



CITY OF JAMAICA BEACH

16628 San Luis Pass Road
5264 Jamaica Beach
Jamaica Beach, Texas 77554
PH (409) 737-1142 FAX (409) 737-5211
www.jamaicabeachtx.gov



The City Council of the City of Jamaica Beach, Texas, will conduct a **Regular Meeting** scheduled at **6:00 pm on Thursday, April 11, 2024**, in the City Hall Council Chambers located at 16628 San Luis Pass Road.

To listen remotely:

- Dial **(469) 998-7466 (New Dial In Number)**
- Enter Pin 503 853 401# and wait to be allowed into the meeting. **(PIN Number Updated Every Meeting)**

To participate **remotely** in Public Comments, you must sign up by 2:00pm on the day of the meeting.

To participate remotely: Please complete the Remote Citizen Comment Form on the City's website **www.jamaicabeachtx.gov** listed under the City Council tab or follow this link.

<https://www.jamaicabeachtx.gov/city-council/webforms/remote-citizen-comment-form>

1) **CALL TO ORDER AND ROLL CALL OF MEMBERS**

2) **PLEDGE OF ALLEGIANCE TO THE U.S. AND TEXAS FLAGS**

3) **INVOCATION, PASTOR LERNETTE PATTERSON, REEDY CHAPEL AME CHURCH**

4) **PUBLIC COMMENT**

Members of the public are invited to give comments. Anyone will be allowed to speak on any subject other than personnel matters or matters under litigation, for a length of time not to exceed three minutes. No Council / Board discussion or action can take place on non-agenda items until such items are placed on an agenda and posted in accordance with law. (GC, 551.042.)

5) **SPECIAL PRESENTATION**

1. Narcan Distribution - Les McColgin, Gulf Coast Outreach Services, State Representative Terri Leo Wilson, Sheriff Ray Nolan.
2. Proclamation Recognizing April as Sexual Assault Awareness Month.
3. Proclamation Recognizing April 21st – 27th as National Crime Victims Week.
4. Officer Promotions: Mathew Seurattan, Chistopher Nolen

6) **ANNOUNCEMENTS**

1. City Hall Hurricane Evacuation Training – City Hall will be closed Friday April 19th.
2. Candidate Forum – Sunday April 21st 3pm – 4:30pm @ City Park
3. Officer's Recognition – There will be a reception for Sgt. Mike Gillen & Lt. Mark Posey, Sat. April 27th 12pm-4pm @ City Park.

7) **REPORTS FROM DIRECTORS, POLICE, AND FIRE**

1. City Administrator Francis - Attached
2. Chief of Police Garivey – Attached
3. Director of Operations Quintero - Attached
4. Fire Chief Baden – Attached

8) CONSENT AGENDA AND APPROVAL OF MINUTES

The following items are considered routine by the City Council and will be enacted by one motion. There will only be a separate discussion on these items if a council member requests and then the item will be removed from the general order of business and considered in its typical sequence on the agenda.

1. Approval of minutes from the Regular City Council meeting on 03-14-2024.

9) COMMENTS / REPORTS FROM MEMBERS OF COUNCIL

10) OLD BUSINESS

1. Discussion, consideration, and take action to approve updated building permit fees.

Fees cover the cost of reviewing, processing, and inspecting construction projects. These fees contribute to the maintenance of safety standards, compliance with building codes, and overall infrastructure upkeep. Additionally, the revenue generated helps support city services related to construction oversight and ensures that residential structures meet established regulations for the well-being of occupants and the community at large.

11) NEW BUSINESS

1. Discussion, consideration, and take action to approve donation of old police boat.

The police department recently received a new donated boat. The initial plan was to publicly auction their old boat. The Jamaica Beach Volunteer Fire Department would be able to utilize that boat for search and rescue efforts. As they are a volunteer organization, they have asked the city to consider donating it to them.

2. Discussion, consideration, and take action to approve contract for lift stations rehabilitation.

The city has seven sewer lift stations. Three of the stations, #s 1,6 & 7, have been repaired. The four remaining stations #s 2,3,4 & 5 all need substantial repairs.

3. Discussion and consideration of a draft Comprehensive Financial Management Policy.

The Comprehensive Financial Management Policy Statements assembles all the City's financial policies into one document. These statements are the tools used to ensure that the city is financially able to meet its current and future service needs. The individual statements contained herein serve as guidelines for both the financial planning and internal financial management of the City.

4. Discussion, consideration, and take possible action to approve amending Ordinance 2023-17.

Aldermen Rupertus & Green requested an item be placed on the agenda to discuss and possibly amend Ordinance 2023-17 an Ordinance of the City of Jamaica Beach, Texas creating the position of City Administrator.

5. Discussion and consideration of FY2023/24 Budget.

A presentation of the 2nd Quarter budget report along with discussion and questions regarding the current fiscal year budget.

12) MAYOR'S REPORT

13) EXECUTIVE SESSION

1. Personnel – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee.

The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, §551.071; (2) discussing the purchase, exchange, lease, or value of real property, §551.072; (3) discussing a prospective gift or donation, §551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, §551.076.

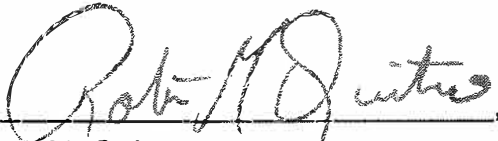
14) RECONVENE

1. Action from Executive Session

15) ADJOURN

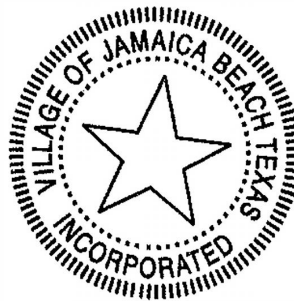
CERTIFICATION

I, the undersigned authority, do hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 16628 San Luis Pass Road, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: April 8, 2024, at 6:00 pm and remained so posted continuously for at least 72 hours before said meeting was convened.



Robert M. Quintero - Director of Operations / Interim City Secretary

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 409-737-1142, by fax at 409-737-5211, or by email at cityadmin@jamaicabeachtx.gov. Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at www.jamaicabeachtx.gov.





City of Jamaica Beach Proclamation

WHEREAS, sexual assault is a growing concern for our community, State and Nation, and needs to be noted and addressed. Sexual assault has no bias regarding gender, age economic status, education achievement, religion, sexual orientation, or social status; and

WHEREAS, 2 in 5 women and 1 in 5 men will be victims. Sexual assault is never the fault of the victim; and

WHEREAS, Jamaica Beach residents rely on the Resource and Crisis Center of Galveston County (RCC) programs to provide a range of essential services to assist victims of sexual assault; and

WHEREAS, Jamaica Beach residents join with all Americans in supporting victims of sexual assault, and believe that a month long observance specifically focusing on sexual assault in communities across the nation helps to reinforce the loud and clear message to abusers that sexual violence will not be tolerated.

THEREFORE, I, as the Mayor of the City of Jamaica Beach, Texas do hereby proclaim April as: "**Sexual Assault Awareness Month**" In Jamaica Beach and call on all citizens to support local efforts to prevent violence and assist victims of these crimes in finding the help and healing they need.

In testimony whereof, witness my hand and the Seal of the City of Galveston, this 1th day of April 2024.

Sharon Bower, Mayor



City of Jamaica Beach Proclamation

WHEREAS, surviving a crime can have myriads of lasting effects on victims, including physical, psychological, social, and financial issues;

WHEREAS, we know that countless survivors never tell anyone about what happened to them;

WHEREAS, it is necessary to create safe environments for survivors of crime, providing not only support but also access to critical services and, above all, hope;

WHEREAS, victim service providers, community members, businesses, places of worship, colleagues, neighbors, and family members are capable of providing victim-centered, trauma-informed, and culturally responsive support;

WHEREAS, we must listen to survivors and be willing to create new options for support to ensure that all victims of crime can receive help and seek justice;

WHEREAS, we must do everything we can to show survivors that hope — the belief that the future will be better — is not just tangible but within their reach;

WHEREAS, National Crime Victims' Rights Week encourages all people to ask themselves the question, "How would you help a victim of crime?"

WHEREAS, Resource & Crisis Center of Galveston County, Inc. is hereby dedicated to raising awareness of options, services, and hope for crime survivors.

Now, therefore, I, as Mayor of the City of Jamaica Beach, Texas do hereby proclaim the week of April 21–27, 2024, as Crime Victims' Rights Week reaffirming this City's commitment to creating a victim service and criminal justice response that assists all victims of crime during Crime Victims' Rights Week and throughout the year; and expressing our sincere gratitude and appreciation for those community members, victim service providers, and criminal justice professionals who are committed to improving our response to all victims of crime so that they may find relevant assistance, support, justice, and peace.

Sharon Bower, Mayor



City Administrator's Report

April 11, 2024

- Water Accounts Online Access
 - We want to encourage customers to sign up for online account access.
 - It provides the following benefits:
 - View, Save & Print Current & Past Water Bill Statements
 - Paperless Billing
 - Online Bill payment
 - View water usage chart for past 13 months
 - View transaction history for past 24 months.
- Personnel
 - We have an opening for a full-time Building Permit Clerk /Code Enforcement officer.
- City Hall Roof
 - We are working with the insurance company to try and negotiate for a total roof replacement.
- Kendal's Korner
 - Please see my newest entry on the website regarding the Beach Nourishment project.
- Heavy Trash Pick Up
 - We had over 100 addresses signed up for last Saturday's trash collection.
- City Hall Hurricane Evacuation Training
 - Friday April 19th.
 - City Hall will be closed All Day.
- 2nd Candidate Forum
 - Sunday April 21st
 - 3:00pm – 4:30pm
 - @ City Park
- Officer's Recognition Reception
 - Sgt. Mike Gillen & Lt. Mark Posey
 - Sat. April 27th 12pm-4pm
 - @ City Park



Jamaica Beach Police Department

Chief Raymond Garivey Jr.

16628 San Luis Pass Road (physical)

5264 Jamaica Beach (mailing)

Jamaica Beach, Texas 77554

Office (409) 737-1142 / Fax (409) 974-4307

RGarivey@jamaicabeachtx.gov



To: Mayor and Council

During the Month of March officers responded to 90 calls for service. Included are calls where we assisted the Galveston Police Department as back up units.

We also conducted routine business checks, residential checks (special watches), beach checks, and checks of the marina.

Alarm Calls (3)
Suspicious Vehicle (1)
Citizen Assist (30)
Animal Control (3)
Loud Noise (17)
Disturbance (8)
Reckless Driver (4)
Welfare Concern (5)
Parking Complaint (3)
Citations (192)
Arrest (0)
Accident (2)
Civil Matter (2)
Trespassing (2)
Intoxicated Person (1)
Burglary of a Habitation (1)
Illegal Dumping (1)
Suspicious Activity (3)
Weapons Call (1)
Found Property (2)
Theft of a Firearm (1)

Significant Incidents:

On 03/01/24 at approximately 8:30pm, officer(s) were dispatched to the beach on a loud music call. Officer(s) arrived and found no one playing loud music.

On 03/02/24 at approximately 4:30pm, officer(s) were dispatched to 10300 block of FM 3005 to assist Galveston PD on a civil matter call. The call was handled by GPD.

On 03/03/24 at approximately 4:30pm, officer(s) checked by with Galveston PD in the 13300 block of FM 3005 on a disturbance call. The call was handled by GPD.

On 03/03/24 at approximately 8:45pm, officer(s) were dispatched to a home in the 16500 block of Bahama Way to assist EMS with a medical call. EMS made transport.

On 03/03/24 at approximately 2:50am, officer(s) were dispatched to the 21200 block of FM 3005 to assist Galveston PD with a major accident. The call was handled by GPD.

On 03/03/24 at approximately 9:20am, officer(s) were dispatched to a disturbance call at home in the 16500 block of Pelican Way involving a construction crew over a parking issue. Officer(s) arrived and counseled both parties. No further action taken.

On 03/05/24 at approximately 5:20pm, officer(s) were dispatched to a civil matter call at home in the 16700 block of Edward Teach. The complainant was upset about some property being removed from her residence. Officers provided advice to all parties involved and no further action was needed.

On 03/06/24 at approximately 1:00pm, officer(s) were dispatched to a disturbance call at home in the 16700 block of Edward Teach. Officers provided advice to all parties involved and no further action was needed.

On 03/06/24 at approximately 12:30pm, officer(s) were flagged down in the 16600 block of Blackbeard Road regarding a civil matter. The complainant wanted to pick up some property that belonged to him. Officers spoke to all parties involved and resolved the issue with no further action needed.

On 03/07/24 at approximately 4:50pm, officer(s) were dispatched to a reckless driver traveling westbound on FM 3005 from Galveston. Said vehicle had struck a fixed object. Officer(s) located the suspect vehicle and initiated a traffic stop and detained the driver and turned the scene over to Galveston PD.

On 03/07/24 at approximately 6:15pm, officer(s) were flagged down in the 16600 block of Francis Drake on a dog bite call. Two dogs got loose from a yard and attacked a dog who was being walked by its owner. While trying to separate the dogs, the owner of the dog being attacked was bit on the hand. The owner of the two dogs who got loose was issued a citation for Dog at Large.

On 03/08/24 at approximately 1:10pm, officer(s) checked by at 12 Mile and FM 3005 to assist Galveston PD on a vehicle that had crashed out and several occupants fled with weapons. The call was handled by GPD.

On 03/08/24 at approximately 1:45pm, officer(s) were dispatched to an intoxicated subject at the Circle K. Officer(s) arrived and did not locate the intoxicated person.

On 03/11/24 at approximately 8:45pm, officer(s) were dispatched to a house in the 16600 block of Henry Morgan on a suspicious activity call. The caller saw a male subject entering the residence through a window. The call was cleared unfounded when it was determined the person going through the window was related to the homeowner.

On 03/13/24 at approximately 10:00am, officer(s) were dispatched to a house in the 16500 block of Trinidad Way on a Criminal Mischief call. The complainant reported that someone from a next door STR caused damage to her deck. A citation was issued to the STR renter.

On 03/13/24 at approximately 7:10pm, officer(s) were dispatched to a house in the 16700 block of Cormorent Road for juveniles trespassing on a nearby property. Juveniles and parents were contacted and given a warning to stay off the complainant's property.

On 03/13/24 at approximately 10:40pm, officer(s) were dispatched to check by with Galveston PD on a disturbance in the 18000 block of Shaman Drive. Call handled by GPD.

On 03/17/24 at approximately 2:20pm, officer(s) were dispatched to a house in the 16700 block of Kingston Way on a Burglary of a Habitation call. Through an investigation it was determined that a visitor broke into the wrong house believing he was at the STR where he was staying at. The complainant did not want to pursue charges, instead had the suspect pay for his damaged door.

On 03/19/24 at approximately 3:40pm, officer(s) were dispatched to a house in the 16700 block of Kingston Way on a Theft of a Firearm call. The complainant who was staying in an STR, reported that someone stole his firearm out of his vehicle. No suspect(s) currently.

On 03/22/24 at approximately 12:30am, officer(s) were dispatched to a house in the 16700 block of Edward Teach on Suspicious Circumstance call. The complainant found her door slightly open when she arrived home. Officer(s) checked the residence and found nothing missing or disturbed.

On 03/22/24 at approximately 9:15pm, officer(s) checked by with Galveston PD at a house in the 26800 block of Baywater Drive on a Disturbance call. Call handled by GPD.

On 03/23/24 at approximately 5:20pm, officer(s) went out on a Reckless Driver on the beach. After checking all in the vehicle for warrants, the occupants were told to leave the beach. Occupants cooperated and left.

On 03/23/24 at approximately 8:00pm, officer(s) were dispatched to a house in the 16500 block of Tampico Way on a call of renters trespassing on the complainant's property. Renters were contacted and told to stay off the complainant's property.

