CITY OF INGLESIDE
REGULAR CITY COUNCIL MEETING
AGENDA
OCTOBER 7, 2024
6:30 PM

Notice is hereby given that the Ingleside City Council will hold a Regular City Council Meeting on October 7, 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. Report on General Projects.

d. Report on the Mustangs Youth Basketball Association donation request.

e. Report on the Texas Coast Youth Soccer League donation request.

f. Report on the Ingleside Youth Football & Cheer League donation request.

Presentations

7. Proclamation to recognize October 6-12, 2024 as Fire Prevention Week.

Consent Agenda

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

8. Deliberate and take appropriate action on the Amended Regular Meeting Minutes of September 10, 2024, Special Meeting Minutes of September 17, 2024, Regular Meeting Minutes of September 24, 2024, and Special Meeting Minutes of September 30, 2024.

9. Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside, Texas, designating a Public Information Coordinator to satisfy the training requirements of Texas Government Code Section 552.012.

10. Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside, Texas, establishing guidelines and procedures for the handling of Public Information Act requests, establishing charges for handling such requests, and repealing any resolutions in conflict, herewith.

11. Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside, Texas, establishing a Records Management Program, designating a Records Management Officer, and repealing any resolutions in conflict, herewith.

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

12. Deliberate and take appropriate action on the approval of the Hultgreen Final Change Order.

13. Deliberate and take appropriate action on the approval of final pay application and project closeout on the Hultgreen Avenue Improvements Project NO. ARPA 2022.

14. Deliberate and take appropriate action to authorize the purchase of (3) Chevrolet vehicles as budgeted in the FY25 Approved Budget for the Ingleside Police Department and Animal Control.

15. Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside authorizing acceptance of a grant from the State of Texas Department of Transportation for the FY 2025 Step Comprehensive Program for the Police Department for $11,990.00 with a City cash match of $3132.40 for overtime and fringe benefits.

Executive Session

Closing Agenda

16. Items to consider for placement on future agendas.

17. 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 October 04, 2024 by 1:00 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: October 7, 2024

AGENDA ITEM: 6.a

Council Comments and Reports.

SUBMITTED BY: Ruby Beaven, Director of Administrative Services/City Secretary

APPROVED FOR AGENDA: Ruby Beaven, Director of Administrative Services/City Secretary

BACKGROUND:

FISCAL ANALYSIS:

RECOMMENDATION:

ATTACHMENTS:
None

CITY COUNCIL AGENDA
Regular Meeting: October 7, 2024

AGENDA ITEM: 6.b

Announcements of Community Interest and/or upcoming events.

SUBMITTED BY: Ruby Beaven, Director of Administrative Services/City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

1. Ingleside Citizen's Academy Enrollment Now Open
2. City of Ingleside Boards & Commissions Volunteers Needed
3. Ingleside Public Library, Various Dates
4. Toddler Time, Various Dates,
5. Ingleside Methodist Church Fall Arts & Crafts Fair, October 12
6. Dunkin for a Pumpkin, October 12
7. Ingleside Chamber Annual Banquet, October 12 - Aransas Pass
8. Roots & Shoots, October 19
9. Vendors Market, October 19
10. General Election, Early Voting October 21-November 01 & Election Day November 05
11. Parks & Recreation Blood Drive, October 25
12. Battlin' BBQ, October 26
13. Zombie Walk & Trick or Treat Trail, October 26
14. Halloween Parade, October 29
15. Flags of Freedom, November 01
16. Texas Arbor Day, November 01
17. Community Garage Sale, November 02
18. Ingleside Public Works Kickball Tournament, November 02
19. 2024 State of the County, November 13
20. 1st Annual Christmas Parade, December 06
21. Ingleside Christmas Tree Lighting, December 06
22. Ingleside Renaissance Faire, December 14-15

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Information only.

ATTACHMENTS:

1. 2024, 10-07 Community Events v4







Now Accepting Applications!

Ingleside Citizen's Academy

ENROLLMENT OPEN FOR 2025

How to Apply:

Step 1: Complete the PDF application form or submit the online application available on the City website at www.inglesidetx.gov.

SCAN ME

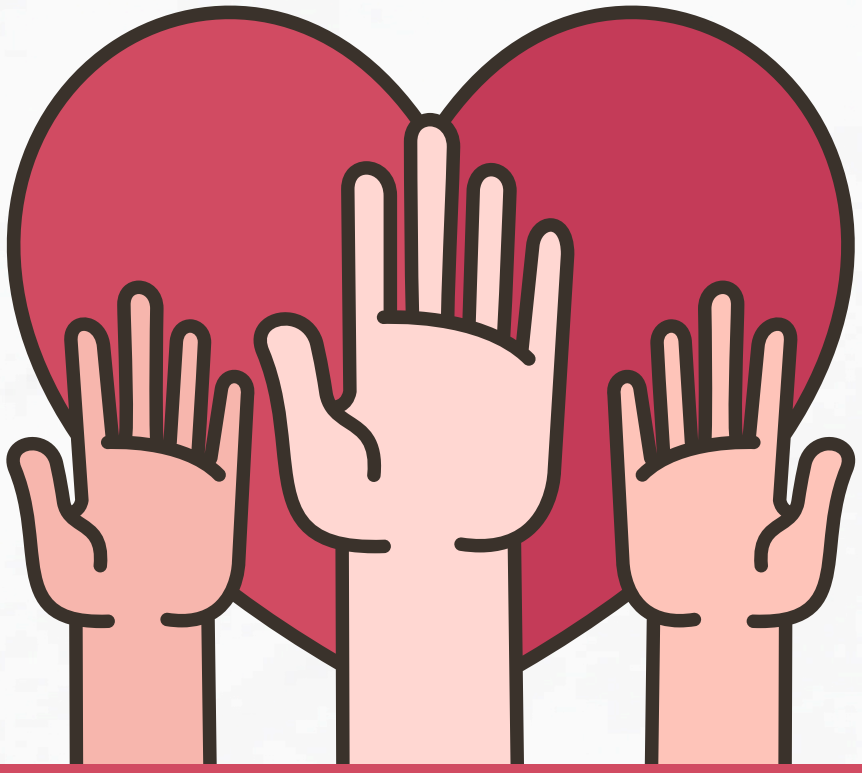
Step 2: Submit the PDF application to **one** of the following:

EMAIL: CitySecretary@inglesidetx.gov

MAIL: City Secretary
2671 San Angelo Ave.
Ingleside, TX 78362

For additional information or questions, please contact Ruby Beaven, City Secretary, at (361) 776-2517 or rbeaven@inglesidetx.gov.





Volunteers NEEDED

CITY OF INGLESIDE

BOARDS & COMMISSIONS

We need help with

- Planning & Zoning
- Ingleside Development Corporation (IDC)
- Street Advisory Group
- And many more!

Come join us!

2671 San Angelo Ave, Ingleside, TX

361-776-2517

citysecretary@inglesidetx.gov

Ingleside Public Library

2775 Waco St.

Ingleside, TX 78362

WEBSITE: https://inglesidetx.gov/226/Library

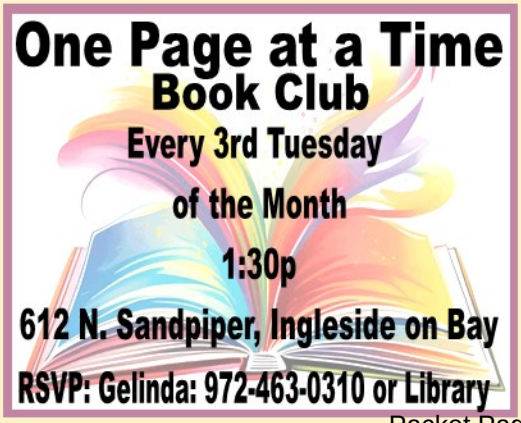
Phone: 361-776-5355













INGLESIDE PARKS AND RECREATION

Toddler Time

OPEN TO CHILDREN 5 AND UNDER

September
12th
26th
19th

October
10th
3rd
17th

November
14th
7th
21st

December
12th
5th
19th

January
16th
30th
TBD pending weather

Feburary
13th
27th
TBD pending weather

NEW

Playdates in the Park

FOLLOW US ON FACEBOOK FOR MORE INFORMATION

INGLESIDE METHODIST CHURCH

FALL ARTS & CRAFTS FAIR

Hosted by Ingleside Methodist Women

October 12, 2024
9AM - 2PM

For information call:
Susan (361) 534-4465 or
April (361) 230-3967
To reserve a space. No charge.
Bring your own table!!

*Fall Decorations!**



*Teacher's Gifts!**



*Christmas Decorations & Gifts!**





Homemade Crafts
Baked Goods
Fall &
Christmas Décor
And much, much more!!



In the courtyard at
Ingleside Methodist Church
2572 Church Street

Arts and crafts samples displayed on flyer are for display purposes only and are not available for sale.

DUNKIN' FOR A PUMPKIN

FLOATING PUMPKIN PATCH



SPLASH INTO OUR FLOATING PUMPKIN PATCH AND PICK OUT YOUR FAVORITE PUMPKIN! JOIN US FOR PUMPKIN DECORATING STATIONS, SPOOKY CRAFTS AND GHOSTLY TREATS!

DON'T FORGET YOUR SWIMSUIT!

OCTOBER 12
12-3PM

City Of Ingleside

INGLESIDE PARKS AND RECREATION

CHARLES H. DOHERTY SWIMMING POOL, INGLESIDE, TX

Packet Page 18 of 167


Aloha!
hula on over to
The Ingleside Chamber
of Commerce
Annual Banquet
SATURDAY
OCTOBER 12,2024
DOORS OPEN AT 5:30PM
Aransas Pass Civic Center
700 Wheeler Rd
Aransas Pass, TX 78336
RSVP to:
inglesidetxchamber@gmail.com
Phone: 361-776-2906

OCTOBER 19, 2024 | 9AM

N.O. SIMMONS PARK, INGLESIDE. TX 78362





COME AND BE A PART OF THIS
FREE EVENT AND PARTICIPATE IN:

- GIVEAWAYS
- CRAFTS
- REFRESHMENTS & SNACKS
- VENDORS MARKET 9A-12P

ROOTS & SHOOTS

City Of Ingleside

Ingleside Parks and Recreation & Texas A&M Forest Service



Ingleside Parks and Recreation

Monthly Vendors Market

Come and be part of this unique vendors market as we partner with a tree giveaway!

October 19
9am-12pm

When?

Basketball Pavilion
N.O. Simmons Park
Ingleside, TX

Where?

City Of Ingleside

SAN PATRICIO COUNTY
ELECTIONS ADMINISTRATION

November 5, 2024

(5 de Noviembre de 2024)

General Election

(Elección General)

Election Day Vote Center Locations

7:00 am - 7:00 pm

(Día de Elección los Sitios Electorales abren de 7:00 a.m. a 7:00 p.m)

Early Voting Locations

SPC Election Office

Aransas Pass Civic Center

Mathis City Hall

Portland Community Center

ARANSAS PASS

- **ARANSAS PASS CIVIC CENTER BLUE HERON**
  700 W WHEELER, ARANSAS PASS

EDROY

- **OUR LADY OF GUADALUPE MISSON PARISH HALL**
  18103 CO RD 1598, EDROY

GREGORY

- **GREGORY CITY HALL COMMUNITY CENTER**
  308 AYERS ST, GREGORY

INGLESIDE

- **INGLESIDE ISD ADMIN BLDG. BOARD ROOM**
  2664 SAN ANGELO, INGLESIDE

INGLESIDE ON THE BAY

- **INGLESIDE ON THE BAY CITY HALL**
  475 STARLIGHT DRIVE, INGLESIDE

MATHIS

- **MATHIS CITY HALL ANNEX**
  401 E SAN PATRICIO, MATHIS

ODEM

- **PLANTER'S CO-OP MEETING ROOM**
  200 N VOSS AVE, ODEM

PORTLAND

- **GP ISD ADMIN BLDG. BOARD ROOM**
  1200 BROADWAY, PORTLAND
- **PORTLAND COMM. CENTER BALLROOM B**
  2000 BILLY G WEBB, PORTLAND
- **ST. CHRISTOPHER'S BY THE SEA PARISH HALL**
  820 WILDCAT DR, PORTLAND

SINTON

- **LAZY V BLDG.**
  13763 HWY 181 N., SINTON
- **SPC FAIRGROUNDS CIVIC CENTER BALLROOM A**
  219 W 5TH ST, SINTON

TAFT

- **ALVARADO SENIOR COMMUNITY CENTER**
  110 ALLENDE ST, TAFT

Contact Us

361-364-6121

sanpatriciocountytx.gov/page/elections.home

SAN PATICIO COUNTY

NOVEMBER 5, 2024
(5 de Noviembre de 2024)
GENERAL ELECTION
(elección General)
EARLY VOTING SCHEDULE
(Casillas Electorales para el Voto Adelantado)

MAIN EARLY VOTING LOCATION

SAN PATRICIO COUNTY ELECTION OFFICE – OFFICE ROOM 2
410 W MARKET, SINTON, TX 78387

8 AM - 6 PM
7 AM - 7 PM
12 PM -6 PM

	SUN	MON	TUE	WED	THU	FRI	SAT
OCTOBER		21 8 - 6	22 8 - 6	23 8 - 6	24 8 - 6	25 8 - 6	26 7 - 7
	27 12 - 6	28 7 - 7	29 7 - 7	30 7 - 7	31 7 - 7	1 7 - 7	NOVEMBER

BRANCH EARLY VOTING LOCATION

ARANSAS PASS CIVIC CENTER – BLUE HERON – 700 W WHEELER, ARANSAS PASS 78336
MATHIS CITY HALL ANNEX – 401 E SAN PATRICIO, MATHIS 78368
PORTLAND COMMUNITY CENTER – BALLROOM B – 2000 BILLY G WEBB, PORTLAND 78374

10 AM - 6 PM
7 AM - 7 PM
CLOSED

	SUN	MON	TUE	WED	THU	FRI	SAT
OCTOBER		21 10 - 6	22 10 - 6	23 10 - 6	24 10 - 6	25 10 - 6	26 7 - 7
	27	28 10 - 6	29 7 - 7	30 10 - 6	31 7 - 7	1 10 - 6	NOVEMBER

Contact Us

361-364-6121
www.sanpatriciocountytx.gov/page/elections.home

CITY OF INGLESIDE - PARKS AND RECREATION

BLOOD DRIVE

FRIDAY, OCTOBER 25TH

3:00 PM - 5:00 PM

LOCATION:
2821 MAIN STREET





bitly

Chuy's

Coastal Bend Blood Center

Appointments are recommended & walk-ins are welcome.

Call the Blood Center at 361-855-4943, go to our website or scan the QR above to sign up!

Donors will receive a T-shirt & a Chuy's food coupon. While supplies last. Photo ID required.

FREE ADMISSION

CHAMPIONS
BARBECUE ALLIANCE

BATTLIN' BBQ
BENEFITING CHILDREN BATTLING CANCER

EST 2018

STATE CHAMPIONSHIP COOK-OFF

October 26th
Ingleside TX
N.O. Simmons Park

City Of Ingleside

$7,500
IN CASH PAYOUTS

304001 cookoff entry fee $200 304001

BATTLINBBQ.ORG

LIVE MUSIC. RAFFLES. KIDS ACTIVITIES. CORNHOLE. VENDORS.

VM VADEN MACLEOD REAL ESTATE

BELL'S AIR CONDITIONING & HEATING 361-775-COOL

Insulation MYANE Construction

MDM TECH, LLC

THE CONTRERAS FIRM
FAMILY LAW - PERSONAL INJURY - WILLS - CRIMINAL DEFENSE
713-400-4950

TEXAS GRIME
DUMPSTER RENTAL & DISPOSAL SERVICES

THE CONTRERAS AGENCY
INSURANCE PROFESSIONALS

USS LEXINGTON
MUSEUM ON THE BAY
CORPUS CHRISTI, TEXAS

4R Construction Services, LLC

MMR

CHENIERE

FER
X-RAY NDE

MILITELLO WEALTH MANAGEMENT, LLC

iss
Industrial Site Services, LLC

DIAMOND SPECIALTY SERVICES, LLC

Always Lit MARQUEE

SCREAM CONTEST
ZOMBIE WALK
& MORE

INGLESIDE PARKS AND RECREATION

ZOMBIE WALK &

TRICK OR TREAT TRAIL

OCTOBER 26

4PM-7PM

LIVE OAK PARK

GFWC INGLESIDE WOMEN'S CLUB | GFWC FIRESIDE JUNIORETTES
AND INGLESIDE PARKS AND RECREATION
INVITE YOU ALL TO JOIN US FOR OUR ANNUAL

HALLOWEEN PARADE

CONTACT ELAINE PETERSON AT
ELAINE.PETERSON2@ICLOUD.COM
FOR SPONSORSHIP DETAILS

29 OCTOBER

PARADE STARTS AT 6PM

LINE UP ON MUSTANG DR.


INGLESIDE
COMMUNITY
GARAGE
SALE
NOVEMBER 2nd,2024
8:00 am - 2:00 pm
N.O. Simmons Park
2867 Ave J
Ingleside, Tx 78362

Ingleside Parks and Recreation presents:

FLAGS OF FREEDOM

Honor your hero by sponsoring a flag

Each sponsorship will include a 3x5 American Flag mounted on an 8ft pole customized with your own personalized dedication.

$35
sponsorship fee*
check or money order only





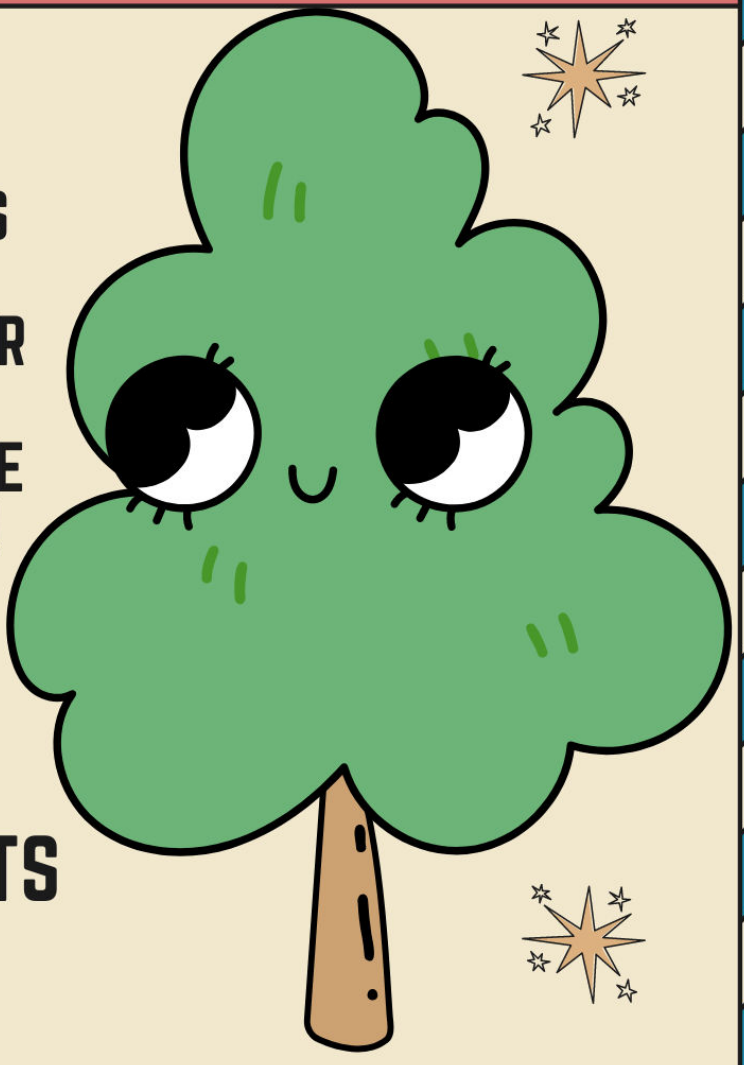
Stop by the Humble Youth Center or call us at 361-776-3438 for more information.

City Of Ingleside

TEXAS ARBOR DAY

NOVEMBER 1, 2024 | 9:30AM-11AM

LETS COME TOGETHER TO CELEBRATE TEXAS ARBOR DAY BY GIVING BACK TO OUR COMMUNITY. JOIN US FOR A FREE TREE GIVEAWAY*!



-Free-
REFRESHMENTS
GIVEAWAYS

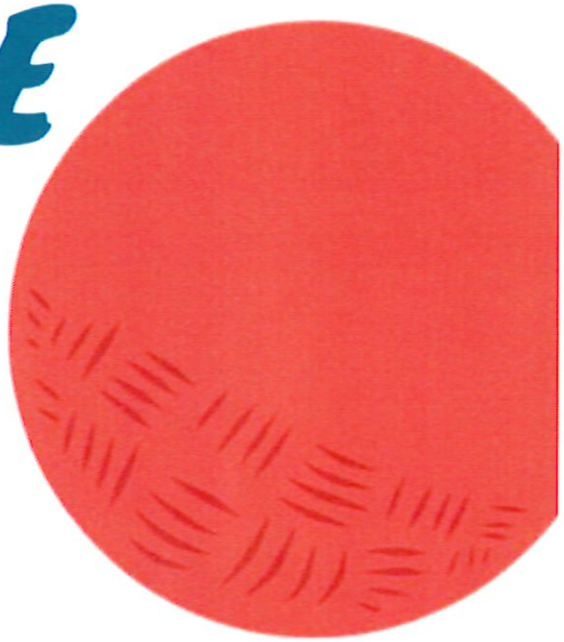
*TREE GIVEAWAY IS FIRST COME FIRST SERVE

N.O. SIMMONS PARK | 2867 AVE J, INGLESIDE TX

INGLESIDE PARKS AND RECREATION

Please join us for our 3rd Annual

INGLESIDE PUBLIC WORKS KICKBALL TOURNAMENT



Ingleside Public works is seeking participants for an 8 team kickball tournament.

BENNIE DIEGEL BASEBALL COMPLEX
SATURDAY, NOVEMBER 2, 2024

For more info please call 361-828-1912
or email: rburke@inglesidetx.gov
tmata@inglesidetx.gov

2024 STATE OF THE COUNTY

Panel Discussion

NOVEMBER 13, 2024
11:30 AM - 1:00 PM
DOORS OPEN AT 11:00 AM
ARANSAS PASS CIVIC CENTER

GUEST SPEAKERS



DAVID KREBS
San Patricio
County Judge



OSCAR RIVERA
San Patricio
County Sheriff



HOWARD GILLESPIE
San Patricio County
Commissioner
Precinct 4

REGISTER TODAY
(361) 758-2750
WWW.ARANSASPASS.ORG

Saltwater Heaven
ARANSAS PASS

INGLESIDE

INGLESIDE PARKS AND RECREATION PRESENTS:

Our First Annual

CHRISTMAS PARADE



DECEMBER 6, 2024

PARADE STARTS AT 6PM

IF YOU ARE INTERESTED IN PARTICIPATING IN THE PARADE, PLEASE CONTACT THE PARKS OFFICE AT 361-776-3438

City Of Ingleside

CHRISTMAS Ingleside TREE LIGHTING

Join us as we kick off a new tradition in Ingleside! The night will kick off with a spectacular light parade leading up to our magical Tree Lighting Ceremony.



PARADE: 6PM

Starts at faith fields parking lot proceeds on mustang dr to 4th turning on Ave J and ends at N.O. Simmons Park

TREE LIGHTING:

Join us after the parade for our famous tree lighting with the Mayor. Celebrate after with fun activities, hot cocoa, pictures with santa and MORE!

FRIDAY, DECEMBER 6, 2024


Ingleside Renaissance Faire
– Dec 14th & 15th, 2024 –
Step back in time and come enjoy jousting, pyro-jugglers, great music, food, arts, craft vendors and much more!
– Live Oak Park –
inglesidetxchamber.com
INGLESIDE
CHAMBER OF COMMERCE
AND VISITORS CENTER

CITY COUNCIL AGENDA
Regular Meeting: October 7, 2024

AGENDA ITEM: 6.c

Report 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. Four are under construction, and the remaining are completed or in the contract phase. Kenny Lane is just about completed. The Wastewater Treatment Plant is in the advertisement phase, Animal Control Facility is substantially completed and expected to close out in a couple of weeks, and the five streets that were originally approved by the City council for Seal Coat, Big Oak Lane has been completed, and the other four are 75% completed. The streets have been leveled up, rolled, and are awaiting to be oiled and rocked. See the attached list for project status.

FISCAL ANALYSIS:

The various projects were funded by a range of funds. Some were funded by FY 2020 bond funds, some by FY 2021 bond funds along with grants and regular budget funds.

RECOMMENDATION:

N/A Informational purposes only.

ATTACHMENTS:

1. Project List
2. 1. Animal Control Customer Reception Area
3. 2. Animal Control Kennels Inside
4. 3. Animal Control Catatorium Kennels
5. 4. Animal Control Receiving Area
6. 5. Animal Control Yard
7. 6. Animal Control Dumpster Enclosure with Parking Lot
8. 7. Animal Control Entrance
9. Kenny Lane photo 1
10. Kenny Lane photo 2
11. Kenny Lane photo 3
12. Kenny Lane photo 4

Project Name	Project Status
1. Kenny Lane Roadway Improvement	Under construction: 90% complete.
2. Wastewater Treatment Plant	In the advertisement phase.
3. Recycle/Bulk Collection Facility	The loading ramp is halfway completed.
4. Live Oak Pavement Improvement- Timber Leaf Drive, Spring Park Drive, Lee Lane, Meadow Drive, Ridgewood Circle, Todd Circle, Live Oak Park Entrance A	Waiting on Engineering RFQ.
5. Animal Control Facility	Under construction: 95% complete.
6. Hultgreen Improvement	Completed. In the close out process.
Faith Park Projects- a. Garden Center	Still awaiting contractor to submit dimensions for engineer.
b. Faith Park Walking Trail	90% designed and coordinating with Hanson Professional Services on OPCC.
7. N.O. Simmons Playground Lighting	Coordinating with contractor.
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 1st to 4th) is completed. 3rd Street (1069 to Ave K), Munson St, Hargus, and Pen Oak. Currently, they are 75% completed.








