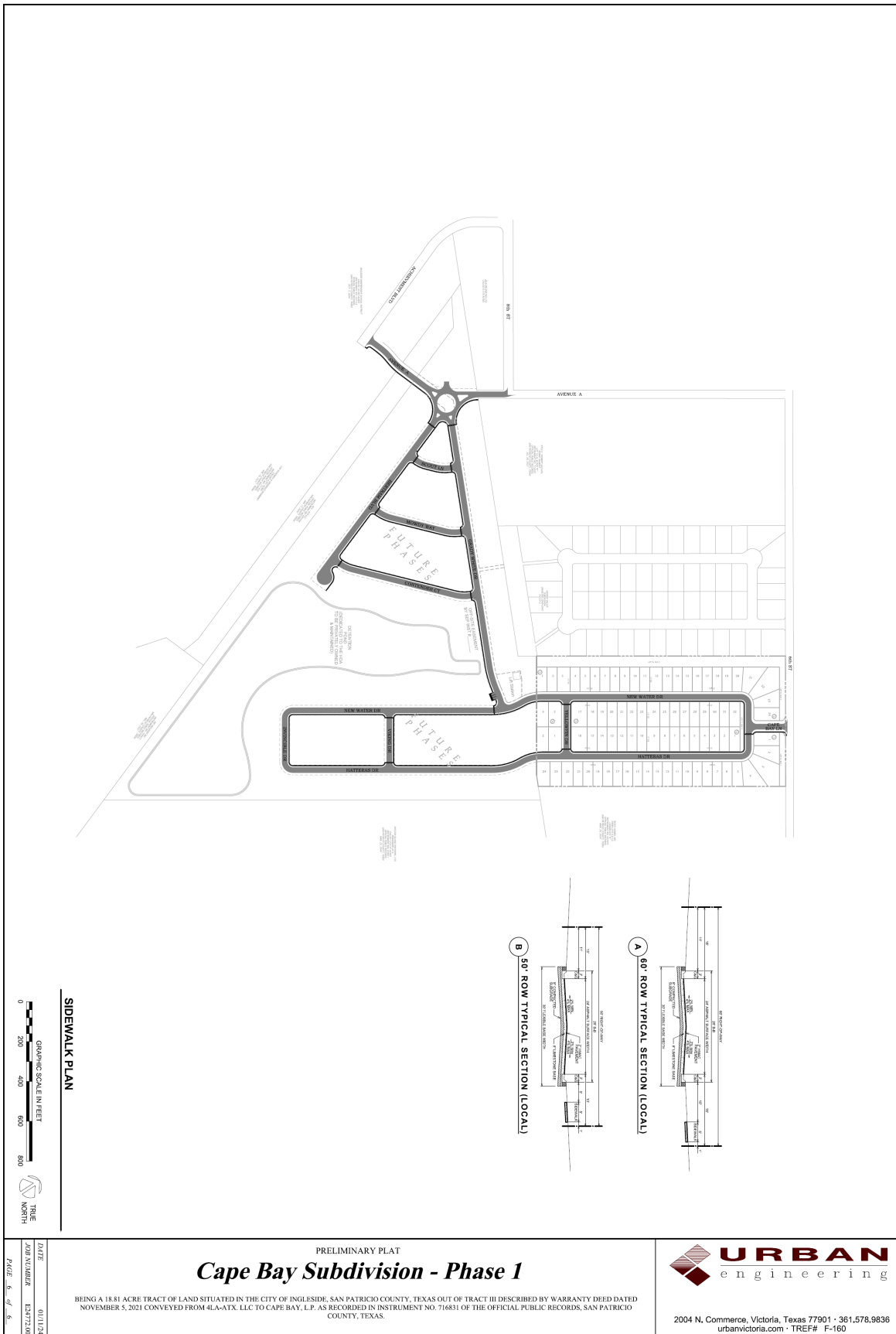
BEING A 18.81 ACRE TRACT OF LAND SITUATED IN THE CITY OF INGLESIDE, SAN PATRICIO COUNTY, TEXAS OUT OF TRACT III DESCRIBED BY WARRANTY DEED DATED NOVEMBER 5, 2021 CONVEYED FROM 4LA-ATX. LLC TO CAPE BAY, L.P. AS RECORDED IN INSTRUMENT NO. 716831 OF THE OFFICIAL PUBLIC RECORDS, SAN PATRICIO COUNTY, TEXAS.