On 03/25/24 at approximately 7:00am, officer(s) were dispatched to a house in the 16700 block of Jolly Roger on a Trespassing call. Unknown female came knocking on the complainant's door asking for someone who did not live at the complainant's address. Officer(s) located the female and discovered she was having medical issues and transported her home to her family.

On 03/25/24 at approximately 10:50am, officer(s) were dispatched to a house in the 16500 block of Jolly Roger on a Trespassing call. Kids from a next-door rental were on the complainant's property. Officer(s) spoke with the renters and told them to stay off the complainant's property.

On 03/30/24 at approximately 12:45am, officer(s) were dispatched to a house in the 16600 block of Jamaica Cove on a Disturbance call. Renters were having an argument. Officers gave advice to all parties involved and one of the people involved left the STR. No further action was needed.

On 03/30/24 at approximately 4:45am, officer(s) were dispatched to a house in the 16600 block of Captain Kidd on a Concern for Welfare call. A small child was having seizures and was transported to the hospital by ambulance.

On 03/30/24 at approximately 7:15pm, officer(s) were dispatched to a house in the 16500 block of Captain Kidd on a Suspicious Vehicle call. The complainant could see on camera two vehicles in the driveway that did not belong there. Officer(s) arrived and found both vehicles gone.

On 03/31/24 at approximately 11:25am, officer(s) were dispatched to the 24500 block of FM 3005 on a disturbance between husband and wife. They were pulled over on the side of the highway. Officer(s) spoke with both parties and helped resolve the issue. No further action was needed.

Community Events:

The city hosted its annual Easter Egg Hunt Bash at the city park. The turnout was amazing. Fun, food and entertainment for all in attendance.

JBPD supported Seaside Church's Sunrise Service on the beach. Lots of people came out for this service. It was a beautiful morning and service for our community and visitors.

Open Positions:

Lieutenant Mark Posey resigned his position to take a job in the private sector. We wish Lieutenant Posey great success in his new position.

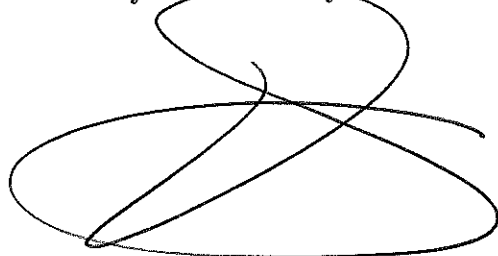
Also, after 43 years of Law Enforcement service, Sergeant Michael Gillen is retiring. We wish Sgt. Gillen the best in his retirement.

Corporal Matt Seurattan will be promoted to the rank of Lieutenant. Also, Officer Chris Nolen will be promoted to the rank of Sergeant.

Officers Ezequiel Haro and Kameron Stone will move from Reserve Officer positions to full time positions.

We have a Reserve Officer position available.

Chief Raymond Garivey, Jr.

A handwritten signature in black ink, appearing to read 'Raymond Garivey Jr.', written over the printed name above it. The signature is stylized with large loops and a long horizontal stroke at the bottom.



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Director of Development April 2024 Report

- We renewed our agreement with DRC Emergency Services for emergency debris removal and disposal.
- We are going to have a hurricane simulated preparedness drill on Friday, April 19, 2024.
- Porta potties have been delivered to the beach. And then removed.
- We had a meeting with Jerry Mohn from WGIPOA to plan the Hurricane Preparedness Meeting to be held on Saturday, June 1, 2024.
- We are seeking bids to repair the roof on the EMS side. We may qualify for the entire roof to be replaced depending on the Windstorm Engineering report.
- We met with Michael Darr about the Beach Access and Dune Protection Plan he worked on with the City of Galveston. Mr. Darr is a resident of Jamaica Beach and shared some information with us. He also volunteered to review the plans once we receive them from the GLO.
- The curbs on Buccaneer are being painted.
- We have installed new no parking signs on the beach.
- Low bollards have been installed to block cars or golf carts at Beachcomber.
- The parking lot at the park has been repainted.
- We will be purchasing new pool furniture next week.
- We will be conducting interviews for lifeguards.
- We will be looking at a sudden drop off at the marina. We've had some complaints that their boat trailers have some type of damage.

Respectfully submitted,



Jamaica Beach Volunteer Fire Department

Quarterly Report to City Council

April 1, 2024



Jamaica Beach Volunteer Fire Department

5355 Jamaica Beach
Jamaica Beach, Texas 77554
www.jamaicabeachfiredept.us

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Jamaica Beach Volunteer Fire Department

5355 Jamaica Beach
Jamaica Beach, Texas 77554
www.jamaicabeachfiredept.us

Summary

The Jamaica Beach Volunteer Fire Department (JBVFD) is a certified First Responder Organization with Advanced Life Support (ALS) capabilities founded in 1976. JBVFD is a 501(c)3 volunteer-based organization dedicated to the safety of the citizens of Jamaica Beach and to the safety of everyone who lives or visits on the West end of Galveston Island. We are part of the Galveston Marine Response organization and have mutual aid agreements with Galveston Island Beach Patrol and Galveston Fire Department for water rescues and structure fires on the West end of the island. We have a mutual aid agreement with Galveston Area Ambulance Authority for EMS response, and we operate under their medical protocols and medical direction. The JBVFD is supported by donations from the private and public sectors.

JBVFD has 34 active volunteer firefighters operating a 2010 Class A Pumper, a 1998 Class A Pumper, a 2004 105' Platform Aerial, a 2000 Medium Rescue Truck, a 2017 Light Rescue SUV, a 2017 Light Rescue Truck, a 2011 Brush Truck, a 21' SeaLegs Amphibious rescue boat, and two jet skis with rescue sleds. We also have two rapid response vehicles for incident command. All vehicles are equipped with basic life support capability, with advanced life support capability on the Medium Rescue truck.

JBVFD has an automatic mutual aid agreement with Galveston Fire Department for all structure fires on the West end of Galveston Island, and conversely GFD will assist us with structure fires in Jamaica Beach. We also have an automatic aid agreement with Galveston Island Beach Patrol to assist with any water related rescue on the West end of Galveston Island. Additionally, we perform water rescue/searches in West Bay as mutual aid to the United States Coast Guard. As a member of the Galveston County Firefighters Association (GCFFA) we also have a mutual aid agreement with all 17 Fire Departments in Galveston County.

JBVFD is a founding member of the Galveston Marine Response (GMR), which is made up of first responders from JBVFD, Galveston Island Beach Patrol, Galveston Fire Department, Galveston Police Department, Schlitterbahn Water Park, Texas State Park Police, and UTMB Police. The GMR is set up to operate in any water related emergency under the direction of the Galveston Emergency Operations Center.

JBVFD is funded entirely by private donations and grants.

JBVFD has an ISO rating of 3 on a scale from 1 to 10, which contributes to lower home-owner insurance premiums for residents of Jamaica Beach.



Jamaica Beach Volunteer Fire Department

5355 Jamaica Beach
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Organizational Structure

Business Office:

President – Nathan Martens

Vice President – Eric Dawson

Treasurer – Lauren Dawson

Secretary – Randy Thompson

Operations:

Fire Chief – Kyle Baden

Asst Fire Chief – Ian Fundling

Fire Marshal – Kyle Baden (Acting)

Asst Fire Marshal – Sherwood Green

Safety Officer – Nathan Martens

Infection Control Officer – Randy Thompson

EMS Director – Kyle Baden

Medical Director – Dr. Kent Harkey



Jamaica Beach Volunteer Fire Department

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Q1 2024 Update

During the first quarter of the year, JBVFD responded to 47 calls for service with 7 of those being Mutual Aid or Automatic Aid given. At a high level, 2 calls were fires, 21 calls were Rescue or Emergency Medical Service, 5 calls were for a hazardous condition with no fire, 6 calls were good intent or false alarms, 1 call was a special incident type, and 12 calls were service calls.

As a comparison, for the first quarter of 2023 JBVFD responded to a total of 47 calls for service with 12 of those being Mutual Aid or Automatic Aid given. The breakdown of these calls: 12 calls were fires, 21 calls were Rescue or Emergency Medical Service, 6 calls were hazardous condition with no fire, 5 calls were good intent or false alarms, and 3 calls were service calls.

JBVFD responded to 1 EMS call as mutual aid to Galveston when their units were tied up on other calls and 1 EMS call at the San Luis Pass to provide a 4X4 for patient access, we also responded to an MVA at the San Luis Pass to provide additional manpower and provided mutual aid on 2 fires.

Our website is now fully operational with a new vendor and our upcoming events and call volumes are updated monthly.



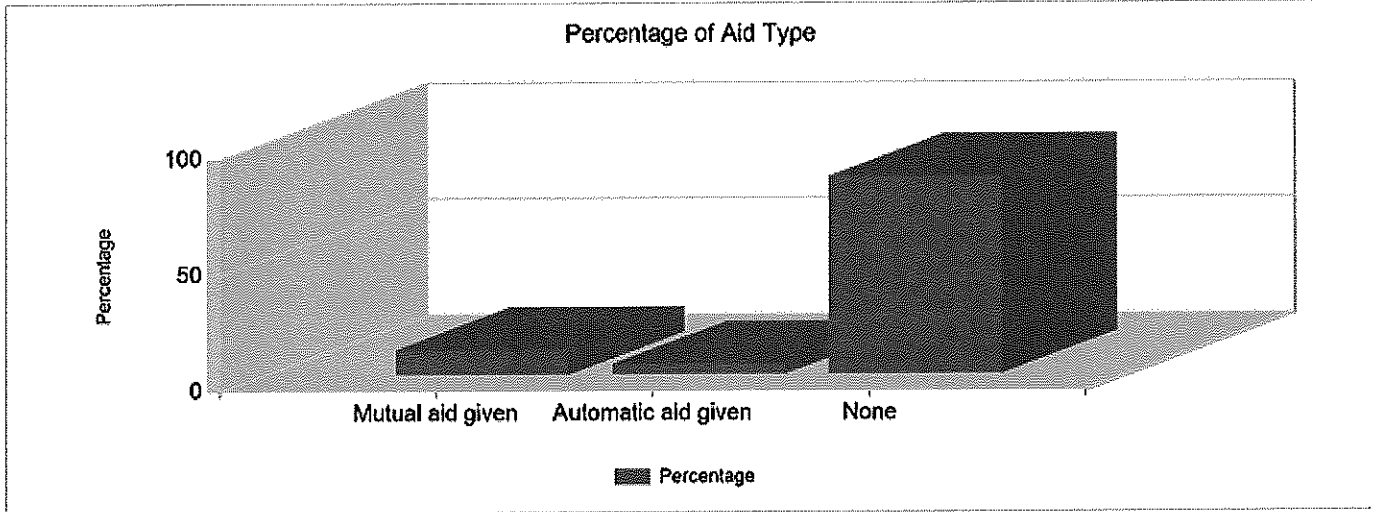
Jamaica Beach Volunteer Fire Department

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Statistics

Count of Aid Given and Received for Incidents for Date Range

Start Date: 01/01/2024 | End Date: 03/31/2024



AID TYPE	TOTAL	% of TOTAL
Mutual aid given	5	10.6%
Automatic aid given	2	4.3%
None	40	85.1%



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Incident Detail for Aid Given and Received for Incident Type Range for Date Range

Incident Type Range: 100 - 911 | StartDate: 01/01/2024 | EndDate: 03/31/2024

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Automatic aid given				
01/05/2024	2024-0004	3110 LAFITTES PT	111 - Building fire	ST1 - JBVFD Station 1
03/19/2024	2024-0042	3299 11MILE RD	111 - Building fire	ST1 - JBVFD Station 1

Percentage of Total Incidents: 4.26%

AID TYPE: Mutual aid given				
02/29/2024	2024-0028	7 DANA DR	321 - EMS call, excluding vehicle accident with injury	ST1 - JBVFD Station 1
03/01/2024	2024-0030	36500 FM 3005	700 - False alarm or false call, other	ST1 - JBVFD Station 1
03/01/2024	2024-0031	26570 BAY WATER DR	600 - Good intent call, other	ST1 - JBVFD Station 1
03/02/2024	2024-0033	36500 FM 3005	322 - Motor vehicle accident w/ injuries	ST1 - JBVFD Station 1
03/08/2024	2024-0038	36500 FM 3005	321 - EMS call, excluding vehicle accident with injury	ST1 - JBVFD Station 1

Percentage of Total Incidents: 10.64%



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Incident Statistics

Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 03/31/2024

INCIDENT COUNT	
INCIDENT TYPE	# INCIDENTS
EMS	21
FIRE	26
TOTAL	47

TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			

PRE-INCIDENT VALUE	LOSSES
\$0.00	\$0.00

CO CHECKS	
TOTAL	

MUTUAL AID	
Aid Type	Total
Aid Given	7

OVERLAPPING CALLS	
# OVERLAPPING	% OVERLAPPING
2	4.26

LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	EMS	FIRE
JBVFD Station 1	0:05:32	0:08:12
AVERAGE FOR ALL CALLS		0:06:37

LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
Station	EMS	FIRE
JBVFD Station 1	0:01:13	0:04:01
AVERAGE FOR ALL CALLS		0:02:02

AGENCY	AVERAGE TIME ON SCENE (MM:SS)
Jamaica Beach Volunteer Fire Department	22:29

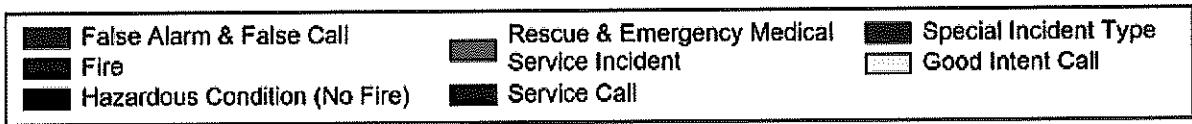
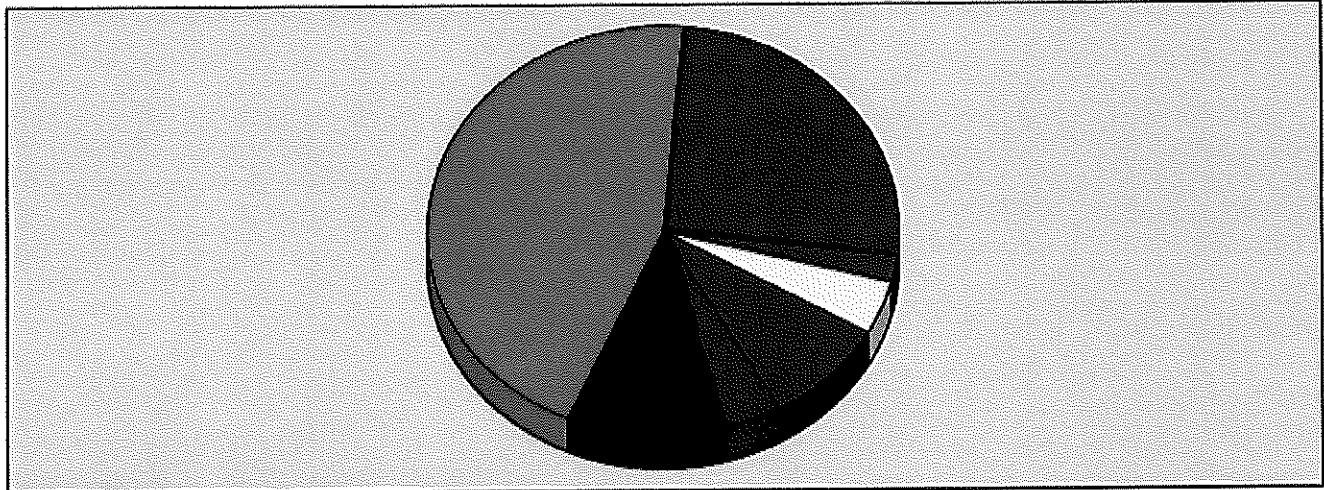


Jamaica Beach Volunteer Fire Department

5355 Jamaica Beach
 Jamaica Beach, Texas 77554
www.jamaicabeachfiredept.us

Major Incident Types by Month for Date Range

Start Date: 01/01/2024 | End Date: 03/31/2024



INCIDENT TYPE	JAN	FEB	MAR	TOTAL
False Alarm & False Call	1		3	4
Fire	1		1	2
Good Intent Call		1	1	2
Hazardous Condition (No Fire)	3		2	5
Rescue & Emergency Medical Service Incident	7	3	11	21
Service Call	7	3	2	12
Special Incident Type	1			1
Total	20	7	20	47



CITY OF JAMAICA BEACH

16628 San Luis Pass Road
5264 Jamaica Beach
Jamaica Beach, Texas 77554
PH (409) 737-1142 FAX (409) 737-5211
www.jamaicabeachtx.gov



CITY COUNCIL REGULAR MEETING MINUTES

March 14, 2024
6:00 P.M.