361-777-9218










ROAD CLOSED
TO
THRU TRAFFIC
DETOUR


TECL-19035
Big State Electric Co.
San Antonio • Austin
Houston


BIG STATE ELEC.

CITY COUNCIL AGENDA
Regular Meeting: October 7, 2024

AGENDA ITEM: 6.d

Report on the Mustangs Youth Basketball Association donation request.

SUBMITTED BY: Gary Paredez, Director of Infrastructure Services

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The Mustangs Youth Basketball Association (MYBA) is a cornerstone of the Ingleside community, dedicated to fostering the growth and development of young athletes.
The MYBA is a non-profit organization run entirely by volunteers, committed to providing an enriching basketball program for the youth of Ingleside.
With the donational support of The City of Ingleside, they are able to offer a program that not only teaches basketball skills but also instills values such as teamwork, discipline, and sportsmanship. The league serves approximately 250 participants from grades 1 through 6, offering them a safe and supportive environment to grow both as athletes and individuals.
Running a successful youth sports program involves various costs, and they rely heavily on donations to cover these expenses. This contribution will help in several critical areas:

1. **Insurance Costs**: Donations help offset the cost of insurance, providing peace of mind for everyone involved.
2. **Training for Coaches**: Volunteer coaches are the backbone of the program. To equip them with the necessary skills and knowledge, the league is able to provide comprehensive training that covers important topics such as mental health challenges, protecting against abuse, concussion protocols, and bullying prevention. The City's support will help fund these essential training sessions.
3. **Background Checks**: The safety of our young people is our top priority. They conduct thorough criminal background checks for all volunteers working with the children. This donation will help cover the costs of these checks, ensuring a secure environment for our participants.

With this donation support the City is contributing to MYBA, you are investing in the future of the community. This donation will have a lasting impact on the lives of the young athletes in Ingleside. It allows the league to continue to provide a high-quality basketball program that nurtures the physical, mental, and emotional well-being of our youth.
With this donation, you can ensure that the Mustangs Youth Basketball Association remains a vibrant and positive force in the lives of the young athletes of Ingleside.

FISCAL ANALYSIS:

The annual donation to the association is $2,500.00, and has been included in the Parks and Recreation Department 2024-2025 budget.

RECOMMENDATION:

Report only.

ATTACHMENTS:

1. 2024 MYBA City of Ingleside Donation Letter Request

Mustangs Youth Basketball Association

PO Box 974
Ingleside, TX 78362

Facebook Search @MustangsYouthBasketballAssociation Email: mustangsyba@gmail.com

September 25, 2024

President
Michael Bustos

Vice President
Jeremy Sierra

Board Members
Louis Williams

Jonathan Heyward

Shanell Koch

Nariah Bustos

Valerie Stribling

As President, Vice President, and Board Members of the Mustangs Youth Basketball Association, we are asking for your help in raising money for the youth basketball league of Ingleside. Through the generosity of The City of Ingleside, it is possible for our league to provide our youth in our town with an enriching basketball program. We have an estimate of around 250 participants in grades 1 through 6. The Mustangs Youth Basketball Association is a non-profit run by volunteers for the youth of Ingleside, Texas.

Your generous donation will help off-set the cost of insurance for board members, coaches, participants, and volunteers. Your donation will also be used to off-set the cost training that will be provided to volunteer coaches which include topic of mental health challenges training, protecting against abuse training, concussion training, and bullying prevention training to name a few. And finally, your donation will also help pay for the criminal background checks for all volunteers that will be working with the youth.

Michael Bustos

Michael Bustos
President of the MYBA
Phone: 979-703-9226

CITY COUNCIL AGENDA
Regular Meeting: October 7, 2024

AGENDA ITEM: 6.e

Report on the Texas Coast Youth Soccer League donation request.

SUBMITTED BY: Gary Paredez, Director of Infrastructure Services

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The Texas Coast Youth Soccer League is a cornerstone of the Ingleside community, dedicated to fostering the growth and development of young athletes.
The Texas Coast Youth Soccer League is a non-profit organization run entirely by volunteers, committed to providing an enriching soccer program for the youth of Ingleside.
With the donational support of The City of Ingleside, they are able to offer a program that not only teaches soccer skills but also instills values such as teamwork, discipline, and sportsmanship. The league offers a safe and supportive environment to grow both as athletes and individuals.
Running a successful youth sports program involves various costs, and they rely heavily on donations to cover these expenses. This funding will help in several critical areas, but not limited to:

1. Equipment nets and anchors for the goals.
2. Purchase of paint for the lining of the fields,
3. Assistance for families who can't afford to pay registration fees

With this donation support, the City is contributing to the Texas Coast Youth Soccer League. You are investing in the future of the community. This donation will have a lasting impact on the lives of the young athletes in Ingleside. It allows the league to continue to provide a high-quality soccer program that nurtures the physical, mental, and emotional well-being of our youth.
With this donation, you can ensure that the Texas Coast Youth Soccer League remains a vibrant and positive force in the lives of the young athletes of Ingleside.

FISCAL ANALYSIS:

The annual donation to the league is $2,500.00, and has been included in the Parks and Recreation Department 2024-2025 budget.

RECOMMENDATION:

Report Only

ATTACHMENTS:

1. 2024 Soccer Fund Request

October 02, 2024

City of Ingleside
Community Events
2821 Main Street
P.O. Box Drawer 400
Ingleside, TX 78362

Reference: Fund Request Texas Coast Youth Soccer League

Texas Coast Youth Soccer League is requesting consideration for city funding. These requested monies will be used in a variety of ways, including but not limited to nets and anchors for the goals, the purchase of paint for the lining of the fields, and assistance for families who can't afford to pay registration fees.

Should you have any questions, please feel free to contact me at 361-790-4017. Thank you for your consideration.

Sincerely,

Gerald Crain
President
Texas Coast Youth Soccer League

October 02, 2024

City of Ingleside
Parks and Recreation
2821 Main Street
P.O. Box Drawer 400
Ingleside, TX 78362

Reference: Texas Coast Youth Soccer League

Please accept this letter as confirmation that Texas Coast Youth Soccer League, EIN 87-4032365, is a member of South Texas Youth Soccer Association in good standing and eligible to fully participate in South Texas Youth Soccer Association events and competitions.

Should you have any questions, please feel free to contact me at 361-790-4017. Thank you for your attention to this notification.

Sincerely,

Gerald Crain
President
Texas Coast Youth Soccer League

CITY COUNCIL AGENDA
Regular Meeting: October 7, 2024

AGENDA ITEM: 6.f

Report on the Ingleside Youth Football & Cheer League donation request.

SUBMITTED BY: Gary Paredez, Director of Infrastructure Services

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The Ingleside Youth Football & Cheer League is a cornerstone of the Ingleside community, dedicated to fostering the growth and development of our young athletes.
The league is a non-profit organization operated entirely by volunteers, committed to providing an enriching football and cheer program to the youth of Ingleside.
With the donational support of The City of Ingleside, the league is able to offer a program that not only teaches football and cheer skills but also instills values such as teamwork, discipline, and sportsmanship, offering the youth a safe and supportive environment to grow both as athletes and individuals.
Running a successful youth sports program involves various costs, and the league relies heavily on donations to cover these expenses. This contribution will help in several critical areas:

1. **Insurance Costs**: Donations help offset the cost of insurance, providing peace of mind for everyone involved.
2. **Training for Coaches**: Volunteer coaches are the backbone of the program. To equip them with the necessary skills and knowledge. The City's support will help fund essential training sessions.
3. **Background Checks**: The safety of our young people is our top priority. They conduct thorough criminal background checks for all volunteers working with the children. This donation will help cover the costs of these checks, ensuring a secure environment for our athletes.

With this donation support the City is contributing to the Ingleside Youth Football & Cheer League. The City is investing in the future of the community. This donation will have a lasting impact on the lives of the young athletes in Ingleside. It allows the league to continue to provide high-quality football and cheer programs that nurtures the physical, mental, and emotional well-being of our youth.
With this donation, you can ensure that the Ingleside Youth Football & Cheer League remains a vibrant and positive force in the lives of the young athletes of Ingleside.

FISCAL ANALYSIS:

The annual donation to the league is $2,500.00, and has been included in the Parks and Recreation Department 2024-2025 budget.

RECOMMENDATION:

Report only.

ATTACHMENTS:

1. Football Sponsor letter 2024



Ingleside Youth Football & Cheer League



I hope this letter finds you well. My name is Elaine Rodgers, and I am reaching out on behalf of the Ingleside Youth Football and Cheer League, a local organization dedicated to providing children in our community with the opportunity to learn teamwork, discipline, and leadership through sports. As we gear up for another exciting season, we are actively seeking sponsorships from local businesses to help ensure that every child has the chance to participate and thrive.

Our league has grown significantly over the years, and we are proud to offer a supportive, positive environment for young athletes to develop their skills both on and off the field. However, to keep participation fees affordable, provide scholarships, and cover the costs of essential items such as helmets, shoulder pads, and uniforms, we rely on the generous support of businesses like yours.

By becoming a sponsor, you will not only be investing in the future of these young athletes but also gaining valuable visibility within the community. Your business will receive exposure at our games, events, and promotional materials, as well as through our social media. More importantly, you will be playing a key role in helping children from diverse backgrounds enjoy the benefits of sportsmanship and physical activity.

We offer several levels of sponsorship to accommodate your business needs and goals:

Platinum Sponsor ($1,000+)
- Prominent banner displayed at all games
- Recognition in all league communications and social media
- Invitation to our end-of-season awards ceremony

Gold Sponsor ($500-$999)
- Banner displayed at home games
- Recognition on social media and league communications

Silver Sponsor ($499-$100)
- Recognition on social media and website
- Recognition at home games

We are grateful for any support you can provide, and we are happy to discuss custom sponsorship packages that better suit your business. Your contribution will have a lasting impact on our league and the youth who participate.

We would love to partner with you and show our community that we are Ingleside Strong!

Sincerely,

Eric & Elaine Rodgers
IYFCL

CITY COUNCIL AGENDA
Regular Meeting: October 7, 2024

AGENDA ITEM: 7

Proclamation to recognize October 6-12, 2024 as Fire Prevention Week.

SUBMITTED BY: Thomas Miller, Fire Chief

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

In 1925, President Calvin Coolidge proclaimed Fire Prevention Week a national observance, making it the longest-running public health observance in our country. Fire Prevention Week is observed each year during the week of October 9th in commemoration of the Great Chicago Fire, which began on October 8, 1871, and caused devastating damage. This horrific conflagration killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures, and burned more than 2,000 acres of land.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

None - Proclamation only

ATTACHMENTS:

1. Fire Prevention Week Oct. 6-12, 2024 Proclamation

CITY OF INGLESIDE

MAYORAL PROCLAMATION

WHEREAS, the City of Ingleside, Texas is committed to ensuring the safety and security of all those living in and visiting Ingleside; and

WHEREAS, the 2024 Fire Prevention week campaign, ***"Smoke alarms: Make them work for you!"*** reinforces the critical importance of smoke alarms and what's needed to install, test, and maintain them properly; and

WHEREAS, the majority of U.S. home fire deaths continue to occur in homes with no smoke alarms or no working smoke alarms; and

WHEREAS, roughly three out of five fire deaths occur in homes with either no smoke alarms or no working smoke alarms; and more than one-third of home fire deaths result from fires in which no smoke alarms are present; and

WHEREAS, Ingleside residents should install smoke alarms in every sleeping room, outside each separate, sleeping area, and on every level of the home; and working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, Ingleside residents should listen for the sound of the smoke alarm and when it sounds respond by going outside immediately to the designated meeting place; and

WHEREAS, Ingleside residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, Ingleside first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, the City of Ingleside also recognizes the efforts of the Ingleside Volunteer Fire Department in the education and prevention efforts for the community as a whole; and

THEREFORE, I Pedro Oscar Adame, Mayor of the City of Ingleside, Texas do hereby proclaim throughout this city

October 6-12, 2024 as Fire Prevention Week

IN WITNESS THEREOF, I have here unto set my hand and caused the great seal of the City of Ingleside to be affixed this ____ day of October 2024.

CITY OF INGLESIDE, TEXAS

_____
Pedro Oscar Adame, Mayor

ATTEST:

_____
Ruby Beaven, City Secretary

CITY COUNCIL AGENDA
Regular Meeting: October 7, 2024

AGENDA ITEM: 8

Deliberate and take appropriate action on the Amended Regular Meeting Minutes of September 10, 2024, Special Meeting Minutes of September 17, 2024, Regular Meeting Minutes of September 24, 2024, and Special Meeting Minutes of September 30, 2024.

SUBMITTED BY: Ruby Beaven, Director of Administrative Services/City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The Regular Meeting Minutes of September 10, 2024, were approved at the September 24, 2024, meeting with an amendment. A discrepancy was noted in the motion for consent agenda items. The attached minutes have the corrected amendment.

Please see the accompanying minutes:

Amended Regular Meeting Minutes of September 10, 2024
Special Meeting Minutes of September 17, 2024
Regular Meeting Minutes of September 24, 2024
Special Meeting Minutes of September 30, 2024

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Staff recommends approval of the meeting minutes, as presented.

ATTACHMENTS:

1. Backup 2024, 09-10 Council Regular Minutes_Amended DRAFT
2. Backup 2024, 09-17 City Council Meeting Minutes-DRAFT
3. Backup 2024, 09-24 Regular Council Meeting Minutes_DRAFT
4. Backup 2024, 09-30 Special Council Meeting Minutes_DRAFT

CITY OF INGLESIDE
REGULAR CITY COUNCIL MEETING
MINUTES AMENDED
SEPTEMBER 10, 2024

Opening Agenda

1. **Call 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 September 10, 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 Oscar 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.**

   Stephanie Hajducek, 2334 Highway 361 Suite 182, addressed the Council about comments on the YaREN Project, YaREN not hosting a coloring contest, Enbridge and YaREN about hiring locally, and gave information as to contact information about the project.

   Victoria Pereida, 410 E. Market St., San Patricio Elections Office, addressed the Council about the elections office trying to make voters aware of the voting locations and to vote early. Early voting taking place October 21 through November 1, and Election Day is November 5. Ingleside will not have an early voting location, but can go to the Aransas Pass Civic Center or Portland Community Center. Election Day voting, for Ingleside, will take place at the Ingleside ISD Administration Building, and explained why the locations have changed due to legislation changes and funding. Encouraged citizens to get their information from San Patricio County Office Website.

DRAFT

Mary Jo Wells, Northbay Ingleside Lions Club, addressed the Council about September being Children's Cancer Awareness Month and are taking donations, all donations will be split between Driscoll Children's Hospital and St. Jude's.

Martha Habluetzel, 3508 Ave A, addressed the Council about voting early, the handout she provided to council, who is going to protect the residents from a chemical spill, and Ordinance on buffer zones near schools.

6. Staff Comments and Reports.

a) Council Comments and Reports.

No discussion was held on this item.

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

No discussion was held on this item.

c) Report on the status of grants.

No discussion was held on this item.

d) Report to council on action being taken to correct findings of deficiencies in the 2023 Annual Financial Report.

No discussion was held on this item.

E) Report on the Vessel Turn In program.

No discussion was held on this item.

f) Report on timeline for bidding and construction of City of Ingleside Wastewater Treatment facility.

City Manager Lewis stated the City has received authorization from the Texas Water Development Board. The timeline includes a Pre-Construction Meeting for January 2025 and the construction completion will take 730 calendar days. The City is under orders from TCEQ to get a new wastewater treatment plant.

Discussion between the City Council and City Manager Lewis on funding to begin, the project costing more than the loan but won't know exact inflation until we go out for bids. Wastewater Treatment Plant is state mandated because of the growth of Ingleside, reimbursement to the Texas Water Development Board during the process by means of industry.

g) Report on Ingleside Citizen's Academy.

DRAFT

City Manager Lewis addressed the Council about starting the Academy, needing participants to be involved in this community, open to all Ingleside residents including High School students, and the application on the city website.

Presentations

There were no presentations presented for this meeting.

Consent Agenda

Agenda Items 7, 10, and 11 were pulled from the Consent Agenda and moved in to the Regular Agenda for separate discussion.

8. **Deliberate and take appropriate action on approving the 2024 Zombie Walk and Trick or Treat Trail at Live Oak Park on October 26th 2024 from 4pm-7pm.**

9. **Deliberate and take appropriate action on the City Council authorizing the annual 2024 Halloween Parade on October 29th 2024.**

12. **Deliberate and take appropriate action on a contract for services between the City of Ingleside and the Ingleside Chamber of Commerce for services from October 1, 2024 to September 30, 2025.**

Motion: Council Member Diehl made a motion to approve the Consent Agenda excluding ~~Items 8, 9, and 12~~ Items 7, 10, and 11, which were removed from the Consent Agenda for separate discussion. Council Member Pruitt seconded the motion. Motion carried with all present voting in favor.

Public Hearing

13. **Public Hearing regarding an application filed by The Port of Texas LP, requesting a Special Use Permit for Intensive Use for the following property: Property ID#s 115773, 67221, 78729, & 65108, an approximately 288.13 acre tract comprising of 45.67 ACS OUT OF A-262 ROSA TEAL SURVEY, ABST 262 ROSA TEAL 36.198 ACRES, 44.08 ACS OUT OF A-262 ROSA TEAL SURVEY, and ABST 184 WM MCDONOUGH LAND OWNED NOT IN USE 162.182 ACRES.**

    Mayor Pro-Tem Long addressed Attorney Garza about needing to be zoned first before having the public hearing on the Special Use Permit, when needing two readings for the zoning. Legally it can happen, and the Council can choose the order in where the Public Hearing falls, but until Agenda Item 14 has had action taken, no action can be taken during Public Hearing. The item requested can only have one Public Hearing, and the public will be able to come back to speak on that item at the next meeting.

    At 7:09 p.m. Mayor Adame convened the Ingleside City Council into a Public Hearing.

Speaking For:	None	
Speaking Against:	Elisa Granados	1591 4th St., Ingleside
	Elaine Rodgers	2020 FM 2725, Ingleside
	Cora Rose	326 N. Sandpiper, IOB
	Patrick Nye	1018 Bayshore Dr., IOB
	Cyndi Valdes	809 Bayshore Dr., IOB
	Brandi Robinson	106 Bayshore Circle, IOB
	Sarah Crumbley	2480 Henrietta Place, Ingleside
	Martha Habluetzel	3506 Ave A, Ingleside
	Debra Sanders	3076 Ave A, Ingleside

At 7:31 p.m. Mayor Adame reconvened the Ingleside City Council into a Regular Meeting.

Mayor Adame requested that Item 15 be moved before Item 14.

Regular Agenda

7. **Deliberate and take appropriate action on the Regular Meeting Minutes of August 27, 2024, and Special City Council Minutes of September 03, 2024. PULLED and moved to regular agenda.**

   Discussion was held between Council Members and City Secretary Beaven about packet page 42, August 27, 2024 minutes, needing to strike out "about the proposed replat;" packet page 55, September 3, 2024, "fun balance" needs to be "fund balance."

   Motion: Mayor Adame made a motion to approve the Regular Meeting Minutes of August 27, 2024, and Special City Council Minutes of September 03, 2024, with the stated corrections. Council Member John Salinas seconded the motion. Motion carried with all present voting in favor.

10. **Deliberate and take appropriate action on the City Council authorizing the first annual Christmas Parade to be held on December 6th 2024.**

    Discussion was held between Council Members and City Manager Lewis about the parade ending up at the lighting of the tree event at N. O. Simmons Park.

    Motion: Council Member Julio Salinas made a motion to approve authorizing the first annual Christmas Parade to be held on December 6th 2024. Council Member Pruitt seconded the motion. Motion carried with all present voting in favor.

11. **Deliberate and take appropriate action on the City Council authorizing the annual Christmas Tree Lighting Event to be held on December 6th 2024.**

Discussion was held between Council Members and City Manager Lewis about N. O. Simmons lighting at the park; still wrapping trees at Live Oak, but without the drive thru event; and should have had better scheduling. City Manager Lewis explained about the reduction on the drive thru part of the event on Light Up Live Oak (LULO).

Further discussion between Council Members and City Manager Lewis about not understanding why LULO has been cancelled, the report last year stating that it was good, and that the event was to take place of LULO. City will have the lighted event for the trees, started in 2020 during COVID and started getting participants for LULO, looking into doing the event the next day and be able to walk thru at N. O. Simmons, and that these events should take place at all the city parks.

Council Member Diehl asked if HOT Funds was used to help promote LULO, which it was, and why can we not use it again to promote it this year.

Motion: Council Member Julio Salinas made a motion to approve authorizing the annual Christmas Tree Lighting Event to be held on December 6th 2024. Mayor Adame seconded the motion. Motion carried with all present voting in favor.

14. **POSTPONED 08/27/2024 Deliberate and take appropriate action on first reading of an Ordinance changing the zoning for the following property: Property ID#s 115773, 67221, 78729, & 65108, legally described an approximately 288.13 acre tract comprising of 45.67 ACS OUT OF A-262 ROSA TEAL SURVEY, ABST 262 ROSA TEAL 36.198 ACRES, 44.08 ACS OUT OF A-262 ROSA TEAL SURVEY, and ABST 184 WM MCDONOUGH LAND OWNED NOT IN USE 162.182 ACRES from its present zoning of R-1 (Single Family Residential) to C-2 (General Commercial) and I (Industrial) and further providing for effective date, reading, severance, and publication.**

Interim Building Official Delauro stated the previous information about the annexed acres, applicant requesting the zoning, Planning and Zoning Commission recommending the rezoning of the property, and staff recommends approval of the rezoning.

Discussion was held between Council Members, City Manager Lewis, and Interim Building Official Delauro on the rezoning only, the special use is not addressed in this action, Industrial zoning doesn't include tanks, and the request also including commercial zoning. There being certain rules to go by for council, Council Members not wanting to support the rezoning at this time to rezone the whole property, and once zoned industrial it changes what can be put on the property.

Representative Rob Killen, for applicant Ken Berry, presented to a Council an updated version of the presentation from the last meeting, buffer zones, the land being annexed by the city in 1998, never been permanently zoned, cases, non-conforming use rights, cleanup, restricted uses. Representative Killen addressed the Council about easement of grants, the city recognizing it as a tank farm, case about a lapse of time is not conclusive,

setbacks, special permits, “Industrial” standards, and sequenced it under the city’s requirements.

Further discussion was held about citizens’ rights, Planning & Zoning Commission is recommendation only not law, looking to the future are the decisions council is making, and the purpose of zoning for the quality of life for the citizens to rezone. Land use map required and comprehensive master plan is not mandatory but is a forecast for the future; the health, welfare, and safety of the citizens trumps the zoning; and the end result being the health, welfare, and quality of life for the citizens. Ordinances keep rezoning and Special Use Permits separate, and the council can set what parameters they want within a Special Use Permit. The land should be zoned industrial, but Council would like to know about the environmental studies, and that the TCEQ clean-up documents would be provided if permit was obtained.

Further discussion about the buyer’s responsibility to know what they are buying, the land being Temporary Residential for 20 years, the school purchasing it with the current zoning, Ken Berry purchased the land from the school to help keep the school district from penalties and fees, has taken 20 years to decontaminate the property, wells are still there, the property is just now being cleaned up, and certificates coming from TCEQ about the cleanup.

Ken Berry stated the city needs commercial property, that the property would need to be approved by TCEQ which wants the property to go back to its original use, a tank farm being the safest option for what it could become, and the school and city receiving tax money off that property. Berry then stated that the 1969 Exxon easement stated that nothing can change the land and can be a tank farm forever, and “Ingleside shall not limit the purpose for which the Humble land is used.”

Ken Berry further stated that cleaning the property is what he has been doing for many years. Plans for the property are not a secret, but there is not a lot of things you cannot put on the land. Council Members commented that cleaning it up is adding value to the property and then it would be sold to another buyer, and that they would like to see the plans from that buyer.

Motion: Council Member Diehl made a motion to deny the request of an Ordinance changing the zoning for the following property: Property ID#s 115773, 67221, 78729, & 65108, legally described an approximately 288.13 acre tract comprising of 45.67 ACS OUT OF A-262 ROSA TEAL SURVEY, ABST 262 ROSA TEAL 36.198 ACRES, 44.08 ACS OUT OF A-262 ROSA TEAL SURVEY, and ABST 184 WM MCDONOUGH LAND OWNED NOT IN USE 162.182 ACRES from its present zoning of R-1 (Single Family Residential) to C-2 (General Commercial) and I (Industrial) and further providing for effective date, reading, severance, and publication, as presented by the Port of Texas. Council Member Wilson seconded the motion. Motion carried 6:1.

For Motion:	Council Member Diehl, Council Member Wilson, Council Member Pruitt, Council Member John Salinas, Council Member Julio Salinas, Mayor Adame
Against Motion:	Mayor Pro-Tem Long

15. **Deliberate and take appropriate action on first reading of an Ordinance granting a special use permit for intensive use authorizing a crude oil storage terminal for the following property legally described as a 288.13 acre tract comprising of 45.67 ACS OUT OF A-262 ROSA TEAL SURVEY, ABST 262 ROSA TEAL 36.198 ACRES, 44.08 ACS OUT OF A-262 ROSA TEAL SURVEY, and ABST 184 WM MCDONOUGH LAND OWNED NOT IN USE 162.182 ACRES and further providing for effective date, reading, severance, and publication.**

    Discussion was held between Council Members, City Manager Lewis and City Attorney Garza about not being able to take action on the Special Use Permit until the zoning has been approved.

    Motion: Mayor Pro-Tem Long made a motion to postpone the first reading of an Ordinance granting a special use permit for intensive use authorizing a crude oil storage terminal for the following property legally described as a 288.13 acre tract comprising of 45.67 ACS OUT OF A-262 ROSA TEAL SURVEY, ABST 262 ROSA TEAL 36.198 ACRES, 44.08 ACS OUT OF A-262 ROSA TEAL SURVEY, and ABST 184 WM MCDONOUGH LAND OWNED NOT IN USE 162.182 ACRES and further providing for effective date, reading, severance, and publication until the final determination of zoning. Council Member Diehl seconded the motion. Motion carried with all present voting in favor.