2004 N. Commerce, Victoria, Texas 77901 • 361.578.9836
urbanvictoria.com • TREF# F-160

Exhibit "B"

Sidewalk Plan



CITY COUNCIL AGENDA
Regular Meeting: May 28, 2024

AGENDA ITEM: 17

Deliberate and take appropriate action to obligate the remaining ARPA funds of \$36,973.42.

SUBMITTED BY: Brenton Lewis, City Manager

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The City of Ingleside budgeted the revenues received through the American Rescue Plan Act (ARPA) for the Hultgreen Project. The City advertised and awarded the bid for the project with the bid being lower than projected. The remaining funds available from the ARPA program are \$36,973.42. City staff has been reviewing eligible projects and are recommending the funds be used to upgrade the City Council Chamber Audio Visual (AV) capabilities and upgrade the seating in the Council Chambers.

Staff has received a proposal from NCS for an AV upgrade in the amount \$33,805.82, with the remaining funds of \$3,167.60 being used for the upgrade of seating in the Council Chambers.

FISCAL ANALYSIS:

Use of remaining ARPA funds in the amount of \$36,973.42.

RECOMMENDATION:

Staff recommendation is for City Council to approve obligating the remaining ARPA funds to the AV project and seating upgrade.

ATTACHMENTS:

1. City of Ingleside AV Upgrade 5.22.24



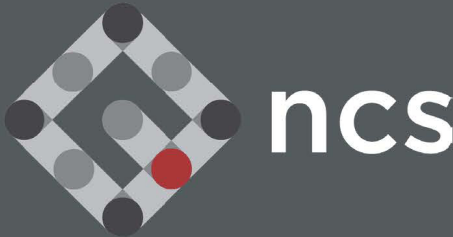
City of Ingleside

AV Upgrade

JP-24-080

May 22, 2024

Revision: 2





INTRODUCTION

May 22, 2024

City of Ingleside
AV Upgrade

NCS Quote JP-24-080

Thank you for allowing Network Cabling Services the opportunity to provide you with this proposal for the AV Upgrade.

NCS was founded in 1981 in Houston, TX, as a technology-driven, single-source solution provider for all our client's audio visual, cabling infrastructure, design-consulting, networking, and security needs.

Since then, we have grown to more than 300 employees across six Texas locations while expanding our services to in-building wireless systems to deliver public safety and cellular communications and network-powered lighting systems.

After you have reviewed the project scope and summary considerations, please indicate your acceptance by signing where indicated and return a fully executed copy to NCS.

If you have any questions about this proposal or require additional information, please do not hesitate to contact me.

Respectfully,

James Perez
Designer, Designer Engineer



PRICING SUMMARY



AV Systems - Redeisgn	
Materials	\$20,316.06
Labor	\$12,730.90
Shipping & Handling	\$758.86
Total	\$33,805.82

PROJECT TOTAL	\$33,805.82
---------------	-------------

*Payments made by credit card/purchasing card will incur an additional 3.8% processing fee.

*If P&P Bonds are needed, please add \$845.15



SCOPE OF WORK

BuyBoard #644-21

Thank you for allowing Network Cabling Services the opportunity to provide you with this proposal regarding the City of Ingleside Council Chambers Upgrade project.

Scope of Work - System Upgrade

NCS will upgrade the existing system to a Video over IP solution. The mixer will be replaced with a QSC DSP and QSC control system. System routing, system on/off, and system pause can be done with the touch panel. Existing speakers, displays and microphones will remain. A dual wireless microphone system will be added.

Project Assumptions and Exclusions

- Power at the rack location will be provided by the City
- System will require to be added to the network (required for VOIP calls)