CALL TO ORDER AND ROLL CALL OF MEMBERS:

Mayor Pro Tem Gil Madray called the meeting to order at 6:00 pm

The following Council Members were present:

*Mayor Pro Tem Gil Madray
Alderswoman Lorraine Jones
Alderman Russell Rupertus
Alderman David Welch*

The following Council Members were absent:

*Mayor Sharon Bower
Alderman Sherwood Green*

The following staff were present:

*City Administrator – Kendal Francis
Police Chief – Raymond Garivey
Director of Development – Robert Quintero
Finance Clerk - Ester Abrego
Water Clerk – Tina Sifuentes*

PLEDGE OF ALLEGIANCE TO THE U.S. AND TEXAS FLAGS

INVOCATION: PASTOR KEL VAUGHAN, SEASIDE BAPTIST CHURCH

SPECIAL PRESENTATION: None

ANNOUNCEMENTS:

1. Candidate Forums

- Wednesday March 27th
 - 6:30pm-8:00pm
 - City Park
- Sunday April 21st
 - 3:00pm – 4:30pm
 - City Park

PUBLIC COMMENTS:

None

REPORTS FROM DIRECTORS, POLICE, AND FIRE:

- **City Administrator, Francis** – Oral / Read Aloud, provided important information on city happenings including new council candidates, water line project, STR registrations heavy trash cleanup– No Questions

- Chief of Police, Garivey – None
- Director of Operations, Quintero – None
- Fire Chief, Baden – None

APPROVAL OF CONSENT AGENDA:

Mayor Pro Tem Gil Madray presented the minutes for February 22nd regular city council meeting and the Racial Profiling Report.

*Motion made by Alderwoman Jones to **approve**, seconded by Alderman Welch*

VOTE

4 AYES (Rupertus, Welch, Jones, Madray)

1 ABSENT (Green)

0 NAYS

MOTION PASSED

ALDERMAN REPORTS:

Mayor Pro Tem Madray: No report

Alderman Rupertus: Reported that he had concerns with the 1st quarter budget report. He stated that general revenues and utility revenues are down. He questioned why the interest earnings were so low. He is concerned that the Hotel Occupancy Tax was not being spent. He wanted to see the council provided with additional reports on Holdings, Deposits, Check Registers, that used to be provided. He also wanted to be provided with information on the tickets issued to Short Term Rentals as to whether they were dismissed and why. He also stated that he wanted to discuss a known personnel issue.

Alderman Welch: No report

Alderwoman Jones: Reported that, she attended the Galveston's STR Task Force meeting. Galveston is working out a plan for better STR compliance, enforcement, communication, and collecting data. They plan to have 2 more meetings before they move forward with suggestions to the Galveston City Council.

Additionally, she spent a few afternoons with our State Representative Terri Leo Wilson. They went to the Ambassadors Preparatory Academy which is a tuition-free Charter School. They also attended their Motown Records Black History Day. It was a lot of fun and the kids were terrific! In character, they danced, they did lip singing and they gave oral reports about famous black people. The kids were terrific!

Also, they went to a press conference for Gulf Coast Outreach where she met Sheriff Ray Nolan and Les McColgin. With support from Terri and Sheriff Nolan, Les has set up 25 Free Narcan Dispensaries across the county. Terri Leo Wilson sponsored HB 629 the bill that provides funds for this program.

Jamaica Beach recently became the 26th participant in this FREE Narcan program and at our next meeting, we plan to have Sheriff Nolan, Les, and Terri here for a special presentation about this program.

According to GalvestonVotes.org, our voter turnout for this past election for Galveston County was 18.46%.

She stated that we need to get out and vote and encourage our friends and neighbors to vote.

NEW BUSINESS:

1. **Discussion, consideration, and take action to approve employee handbook.**

*Motion made by Alderwoman Jones to **discuss**, seconded by Alderman Welch.*

Administrator Francis noted that he had made a change to require all job applicants to submit a signed application. He also stated that the city attorney had reviewed and approved the handbook.

Motion was made by Alderman Welch, seconded by Alderman Rupertus to approve the employee handbook.

VOTE

4 AYES (Rupertus, Welch, Jones, Madray)

1 ABSENT (Green)

0 NAYS

MOTION PASSED

2. Discussion, consideration, and take action to approve Ordinance 2024-04.

*Motion was made by Alderman Welch to **discuss**, seconded by Alderwoman Jones.*

Administrator Francis explained that a error was made on a previous ordinance and this new ordinance corrected that oversight and brought the city into compliance with state law.

Motion was made by Alderman Welch, seconded by Alderwoman Jones to approve the ordinance.

VOTE

4 AYES (Rupertus, Welch, Jones, Madray)

1 ABSENT (Green)

0 NAYS

MOTION PASSED

3. Discussion, consideration, and take action to approve the purchase of in-car camera system.

*Motion made by Alderman Welch to **discuss**, seconded by Alderwoman Jones*

Alderman Welch stated that the purchase was needed.

Motion made by Alderman Rupertus, seconded by Alderman Welch to approve the purchase.

VOTE

4 AYES (Rupertus, Welch, Jones, Madray)

1 ABSENT (Green)

0 NAYS

MOTION PASSED

4. Discussion, consideration and take action to approve updated building permit fees.

*Motion made by Alderwoman Jones to **discuss**, seconded by Alderman Welch.*

Administrator Francis explained the reasons behind the proposed increase in fees as well as the proposed new road usage fees. He also explained that he felt staff needed more time to better refine the system. He recommended that the item be tabled until the next council meeting.

Motion made by Alderman Welch, seconded by Alderman Rupertus to table the item until the next council meeting.

VOTE
4 AYES (Welch, Jones, Madray, Rupertus)
1 ABSENT (Green)
0 NAYS
0 ABSTAIN
MOTION PASSED

MAYOR'S REPORT:

EXECUTIVE SESSION: None

ADJOURNMENT:

Motion made by Alderman Welch to **adjourn**, seconded by Alderman Rupertus. Meeting adjourned at 6:45p.m.



CITY OF JAMAICA BEACH CITY COUNCIL AGENDA ITEM

MEETING DATE	April 11, 2024	
RESOLUTION or ORDINANCE #		
AGENDA TITLE	Building Permit Fees	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Kendal Francis, City Administrator	
FISCAL INFORMATION	Cost as recommended:	
	Budget Line Item:	
	Balance Available:	
	New Appropriation Required:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PURPOSE	To approve updated building permit fees.	
BACKGROUND	<p>Fees cover the cost of reviewing, processing, and inspecting construction projects. These fees contribute to the maintenance of safety standards, compliance with building codes, and overall infrastructure upkeep. Additionally, the revenue generated helps support city services related to construction oversight and ensures that residential structures meet established regulations for the well-being of occupants and the community at large.</p> <p>We worked with our building inspector to help quantify the fees based on his experience with the City of Galveston. It is difficult to provide a true comparison as Galveston's Building fees are based on the scope of work, while their Planning fees are structured more like ours. Copies of Galveston's Electrical and HVAC permits as well as their Planning fees are attached as references.</p>	
TEAM RECOMMENDATION	Approve the recommendation.	
REFERENCE DOCUMENTS ATTACHED	Proposed Fee Schedule City of Galveston -Comparison Fees	

Building Permit Fees

	Current Price	Proposed Price
New Construction		
Plan Review, Road Usage, Permits (Electrical, Gas/Plumbing, HVAC), Inspections & CSI Certificate.	\$1/ Sq. Ft.	\$ 1,850
Remodel/Additions		
Plan Review, Road Usage, Permits (Electrical, Gas/Plumbing, HVAC), Inspections & CSI Certificate.	\$1/Sq. Ft.	\$ 1,600

	Current Price	Proposed Price
Road Usage Fee		
New Construction	\$ -	\$ 500
Remodel/Additions	\$ -	\$ 250
Concrete Work (Bulkheads, Driveways etc.)	\$ -	\$ 250

	Current Price	Proposed Price
Building Permit Plan Review		
Plan Review (New Construction/Additions)	\$ 150	\$ 250
Secondary Plan Review	\$ 50	\$ 75
Customer Service Inspection Certificate	\$ -	\$ 50

	Current Price	Proposed Price
Electrical Permit		
General Electric Permit	\$ 125	\$ 300

	Current Price	Proposed Price
Gas/Plumbing		
General Gas/Plumbing Permit	\$ 125	\$ 300

	Current Price	Proposed Price
Miscellaneous Permit		
AC Platform	\$ 125	\$ 300
Boat Dock	\$ 125	\$ 300
Bulkhead	\$ 125	\$ 300
Cargo Lift	\$ 125	\$ 300
Decks/Deck Additions	\$ 125	\$ 300
Demolition	\$ 125	\$ 300
Doors & Windows	\$ 100	\$ 300

Downstairs Enclosure	\$	125	\$	300
Driveway	\$	125	\$	300
Elevators	\$	125	\$	300
Fence	\$	125	\$	300
Garage Doors	\$	125	\$	125
Generators	\$	125	\$	300
House Moving	\$	-	\$500 + City Expenses	
HVAC	\$	125	\$	125
Minor Repairs/Replacements	\$	100	\$	100
Palapas	\$	125	\$	300
Pilings	\$	125	\$	300
Roof	\$	125	\$	300
Siding	\$	125	\$	300
Solar Panels	\$	125	\$	300
Sprinkler	\$	125	\$	300
Stairs/Railings	\$	125	\$	300
Storage Shed	\$	125	\$	300
Swimming Pool	\$	300	\$	500

Re-Inspections

All Secondary Inspections (After 2nd failed inspection)	\$	50	\$	200
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Planning & Zoning

Plat/Re-Plats

Plat/Re-Plats	\$	250	\$	750
County Filing Fee - (Filing fee will be refunded if plat is not approved)	\$	83	\$	100

Public Hearing Requests

Special Use, Special Exceptions/Variance Requests	\$	500	\$	750
---	----	-----	----	-----

****All building permit fees double for projects started without a permit**

City of Galveston

Electrical Permit Application

Department of Development Services
823 Rosenberg, Room 401, Galveston, Texas 77550
Phone: 409-797-3620
FOR INSPECTIONS CALL 409-797-3666

DATE: _____

Property Owner: _____

Job Address: _____ Phone: _____

Contractor: _____ Phone: _____

Residential Commercial Current Land Use: _____ **Proposed Land Use: _____

City of Galveston has adopted the 2017 edition of the National Electrical Code effective September 1, 2017.

Table with 4 columns: Description (ELECTRICAL PERMIT MINIMUM CHARGE \$20.00), Quantity, Fee each, Total Fee. Rows include General Wiring, Service calls, Outlets-Switches/Receptacles/Fixtures, Ceiling Fans, etc.

Contractor Signature: _____ Approved: _____

** Does this require Planning Review? Yes No Planning Division: _____

**Exterior Light Specifications attached? Yes No

City of Galveston

Department of Planning & Community Development
 823 Rosenberg, Galveston, TX. 77550
 Phone: 409-797-3620
 FOR INSPECTION CALL 409-797-3666

HVAC Permit Application

DATE: _____

Building Information

Owner: _____

Job Address: _____ Phone: _____

Contractor Name: _____ Phone: _____

REQUIRED INFORMATION			
Commercial	<input type="checkbox"/>	Residential	<input type="checkbox"/>
New	<input type="checkbox"/>	New	<input type="checkbox"/>
Addition	<input type="checkbox"/>	Addition	<input type="checkbox"/>
Replacement	<input type="checkbox"/>	Replacement	<input type="checkbox"/>
MUST CHECK ONE			

SEE REVERSE SIDE FOR VERY IMPORTANT INFORMATION					Size (tons)	Qty This size	Fee each	Total Fee					
SPLIT SYSTEM EQUIPMENT													
<i>MUST CHECK REPLACEMENT TYPE</i>													
\$25.00 + \$5.50 PER TON PER SYSTEM													
Split System	<input type="checkbox"/>	Cond.	<input type="checkbox"/>	AHU	<input type="checkbox"/>	Evap.	<input type="checkbox"/>	System	<input type="checkbox"/>				
Split System	<input type="checkbox"/>	Cond.	<input type="checkbox"/>	AHU	<input type="checkbox"/>	Evap.	<input type="checkbox"/>	System	<input type="checkbox"/>				
Split System	<input type="checkbox"/>	Cond.	<input type="checkbox"/>	AHU	<input type="checkbox"/>	Evap.	<input type="checkbox"/>	System	<input type="checkbox"/>				
Split System	<input type="checkbox"/>	Cond.	<input type="checkbox"/>	AHU	<input type="checkbox"/>	Evap.	<input type="checkbox"/>	System	<input type="checkbox"/>				
PACKAGE UNITS / REFRIGERATION SYSTEMS / PTAC'S													
<i>MUST CHECK REPLACEMENT TYPE</i>													
\$25.00 + \$4.50 PER TON PER SYSTEM													
System #1	Package Unit	<input type="checkbox"/>	Refrigeration System	<input type="checkbox"/>	PTAC	<input type="checkbox"/>							
System #2	Package Unit	<input type="checkbox"/>	Refrigeration System	<input type="checkbox"/>	PTAC	<input type="checkbox"/>							
System #3	Package Unit	<input type="checkbox"/>	Refrigeration System	<input type="checkbox"/>	PTAC	<input type="checkbox"/>							
CHILLER OR COOLING TOWER WITH AIR HANDLERS													
\$25.00 + \$5.50 PER TON PER SYSTEM													
Chiller #1													
Chiller #2													
CHILLER/COOLING TOWER/AIR HANDLEING UNIT/DEHUMIDIFIER													
\$25.00 + \$3.50 PER TON PER SYSTEM													
Chiller or AHU #1													
Chiller or AHU #2													
Chiller or AHU #3													
BOILERS													
\$25.00 + \$2.50 PER 1,000 BTU input													
#1													
#2													
CLOTHES DRYER/RANGE/OVEN - COMMERCIAL							\$35.00						
COMMERCIAL KITCHEN VENT HOOD - (Duct work requires HVAC Permit)							\$35.00						
DEHUMIDIFIER/ERV - RESIDENTIAL							\$40.00						
DUCTS (NOT PART OF A NEW SYSTEM) \$25.00 + \$2.00 PER DROP													
FIREPLACE							\$40.00						
VENTILATION SYSTEM > 2000 CFM							\$40.00						

Contractor Signature: _____ Approved: _____

Mechanical Permit fees Effective January 15, 2007

Split Systems		Cooling Tower or Chiller with Air Handlers			
Size	Fee	Size	Fee	Size	Fee
1.5	\$33.25	6.0	\$58.00	50.0	\$300.00
2.0	\$36.00	7.5	\$66.25	75.0	\$437.50
2.5	\$38.75	10.0	\$80.00	100.0	\$575.00
3.0	\$41.50	12.5	\$93.65	150.0	\$825.00
3.5	\$44.25	15.0	\$107.50	200.0	\$1125.00
4.0	\$47.00	20.0	\$135.00	400.0	\$2225.00
5.0	\$52.50	25.00	\$162.50	500.0	\$2775.00

For other sizes – Base fee of \$25.00 plus \$5.50 per ton per system

Package Units		PTAC's		Refrigeration Systems	
Size	Fee	Size	Fee		
.5	\$27.25	6.0	\$52.00		
1.0	\$29.50	7.5	\$58.75		
1.5	\$31.75	10.0	\$70.00		
2.0	\$34.00	12.5	\$81.25		
2.5	\$36.25	15.0	\$92.50		
3.0	\$38.50	20.0	\$115.00		
3.5	\$40.75	25.0	\$137.50		
4.0	\$43.00	30.0	\$160.00		
5.0	\$47.50	40.0	\$205.00		

For other sizes – Base fee of \$25.00 plus \$4.50 per ton per system

Cooling Tower		Chiller		Air Handlers		Commercial Dehumidifiers	
Size	Fee	Size	Fee	Size	Fee		
5.0	\$42.50	50.0	\$200.00	300.0	\$1075.00		
7.5	\$51.25	75.0	\$287.50	400.0	\$1425.00		
10.0	\$60.00	100.0	\$375.00	500.0	\$1775.00		
15.0	\$77.50	125.0	\$462.50				
20.0	\$95.00	150.0	\$525.00				
25.0	\$112.50	200.00	\$725.00				

For other sizes – Base fee of \$25.00 plus \$3.50 per ton per system

Residential only

**MANUAL J COMPLIANT LOAD CALCULATIONS
REQUIRED FOR ALL NEW OR REPLACEMENT SYSTEMS.**

OUTSIDE DESIGN 89 deg. INSIDE DESIGN 75 deg.