16. **Deliberate and take appropriate action on the New Municipal Court Administrator Position Job Description for FY 2024-2025 Budget.**

    Judge Glover, 2867 Avenue J, addressed the Council about not being for or against the new Municipal Court Administrator position, but asked that Council rewrite the job description to fit the City's court. Judge Glover mentioned that the City is a court of non-record and would allow the current staff to apply for the position.

    Discussion was held between Council Members, City Manager Lewis, and Judge Glover about the request from Council on the position, on bringing this position in line with the charter, staff being correct in the recommendations, the judge position is not responsible for what the administrator should be doing, recommends council fund the position, not having a proper audit for the court when the audit was completed, and the audit stating that it needs to be fixed. Draft description, under charter, it is the City Manager's position, it should be a combination of the two.

    Debra Sanders, 3076 Ave A, asked the Council about the audit issues and if that should fall under the finance department. Sanders stated that staff of the municipal court is

appointed by the City Manager, created by the charter, and to separate the administrative from judicial. How are we going to keep funding more positions?

Paul Baen, 2177 Glenwood, addressed the Council about the history of the judge and reminded the Council that the citizens are the ones who will pay for it.

Further discussion was held about where the money would be coming from when cutting some positions and adding others.

Motion: Council Member Diehl made a motion to approve creating the New Municipal Court Administrator Position Job Description for FY 2024-2025 Budget. Council Member John Salinas seconded the motion. Motion carried 5:2.

For Motion:	Council member Diehl, Council Member Pruitt, Council Member John Salinas, Mayor Pro-Tem Long, Council Member Julio Salinas
Against Motion:	Council Member Wilson, Mayor Adame

17. Deliberate and take appropriate action on the reorganization of departments for the City of Ingleside for Fiscal Year 2024-2025.

Discussion was held between Council Members and City Manager Lewis about the organizational chart for the city, and the City Manager's plans to defund the position and to reorganize the department. Audit findings show that adjustments had to be made to the accounts, state laws on what gets paid to the court, and the need to be tied into the city's system.

Mayor Adame stated that when council requests for something to be done, it should be done. Municipal Court needs to be part of Incode, to coincide with all departments being the same.

Further discussion was held about all cities having to look at their structure, and basis to determine the elimination of positions. Council approved the last full time position, the court might need to have three positions, there are currently two (2) full time and one part time positions, not knowing how long it would take to fill the new position, and the possibility of having the position filled by December. The annual cost of the part-time position is $25k, at 25 hours without insurance benefits. Communication is critical. There must be separation between the judicial and the financial accounting portion of the Municipal Court.

Mayor Adame can't support eliminating a part time job until the new position is available, or make the part time position into a full-time position to have three (3) full-time positions.

Motion: Council Member Diehl made a motion to approve the re-organization of the Municipal Court, with the caveat that the new position be filled within the first six (6)

months, and the part time position may apply if qualified and stay with the city until the full time position is filled. Mayor Pro-Tem Long seconded the motion. Motion carried with all present voting in favor.

Discussion was held between the Council Members and City Manager Lewis about the un-funding of the Economic Development Department, analysis from other cities of the same size, and the only city in San Patricio County that has an executive economic development would be Mathis. Should be able to depend on the San Patricio County Economic Development Corporation (SPCEDC). Industries will see the city defunding the department, which will hurt the city in the long run of bringing in businesses. Air Liquide expanded with the help of our economic development department.

Council Member Diehl stated that the mantra for economic development is to attract industry and retail.

Further discussion was held about the budget presented to Council still has the Economic Development department in it, the duties of the development services for zoning and building, effectiveness for this department is still needed, this department is needed, SPCEDC voting member on staff, and the sales person for this city is needed.

Cindy Wilson, 2635 San Angelo, Economic Development is a vital part of this city and has brought in $2.3M in retail alone, $1.6M in remodeling and relocations, and had worked for over three (3) years to bring in a business that the council almost got rid of.

Debra Sanders, 3076 Ave A, there are benefits to having your own economic development department, and they are limited to find the type of industries with the land the city has left available. Ingleside used to be part of the SPCEDC, but left when the base closed to help develop that property.

Teresa Flores, 2586 Ave A, voting member on the SPCEDC executive board, depends on the SPCEDC president when it comes to development for the city, and saves the city for sight selections. The former City Manager asked for this position. Member of the Texas Economic Development Corporation, and have a name in the state because of the department that the city has.

Further discussion was held between Council Members and City Manager Lewis about the Ingleside Development Corporation and Ingleside currently under contract for $50k for administrative services, the return on investment goes up, it needs to be revamped, take a look at the refunding of it, and many things need to be addressed.

Motion: Council Member Diehl made a motion to give guidance to the City Manager to not defund the Economic Development Department, ~~at this time,~~ and revise a plan/partnership with the Ingleside Development Corporation (4B) to revisit the contract with funding to city partnership. Council Member Wilson seconded the motion. Motion carried 4:3.

For Motion:	Council Member Diehl, Council Member Wilson, Council Member Pruitt, Council Member Julio Salinas
Against Motion:	Council Member John Salinas, Mayor Pro-Tem Long, Mayor Adame

18. Deliberate and take appropriate action on the City Manager's proposed Fiscal Year 2024-2025 Budget.

City Manager Lewis stated that he will have to come back with another proposal for the Economic Development department, staffing changes, TMRS, sales tax, breakdown on property tax, M&O rate, and changing the un-obligated fund balance.

Discussion was held between Council Members and City Manager Lewis about the amount of money and areas it can be taken from, requesting the City Manager and staff to keep it at $0.642061 and it will come at a cost because something has to change, data on positions that we don't think we will need, positions being eliminated, not all positions being proposed will be filled and they are staggered, majority of positions are for street maintenance, departments that are overstaffed and once they leave do not hire a replacement, and some departments still understaffed.

Cindy Wilson, 2635 San Angelo, what other city or county pays for 75 percent for the family's insurance? Look at all the budget numbers that we have.

No action on this item.

19. Deliberate and take appropriate action on the first reading of an ordinance regarding the City of Ingleside, Texas, Municipal Retirement System (TMRS) benefits (1) providing for an increase to the employee contribution rate; (2) adopting non-retroactive repeating colas, for retirees and their beneficiaries under TMRS act §853.404(f) and (f-1); (3) authorizing annually accruing updated service credits and transfer updated service credits; and (4) authorizing actuarially determined city contribution rate payments.

Discussion was held between Council Members and City Manager Lewis about taking action on this item before the adoption of the budget, and that the second reading of the ordinance would be taking place after the approval of the budget at the next regular meeting.

Motion: Council Member Julio Salinas made a motion to approve the first reading of an ordinance regarding the City of Ingleside, Texas, Municipal Retirement System (TMRS) benefits (1) providing for an increase to the employee contribution rate; (2) adopting non-retroactive repeating colas, for retirees and their beneficiaries under TMRS act §853.404(f) and (f-1); (3) authorizing annually accruing updated service credits and transfer updated service credits; and (4) authorizing actuarially determined city contribution rate payments. Council Member Pruitt seconded the motion. Motion carried with all present voting in favor.

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 Negotiations – Update on ongoing industry and retail negotiations.

B. Section 551.071 Consultation with Attorney to seek or receive legal advice regarding pending litigation.

C. Section 551.071 Consultation with Attorney - City Manager Employment Contract.

At 10:27 p.m. Mayor Adame convened the Ingleside City Council into a closed session pursuant to provision of Chapter 551 of the Texas Government Code, in accordance with the authority contained in Section 551.087 Deliberation Regarding Economic Development Negotiations – Update on ongoing industry and retail negotiations, Section 551.071 Consultations with Attorney – to seek or received legal advice regarding pending litigation, Section 551.071 Consultation with Attorney and Section 551.071 Consultation with Attorney - City Manager Employment Contract.

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 Negotiations – Update on ongoing industry and retail negotiations.

B. Section 551.071 Consultation with Attorney to seek or receive legal advice regarding pending litigation.

C. Section 551.071 Consultation with Attorney - City Manager Employment Contract.

At 10:46 p.m. Mayor Adame reconvened the Ingleside City Council into a open session pursuant to provision of Chapter 551 of the Texas Government Code to take any action necessary related to the executive session noted herein, or regular agenda items, noted above, and/or related items.

Item A: No action taken.

Item B: No action taken.

Item C Motion: Mayor Pro-Tem Long made a motion to amend the City Manager's contract and increase his salary to $162,500. Motion seconded by Council Member Pruitt. Motion carried with all present voting in favor.

Closing Agenda

DRAFT

8. **Items to consider for placement on future agendas.**

   Council Member Julio Salinas would like to see a city committee to help with zoning that is not official city business.

   Mayor Adame requests larger signs for zoning and mowing to be able to read.

9. **Adjourn.**

   Mayor Adame adjourned the regular meeting of the City of Ingleside at 10:50 p.m.

APPROVED:

_____
Pedro Oscar Adame, Mayor

ATTEST:

_____
Ruby Beaven, City Secretary

DRAFT

CITY OF INGLESIDE
SPECIAL CITY COUNCIL MEETING
MINUTES
SEPTEMBER 17, 2024

Opening Agenda

1. **Call Meeting to Order.**

   The Special City Council Meeting of the City of Ingleside was called to order by Mayor Pro Tem Long at 6:30 p.m. on September 17, 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 Julio Salinas.

   Absent: Mayor Oscar Adame

3. **Invocation.**

   Council Member Pruitt led the invocation.

4. **Pledge of Allegiance.**

   Mayor Pro Tem Long led the Pledge of Allegiance to the U.S. flag.

5. **Citizen Comments and Reports.**

   There were no Citizen Comments presented for this meeting.

Presentations

6. **Presentation on the Water and Sewer Rate Study.**

   City Manager Lewis stated that the water and sewer rate study completed by HDR, Inc. had the 3% transfer of sewer service revenue that will increase the funds available for debt service and asked that HDR, Inc. do a presentation for Council.

   Grady Reed, the presenter for HDR, Inc., addressed the Council about the water utility rate increase. Explaining that assuming the projected 3,352 connections for FY 2025 for water use, limited growth projected for utilities of 1.0% per year, and last year's rate increase of

5% helped revenues to meet expenses, and the five-year water Capital Improvement Projects (CIP) total $8.5M for next five (5) years, with limited projects in FY 2025.

With wastewater there is the same growth rate as water assuming the projected billing units are 4,499 to include 1,346 Multi-Family Dwelling Units (DUS), a growth rate of 1.0% per year, and with $20M for capital projects not including the Wastewater Treatment Plant (WWTP). The WWTP is driving rate increases but would still need the rate increases even without that project for the debt service Series 2023 Bonds which is approximately $19.2M with additional debt included in the model.

There is a $2M transfer that occurred in 2024 with a budgeted $1M transfer included in the 2025 budget to fund the WWTP.

Debt issue of approximately $19.2M, in Series 2023 bonds, with annual payments of $840k. Additional debt issue of approximately $4.5M, Series 2024 Bonds, with annual payments starting in 2026 from the Utility Fund. In using the money set aside it lowers the rate increases. Spending $2.5M of the funds while leaving money for cost over runs. In FY 2023 and FY 2024 $23.7M will be spent, leaving $3.9M available in the WWTP Construction Fund (Fund 56) and $27M available to pay for the WWTP.

Upgrades to lift stations and water mains are needed. Rate recommendation on the water side is a 15% rate increase which is $7.64 per month for 5,000 gallons of use. Rate recommendations on the wastewater side is a 25% rate increase which is $11.13 per month for 5,000 gallons of use. Total for water and wastewater rate increase would be 19.7% increase which is $18.77 per month.

The proposed water utility summary shows the decrease due to the money being set aside in 2025-2026 for a new Wastewater Plant. The goal is to have the utility funds to become stable.

The operating revenues should never go above 50% of the reserves. In the residential and commercial bill comparisons, the proposed bill for 5,000 gallons puts Ingleside higher than neighboring cities but comparable.

Discussion was held between the Council Members, City Manager Lewis, and Grady Reed about other cities updating rates, the difference in cities owning their own water wells versus cities having to purchase water from other entities, estimating connections growth rate for Ingleside, billing unit on the presentation being for 2025, how the billing is calculated, and how Ingleside previously went through the same kind of study several years ago without increases and it failed.

The water rate increase of 15% includes the proposed pass through rate increase from the San Patricio Water District. The City of Corpus has infrastructure increases which affects San Patricio Water District which is being passed to the citizens.

DRAFT

Grady Reed stated he also did the rate study last year for the City of Ingleside. The Wastewater Treatment Plant is the number one driver of the increase, there is a 20% rate increase just to fund the WWTP, with a 25% increase last year and now there needs to be another increase of 25% this year to start the funding which is critical on WWTP with uncertainty on the debt the city has.

Further discussion was about the 15% increase that has already been factored into the budget previously presented to Council, the recommendation is an additional 3% increase. Documentation has been filed to ask for a supplement, while October 30, 2024 will be the opening date for applying. Recommendations are based on historical growth trends, However, in the budget a projected decrease in building permits would contradict using historical growth trends.

The desalination project in Corpus Christi will increase the rate which possibly is being passed from San Patricio Water District to Ingleside. The City of Corpus Christi sells water to San Patricio Water District and San Patricio Water District sells to Ingleside. Cities are now looking for alternate sources of ground water and the water purchases are half of our total water budget.

Paul Baen, 2177 Glenwood Dr, addressed the Council about the cost of allocations between the water system and the wastewater system that was presented to the HDR representative, reference to $3.4M in reserve and was based on last year's budget, obligation to the city which is for a Wastewater Treatment Plant which is being based on a tax rate.

Grady Reed responded about how the City could possibly move more money into the reserve fund, but the fund is there to pay for the debt for a period of years; $300k assuming is just the utility portion for the Series 2024; through general fund, debt being tax supported; first payment through tax revenues assumed, could be through the general fund with the 2025 debt to be paid.

Debra Sanders, 3076 Ave A., addressed the Council about the water the citizens are getting, citizens getting sick; water reports coming back as failing, and the city had to pay fines; and is the city addressing the water testing, better water quality.

Consent Agenda

No Consent Agenda presented for this meeting.

Public Hearing

7. Public Hearing on the FY2025 City Manager's proposed budget.

At 7:32 p.m. Mayor Pro-Tem Long convened the Ingleside City Council into a Public Hearing.

Speaking For: None

Speaking Against: None

Paul Baen, 2177 Glenwood, addressed the Council about the material presented to the Council a full month to go over the budget? Wanted to know about the industrial sales taxes for special projects, unfunded pension liability, how certificate of obligations being met, status of the process, hostile predatory environment.

At 7:36 p.m. Mayor Pro-Tem reconvened the Ingleside City Council into a Regular Meeting.

8. Public hearing on the 2024 proposed tax rate.

At 7:36 p.m. Mayor Pro-Tem Long convened the Ingleside City Council into a Public Hearing.

Speaking For: None

Speaking Against: None

Paul Baen, 2177 Glenwood Dr., addressed the Council about the Council considering the adoption of a policy which prohibits the use of any unused incremental tax rate or foregone revenue amounts as recently provided for by the legislation; not adopting tax rate, long range plans, and the status of plans not implemented.

At 7:38 p.m. Mayor Pro-Tem Long reconvened the Ingleside City Council into a Regular Meeting.

9. Public Hearing on Ingleside Development Corporation fiscal year 2024-2025 budget.

At 7:38 p.m. Mayor Pro-Tem Long convened the Ingleside City Council into a Public Hearing.

Speaking For: None

Speaking Against: None

Paul Baen, 2177 Glenwood Dr., Board of Directors for the Ingleside Development Corporation (IDC), IDC has been made aware of a need for legal advice and will take the necessary actions to get the services of an attorney for the interest of the IDC; revision of the proposed budget is expected to presented; requests of the Council in writing for the current plans for the Economic Development department, so the IDC can take the appropriate considerations of the impact on the City Manager's proposals and regulations, and take the necessary actions.

Council Member Diehl asked if the budget document was the same one that was presented before. City Manager Lewis informed the Council that it was the same budget document that was presented before.

At 7:41 p.m. Mayor Pro-Tem Long reconvened the Ingleside City Council into a Regular Meeting.

Regular Agenda

10. Deliberate and take appropriate action on the 2024 Update of Water and Sewer Rate increases for the City of Ingleside.

Paul Baen, 2177 Glennwood Dr., reiterated his prior comments made under the public hearing, and made the additional comment about the 5% rate increase, done years ago, still being set aside?

Discussion was held between Council Members, City Manager Lewis, Director of Finance Vela, and HDR Presenter Grady Reed about the $3.4M, the $75k to $80k coming from a Resolution change last year setting a base pay, the reasons for the calculations from the past. Water system certified through the State of Texas have tested the water which is certified by the State, and each year they will come back for more.

Further discussion about the start of the budget process beginning in August while staff started budget in March; reducing some operations would be needed if not passed; maintenance of the water towers with debt needing to be paid off; money to repair the water tower after Harvey was spent on other things; going through the process to go through TCEQ to use it again because the water tower has been there since the 1960's and the WWTP was next to it; TCEQ notices received in 2023; the total including Corpus Christi is 15% total, 15% on water and 25% on WW, the purpose of the 3% increase is based on approximately $80,000 stated in the memo; and the 3% is included in the 15%.

Cindy Wilson, 2635 San Angelo Ave, addressed the City Council about how water will now cost approximately closer to $150.00 per citizen.

Further discussion was held about the minimum of water usage of 3,000 gallons; average user will have a bill go up about $19.70 per month; other cities not posting what their increases will be; possible better breakdown on water and wastewater bills, so Council can have this information on additional projects before passing the budget; and proposed projects being paid by 2026. Budget tax rate must be adopted by September 24th. Need some plan to start generating revenue to pay for the $840k debt, and recommendation is to start now. The rate increase is about other projects, not just the WWTP. Each lift station is about $4.5M, if projects don't happen then the rates need to be adjusted accordingly.

Motion: Council Member Diehl made a motion to direct staff as part of the impending resolution to cover the required increases with regards to wastewater treatment and readjust

the Capital Improvement Projects (CIP), basically bare bones, and make one package. Mayor Pro-Tem Long seconded the motion. Motion carried with all present voting in favor.

11. Deliberate and take appropriate action on the City Manager's proposed Fiscal Year 2024-2025 Budget.

Discussion was held between Council Members, City Manager Lewis, and Director of Finance Vela about the projected number of employees from 154 to 156, in regards to the Economic Development Department having two (2) employees; projections were already calculated into the budget in regards to the previous change of the water and wastewater rates; tax rate of 0.642061, which is the projected collections of $1M less over last years.

City Manager Lewis informed the Council that the franchise fees are used for the City's Right of Ways (ROWs), the City does not charge that to ourselves or the water fund or sewer fund, for the use of the ROWs, but we do make an internal transfer for costs that are associated with the actual operations of the General Fund; if no changes are made for the no new revenue rate and reducing by $1M and having to go back to the voter approval rate, having the money in reserves to offset the cost; reducing the rate or keeping it at what it is now, the City is not generating the no new revenue rate, because it is an additional cost to the citizens; tax funds and enterprise funds, and the enterprise funds are the water and sewer funds; and funds projected in reserves are not able to mix within those accounts.

Further discussion was held about the need to adjust rates to pay off debt instead of going out for bonds; rate at which budget is calculated is not a no new revenue rate; used unobligated balance to offset M&O; voter approval rate was a little over 0.74 cents; and explained how the adoption of the rate is done.

No Action Required

12. Deliberate and take appropriate action on the proposed 2024 Property Tax Rate.

Discussion was held between Council Members and City Manager Lewis about the staff recommendation to take official action on the September 24, 2024 Regular City Council meeting on the proposed 2024 property tax rate.

Motion: Council Member Diehl made a motion to postpone official action on the proposed 2024 property tax rate until the September 24, 2024 Regular City Council meeting. Council Member John Salinas seconded the motion. Motion carried with all present voting in favor.

13. Deliberate and take appropriate action on a proposed Cove Park utility easement to be granted to AEP.

Discussion was held between Council Members and City Manager Lewis about AEP not being granted a utility easement by the property owners, and that City staff met with AEP staff on site and determined a variable width utility easement would be necessary.

Motion: Council Member Julio Salinas made a motion to authorize the City Manager to execute the easement after legal review. Council Member Pruitt seconded the motion. Motion carried with all present voting in favor.

Executive Session

14. 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 551.071 Consultation with Attorney - City Manager Employment Contract.

At 9:02 p.m. Mayor Adame convened the Ingleside City Council into a closed session pursuant to provision of Chapter 551 of the Texas Government Code, in accordance with the authority contained in Section 551.071 Consultation with Attorney - City Manager Employment Contract.

15. 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 551.071 Consultation with Attorney - City Manager Employment Contract.

At 9:16 p.m. Mayor Adame reconvened the Ingleside City Council into a open session pursuant to provision of Chapter 551 of the Texas Government Code to take any action necessary related to the executive session noted herein, or regular agenda items, noted above, and/or related items.

Item A: No action taken.

Closing Agenda

16. Items to consider for placement on future agendas.

Council Member Diehl requested for new employees to be introduced to the Council.

Council Member Julio Salinas requested for a workshop to list new/future projects to give staff information on how to plan. Future use map to help with Planning and Zoning recommendations. Comprehensive Plan will go through all the requirements as a future agenda item. The current future use map gone through the process every 5 years.

17. Adjourn.

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Mayor Pro Tem Long adjourned the special meeting of the City of Ingleside at 9:22 p.m.

APPROVED:

_____
Pedro Oscar Adame, Mayor

ATTEST:

_____
Ruby Beaven, City Secretary

DRAFT

CITY OF INGLESIDE
REGULAR CITY COUNCIL MEETING
MINUTES
SEPTEMBER 24, 2024
6:30 PM

Opening Agenda

1. **Call Meeting to Order.**

   The Regular City Council Meeting of the City of Ingleside was called to order by Mayor Adame at 6:30 p.m. on September 24, 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 Treacy Long, Julio Salinas, and Mayor Oscar 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.**

   Stephanie Hajducek, 2334 Hwy 361 Suite 182, addressed the Council about working at Project YaRen giving information about studies being conducted and stated the location and website information to ask questions about the facility.

   S. Paul Baen, 2177 Glenwood, addressed the Council referring to the past process of the Charter Review not requiring the City Attorney to attend each meeting.

   Vicky Cook, 3009 Lakeview, addressed the Council about the mural to be painted at the Humble Center. Cook would like to see something different. Suggesting trash cans be painted and spread around town which would encourage citizens to use them. This would be a new attraction for the travel guide. Cook stated that this could include the students painting them keeping the project local.

   Courtney Shane, 2181 Capeheart, addressed the Council about the recent social media posts. Shane declared that she would be standing up for the City Manager and City

Secretary making sure all patriots do so as well. Shane stated that the City Manager and City Secretary are working 24/7. The division that has happened over posts being done. Would like the Chief to call the Texas Rangers and open an investigation.

6. Staff Comments and Reports.

a. Council Comments and Reports.

No discussion was held on this matter.

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

No discussion was held on this matter.

c. City of Ingleside monthly financial report as of August 2024.

S. Paul Baen, 2177 Glenwood, addressed the Council about the summary of the monthly financial report and stated it was showing a negative expenditure of $318,798.10 with $583,322.33 in total revenues and showing a surplus for $902,120.43 and it seems corrections need to be made.

The mayor asked for clarification on this item from the Director of Finance. Director Vela stated that the TexPool money is separate.

d. City of Ingleside expenditures paid over $3,000.00 for the period of August 2024.

Council Member Diehl stated that miscellaneous is a red flag for accountability.

e. Announcement of Updated Building Code Effectiveness (ISO) Grading Classification.

City Manager stated that the rating will be a reduction and is a positive which will be dropping.

Mayor Pro Tem stated that he wanted to thank Interim Building Official Gene Delauro for his contributions to the City of Ingleside.

Presentations

There were no presentations presented for this meeting.

Consent Agenda

Agenda Items 9 and 15 were pulled from the Consent Agenda and moved into the Regular Agenda for separate discussion.

7. **Deliberate and take appropriate action on a Resolution of the City Council of Ingleside, San Patricio County, Texas appointing members to the Library Board.**

8. **Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside, San Patricio County, Texas, appointing Commissioners to the Housing Authority of the City of Ingleside.**

10. **Deliberate and take appropriate action on approving the 2024 Zombie Walk and Trick or Treat Trail at Live Oak Park on October 26th 2024 from 4pm-7pm.**

11. **Deliberate and take appropriate action on the City Council authorizing the Ingleside ISD District Cross Country Meet October 10, 2024 at Live Oak Park**

12. **Deliberate and take appropriate action on the City Council authorizing the Port of Corpus Christi Tree For All event at N.O. Simmons park on December 5, 2024.**

13. **Deliberate and take appropriate action on the modification from a 4-seat fire tender to a 2-seat fire tender with associated equipment.**

14. **Deliberate and take appropriate action on a Resolution of the City Council of Ingleside, San Patricio County, Texas, approving the waiver of pet adoption fees and microchipping fees at the Ingleside Pet Adoption Events occurring on October 05, 2024 and October 26, 2024.**

Motion: Mayor Adame made a motion to approve the Consent Agenda excluding Items 9 and 15 which were removed from the Consent Agenda for separate discussion. Mayor Pro Tem Long seconded the motion. Motion carried with all present voting in favor.

Public Hearing

16. **Public Hearing on the FY2025 City Manager's proposed budget.**

At 7:19 p.m. Mayor Adame convened the Ingleside City Council into a Public Hearing.

Speaking For: None

Speaking Against: None

S. Paul Baen, 2177 Glenwood, addressed the Council requesting that his presentation be added to this meeting stating that the minutes from the last meeting were not available prior to this meeting. Baen stated that the notice of a public hearing for this budget only referred to one date and the Charter states there should be two public hearings. The projected Fund Balances in the budget vs. what is in the August financial statements had significant differences. It could be due to the year-end entries that might be made part of the process.