ITEM DETAILS



AV Systems - Redeisgn

- | | |
|------|--|
| 7 | DigitaLinxIP IPEX6001
6000 SDVOE HDMI Encoder |
| 10 | DigitaLinxIP IPEX6002
6000 SDVOE HDMI Decoder |
| 1 | DigitaLinxIP IPEXAR-6000
Arranger Controller 6000 |
| 1 | NCS 01-BULK
Misc. Bulk Wire and Cable |
| 100 | Liberty Wire & Cable 16-2C-P-BLK
Black Commercial Grade General Purpose 16 AWG 2
Conductor Plenum Cable |
| 1125 | Liberty Wire & Cable 22-1P-CMP-EZ-BLK
Black High-Performance EZ-Strip Broadcast Audio 22 AWG 1
pair Shielded Plenum Cable |
| 1000 | Liberty Wire & Cable 24-4P-P-L6-EN-BLK
Black Category 6 U/UTP EN series 23 AWG 4 pair
Unshielded Cable |
| 100 | Liberty Wire & Cable RG58-CMP-WHT
White Microwave and Wireless RF195 RG58 Solid Dual
Shield Plenum Cable |
| 1 | NCS MISC-01
Misc Cables, Connectors, & Hardware |
| 2 | NCS PLATE
Antenna Plates |
| 1 | Netgear XSM4324CS-100NES
24x10G and 4xSFP+ (shared) Managed Switch (Americas, Europe) |
| 1 | QSC CORE 110f-v2
Unified Core with 24 local audio I/O channels, 128x128 total network I/O
channels with 8x8 Software-based Dante license included, USB AV bridging,
dual LAN ports, POTS and VoIP telephony, no GPIO, 16 next-generation AEC
processors, 1RU. |
| 1 | QSC SLDAN-32-P
Q-SYS Software-based Dante 32x32 Channel License,
Perpetual. |



- 1 **QSC TSC-70-G3**
QSC TSC-70-G3 70" Touch Screen Controller for In-Wall Mounting.
- 1 **QSC SL-Q05-110-P**
QSC SL-Q05-110-P Scripting Engine Software License, Perpetual.
- 1 **Shure BLX288/PG58-J11**
Dual Vocal System with (1) BLX88 Dual Wireless Receiver and (2) BLX288 Handheld Transmitters with PG58 microphone

Materials	\$20,316.06
Labor	\$12,730.90
Shipping & Handling	\$758.86
Total	\$33,805.82

*Payments made by credit card/purchasing card will incur an additional 3.8% processing fee.

*If P&P Bonds are needed, please add \$845.15





QUALIFICATIONS

- The communications industry is currently experiencing volatile price increases and unusually long lead times on cabling, metal accessories and electronic devices. Due to the rapidly changing conditions of the industry, NCS is only able to guarantee our pricing for fourteen (14) days. Additionally, although we will make our best effort to meet all requested time commitments, we are currently subject to supply chain delays which may impact the project schedule.
- A 3.8% processing fee will be added to the price quoted if payment is made via a credit card or purchasing card.
- The cost for bonding has not been included in the proposed price unless specifically called out.
- The cost for taxes, if included in the above proposed price, is an estimate only. If taxes are required to be collected, an additional line item will be added to the invoice. The customer is required to pay all applicable taxes unless a tax-exempt certificate is provided in advance.
- NCS shall perform the work described within using non-union employees. If union employment is required, it must be agreed upon and specifically documented by the owner and NCS.
- NCS has not included pricing for participation in a composite cleaning crew. If this is required, an additional price can be given.
- Samples and attic stock are not included in this proposal.
- The project schedule as agreed upon by the owner and NCS prior to purchase shall remain in place throughout the project. Changes to the project schedule resulting from delay by other trades, request by the owner, or to meet construction milestones may result in the issuance of a change order to address lost time or overtime incurred by NCS.
- Any changes or additions to the Scope of Work or the Bill of Materials shall be executed in writing as a change order. Verbal instructions to field technicians do not authorize changes to the scope of work.
- Unless specifically requested and indicated in the proposal, all work described herein will be performed during the normal business hours of 7 AM – 5 PM, Monday through Friday.
- On-site parking shall be provided when available. Parking permits where applicable shall be provided free of charge to NCS.
- All necessary building access shall be provided including but not limited to access through doors, elevators, stairwells, etc.
- All security badges, keys or personnel escorts shall be provided as required by the owner.
- The project site shall be ready for NCS to proceed with the work specified within this document upon our scheduled arrival to the site. This includes the site being clean and dust free, free from obstructions, free of other trades, and free of any scheduled events.
- All required infrastructure provided by the owner or other trades shall be complete prior to NCS commencing work on the project unless specifically authorized by NCS. This shall include all electrical power, conduits and junction boxes, and all data lines not being provided by NCS (including POTS, ISDN, and LAN).
- All owner or contractor supplied information regarding site conditions is accurate in detail. Information may include CAD drawings, blueprints, building plans and layouts, or other data types transmitted electronically or through print.
- All owner furnished equipment shall be provided at the start of the project unless otherwise agreed upon. All equipment must be presented in good, working order. No owner furnished equipment shall be covered under any warranty provided by NCS unless specifically requested and agreed upon by the owner and NCS.
- All necessary ceiling trim work, woodworking, millwork, drywall repair and painting shall be provided by the owner or owner furnished contractor. NCS shall not provide these services unless specifically agreed upon in advance and specifically documented.
- All equipment in the project shall become property of the owner once it is physically installed on the site. NCS shall not be liable for any damage or loss of the equipment once it is physically installed unless agreed upon in advance and specifically documented.
- This scope of work and project proposal contains specific proprietary information and intellectual property. It may not be distributed to other parties outside of appropriate owner representatives without prior written authorization by NCS.





