

CITY OF INGLESIDE
BUDGET WORKSHOP CITY COUNCIL MEETING
MINUTES
AUGUST 10, 2024

Opening Agenda

1. Call Meeting to order.

The Budget Workshop City Council Meeting of the City of Ingleside was called to order by Mayor Adame at 8:31 a.m. on August 10, 2024, at Humble Station Community Center, 2821 Main St., Ingleside, TX and live video streaming.

2. Roll Call.

With Council Members present a quorum was established.

Council Members Present: Steve Diehl, Stewart Wilson, John Salinas, Mayor Pro-Tem Tracy Long, Julio Salinas, and Mayor Adame.

Council Members Absent: David Pruitt.

3. Invocation.

Mayor Adame led the invocation.

4. Pledge of Allegiance.

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

5. Citizen Comments and Reports.

There were no Citizen Comments presented for this meeting.

Mayor Adame requested that Item 8 be moved before Item 6.

Workshop Agenda

8. Library FY 2024-2025 Budget Presentation.

Library Director Casanova presented the Library Fiscal Year 2024-2025 Budget Presentation to City Council. Director Casanova explained the goals and services provided by the Library, accomplishments during the current fiscal year, requesting that the library be included in the compensation study and creating a Library Assistant Director position in leu of the Library Clerk II, and capital improvement requests of a book scanner replacement of an air conditioner.

6. Municipal Court FY 2024-2025 Budget Presentation.

City Manager Lewis presented the Municipal Court Fiscal Year 2024-2025 Budget Presentation to City Council. City Manager Lewis explained the Mission Statement of the Municipal Court, the functions and responsibilities of the court, current court staff, migration of software, training of the new court clerk, promoting traffic safety, and the working of moving up steps for current employees.

Discussion was held between Council Members and City Manager Lewis about the City Charter stating that the Council appoints the Municipal Court Judge and the City Manager, the request for a Court Administrator but promote from within, enhancing team work throughout the City, the need to split the duties of Municipal and Judicial which will encourage transparency, and the revenues and expenses will be done differently now and will be separated.

7. Ingleside Volunteer Fire Department FY 2024-2025 Budget Presentation.

City Manager Lewis presented the Ingleside Volunteer Fire Department Fiscal Year 2024-2025 Budget Presentation to City Council. City Manager Lewis explained the amount of active members on the roster, hours of in-house and out-of-town training, the approximate hours donated to keep the department running efficiently, hours spent for in house maintenance, all members being CPR trained, four volunteers with completed Emergency Medical Responder training, two volunteers with paramedic certifications, current incident number total with breakdowns of what the incident type is, the arrival of Brush 168 in January that was bought with Council approval in 2022, SCBAs, and the need for a new tanker to replace the current one we have.

Discussion was held between Council Members and City Manager Lewis about the need for the new water tanker and having other vehicles to haul personnel to incident scenes, the department not equipped to be Emergency Medical Services (EMS) but can assist when requested by EMS specifically, being support services only to heavy industries, insurance rating due to equipment being housed in one location but looking at a sub-station, and the process of getting rid of old equipment.

9. Human Resources FY 2024-2025 Budget Presentation.

Director of Human Resources Mejia presented the Human Resources Fiscal Year 2024-2025 Budget Presentation to City Council. Director Mejia explained the quality services for employees that the department does, servicing of 116 active employees with 8 part-time and 16 temporary employees, recruitment being the biggest challenge, Compensation Study to help with the recruitment challenges, and working with the Texas Municipal League Intergovernmental Risk Pool to organize onsite training.

Discussion was held between Council Members, City Manager Lewis and Director of Human Resources Mejia about the need for the Compensation Study, recruitment and retention planning, succession planning in some departments, budgeting for employee pay with certifications, employee appreciation, state law of no incentives to employees, and competitive pay of surrounding cities.

10. Economic Development Department FY 2024-2025 Budget Presentation.

Director of Economic Development Carr presented the Economic Development Department Fiscal Year 2024-2025 Budget Presentation to City Council. Director Carr explained the multiple roles, retail recruitment, quality of life, connector and resource components; accomplishments within the Economic Development department; meetings and services; current retailers; travel; and having one administrative assistant.

Discussion was held between Council Members, City Manager Lewis, and Director of Economic Development Carr about details of the duties of this position, the request of a quarterly report from the Ingleside Development Corporation, the request for an assistant to help more on the economic development side compared to the administrative assistant that also helps Development Services this would lead to a succession plan, and going after retail.

At 10:17 a.m. Council convened for a break and reconvened at 10:45 a.m.

11. Finance and Utility Billing FY 2024-2025 Budget Presentation.

Director of Finance Vela presented the Finance and Utility Billing Fiscal Year 2024-2025 Budget Presentation to City Council. Director Vela explained the duties of the finance department and the utility billing department, the goals of both departments, training all departments on the budget platform and purchasing process, and providing customer service.