On the General Fund the report shows a deficit of $303K vs. the August 31, 2024 financial statement of a positive $241 for a difference of $545K.

On the I&S Fund Balance in the budget it showed a net fund balance of $1.5M. Per the Property Tax Summary pages on Fund Balance is zero.

Truth in taxation worksheet August 20, 2024 shows a collection rate of 104 percent. Legislation has changed the definition of collections to include interest and penalties, which is how the City is collecting more taxes than you are assessing.

Debra Sanders, 3076 Ave A, addressed the Council about being concerned when looking at a budget and taking from Utility Funds with shortages and paying for other things. This creates a burden on the taxpayers. Sanders stated that with the new budget some of the Exempt employees are being paid higher than County officials. Sanders stated that it should be a lower precent for the Exempt employees and a higher percent to the Non-Exempt employees.

At 7:26 p.m. Mayor Adame reconvened the Ingleside City Council into a Regular Meeting.

Regular Agenda

9. Deliberate and take appropriate action on the second and final reading of an Ordinance regarding the City of Ingleside, Texas, Municipal Retirement System (TMRS) benefits (1) providing for an increase to the employee contribution rate; (2) adopting non-retroactive repeating colas, for retirees and their beneficiaries under TMRS act §853.404(f) and (f-1); (3) authorizing annually accruing updated service credits and transfer updated service credits; and (4) authorizing actuarially determined city contribution rate payments.

S. Paul Baen, 2177 Glenwood, addressed the Council and stated that on the comparison of cost and rates pertaining to the pension plan on the unfunded pension of liability showing that the City has more assets than liabilities. The difference of the changes will bring the City to $600K increasing the pension benefits. The council has made changes to reduce the unfunded pension liabilities and are ahead a half million dollars. Is the intention of Council to change the liabilities. Baen suggests Council pay as you go.

Discussion was held between Council Members, City Manager Lewis, Director of Finance Caron Vela about $250K in the General Fund and in FY2026 we will be back where we should be. Stating when an employee is in the TMRS system and retires the funds go with them, but if an employee quits or is fired the portion the City contributed stays with the City. This should not be based on who retires.

Kenneth Oliver from TMRS joined the meeting virtually for questions. Oliver stated that the extra percent is for the employees. After January the lump sum will be paid in September. The Council wants assurance that the record showing will not be in a deficit. By December 31, 2024, any extra payment will be made at the end of the year. TMRS will send out rate letters

in June and will have a surplus if this is adopted but will not be able to say for sure it will be enough. The benefit increase that goes to the Unfunded Account would be paid off in 20 years and a new rate letter issued in June. The surplus offsets the normal cost paid every year. The prior service rates flip, if putting in lump sums and it will bring you out of a negative. With the new calculations it is all assumed.

S. Paul Baen, 2177 Glenwood, addressed the Council and stated now we are aware of the lump sums, and this has now addressed the issue.

Motion: Council Member Diehl made a motion to approve Ordinance 2024-22 the second and final reading and to direct staff to ensure the funds available and allocate with an immediate payment of $350,000 on October 1, 2024, with a second payment of $350,000 on October 01, 2025, for each fiscal year. Council Member John Salinas seconded the motion. Motion carried 6-1.

For Motion:	Council Member Diehl, Council Member Wilson, Council Member Pruitt, Council Member John Salinas, Mayor Pro Tem Long and Mayor Adame.
Against Motion:	Council Member Julio Salinas

15. Deliberate and take appropriate action on the Regular Meeting Minutes of September 10, 2024.

Council Member Diehl asked for an amendment of the Regular Meeting Minutes of September 10, 2024, to strike “at this time” on the motion for Item 17.

Motion: Council Member Diehl made a motion to approve the Regular Meeting Minutes of September 10,2024 as amended. Mayor Adame seconded the motion. Motion carried with all present voting in favor.

17. Deliberate and take appropriate action on a Resolution of the City Council of Ingleside, Texas, reviewing and adopting the Investment Policy.

S. Paul Baen, 2177 Glenwood, addressed the Council about the investment policies that have been around since 2008 that have been found after being told last year they couldn’t be found.

Discussion was held about the listing of investments with no other changes and asking to be adopted as presented.

Motion: Mayor Adame made a motion to approve Resolution 2024-40 of the City Council of Ingleside, Texas, reviewing and adopting the Investment Policy. Council Member Pruitt seconded the motion. Motion carried with all present voting in favor.

Mayor Adame moved from Item 17 to Item 20.

20. Deliberate and take appropriate 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 General Fund, Ingleside Development Corporation Fund, and the IDC Promotional Sales Tax Fund for various department operating budget adjustments.

City Manager Lewis recommends the Council to adopt the amending of the FY 2023-2024 budget for the General Fund, Ingleside Development Corporation Fund, and the IDC Promotional Sales Tax Fund for various department operating budget adjustments.

A discussion was held between Council Members, City Manager Lewis, and S. Paul Baen about requesting the addition of the promotion section. Being aware that the 10% of promotional funds was not separated and will be separated into a new fund. The process for separation was already in place by an action. The interest at 4B Corporation between 2020 and 2022 was not segregated out. There is no additional sales tax but is 10% of the IDC Funds to be placed in the Promotional Fund. The Fund has been rectified and reconciled moving forward with a new fund set up.

Motion: Council Member Diehl made a motion to approve Ordinance 2024-23 amending the Fiscal Year 2023-2024 Budget for the City of Ingleside, Texas, for the General Fund, Ingleside Development Corporation Fund, and the IDC Promotional Sales Tax Fund for various department operating budget adjustments. Council Member Julio Salinas seconded the motion. Motion carried with all present voting in favor.

Mayor Adame moved from Item 20 to Item 23.

23. Deliberate and take appropriate action on an ordinance authorizing the issuance of "City of Ingleside, Texas combination tax and limited pledge revenue Certificates of Obligation, Series 2024"; providing for the payment of said certificates by the levy of an ad valorem tax upon all taxable property within the city and further securing said certificates by a lien on and pledge of the pledged revenues of the system; providing the terms and conditions of said certificates and resolving other matters incident and relating to the issuance, payment, security, sale, and delivery of said certificates, including the approval and distribution of an official statement pertaining thereto; authorizing the execution of a paying agent/registrar agreement and an official bid form; complying with the requirements of the letter of representations previously executed with the depository trust company; authorizing the execution of any necessary engagement agreement with the city's financial advisors; and providing an effective date.

Andrew Friedman, SAMCO Financial Advisor to the City addressed the Council about the bid results. Friedman explained that 6 bids were received. The City has a AA- rating for Certificates of Obligation which is a high credit quality and a low risk of default with S&P credit agency. The top bidder was at 3.58%.

Friedman explained that there are many people across the country looking at our obligations. The Federal Reserve's actions and Municipal Bonds fall with no changes, which is better than

forecasted. Friedman explained the tax rate impact analysis with future taxable growth. To get the lowest interest rate possible you must comply with some tax laws.

With borrowing $9M and putting $9M in the Surety Funds on a 20-year obligation it would be completed by February 1, 2033. This can be refinanced in the future. A bond rate review was conducted. Due to past conservative decisions the report kept the credit rating the same.

S. Paul Baen, 2177 Glenwood, addressed the Council about remembering when the city didn't have a credit rating. This is a great time to move forward with Certificates of Obligation and needs to happen now.

Discussion was held between Council Members, Friedman, Baen, and Staff about the Texas Water Development Board financing was closed in FY2024. The Schedule of debt for 2025 $19M is not being paid for I&S which is in the utility fund tonight but not currently in the budget. Friedman stated that the City of Ingleside is in great shape financially. The tax rate analysis calculates the future bonding capacity for the next 30 years.

The City Hall Construction line is for future processes for capacity of possible future projects. $60M is the City's debt capacity. A 20-year term and net benefit is $9.5M on a $10M loan. The actual cost to have a $13M loan would be $935K with interest and this is calculated into the budget under the proposed budget. There are some specific uses which are the Wastewater Treatment Plant, water renovations, and streets.

Motion: Mayor Adame made a motion to approve Ordinance 2024-24 authorizing the issuance of "City of Ingleside, Texas combination tax and limited pledge revenue Certificates of Obligation, Series 2024"; providing for the payment of said certificates by the levy of an ad valorem tax upon all taxable property within the city and further securing said certificates by a lien on and pledge of the pledged revenues of the system; providing the terms and conditions of said certificates and resolving other matters incident and relating to the issuance, payment, security, sale, and delivery of said certificates, including the approval and distribution of an official statement pertaining thereto; authorizing the execution of a paying agent/registrar agreement and an official bid form; complying with the requirements of the letter of representations previously executed with the depository trust company; authorizing the execution of any necessary engagement agreement with the city's financial advisors; and providing an effective date. Council Member Diehl seconded the motion. Motion carried 6-1.

For Motion: Council Member Diehl, Council Member Wilson, Council Member Pruitt, Council Member John Salinas, Mayor Pro Tem Long and Mayor Adame.

Against Motion: Council Member Julio Salinas

Mayor Adame moved from Item 23 to Item 18

18. Deliberate and take appropriate action of the first and only reading of an Ordinance adopting the annual budget for the City of Ingleside, Texas, for the fiscal year beginning

October 1, 2024, and ending September 30, 2025; estimating the revenue for said fiscal year; appropriating for the purposes stated the sums set forth in said budget; and directing the City Manager to make necessary entries upon the books and accounts of the city to show appropriation and allocation herein provided.

S. Paul Baen, 2177 Glenwood, addressed the Council Members about the City adopted in 2019 a 5% revenue increase associated with water and sewer and isolated account 40.21 And 54.022 on page 96, in FY22-23 there was $583K recorded in the water account for debt, there was $328K for sewer debt reserves, beginning in FY23-24 the line items for those revenue streams show zero. Baen asked what happened to the 5% increase.

Discussion was held between Council Members, City Manager Lewis, Director Vela and Baen about Council adopting the Resolution last year as a 5% increase of the Water and Sewer Rate. That resolution said 3% of total sewer revenues instead of on the increase.

The new resolution to be adopted would raise the new rate to 22% to ensure we have the funds reserved in contingency for the Wastewater Treatment Plant.
Utilizing the $3.4M set aside and utilizing the $80K from the current year set aside, utilizing $900K over many years from the IOB contract and a schedule which shows how those payments will be made. The money is in a separate fund balance. The original resolution from 2019-2023 was rescinded in 2024.

Debra Sanders, 3076 Ave A, addressed the Council about presenting the budget so that normal citizens can understand, and it must be listed somewhere. Citizens want transparency. The tax rate and what the budget is based on is $0.64 percent.

Further discussion was about having to approve a rate which is just below the threshold of $.074 percent, and the $0.64 tax rate, which Council cannot go above the rate and makes sure that Council doesn't exceed the rate. Still giving the exempt, a 2.8 percent COLA increase. Sanders stated that the exempt employees are already too highly paid.

Cindy Wilson, 2635 San Angelo Ave, addressed the Council about Item #7 and in the Charter on the budget section it states the budget is supposed to be easy for the City to understand, there is not one page number or index in this current budget and Council should enforce what is in the charter.

Final Discussion about the budget is not an easy process, and the City has sorted out past budgets. Looking forward to the additional new tools to help with the budget. This budget has been more detailed than what we have previously had.

Motion: Council Member Diehl made a motion to adopt Ordinance 2024-25 on the first and only reading of an Ordinance adopting the annual budget for the City of Ingleside, Texas, for the fiscal year beginning October 1, 2024, and ending September 30, 2025; estimating the revenue for said fiscal year; appropriating for the purposes stated the sums set forth in said budget; and directing the City Manager to make necessary entries upon the books and

accounts of the city to show appropriation and allocation herein provided. Council Member John Salinas seconded the motion. Motion carried 6-1.

For Motion: Council Member Diehl, Council Member Wilson, Council Member Pruitt, Council Member John Salinas, Mayor Pro Tem Long and Council Member Julio Salinas.

Against Motion: Mayor Adame

19. **Deliberate and take appropriate action of the first and only reading of an Ordinance providing for the levy of taxes for the year 2024 on all real and personal property within the corporate limits of the City of Ingleside, Texas; and appropriating monies for the payment of expenditures for the maintenance and upkeep of the City of Ingleside, and other purposes.**

S. Paul Baen, 2177 Glenwood, addressed the Council about why there is $1.5M in the bank for the I&S Fund Balance.

Motion: Mayor Pro Tem Long to move that the City adopt an annual tax rate of $0.642061 of which $0.440765 on each $100.00 worth of all property within the limits of the City of Ingleside is hereby levied and fixed for the current expenditures of the City of Ingleside, Texas, and for the general improvements of the City and it's property and $0.201296 of each $100.00 worth of all property within the limits of the City of Ingleside, Texas is hereby levied and fixed for the purposes of creating an interest and Sinking Fund for the retirement of Tax Notes, Certificates of Obligation and General Bonds. Council Member John Salinas seconded the motion. Motion carried with all voting in favor.

Discussion was held about not wanting to commit to Sinking Funds and looking at future years like a contingency. Previously reflected were homestead exemptions, when that process was conceived the City was at $4M and now at $1.5M, our exemptions are higher than any other surrounding city**.**

Mayor Adame moved from Item 19 to Item 21

21. **Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside, San Patricio County, Texas, to nominate a candidate for appointment to the San Patricio County Appraisal District Board of Directors.**

S. Paul Baen, 2177 Glenwood, addressed the Council and stated he had previously served on that board and volunteered to serve.

Discussion was held about a vacancy and needing to nominate a member.

Council Member Diehl nominated S. Paul Baen.

Motion: Council Member Diehl made a motion to approve Resolution 2024-41 of the City Council of the City of Ingleside, San Patricio County, Texas, to nominate S. Paul Baen for appointment to the San Patricio County Appraisal District Board of Directors. Council Member Wilson seconded the motion. Motion carried with all present voting in favor.

Moved to Item 23.

22. **POSTPONED ON 9/10/2024 Deliberate and take appropriate action on first reading of an Ordinance granting a special use permit for intensive use authorizing a crude oil storage terminal for the following property legally described as a 288.13 acre tract comprising of 45.67 ACS OUT OF A-262 ROSA TEAL SURVEY, ABST 262 ROSA TEAL 36.198 ACRES, 44.08 ACS OUT OF A-262 ROSA TEAL SURVEY, and ABST 184 WM MCDONOUGH LAND OWNED NOT IN USE 162.182 ACRES and further providing for effective date, reading, severance, and publication.**

    No action taken.

Mayor Adame moved from Item 22 to Item 24.

24. **Deliberate and take appropriate action on the resolution changing the water and wastewater base and volume rates contained in Appendix "A" Fee Schedule of the Ingleside Code of Ordinances.**

    Discussion was held between Council Members, City Manager, Director of Infrastructure Gary Paredez about the rates being based on the budget that was adopted. The base and volume rates cannot be compared to other cities. The operation costs are spread out over different bases. Industrials are not contributing to the wastewater since they may have on-site sewer and do use City water just like the citizens on septic only pay for water. Aging infrastructure is a concern and how to pay for it. Water and sewer are a stand-alone business to balance. 22% included was to make the debt payment schedule. It has been recalculated to 10 percent. There is a $2M bond issue needing to be paid off. There is an additional 7% for upkeep and maintenance with readjusting the maintenance of it. The existing revenue vs. expenditures with allocations for water sewer rates. Not being able to hit the budget to the penny every time.

    S. Paul Baen, 2177 Glenwood, addressed the Council about San Patricio supply increase in their water rate from $3.52 to $3.77, which is 7% increase at Odem.

    Debra Sanders, 3076 Ave A, addressed the Council about budget amendments being moved to different Funds during the budget amendment review. Sanders stated that the Wastewater debt should not be taken from the Utilities Fund. When Sanders served on the Council previously the compensation was donated to the elderly and suggested that this could be done for other City needs.

    Further Discussion was about the average rate comparison was completed. The increase is $39.00 for water vs. previously $35.00 on 2,000-gallon water usage. The possibility of a bond

election which is approved by the citizens. If the proposed rate increase does not pass by October 1, 2024, there will be a budget review.

Motion: Mayor Pro Tem Long made a motion to approve Resolution 2024-42 changing the water and wastewater base and volume rates contained in Appendix "A" Fee Schedule of the Ingleside Code of Ordinances. Council Member Pruitt seconded the motion. Motion carried 4-3.

For Motion: Council Member Pruitt, Mayor Pro Tem Long, Council Member John Salinas, and Mayor Adame.

Against Motion: Council Member Diehl, Council Member Wilson, Council Member Julio Salinas.

25. Deliberate and take appropriate action on the resolution changing monthly fees charged to users of solid waste services contained in Appendix "A" Fee Schedule of the Ingleside Code of Ordinances.

Discussion was held about the 4% increase every year being in the contract. The new untrained drivers for solid waste services are not getting the trash in the truck with several complaints from citizens having to pick up the trash from the road after collection.

The rate sheet applied 4% increase across the board which is in the 10-year contract and can be rebid at any time.

Motion: Council Member Pruitt made a motion to accept Resolution 2024-43 changing monthly fees charged to users of solid waste services contained in Appendix "A" Fee Schedule of the Ingleside Code of Ordinances. Council Member John Salinas seconded the motion. Motion carried 6-1.

For Motion: Council Member Diehl, Council Member Wilson, Council Member Pruitt, Mayor Pro Tem Long, Council Member John Salinas, and Mayor Adame.

Against Motion: Council Member Julio Salinas.

Executive Session

There was no Executive Session presented for this meeting.

Closing Agenda

26. Items to consider for placement on future agendas.

Mayor Adame wants a Special Meeting on Monday September 30, 2024, and Attorney to provide the language.

Council Member Julio Salinas is requesting N.O. Simmons Park grass be cut and have staff add solid waste pick up on a Regular Council Meeting.

27. Adjourn.

Mayor Adame adjourned the regular meeting of the City of Ingleside at 9:16 p.m.

APPROVED:

_____
Pedro Oscar Adame, Mayor

ATTEST:

_____
Ruby Beaven, City Secretary

DRAFT

CITY OF INGLESIDE
SPECIAL CITY COUNCIL MEETING
MINUTES
SEPTEMBER 30, 2024

Opening Agenda

1. **Call Meeting to Order.**

   The Special City Council Meeting of the City of Ingleside was called to order by Mayor Adame at 6:30 p.m. on September 30, 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, John Salinas, Mayor Pro-Tem Treacy Long, Julio Salinas, and Mayor Oscar Adame.

   Council Members Absent: David Pruitt

3. **Invocation.**

   Citizen Linda Timmerman led the invocation.

4. **Pledge of Allegiance.**

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

5. **Citizen Comments and Reports.**

   Martha Habluetzel, 3508 Ave A, addressed the Council about the Garden Club's Plant and Miscellaneous sale, hiring and firing of employees, justification of decisions, and what does it cost the tax payers.

   Courtney Shane, 2181 Capeheart, addressed the Council about her support for the City Manager, investigations into allegations, citizens showing up to meetings now, and social media posts by former employees.

   Chuck Sullivan, 2627 Hwy 361, addressed the Council about the City Secretary filing a police report in Rockport, trespassing on public property, and Council needing to pay attention.

DRAFT

Sarah Crumbley, 2480 Henrietta Place, addressed the Council about her not supporting getting rid of the City Manager, social media posts from former employees, and the opinions of those posting on social media to make the City Manager look bad.

Executive Session

6. **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 551.071 Consultation with Attorney and Section 551.074 Personnel Matters regarding possible investigation into city managers' performance of job duties.**

      At 6:43 p.m. Mayor Adame convened the Ingleside City Council into a closed session pursuant to provision of Chapter 551 of the Texas Government Code, in accordance with the authority contained in Section 551.071 Consultation with Attorney and Section 551.074 Personnel Matters regarding possible investigation into city manager' performance of job duties.

7. **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 551.071 Consultation with Attorney and Section 551.074 Personnel Matters regarding possible investigation into city managers' performance of job duties.**

      At 7:57 p.m. Mayor Adame reconvened the Ingleside City Council into a open session pursuant to provision of Chapter 551 of the Texas Government Code to take any action necessary related to the executive session noted herein, or regular agenda items, noted above, and/or related items.

      Item A: Discussion was held between Council Members about the decision setting the tone for future incidents, condoning potential law breaking, and taking the correct steps in disciplinary actions.

      Item A Motion: Mayor Pro-Tem Long made a motion to authorize the Mayor to issue a Letter of Reprimand to the City Manager for violations of 13.G of the City's Personnel Policies and Procedures and any further violation of the City's policies could lead to further discipline. Council Member John Salinas seconded the motion. Motion carried with all present voting in favor.

DRAFT

Closing Agenda

8. Items to consider for placement on future agendas.

There were no requests made by Council Members for items to consider for placement on future agendas.

9. Adjourn.

Mayor Adame adjourned the regular meeting of the City of Ingleside at 8:00 p.m.

APPROVED:

_____
Pedro Oscar Adame, Mayor

ATTEST:

_____
Ruby Beaven, City Secretary

DRAFT

CITY COUNCIL AGENDA
Regular Meeting: October 7, 2024

AGENDA ITEM: 9

Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside, Texas, designating a Public Information Coordinator to satisfy the training requirements of Texas Government Code Section 552.012.

SUBMITTED BY: Ruby Beaven, Director of Administrative Services/City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Texas Government Code § 552.012 requires each elected or appointed public official who is: (1) a member of a multimember governmental body; (2) the governing officer of a governmental body that is headed by a single officer rather than by a multimember governing body; or (3) the officer for public information of a governmental body, to complete a course of training of at least one hour regarding the responsibilities of the governmental body with which the official serves and its officers and employees under the Texas Public Information Act.

Designation of a public information coordinator does not relieve a public official from the duty to comply with any other requirement of the Texas Public Information Act that applies to the public official. The advantage of the city to designate a public information coordinator to satisfy the training requirement of Texas Government Code Section 552.012 in lieu of all of the city's public officials taking the training. All of the city's public officials may still take the training at their option.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Staff recommends the approval of a Resolution designating a the City Secretary as the Public Information Officer to satisfy the training requirements of TGC 552.012.

ATTACHMENTS:

1. Res 2024-XX DOCS1-#302465-v1-PIA_Coordinator

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE OF THE CITY COUNCIL OF THE CITY OF INGLESIDE, TEXAS, DESIGNATING A PUBLIC INFORMATION COORDINATOR TO SATISFY THE TRAINING REQUIREMENTS OF TEXAS GOVERNMENT CODE SECTION 552.012.

WHEREAS, Texas Government Code § 552.012 requires each elected or appointed public official who is: (1) a member of a multimember governmental body; (2) the governing officer of a governmental body that is headed by a single officer rather than by a multimember governing body; or (3) the officer for public information of a governmental body, to complete a course of training of at least one hour regarding the responsibilities of the governmental body with which the official serves and its officers and employees under the Texas Public Information Act; and

WHEREAS, Texas Government Code § 552.012(c) authorizes a public official to designate a "public information coordinator" to satisfy the training requirements for the public official if the public information coordinator is primarily responsible for administering the responsibilities of the public official or governmental body under the Texas Public Information Act; and

WHEREAS, designation of a public information coordinator does not relieve a public official from the duty to comply with any other requirement of the Texas Public Information Act that applies to the public official; and

WHEREAS, the City Council of the City of Ingleside, Texas believes that it is to the advantage of the city to designate a public information coordinator to satisfy the training requirement of Texas Government Code Section 552.012 in lieu of all of the city's public officials taking the training; and

WHEREAS, all of the city's public officials may still take the training at their option.

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

1. Pursuant to Texas Government Code § 552.012(c), the City of Ingleside, Texas hereby designates a public information coordinator to satisfy the training requirements of Texas Government Code Section 552.012 for all of the city's public officials who are subject to such requirements.

2. That the following person is designated as the city's public information coordinator: City Secretary for the City of Ingleside.

3. That the city's public information coordinator is primarily responsible for administering the responsibilities of the city's public officials under the Texas Public Information Act.

4. That the city's public information coordinator shall complete the training course regarding the responsibilities of the city's public officials under the Texas Public

Information Act not later than the 90th day after the date the coordinator assumes his or her duties as coordinator.

PASSED AND APPROVED this 7th day of October 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

DRAFT

CITY COUNCIL AGENDA
Regular Meeting: October 7, 2024

AGENDA ITEM: 10

Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside, Texas, establishing guidelines and procedures for the handling of Public Information Act requests, establishing charges for handling such requests, and repealing any resolutions in conflict, herewith.

SUBMITTED BY: Ruby Beaven, Director of Administrative Services/City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

March 11, 1997 Resolution 679 was adopted to establish guidelines and procedures for the handling of Open Records Act request and establishing charges for handling such request. The proposed resolution is to update the guidelines and procedures for handling of Public Records Act requests and establishing charges for handling such requests. The purpose of this policy is to set out guidelines to ensure that all requests for public information are handled uniformly, fairly, timely, and within the statutes set out by the State of Texas Public Information Act.

FISCAL ANALYSIS:

Fees will be charged per Rule §70.3 of the Texas Administrative Code.

RECOMMENDATION:

Staff recommends approval of a Resolution establishing guidelines and procedures for the handling of Public Information Act requests and establishing charges.

ATTACHMENTS:

1. Res - 679 1997, 03-11 Est. Open Records Act & Charges
2. Res 2024-XX DOCS1-#303511-v1-DOCS1-#302458-v1-PIA_Policy

RESOLUTION NO. 679

A RESOLUTION ESTABLISHING GUIDELINES AND PROCEDURES FOR THE HANDLING OF OPEN RECORDS ACT REQUESTS AND ESTABLISHING CHARGES FOR HANDLING SUCH REQUESTS.