STANDARD TERMS & CONDITIONS

1. Engagement of Services

Once work is authorized by the customer, Network Cabling Services is committed to certain “ramp up” expenses, both direct and indirect (i.e., specific training, travel, special tools, materials, project management, etc.) which are generally priced into the entire scope of the project. If the project is canceled, delayed, terminated or significantly changed through no fault of Network Cabling Services, these expenses will be due and payable to Network Cabling Services on a pro-rate basis. Any request for reimbursement of these expenses will be itemized and defined.

2. Changes to Scope of Work

Network Cabling Services will notify the customer if there is a material change, scheduling change, or construction delay beyond the scope of work and no fault of Network Cabling Services requiring Network Cabling Services to expend more monies budgeted. The customer agrees to pay Network Cabling Services for such expenses plus reasonable profit and overhead if the customer desires to continue under the changed Scope of Work.

3. Permits and Taxes

Permits are not included unless specifically noted otherwise. Permits, inspection fees, drawings, etc., will be provided by Network Cabling Services at the cost of obtaining them. Taxes are not included in the proposal price unless specifically noted otherwise.

4. Network Cabling Services Employees

The customer agrees that it shall not hire any employee of Network Cabling Services who is currently working on a project for the customer, or any employee of Network Cabling Services who has worked on a project for the customer within the last twelve months. The customer further agrees not to hire any former Network Cabling Services employee that performed any work on a project for the customer at any time within the prior twelve months. The customer agrees and understands that this provision is necessary so that Network Cabling Services can protect its investment of time and money in its employees, as well as any confidential or proprietary information known by its employees.

5. Payment Terms

Standard payment terms are net due in ten days from invoice date unless stated differently in the above proposal. A service charge may be charged on all past due amounts. Amounts will be considered past due 30 days after date of invoice. You may avoid a service charge or additional service charges upon payment at any time of the unpaid balance. All payment terms are subject to change based on credit review and approval.

6. Warranty

All installation work will meet or exceed all NEC, Federal, State, and local codes that may apply. No performance warranty will be issued by Network Cabling Services. A one-year workmanship warranty will be issued on all installed materials from the date of acceptance.

7. Indemnity

The customer agrees to defend and indemnify Network Cabling Services from any and all third party claims, demands, actions, lawsuits liability, damages and/or costs, including reasonable attorney's fees and expert fees, arising out of or relating to Network Cabling Services work under this agreement or the Scope of Work under this agreement, regardless of the cause, including active or passive negligence of Network Cabling Services, the customer, or others, unless such claim, demand, action, lawsuit, liability, damage or cost is caused by the sole negligence of Network Cabling Services.

8. Attorneys' Fees

If Network Cabling Services is required to hire attorneys to collect amounts owed under this agreement, the customer agrees to reimburse Network Cabling Services for all attorneys' fees, expert fees and other legal expenses that it may incur to collect such amount.

9. Incorporation by Reference

Unless expressly agreed in writing otherwise, these Standard Terms and Conditions are a part of and hereby incorporated by reference, all proposals submitted by Network Cabling Services to the customer and any Credit Agreement signed by the customer, and all terms and conditions of any such proposals or Credit Agreements.

By signing this proposal, the signators of this agreement warrant that they have the authority to enter into this contract and that they have read the above Standard Terms and Conditions and agree to abide by them.

ACCEPTED BY: _____



CITY COUNCIL AGENDA

Regular Meeting: May 28, 2024

AGENDA ITEM: 18

Deliberate and take appropriate action on awarding a contract with Able City to create a Comprehensive Master Plan.

