

# MINUTES



**INGRAM CITY COUNCIL**  
**September 5, 2025 At 6:00 PM**  
**Ingram City Hall**  
**230 Highway 39, Ingram TX 78025**

## **BUDGET WORKSHOP**

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The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodation or interpretative services must be made to the City Secretary 48 hours prior to this meeting. Please contact the City Secretary's office at 830- 367-5115 for further information.

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### **CALL TO ORDER**

The meeting was called to order by Mayor Claud Jordan at 6:27 PM.

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### **ROLL CALL**

#### **Council Members Present:**

- Claud Jordan Mayor
- David Britton, Council Member

#### **Council Members Absent:**

- A quorum was not present and unnecessary for this workshop.

#### **City Staff**

- Bryanne Doss— Finance/Administrative
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### **INVOCATION / PRAYER**

None

## **B. Department Coding Consistency**

- 1 Plan discussed for a future working session with:
- 2 Bryanne, Jacqueline, Dustin, Esperanza, and the assisting CPA/TMO, to:
  - Combine duplicate line items.
  - Create missing line items in departments that lack them.
  - Standardize the last five digits of codes for similar expenses across departments.
- 3 Goal: reduce “options” that allow expenses to be mis-coded.

## **C. Code Enforcement Budget Placement**

1. Discussion highlighted the **lack of a clear, unified budget** for Code Enforcement:
2. His pay currently coded under Administration.
  - a. some miscellaneous lines separate.
  - b. His car expenses coded under the Police Department.
    - Some miscellaneous expenses under separate codes.
    - Consideration of:
      1. Creating a standalone Code Enforcement department with its own budget, while he continues to answer to the Chief; or
      2. Placing all costs fully within the Police Department budget and increasing that budget accordingly.

### **DIRECTION (INFORMAL, WORKSHOP-LEVEL):**

1. Staff to bring back options:
  - Separate Code Enforcement department budget; or
  - Full integration into Police Department with appropriate budget increases.

*No formal motion or vote is documented.*

## **D. Police K-9 Program & Costs - Extended discussion on the police dog:**

1. Some questioned whether continuing to fund the dog is justified for the city’s size and budget.
2. It was noted the new Chief wants and intends to work the dog.
3. Costs referenced:
  - Prior expenditures for cages, vents, door openers, and other K-9 vehicle equipment.
  - Ongoing boarding and training described as expensive but active training rather than simple boarding.

- Additional ~\$6,000 for handler training (Bashir with the dog).
- Dog has reportedly been through school multiple times and will be highly trained.

**GENERAL DISCUSSION:**

- If the dog is actively used, it is expected to “pay for itself”; if not, the expense is hard to justify.

**E. Police Staffing and Salaries**

- Concern voiced about total Police Department salary costs vs. small population (~1,800 residents).
- Recognition that some officers and supervisory roles (e.g., sergeant/lieutenant titles) are drawing salaries in the \$70,000–\$80,000+ range.
- Suggestion that, once pending cases and backlogs are cleaned up, council could consider reverting to a smaller structure (e.g., Chief + 2 officers), depending on call load and performance.

*No formal actions can be reconstructed from the audio under this section.*

**F. Finance Updates**

1. Line Items and Coding:

a. Bryanne reported on:

- Progress reconciling the current fiscal year and the prior year.
- Problems arising from duplicated and inconsistent line items, particularly for utilities and other shared costs.
- Jacqueline raised the issue of expenses showing under non-departmental vs. departmental codes, leading to skewed department totals.
- Fuel Example:

1 Fuel for Public Works vs. fuel showing in Police lines:

- Bryanne confirmed that in her records, a specific fuel code (e.g., 1120) is coded to Public Works.
- She requested that discrepancies be brought to her attention so she can trace and correct linked codes.

**G. Audit & Schedule:**

1 Bryanne reported the auditor requested a special meeting on Monday, September 29 to present the FY 2023 audit.

- a. He is unable to present by the regular September 15 meeting due to his own peer review and other commitments.

- b. Intended next step: Bryanne to email the auditor confirming September 29 as acceptable for the City.

2 Budget Workshops & Books - **Bryanne indicated:**

- a. The budget & tax rate meeting remains set for September 15.
- b. A Budget Workshop is scheduled for Friday the 5th at 6:00 p.m., and an additional workshop for the following week may be scheduled as a placeholder.
- c. She intends to provide updated budget books (reflecting current numbers and bank reconciliation) to council by early the following week.

3 Budget Amendments & Tracking:

- a. The group discussed issues like dispatch costs that were not originally budgeted but were later paid:
- b. Bryanne explained proper process is to adopt a budget amendment when there is no existing line/bucket.
- c. In past practice, expenditures were sometimes approved and paid without adjusting the formal budget.
- d. As budget amendments are approved, those changes must also be implemented in FundView, moving amounts between accounts so the budget matches reality.

4 Transparency & Reporting: Bryanne stated her plan:

- a. After reconciliation, she will print and post monthly financial reports for the entire year online.
- b. Thereafter, provide updated financial reports at each meeting to increase transparency.
- c. An IRS refund was explained:
- d. The City received a refund for duplicate Q1 payroll tax payments from the prior year, caused by staff transition and a precautionary double payment.

## NOTES & OUTCOMES FOR FUTURE DISCUSSION

### Special Meeting – Audit Presentation

- Schedule a special meeting (target **September 29**) for the **FY 2023 audit presentation** by the auditor.

### Additional Budget Workshops

- Hold follow-up workshop(s) after September 5 for:
  1. Detailed department-by-department budget review.
  2. Review of proposed line-item consolidations.

### Budget Amendments

- Consider formal budget amendments to align budget with:
  1. Dispatch payments previously made without budget lines.
  2. Vehicle purchases and customization for the Police Department.
  3. K-9 boarding and training costs.

### Policy/Structural Discussions

- Long-term Police staffing structure and compensation.
  - Formal decision on Code Enforcement as a separate department vs. fully under Police.
  - Adoption of regular financial reporting and transparency practices (monthly web posting, standard report format, etc.).
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## ADJOURNMENT

Adjourned at approximately 7:20 PM. The exact time was not noted or recorded.

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## STATEMENT REGARDING RECONSTRUCTION

These minutes have been reconstructed from the available transcript and audio recording and reflect the best available record of actions taken, in compliance with Texas Government Code §551.021.

**CERTIFICATION**

I certify that the foregoing minutes are a true and correct record of the City Council meeting to the best of my knowledge and based upon available documentation and recording.

*Jaqueline Bress*

CITY SECRETARY/ACTING CITY SECRETARY

APPROVED

APPROVED WITH CHANGES

REJECTED

CITY COUNCIL REVIEWED ON

3/16/26

DATE:

**FINAL ACCEPTANCE**

*[Signature]* 3/16/26

MAYOR / DATE

ATTEST / DATE

3/16/26