WHEREAS, the City is a governmental body subject to the Texas Open Records Act, Chapter 552, Texas Government Code, which act deals with public access to public information; and

WHEREAS, it would facilitate compliance with the act if the City had written rules of procedure under which public records and information may be inspected and copies provided efficiently, safely, and without delay; and

WHEREAS, Section 552.230, Texas Government Code, provides that a governmental body may promulgate reasonable rules of procedure under which public information may be inspected efficiently, safely, and without delay; and

WHEREAS, Subchapter F of Chapter 552, Texas Government Code, provides in essence that a governmental body may charge for the costs which it incurs in furnishing public information under the Open Records Act.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ingleside, Texas, as follows:

ARTICLE I

OFFICER FOR PUBLIC INFORMATION AND DEFINITIONS

Section 1.01. Officer for Public Information. The City Manager of the City, being the chief administrative officer of the City, is the officer for public information of the City, as that term is defined at Section 552.201(a), Texas Government Code.

Section 1.02. Agents. Each department head is an agent of the City Manager for the purpose of Open Records Act Requests. Section 552.202, Texas Government Code.

Section 1.03 Delivery to City Manager. Whenever a department head receives a request for public information under the Open Records Act, he shall immediately deliver the request to the City Manager or City Secretary. No copies may be given to a Requestor or examination allowed, until the request has been received by the City Manager or City Secretary and one of them has approved said delivery or examination.

Section 1.04. Delegation. The City Manager may delegate to any department head or City Officer the responsibility for handling any particular request.

Section 1.05. Definitions.

a. References to the "officer for public information" are references to the City Manager or the department head or officer who has received or to whom the City Manager has delegated the task of handling a particular request.

b. Reference to "public information" is not limited to paper records. It includes public information stored or kept in other forms as well. Section 552.002, Texas Government Code.

c. Requestor. "Requestor", as used herein, means the person requesting copies of public information or the opportunity to examine same.

ARTICLE II

HANDLING REQUESTS

Section 2.01. Written Requests. Requests for copies of public information or for an opportunity to examine public information shall be in written form and shall be delivered to the City Manager, the City Secretary or the department head of the department with respect to which the request is concerned. Delivery is not completed until such time as one of the aforesaid City Officers is in actual, personal receipt and possession of the request.

Section 2.02. Contents of Request. Requests must be sufficiently clear, specific, and unambiguous so that the officer for public information can determine what information a Requestor wants to examine or of which he wants copies. If the request is not sufficiently clear, specific, and unambiguous, for the officer for public information to make that determination, then the officer for public information should so advise the Requestor and request that the Requestor correct his request as necessary to meet this standard, in order that the officer for public information can make the determination aforesaid.

Section 2.03. Handling Time. The officer for public information shall produce public information for examination and provide copies of public information, in the offices of the City, on written request, made by any person to the officer. It is not required that the officer immediately cease work upon which he may be then engaged in order to attend to the request, but he must, in good faith, respond to and handle the request within a reasonable period of time and without unreasonable delay.

The Open Records Act prohibits unreasonable delays in providing public information while recognizing that the functions of the City must be allowed to continue. The interest of one person requesting information under the Open Records Act must be balanced with the interests of all the members of the public who rely on the functions of the City. Accordingly, the officer for public information may take a reasonable amount of time to comply with a request for public information. What constitutes a reasonable amount of time depends on the facts in each case. The amount of time required for a response, to arrange for an examination and to make requested copies is dependent upon the other work being done by and occupying the time of the of the officer for public information and his agents, the specificity of the request, the location, quantity and type of records to be examined or copied, and other factors. In some cases, a Requestor may, immediately upon delivering his request, be given an opportunity to examine public information he has requested. In some cases, the officer for public information may not be able to allow immediate examination or to provide copies immediately and may not be able to immediately specify a date and time when Requestor can examine the records or when copies will be provided. The speed with which a request can be handled is dependent upon the facts of each situation. Therefore, no fixed period of time can be imposed within which all requests must be handled. In all cases, however, the officer for public information must in good faith respond to and handle the request within a reasonable period of time, and all Requestors shall be treated fairly and uniformly according to the same standard. Section 552.228, Texas Government Code.

Section 2.04. Examination Time. Requests to examine public records are subject to the following additional rules:

a. A person requesting an opportunity to examine public records must complete the examination of the records not later than the 10th day after the date the records are made available to the person. Section 552.225(a), Texas Government Code.

b. The officer for public information shall extend the initial examination period by an additional ten (10) days if, within the initial period, the person requesting the information files with the officer for public information a written request for additional time. The officer for public information shall extend an additional examination period by another ten (10) days if, within the additional period, the person requesting the information files with the officer for public information another written request for more additional time. Section 552.225(b), Texas Government Code.

c. The time during which a person may examine records may be interrupted by the officer for public information if the information is need for use by the governmental body. The period of interruption is not considered to be a part of the time during which the person may examine the information. Section 552.225(c), Texas Government Code.

d. If the requested information is unavailable for examination at the time of the request, because if is in active use or in storage, the officer for public information shall certify this fact in writing to the Requestor and set a date and hour within a reasonable time when the record will be available for inspection or duplication. Section 552.221(c), Texas Government Code.

Section 2.05. Original Records Removal. Original Records Removal. No Requestor is allowed to remove an original of a public record from the City Offices, Section 552.226, Texas Government Code.

ARTICLE III

COSTS

Section 3.01. General Rule of Cost Recovery. It is recognized that the City incurs cost in assisting people who want copies of public information. Fairness dictates that the person who wants the records pay those costs. The general policy of the City and the general rule of the Texas Open Records Act, Chapter 552, Texas Government Code, is that the person who requests the information pays the costs.

Section 3.02. Time to Pay Costs. Prior to delivering records to a Requestor, the officer for public information shall collect the costs allowed hereunder. The officer for public information shall require prepayment, a deposit or a bond for payment of anticipated costs for the preparation of copies of public information, if the amount of estimated charges exceed $100.00. Section 552.263, Texas Government Code and GSC Guidelines, Section 111.67(c). Notwithstanding anything herein to the contrary, if anything, no person who has submitted a written request but failed to pay or is in arrears in the payment of the charges for services or items provided or produced for him or delivered to him by the City, shall be entitled to copies of any public information, until such time as said charges have been paid.

Section 3.03. Cost Amounts. As a general rule, the cost of obtaining copies of public information shall be an amount that reasonably includes all costs relating to reproducing the information, including costs of materials, labor, and overhead. If the request is for fifty (50) or fewer standard size pages of paper records, the charge may not include costs of material, labor, and overhead, but shall be limited to photocopy costs, unless the pages to be copied are located in more than one building or are located in a remote storage facility. Section 552.261, Texas Government Code. Actual costs to be charged are as follows:

a. The General Services Commission ("GSC") periodically promulgates and publishes guidelines for use by governmental bodies in determining charges under the Texas Open Records Act. Section 552.262, Texas Government Code. The most current GSC guidelines, Section 111.61 through and including Section 111.70, effective September 18, 1996, attached hereto as Exhibit A, except to the extent hereafter modified, in accordance with the twenty-five percent variance and exemption provisions of GSC Guidelines and Section 552.262(a), Texas Government Code, shall apply to all requests.

b. The charge for a copy made by a municipal court clerk shall be the charge determined by Ordinance 643 passed on July 25, 1995. Section 552.266, Texas Government Code.

ARTICLE IV

RECORDS EXCEPTED FROM REQUIRED DISCLOSURE

Section 4.01. Exemptions. Certain information and records are exempted from disclosure requirements under Subchapter C of Chapter 552, Texas Government Code.

Section 4.02. Attorney General Opinions. If the officer of public information considers a request to be within one of the exceptions under Subchapter C of Chapter 552, Texas Government Code, he must ask for a decision from the Attorney General about whether the information is within the exception, if there has not been a previous determination about whether the information falls within one of the exceptions. The officer for public information must ask for the Attorney General's decision within a reasonable time, but not later than the 10th calendar day after the date of receiving the written request. Section 552.301, Texas Government Code.

PASSED this 14th day of March, 1997.

CITY OF INGLESIDE, TEXAS

C. H. Lewis

Honorable C. H. Lewis, Mayor

Attest:

Marilyn Hall

City Secretary

EXHIBIT A
COST OF COPIES OF PUBLIC INFORMATION
Section 111.61 - Section 111.70
TO
A Resolution Establishing Guidelines and Procedures for the Handling of Open Records Act Requests and Establishing Charges for Handling such Requests

General Services Commission
Executive Administration Division EXHIBIT "A"

Cost of Copies of Public Information

§111.61 - §111.70

§111.61 General

Received by mgm Dec. 1, 1990

(a) The General Services Commission ("the Commission") must:

(1) adopt rules for use by each governmental body in determining charges under Government Code, Chapter 552, Subchapter F, (the "Public Information Act");

(2) Prescribe the methods for computing the charges for copies of public information in paper, electronic, and other kinds of media; and

(3) Establish costs for various components of charges for public information that shall be used by each governmental body in providing copies of public information.

(b) The cost of providing public information is not necessarily synonymous with the charges made for providing public information. Governmental bodies must use the charges established by these rules, unless:

(1) Other law provides for charges for specific kinds of public information;

(2) They are a governmental body other than a state agency, and their charges are within a 25 percent variance above the charges established by the Commission;

(3) They request and receive an exemption because their actual costs are higher; or

(4) They abide by § 552.267 of the Public Information Act, which reads:

(A) A governmental body shall furnish a copy of public information without charge or at a reduced charge if the governmental body determines that waiver or reduction of the fee is in the public interest because furnishing the information primarily benefits the general public; or

(B) If the cost to the governmental body of processing the collection of a charge for a copy of public information will exceed the amount of the charge, the governmental body may waive the charge.

General Services Division
Executive Administration Division

§111.62 Definitions

The following words and terms, when used in 1 T.A.C. §§111.61 - 111.70, shall have the following meanings, unless the context clearly indicates otherwise.

Actual cost--The sum of all direct costs plus a proportional share of overhead, or indirect costs. Actual cost should be determined in accordance with generally accepted methodologies. To determine actual costs, governmental bodies may utilize the cost methodology adopted by the Council on Competitive Government.

Client/Server System--A combination of two or more computers that serve a particular application through sharing processing, data storage, and end-user interface presentation. PC's located in a LAN environment containing file servers fall into this category as do applications running in an X-window environment where the server is a UNIX based system.

Commission -- The General Services Commission.

Governmental Body--As defined by § 552.003 of the Public Information Act, means:

(A) a board, commission, department, institution, agency, or office that is within or is created by the executive or legislative branch of state government and that is directed by one or more elected or appointed members;

(B) a county commissioners court in the state;

(C) a municipal governing body in the state;

(D) a deliberative body that has rulemaking or quasi-judicial power and that is classified as a department,

agency, or political subdivision of a county or municipality;

(E) a school district board of trustees;

(F) a county board of school trustees;

(G) a county board of education;

(H) the governing board of a special district;

(I) the governing body of a nonprofit corporation organized under Chapter 76, Acts of the 43rd Legislature, 1st Called Session, 1933 (Article 1434a, Vernon's Texas Civil Statutes), that provides a water supply or wastewater service, or both, and is exempt from ad valorem taxation under the Tax Code §11.30; and

(J) the part, section, or portion of an organization, corporation, commission, committee, institution, or agency that spends or that is supported in whole or in part by public funds; and

(K) does not include the judiciary.

Mainframe Computer--A computer located in a controlled environment and serving large applications and/or large numbers of users. These machines usually serve an entire organization or some group of organizations. These machines usually require an operating staff. IBM and UNISYS mainframes, and large Digital VAX 9000 and VAX Clusters fall into this category.

Midsize Computer--A computer smaller than a Mainframe Computer that is not necessarily located in a controlled environment. It usually serves a smaller organization or a sub-unit of an organization. IBM AS/400 and Digital VAX/VMS multi-user single-processor systems fall into this category.

Nonstandard copy--A copy of public information that is made available to a requestor in any format other than a standard paper copy. Microfiche, microfilm, diskettes, magnetic tapes, CD-ROM, are examples of nonstandard copies. Paper copies larger than 8 1/2 x 14 inches (legal size) are also considered nonstandard copies.

Standalone PC--An IBM compatible PC, Macintosh or Power PC based computer system operated without a connection to a network.

Standard paper copy--A printed impression on one side of a piece of paper that measures up to 8 1/2 by 14 inches. Each side of a piece of paper on which an impression is made is counted as a single copy. A piece of paper that is printed on both sides is counted as two copies.

General Services Commission
Executive Administration Division

§111.63 Charges for Providing Copies of Public Information

(a) The charges in this section to recover costs associated with providing copies of public information are based on estimated average costs to governmental bodies across the state. When actual costs are 25 percent higher than those used in these rules, governmental bodies other than agencies of the state, may request an exemption in accordance with Section 111.64 of this rule.

(b) Copy charge.

(1) Standard paper copy. The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is $.10 per page or part of a page. Each side that has a printed image is considered a page.

(2) Nonstandard copy. The charges for nonstandard copies are:

(A) diskette--$1.00;

(B) magnetic tape--$11.00 - $13.50 (depending on width - see Section 111.70);

(C) data cartridge--$17.50 - $35.00 (depending on series - see Section 111.70)

(D) tape cartridge--$38.00 - 45.00 (depending on memory) - see Section 111.70)

(E) VHS video cassette--$2.50;

(F) audio cassette--$1.00;

(G) oversize paper copy (i.e.: 11" x 17", greenbar, bluebar)--$.50;

(H) Mylar--$.85 - $1.35/linear ft. (depending on thickness - see Section 111.70);

(I) Blueprint/Blueline paper--$.20/linear ft. (all widths).

(3) The charges in this subsection are to cover the cost of materials onto which information is copied and do not reflect any additional charges that may be associated with a particular request.

(c) Programming personnel. If a particular request requires the services of a programmer in order to execute an existing program or to create a new program so that requested information may be accessed and copied, the governmental body may charge for the programmer's time.

(1) The hourly charge for a programmer is $26.00 an hour, including fringe benefits. Only programming services shall be charged at this hourly rate.

(2) Governmental bodies that do not have in-house programming capabilities shall comply with requests in accordance with §552.231 of the Public Information Act.

(d) Other Personnel charge.

(1) The charge for other personnel costs, incurred in processing a request for public information is $15.00 an hour, including fringe benefits. Where applicable, the other personnel charge may include the actual time to locate, compile, and reproduce the requested information.

(2) An other personnel charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in:

(A) more than one building; or

(B) a remote storage facility.

(3) Other personnel time shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information:

(A) to determine whether the governmental body will raise any exceptions to disclosure of the requested information under Subchapter C of the Public Information Act; or

(B) to research or prepare a request for a ruling by the attorney general's office pursuant to §552.301 of the Public Information Act.

(4) When confidential information is mixed with public information in the same page, personnel time may be recovered for time spent to obliterate, blackout, or otherwise obscure confidential information in order to release the public information.

(e) Overhead charge.

(1) Whenever any personnel charge is applicable to a request, a governmental body may include in the charges direct and indirect costs, in addition to the specific personnel charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If a governmental body chooses to recover such costs, a charge shall be made in accordance with the methodology described in paragraph (3) of this subsection. Although an exact calculation of costs will vary, the use of a standard charge will avoid complication in calculating such costs and will provide uniformity for charges made statewide.

(2) An overhead charge shall not be made for requests for copies of 50 pages or fewer of standard paper records.

(3) The overhead charge shall be computed at 20% of the charge made to cover any personnel costs associated with a particular request.

Example: if one hour of personnel (programming, other personnel or a combination of both) is used for a particular request, the formula would be as follows:

$15.00	x	.20	=	$3.00	or
$26.00	x	.20	=	$5.20	or
$41.00	x	.20	=	$8.20	

(f) Microfiche and microfilm charge.

(1) If a governmental body already has information that exists on microfiche or microfilm and has copies available for sale or distribution, the charge for a copy must not exceed the cost of its reproduction. If no copies of the requested microfiche or microfilm are available and the information on the microfiche or microfilm can be released in its entirety, the governmental body should make a copy of the microfiche or microfilm. The charge for a copy shall not exceed

the cost of its reproduction. The Texas State Library and Archives Commission has the capacity to reproduce microfiche and microfilm for state agencies. Governmental bodies that do not have in-house capability to reproduce microfiche or microfilm, may charge the actual costs of having the reproduction made commercially. (2) If only a master copy of information in microform is maintained, the charge is $.10 per page for standard size paper copies, plus any applicable personnel and overhead charge for more than 50 copies.

(g) Remote document retrieval charge.

(1) Due to limited on-site capacity of storage of documents, it is frequently necessary to store information that is not in current use in remote storage locations. Every effort should be made by governmental bodies to store current records on-site. State agencies are encouraged to store inactive or non-current records with the Texas State Library and Archives Commission, which is equipped to provide such a service to state agencies free of charge. To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services.

(2) If a governmental body has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional personnel charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the governmental body, the boxes must still be searched for records that are responsive to the request, a personnel charge is allowed in accordance with section 111.63(d)(1) of this rule.

(h) Computer resource charge.

(1) The computer resource charge is a utilization charge for computers based on the amortized cost of acquisition, lease, operation, and maintenance of computer resources, which might include, but is not limited to, some or all of the following: central processing units (CPUs), servers, disk

drives, local area networks (LANs), printers, tape drives, other peripheral devices, communications devices, software, and system utilities.

(2) These computer resource charges are not intended to substitute for cost recovery methodologies or charges, made for purposes other than responding to public information requests.

(3) The charges in this subsection are averages based on a survey of governmental bodies with a broad range of computer capabilities. Each governmental body using this cost recovery charge, shall determine which category(ies) of computer system(s) used to fulfill the public information request most closely fits its existing system(s), and set its charge accordingly.

Type of System	Rate
Mainframe	$10.00 per minute
Midsize	$1.50 per minute
Client/Server	$2.20 per hour
PC or LAN	$1.00 per hour

(4) The charge made to recover the computer utilization cost is the actual time the computer takes to execute a particular program times the applicable rate. The CPU charge is not meant to apply to programming or printing time; rather, it is solely to recover costs associated with the actual time required by the computer to execute a program. This time, called CPU time, can be read directly from the CPU clock, and most frequently will be a matter of seconds. If programming is required to comply with a particular request, the appropriate charge that may be recovered for programming time is set forth in subsection (d). No charge should be made for computer print-out time.

Example: If a mainframe computer is used, and the processing time is 20 seconds, the charges would be as follows:

$10.00 / 3 = $3.33 or

$10.00/60 x 20 = $3.33

(5) A governmental body that does not have in-house computer capabilities shall comply with requests in accordance with Section 552.231, Chapter 552, Government Code, Public Information Act.

(i) Miscellaneous supplies. The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for public information.

(j) Postal and shipping charges. Governmental bodies may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

(k) Sales tax. Sales tax shall not be added on charges for public information.

(l) The commission shall reevaluate and update these charges as necessary.

§111.64 Requesting an Exemption

(a) Pursuant to § 552.262(c) of the Public Information Act, a governmental body may request that it be exempt from part or all of these rules.

(b) State agencies must request an exemption if their charges to recover costs are higher than those established by these rules.

(c) Governmental bodies, other than agencies of the state, must request an exemption before seeking to recover costs that are more than 25 percent higher than the charges established by these rules.

(d) An exemption request must be made in writing, and must contain the following elements:

(1) A statement identifying the subsection(s) of these rules for which an exemption is sought;

(2) The reason(s) the exemption is requested;

(3) A copy of the proposed charges;

(4) The methodology and figures used to calculate/compute the proposed charges;

(5) Any supporting documentation, such as invoices, contracts, etc.; and

(6) The name, title, work address, and phone number of a contact person at the governmental body.

(e) The contact person shall provide sufficient information and answer in writing any questions necessary to process the request for exemption.

(f) If there is good cause to grant the exemption, because the request is duly documented, reasonable, and in accordance with generally accepted accounting principles, the exemption shall be granted. The name of the governmental body shall be added to a list to be published annually in the Texas Register.

(g) If the request is not duly documented and/or the charges are beyond cost recovery, the request for exemption shall be denied. The letter of denial shall:

(1) Explain the reason(s) the exemption cannot be granted; and

(2) Whenever possible, propose alternative charges.

(h) All determinations to grant or deny a request for exemption shall be completed promptly, but shall not exceed 90 days from receipt of the request by the General Services Commission.

§111.65 Access to Information Where Copies Are Not Requested

(a) Access to information in standard paper form. A governmental body shall not charge for making available for inspection information maintained in standard paper form. Charges are permitted only where the governmental body is asked to provide, for inspection, information that contains confidential information and public information. When such is the case, the governmental body may charge to make a copy of the page from which information must be edited. No other charges are allowed.

(b) Access to information in other than standard form. In response to requests for access, for purposes of inspection only, to information that is maintained in other than standard form, a governmental body may not charge the requesting party the cost of preparing and making available such information, unless complying with the request will require programming or manipulation of data. If programming or manipulation of data is needed to access the information, the governmental body shall inform the requestor before assembling the information, and shall provide the requestor with an estimate of charges.

§111.66 Format for Copies of Public Information

(a) If a requesting party asks that information be provided on a diskette or other computer-compatible media, and the requested information is electronically stored, the governmental body shall provide the information on computer-compatible media.

(b) The extent to which a requestor can be accommodated will depend largely on the technological capability of the governmental body to which the request is made.

(c) A governmental body is not required to purchase any hardware, software or programming capabilities that it does not already possess to accommodate a particular kind of request.

(d) Provision of a copy of public information in the requested medium shall not violate the terms of any copyright agreement between the governmental body and a third party.

(e) If the governmental body does not have the required technological capabilities to comply with the request in the format preferred by the requestor, the governmental body shall proceed in accordance with §552.228(c) the Public Information Act.

(f) If a governmental body receives a request requiring programming or manipulation of data, the governmental body should proceed in accordance with §552.231 of the Public Information Act. Manipulation of data under §552.231 applies only to information stored in electronic format.

General Services Commission
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§111.67 Estimates and Waivers of Public Information Charges

(a) A party requesting copies of public information will not always be aware of the amount of time and cost that may be involved in complying with a particular request. Where a particular request will involve considerable time and resources to process, it is advisable that governmental bodies inform requestors of the anticipated completion date and potential resulting charges. When a governmental body charges for public information, a detailed statement of the charges should be made available to the requestor.

(b) A governmental body that cannot produce the public information for inspection and/or duplication within 10 calendar days after the date the information is requested, shall certify to that fact n writing, and set a date and hour within a reasonable time when the information will be available.

(c) A deposit or a bond may be required in the amount of the estimated charges if such charges exceed $100.

§111.68 Processing Complaints of Overcharges

(a) Pursuant to § 552.269(a) of the Public Information Act, a requestor who believes he/she has been overcharged for a copy of public information may complain to the Commission.

(b) The complaint must be in writing, and must:

(1) set forth the reason(s) the person believes the charges are excessive; and

(2) be received by the General Services Commission within 10 working days after the person knows of the occurrence of the alleged overcharge.

(c) The General Services Commission shall address written questions to the governmental body, regarding the methodology and figures used in the calculation of the charges which are the subject of the complaint.

(d) The governmental body shall respond in writing to the questions within 10 days from receipt of the questions.

(e) If the General Services Commission determines that the governmental body overcharged for requested public information, the governmental body shall adjust its charges in accordance with the determination, and shall refund the difference between what was charged and what was determined to be appropriate charges.

(f) The General Services Commission shall send a copy of the determination to the complainant and to the governmental body.

(g) Pursuant to §552.269(b) of the Public Information Act, a requestor who overpays because a governmental body refuses or fails to follow the charges established by the Commission, is entitled to recover three times the amount of the overcharge if the governmental body did not act in good faith in computing the charges.

(h) The General Services Commission does not have the authority to determine whether or not a governmental body acted in good faith in computing charges.

§111.69 Examples of Charges for Copies of Public Information

The following tables present a few examples of the calculations of charges for information:

(1) TABLE 1 -- (Fewer than 50 pages of paper records):
$ .10 per copy x number of copies (standard-size paper copies)
+ Personnel charge (if applicable)
+ Overhead charge (if applicable)
+ Document retrieval charge (if applicable)
+ Postage and shipping (if applicable)
$ TOTAL CHARGE

(2) TABLE 2 -- (More than 50 pages of paper records or nonstandard copies):
$ .10 per copy x number of copies (standard-size paper copies), or
cost of nonstandard copy (e.g., diskette, oversized paper, etc.)
+ Personnel charge (if applicable)
+ Overhead charge (if applicable)
+ Document retrieval charge (if applicable)
+ Actual cost of miscellaneous supplies (if applicable)
+ Postage and shipping (if applicable)
$ TOTAL CHARGE

(3) TABLE 3 -- (Information that Requires Programming or Manipulation of Data)
Cost of copy (standard or nonstandard, whichever applies)
+ Personnel charge
+ Overhead charge
+ Computer resource charge
+ Programming time (if applicable)
+ Document retrieval charge (if applicable)
+ Actual cost of miscellaneous supplies (if applicable)
+ Postage and shipping (if applicable)
$ TOTAL CHARGE

General Services Commission
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§111.70 The General Services Commission Charge Schedule.

The following is a summary of the charges for copies of public information that have been adopted by the commission.