SUBMITTED BY: Gene Delauro, Interim Building Official

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Professional consulting services were solicited to assist the city with updating its existing Comprehensive Master Plan, adopted on January 16, 2016. Able City is an architectural firm located in San Antonio, Texas. Able City staff have over seventy (70) years of combined experience with a staff of over twenty (20) individuals specialized in a wide range of disciplines, including two (2) certified planners and five (5) registered architects. Able City has successfully prepared over twenty-five (25) Comprehensive Master Plans for both large and small Texas municipalities to include the City of El Paso, City of Laredo, City of Eagle Pass, City of Cotulla, City of El Milagro and the City of Del Rio.

On February 21, 2024, an interview was conducted with representatives of Able City and City staff. We concluded Able City has the staff, knowledge, and experience to perform the requested work in a timely professional manner. On March 12, 2024, Council approved the request to solicit a scope of services and associated costs to provide the Comprehensive Master Plan from Able City. On April 5, 2024, Able City submitted the attached proposal outlining the scope of services and associated costs to prepare the Comprehensive Master Plan for consideration.

FISCAL ANALYSIS:

\$295,610.00, of which \$25,000 is currently available in the FY 23/24 budget line 10-512-477 Contract Planning with the balance to be budgeted and funded in FY 24/25.

RECOMMENDATION:

Staff recommends approval of the request.

ATTACHMENTS:

1. Proposal for Comprehensive Plan prepared by Able City, dated April 5, 2024.
2. Ingleside Comprehensive Plan Memorandum, May 3, 2024.

April 5, 2024

Mr. Brenton Lewis
City Manager
City of Ingleside
2671 San Angelo Street
Ingleside, TX 78362

RE: PROPOSAL FOR COMPREHENSIVE PLAN

Dear Mr. Lewis:

Thank you for considering Able City to assist you and the City of Ingleside with developing a robust, implementable, and people-centric Comprehensive Plan. We are honored to be part of this transformative effort.

The City's preamble states the following:

Effective government that protects individual freedom can best be achieved by encouraging and soliciting interest and participation by the citizens, by regulation and control of those functions essential to the general welfare, and by rejecting rules and regulations not consistent with the primary goals of the City. Accordingly, we the people of Ingleside, Texas establish this Charter as the basic law of our City to provide for effective government, with latitude for our elected officials, and with safeguards to ensure the rights and general welfare of the people."

To that end, the following outline provides a snapshot of the proposed scope of work and project approach for the Ingleside Comprehensive Plan.

Phase I: Listening & Learning:

Project Kick-off with Staff: This initial meeting sets the stage for the project, introducing the team members, clarifying roles and responsibilities, and establishing a shared vision and goals. It's crucial for aligning expectations and fostering a cohesive team environment.

ARCHITECTURE. URBANISM. CITY MAKING

Review Existing Plans and Documents: A thorough examination of all available planning documents, studies, and reports to understand past initiatives, avoid redundancies, and build upon existing knowledge and work.

Analyze Data / Demographics: Delve into the demographic trends and data of the area, such as population growth, age distribution, economic factors, to inform the planning process with a data-driven approach.

Phase II: Engage the Community

Community Outreach: Develop and implement a community outreach plan to ensure broad and inclusive community engagement. Techniques include public meetings, surveys, social media engagement, and public forums. In recognition that most Ingleside residents encounter barriers keeping them from having a voice in the decision-making processes, the engagement plan is designed to reach, inform, and empower diverse audiences. A successful process will have elevated the voices of everyday residents not typically heard in the on-going discourse of community meetings and town halls that are the prevalent format of community engagement.

The community engagement plan is designed to reach citizens where they are by analyzing these barriers and implementing tools that lower or eliminate them. We will provide content for traditional non-digital outreach and advertising. These may include design for billboards and yard signs, fliers, door hangers, and other master plan branded awareness products like pens, pins, etc.

Also, Able City will emphasize an approach that engages citizens that normally wouldn't engage with civic or governmental processes. Oftentimes, decisions are made with not enough public input or without having engaged with a broad segment of the public. Our approach will include one-on-one listening sessions, visiting people at non-traditional spaces, knocking on doors, or by inviting participants to engage when it is most convenient for them.

Project Website: Create a dedicated project website that serves as a central repository for information, updates, and engagement opportunities. The website should be user-friendly and accessible to all community members.