“Like Kind” replacement systems are considered a “repair” and as such are not subject to the Manual J requirements. A letter stating old and new equipment model numbers, signed by the owner and the AC contractor must accompany this Permit Application.

**ALL NEW RESIDENTIAL DUCT SYSTEMS AND REPLACEMENT DUCT SYSTEMS (IF ALL DUCTS ARE TO BE REPLACED) MUST HAVE A DUCT BLASTER TEST ACCOMPLISHED AND CERTIFIED BY A THIRD PARTY TESTING COMPANY
CITY OF GALVESTON REQUIRES A DOCUMENT SHOWING THE SYSTEMS HAVE PASSED
BEFORE ROUGH OR FINAL INSPECTIONS WILL BE ACCOMPLISHED**

BEACHFRONT	
Beachfront Construction and Dune Protection Permit	\$500 (plus \$200 fibercrete maintenance fee per state, when applicable)
Beachfront Construction and Dune Protection Permit – Planning Commission Review	\$750 (plus \$200 fibercrete maintenance fee per state, when applicable)
Beach Maintenance Permit	\$500
DEVELOPMENT	
Site Plan Review	\$100 Residential, \$200 Commercial, \$500 HDDZ, and \$50 Historic
Height and Density Development Zone (HDDZ) Design Review	Based on professional services cost
Sign	\$100
Tree Mitigation	\$125 per caliper inch up to 12 inches and \$200 per caliper inch more than 12 inches
LANDMARK	
New Construction	\$250
Demolition	\$500
MISCELLANEOUS	
GIS Map	\$100 per linear foot
Plot Plan Reproduction	\$50 per page
REAL ESTATE	
Abandonment	\$1,000 application/other fees may apply based on market value
SUBDIVISION	
Minor Plat	\$250
Preliminary Plat	\$750
Final Plat	\$750
Subdivision Variance	\$375
ZONING	
Zoning Change (includes SUP, Zoning Text Change, and Classification of New and Unlisted Use)	\$1,000
Planned Unit Development (PUD)	\$1,200 Master/Concept Plan and Revision; and, \$300 Minor Amendment to PUD Plan (admin)
Variance	\$375
Appeal	\$350
Zoning Verification Letter	\$100
Zoning Analysis	\$500
Certificate of Zoning Compliance (COZC)	\$100



CITY OF JAMAICA BEACH CITY COUNCIL AGENDA ITEM

MEETING DATE	April 11, 2024	
RESOLUTION or ORDINANCE #		
AGENDA TITLE	Boat Donation	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Kendal Francis, City Administrator	
FISCAL INFORMATION	Cost as recommended:	
	Budget Line Item:	
	Balance Available:	
	New Appropriation Required:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PURPOSE	To approve donation of police boat to JBVFD	
BACKGROUND	<p>The police department recently received a new donated boat. The initial plan was to publicly auction their old boat. The Jamaica Beach Volunteer Fire Department would be able to utilize that boat for search and rescue efforts. As they are a volunteer organization, they have asked the city to consider donating it to them.</p> <p>Staff recommends donating the boat to the JBVFD</p>	
TEAM RECOMMENDATION	Approve the recommendation.	
REFERENCE DOCUMENTS ATTACHED		



CITY OF JAMAICA BEACH CITY COUNCIL AGENDA ITEM

MEETING DATE	April 11, 2024		
RESOLUTION or ORDINANCE #			
AGENDA TITLE	Lift Stations Rehabilitation		
REQUESTING DEPARTMENT	Administration		
PRESENTER	Kendal Francis, City Administrator		
FISCAL INFORMATION	Cost as recommended:	\$224,142	
	Budget Line Item:		
	Balance Available:	ARPA - \$200,520.78 20015 - \$70,000	
	New Appropriation Required:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
PURPOSE	To approve contract for rehabilitation of lift stations 2,3,4 & 5		
BACKGROUND	<p>The city has seven sewer lift stations. Three of the stations, #s 1,6 & 7, have been repaired.</p> <p>The four remaining stations all need substantial repairs. None of them have all their pumps operational. So, there are no redundancies. The interior discharge piping is deteriorating, the pump rail systems are rusted, and some have completely broken. The concrete seams on Station #2 are eroded and water seeps into the station following rain events. Seven of the stations' nine check valves and none of their nine isolation valves are operational.</p> <p>We could continue to address each station individually. However, the lack of back up pumping capacity is a huge concern and creates a liability for the city. Additionally, the economy of scale for a larger project should provide savings. Therefore, we recently requested bids for the rehabilitation of all four lift stations. While 6 contractors did on-site visits, we only received 2 bids.</p> <p>The low bid was from Branch Construction in the amount of \$224,142. We have \$200,520.78 available in American Rescue Plan Act funds. The \$23,621.22 difference is available in line item 200015 -Lift Station M&R.</p>		

	Staff recommends authorizing the city administrator to enter into an agreement with Branch Construction for repairs of the lift stations #2,3,4 & 5 in the amount not to exceed \$224,142.
TEAM RECOMMENDATION	Approve the recommendation.
REFERENCE DOCUMENTS ATTACHED	Bids



CITY OF JAMAICA BEACH

16628 San Luis Pass Road
5264 Jamaica Beach
Jamaica Beach, Texas 77554
PH (409) 737-1142 FAX (409) 737-5211
www.jamaicabeachtx.gov



Date Issued: March 11, 2024
Date Due: March 28, 2024

Please provide lump sum quotes for time and materials to perform the following work.

Please contact City Administrator Kendal Francis, kfrancis@jamaicabeachtx.gov with questions or to schedule a time to view the lift stations prior to submitting a quote.

1. Lift Station #2

- Replace Pumps #1, #2 & #3 w/ Vortex 15hp 230-460/3ph pumps.
- Provide service bypass if required.
- Replace Hand/On/Auto Switches.
- Replace all interior piping and necessary fittings with High Density Polyethylene (HDPE).
- Grout cement joints & Raven line inside of lift station.
- Replace all check & isolation valves w/ Mueller or like quality.
- Vacuum and clean inside of lift station.
- Install Safety Netting
- Fill and level dirt outside of lift station.

2. Lift Station #3

- Replace pump #2 with Myers 230/3-phase 3HP vortex pump.
- Provide service bypass if required.
- Vacuum & clean inside of lift station.
- Install Safety Netting.

3. Lift Station #4

- Replace pumps #1 & #2 with 230/3-phase Myers 4HP vortex pump.
- Provide service bypass if required.
- Vacuum & clean inside of lift station.
- Replace pump floats.
- Replace all check & isolation valves with Mueller or like quality.
- Install Safety Netting.

4. Lift Station #5

- Install pump motor #2 – Myers 230/3-phase 3HP vortex pump.
- Provide service bypass if required.
- Replace all check & isolation valves with Mueller or like quality.
- Replace all pump railing and brackets with stainless steel.
- Vacuum & Clean inside of lift station.
- Install Safety netting.



Project Proposal

Company: City of Jamaica Beach
Name: Robert Quintero
Phone: 409-737-1142
Email: rquintero@jamaicabeachx.gov
Date: April 1, 2024
Reference: Lift Station #2,3,4,5 Rehab
SO# 2625
TIPS Contract Number-23010401

Scope- Sewer Collection

- Lift Station #2
- Replace HOA Switches
- Replace pumps # 1,2,3 with Grundfos Vortex 15hp/230-460/3ph pumps
- Replace all piping and necessary fittings inside lift station
- Grout cement joints & Raven line inside of lift station
- Replace all check & isolation valves with Mueller or equivalent
- Fill outside of lift station with dirt
- Safety netting

Price: \$92,594

Notes: Control panel needs evaluation after the inside of lift station is ready to be operational. Additional cost may be associated with components in control panel.

Lift Station #3

- Replace pump motor #2 with 3" Myers 3HP pump
- Provide service bypass if required
- Vacuum and clean inside lift station
- Safety netting

Price \$27,726

Notes: Control panel needs evaluation after the inside of lift station is ready to be operational. Additional cost may be associated with components in control panel.

Lift Station #4

- Replace pumps # 1,2 with 230/3-phase Myers 4HP Vortex Pump
- Provide service bypass if required
- Vacuum & clean inside of lift station



Project Proposal

- Replace pump floats
- Replace all check & isolation valves with Mueller or equivalent
- Install safety netting

Price: \$58,000

Notes: Control panel needs evaluation after the inside of lift station is ready to be operational. Additional cost may be associated with components in control panel.

- **Lift Station #5**
- Install pump motor #2- Myers 3HP
- Replace all check and isolation valves with Mueller or equivalent
- Replace rail brackets
- Vacuum and clean inside of lift station
- Safety netting

Price: \$45,822

Notes: Control panel needs evaluation after the inside of lift station is ready to be operational. Additional cost may be associated with components in control panel.

- **Proposal is valid for 15 days from date of issuance.**
- Delays not caused by Branch Construction Group will be billed at the applicable rate.
- If non-standard working hours are requested additional charges will be applied unless previously agreed on. Definition - Night Work 5:30PM – 7AM or Weekend Work Saturday/Sunday at applicable rate. Pricing does not include boring through rock, compensation for utility conflicts, locating services or delays not caused by Branch Construction Group. See unit pricing below for individual rates and charges.
- Additional \$3.00/Lf will be charged for boring through rock, shale, slate, and similar materials
- Mobilization will be billed at \$2.50/mile for boring rig setup if applicable.



Project Proposal

- Mobilization will be billed at \$1.50/mile for workforce mobilization if applicable

Assumptions

- Assumes that private utilities (e.g., sprinklers etc.) are marked by the customer; Branch Construction Group will use reasonable precautions but will not be responsible for damage to unmarked/incorrectly marked utilities.
- Customer responsible for all temporary/permanent fence removal/replacement.
- The job schedule must be mutually agreed upon.
- The work site will be cleaned by backhoe – will NOT include pressure wash/reclaimed water, street brush, etc.
- Well Point/Pump Systems not included; if necessary, incremental expense to be charged to customer.
- Branch Construction Group is not responsible for engineering drawings, city drawings, or any plans used for construction purposes. If there are errors or omissions and the job cannot be completed – Branch Construction Group will receive payment for work completed.
- All work to be done during normal construction hours (M-F, 7AM-5:30PM)

Terms

- Net 30 Days

Termination

- If the Client terminates this Contract after Branch Construction Group has commenced its work, the Client shall be responsible for the following:
 - The Client shall pay Branch Construction Group the Contract price of the fittings, or specialized materials once production has commenced or the items have been purchased.
 - The Client shall pay Branch Construction Group a 25% restocking fee in the event the job is cancelled because standard fittings have been ordered.
 - The Client shall reimburse Branch Construction Group for all reasonable out-of-pocket mobilization expenses incurred by Branch Construction Group (including travel and transportation costs for Branch Construction Group personnel to the job site and an hourly rate of \$95.00 for each person mobilized by Branch Construction Group if Branch Construction Group has mobilized its personnel or agents in connection with the project.



Project Proposal

- On certain occasions Branch Construction Group can return special or not normal size fittings. However, this will require 70% restocking fee if the job cancels or pipe size changes after fittings are ordered.

Indemnification

- BRANCH CONSTRUCTION GROUP (HEREAFTER "BCG") SHALL INDEMNIFY CLIENT FOR DAMAGES ARISING OUT OF THE PERFORMANCE OF WORK, BUT ONLY TO THE EXTENT CAUSED BY THE NEGLIGENT ACTS, ERRORS OR OMISSIONS OF BCG AND THE TOTAL LIABILITY TO CLIENT AND ANYONE CLAIMING BY, THROUGH, OR UNDER CLIENT FOR ANY COST, LOSS, LEGAL FEES, OR DAMAGES SHALL NOT EXCEED THE PERCENTAGE SHARE THAT BCG'S NEGLIGENCE BEARS TO THE TOTAL NEGLIGENCE OF CLIENT, BCG, AND ALL OTHER NEGLIGENT ENTITIES AND INDIVIDUALS.
- BY WAY OF FURTHER LIMITATION, BCG SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, WHETHER GROUNDED IN TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR CONTRACT, AND UNDER NO CIRCUMSTANCES WILL BCG'S LIABILITY EXCEED THE PROJECT PROPOSAL PRICE CLIENT PAID BCG FOR THE GOODS OR SERVICES UPON WHICH LIABILITY IS CLAIMED. ANY ACTION FOR BREACH OF CONTRACT MUST BE COMMENCED WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED.

Accepted by:

Company Name: _____

Signature: _____

Name Printed: _____

Date: _____



Kendal Francis
City Jamaica Beach
16628 San Louis Pass Road
5264 Jamaica Beach, TX 77554

RE: City of Jamaica Beach- Lift Station Renovation

Dear Mr. Francis,

We appreciate the opportunity to submit a proposal for the civil work to complete the Jamaica Beach Lift Station Renovation project in Jamaica Beach, Texas. Our scope of work is to perform the work listed below for Lift Stations #2 through #5. Our estimated cost is in the amount of six hundred forty-six thousand forty-six dollars and fifty three cents (**\$646,046.53**). Our cost includes tools, equipment, material, and labor to complete the scope of work included in the RFP issued March 11, 2024. Details are as follows:

- Lift Station #2
 - Replace Pumps #1, #2, & #3
 - Provide service bypass if required
 - Replace all interior piping and necessary fittings with high density Polyethylene (HDPE)
 - Grout cement joints & Raven line inside of Lift Station
 - Replace all check & isolation valves w/ Mueller or like quality
 - Vacuum and clean inside of Lift Station
 - Install Safety Netting
 - Fill and level dirt outside of Lift Station.