	Service Rendered		Charge
(1)	Standard paper copy		$.10 per page
(2)	Nonstandard-size copy		
	(A)	Diskette	$1.00 each
	(B)	Magnetic tape	
		(i) 4 mm.	$13.50 each
		(ii) 8 mm.	$12.00 each
		(iii) 9-track	$11.00 each
	(C)	Data Cartridge	
		(i) 2000 Series	$17.50 each
		(ii) 3000 Series	$20.00 each
		(iii) 6000 Series	$25.00 each
		(iv) 9000 Series	$35.00 each
		(v) 600A	$20.00 each
	(D)	Tape Cartridge	
		(i) 250 MB	$38.00 each
		(ii) 525 MB	$45.00 each
	(E)	VHS video cassette	$2.50 each
	(F)	Audio cassette	$1.00 each
	(G)	Oversized Paper copy	$.50 each
	(H)	Mylar (36", 42", and 48")	
		(i) 3 mil.	$.85/linear foot
		(ii) 4 mil.	$1.10/linear foot

(iii) 5 mil.		$1.35/linear foot
(I)	Blueline/blueprint paper (all widths)	$.20/linear foot
(J)	Other	Actual cost
(3)	Personnel charge	
(A)	Programming personnel	$26.00 per hour
(B)	Other personnel	$15.00 per hour
(4)	Overhead charge	20% of personnel charge
(5)	Microfiche or microfilm charge	
(A)	Paper copy	$.10 per page
(B)	Fiche or film copy	Actual cost
(6)	Remote document retrieval charge	Actual cost
(7)	Computer resource charge	
(A)	Mainframe	$10.00 per minute
(B)	Midsize	$1.50 per minute
(C)	Client/Server	$2.20 per hour
(D)	PC or LAN	$1.00 per hour
(8)	Miscellaneous supplies	Actual cost
(9)	Postage and shipping charge	Actual cost
(10)	Photographs	Actual cost
(11)	Other costs	Actual cost
(12)	Outsourced/Contracted Services	Actual cost
(13)	No Sales Tax	No Sales Tax shall be applied to copies of public information

LEGAL NOTICE
City of Ingleside Resolution # 679

A resolution establishing guidelines and procedures for the handling of open records act requests and establishing charges for duplication such request.
Published in the Ingleside Index March 20, 1997

THE STATE OF TEXAS
COUNTY OF SAN PATRICIO:

Before me, the undersigned authority, personally appeared

R P RICHARDS of The Ingleside Index, who after being by me duly sworn, on his oath deposes and said:

1. That (he) (~~she~~) is PUBLISHER of The Ingleside Index a weekly newspaper published in San Patricio County, Texas.

2. That the CITY OF INGLESIDE: RESOLUTION #679

hereto annexed, was published in the regular issues of said Ingleside Index once each week for One (1) successive weeks said publications having been made on the March 20, 1997.

3. That a printed copy of said notice as the same appeared in said issues is attached hereto.

R.P. Richards

CHARLOTTE CRAWFORD
Notary Public
State of Texas
My Comm. Exp. 07/27/2000

Sworn to and subscribed before me this 24th day of March, 1997.

Charlotte Crawford
Notary Public, San Patricio County, Texas

PUBLICATION FEE: $ 14.00

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INGLESIDE, TEXAS, ESTABLISHING GUIDELINES AND PROCEDURES FOR THE HANDLING OF PUBLIC INFORMATION ACT REQUESTS, ESTABLISHING CHARGES FOR HANDLING SUCH REQUESTS, AND REPEALING ANY RESOLUTIONS IN CONFLICT, HEREWITH.

WHEREAS, the City is a governmental body subject to the Texas Open Records Act, Chapter 552, Texas Government Code, which act deals with public access to public information; and

WHEREAS, the City Council of the City of Ingleside adopted Resolution No. 679 on March 11, 1997; and

WHEREAS, the City Council of the City of Ingleside realizes that Resolution No. 679 should be repealed to update the policies of intaking and handling public information requests; and

WHEREAS, it would facilitate compliance with the act if the City had written rules of procedure under which public records and information may be inspected and copies provided efficiently, safely, and without delay; and

WHEREAS, Section 552.230, Texas Government Code, provides that a governmental body may promulgate reasonable rules of procedure under which public information may be inspected efficiently, safely, and without delay; and

WHEREAS, Subchapter F of Chapter 552, Texas Government Code, provides in essence that a governmental body may charge for the costs which it incurs in furnishing public information under the Texas Public Information Act.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ingleside, Texas, that the Ingleside Public Information Act Guidelines and Procedures are adopted and shall read as follows:

1. Repeal. All prior resolutions adopted by the City Council of Ingleside, including but not limited to Resolution No. 679, are hereby repealed to the extent that they conflict with the provisions of this resolution.

2. Purpose. The purpose of this policy is to set out guidelines to ensure that all requests for public information are handled uniformly, fairly, timely, and within the statutes set out by the State of Texas Public Information Act. In the event of any conflict between the City's Policy and the Texas Public Information Act, the Act and other applicable state laws shall prevail.

3. Staff Point-of-Contact. The point of contact for this policy is the City Secretary or their designee.

4. Background. The Texas Public Information Act gives the public the right to request access to government information through a written request to a governmental body. The request must ask for records or information already in existence. The Act does not require a governmental body to create new information, to do legal research, or to answer questions.

The City Secretary serves as the City's officer for public information and is responsible for the effective disposition of Public Information Requests submitted to the City of Ingleside. An effective and efficient means of receiving, cataloging, retrieving, and dispensing of records is essential to comply with the laws of the State of Texas.

A. TYPES OF INFORMATION SUBJECT TO THE PUBLIC INFORMATION ACT

Public information includes information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business or city information. The Public Information Act applies to records regardless of their format. The Public Information Act also applies to all records kept by both former and current City officials and employees that contains City information. It includes information that is maintained in paper, tape, microfilm, video, electronic data held in a computer memory or cloud based storage, as well as other mediums specified under law.

All City officials and employees shall ensure that any information they create, transmit, receive, or maintain in their official capacity, or while performing official business or a governmental function on behalf of the City, which pertains to official business of the City is preserved in accordance with the City's records retention schedule, which follows the State's records retention schedule, and promptly produced in response to a request for public information. This applies to City information kept on personal devices or within personal accounts, for which the City officials and employees are deemed "Temporary Custodians" and shall provide an archive of such to be maintained by the City for the records retention schedule.

B. PROCEDURES

1. Request for Information

Requests submitted under the Public Information Act are handled by the city secretary's office under the direction of the City Secretary. Requests can be submitted on the website via the form at: https://inglesidetx.gov/287/Records-Management, or by mail, e-mail, or in person, and must be in writing. All requests should include enough description and detail about the information requested to enable the City to accurately identify and locate the information requested.

Please send requests by mail to:
City Secretary
City of Ingleside
2671 San Angelo
Ingleside, Texas 78362
Email: publicrecordsrequest@inglesidetx.gov

2. Intake

a. All written requests for public information shall be immediately, but no later than two (2) days, forwarded to the City Secretary. A written request will be accepted if made in person, via regular mail, or email.
b. Requests submitted on an official city holiday or after 5PM on a regular business day will be considered received on the next business day.

c. The City Secretary will date stamp, assign a PIR (Public Information Request) number and analyze the request to determine if it requires clarification.
d. If the request is unclear or particularly voluminous the City Secretary will seek clarification from the requestor within ten (10) days from the date the request was received. If a request is clarified the ten (10) days to respond to the request is suspended and restarts upon receipt of the clarification from the requestor.
e. The City Secretary will contact the proper department for processing and collecting of responsive information.
f. The City Secretary will be responsible for maintaining the Public Information Request Log ("PIR Log") which shall include the following information: date request received, date of any correspondence with the requestor, estimated cost of producing information, amounts paid, and amounts owed.
g. Once the information is processed by the department and forwarded back to the City Secretary, the City Secretary will review the information to determine if it includes any information that must be redacted or withheld because it is confidential by law or subject to a discretionary exception to disclosure.

3. No Confidential Information Requested

a. If there are no concerns regarding the confidentiality of the requested information the City Secretary shall promptly send responsive documents to the requestor as soon as possible, but no later than ten (10) days from the date of the request.
b. If the information requested cannot be promptly produced because of the number of documents sought or availability of records, the City Secretary shall notify the requestor, in writing, of an estimated date on which it will be provided.
c. City Secretary will notify the requestor, in writing, of any expenses related to the request, and will notify the requestor prior to completion of production if the cost estimate is greater than $40.00 (Forty Dollars).

4. Information Requested May Contain Confidential or Excepted Information

a. If the City Secretary has a question or concern regarding the confidentiality of responsive information the City Secretary will immediately forward said request and responsive documents to the City Attorney's Office for legal review.
b. If the City Secretary identifies information is confidential or excepted from public disclosure the Secretary must ask for a ruling from the attorney general about whether the information is excepted from disclosure if there has not been a previous determination about whether the information falls within an exception.

5. Attorney General Ruling

a. No later than the 10th calendar day after receiving the Attorney General's ruling the City Secretary shall comply with the ruling and produce responsive documents or instruct the City Attorney's office to file suit to appeal the ruling.

6. Automatic Redactions

a. The Attorney General's Office and/or the Texas Legislature has held that a City may redact certain information without the necessity of requesting a decision from the Attorney General, e.g. Tex. Att'y Gen. Op. No. 684 (2009). Any documents requested that include any such information shall be immediately redacted and promptly produced to the requestor without first seeking the Attorney General's permission, unless the City believes that other exceptions apply to the documents and seeks a ruling from the Attorney General to withhold the documents or other information therein.

b. If the City is redacting or withholding information without the necessity of requesting a decision from the Attorney General, the City shall provide the following information to the requestor on a form prescribed by the attorney general, if applicable:

i. a description of the redacted or withheld information;
ii. a citation to the section of the Government Code allowing the redaction; and
iii. instructions regarding how the requestor may seek a decision from the Attorney General regarding whether the redacted or withheld information is excepted from required disclosure.

c. Special note: Dates of birth are not on the automatic redactions list, but all dates of birth have been judicially determined to be confidential by law. A requestor must approve automatic redaction or the City must get permission from the attorney general to redact.

7. Questions

a. As stated above, the Act does not require the City to answer questions. However, it is the primary duty of City officials and employees to serve the citizens of Ingleside. Accordingly, when written requests are submitted seeking answers to specific questions, but do not specify what, if any, documentation is being sought, the City Secretary will proceed as follows:

i. First, the Secretary will attempt to identify any documents in existence that might provide the requestor with the answers they are seeking;
ii. If unable to identify any documentation, the City Secretary shall seek clarification from the requestor regarding what, if any, documentation they are seeking; and
iii. Notify the requestor that the Act does not require the City to answer questions, but that their request is being process as a "citizen inquiry" and, has been forwarded to the department head mostly likely to be able to answer the questions submitted in the request.

b. Citizen requests seeking the answers to questions that are not submitted in writing do not need to be considered requests submitted under the Act and processed in accordance with the procedures stated in this policy.
c. However, any request for any kind of documentation (paper or electronic copies) should be considered a request submitted under the Act, reduced to writing and processed in accordance with these procedures and the Act.

8. Police Department Records

a. Access to Texas Peace Officer's Crash (CR-3) Reports.
Peace Officer Crash (CR-3) Reports are held and maintained by the Texas Department of Transportation. The City does not maintain a copy of this report in its records.

i. If the City receives a request for a CR-3 Report the Ingleside Police Department shall notify the requestor that the City does not have any documents responsive to this request as this information is not held or maintained by the City.
ii. The Ingleside Police Department shall also note to the requestor that the accident report requested can be purchased online via the Crash Records Information System ("C.R.I.S") operated by the Texas Department of Transportation and provide a link to the C.R.I.S. website. (https://cris.dot.state.tx.us/public/Purchase/app/home)

b. Access to All Other Law Enforcement Records.

i. The Ingleside Police Department or its designee shall be responsible for processing any request for law enforcement records in accordance with applicable Ingleside Police Department policies and procedures.

9. Municipal Court Records

a. Courts and Judicial Branch agencies are not subject to the Texas Public Information Act nor to the Federal Freedom of Information Act. However, to ensure efficient and consistent responses to requests for information held by the judiciary it is the City's policy that requests for information held by the Ingleside Municipal Court be processed in accordance with these guidelines.

i. Access to Court Case Records.

1. Court case records are records of any nature created, produced, or filed in connection with any matter that is or has been before a court.
2. Court case records are considered information held by the judiciary. Therefore, the Public Information Act neither authorizes this information to be withheld nor requires it to be disclosed.
3. Access to court case records is governed by common law, other statutory law and court rules.
4. The custodian of court case records is the Clerk of the Court.
5. Requests from the Public.
   a. Requests from the public for court case records shall be immediately directed to the Court Clerk and processed in accordance with state law.
   b. A request for a court case record from a defendant or attorney of record related to a pending Municipal Court case shall be forwarded to the City Prosecutor and processed in accordance with applicable discovery rules.

i. Access to Judicial Records.

1. Judicial records are records made or maintained by or for a court or judicial agency in its regular course of business but not pertaining to its adjudicative function.
2. Judicial records are considered information held by the judiciary. Therefore, the Public Information Act neither authorizes this information to be withheld nor requires it to be disclosed.
3. Requests for Judicial Records.
   a. Any request to inspect or copy a judicial record received by the City and properly directed to the Municipal Court Judge shall be processed in accordance with Rule 12 of the Rules of Judicial Administration.
   b. All requests to inspect or copy a judicial record must be in writing, must include sufficient information to identify the record, and must be directed to the records custodian, the Presiding Judge and not to a court clerk or other agent for the records custodian.

C. CHARGES TO REQUESTOR

1. Administrative Code Charges Apply

a. A requestor may ask to inspect information, get copies of the information, or both. If a request is for copies of information or to inspect information that requires redactions of confidential information, then the charges approved by the Texas Public Information Act and found in Rule §70.3 of the Texas Administrative Code will apply.

b. The City Secretary will be responsible for applying the charges per this policy, invoicing and collecting payment from requestors. The City Secretary will fully document the amounts, paid and unpaid, for every request in the PIR Log.

2. **Providing Paper and other Physical Copies of Information**
   a. Common fees that apply to hard copies of requested records are found in Rule §70.3 of the Texas Administrative Code.

   b. The Act does not require the City to create documents, therefore the City is not required to create and produce certified copies of city records. However, it is the City's policy to issue standard or legal size certified copies of city records upon request for a fee specified in in Rule §70.3 of the Texas Administrative Code.

3. **Providing Electronic Copies of Information**
   a. If a Requestor asks that information be provided in an electronic format (i.e., email attachment, copied on to a CD or DVD) the City shall provide the information in the requested format if:
      i. the requested information is electronically stored;
      ii. the City has the capability of providing it in that format; and
      iii. the City it is able to provide it at no greater expense or time.

   b. The City has the capability to provide a Requestor with electronic copies of information via e-mail if the following conditions are met:
      i. the Requestor provides a valid e-mail address;
      ii. the information being requested already exists in an electronic nonmanipulative format, such as a .PDF file;
      iii. no redactions of confidential information is needed;
      iv. the electronic file is less than 10MB;
      v. e-mailing the electronic file will not take longer than half an hour of personnel time; and
      vi. payment, if applicable, for the documents that have been received.

   c. The City has the capability to provide a Requestor with electronic copies of information via a disc if the following conditions are met:
      i. the information being requested already exists in an electronic nonmanipulative format, such as a .PDF file;
      ii. no redactions of confidential information is needed;
      iii. copying the electronic file will not take longer than half an hour of personnel time; and
      iv. payment, if applicable, for the documents has been received.

   c. Per page charges will not apply to copies provided electronically, but fees will be charged per Rule §70.3 of the Texas Administrative Code.

4. **Inspection of Information**
   a. If the requestor does not request a copy of public information, no charge will be imposed for making the public information that exists in a paper record available for inspection unless:
      i. the information being requested completely fills, or when assembled will completely fill, six or more archival boxes and would take five (5) or more personnel hours to make available; or

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ii. the information being requested is over 5 years old and would take five (5) or more personnel hours to make available; or
iii. a page being requested contains confidential information that must be edited from the record before the information can be made available for inspection.
    1. If the information completely fills, or when assembled will completely fill, six or more archival boxes or is over 5 years old as described above, the City will charge the requestor the labor charges associated with making the documents available.
    2. If a redaction from a page is required, the City will charge fees per Rule §70.3 of the Texas Administrative Code.

b. In response to a request to inspect information that exists in an electronic medium and that is not available directly online to the requestor, the City will not charge to inspect this information unless complying with the request will require programming or manipulation of data.
    i. If programming or manipulation of data is required, the City Secretary shall notify the requestor before assembling the information and provide the requestor with an estimate of charges that will be imposed to make the information available.
    ii. A charge under this section will be assessed in accordance with the Act and the section of this policy related to programming or manipulation of data.

5. Waiver of Costs

a. The City shall waive the costs associated with producing the information if the total is less than $1.00 because the actual cost of processing and collecting a charge less than $1.00 will exceed the amount of the charge.

6. Deposits and Overdue Balances

a. A deposit of 50 percent (50%) of the entire estimated amount shall be imposed when the anticipated costs for the preparation of a copy of public information in the written itemized statement of charges provided by the City Secretary exceeds $100.00.
b. If a requestor has accrued over $100.00 of overdue and unpaid balances related to previous requests, a deposit in the amount of the unpaid amounts owing to the City must be received before the City Secretary will begin preparing a copy of public information in response to a new request.
c. If a deposit is required as detailed above, the request for a copy of public information is considered to have been received on the date the City receives the deposit for payment of anticipated costs or unpaid amounts.
d. If a requestor modifies the request in response to the requirement of a deposit, the modified request is considered a separate request and is considered received on the date the City receives the written modified request.
e. A requestor who fails to make a deposit before the 10th business day after the date the deposit is required is considered to have withdrawn the request for the copy of the public information that precipitated the requirement of the deposit or bond.

7. Programming and Manipulation of Data

a. Definitions
    i. “Manipulation” means the process of modifying, reordering, or decoding of information with human intervention.
    ii. “Programming” means the process of producing a sequence of coded instructions that can be executed by a computer.

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b. The City shall provide to a requestor written "programing or manipulation of data" statement described below if it is determined that:
    a. responding to a request will require programming or manipulation of data; and
        1. compliance with the request is not feasible or will result in substantial interference with its ongoing operations; or
        2. the information could be made available in the requested form only at a cost that covers the programming and manipulation of data.

c. Types of Information Requiring Programming or Manipulation of Data
    i. The following are examples of the types of information that may be requested from the City that may require programming or manipulation of data in order to make them available to the public, this list is not intended to be exhaustive.

        1. **E-mails.** The City's e-mail correspondence is stored as "Outlook Message Format – Unicode (*.msg)" files. To make an e-mail communication available to the public in an electronic, nonmanipulative format the City must modify this information from the .msg format to a .pdf format. The City considers this a manipulation of data and the following procedures shall be followed.
        2. **Audio and Video Files.** The City's audio and video files are stored in a variety of different electronic formats on the City's servers. To make a video file available to the public the City may have to modify the information to another electronic format that is capable of being saved to a CD or DVD and accessible electronically by the public. The City considers this a manipulation of data and the following procedures shall be followed.
        3. **Text Messages.** If asked to obtain text messages containing public information the City may have to modify the information to another electronic format that is capable of being saved to a .pdf format. The City considers this a manipulation of data and the following procedures shall be followed.

d. The written "programming or manipulation of data" statement must include:
    i. a statement that the information is not available in the requested form;
    ii. a description of the form in which the information is available;
    iii. a description of any contract or services that would be required to provide the information in the requested form;
    iv. a statement of the estimated cost of providing the information in the requested form, as determined in accordance with the rules established by the attorney general under Section 552.262; and
    v. a statement of the anticipated time required to provide the information in the requested form.

e. The City Secretary shall provide the written "programming or manipulation of data" statement to the requestor within 10 days after the date of the receipt of the request.
    i. If the City Secretary needs additional time to provide the written statements/he must provide written notice to the requestor, within 10 days after the date of receipt of the request, that the additional time is needed.

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1. If written notice above is provided the City Secretary has an additional 10 days to provide the written "programming or manipulation of data" statement.

f. After providing the requestor with the written statement, the City does not have any further obligation to provide the information in the requested form or in the form in which it is available unless within 30 days the requestor states in writing to the City that the requestor:
   i. wants the City to provide the information in the requested form according to the cost and time parameters set out in the statement or according to other terms to which the requestor and the City agree; or
   ii. wants the information in the form in which it is available.
   iii. If a requestor does not make a timely written statement under Subsection (d), the requestor is considered to have withdrawn the request for information.

g. The City Secretary shall maintain a file containing all programming and manipulation of data written statements issued under this section in a readily accessible location.

PASSED AND APPROVED this 7th day of October 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

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CITY COUNCIL AGENDA
Regular Meeting: October 7, 2024

AGENDA ITEM: 11

Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside, Texas, establishing a Records Management Program, designating a Records Management Officer, and repealing any resolutions in conflict, herewith.

SUBMITTED BY: Ruby Beaven, Director of Administrative Services/City Secretary

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

January 22, 1991 Resolution 532 was adopted establishing a Records Management Program for the City of Ingleside. In addition, August 14, 2001 Resolution 773 and September 13, 2011 Resolution 1025 was adopted amending the Records Management Program.

The proposed Resolution is to update and revise the existing Records Management Program to keep current with the State Library and Archives Commission. In addition, in order to provide more efficient and cost effective services to citizens, through the timely, accurate, complete, cost-effective, and accessible management of both paper and electronic records and information, the City Council desires to create an up-to-date Records Management Program that is consistent with the Local Government Records Act and that emphasizes the security of vital records, the proper storage of permanent records, and the responsible control of creation and growth of all records of the City.

FISCAL ANALYSIS:

N/A

RECOMMENDATION:

Staff recommends the approval of a Resolution to establish a Records Management Program and designate a Records Management Officer.

ATTACHMENTS:

1. Res - 532 1991, 01-22 Est. Records Mgmt Program
2. Res - 773 2001, 08-14 Records Mgmt Program
3. Res - 1025 2011, 09-13 Amending Records Management Program
4. Res 2024-XX DOCS1-#303512-v1-Res_DOCS1-#302872-v1-Records_Management_Policy

RESOLUTION NO. 532

A RESOLUTION ESTABLISHING A RECORDS MANAGEMENT PROGRAM FOR THE CITY OF INGLESIDE

WHEREAS, Title 6, Subtitle C, Local Government Code provides that a municipality must establish by resolution an active and continuing records management program to be administered by a Records Management Officer; and,

WHEREAS, the City of Ingleside desires to adopt a resolution for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping.

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

Section 1. DEFINITION OF CITY OF INGLESIDE RECORDS.

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the City of Ingleside or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of The City of Ingleside and shall be created, maintained, and disposed of in accordance with the provisions of this resolution or procedures authorized by it and in no other manner.

Section 2. ADDITIONAL DEFINITIONS.

(1) "Department head" means the officer who by ordinance, order, or administrative policy is in charge of an office of the City of Ingleside that creates or receives records.

(2) "Essential record" means any record of the City of Ingleside necessary to the resumption or continuation of operations of the City of Ingleside in an emergency or disaster, to the re-creation of the legal and financial status of the City of Ingleside, or to the protection and fulfillment of obligations to the people of the state.

(3) "Permanent record" means any record of the City of Ingleside for which the retention period on a records control schedule is given as permanent.

(4) "Records control schedule" means a document prepared by or under the authority of the Records Management Officer listing the

records maintained by the City of Ingleside, their retention periods, and other records disposition information that the records management program may require.

(5) "Records management" means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

(6) "Records liaison officers" mean the persons designated under Section 10 of this resolution.

(7) "Records management committee" means the committee established in Section 6 of this resolution.

(8) "Records management officer" means the person designated in Section 5 of this resolution.

(9) "Records management plan" means the plan developed under Section 7 of this resolution.

(10) "Retention period" means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

Section 3. CITY OF INGLESIDE RECORDS DECLARED PUBLIC PROPERTY.

All City of Ingleside records as defined in Sec. 1 of this resolution are hereby declared to be the property of the City of Ingleside. No City of Ingleside official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

Section 4. POLICY.

It is hereby declared to be the policy of the City of Ingleside to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all City of Ingleside records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Texas Local Government Records Act and accepted records management practice.

Section 5. DESIGNATION OF RECORDS MANAGEMENT OFFICER.

The City Secretary and the successive holders of said office, shall serve as Records Management Officer for the City of Ingleside. As provided by state law, each successive holder of the office shall file his or her name with the director and librarian of the Texas State Library within thirty days of the initial designation or of taking up the office, as applicable.

Section 6. ESTABLISHMENT OF RECORDS MANAGEMENT COMMITTEE; DUTIES.

A Records Management Committee consisting of the Library Director, Finance Director, City Secretary, Chief of Police, and Municipal Court Judge is hereby established. The committee shall:

(a) assist the Records Management Officer in the development of policies and procedures governing the records management program;

(b) review the performance of the program on a regular basis and propose changes and improvements if needed;

(c) review and approve records control schedules submitted by the Records Management Officer;

(d) give final approval to the destruction of records in accordance with approved records control schedules; and

(e) actively support and promote the records management program throughout the City of Ingleside.

Section 7. RECORDS MANAGEMENT PLAN TO BE DEVELOPED; APPROVAL OF PLAN; AUTHORITY OF PLAN.

(a) The Records Management Officer and the Records Management Committee shall develop a records management plan for the City of Ingleside for submission to the City Council. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the municipality, and to properly preserve those records of the municipality that are of historical value. The plan must be designed to enable the Records Management Officer to carry out his or her duties prescribed by state law and this resolution effectively.

(b) Once approved by the City Council the records management plan shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entitles of the City of Ingleside and records shall be created, maintained, stored, microfilmed.

(c) State law relating to the duties, other responsibilities, or recordkeeping requirements of a department head do not exempt the department head or the records in the department head's care from the application of this resolution and the records management plan adopted under it and may not be used by the department head as a basis for refusal to participate in the records management program of the City of Ingleside.

Section 8. DUTIES OF RECORDS MANAGEMENT OFFICER.