Stakeholder Meetings: Organize and facilitate meetings with key stakeholders, including local businesses, resident associations, special interest groups, and public agencies, to gather input and build support for the project.

Phase III: Designing in Public (Community Design Workshop-5 days)

Interviews: Carry out targeted interviews with a cross-section of the community, industry experts, and stakeholders to unearth deep insights and diverse perspectives on the project's direction.

Charrette (5 Days): Host an intensive, collaborative workshop that brings together community members, designers, planners, and stakeholders to co-create solutions. This process is highly interactive and fosters a sense of ownership and collaboration among participants.

Public Presentations: Regularly present the evolving design and plan concepts to the public, seeking feedback and fostering a transparent dialogue about the project's progress and direction.

Hands-on Exercises (as part of the Charrette): Facilitate creative and engaging activities that allow participants to directly contribute to the design process, such as model-building, mapping exercises, and design brainstorming.

Stakeholder Committee (part of Charrette): Form a dedicated committee to provide ongoing feedback and guidance throughout the project, ensuring a wide range of perspectives are considered in decision-making.

Phase IV: Creating the Plan (Master Plan Elements)

The creation of the plan involves synthesizing all gathered information, analyses, and community feedback into a comprehensive planning document. This document will cover detailed strategies and designs for:

- **Land Use:** Mapping current and projecting future land use patterns to guide development in a way that meets community needs and goals.
- **Development Patterns:** Identifying sustainable and community-focused development patterns that enhance the quality of life.

- **Demographics:** Understanding and planning for the demographic shifts and needs of the community.
- **Housing and Safety:** Proposing strategies to meet housing needs and enhance community safety.
- **Economic Development:** Crafting policies and initiatives to stimulate local economic growth and resilience.
- **Environmental Sustainability:** Integrating green infrastructure, conservation, and sustainability practices into planning efforts.
- **Public Facilities and Infrastructure:** Planning for the maintenance and expansion of critical infrastructure and public facilities. Particularly assisting with site evaluation, test fit, budgeting and concept for a new City Hall.
- **Transportation:** Developing a comprehensive transportation plan that promotes accessibility, mobility, and connectivity.
- **Redevelopment of Industrial Areas and Regional Approach:** Focusing on revitalizing industrial areas with a vision that aligns with regional goals and collaboration.
- **Goals, Policies, and Implementation:** Setting clear goals, policies, and an actionable implementation chart to guide the project's execution and long-term management.

It is our understanding that Drainage/Flood Mitigation and Infrastructure would be done by other firms. However, Able City will incorporate these elements into the overall planning document.

Phase V: Adoption

- **Pre Adoption Push:** Intensify community engagement and refinement of the plan in preparation for official adoption, ensuring the plan accurately reflects the community's vision and goals.
- **Planning & Zoning Commission:** Presentation and approval process through the planning and zoning commission to ensure compliance with local regulations and policies.
- **City Council Workshop:** Organize an in-person pre-adoption workshop with city council members to review the final draft of the plan and integrate any refinements prior to adoption.

- **City Council Adoption:** Final presentation and approval from the city council, marking the official adoption of the plan and transitioning to the implementation phase.

General Contract Management and Client Communications

- Able City's tasks also entail the overarching coordination of project timelines, budget, quality, and deliverables. The project manager will act as the primary liaison between the project team and the client, ensuring all parties remain informed through regular meetings, reports, and updates. This includes managing any changes in scope, timelines, or budgets in a timely and transparent manner.

Optional Services

- Defining the Essence of Ingleside-Branding
- Development Code Update - Add missing zoning districts
- Fiscal Analysis of New development
- Economic Development Tools Memorandum
- Economics of Land Use
- 1st Year Scorecard

Proposed Fees

Fees are based on estimated time required to accomplish the scope and deliverables described above.