- Lift Station #3
 - Replace pump #2 with Myers 3HP vortex pump.
 - Provide Service bypass if required
 - Vacuum and clean inside Lift Station
 - Install Safety Netting

- Lift Station #4
 - Replace pumps #1 & #2 with 230/3-phase Myers 5HP vortex pump
 - Provide Service bypass if required
 - Vacuum and clean inside Lift Station
 - Replace pump floats
 - Replace all check & isolation valves with Mueller or like quality
 - Install Safety Netting

- Lift Station #5
 - Install pump motor #2-Myers 3HP vortex pump
 - Provide service bypass if required
 - Replace and check isolation valves with Mueller or like quality
 - Replace all pump railings and brackets with stainless steel
 - Vacuum and clean inside Lift Station
 - Install Safety Netting

Exclusions:

- Dump Fees
- Permitting costs

We anticipate completing the project within four (4) months from notice to proceed, weather permitting. If you have any questions regarding this proposal, do not hesitate to contact me at 210-572-4900. Thank you again and we look forward to working with you.

Sincerely,



Edward R. De La Garza
President/Chief Executive Officer



CITY OF JAMAICA BEACH CITY COUNCIL AGENDA ITEM

MEETING DATE	April 11, 2024	
RESOLUTION or ORDINANCE #		
AGENDA TITLE	Comprehensive Financial Management Policy Discussion	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Kendal Francis, City Administrator	
FISCAL INFORMATION	Cost as recommended:	
	Budget Line Item:	
	Balance Available:	
	New Appropriation Required:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PURPOSE	To discuss the draft Financial Management Policy	
BACKGROUND	<p>The Comprehensive Financial Management Policy Statements assembles all the City's financial policies into one document. These statements are the tools used to ensure that the city is financially able to meet its current and future service needs. The individual statements it contains serve as guidelines for both the financial planning and internal financial management of the City.</p> <p>The City of Jamaica Beach is accountable to its citizens for the use of public dollars. Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's immediate and future needs. These policies safeguard the fiscal stability required to achieve the City's goals and ensure long-term financial health.</p>	
TEAM RECOMMENDATION		
REFERENCE DOCUMENTS ATTACHED	Draft Policy	



**COMPREHENSIVE FINANCIAL MANAGEMENT
POLICY STATEMENTS**

Approved 2024

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Comprehensive Financial Management Policy Statements

Purpose

The Comprehensive Financial Management Policy Statements assembles all of the City's financial policies into one document. These statements are the tools used to ensure that the City is financially able to meet its current and future service needs. The individual statements contained herein serve as guidelines for both the financial planning and internal financial management of the City.

The City of Jamaica Beach is accountable to its citizens for the use of public dollars. Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's immediate and future needs. These policies safeguard the fiscal stability required to achieve the City's goals and objectives and ensure long-term financial health.

Objectives

- A. To guide City Council and management policy decisions that have significant fiscal impact.
- B. To set forth operating principles that minimize the cost of government and financial risk.
- C. To employ balanced revenue policies that provide adequate funding for services and service levels.
- D. To maintain appropriate financial capacity for present and future needs.
- E. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- F. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- G. To ensure the legal use of financial resources through an effective system of internal controls.
- H. To promote cooperation and coordination with other governments and the private sector in financing and delivery of services.
- I. To link long-term financial planning with short-term daily operations.

I. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

The City will maintain accounting practices that conform to generally accepted accounting principles (GAAP) and comply with prevailing federal, state, and local statutes and regulations. The City will provide for, prepare, and present regular reports that analyze and evaluate the City's financial performance and economic condition.

A. *Accounting Practices and Principles*

The City will maintain accounting practices that conform to generally accepted accounting principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. All City financial documents, except monthly interim financial reports, including official statements accompanying debt issues, Comprehensive Annual Financial Reports and continuing disclosures statements, will meet these standards. Monthly interim financial reports are on a cash basis and will be reported as budgeted. At year-end, the general ledger and financials will be converted to GAAP and GASB.

B. *Financial and Management Reporting*

1. Interim Financial Reports will be provided monthly to the city administrator and department heads that explain key economic and fiscal developments and note significant deviations from the budget. These reports will be distributed monthly by the end of each month for the prior month.
2. Quarterly a written report of the City's financial affairs shall be presented in writing to the city council. Each report shall accurately reflect the City's current position regarding revenue and expenditure performance, as well as any additional information that reflects the City's current and future fiscal position.

C. *Annual Audit*

The City Administrator shall cause an annual audit to be made of the books and accounts of each department of the City according to the provisions of Texas Local Government Code, Title 4, Chapter 103. A complete audit in accordance with standards set by the American Institute of Certified Public Accountants shall be made at the end of each fiscal year, and at such other times as may be necessary, by an Independent Certified Public Accountant who shall be selected by the City Council. The audit report shall be filed with the City Council, presented at a City Council meeting, and shall be available for public inspection.

D. *Rotation of External Auditor*

The City shall seek competitive requests for auditing proposals at least once every five (5) years. The certified public accountant selected shall have no personal interest, directly or indirectly, in the financial affairs of the City or any of its officers.

E. *Signature of Checks*

All City checks shall have two authorized signatures. Signatures may only be handwritten by authorized signers. Stamped, electronic, or machine generated

signatures shall not be valid. The Finance Director shall only be authorized to sign checks in a declared emergency, or on a case-by-case basis with written approval of the mayor. Electronic communications may serve as written approval.

F. Compliance with Council Policy Statements

The Financial Management Policy Statements will be reviewed and updated, revised, or refined as deemed necessary. Policy statements adopted by the City Council are guidelines, and occasionally exceptions may be appropriate and required. Exceptions will be identified, documented, and approved by the City Council before an exception is granted.

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II. BUDGET AND LONG-RANGE FINANCIAL PLANNING

These guidelines for budgeting will help to ensure a financially sound City and to establish a long-range financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets.

A. *Balanced Budget*

The City Administrator shall annually present to the City Council a structurally balanced budget for the ensuing fiscal year. The budget shall be prepared and presented to meet the requirements of Section 102 of the Texas Local Government Code. A structurally balanced budget is further defined as recurring revenues funding recurring expenditures and adherence to fund balance policies.

B. *Budgetary Process*

The City Administrator prepares the annual budget and transmits the documents to the City Council. To meet the requirements of Section 102.005 of the Texas Local Government Code, the budget shall be delivered to the City Council 45 days prior to the beginning of each fiscal year end, filed with the City Secretary, and should be approved by the City Council prior to the fiscal year end. If a budget is not adopted prior to October 1st, the preceding fiscal year budget shall be deemed adopted, which may be amended or supplemented, as the City Council deems appropriate.

C. *Current Funding Basis (Recurring Revenues)*

The City shall budget and operate on a current funding basis. Recurring expenditures shall be budgeted and controlled so as not to exceed current revenues. Recurring expenses will be funded exclusively with recurring revenue sources to facilitate operations on a current funding basis.

D. *Use of Non-Recurring Revenues*

Non-recurring revenue sources can only be budgeted/used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. This will ensure that recurring expenditures are not funded by non-recurring sources.

E. *Tax Rate*

The City Administrator will recommend a tax rate that the City finances require in order to operate efficiently, yet effectively, and pay its debt.

F. *Pay As You Go Capital Projects*

The transfer from the City's General Fund and the City's Utility Fund to fund pay-as-you-go capital projects will be budgeted when financially feasible and when projects are identified as needed. The transfer will be based on the financial health of each fund with the long-term goal of adequately funding rehabilitation and providing infrastructure to accommodate future growth.

G. Revenue Estimating for Budgeting

1. To protect the City from revenue shortfalls and to maintain a stable level of service, the City shall use a conservative, objective, reasonable and analytical approach when preparing revenue estimates. The process shall include historical collection rates, trends, and probable economic changes. This approach is intended to reduce the likelihood of actual revenues falling short of budget estimates and should avoid mid-year service changes.
2. The City, whenever possible, will seek outside sources of revenue, such as federal, state, and local grants, in order to leverage local dollars.

G. Budget Preparation

1. Department Directors have primary responsibility for formulating budget proposals. New or expanded services should support City Council goals, City Administrator priority direction and department goals. The City Administrator and Departments are charged with implementing the goals and priorities once they are approved.
2. All competing requests for City resources will be weighed within the formal annual budget process.
3. Actions on items that come up throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.
4. The Budget will be presented in a way that clearly communicates to the public the City's proposed level of services and capital projects planned for the coming year.

H. Budget Management

The City Council shall delegate authority to the City Administrator in managing the budget after it is formally adopted by City Council. The City Administrator may further delegate levels of authority for the daily operations of the budget. Expenditures are legally adopted by the fund level. Expenditures should not exceed the adopted budget, plus subsequent changes approved by the City Council.

I. Amended Budget

To preserve fund balances/ending balances based on projected revenues and expenditures for the current fiscal year, the City Council may periodically amend the budget during the year as needed. Under provisions of Texas State law and the City's operating procedures, the operating budget may be adjusted or amended. If the amendment creates a new line item, or increases total overall spending, the City Council must declare an emergency before passing the order to amend the budget. The emergency ordinance should explain the emergency and show the revenue or expenditure items affected.

J. *Operating Deficits*

The City shall take immediate corrective action if at any time during the fiscal year expenditure and revenue estimates are such that "net income" is lower than budgeted. Corrective actions include:

- Deferral of capital equipment purchases
- Deferral of pay-as-you-go capital improvements.
- Expenditure reductions
- Hiring freezes
- Layoffs
- Freeze merit increases.
- Use of fund balance
- Increase fees.
- Reduce work hours with subsequent reduction in pay.
- Short-term loans as a means to balance the budget shall be avoided.
- The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval by City Council of a plan to replenish the fund balance if it is brought down below policy level.

L. *Long Range Planning & Capital Improvements*

1. The City shall develop and maintain a five-year Financial Forecast and Capital Improvement Plan (CIP) in conjunction with the annual budget process.
2. The forecast should enable current services and current service levels provided to be sustained over the forecast period. Operating impacts from completed capital improvement projects in the City's Five-Year CIP shall be included in the forecast. Commitments/obligations already made that require future financial resources shall also be included.
3. The forecasts should identify the impact to property taxes and utility rates.
4. Major financial decisions should be made in the context of the Long-Range Plan. The forecast assesses long-term financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve the City's goals. The forecast will provide an understanding of available funding; evaluate financial risk; assess the likelihood that services can be sustained; assess the level at which capital investment can be made; identify future commitments and resource demands; and identify the key variables that may cause a change in the level of revenue.
5. The capital budget will include capital improvements planned for future years. The planning time frame should be at least five (5) years. The replacement and maintenance of capital items should also be projected for the next five (5) years. Future maintenance and operational costs will be considered so that these costs can be included in the operating budget.

III. REVENUES

The City will design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired City services.

A. *Balance and Diversification in Revenue Sources*

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

B. *User Fees – General Fund*

1. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a public benefit, the City shall recover the costs of those services through property and sales taxes.
2. At a minimum, the City will strive to cover direct costs.
3. User fees should be reviewed, at a minimum every two years, and adjusted to avoid sharp changes.
4. Factors in setting fees shall include but not be limited to market and competitive pricing, the effect of demand for services, and impact on users, which may result in recovering something less than direct, indirect, and overhead costs.
5. The City may set a different fee for residents versus non-residents.
6. All user fees should be adopted by City Ordinance and included in the Annual Fee Schedule.

C. *User Fees – Enterprise Funds*

1. Utility rates and other Enterprise Fund user fees shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage, provide funding for capital improvements, and provide adequate levels of working capital.
2. The City may set a different fee for residents versus non-residents.
3. Utility rates will be reviewed bi-annually by the City Council.

D. *One-Time/Non-Recurring Revenue Sources*

1. One-time, non-recurring revenue sources should not be used for ongoing expenses/expenditures.
2. One-time, non-recurring revenue sources will be used for one-time purchases such as increase in fund balance requirements, capital equipment purchase and capital improvements.

E. *Revenue Collection*

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach

to collecting revenues to the fullest extent allowed by law for all delinquent payments to the City.

The revenues received will be compared to budgeted revenues by the Director of Finance and any variances considered to be material will be investigated.

F. Bond Revenue Coverage Requirements

The City shall meet the required legal revenue coverage requirements as set forth in all bond rate covenants.

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IV. EXPENDITURES

The City will identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

A. *Maintenance of Capital Assets*

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

B. *Periodic Program/Services Reviews*

The City Administrator and staff shall undertake periodic reviews of City programs and services for both efficiency and effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.

C. *Purchasing*

All City purchases of goods and services shall be made in accordance with the city's procurement policy.

D. *Budget*

The City Administrator, in coordination with each department head is responsible for insuring that total expenses in each fund do not exceed the adopted annual budget.

E. *Contracts and Change Orders*

Contracts and related change orders must follow the City Purchasing Policies and State Law. In accordance with State Law, change orders are limited to 25% of the total contract amount. Change orders greater than \$50,000 require the same Council approvals as the original contracts.

V. RESERVES

The City will maintain the fund balance and working capital of the various operating funds at levels sufficient to protect the City's credit worthiness as well as its financial position during emergencies or economic fluctuations. In addition, the City may accumulate Fund Balances for a specific purpose and for unexpected financial opportunities.

A. *General Fund Unrestricted Fund Balance*

- The City shall maintain the General Fund unrestricted fund balance to no less than 90 days of regular General Fund operating expenditures.
- Excess fund balance levels may be used to fund emergencies, nonrecurring expenditures or major capital purchases that cannot be accommodated through the current year's budgeted revenues with Council approval.
- Funds accumulated for a specific purpose should be identified as such in the City's Financial Statements.
- Methods used to replenish fund balances that fall below required levels include an increase in property tax revenues and a decrease in budgeted expenses as economic conditions allow. The City should seek to replenish fund balance levels within 1 to 2 years of use.

B. *Utility Enterprise Funds/Unreserved Working Capital*

- The City shall maintain working capital sufficient to provide reserves for emergencies and revenue shortfalls. A cash equivalent operating reserve will be established and maintained at 90 days of the current year's budget appropriation for recurring operating expenses.

The cash operating reserve is derived by dividing the total cash equivalents balance by recurring operating expenses.

- Excess fund balance levels may be used to fund emergencies, nonrecurring expenditures or major capital purchases that cannot be accommodated through the current year's budgeted revenues with Council approval. Should such use reduce balances below the level established as the objective for that fund, restoration recommendations will accompany the request/decision to utilize said balances.
- Funds accumulated for a specific purpose should be identified as such in the City's Financial Statements.

- Methods used to replenish fund balances that fall below required levels include an increase in rates and a decrease in budgeted expenses as economic conditions allow. The City should seek to replenish fund balance levels within 1 to 2 years of use.

The City shall not use proceeds or reserves from an Enterprise fund except for expenditures within the purpose of the fund unless those expenditures have been approved for other purposes as part of the adopted budget.

Any other Enterprise fund transfers, advances, or formal loans outside of the normal budget process, will require a public hearing and an amendment to the previously adopted budget.

A transfer is defined as movement of funds with no obligation or repayment. An advance on the other hand has an obligation to be repaid, but with no specific terms. A formal loan would carry an obligation to be repaid with specific terms.

C. *Debt Service Fund Unreserved Fund Balance*

The City shall maintain the Debt Service fund balance reserve as required by bond ordinances or covenants.

D. GASB 54

For reporting purposes GASB #54 establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The requirements will improve financial reporting by providing fund balance categories that will be more easily understood.

1. Non-spendable - includes amounts that cannot be spent and are, therefore, not included in the current year's appropriation.

There are two components to this fund balance category:

- a. Not in spendable form – previously recorded disbursements and include items that are not expected to be converted into cash, i.e. inventories, pre-paid items, etc.
 - b. Legally or contractually required to be maintained intact – refers to an amount that has been received that must be invested indefinitely, i.e. a donation received by the City from a citizen, the principal of which is to be invested in a permanent fund and the earnings used for general governmental purposes.
2. Restricted - includes amounts that can only be used for a specific purpose stipulated by the constitution, external resource providers, or through enabling legislation.