In addition to other duties assigned in this resolution, the Records Management Officer shall:

(1) administer the records management program and provide assistance to department heads in its implementation;

(2) plan, formulate, and prescribe records disposition policies, systems, standards, and procedures;

(3) in cooperation with department heads identify essential records and establish a disaster plan for each City of Ingleside office and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;

(4) develop procedures to ensure the permanent preservation of the historically valuable records of the city;

(5) establish standards for filing and storage equipment and for recordkeeping supplies;

(6) study the feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for the City of Ingleside;

(7) provide records management advice and assistance to all City of Ingleside departments by preparation of a manual or manuals of procedure and policy and by on-site consultation;

(8) monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program and the City of Ingleside's records control schedules are in compliance with state regulations;

(9) disseminate to the City Council and department heads information concerning state laws and administrative rules relating to local government records;

(10) instruct Records Liaison Officers and other personnel in policies and procedures of the records management plan and their duties in the records management program;

(11) direct Records Liaison Officers or other personnel in the conduct of records inventories in preparation for the development of records control schedules as required by state law and this resolution;

(12) ensure that the maintenance, preservation, microfilming, destruction, or other disposition of the municipality is carried out in accordance with the policies and procedures of the records management program and the requirements of state law;

(13) maintain records on the volume of records destroyed under

approved records control schedules, the volume of records microfilmed or stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;

(14) report annually to the City Council on the implementation of the records management plan in each department of the City of Ingleside, including summaries of the statistical and fiscal data compiled under Subsection (13); and

(15) bring to the attention of the City Council non compliance by department heads or other City of Ingleside personnel with the policies and procedures of the records management program or the Local Government Records Act.

Section 9. DUTIES AND RESPONSIBILITIES OF DEPARTMENT HEADS.

In addition to other duties assigned in this resolution, department heads shall:

(1) cooperate with the Records Management Officer in carrying out the policies and procedures established in the City of Ingleside for the efficient and economical management of records and in carrying out the requirements of this resolution;

(2) adequately document the transaction of government business and the services, programs, and duties for which the department head and his or her staff are responsible; and

(3) maintain the records in his or her care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of the City of Ingleside and the requirements of this resolution.

Section 10. DESIGNATION OF RECORDS LIAISON OFFICERS.

Each department head shall designate a member of his or her staff to serve as Records Liaison Officer for the implementation of the records management program in the department. If the Records Management Officer determines that in the best interests of the records management program more than one Records Liaison Officer should be designated for a department, the department head shall designate the number of Records Liaison Officers specified by the Records Management Officer. Persons designated as Records Liaison Officers shall be thoroughly familiar with all the records created and maintained by the department and shall have full access to all records of the City of Ingleside maintained by the department. In the event of the resignation, retirement, dismissal, or removal by action of the department head of a person designated as a Records Liaison Officer, the department head shall promptly designate another person to fill the vacancy. A department head may serve as Records Liaison Officer for his or her department.

Section 11. DUTIES AND RESPONSIBILITIES OF RECORDS LIAISON OFFICERS.

In addition to other duties assigned in this resolution, Records Liaison Officers shall:

(a) conduct or supervise the conduct of inventories of the records of the department in preparation for the development of records control schedules;

(b) in cooperation with the Records Management Officer coordinate and implement the policies and procedures of the records management program in their departments; and

(c) disseminate information to department staff concerning the records management program.

Section 12. RECORDS CONTROL SCHEDULES TO BE DEVELOPED; APPROVAL; FILING WITH STATE.

(a) The Records Management Officer, in cooperation with department heads and Records Liaison Officers, shall prepare records control schedules on a department by department basis listing all records created or received by the department and the retention period for each record. Records control schedules shall also contain such other information regarding the disposition of municipal records as the records management plan may require.

(b) Each records control schedule shall be monitored and amended as needed by the Records Management Officer on a regular basis to ensure that it is in compliance with records retention schedules issued by the state and that it continues to reflect the record-keeping procedures and needs of the department and the records management program of the City of Ingleside.

(c) Before its adoption a records control schedule or amended schedule for a department must be approved by the department head and the members of the Records Management Committee.

Section 13. IMPLEMENTATION OF RECORDS CONTROL SCHEDULES; DESTRUCTION OF RECORDS UNDER SCHEDULE.

(a) A records control schedule for a department that has been approved and adopted under Section 7 shall be implemented by department heads and Records Liaison Officers according to the policies and procedures of the records management plan.

(b) A record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending law suit, or the department head requests in writing to the Records Management Committee that the record be retained for an additional period.

(c) Prior to the destruction of a record under an approved

records control schedule, authorization for the destruction must be obtained by the Records Management Officer from the Records Management Committee.

Section 14. DESTRUCTION OF UNSCHEDULED RECORDS.

A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and received back from the director and librarian an approved destruction authorization request.

Section 15. RECORDS CENTER.

A records center, developed pursuant to the plan required by Section 7, shall be under the direct control and supervision of the Records Management Officer, Policies and procedures regulating the operations and use of the records center shall be contained in the records management plan developed under Section 7.

PASSED AND APPROVED this 22nd day of January, 199[illegible].

CITY OF INGLESIDE, TEXAS

BY: _____
Mark Crawford - Mayor

ATTEST:

_____
Marilyn Hall -City Secretary

RESOLUTION NO. 773

A Resolution amending the Records Management Program for the City of Ingleside.

WHEREAS, Title 6, Subtitle C, Local Government Code provides that a municipality must establish by resolution an active and continuing records management program to be administered by a Records Management Officer; and,

WHEREAS, the City of Ingleside desires to adopt a resolution for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost- effective and efficient record keeping.

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

SECTION 1. DEFINITION OF CITY OF INGLESIDE RECORDS.

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the City of Ingleside or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of The City of Ingleside and shall be created, maintained, and disposed of in accordance with the provisions of this resolution or procedures authorized by it and in no other manner.

~~**SECTION 2**. ADDITIONAL DEFINITIONS.~~

~~(1) "Department head" means the officer who by ordinance, order, or administrative policy is in charge of an office of the City of Ingleside that creates or receives records.~~

~~(2) "Essential record" means any record of the City of Ingleside necessary to the resumption or continuation of operations of the City of Ingleside in an emergency or disaster, to the re- creation of the legal and financial status of the City of Ingleside, or to the protection and fulfillment of obligations to the people of the state.~~

~~(3) "Permanent record" means any record of the City of Ingleside for which the retention period on a records control schedule is given as permanent.~~

~~(4) "Records control schedule" means a document prepared by or under the authority of the Records Management Officer listing the records maintained by the City of Ingleside, their retention periods, and other records disposition information that the records management program may require.~~

~~(5) "Records management" means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of record keeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.~~

~~(6) "Records liaison officers" means the persons designated under section 10 of this resolution.~~

~~(7) "Records management committee" means the committee established in section 6 of this resolution.~~

~~(8) "Records management officer" means the person designated in section 5 of this resolution.~~

~~(9) "Records management plan" means the plan developed under section 7 of this resolution.~~

~~(10) "Retention period" means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.~~

SECTION 2 3. CITY OF INGLESIDE RECORDS DECLARED PUBLIC PROPERTY.

All City of Ingleside records as defined in Sec. 1 of this resolution are hereby declared to be the property of the City of Ingleside. No City of Ingleside official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 3 4. POLICY.

It is hereby declared to be the policy of the City of Ingleside to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all City of Ingleside records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Texas Local Government Records Act and accepted records management practice.

SECTION 4 5. DESIGNATION OF RECORDS MANAGEMENT OFFICER.

The City Secretary and the successive holders of said office, shall serve as Records Management Officer for the City of Ingleside. As provided by state law,

each successive holder of the office shall file his or her name with the director and librarian of the Texas State Library within thirty days of the initial designation or of taking up the office, as applicable. The Records Management Officer will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

SECTION 5. RECORDS CONTROL SCHEDULES.

Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management Officer for use in the City of Ingleside, as provided by law. Any destruction of records of the City of Ingleside will be in accordance with these schedules and the Local Government Records Act.

~~**SECTION 6. ESTABLISHMENT OF RECORDS MANAGEMENT COMMITTEE; DUTIES.**~~

~~A Records Management Committee consisting of the Library Director, Finance Director, City Secretary, Chief of Police, and Municipal Court Judge is hereby established. The committee shall:~~

~~(a) assist the Records Management Officer in the development of policies and procedures governing the records management program;~~

~~(b) review the performance of the program on a regular basis and propose changes and improvements if needed;~~

~~(c) review and approve records control schedules submitted by the Records Management Officer;~~

~~(cd) give final approval to the destruction of records in accordance with approved records control schedules; and~~

~~(de) actively supports and promotes the records management program throughout the City of Ingleside.~~

~~**SECTION 7. RECORDS MANAGEMENT PLAN TO BE DEVELOPED; APPROVAL OF PLAN; AUTHORITY OF PLAN.**~~

~~(a) The Records Management Officer and the Records Management Committee shall develop a records management plan for the City of Ingleside for submission to the City Council. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of record keeping, to adequately protect the essential records of the municipality, and to properly preserve those records of the municipality that are of historical value. The plan must be is designed to enable the Records Management Officer to carry out his or her duties prescribed by state law and this resolution effectively.~~

~~(b) Once approved by the City Council the records management plan shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the City of Ingleside~~

and records shall be created, maintained, stored, microfilmed.

(c) State law relating to the duties, other responsibilities, or record keeping requirements of a department head do not exempt the department head or the records in the department head's care from the application of this resolution and the records management plan adopted under it and may not be used by the department head as a basis for refusal to participate in the records management program of the City of Ingleside.

SECTION 8. DUTIES OF RECORDS MANAGEMENT OFFICER.

In addition to other duties assigned in this resolution, the Records Management Officer shall:

(1) administer the program and provide assistance to department heads in its implementation;

(2) plan, formulate, and prescribe records disposition policies, systems, standards, and procedures;

(3) in cooperation with department heads identify essential records and establish a disaster plan for each City of Ingleside office and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;

(4) develop procedures to ensure the permanent preservation of the historically valuable records of the city;

(5) establish standards for filing and storage equipment and for record keeping supplies;

(6) study the feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for the City of Ingleside;

(7) provide records management advice and assistance to all City of Ingleside departments by preparation of a manual or manuals of procedure and policy and by on-site consultation;

(8) monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program and the City of Ingleside's records control schedules are in compliance with state regulations;

(9) disseminate to the City Council and department heads information concerning state laws and administrative rules relating to local government records;

(10) instruct Records Liaison Officers and other personnel in policies and procedures of the records management plan and their duties in the records

management program;

(11) direct Records Liaison Officers or other personnel in the conduct of records inventories in preparation for the development of records control schedules as required by state law and this resolution;

(12) ensure that the maintenance, preservation, microfilming, destruction, or other disposition of the municipality is carried out in accordance with the policies and procedures of the records management program and the requirements of state law;

(13) maintain records on the volume of records destroyed under approved records control schedules, the volume of records microfilmed or stored electronically, and the estimated cost and space, savings as the result of such disposal or disposition;

(14) report annually to the City Council on the implementation of the records management plan in each department of the City of Ingleside, including summaries of the statistical and fiscal data compiled under Subsection (13); and

(15) bring to the attention of the City Council non-compliance by department heads or other City of Ingleside personnel with the policies and procedures of the records management program or the Local Government Records Act.

SECTION 9. DUTIES AND RESPONSIBILITIES OF DEPARTMENT HEADS.

In addition to other duties assigned in this resolution, department heads shall:

(1) cooperate with the Records Management Officer in carrying out the policies and procedures established in the City of Ingleside for the efficient and economical management of records and in carrying out the requirements of this resolution;

(2) adequately document the transaction of government business and the services, programs, and duties for which the department head and his or her staff are responsible; and

(3) maintain the records in his or her care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of the City of Ingleside and the requirements of this resolution.

SECTION 10. DESIGNATION OF RECORDS LIAISON OFFICERS.

Each department head shall designate a member of his or her staff to serve as Records Liaison Officer for the implementation of the records management program in the department. If the Records Management Officer determines that in the best interests of the records management program more than one Records Liaison Officer should be designated for a department, the department head shall designate the number of Records Liaison Officers specified by the Records

Management Officer. Persons designated as Records Liaison Officers shall be thoroughly familiar with all the records created and maintained by the department and shall have full access to all records of the City of Ingleside maintained by the department. In the event of the resignation, retirement, dismissal, or removal by action of the department head of a person designated as a Records Liaison Officer, the department head shall promptly designate another person to fill the vacancy. A department head may serve as Records Liaison Officer for his or her department.

SECTION 11. DUTIES AND RESPONSIBILITIES OF RECORDS LIAISON OFFICERS.

In addition to other duties assigned in this resolution, Records Liaison Officers shall:

(a) conduct or supervise the conduct of inventories of the records of the department in preparation for the development of records control schedules;

(b) in cooperation with the Records Management Officer coordinate and implement the policies and procedures of the records management program in their departments and

(c) disseminate information to department staff concerning the records management program.

SECTION 12. RECORDS CONTROL SCHEDULES TO BE DEVELOPED; APPROVAL; FILING WITH STATE.

(a) The Records Management Officer, in cooperation with department heads and Records Liaison Officers, shall prepare records control schedules on a department by department basis listing all records created or received by the department and the retention period for each record. Records control schedules shall also contain such other information regarding the disposition of municipal records as the record management plan may require.

(b) Each records control schedule shall be monitored and amended as needed by the Records Management Officer on a regular basis to ensure that it is in compliance with records retention schedules issued by the state and that it continues to reflect the record keeping procedures and needs of the department and the records management program of the City of Ingleside.

(c) Before its adoption a records control schedule or amended schedule for a department must be approved by the department head and the members of the Records Management Committee.

SECTION 13. IMPLEMENTATION OF RECORDS CONTROL SCHEDULES; DESTRUCTION OF RECORDS UNDER SCHEDULE.

(a) A records control schedule for a department that has been approved and adopted under Section 7 shall be implemented by department heads and

~~Records Liaison Officers according to the policies and procedures of the records management plan.~~

~~(b) A record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending law suit, or the department head requests in writing to the Records Management Committee that the record be retained for an additional period.~~

~~(c) Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the Records Management Officer from the Records Management Committee.~~

~~SECTION 14.~~ ~~DESTRUCTION OF UNSCHEDULED RECORDS.~~

~~A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and received back from the director and librarian an approved destruction authorization request.~~

~~SECTION 15.~~ ~~RECORDS CENTER.~~

~~A records center, developed pursuant to the plan required by Section 7, shall be under the direct control and supervision of the Records Management Officer. Policies and procedures regulating the operations and use of the records center shall be contained in the records management plan developed under Section 7.~~

PASSED AND APPROVED this 14 **day of** August **, 2001.**

CITY OF INGLESIDE, TEXAS:

Delano Lockhart, Mayor Pro-Tem

ATTEST:

Kimberly Drysdale, City Secretary

PUBLIC NOTICE

ORDINANCE #805

An Ordinance amending City Code Chapter 6: Alcoholic Beverages, Section 6-4; Intoxicating Beverages in city-owned parks and city owned premises.

RESOLUTION #772

A Resolution amending the lease agreement for the use of the Ingleside Garden Center and amending the rules, regulations, terms, and conditions as set forth in that lease.

Resolution #773

A Resolution amending the Records Management Program for the City of Ingleside

Published in The Ingleside Index on August 23, 2001.

THE STATE OF TEXAS
COUNTY OF SAN PATRICIO:

Before me, the undersigned authority, personally appeared PATSY DICKEN of The Ingleside Index, who after being by me duly sworn, on his oath deposes and said:

1. That (he) (she) is ADVERTISING MGR. of The Ingleside Index a weekly newspaper published in San Patricio County, Texas.

2. That the CITY OF INGLESIDE: PUBLIC NOTICE ORDINANCE #805/RESOLUTION #772/RESOLUTION #773 hereto annexed, was published in the regular issues of said Ingleside Index once each week for One (1) successive weeks said publications having been made on the August 23, 2001.

3. That a printed copy of said notice as the same appeared in said issues is attached hereto.

Patsy Dicken

VIVIAN D. ALLEN
Notary Public
State of Texas
My Comm. Exp. 10-27-2001

Sworn to and subscribed before me this 27th day of August, 2001.

Vivian D. Allen
Notary Public, San Patricio County, Texas

PUBLICATION FEE: $ 19.50

RESOLUTION NO. 1025

A Resolution amending the Records Management Program for the City of Ingleside.

WHEREAS, Title 6, Subtitle C, Local Government Code provides that a municipality must establish by resolution an active and continuing records management program to be administered by a Records Management Officer; and,

WHEREAS, the City of Ingleside desires to adopt a resolution for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost- effective and efficient record keeping.

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

SECTION 1. DEFINITION OF CITY OF INGLESIDE RECORDS.

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the City of Ingleside or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of The City of Ingleside and shall be created, maintained, and disposed of in accordance with the provisions of this resolution or procedures authorized by it and in no other manner.

SECTION 2. CITY OF INGLESIDE RECORDS DECLARED PUBLIC PROPERTY.

All City of Ingleside records as defined in Sec. 1 of this resolution are hereby declared to be the property of the City of Ingleside. No City of Ingleside official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 3. POLICY.

It is hereby declared to be the policy of the City of Ingleside to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all City of Ingleside records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Texas Local Government Records Act and accepted records management practice.

SECTION 4. DESIGNATION OF RECORDS MANAGEMENT OFFICER.

The City Secretary and the successive holders of said office shall serve as Records Management Officer for the City of Ingleside. As provided by state law, each successive holder of the office shall file his or her name with the director and librarian of the Texas State Library within thirty days of the initial designation or of taking up the office, as applicable. The Records Management Officer will ensure that the maintenance, destruction, electronic storage, for other disposition of the records of this Office are carried out in accordance with the requirements of the Local Government Records Act.

SECTION 5. RECORDS CONTROL SCHEDULES

Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management Officer for use in the City of Ingleside, as provided by law. Any destruction of records of the City of Ingleside will be in accordance with these schedules and the Local Government Records Act.

SECTION 6. EXCEPTIONS TO THE RECORDS CONTROL SCHEDULES

State law requires that records control schedules be reviewed periodically by the records management officer and amendments prepared as needed to reflect new records created or received, to delete records no longer maintained by the local government or to indicate changes to retention periods. Any exceptions to the adopted records control schedules issued by the Texas State Library and Archives Commission are noted below:

Record Number	Record Title	Record Description	Retention Period
GR1000-03e	Minutes	Audiotapes of open meetings for which written minutes **are** prepared.	Two (2) years after approval of minutes by the governing body.

PASSED AND APPROVED THIS 13 **day of** September, **2011**

City of Ingleside, Texas:

Pete Perkins, Mayor

Attest:

Kimberly Drysdale, City Secretary

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INGLESIDE, TEXAS, ESTABLISHING A RECORDS MANAGEMENT PROGRAM, DESIGNATING A RECORDS MANAGEMENT OFFICER, AND REPEALING ANY RESOLUTIONS IN CONFLICT, HEREWITH.

WHEREAS, Section 203 et. seq., of the Texas Local Government Code (the "Code") provides that a local unit of government, such as the City of Ingleside, must establish by Resolution an active and continuing Records Management Program to be administered by a Records Management Officer; and

WHEREAS, the City of Ingleside, Texas ("City") has in place a records management program that has been previously adopted; and

WHEREAS, the City has been in compliance with all State records management laws and practices since they were first implemented in 1991; and

WHEREAS, on January 22, 1991 Resolution 532 was adopted establishing a Records Management Program for the City of Ingleside. In addition, August 14, 2001 Resolution 773 and September 13, 2011 Resolution 1025 was adopted amending the Records Management Program.

WHEREAS, the City Council of the City of Ingleside realizes that Resolution 532, Resolution 773, and Resolution 1025 should be repealed and the records management program be updated; and

WHEREAS, the State Library and Archives Commission periodically makes changes with which the City needs to keep current; and

WHEREAS, it has come to the attention of the City Council of the City of Ingleside ("City Council") that the existing Records Management Program is outdated and in need of update and revision; and

WHEREAS, in order to provide more efficient and cost effective services to citizens, through the timely, accurate, complete, cost-effective, and accessible management of both paper and electronic records and information, the City Council desires to create an up-to-date Records Management Program that is consistent with the Local Government Records Act and that emphasizes the security of vital records, the proper storage of permanent records, and the responsible control of creation and growth of all records of the City.

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

Section 1. All prior resolutions adopted by the City Council of Ingleside, including but not limited to Resolution Nos. 532, 773, and 1025, are hereby repealed to the extent that they conflict with the provisions of this resolution.

Section 2. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the State of Texas, created or received by the City of Ingleside or any of its officers, employees or consultants pursuant to law or in the transaction of public business ("Records") are hereby declared to be the records of the City of Ingleside and shall be created, maintained, and disposed of in accordance with the provisions under state law and this Resolution or procedures authorized and in no other manner.

Section 3. All Records are hereby declared to be the property of the City of Ingleside and as such are public. No City official, employee or consultant has, by virtue of his or her position, any personal or property right to such Records even though he or she may have developed, compiled or maintained them. The unauthorized destruction, removal from files, or use of such records is prohibited.

Section 4. The City secretary, and the successive holders of said office, shall serve as records management officer for the City. As provided by state law, each successive holder of the office shall file his or her name with the director and librarian of the state library within 30 days of the initial designation or of taking up the office, as applicable.

Section 5. It is the duty of the Records Management Officer to adequately protect the records of the City of Ingleside and to properly preserve the records of the City of Ingleside.

Section 6. Pursuant to §203.041(a) of the Code, Record Management Officer shall prepare a records control schedule establishing a retention period for all City records in accordance with the retention periods for each type of record as prescribed by the Texas State Library and Archives Commission ("TSLAC") or other law.

Section 7. All City officers, employees, and consultants who develop, compile or temporarily maintain City Records shall forward all Records to the Records Management Officer, as soon as practicable.

Section 8. The Records Management Officer shall work with the City's officers, employees, and consultants to ensure that all City records are properly maintained throughout the applicable retention period, and are thereafter

destroyed, permanently retained, or otherwise disposed of in accordance with applicable law.

Section 9. A certified copy of this Resolution shall constitute as the City's Records Management Program and the designation of the City Secretary as its Records Management Officer shall be filled with the Director and Librarian of the Texas State Library.

Section 10. The City's Records Management Officer is authorized and directed to do any and all things necessary and proper to carry out this Resolution and any other duties required by the Records Management Officer under state law.

Section 11. The City's Records Management Program and the designation of the City Secretary as its Records Management Officer is effective as set forth below.

PASSED AND APPROVED this 7th day of October 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: October 7, 2024

AGENDA ITEM: 12

Deliberate and take appropriate action on the approval of the Hultgreen Final Change Order.

SUBMITTED BY: Gary Paredez, Director of Infrastructure Services

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Hanson Professional Services was the engineering firm selected to design, bid and administer an A-to-Z contract to rebuild Hultgreen Avenue and force main installation improvements. This included the rebuilding of the water, wastewater, drainage, and street re-construction. This also included the installation of a new force main from Achievement BLVD. to collect and transport the wastewater produced by a future lift station built by the Cape Bay subdivision, to the gravity line on Hulgreen Avenue. Max Underground Construction LLC. was the contractor selected to complete this project. The contract was awarded to Max Underground on October 10, 2023, in the amount of $2,034352.03. The contract gave 276 calendar days to be completed. This timeline was successfully met in 210 days on August 8, 2024.

FISCAL ANALYSIS:

In order to close out this project, a change order is required to reconcile the funding for this project. This change order will be in the amount of $15,535.53.

RECOMMENDATION:

Staff recommends approval of this final change order.

ATTACHMENTS:

1. Change Order No. 3 FINAL_Hultgreen Avenue Improvements Project

CHANGE ORDER

Project Title: Hultgreen Avenue Improvements			
Owner: City of Ingleside, Texas			
Owner Project Number: N/A		Hanson Project Number: 21L0202A	
Contractor: Max Underground Construction, LLC			Page 1 of 7
Change Order Number 3/Final		Date of Issuance	August 23, 2024
		Effective Date	August 23, 2024

	Addition	Deduction
Quantity Reconciliation		
Bid Item 7 – Temporary Utility Pole Bracing: Deduct 10 @ $654/EA		$6,540.00
Bid Item 18 - Concrete Drive: Additional 469 SF @ $10.76/SF	$5,046.44	
Bid Item 24 – Storm Utility Pipe-24" RCP: Deduct 5 LF @ $282/LF		$1,410.00
Bid Item 29 – Curb Inlet: Deduct 2 @ $5,655.00/EA		$11,310.00
Bid Item 31 – 18" RCP Headwall: Deduct 1 @ $2,355/EA		$2,355.00
Bid Item 32 – Removal of Existing Curb Inlet: Deduct 2 @ $600/EA		$1,200.00
Bid Item 55 – Removal and Disposal of Existing Sanitary Sewer: Deduct 37LF @ $25.71/LF		$951.27
Bid Item 58 – 18" PVC (SDR-26) Sanitary Sewer: Deduct 37 LF @ $51.41/LF		$1,902.17
Bid Item 66 – Connection to Existing Sanitary Manhole: Deduct 1 @ $1,860.00/EA		$1,860.00
Bid Item 69 – Trench Safety: Deduct 37LF @ $19.69/LF		$728.53
Additional Steel Casing needed for the Bore across Achievement Blvd. due to existing site conditions. Bid Item 65 – 16" Welded Steel Casing (Jack and Bore): Add 10 LF @ $767.50/LF	$7,675.00	
Sub-Total	$12,721.44	$28,256.97
Change Order Total		**$15,535.53**

	Amount	Days
Original Contract	$2,034,352.03	270
Net Change from Previous Change Orders (No. 0 to No. 2)	$20,863.60	0
Revised Contract Prior to this Change Order	$2,055,215.63	273
Net ~~Add~~/Deduct for this Change Order	$15,535.53	3
Revised Contract Including this Change Order	$2,039,680.10	276

CONTRACTOR: Max Underground Construction, LLC

By: _____

d/c 13152

ENGINEER: Hanson Professional Services Inc.
TBPE Firm Reg.# F-000417

By: CRAIG B. THOMPSON, P.E.



9/13/24

OWNER: City of Ingleside

By: _____

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CITY COUNCIL AGENDA
Regular Meeting: October 7, 2024

AGENDA ITEM: 13

Deliberate and take appropriate action on the approval of final pay application and project closeout on the Hultgreen Avenue Improvements Project NO. ARPA 2022.