	PROJECT MANAGEMENT		\$6,900
	GENERAL CONTRACT MANAGEMENT AND CLIENT COMMUNICATIONS	\$6,900	
1	PHASE I: LISTENING AND LEARNING		\$15,615
1.1	PROJECT KICK-OFF WITH STAFF	\$4,130	
1.2	REVIEW EXISTING PLANS AND DOCUMENTS	\$4,310	
1.3	ANALYZE DATA / DEMOGRAPHICS	\$7,175	
2	PHASE II: ENGAGE THE COMMUNITY		\$46,515
2.1	COMMUNITY OUTREACH	\$23,500	
2.2	PROJECT WEBSITE	\$6,615	

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2.3	STAKEHOLDER MEETINGS (up to 6 in this phase)	\$16,400	
3	PHASE III: DESIGNING IN PUBLIC		\$79,700
3.1	INTERVIEWS	\$8,600	
3.2	CHARRETTE (5 DAYS)	\$64,000	
3.3	PUBLIC PRESENTATIONS	\$7,100	
3.4	HANDS-ON EXERCISES (AS PART OF THE CHARRETTE)	\$0	
3.5	STAKEHOLDER COMMITTEE (PART OF CHARRETTE)	\$0	
4	PHASE IV: CREATING THE PLAN		\$110,580
4.1	CURRENT AND FUTURE LAND USE	\$7,950	
4.2	NEIGHBORHOOD DEVELOPMENT PATTERNS	\$7,950	
4.3	COMMUNITY DEMOGRAPHICS	\$6,510	
4.4	HOUSING	\$7,950	
4.5	SAFETY	\$7,950	
4.6	ECONOMIC DEVELOPMENT	\$7,950	
4.7	ENVIRONMENTAL AND SUSTAINABILITY	\$7,950	
4.8	PUBLIC FACILITIES / INFRASTRUCTURE (INCLUDE CITY HALL FEASIBILITY & CONCEPT)	\$20,220	
4.9	TRANSPORTATION	\$7,950	
4.10	REDEVELOPMENT OF TEMPORARILY ZONED DISTRICTS	\$19,450	
4.11	REGIONAL APPROACH	\$7,950	
4.12	GOALS AND POLICIES	\$7,950	
4.13	ACCOUNTABILITY AND IMPLEMENTATION CHART	\$7,950	
5	PHASE V: ADOPTION		\$23,800
5.1	PRE ADOPTION PUSH	\$4,700	
5.2	PLANNING & ZONING COMMISSION	\$4,700	
5.3	CITY COUNCIL (WORKSHOP AND MEETING)	\$9,400	
	Reimbursable Allowances		\$12,500
A.	Printing, Meeting Materials, Supplies		
D.	Travel Allowance		
	PROPOSED FEES		\$295,610
	Optional Tasks		\$170,000
0.1	DEFINING ESSENCE OF INGLESIDE	\$8,500	



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0.2	DEVELOPMENT CODE UPDATE	\$75,000	
0.3	FISCAL ANALYSIS	\$25,000	
0.4	ECONOMIC DEVELOPMENT TOOLS MEMORANDUM	\$10,500	
0.5	ECONOMICS OF LAND USE	\$25,500	
0.6	First Year Scorecard	\$25,500	

All other additional services shall be billed at the rates specified below:

- 1). Principal - \$225/hour
- 2). Project Director - \$175/hour
- 3). Senior Staff / Project Manager - \$125/hour
- 3). Technical Staff - \$95/hour

Billing to be monthly by percentage completed.

We thank you again for considering the Able City team and ask that you do not hesitate to call us if we may provide you with any additional information you may require. We are prepared to begin working immediately and are looking forward to hearing from you.

Respectfully submitted,

Mario Peña, AIA, AICP, CNU-a
Partner, Able City, LLC

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MEMORANDUM

TO: Mr. Gene Delauro, Building Official, City of Ingleside
FROM: Mario Peña, Able City
DATE: May 2, 2024
RE: PROJECTED TENTATIVE FEE SCHEDULE

Thank you for considering Able City to assist you and the City of Ingleside with developing a robust, implementable, and people-centric Comprehensive Plan. As per your request, here is a projected tentative fee schedule for how we would invoice the project. Please note that this schedule assumes a notice to proceed on July 1, 2024 and includes a 13-month project timeline.

Month	Combined	Cumulative Amounts
July 2024		
August	\$8,539.80	\$8,539.80
September	\$8,168.51	\$16,708.31
October	\$11,737.97	\$28,446.28
November	\$12,855.87	\$41,302.15
December	\$11,737.97	\$53,040.12
January 2025	\$12,296.92	\$65,337.04
February	\$43,189.04	\$108,526.08
March	\$37,555.68	\$146,081.76
April	\$27,512.30	\$173,594.06
May	\$28,822.42	\$202,416.48
June	\$28,822.41	\$231,238.89
July	\$27,512.31	\$258,751.20
August	\$24,358.80	\$283,110.00
Total	\$283,110.00	
Reimbursable Allowances	\$12,500	
Total with Reimbursements	\$295,610	

CITY COUNCIL AGENDA

Regular Meeting: May 28, 2024

AGENDA ITEM: 19

Deliberate and take appropriate action on the purchase of software for the City of Ingleside Development Services Division.