3. Committed - includes amounts that can only be used for a specific purpose determined by the City Council
4. Assigned - includes amounts that can be used for a specific purpose but do not meet the criteria to be classified as "restricted" or "committed".
5. Unassigned - includes all spendable amounts not contained in other classifications.

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VI. CAPITAL EXPENDITURES AND IMPROVEMENTS

The City Council and the City staff will annually review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

A. *Capitalization Threshold for Tangible Capital Assets*

1. Tangible capital items should be capitalized only if they have an estimated useful life of 2 years or more following the date of acquisition or significantly extend the useful life of the existing asset and cannot be consumed, unduly altered, or materially reduced in value immediately by use and have a cost of not less than \$5,000 for any individual item.
2. The capitalization threshold of \$5,000 will be applied to individual items rather than to a group of similar items. (i.e.: desks, chairs, etc.)
3. Accurate inventories of all tangible items will be maintained to ensure proper stewardship of public property.

B. *Five-Year Capital Improvement Plan (CIP)*

1. The City shall annually prepare a five-year capital improvement plan based on the needs for capital improvements and equipment, the status of the City infrastructure, replacement and renovation needs, and potential new projects. Capital projects are improvements or additions to the City's physical plant/facilities/infrastructure and become a part of the City's asset inventory. Capital projects can be further categorized into land, buildings, improvements other than buildings, and infrastructure, which includes roads, sidewalks, bridges, utility lines, physical plants, etc. Capital costs typically consist of preliminary design, final design, and construction, and may involve the acquisition of land or easements. For purposes of the CIP Plan, a Capital Improvement Project should generally exceed a cost of \$25,000.
2. For the most part, projects in the CIP should be based upon master plans or developer agreements. This ensures that the City's CIP, which is the embodiment of the recommendations of these individual planning studies, is responsive to the officially stated direction of the City as contained in the Comprehensive Plan and supporting master plans.
3. For every project identified in the CIP, a project scope and project justification will be provided. Also, project costs shall be estimated, funding sources identified and annual operation and maintenance costs computed.
4. The City Administrator is charged with recommending a Capital Improvement Plan to City Council. The CIP shall be filed and adopted in conjunction with the annual budget.
5. Annually, through the budget process and at year-end, projects are to be reviewed. For those identified as complete, any remaining funds will close to fund balance.

Funds remaining from bond proceeds will only be used in accordance with the legal use of those funds.

6. Appropriations for capital projects are for the life of the project; therefore, reappropriation of capital funding for each fiscal year for budgeted projects is not necessary.

C. *Infrastructure Evaluation and Replacement/Rehabilitation*

Utilities, streets and sidewalks, municipal facilities and other infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic wellbeing of the City. As a result, the City's CIP should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain existing levels of service and accommodate growth.

1. High priority should be given to replacing/rehabilitating capital improvements prior to the time that they have deteriorated to the point where they are hazardous, incur high maintenance costs, negatively affect property values, or no longer serve their intended purpose.
2. The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is most cost-effective, which would include life-cycle costing, and provides the best value to the City.

D. *Replacement of Capital Assets on a Regular Schedule (Fleet, Fire Trucks, and High-Tech)* The City shall annually prepare a schedule for the replacement of its fleet, fire trucks, and high technology capital assets. Funding for the replacement of these assets will be accomplished through the annual budget process, within the resources available each fiscal year. A variety of funding options will be explored, including but not limited to cash on hand and lease/purchase, based upon a determination of what would be in the best interest of the City.

E. *Capital Expenditure Financing*

The City recognizes that there are three basic methods of financing its capital requirements: Funding from current revenues; funding from fund balance; or funding through the issuance of debt. Types of debt and guidelines for issuing debt are set forth in the Debt Policy Statements.

F. *Pay-As-You-Go Capital Improvements*

1. The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt when funding capital improvements and capital purchases. This will reduce/minimize the property tax and utility rate impacts on Jamaica Beach citizens.
2. The City will seek out and use grant funding sources for capital improvements to leverage City funding and to minimize property and utility rate impacts.

VII. DEBT

The following guidelines for debt financing will provide needed facilities, land, capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future revenues.

A. *Use of Debt Financing*

Debt financing, to include general obligation bonds, revenue bonds, lease/purchase agreements, and other obligations permitted to be issued or incurred under State and Local laws, shall only be used to purchase capital assets that cannot be prudently acquired from either current revenues or fund balance and to fund infrastructure improvements and additions. Debt will not be used to fund current operating expenditures, and the life of a bond issue will not exceed the useful life of a project financed by that bond issue.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt when funding capital expenditures and capital improvements, which shall include but not be limited to sales tax, utility system revenues, developer fees, inter-local agreements, and state and federal grants.

B. *Affordability*

The City shall use an objective analytical approach to determine whether it can afford to issue general-purpose debt, both General Obligation and Certificates of Obligation, and any other financing permitted by state law. The process shall include an internal feasibility analysis for each long-term financing which analyzes the impact on current and future budgets, which would include the tax and utility rates. The process shall also include the benefits of the proposed projects. The decision on whether or not to issue new debt shall be based on the benefits of the project, current conditions of the municipal bond market, and the City's ability to "afford" new debt.

C. *Types of Long-Term Debt*

1. General Obligation Bonds (GO)

General Obligation bonds require voter approval and are secured by a promise to levy taxes in an amount necessary to pay annual debt service.

- a. General Obligation bonds must be issued for projects that are in accordance with the wording in the bond proposition.

2. Revenue Bonds

Revenue bonds are generally payable from a designated source of revenue. They do not require voter approval.

For the City to issue new revenue bonds, revenues, as defined in the ordinance authorizing the revenue bonds in question, shall meet the bond coverage ratio as

defined in the ordinance. Annual adjustments to the City's rate structures for Enterprise Funds will be made as necessary to maintain the coverage factor.

D. Debt Structures

The City shall normally issue bonds with a life not to exceed 25 years for general obligation bonds and 30 years for revenue bonds, but in no case longer than the useful life of the asset. The City shall seek level or declining debt repayment schedules and shall seek to retire 90% of the total principal outstanding within 20 years of the year of issuance. There should be no debt structures that include increasing debt service levels in subsequent years, with the first and second year of a bond payout schedule the exception or as special situations may warrant. There shall be no "balloon" bond repayment schedules, which consists of low annual payments and one large payment of the balance due at the end of the term. There shall always be at least interest paid in the first fiscal year after a bond sale and principal payments starting generally no later than the second fiscal year after the bond issue.

The City will issue debt based on a fixed rate and will limit use of variable-rate debt due to the potential volatility of such instruments.

E. Debt Refunding

The City's financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the net present value savings of a particular refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance.

F. Interest Earnings on Debt Proceeds

Debt interest earnings will be limited to funding changes to the bond financed Capital Improvement Plan in compliance with the voted propositions, cost overruns on bond projects, or be applied to debt service payments on the bonds issued.

G. Bond Elections

1. Timing of general obligation bond elections shall be determined by the inventory of current authorized, unissued bonds remaining to be sold and the Five-Year Capital Improvement Plan.
2. The total dollar amount of bond election propositions recommended to the voters should typically not exceed the City's estimated ability to issue the bonds within a 7-year period.
3. An analysis showing how the new debt combined with current debt impacts the City's tax rate and debt capacity will accompany every future bond issue proposal.

H. *Sale Process*

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing, if the interest rate environment or market/economic factors may affect the bond issue, or if the nature of the debt is unique and requires particular skills from the underwriters involved. The City shall award the bonds based on a true interest costs (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

I. *Underwriting Syndicates*

The City's financial advisor shall attempt to involve qualified and experienced firms, which consistently submit ideas to the City and financial advisors and actively participate in the City's competitive sale in its negotiated underwritings. In conjunction with the City, the City's financial advisor shall recommend the structure of underwriting syndicates, which will be optimal for the type and amount of debt being issued.

J. *Bond Ratings*

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings will be sought from one or more of the nationally recognized municipal bond rating agencies, as recommended by the City's financial advisor.

The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

K. *Covenant Compliance*

The City will comply with all covenants stated in the bond ordinance, including providing for annual disclosure information and providing for material event notices.

L. *Arbitrage Rebate Monitoring and Reporting*

Arbitrage is the interest earned on the investment of bond proceeds above the interest paid on the debt. The City will maintain a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulation. The recordkeeping shall include tracking project expenditures, interest earned on the bonds, calculating rebate payments, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the outstanding debt. Arbitrage rebate calculations will be performed annually on all debt issues and the liability recorded for any positive arbitrage. Due to the specialized nature of the calculations, this function will typically be outsourced.

M. *Lease/Purchase Agreements*

The City will use lease/purchase agreements for the acquisition of equipment when it is cost effective and provides for attractive terms. All lease purchase agreements must be approved by City Council regardless of the dollar amount.

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VIII. CASH MANAGEMENT AND INVESTMENTS

The City will maintain cash and investments in such a manner so as to ensure the absolute safety of principal, to meet the liquidity needs of the City, and to achieve the highest possible yield.

A. *Investment Management*

1. All aspects of cash/investment management shall be designed to ensure the safety and integrity of the City's financial assets.
2. Cash/Investment management activities shall be conducted in full compliance with prevailing local, state, and federal regulations.
3. The City will utilize competitive quotes from approved broker/dealers, affording no special advantage to any individual or corporate member of the financial or investment community.
4. Investments of the City shall be made with the exercise of judgment and care which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment.

B. *Investment Strategy*

The City of Jamaica Beach maintains a consolidated portfolio in which it pools its funds for investment purposes. The City's investment program seeks to achieve safety of principal, adequate liquidity to meet cash needs, and reasonable yields commensurate with the preservation of principal and liquidity. (See City's Investment Strategy)

C. *Interest Income*

Interest earned from investments shall be distributed to the funds from which the funds were provided.

D. *Arbitrage Investments*

Investment on bond proceeds will be made with safety of principal and liquidity in mind, but with a competitive rate of return. If there is positive arbitrage, the rebatable earnings will be sent to the IRS, as necessary.

E. *Depository*

The City will select its official bank through a formal bidding process to provide the City with the most comprehensive, flexible, and cost-effective banking services available. The City will, at a minimum, bid depository services every five (5) years. The City will review the financial health of the City's depository annually to include but not be limited to earnings, assets, capital, and liquidity.

F. *Collateralization of Deposits*

1. The City shall have pledged collateral held at an independent third-party institution and evidenced by a written receipt.

2. A depository is required to provide and maintain security at the level required by the Public Funds Collateral Act, Chapter 2257 of the Texas Local Government Code Id. § 105.034(a)(5). The Public Funds Collateral Act specifically requires a depository to pledge security to secure a deposit of public funds in an amount not less than the amount of the deposit of public funds increased by the amount of accrued interest and reduced to the extent that the United States insures the deposit. TEX. GOV'T CODE § 2257.022.
3. Substitutions of collateral shall meet the requirements of the collateral agreement. Collateral shall not be released until the replacement collateral has been received.

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IX. GRANTS AND INTERGOVERNMENTAL REVENUES

The City will seek, apply for, and effectively administer federal, state, and local grants, which support the City's current priorities and policy objectives. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants.

A. *Grant Guidelines*

1. The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by Council and management.
2. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.
3. The potential for incurring ongoing costs, to include assumptions of support for grant funded positions from local revenues, will be considered prior to applying for a grant.

B. *Grant Review Process*

1. A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include but not be limited to:
 - a. The grant being pursued and the use to which it would be placed.
 - b. The objectives or goals of the City which will be achieved through the use of the grant.
 - c. The local match required, if any, plus the source of the local match.
 - d. The increased cost to be locally funded upon termination of the grant.
2. All grant agreements will be reviewed by the appropriate City staff to ensure compliance with state, federal, and City regulations.
3. The City Administrator shall approve all grant submissions and City Council shall approve all grant acceptances over \$50,000.

C. *Budgeting for Grant Expenditures*

Annually via the budget process, departments will submit for possible funding, known grant opportunities. These grant opportunities will be prioritized and ranked along with all other supplemental requests. If approved, the expenditure and associated revenue will be appropriated in the Grant Fund. If there are grant opportunities that arise during the year and are received by the City, the budget will be amended via the projections, if the City can fund the local match required.

D. *Grant Termination and/or Reduced Grant Funding*

1. In the event of reduced grant funding, City resources will be substituted only after all program priorities and alternatives are considered during the budget process,

unless the City is obligated through the terms of the grant to maintain the positions, services, or equipment.

2. The City shall terminate grant-funded programs and associated positions when grant funds are no longer available, and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment.

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X. FINANCIAL CONSULTANTS

The City will employ qualified financial advisors and consultants as needed in the administration and management of the City's financial function. These areas include but are not limited to audit services, debt administration, delinquent tax collection attorney, and financial modeling. The principal factors in the selection of these consultants will be experience/expertise, ability to perform, the services offered, references, and methodology to name a few. In no case should price be allowed to serve as the sole criterion for selection.

A. *Selection of Auditors*

At least every five (5) years, the City shall request proposals from qualified firms, including the current auditors, if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records and render an opinion on the financial statements of the City.

It is the City's preference to rotate auditor firms every ten (10) years at the maximum, to ensure that the City's financial statements are reviewed and audited with an objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, and the firm's ability to perform a quality audit.

However, if through the proposal and review process, management selects the current audit firm, then, it is the City's preference that the lead audit partner be rotated as well as the lead reviewer after a maximum of ten (10) years.

B. *Arbitrage*

1. The City shall calculate positive/negative arbitrage on each bond issue annually. While the City is responsible to ensure that the records are in order, the calculations made, reporting completed, and filings made, the actual arbitrage calculation and reporting shall be contracted out to a qualified firm.
2. Requests for proposals and statement of qualifications are to be solicited at least every seven years. There is not a requirement for rotation.

C. *Delinquent Tax Collection Attorney*

1. Due to the nature and expertise required, the City shall hire a delinquent tax collection attorney to collect delinquent taxes, represent the City in filing bankruptcy claims, foreclose on real property, seize personal property, and represent the City in court cases and property sales.
2. Requests for proposals and statement of qualifications are to be solicited at least every seven years. There is no requirement for rotation.

D. *Bond Counsel*

Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas, the City will always use a consultant for these services. Generally, bonds are not marketable without an opinion of nationally recognized bond counsel stating that the bonds are valid and binding obligations stating the sources of payment and security for the bonds and that the bonds are exempt from Federal income taxes.

E. *Financial Advisory Services*

The City issues various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to method of sale; analysis of market conditions; size and structure of the issue; coordinating rating agency relations; evaluation of and advice on the pricing of securities, assisting with closing and debt management; calculation of debt service schedules; and advising on financial management. As financial advisors to governmental entities have developed the necessary expertise in a broad range of services, the City will use a consultant for these services.

F. *Depository Bank*

Pursuant to Texas Local Government Code Section 105.016(a) the City is required to approve a depository for city funds. The contract with which may not exceed five years. There is no requirement for rotation.

The city council may select any bank as its depository so long as the bank is a state bank or national bank that has its main office or a branch office somewhere in Texas. Id. § 105.001(1). The council may select any state credit union or federal credit union that is domiciled in the state. Id. § 105.001(2). A savings association that is organized under Texas law, the laws of another state, or federal law may be selected so long as the main office or a branch office is located in the state. Id. § 105.001(12). The city is prohibited from designating a financial institution located outside of Texas as the depository for city funds. Id. § 131.901.

The City will select its official banking institution through a formal process based on best value to provide the City with the most comprehensive, flexible, and cost-effective banking services available.