Discussion was held between Council Members and Director of Finance Vela about the ERP 10 Financial Software from Tyler Technologies, having a 2024 audit by March 2025, and being in compliance with the purchasing process.

12. Administration FY 2024-2025 Budget Presentation.

Director of Administration Services / City Secretary Beaven presented the Administration Fiscal Year 2024-2025 Budget Presentation to City Council. Director Beaven presented

the City Council, City Manager, Administrative Services / City Secretary and City Attorney budgets; the goals for the City Secretary's office; increasing the cost of advertising in newspapers; and the requested budget for the upcoming fiscal year for all departments.

Discussion was held between Council Members, City Manager Lewis, and Director Beaven about attorney litigation being budgeted at \$200,000, cost of elections, archiving documents, and furniture cost.

13. Development Services and Code Compliance Departments FY 2024-2025 Budget Presentations.

City Manager Lewis presented the Development Services and Code Compliance Departments Fiscal Year 2024-2025 Budget Presentations. City Manager gave budget highlights on: updating the Comprehensive Master Plan, new office furniture and equipment for Department Director, eliminating outside temporary labor, significant reduction of contract labor and inspections, and reduction in property clean up.

Discussion was held between Council Members and City Manager Lewis about the Interim Building Official leaving in September and in the process of hiring for the position, code enforcement equal across the board, code enforcement not being subjective to who the citizen is, and how the code is presented to citizens.

14. Police Department and Animal Control FY 2024-2025 Budget Presentation.

Chief of Police Molina presented the Police Department and Animal Control Fiscal Year 2024-2025 Budget Presentation to City Council. Chief Molina explained the request of personnel needed, vehicle replacement for an animal control unit and a couple police units, new equipment to outfit the new requested vehicles, radio upgrade, evidence-property management software, e-citation system to help write tickets, and office equipment requested for the telecommunications office.

Discussion was held between City Council, City Manager Lewis, and Chief of Police Molina about the type of vehicles requested for replacement of units due to mileage, the new units already getting fully equipped with the proper equipment, last years requested unit replacements are currently waiting to be equipped, working on having a unit for each officer, the e-citation system, the radio upgrades needed to communicate outside of the two channels already on, bike program, and school security with provided School Resource Officers.

At 12:37 p.m. Council convened for a break and reconvened at 12:49 p.m.

15. Information Technology FY 2024-2025 Budget Presentation.

Director of Information Technology Saucedo presented the Information Technology Fiscal Year 2024-2025 Budget Presentation to City Council. Director Saucedo explained the over view of the security within the city, cybersecurity, daily system backup, software updates, constant contact with Tyler Technologies with Encode updates, and moving forward with Multi Factor Authentication.

Discussion was held between Council Members, City Manager Lewis, and Director of Information Technology Saucedo about the personnel in the department and request of one more to be added, the constant updates, the security policy for employees for acknowledgment, and the system backups.

16. Infrastructure Services FY 2024-2025 Budget Presentation.

Director of Infrastructure Services Paredez presented the Infrastructure Services Fiscal Year 2024-2025 Budget Presentation to City Council. Director Paredez explained the department structure with employees in each department, what the duties of each department holds, and the request for new vehicles and equipment.

Discussion was held between Council Members, City Manager Lewis, and Director of Infrastructure Services Paredez about the possibility of separating the streets and drainage department into two individual departments, the request of more employees to fill the

department positions if separated, the Wastewater Treatment Plant, the request of equipment being cheaper than renting in the long run, TxDOT agreement, Right-of-Way mowing, sign purchasing, where to house the new equipment, and work order system for maintenance on current city vehicles.

Mayor Adame requested to withdraw Item 17 from the Agenda. There were no objections by Council, and Mayor Adame stated that the item was withdrawn.

17. Deliberate on proposed Fiscal Year 2024-2024 Budget Presentation.

Item 17 was withdrawn.

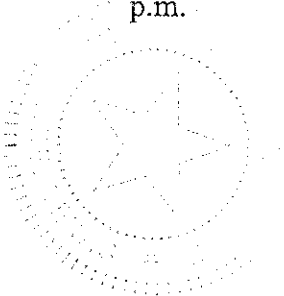
18. Items to consider for placement on future agendas.

Mayor Adame requested land improvement explanations from the San Patricio County Appraisal District.

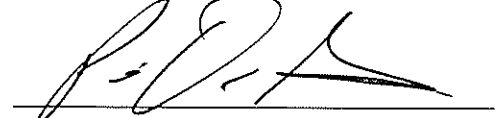
Council Member Diehl requested a projected one sheet balance for budgets.

19. Adjourn Budget Workshop.

Mayor Adame adjourned the Budget Workshop Meeting of the City of Ingleside at 2:46 p.m.



APPROVED:


Pedro Oscar Adame, Mayor

ATTEST:


Ruby Beaven, City Secretary