SUBMITTED BY: Brenton Lewis, City Manager

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The 2023 -2024 Fiscal Year Budget was adopted with a change in supervision for the Code Enforcement Department from the Police Department (Chief of Police or designated representative) to the Development Services Division (Interim Building Official or designated representative). During the change it was found that the Code Enforcement files were included in the Police Department software and could not be extracted. Therefore, a search was performed on available software that was interoperable with current City software, to expedite the installation of user-friendly software. Staff compared software from CivicPlus and Tyler Technologies to determine the best ease of use for our citizens. Staff determined the software from CivicPlus met the criteria. Since the City currently has the CivicPlus platform for the webpage, agenda management and various other platforms the software is designated as a sole source procurement.

The cost of the purchase is within the total budget of the Code Enforcement department, by having an internal department line item transfer from 10-518-445 Demolition Service to 10-518-482 Contract Software. The item does require City Council action since the purchase is \$25,500 and the City Council approves of any purchase over \$25,000.

FISCAL ANALYSIS:

The cost of the purchase is within the total budget of the Code Enforcement department, by having an internal department line item transfer from 10-518-445 Demolition Service to 10-518-482 Contract Software in the amount of \$25,500.

RECOMMENDATION:

To increase productivity, enhance record retention and increase transparency, staff recommends approving the purchase.

ATTACHMENTS:

1. Civic Plus Contract

2nd



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-56281-1
10/31/2023 10:40 AM
12/30/2023

Client:

Bill To:
Ingleside TX - CivicGov

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Jacob Bertram		bertram@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Community Development Core Setup	Community Development Core Setup	One-time
1.00	Community Development Business Licensing Annual	Community Development Business Licensing Annual	Renewable
1.00	Community Development Business Licensing Setup	Community Development Business Licensing Setup	One-time
1.00	Community Development Fire & Safety Inspections Annual	Community Development Fire & Safety Inspections Annual	Renewable
1.00	Community Development Fire & Safety Inspections Setup	Community Development Fire & Safety Inspections Setup	One-time
1.00	Community Development Code Enforcement Annual	Community Development Code Enforcement Annual	Renewable
1.00	Community Development Code Enforcement Setup	Community Development Code Enforcement Setup	One-time
1.00	Community Development Planning & Zoning Annual	Community Development Planning & Zoning Annual	Renewable
1.00	Community Development Planning & Zoning Setup	Community Development Planning & Zoning Setup	One-time
1.00	Community Development Permitting Annual	Community Development Permitting Annual	Renewable
1.00	Community Development Permitting Setup	Community Development Permitting Setup	One-time
1.00	Community Development Additional Data Import - Permitting	Community Development Additional Data Import - Permitting	One-time

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Community Development Premium GIS (ESRI) Mapping Integration Annual	Community Development Premium GIS (ESRI) Mapping Integration Annual	Renewable
1.00	Community Development Premium GIS (ESRI) Mapping Integration Setup	Community Development Premium GIS (ESRI) Mapping Integration Setup	One-time

List Price - Year 1 Total	USD 34,000.00
Total Investment - Initial Term	USD 25,500.00
Annual Recurring Services - Year 2	USD 16,537.50

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

By:



Name:

Brenton B. Lewis

Title:

City manager

Date:

01/17/24

CivicPlus

By:

Name:

Title:

Date:

Organization Legal Name:

City of Ingleside

Billing Contact:

Rhonda Kahn

Title:

Accounts Payable Specialist

Billing Phone Number:

361-776-2517

Billing Email:

AP@INGLESIDETX.GOV

Billing Address:

2671 San Angelo St

ingleside TX 78362

Mailing Address: (If different from above)

PO Drawer 400

Ingleside TX 78362

PO Number: (Info needed on Invoice (PO or Job#) if required)

24-03185

Department Point of Contact:

Josh Ligman
Pamela Hawkins
Angela West