CITY OF JAMAICA BEACH CITY COUNCIL AGENDA ITEM

MEETING DATE	April 11, 2024	
RESOLUTION or ORDINANCE #		
AGENDA TITLE	Ordinance 2023-17 Discussion	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Kendal Francis, City Administrator	
FISCAL INFORMATION	Cost as recommended:	
	Budget Line Item:	
	Balance Available:	
	New Appropriation Required:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PURPOSE	To discuss	
BACKGROUND	Aldermen Rupertus & Green requested an item be placed on the agenda to discuss and possibly amend Ordinance 2023-17 AN ORDINANCE OF THE CITY OF JAMAICA BEACH, TEXAS CREATING THE POSITION OF CITY ADMINISTRATOR.	
TEAM RECOMMENDATION		
REFERENCE DOCUMENTS ATTACHED	Ordinance 2023-17	

Ordinance 2023-17
REPLACING ORDINANCE 99 -7
CITY OF JAMAICA BEACH

AN ORDINANCE OF THE CITY OF JAMAICA BEACH, TEXAS CREATING THE
POSITION OF CITY ADMINISTRATOR AND REPLACING ORDINANCE 99-7

BE IT ORDAINED BY THE CITY COUNCIL OF JAMAICA BEACH TEXAS:

That In order to provide the City with a more efficient, effective and responsible government under a system of a volunteer Mayor and City Council at a time when city government is becoming increasingly complex, there is created the office of City Administrator.

The City Administrator shall be the chief administrative officer for the City responsible only to the Mayor and City Council for the proper administration of the business and personnel affairs of the City.

The City Administrator oversees and is responsible for managing the efficient operations of the City including the City's Public Works function. This position reports to the City Council.

Section 1. General duties

The City Administrator:

- Shall have and exercise all powers and duties assigned to him and have such authority as may be granted by the City Council. He shall be responsible for the enforcement of all laws and ordinances within the municipality insofar as their enforcement is within the powers of the City.
- Shall attend all meetings of the City Council, and meetings as directed by the Mayor and/or City Council and shall keep the City Council informed as to the affairs of the City and shall recommend to the City Council such actions as may be necessary or expedient for the welfare of the City.
- Serves as the liaison for the City with all outside governmental agencies including; City and County of Galveston, Galveston Parks Board, Texas General Land Office, US Army Corp of Engineers, FEMA, TDEM and any other agency needed while supporting city functions.
- Must be present to assist and help coordinate emergency management.
- Must coordinate and administer all City Council Meetings and ensure that each meeting is conducted with adherence to local laws and procedures.
- Responsible for maintaining a long range plan that ensures the City is in good financial standing and goals and objectives adhere to the City's Vision.
- Identifies grant opportunities and coordinates efforts to obtain and manage grants.
- Shall become a resident of Galveston County within one year following the date of appointment unless this requirement is specifically waived by the City Council.

- Shall prepare an organization chart which defines authority and responsibility for the various positions of the City and submit it to the Mayor and City Council for adoption.
- Act as public information officer for the City with the responsibility of assuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed.
- When requested by the Chief of Police, will work jointly with the Police Department in providing public information regarding police matters.
- Establish and maintain procedures to facilitate communications between citizens and City government to assure that complaints, grievances, recommendations, and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved.

Section 2. Employees

The City Administrator

- Shall, with the concurrence of the department head hire all employees (other than department heads and appointed City officers) as authorized by the City council at such compensation as may be set or authorized by the City council.
- Shall discharge all employees (other than department heads and appointed City officers) authorized by the City council with the concurrence of the department head and the prior consent of the mayor.
- Shall ensure all employees perform their duties subject to their direction or that of the superior to whom such administrator may assign such employee.
- Serve as personnel officer for the City with responsibilities to see that complete and current personnel records, including specific job descriptions for all employees are kept; evaluate in conjunction with department heads the performance of all employees on a regular basis.
- Recommend salary and wage scales for City employees; develop and enforce high standards of performance by City employees; assure that City employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances.
-

Section 3. Budget

The City Administrator

- Shall under the direction of the Mayor and with assistance from the financial clerk be responsible for the preparation of the annual budget and tax levy ordinances.
- Shall be responsible for monitoring the budget in such a way that all expenditures stay within the budget and shall notify the mayor and City council when any deviations from that budget are required.

- Shall be responsible for preparation, posting and publishing, including all official notices required of the annual City budget and City budget proceedings, in accordance with guidelines as may be provided by the City Council, in coordination with department heads, and pursuant to applicable law, for review and approval by the Mayor and the City Council.

Section 4. Contracts

The City Administrator

- Shall examine all proposed contracts to which the City may be a party and may sign on behalf of the City any contract authorized by the City council.
- Shall have the duty to see to it that all terms of any contract to which the City is a party are fully performed by all parties thereto.

Section 5. Purchases

The City Administrator

- Shall serve as the general purchasing agent for the City, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the City council and any limitation contained in state law.
- Shall administer the budgets as adopted by the City council.
- Shall be the primary liaison for all vendors engaged by the City to ensure all financial relationships are maintained and adhered to the law and local ordinances.

Section 6. Appropriations, Accounts and Levies

The City Administrator

- Cause to be prepared each year the annual appropriation ordinance in time for consideration and enactment by the council in compliance with state law; and to prepare the tax levy ordinance for passage.
- Shall keep current accounts of the amounts appropriated and the amounts spent out of each appropriation, showing the unexpended appropriations at all times.
- Shall keep current accounts showing at all times the fiscal condition of the City, including the current and anticipated expenses, appropriations, cash on hand and anticipated revenue of all municipal funds and accounts, and he shall see to the collection of all money due the municipality.
- Must ensure that the City is properly collecting all taxes and revenues.

Section 7 Inventories - Property

The City Administrator:

- Shall keep a current inventory showing all real and personal property of the City and its location and shall be responsible for the care and custody of all such property including equipment, buildings, parks, and other City property, which is not by law assigned to some other officer or body for care and control.

Section 8. Reports - Publications - Communications

The City Administrator:

- Shall be responsible for the publication of all notices, ordinances or other documents required by law to be published, and to prepare or cause to be prepared, all reports which the City or any of the officials thereof are required by law to prepare.
- Must ensure that the City Website, Facebook page, and all other information mediums are operating as expected by the Mayor and Council

Section 9. Records - Certificates

The City Administrator:

- Shall prepare and have custody of all municipal records required by law to be kept by the City and not by a specific officer.
- Where the law makes it the duty of a specific officer to keep or maintain records, the City Administrator shall make available to such officer all assistance necessary for the preparation of such records and shall make available a place for the custody of such records.
- Where the law requires or provides for certification of any records or documents by any officer of the City, the City Administrator shall cause such records or documents to be properly prepared and presented to such officer for his signature.

Section 10. Maps – Plats – Infrastructure - Maintenance

The City Administrator:

- Shall cause to be kept a complete set of maps, including zoning, and plats showing the location of all City utilities, and other municipal properties, all streets and other public places and all lots or parcels of land subdivided according to law.
- Shall oversee that all City facilities and property are maintained and insured from any loss
- Must assist in the coordination of all loss claims with the Finance Clerk and the Director of Public Safety to ensure maximum recovery of value.
- Shall directly oversee all public works functions through efficient management of contractor resources and/or through direct hire of maintenance employees.
- Responsible for the maintenance and repair of all City facilities and property including the preparing of capital replacement plans
- Manager over all major projects and serves as the coordinator for the City during the project process
- Shall ensure that all City infrastructure systems are in working order including: water and sewer, roads and beaches, utilities and maintenance, street and beach signage, beach dunes and access, drainage systems and emergency back-up systems are in good working order

Section 11. Absence from City

In the event that the City Administrator shall be absent from the City or incapacitated from performing the duties of his position, the City secretary, or other person as appointed by City Council shall act as administrator during such absence or incapacity.


SECTION 12. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance.

SECTION 13. All Ordinances or parts thereof in conflict herewith are repealed.

SECTION 14. This Ordinance shall be effective on the date as approved by the City Council.

APPROVED AND ADOPTED this 30th day of November 2023.

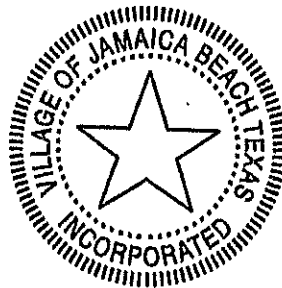
ATTEST:



Robert Quintero, City Secretary



Sharon Bower, Mayor





CITY OF JAMAICA BEACH CITY COUNCIL AGENDA ITEM

MEETING DATE	April 11, 2024	
RESOLUTION or ORDINANCE #		
AGENDA TITLE	2023/2024 Budget Discussion	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Kendal Francis, City Administrator	
FISCAL INFORMATION	Cost as recommended:	
	Budget Line Item:	
	Balance Available:	
	New Appropriation Required:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PURPOSE	To discuss the FY2023/24 budget.	
BACKGROUND	A presentation of the FY2023/24 2 nd Quarter budget report as well as discussion regarding the current fiscal year budget.	
TEAM RECOMMENDATION		
REFERENCE DOCUMENTS ATTACHED	FY2023/2024 2 nd Quarter Budget	

VILLAGE OF JAMAICA BEACH
Profit & Loss Budget vs. Actual
 October 2023 through September 2024

Ordinary Income/Expense	Oct '23 - Sep 24	Budget
Income		
REVENUE		
500 · AD VALOREM TAXES-CURRENT	432,426.78	973,161.00
503 · FRANCHISE FEES	37,339.13	100,000.00
504 · SALES TAXES	64,966.78	165,000.00
505 · BUILDING PERMITS	25,354.41	30,000.00
506 · COURT FINES	303,282.42	400,000.00
507 · OTHER INTEREST INCOME	168,644.63	258,000.00
509 · MIXED BEVERAGE TAX	4,095.76	8,000.00
510 · PARK USER FEES	330.00	1,500.00
511 · HOTEL/MOTEL TAX	310,116.40	600,000.00
512 · SWIMMING POOL USER FEE	0.00	25,000.00
514 · MARINA FEES	1,235.00	5,000.00
525 · COURT SECURITY	1,392.85	8,500.00
527 · COURT TECHNOLOGY	1,162.33	7,100.00
529 · PARK DONATIONS	0.00	2,000.00
530 · MISC DONATIONS	1,000.00	5,000.00
531 · MISC INCOME	8,626.94	8,000.00
532 · MISC FEES	11,750.00	3,000.00
533 · BEACH USER FEE	0.00	30,000.00
534 · DEDICATED 1% SALES TAX	0.00	9,900.00
600 · TRANSFER FROM MUNICIPAL FUND	0.00	0.00
Total REVENUE	1,371,723.43	2,639,161.00
Total Income	1,371,723.43	2,639,161.00
Gross Profit	1,371,723.43	2,639,161.00
Expense		
BUILDING DEPT.		
18004 · INSPECTOR/PERMITS	5,575.00	20,000.00
Total BUILDING DEPT.	5,575.00	20,000.00
CITY ADMINISTRATION		
11002 · SALARIES	131,748.20	200,000.00
11004 · PAYROLL TAXES	45.10	15,300.00
11005 · TRAINING	0.00	4,400.00
11006 · OFFICE SUPPLIES	2,230.03	2,500.00
11008 · POSTAGE	1,842.13	1,000.00
11010 · PRINTING	592.79	1,000.00
11012 · TELEPHONE	1,301.30	1,500.00
11013 · INTERNET/CABLE	7,826.21	2,500.00
11014 · TECHNOLOGY	34,645.74	9,000.00
11016 · INS-WORKERS COMP	860.91	2,900.00
11018 · GEN. LIABILITY INS	1,320.06	1,000.00
11020 · LIABILTY INSURANCE	0.00	2,800.00
11022 · GROUP HEALTH	19,338.97	40,000.00
11024 · LEGAL NOTICE - PAPER	4,157.19	1,500.00
11026 · ELECTION EXPENSE	0.00	8,500.00
11030 · LEGAL FEES - ATTORNEY	3,213.70	20,000.00
11034 · AUDIT	0.00	45,000.00
11036 · DUES & SUBSCRIPTIONS	8,032.85	2,000.00

VILLAGE OF JAMAICA BEACH
 Profit & Loss Budget vs. Actual
 October 2023 through September 2024

	Oct '23 - Sep 24	Budget
11038 · EQUIPMENT M & R	420.00	2,000.00
11039 · CONTRACT SERVICES	35,000.00	30,000.00
11040 · CITY EXPENSES	2,276.02	15,000.00
11042 · RETIREMENT	7,890.99	18,000.00
11044 · CONTINGENCY	0.00	500.00
11052 · EQUIPMENT PURCHASES	0.00	1,000.00
11054 · MILEAGE REIMBURSEMENT	1,597.36	1,000.00
Total CITY ADMINISTRATION	264,339.55	428,400.00
CITY HALL		
17004 · CH JANITORIAL SERVICE	2,868.99	4,000.00
17006 · CH ELECTRICITY	3,535.06	7,300.00
17008 · CH WATER/SEWER	223.95	400.00
17010 · CH BUILDING M & R	21,638.51	45,000.00
17012 · CH EQUIPMENT M&R	22,798.05	5,000.00
17014 · CH INS-FIRE	4,154.42	3,200.00
17016 · CH INS-WINDSTORM	0.00	7,000.00
17018 · CH INS-FLOOD	411.00	300.00
17020 · CH INS-LIABILITY	579.66	1,000.00
17030 · CH MISC	5,669.92	2,000.00
Total CITY HALL	61,879.56	75,200.00
CITY PARK		
30004 · PARK ELECTRICITY	145.88	500.00
30006 · PARK WATER	285.20	500.00
30008 · PARK M & R	17,413.21	23,000.00
30010 · PARK MOWING	3,437.44	6,000.00
30012 · PARK JANITORIAL	1,058.39	2,000.00
Total CITY PARK	22,340.12	32,000.00
COURT		
19002 · SALARIES	29,462.39	68,000.00
19004 · PAYROLL TAXES	0.00	5,202.00
19006 · PRINTING	0.00	500.00
19008 · PROSECUTOR FEES	3,850.00	6,000.00
19010 · JUDGE FEES	4,500.00	8,500.00
19011 · TRAINING	0.00	2,000.00
19012 · CLERK EXPENSE	875.09	3,000.00
19013 · COURT TECHNOLOGY	3,400.00	7,000.00
19015 · POSTAGE	0.00	1,000.00
19016 · COURT RETIREMENT	1,067.24	4,800.00
19018 · INS-GROUP HEALTH	14,103.13	16,320.00
19020 · STATE CRIMINAL COST/FEES	88,493.96	180,000.00
19022 · COLLECTION AGENCY FEES	386.42	4,000.00
Total COURT	146,138.23	306,322.00
DEPENDANT HEALTH	0.00	0.00
DEPENDENT DENTAL	0.00	0.00
EMPLOYEE LIFE	0.00	0.00

VILLAGE OF JAMAICA BEACH
Profit & Loss Budget vs. Actual
 October 2023 through September 2024