SUBMITTED BY: Gary Paredez, Director of Infrastructure Services

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

Hanson Professional Services was the engineering firm selected to design, bid and administer an A-to-Z contract to rebuild Hultgreen Avenue and force main installation improvements. This included the rebuilding of the water, wastewater, and drainage including street re-construction. This also included the installation of a new force main from Achievement BLVD. to collect and transport the wastewater produced by a future lift station built by the Cape Bay subdivision, that will flow to a gravity line on Hultgreen Avenue. Max Underground Construction LLC. was the contractor selected to complete this project. The contract was awarded to Max Underground on October 10, 2023, in the amount of $2,034,352.03. The contract gave 276 calendar days to be completed. This timeline was successfully met in 210 days on August 8, 2024.

FISCAL ANALYSIS:

In order to close out this project, a final pay application must be approved in the amount of $114,069.37.

RECOMMENDATION:

Staff recommends approval of this final pay application in the amount of $114,069.37, and to closeout the project.

ATTACHMENTS:

1. Pay Estimate No. 7

ESTIMATE FOR PARTIAL PAYMENT

PROJECT TITLE: Hultgreen Avenue Improvements				
OWNER: City of Ingleside				
Owner Project Number: ARPA NO. 2202		Hanson Project Number	21L0202A	
Contractor: Max Underground Construction, LLC				
Estimate No.:	7 FINAL	For Pay Period: June30,2024 thru August 7,2024		
Date of Contract Award:	October 10, 2023	Date Contract Begun:	January 17, 2024	
Original Contract Amount:	$2,034,352.03	Original Contract Days:	270	Calendar Days
Total Change Order Amount:	$5,328.07	Change in Contract Days:	3	Calendar Days
Adjusted Contract Amount	$2,039,680.10	Adjusted Contract Days:	273	Calendar Days

BASE BID - ORIGINAL CONTACT WORK / SCHEDULE OF VALUES

ITEM NO.	DESCRIPTION	BID QTY	UNIT	QTY or % COMPT TO DATE	CONTRACT PRICE	TOTAL AMOUNT
	GENERAL					
1	Mobilization	1	LS	100%	$38,400.00	$38,400.00
2	Bonds and Insurance	1	LS	100%	$66,000.00	$66,000.00
3	Seeding	1	LS	100%	$30,480.00	$30,480.00
4	Stormwater Pollution Prevention Plan	1	LS	100%	$7,740.00	$7,740.00
5	Tree Protection	1	LS	100%	$2,340.00	$2,340.00
6	Brush Clearing	1	LS	100%	$29,100.00	$29,100.00
7	Temporary Utility Pole Bracing	10	EA	10	$664.00	$6,640.00
8	Traffic Control	1	LS	100%	$20,280.00	$20,280.00
	STREETS					
9	2" Hot Mix Asphaltic Concrete Pavement (Type D)	6,070	SY	6,070	$22.44	$136,210.80
10	Prime Coat, MC-30 (0.2 Gal/SY)	1,220	GAL	1,220	$14.65	$17,873.00
11	10" Crushed limestone Base (Type A, Grade 1-2)	1,690	CY	1,690	$132.14	$223,316.60
12	6" Compacted Subgrade	6,070	SY	6,070	$3.11	$18,877.70
13	Removal of top layer of pavement stockpile at public works yard	6,870	SY	6,870	$3.24	$19,018.80
14	Excavation and Embankment	3,680	CY	3,680	$18.35	$65,693.00
15	Demolition of Concrete Driveway	3,670	SF	3,670	$3.76	$13,799.20
16	12" Edge Curb (Includes Base and Subgrade)	4,900	LF	4,900	$12.66	$62,034.00
17	Concrete Curb & Gutter	23	LF	23	$24.00	$552.00
18	Concrete Driveway	3,885	SF	3,885	$10.76	$41,802.60
19	6" Limestone Driveway	1,305	SF	1,305	$6.20	$8,091.00
20	Remove and Relocate Existing Signage	14	EA	14	$111.43	$1,560.02
	DRAINAGE					
21	Storm Utility Pipe - 12" RCP	32	LF	32	$92.81	$2,969.92
22	Storm Utility Pipe - 15" RCP	187	LF	187	$71.15	$13,305.05
23	Storm Utility Pipe - 18" RCP	1,246	LF	1,246	$73.22	$91,232.12
24	Storm Utility Pipe - 24" RCP	5	LF	5	$282.00	$1,410.00
25	Connection to Existing Storm Sewer	1	LS	1	$2,490.00	$2,490.00
26	Ditch Grading and Regrading	3,055	LF	3,055	$11.70	$35,743.50
27	Saddle Grate Inlet	4	EA	4	$1,385.00	$5,460.00
28	Grate Inlet	6	EA	6	$1,960.00	$11,760.00
29	Curb Inlet	2	EA	2	$5,655.00	$11,310.00
30	15" RCP Headwall	4	EA	4	$2,032.50	$8,130.00
31	18" RCP Headwall	2	EA	2	$2,355.00	$4,710.00
32	Removal of Existing Curb Inlet	2	EA	2	$600.00	$1,200.00
33	Removal of Existing Pipe	39	LF	39	$16.15	$629.85
34	Concrete Rip Rap	72	SF	72	$22.83	$1,643.76
35	Dewatering for Stormwater Improvements	1	LS	1	$62,700.00	$62,700.00
36	Trench Excavation Protection for Storm Sewer	1,470	EA	1,470	$12.58	$18,492.60
	WATER					
37	Removal & Disposal of Existing Waterline	54	LF	54	$22.22	$1,199.88
38	Removal & Disposal of Existing Waterline - ACP	625	LF	625	$11.52	$7,200.00
39	Abandon Existing Waterline in Place	130	LF	130	$7.85	$1,020.50
40	Removal & Disposal of Existing Fire Hydrant	1	EA	1	$714.00	$714.00
41	6" PVC (C900) (DR18) Waterline (Restrained Joints)	139	LF	139	$50.98	$7,086.22
42	8" PVC (C900) (DR18) Waterline (Restrained Joints)	116	LF	116	$68.28	$7,920.48
43	8" PVC (C900) (DR18) Waterline	1,449	LF	1,449	$55.07	$79,796.43
44	6" Gate Valve, DI MJ	7	EA	7	$3,192.86	$22,350.02
45	6" Gate Valve, DI MJ	9	EA	9	$2,550.00	$22,950.00
46	8" 45° Bend, DI MJ	4	EA	4	$1,326.00	$5,304.00
47	8" x 6" Tee, DI MJ	10	EA	10	$1,674.00	$16,740.00

48	6" x 2" Reducer, DI MJ	2	EA	2	$831.00	$1,662.00
49	6" x 3" Reducer, DI MJ	1	EA	1	$867.00	$867.00
50	8" Cap, DI MJ	1	EA	1	$480.00	$480.00
51	6" Cap, DI MJ	4	EA	4	$414.00	$1,656.00
52	6" Long Pattern Solid Sleeve, DI MJ	2	EA	2	$780.00	$1,560.00
53	Water Service Line - Short Side (Existing Property)	6	EA	6	$2,090.00	$12,540.00
54	Fire Hydrant Assembly	4	EA	4	$7,065.00	$28,260.00
	WASTEWATER					
55	Removal & Disposal of Existing Sanitary Sewer	42	LF	42	$25.71	$1,079.82
56	Plug Existing Sanitary Sewer	2	EA	2	$744.00	$1,488.00
57	18" PVC (C900) Sanitary Sewer	775	LF	775	$150.39	$116,552.25
58	18" PVC (SDR-26) Sanitary Sewer	1,592	LF	1,592	$51.41	$81,844.72
59	15" PVC (SDR-26) Sanitary Sewer	21	LF	21	$151.43	$3,180.03
60	8" PVC (SDR-26) Sanitary Sewer	146	LF	146	$53.22	$7,770.12
61	4' Diameter Manhole (Fiberglass)	8	EA	8	$15,945.00	$127,560.00
62	8" Cap, PVC	7	EA	7	$684.00	$4,788.00
63	6" Cleanout, PVC	7	EA	7	$1,127.14	$7,889.98
64	8" PVC Force Main	1,441	LF	1,441	$76.80	$110,668.80
65	16" Welded Steel Casing (Jack & Bore)	80	LF	80	$767.50	$61,400.00
66	Connection to Existing Sanitary Manhole	2	EA	2	$1,860.00	$3,720.00
67	Manhole Frame & Cover Removal and Replacement	2	EA	2	$2,580.00	$5,160.00
68	Manhole Riser Adjustment	2	EA	2	$1,272.00	$2,544.00
69	Trench Safety for Sanitary Sewer	2,534	LF	2,534	$19.69	$49,894.46
70	Dewatering for Sanitary Sewer	1	LS	1	$99,180.00	$99,180.00
71	Force Main Connection to Manhole	1	EA	1	$2,892.00	$2,892.00
AMOUNT OF ORIGINAL CONTRACT ITEMS COMPLETED TO DATE:						$1,989,814.23

ADDITIVE ALTERNATE BID - ORIGINAL CONTACT WORK / SCHEDULE OF VALUES

ITEM NO.	DESCRIPTION	BID QTY	UNIT	QTY or % COMPT TO DATE	CONTRACT PRICE	TOTAL AMOUNT
	WATER					
A1	Removal & Disposal of Existing Waterline	40	LF	40	$16.95	$678.00
A2	Removal & Disposal of Existing Waterline - ACP	275	LF	275	$20.24	$5,566.00
A3	Abandon Existing Waterline in Place	20	LF	20	$13.50	$270.00
A4	8" PVC (C900) (DR18) Waterline (Restrained Joints)	78	LF	78	$73.85	$5,760.30
A5	8" PVC (C900) (DR18) Waterline	224	LF	224	$69.00	$15,456.00
A6	8" Gate Valve, DI MJ	1	EA	1	$3,036.00	$3,036.00
A7	8" 45° Bend, DI MJ	4	EA	4	$1,185.00	$4,740.00
A8	8" x 6" Tee, DI MJ	1	EA	1	$1,596.00	$1,596.00
A9	8" Long Pattern Solid Sleeve, DI MJ	1	EA	1	$1,201.50	$1,201.50
A10	Water Service Line - Short Side (Existing Property)	3	EA	3	$2,078.00	$6,234.00
AMOUNT OF ADDITIVE ALTERNATE CONTRACT ITEMS COMPLETED TO DATE:						$44,637.80

CONTRACT CHANGE ORDERS

CO No.	Description	Change Amount	Change In Days	Percent Completed	Amount Completed To Date
1	Concrete Retaining Wall	$4,224.80	3	100.00%	$4,224.80
2	Force Main Realignment	$16,638.80	3	100.00%	$16,638.80
3	Final Reconcile Change Order	($15,535.53)	0	100.00%	-$15,535.53
AMOUNT OF CHANGE ORDER ITEMS COMPLETED TO DATE:					$5,328.07

SUMMARY OF WORK PERFORMED

A.	Amount of Original Contract Items Completed to Date	$2,034,352.03
B.	Amount of Change Order Items Completed to Date	$5,328.07
C.	Materials Stored at Close of Period (Schedule Must be Attached)	$0.00
D.	Less Amount Retained (5%)	$0.00
E.	Net Amount Earned on Contract to Date (A + B + C - D)	$2,039,680.10
F.	Total Payments Previously Authorized	$1,925,610.73
G.	BALANCE DUE THIS STATEMENT (E-F)	$114,069.37

CONTRACT STATUS

PAY ESTIMATE	Contract Days		Amount
1	43		$349,521.45
2	30		$437,042.10
3	29		$514,461.28
4	30		$240,951.86
5	29		$192,255.45
6	49		$191,378.51
7	0		$114,069.37
TOTAL CONTRACT DAYS CHARGED:	210	TOTAL PAYMENT (AUTHORIZED):	$2,039,680.10
CURRENT CONTRACT DAYS	276		
CONTRACT DAYS REMAINING:	66	CONTRACT BALANCE:	$0.00

CERTIFICATION OF CONTRACTOR: According to the best of my knowledge and belief, I certify that all items and amounts shown on the face of this Estimate For Partial Payment are correct, that all work has been performed and/or material supplied in full accordance with the requirements of the referenced Contract, and/or duly authorized deviations, substitutions, alterations, and/or additions, that the foregoing is a true and correct statement of the Contract account up to and including the last day of the period covered by this Estimate and that no part of the "Balance Due This Payment" has been received.

By: Denise Wopps
CONTRACTOR

Date: 09/05/24

CERTIFICATION OF ENGINEER: I certify that I have checked and verified the above and foregoing Estimate for Partial Payment, and that to the best of my knowledge and belief it is a true and correct statement of work performed and/or material supplied by the Contractor in accordance with the Contract Documents, and that partial payment claimed and requested by the the Contractor is correctly computed on the basis of work performed and/or material supplied to this date.

STATE OF TEXAS
CRAIG B. THOMPSON
89496
LICENSED
PROFESSIONAL ENGINEER

By: CRAIG B. THOMPSON, PE
ENGINEER

Date: 9/13/24

APPROVAL FOR PAYMENT: This Estimate for Partial Payment is approved for payment.

By:
OWNER

Date: 9/14/24

CITY COUNCIL AGENDA
Regular Meeting: October 7, 2024

AGENDA ITEM: 14

Deliberate and take appropriate action to authorize the purchase of (3) Chevrolet vehicles as budgeted in the FY25 Approved Budget for the Ingleside Police Department and Animal Control.

SUBMITTED BY: Martin Molina, Chief of Police

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The Ingleside Police Department needs replacement vehicles for the Police Chief and Animal Control and an added vehicle for the Police Department to support the evidence technician and department travel car.

The Ingleside Police Department requested, the City Manager recommended, and the City Council approved purchasing (2) administrative vehicles for the Police Department and (1) replacement vehicle for Animal Control. Allocating $150,000.00.

*The cost of the Police Chief / Emergency Management 3/4 Ton truck is **$58,747.54 after obtaining (3) quotes**.
*The cost of the evidence technician/travel vehicle is **$26,521.00**. **Buy Board 724-23**
*The cost of the replacement Animal Control truck is **$44,851.00**. **Buy Board 724-23**
***Total cost for the (3) vehicles will be $130,119.54**

FISCAL ANALYSIS:

The proposed purchase of the vehicles will be expended from Animal Control and Police Fund 32 Rolling Stock.

The total Fund 32 budget is $50,000 for Animal Control and $285,000.00 for the Police Department.

Attached is the quote received detailing the vehicle's costs. The vendor is on Buy Board Contract 724-23.

RECOMMENDATION:

Staff requests authorization to purchase (3) vehicles totaling $130,119.54.

ATTACHMENTS:

1. Police Dept and Animal Control Vehicle Quotes

CALDWELL COUNTRY CHEVROLET

800 HWY. 21 E. CALDWELL, TEXAS 77836

BUYBOARD 724-23

End User: CITY OF INGLESIDE **Caldwell Rep:** BEN LAUREANO QUOTE#92624

Contact: CHIEF MARTIN MOLINA **Phone:** 979-567-6155

Phone/email: MMOLINA@INGLESIDETX.GOV **Date:** Thursday, September 26, 2024

Product Description: CHEVROLET MALIBU **email:** ben@caldwellcountry.com

A. Bid Series: 3 **A. Base Price:** $ 25,265.00

B. Published Options [Itemize each below]

Code	Options	Bid Price	Code	Options	Bid Price
1ZC69	2024 CHEVROLET MALIBU	INCL		REAR VISION CAMERA	INCL
	4 DOOR LS			REMOTE KEYLESS ENTRY	INCL
1FL	LS EQUIPMENT GROUP	INCL		POWER WINDOW/LOCK	INCL
H1H	MEDIUM AS GRAY, CLOTH TRIM	INCL		CRUISE CONTROL	INCL
IOR	CHEV. INFOTAINMENT 3 SYSTEM	INCL		FULL SIZE SPARE TIRE/WHEEL	INCL
LFV	ENGINE, 1.5L TURBO DOHC 4 CYLINI	INCL		CARPET FLOORING	INCL
MRG	TRANSMISSION, CVT	INCL		LANE KEEP ASSIST W/ DEPARTURE	INCL
				FORWARD COLLISION ALERT	INCL
				Total of B. Published Options:	

C. Unpublished Options [Itemize each below, not to exceed 25%]

Disclaimer		Unpublished Options	Bid Price
****PRICES/QUOTES ARE VALID FOR THIRTY (30) DAYS DUE TO SUPPLY CHAIN CONSTRAINTS. REVERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER A PURCHASE ORDER IS ISSUED****		GAZ - WHITE / AVAILABLE STOCK UNIT	COLOR / DELIVERY
		Total of C. Unpublished Options:	

D.	**Registration, Inspection, Paperwork, Postage cost, Courthouse time, & Runner time:**	$ -
E.	**UPFITTERS:**	
F.	**Manufacturer Destination/Delivery:**	
G.	**Floor Plan Interest (for in-stock and/or equipped vehicles):**	$ -
H	**Lot Insurance (for in-stock and/or equipped vehicles):**	$ -
I.	**Contract Price Adjustment:**	$ -
J.	**Additional Delivery Charge:** 214 **miles**	$ 856.00
K.	**Subtotal:**	$ 26,121.00
L.	**Quantity Ordered** 1 **x K =**	$ 26,121.00
M.	**Trade in:**	
N.	**BUYBOARD FEE PER PURCHASE ORDER**	$ 400.00
O.	**TOTAL PURCHASE PRICE WITH BUYBOARD FEE** ***(PRICES AND AVAILABILITY ARE SUBJECT TO CHANGE WITHOUT NOTICE)***	$ 26,521.00

Animal Control

CALDWELL COUNTRY CHEVROLET

800 HWY. 21 E. CALDWELL, TEXAS 77836

BUYBOARD CONTRACT 724-23

End User: CITY OF INGLESIDE **Caldwell Rep:** BEN LAUREANO QUOTE#92624

Contact: CHIEF MARTIN MOLINA **Phone:** 979-567-6155

Phone/email: MMOLINA@INGLESIDETX.GOV **Date:** Thursday, September 26, 2024

Product Description: CHEVROLET 1500 **email:** ben@caldwellcountry.com

A. Bid Series: 14 **A. Base Price:** $ 43,595.00

B. Published Options [Itemize each below]

Code	Options	Bid Price	Code	Options	Bid Price
CK10543	2024 SILVERADO 1500 CREW 4WD W'	INCL		REAR VISION CAMERA	INCL
AE7	40/20/40 SPLIT FRONT BENCH	INCL		REMOTE KEYLESS ENTRY	INCL
GU5	REAR AXLE 3.23 RATIO	INCL		POWER WINDOW/LOCK	INCL
L84	ENGINE, 5.3L V8	INCL		CRUISE CONTROL	INCL
MHT	TRANS, 10-SPEED AUTO	INCL		FULL SIZE SPARE TIRE/WHEEL	INCL
H2G	JET BLACK, INTERIOR	INCL		CHEV INFOTAINMENT 3 SYSTEM	INCL
PEB	WT VALUE PACKAGE	INCL		17" STEEL WHEELS	INCL
				TRAILERING PACKAGE	INCL
				Total of B. Published Options:	

C. Unpublished Options [Itemize each below, not to exceed 25%]

Disclaimer		Unpublished Options	Bid Price
****PRICES/QUOTES ARE VALID FOR THIRTY (30) DAYS DUE TO SUPPLY CHAIN CONSTRAINTS. REVERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER A PURCHASE ORDER IS ISSUED****		GAZ - SUMMIT WHITE / STOCK VEHICLE (FOUR AVAILABLE)	COLOR / DELIVERY
		Total of C. Unpublished Options:	

D.	**Registration, Inspection, Paperwork, Postage cost, Courthouse time, & Runner time:**	
E.	**UPFITTERS:**	
F.	**Manufacturer Destination/Delivery:**	
G.	**Floor Plan Interest (for in-stock and/or equipped vehicles):**	$ -
H	**Lot Insurance (for in-stock and/or equipped vehicles):**	$ -
I.	**Contract Price Adjustment:**	$ -
J.	**Additional Delivery Charge:** 214 **miles**	$ 856.00
K.	**Subtotal:**	$ 44,451.00
L.	**Quantity Ordered** 1 **x K =**	$ 44,451.00
M.	**Trade in:**	
N.	**BUYBOARD FEE PER PURCHASE ORDER**	$ 400.00
O.	**TOTAL PURCHASE PRICE WITH BUYBOARD FEE** ***(PRICES AND AVAILABILITY ARE SUBJECT TO CHANGE WITHOUT NOTICE)***	$ 44,851.00

PHONE:
Portland: 643-SAVE (7283)
Corpus Christi: 888-SAVE (7283)
86441 99986

AL WILLEFORD CHEVROLET, INC

1603 HIGHWAY 181 - P.O. BOX 1296
PORTLAND, TEXAS 78374

86441

Date 09/27/2024

Purchaser CITY OF INGLESIDE Res. Phone 210/273-2075 Bus. Phone _____

Address _____ City _____ State & Zip Code _____

Co-Buyer _____ Bus. Phone _____

I hereby offer to purchase from you under the terms and conditions specified, the following: _____

Delivery is to be made _____ 20 _____, or as soon thereafter as possible. It is agreed, however, that neither you nor the Manufacturer will be liable for failure to effect delivery.

ACCESSORIES	DESCRIPTION OF SALE UNIT				
	New Used NEW	Year 2025	Make CHEVROLET	Cyl.	Series Name SILVERADO 25
	Body Style PK	Stock 100172	Color GRAY		Mileage 11
	Serial or Engine No. 2GC4KNE74S1100172			License No.	
	Ignition Key No. Z1503			Rear Deck Key No.	
	USED CAR TRADE IN				
	Year	Make	Model	Body Type	
	License No.		Serial No.		
	Balance Owed N/A	To		Mileage	

A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO BUYERS FOR HANDLING DOCUMENTS RELATING TO THE SALE. A DOCUMENTARY FEE MAY NOT EXCEED A REASONABLE AMOUNT AGREED TO BY THE PARTIES. THIS NOTICE IS REQUIRED BY LAW. UN HONORARIO DE DOCUMENTACION NO ES UN HONORARIO OFICIAL. UN HONORARIO DE DOCUMENTACION NO ES REQUERIDO POR LA LEY, PERO PUEDE SER CARGAI A AL. COMPRADOR COMO GASTOS DE MANEJO DE DOCUMENTOS RELACIONADOS CON UNA YENTA. UN HONORARIO DE DOCUMENTACION NO PUEDE EXCEDER UNA CANTIDAD RAZONABLE ACORDADA POR LAS PARTES. ESTA NOTIFICACION ES REQUERIDA POR LA LEY.

INSURANCE INFO		
	Price of Unit	60885.00
	Less Allowance on used car	N/A
	Trade Difference	N/A
	Vehicle Inventory Tax	113.79
	Sales Tax	N/A
	Lic N/A Title N/A	N/A
	Insp. $23.75	23.75
	Documentary Fee	225.00
	$ N/A N/A N/A	N/A
	Pay-Off	N/A
	Sub Total	61247.54
	Less Cash	2500.00
	TOTAL	58747.54

DISCLAIMER OF WARRANTIES: Any warranties on the products sold hereby are those made by the manufacturer. The Seller. Al Willeford Chevrolet. Inc., hereby expressly disclaims all warranties, either expressed or implied. Including any Implied warranty of merchantability or fitness for a particular purpose, and Al Willeford Chevrolet. Inc. neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

This agreement is not binding on dealer until accepted by dealer in writing. I have read the printed matter and agree to it as part of this agreement. The front of this agreement comprises the entire agreement pertaining to this purchase.

Buyer's Signature _____

Salesman's Name JACOB MITCHELL

Accepted: _____
(Must be accepted by an Authorized Representative of the Dealer)

CITY COUNCIL AGENDA
Regular Meeting: October 7, 2024

AGENDA ITEM: 15

Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside authorizing acceptance of a grant from the State of Texas Department of Transportation for the FY 2025 Step Comprehensive Program for the Police Department for $11,990.00 with a City cash match of $3132.40 for overtime and fringe benefits.

SUBMITTED BY: Martin Molina, Chief of Police

APPROVED FOR AGENDA: Brenton Lewis, City Manager

BACKGROUND:

The Ingleside Police Department has been awarded funding from the State of Texas Department of Transportation (TxDOT) for the FY 2025 STEP Comprehensive Program. These grant funds allow the Ingleside Police Department to conduct overtime traffic enforcement focused on impaired driving, speed enforcement, occupant protection, intersection traffic control, and distracted driving.

Officers will work overtime to enforce traffic laws across the city. The grant aims to increase effective enforcement and adjudication of traffic safety-related laws to reduce crashes, injuries, and fatalities.

FISCAL ANALYSIS:

TxDOT=80% CITY = 20% (match)

RECOMMENDATION:

Staff recommends the City Council approve the proposed Resolution to accept the TxDOT Grant Funds for the FY2025 STEP Comprehensive Program.

ATTACHMENTS:

1. 2024-10-07-Resolution - PD STEP COMP GRANT

RESOLUTION NO. 2024-___

A RESOLUTION OF THE CITY OF INGLESIDE, TEXAS, AUTHORIZING ACCEPTANCE OF A GRANT FROM THE STATE OF TEXAS DEPARTMENT OF TRANSPORATION FOR THE FY2025 STEP COMPREHENSIVE PROGRAM FOR THE POLICE DEPARTMENT IN AN AMOUNT OF $11,990.00 WITH A CITY CASH MATCH OF $3,036.32 FOR OVERTIME AND FRINGE BENEFITS.

WHEREAS, the City Council of the City of Ingleside, Texas, recognizes that the establishment, development, and maintenance of a program of traffic safety in the State is a vital government purpose and function of the State and its legal and political subdivisions; and

WHEREAS, funds have been established made available, and awarded through the Texas Department of Transportation for grants to local governments for traffic safety projects.

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

Section 1: The City Manager or designee is authorized to execute all documents necessary to accept a grant from the State of Texas, Department of Transportation for the FY2025 STEP-Comprehensive program for the Police Department in an amount of $11,990.00 with a city cash match of $3,036.32 for overtime and fringe benefits with funding available from the General Fund.

Section Two: That $15,026.32 from the State of Texas, Department of Transportation is appropriated in the Fund 25 Grants Fund for the FY2025 STEP Comprehensive Program.

PASSED AND APPROVED this _____ day of October 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

DRAFT