	Oct '23 - Sep 24	Budget
EMS-P/S BLDG		
17205 · EMS WATER/SEWER	0.00	0.00
17215 · EMS EQUIP M&R	850.00	500.00
17220 · EMS INS-FIRE	0.00	450.00
17225 · EMS INS-WINDSTORM	0.00	1,300.00
17230 · EMS INS-FLOOD	411.00	220.00
Total EMS-P/S BLDG	1,261.00	2,470.00
EXPENSE - PROJECTS		
50026 PD VEHICLE/EQUIP PURC	0.00	0.00
50035 PARK FUND - EQUIP PURC	0.00	0.00
50100 NON-BUDGET OTHER	0.00	0.00
50055 · STREET PROJECT RESERVE	0.00	54,450.00
50060 · BULKHEAD PROJECT RESERVE	0.00	160,000.00
50065 · BEACH EROSION RESERVE	0.00	1,000.00
50066 · BEAUTIFICATION / LANDSCAPING	3,731.59	5,000.00
50068 · BEACH USER FEE	0.00	30,000.00
50070 · GENERAL FUND RESERVES	0.00	0.00
50072 · COURT SECURITY	0.00	10,000.00
Total EXPENSE - PROJECTS	3,731.59	260,450.00
HOTEL/MOTEL EXPENSES		
35180 TOURISM SECURITY	40,142.87	35,000.00
35010 · SALARIES	36,199.38	100,000.00
35020 · PAYROLL TAXES	0.00	7,650.00
35030 · INS-GROUP HEALTH	11,355.37	20,000.00
35040 · INS-GEN LIAB	378.38	1,200.00
35050 · INTERNET/CABLE	226.31	600.00
35060 · TELEPHONE	242.91	1,200.00
35070 · CONTRACT SERVICES	414.24	5,000.00
35090 · RETIREMENT	0.00	9,000.00
35100 · MAINTENANCE	8.99	52,000.37
35110 · ELECTRICITY	563.73	1,500.00
35120 · WATER/SEWER	0.00	300.00
35125 · DUMPSTER SERVICES	0.00	7,600.00
35126 · DUMPSTER SERVICES TAX	0.00	551.00
35150 · INS-FIRE	0.00	600.00
35160 · INS-WINDSTORM	0.00	1,250.00
35170 · INS-FLOOD	411.00	250.00
35190 · MARKETING	751.00	8,000.00
35200 · TOURISM	41,143.70	70,000.00
35210 · HOT COLLECTION AGENCY FEE	0.00	1,250.00
Total HOTEL/MOTEL EXPENSES	131,837.88	322,951.37

VILLAGE OF JAMAICA BEACH
Profit & Loss Budget vs. Actual
 October 2023 through September 2024

	Oct '23 - Sep 24	Budget
HTL/MTL-SWIMMING POOL		
40080 MOWING	0.00	0.00
40010 · SALARIES	10,624.55	95,000.00
40020 · PAYROLL TAXES	0.00	7,268.00
40025 · COMPLIANCE SUPPLIES	1,121.43	4,000.00
40027 · CHEMICALS	708.86	100,000.00
40030 · OFFICE SUPPLIES	0.00	500.00
40035 · INTERNET/CABLE	0.00	2,000.00
40040 · TELEPHONE	993.48	1,500.00
40045 · POOL FURNITURE	0.00	5,000.00
40050 · MERCHANDISE	0.00	1,000.00
40060 · POOL WATER/SEWER	247.03	3,000.00
40070 · POOL ELECTRICITY	2,016.84	5,000.00
40090 · BUILDING/POOL M & R	16,734.54	40,000.00
40110 · INS-WORKERS COMP	1,207.95	2,000.00
40120 · INS-GEN LIAB	960.54	1,800.00
40130 · INS-FIRE	0.00	450.00
Total HTL/MTL-SWIMMING POOL	34,615.22	268,518.00
MUNICIPAL SERVICES-REIMB		
20002 · REPAIRS (WATER)	100.71	0.00
20015 · MS SEWER - PERMITS, DUES, FEES	218.08	
20016 · MS SEWER REPAIRS	1,753.63	
20020 · MUNICIPAL SALARIES	27,665.98	0.00
20021 · MUNICIPAL PAYROLL TAXES	0.00	0.00
20022 · MUNICIPAL RETIREMENT	0.00	0.00
20025 · MS OFFICE & OTHER SUPPLIES	75.07	
20033 · MS INSURANCE - E&O	321.44	
20034 · MS INSURANCE - FIRE	1,384.81	
20035 · MS INSURANCE -GENERAL LIABL..	1,958.33	
20039 · MS TELEPHONE - ADMIN	1,755.24	
20040 · MS CITY HALL ELECTRICITY	18,469.83	
Total MUNICIPAL SERVICES-REIMB	53,703.12	0.00
POLICE DEPT-MARINE DIVISION		
14510 · MARINE GASOLINE	0.00	2,000.00
14515 · MARINE EQUIP M & R	608.75	1,500.00
14520 · MARINE EQUIP/SUPPLIES	0.00	1,500.00
Total POLICE DEPT-MARINE DIVISION	608.75	5,000.00
POLICE DEPT.		
14000 · PD SALARIES	235,064.95	420,000.00
14002 · PD PART-TIME SALARIES	3,960.00	10,000.00
14004 · PD PAYROLL TAXES	0.00	32,130.00
14006 · PD OFFICE SUPPLIES	762.24	2,499.00
14008 · PD PRINTING	1,119.25	1,500.00
14009 · PD INTERNET/CABLE	449.98	4,000.37
14010 · PD TELEPHONE	2,014.45	3,800.00
14011 · TECHNOLOGY	8,502.60	32,000.00
14012 · PD VEHICLE M & R	4,295.93	8,000.00
14016 · PD EQUIP M & R	0.00	5,000.00
14020 · PD INS-WORKERS COMP	19,051.62	13,000.00

VILLAGE OF JAMAICA BEACH
 Profit & Loss Budget vs. Actual
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	Oct '23 - Sep 24	Budget
14022 · PD INS-AUTO	7,572.46	6,200.00
14024 · PD INS-GEN LIAB	18,268.18	7,800.00
14026 · PD INS-GROUP HEALTH	46,384.75	115,000.00
14030 · PD GASOLINE	6,742.17	20,000.00
14032 · PD EDUCATION	2,389.00	8,000.00
14033 · PD TRAVEL/MEETINGS	1,629.16	3,000.00
14034 · PD DISPATCH	3,500.00	8,500.00
14035 · PD TRUNKED RADIOS	1,890.00	12,000.00
14036 · PD UNIFORMS	7,535.33	12,000.00
14038 · PD DUES & ANNUAL FEES	3,630.78	10,000.00
14042 · PD VEHICLE/EQUIP PURCHASE	0.00	20,000.00
14043 · PUBLIC AFFAIRS	1,337.15	3,000.00
14044 · PD CHIEF EXPENSE	911.89	1,500.00
14046 · PD RETIREMENT	22,834.18	42,000.00
14048 · ANIMAL CONTROL	525.00	900.00
14050 · PD LEGAL FEES	24.56	500.00
14054 · PD INS-FLOOD	411.00	600.00
14056 · PD INS-WINDSTORM	0.00	7,000.00
14058 · PD INS-FIRE	2,308.02	3,000.00
14064 · PD BLDG EQUIP M&R	0.00	1,000.00
14066 · PD JANITORIAL	2,868.99	3,500.00
Total POLICE DEPT.	405,983.64	817,429.37
ROADS, BEACH & CANALS		
13024 BEACH EROSION/CANAL DREDG	0.00	0.00
13004 · STREET SIGNS	7,399.92	5,000.00
13006 · STREET LIGHTING	2,708.51	5,000.00
13008 · BEACH M & R	10,177.66	12,000.00
13010 · INS-GEN LIAB	74.87	1,300.00
13012 · STREET M & R	3,338.10	15,000.00
13014 · DRAINAGE M & R	1,900.00	30,000.00
13016 · GENERAL M & R	10,971.04	12,000.00
13018 · BULKHEAD M & R	0.00	10,000.00
13022 · MOWING EQUIP M&R	4,094.50	5,000.00
13026 · MOSQUITO CONTROL	0.00	2,000.00
Total ROADS, BEACH & CANALS	40,664.60	97,300.00
TAX OFFICE		
12004 · COLLECTION EXPENSE	0.00	700.00
12006 · LEGAL NOTICES	0.00	500.00
12010 · APPRAISAL DIST EXP	3,748.46	7,500.00
Total TAX OFFICE	3,748.46	8,700.00
VFD-P/S BLDG		
17320 · VFD INS-FIRE	1,384.81	500.00
17325 · VFD INS-WINDSTORM	0.00	1,250.00
17330 · VFD INS-FLOOD	411.00	250.00
Total VFD-P/S BLDG	1,795.81	2,000.00

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Accrual Basis

VILLAGE OF JAMAICA BEACH
Profit & Loss Budget vs. Actual
October 2023 through September 2024

	<u>Oct '23 - Sep 24</u>	<u>Budget</u>
6560 · PAYROLL EXPENSES	54,624.52	0.00
Total Expense	<u>1,232,847.05</u>	<u>2,646,740.74</u>
Net Ordinary Income	<u>138,876.38</u>	<u>-7,579.74</u>
Net Income	<u><u>138,876.38</u></u>	<u><u>-7,579.74</u></u>

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Accrual Basis

VILLAGE OF JAMAICA BEACH Profit & Loss Budget vs. Actual October 2023 through September 2024

	Oct '23 - Sep 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
ALLOCATED DONATIONS			
30010 · VFD - DONATIONS	23,236.68	52,000.00	-28,763.32
30011 · EMS - DONATIONS	5,214.05	13,000.00	-7,785.95
Total ALLOCATED DONATIONS	28,450.73	65,000.00	-36,549.27
REVENUES			
30016 OTHER INTEREST INCOME	0.00	500.00	-500.00
30012 · WATER M&R	570.00	5,000.00	-4,430.00
30013 · SECURITY DEPOSITS	4,000.00	30,000.00	-26,000.00
30014 · RETURNED CHECKS	0.00	500.00	-500.00
30015 · RETURNED CK FEES	0.00	500.00	-500.00
30016 · OTHER INTEREST INCOME	64,914.09		
30019 · WATER CHARGES REIMB	0.00	1,000.00	-1,000.00
30020 · CUST SERVICE INSPECTION	0.00	200.00	-200.00
30026 · GARBAGE REVENUE/SALES TAX	66,772.58	178,000.00	-111,227.42
Total REVENUES	136,256.67	215,700.00	-79,443.33
REVENUES - SEWER			
30005 · SERVICE FEES - SEWER	176,614.50	510,000.00	-333,385.50
30006 · TAP FEES - SEWER	4,500.00	7,500.00	-3,000.00
Total REVENUES - SEWER	181,114.50	517,500.00	-336,385.50
REVENUES - WATER			
TRANSFER FROM GENERAL FUND	0.00	0.00	0.00
30000 · SERVICE FEES - WATER	576,008.97	650,000.00	-73,991.03
30001 · TAP FEES - WATER	2,500.00	4,500.00	-2,000.00
30002 · LATE FEES	5,900.72	20,000.00	-14,099.28
Total REVENUES - WATER	584,409.69	674,500.00	-90,090.31
UNDISTRIBUTED OVERPAYMENTS	13,464.31	40,000.00	-26,535.69
Total Income	943,695.90	1,512,700.00	-569,004.10
Cost of Goods Sold			
EXPENSES - SEWER			
20010 · PERMITS, DUES, FEES	0.00	50.00	-50.00
20011 · REPAIRS - SEWER	9,124.00	9,972.91	-848.91
20012 · TAP EXPENSES - SEWER	6,750.00	8,733.00	-1,983.00
20013 · SEWER ELECTRICITY	16,778.62	29,427.35	-12,648.73
20014 · WW TREATMENT EXPENSES	21,388.97	53,152.64	-31,763.67
20015 · LIFTSTATIONS M & R	63,811.15	51,131.71	12,679.44
20016 · SEWER CONTRACTOR FEE	82,600.00	123,178.08	-40,578.08
Total EXPENSES - SEWER	200,452.74	275,645.69	-75,192.95
EXPENSES - WATER			
20000 · WATER PURCHASES	134,482.47	437,806.86	-303,324.39
20001 · PERMITS, DUES, FEES	7,281.61	6,179.48	1,102.13
20002 · REPAIRS - WATER	26,067.00	92,879.62	-66,812.62
20003 · TAP EXPENSES - WATER	3,750.00	0.00	3,750.00
20005 · MAIN WATER LINE EXPENSES	2,185.00	81,971.83	-79,786.83
20006 · WATER METER EXPENSES	23,670.90	17,989.12	5,681.78
20007 · WATER CONTRACTOR FEE	82,600.00	56,113.22	26,486.78
Total EXPENSES - WATER	280,036.98	692,940.13	-412,903.15
Total COGS	480,489.72	968,585.82	-488,096.10
Gross Profit	463,206.18	544,114.18	-80,908.00

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Accrual Basis

VILLAGE OF JAMAICA BEACH
Profit & Loss Budget vs. Actual
October 2023 through September 2024

	Oct '23 - Sep 24	Budget	\$ Over Budget
Expense			
ADMINISTRATION			
20020 · SALARIES	0.00	0.00	0.00
20021 · PAYROLL TAXES	0.00	0.00	0.00
20022 · RETIREMENT	0.00	0.00	0.00
20023 · CONTRACT SERVICES	0.00	0.00	0.00
20025 · OFFICE & OTHER SUPPLIES	0.00	0.00	0.00
20026 · PRINTING	0.00	300.00	-300.00
20027 · DATA PROCESSING	3,282.13	25,624.30	-22,342.17
20028 · POSTAGE	0.00	0.00	0.00
20029 · EQUIPMENT M&R	287.88	224.10	63.78
20030 · INSURANCE-FLOOD	0.00	476.10	-476.10
20031 · INSURANCE-WINDSTORM	0.00	10,000.00	-10,000.00
20033 · INSURANCE-E&O	0.00	1,500.00	-1,500.00
20034 · INSURANCE-FIRE	0.00	400.00	-400.00
20035 · INSURANCE-GEN LIAB	0.00	794.78	-794.78
20036 · INSURANCE-GROUP	0.00	5,560.80	-5,560.80
20037 · INSURANCE-WRKSCMP	0.00	400.00	-400.00
20038 · AUDIT	0.00	0.00	0.00
20039 · TELEPHONE	0.00	2,915.81	-2,915.81
20040 · CITY HALL-ELECTRICITY	1,691.21	3,058.08	-1,366.87
20041 · CITY HALL-WATER	0.00	971.26	-971.26
20043 · CITY HALL EQUIPMENT	0.00	2,017.50	-2,017.50
20044 · MISCELLANEOUS	0.00	2,210.61	-2,210.61
20045 · CONTINGENCY	0.00	300.00	-300.00
20046 · LEGAL NOTICES	0.00	467.35	-467.35
20048 · FIRE HYDRANT EXPENSES	0.00	57,374.00	-57,374.00
ADMINISTRATION - Other	0.00	0.00	0.00
Total ADMINISTRATION	5,261.22	114,594.69	-109,333.47
ALLOCATED FUNDS - PROJECTS			
30022 · WATER LINE PROJECT	301,744.94	0.00	301,744.94
30024 · BAYSIDE # 7 LS PROJECT	82,133.34	0.00	82,133.34
Total ALLOCATED FUNDS - PROJECTS	383,878.28	0.00	383,878.28
TRANSFER TO GENERAL FUND	0.00	19,514.69	-19,514.69
Total Expense	389,139.50	134,109.38	255,030.12
Net Ordinary Income	74,066.68	410,004.80	-335,938.12
Other Income/Expense			
Other Expense			
GARBAGE EXPENSE/SALES TAX			
22000 · GARBAGE CONTRACT SERVICES	54,081.30	187,051.48	-132,970.18
22001 · SALES TAX ON GARBAGE	3,130.35	13,578.48	-10,448.13
Total GARBAGE EXPENSE/SALES TAX	57,211.65	200,629.96	-143,418.31
NONBUDGET & PROJECT EXPENSE			
25000 · DONATIONS-VFD	38,545.96	55,954.58	-17,408.62
25001 · DONATIONS-EMS	14,876.22	13,797.24	1,078.98
25007 · BAYSIDE # 7 LS PROJECT	0.00	0.00	0.00
25008 · WATER LINE PROJECT	0.00	11,745.00	-11,745.00
25999 · NONBUDGET-MISC	0.00	6,254.24	-6,254.24
Total NONBUDGET & PROJECT EXPENSE	53,422.18	87,751.06	-34,328.88
Total Other Expense	110,633.83	288,381.02	-177,747.19
Net Other Income	-110,633.83	-288,381.02	177,747.19
Net Income	-36,567.15	121,623.78	-158,190.93